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# ERASMUS+ CALL FOR APPLICATIONS MOBILITY FOR STUDY

## 2024-2025 ACADEMIC YEAR

(Deadline: March 22, 2024)

**Disclaimer:** the University of Camerino has long since started important awareness-raising work for the purposes of contrast to gender stereotypes. With this in mind, it was decided to give greater linguistic visibility to differences. When the masculine is used in this document, solely for the purpose of simplification, the form is to be understood as referring in an inclusive manner to all people who operate within the academic community.

**LANGUAGE:** This English version is made only for publicity purposes. For resolving any dispute and for all legal purposes only the Italian version is valid.

Issued by order of the Director-General

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## 1-GENERAL INFORMATION

### 1.1-Purpose

Erasmus+ is the 2021-2027 EU Programme supporting education, training, youth and sport created by the European Parliament.

The Erasmus+ Programme, in particular the KEY ACTION 1(KA131) – MOBILITY OF INDIVIDUALS, supports the students' mobility to help them undertake their learning experience (Mobility for Study and Mobility for Traineeship) in another country.

The Erasmus+ Programme enables students to get acquainted with new higher education methods, to meet young people of foreign countries and to experience culture abroad, by making them to actively participate in the European integration process. This way, the Erasmus+ Programme manages to consolidate the students' mutual relationships and to strengthen the academic and cultural dialogue, by promoting a sustainable development thanks to a mutual exchange of knowledge, with a view to promoting the European values and culture worldwide.

The University of Camerino continues to support the students' international mobility for the 2022-2023 academic year with the publication of this call for applications governing the Mobility for Study.

Students may spend a continuative period of study (from 2 to 12 months) at a European University (KA103) that signed an Inter-institutional Agreement with the University of Camerino within the framework of the Erasmus+ Programme (**Annex 1 – Table of Agreements**)

### 1.2-EU countries participating in the Erasmus+ Programme

- The 27 EU Member States: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary.
- the 3 countries of the European Economic Area (EEA): Iceland, Liechtenstein and Norway.
- the EU enlargement candidate countries: the former Yugoslav Republic of Macedonia, Serbia and Turkey.

### 1.3-Mobility towards UK and Switzerland (Partner Countries)

Mobility towards the United Kingdom and Switzerland is also guaranteed; the contribution is covered by community funds equal to those envisaged for the Program Countries of GROUP 1.

All the requirements set out in this Call related to the Program Countries will apply to exchange students for UK and Switzerland.

Students who will be selected for those destinations must consider that:

- they must comply with the entry rules established by the receiving Countries and, consequently, inquire about the entry visa and health insurance.

- visa costs, health insurance and any other costs required for entry into those countries or for acceptance by

the UK office will not be covered by UNICAM;

The destinations for the United Kingdom and Switzerland are reserved to students of the Bachelor's degree courses in Biosciences and Biotechnology, Bachelor's degree course in Biologia della Nutrizione; Bachelor's degree course in Scienze Geologiche e Tecnologie per l'ambiente, Master's degree course in Geoenvironmental Resources and Risks; Bachelor's degree in Informatica and Master's degree course in Computer Science, Master's degree in Pharmacy and in Chemistry and Pharmaceutical technologies.

according to the following table:

Country	University	LANGUAGE LEVEL	Exchange places number	Duration	Study Cycle L=1° LM=2° PhD=3°	Degree Course
United Kingdom	University of Aberdeen <a href="https://www.abdn.ac.uk/">https://www.abdn.ac.uk/</a>	B2	4	5 months	1°	L-Biosciences and Biotechnology- L-Biologia della Nutrizione
United Kingdom	University of Ulster <a href="https://www.ulster.ac.uk/">https://www.ulster.ac.uk/</a>	B2	2	5 months	1°	-Biosciences and Biotechnology- L-Biologia della Nutrizione
United Kingdom	University of Plymouth <a href="https://www.plymouth.ac.uk/">https://www.plymouth.ac.uk/</a>	B2	2	5 months	1°-2°	L-STGA Scienze geologiche e tecnologie per l'ambiente LM- Geoenvironmental Resources and Risks
UK	University of Bradford <a href="https://www.bradford.ac.uk/">https://www.bradford.ac.uk/</a>	B2	2	6 months	2° thesis preparation	LM-13 Farmacia e Chimica e tecnologie Farmaceutiche
CH-Switzerland	FHNW University of Applied Science and Arts Northwestern Switzerland (School of Business) <a href="https://www.fhnw.ch/de/">https://www.fhnw.ch/de/</a> (not for Double Degree)	B2	2	5 months	1°-2°	L-Informatica LM-Computer Science

## 1.4 Double Degree Mobility

By applying to this announcement, it is also possible to obtain support for spending the period of study abroad necessary to obtain the Italian qualification and the foreign qualification, for study courses that provide this possibility. The conditions for participation vary depending on the foreign institutions, the year of registration, the academic requirements required, and are regulated in specific agreements. Students who intend to participate in a mobility within the scope of Double Degree paths will be able to apply to this call exclusively for the following locations reserved for these paths:

Nazione/ Country	Università/University	Lingua richiesta/ Language level	Numero Studenti in scambio/Exchange students' numbers	Durata/Length	Corso di Studio/Degree Course
Brasile	Universidade de Saõ Paulo <a href="https://www5.usp.br/">https://www5.usp.br/</a>	PORTUGUESE B1	3	3 semesters	Laurea Magistrale in Giurisprudenza
Portugal	Universidade de Lisboa <a href="https://tecnico.ulisboa.pt/en/">https://tecnico.ulisboa.pt/en/</a>	ENGLISH B2	3	Annual	LM- ACAC/DOUBLE DEGREE
Iceland	Reykjavik University <a href="https://en.ru.is/">https://en.ru.is/</a>	ENGLISH B2	4	5 months	LM-Computer Science/DOUBL E DEGREE
Switzerland	FHNW university of Applied Science and Arts Northwestern Switzerland (School of Business) <a href="https://www.fhnw.ch/de/">https://www.fhnw.ch/de/</a>	ENGLISH B2	4	5 months	LM-Computer Science/DOUBL E DEGREE
Albania	University of Tirana <a href="https://unitir.edu.al/eng/">https://unitir.edu.al/eng/</a>	ENGLISH B2	4	5 months	LM-Computer Science/DOUBL E DEGREE
Vietnam	Hanoi University (HANU) <a href="https://www.hanu.edu.vn/">https://www.hanu.edu.vn/</a>	ENGLISH B2	4	5 months	L- Informatica/DO UBLE DEGREE

## 1.5 Eligible activities

During mobility for study, students may carry out educational activities to achieve credits, previously agreed upon with the Delegates for International Mobility of each degree programme, as follows:

- a) attendance to courses (lectures) and sitting of the relating assessment tests (exams);
- b) preparation of the bachelor's, master's and/or PhD thesis;
- c) traineeship combined with a study period. Such traineeship must be carried out, with the prior authorisation of the Delegate for Traineeship/School, under the supervision of the same university where the student is due to perform his/her studies and the two activities shall be carried out consecutively.

The students participating in an Erasmus+ mobility programme will acquire the **status of "ERASMUS students"**, that may be summed up as follows:

- Erasmus students are equalized to all intents and purposes to the students at the receiving university: they are admitted attending the academic programmes and to sit the relating exams, to carry out research for their thesis, to be admitted to libraries and labs, to attend traineeships or stages (wherever there are specific conventions entered into by the receiving university), to benefit from the same services offered to their foreign colleagues.
- the tuition fees shall be paid at UNICAM according to the deadlines and modalities communicated by the same. No fees shall be paid to the receiving university (except the payment of small fees, if

- any, for insurance services or for the use of technical materials such as photocopies and lab products).
- upon conclusion of the mobility, the grant holders will be entitled to the full recognition of the exams taken and of the activities performed, pursuant to the Learning Agreement and according to the results and judgments recorded in the Transcript of Records.

Please consider that all departures might be subject to the conditions and measures introduced by national governments aimed at containing the spread of the Covid-19 pandemic. In case the Ministry of Foreign Affairs and International Cooperation discourages travel to some destinations or if the University of Camerino, having consulted the parties involved, considers some destinations unsafe for student’s mobility, the mobility period may be suspended, modified, discontinued, or cancelled. Before leaving, it is advisable to consult the Safe Travel Portal and read the information disseminated by the Ministry of Foreign Affairs on the country of interest.

## 1.6- Period and duration

The mobility period must take place continuously between 1 June 2024 and 31 July 2025. The duration of the mobility is established by the agreements signed with the partner universities and ranges from a minimum of 2 months (it cannot be less than 60 days) up to a maximum of 12 months. Extensions of the period are permitted only for proven educational reasons, in any case the overall duration of the stay at the partner institution must be continuous. The motivated extension request must be sent before the end of the mobility (within 1 month from the end of the mobility) and authorized by the Erasmus mobility delegate of the Study Course/School. The grant for the additional period will be awarded until available funds are exhausted.

## 1.7-Funding

All funding is exclusively allocated for the allowed educational activities (*please refer to “Activities to be performed during mobility and Learning Agreement” paragraph 2.5*).

**The Erasmus+ funding is, moreover, linked to study and/or educational activities carried out and to their following acknowledgement** by the competent body of the degree programme which beneficiaries are enrolled in.

**The students who do not satisfactorily complete any activities, do not obtain any recognition of the activities carried out or do not apply to have their activities acknowledged within the date of achievement of their degree, or still who refuse the acknowledgement granted, shall return entirely or partially the amount of the funding received.**

The funding for the mobility period is paid by means of funds allocated by the Erasmus+ National Agency, Ministry of University and Research and by the University of Camerino.

The **EU contribution** is to pay part of the mobility cost related to the staying abroad. It is a contribution calculated based on the destination and the number of days performed.

The contribution is modulated according to the following groups of destination:

**TABLE N.1**

Group 1 High cost of living	Denmark, Finland, Iceland, Ireland, Luxemburg, Sweden, Liechtenstein, Norway <b>United Kingdom-Switzerland</b>	€350,00/month
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Group 2 Medium cost of living	Austria, Belgium, Greece, Spain, Cyprus, France, Germany, Portugal, Netherlands, Malta,	€300,00/month
Group 3 Low cost of living	Bulgaria, Croatia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Latvia, Slovenia, Czechia, Estonia, North Macedonia, Turkey	€250,00/month
Group 4 Partner Countries outside Europe exclusively for Double Degree mobility	Albania, Brasil and Vietnam	€700,00/month* + travel support Albania € 275 Brasil €1.500 Vietnam € 1500 <small>*For these destinations, the ministerial or university integrative contribution will not be applicable.</small>

- To promote equal opportunities and access, inclusion and diversity, **an additional funding to the mobility grant**, is addressed to the needs of **participants with fewer opportunities** as follows:
  - students with economic condition lower or up to €26.306,25 (to be certified by ISEEU).
  - students with minor sons
  - working students
  - students who are professional athletes
  - students orphaned of at least one parent
  - students' victims of terrorism or organized crime
- To receive the **additional funding** students must include in the application form a **specific declaration** in which they indicate their condition (Annex 4) according to the above-mentioned fewer opportunities list. The additional funding of €250/month, regardless of the country of destination, is calculated on the basis of the days of actual stay abroad. It is paid at 80% within 30 days, after the submission of the arrival certificate to the office, together with the payment of the European contribution.
- The Erasmus grant can be further integrated with the MUR (Ministry of University and Research) Youth Support Fund Assignment, based on the economic conditions certified by ISEEU University (Facilitated benefits for the right to study) based on the following table:

**TABLE N.2**

ISEE Table	Integrazione comprensiva di top up
ISEE ≤ 13.000	€ 500 (€250 top up + €250)
13.000 < ISEE ≤ 26.306,25	€ 400 (€250 top up+ €150)
26306,25 < ISEE ≤ 40.000	€ 300
40.000 < ISEE ≤ 50.000	€ 200
ISEE > 50.000	€ 100

To maintain this integration, students must obtain recognition in credits of a training activity carried out abroad at the end of the mobility.

Those who prove to have an ISEE higher than €50,000 or who do not declare the ISEEU value will still receive a university supplement equal to €100 for each month of mobility.

Not regular students who have exceeded of one year the standard term of the degree programme will be only entitled to the University integration equal to € 100 per each month of mobility.

With regards to Double Degree mobility for Albania and Vietnam destinations, the integration of the scholarship with the ministerial or University fund is not foreseen.

**Terms of payment:**

The financial contribution due is initially estimated on the number of monthly payments indicated by the host University, as indicated in the acceptance letter or in the academic calendar. At the end of the Erasmus period, the financial contribution is recalculated on the actual number of mobility days carried out according to the counting methods envisaged by the Erasmus+ Programme:

The provision of:

- a **first instalment**: 80% of the integrative contribution will be paid before the beginning of the mobility.
- a **second instalment** of 80% of the Community contribution which will be paid within 30 days upon receipt of the arrival certificate.
- a **final payment** of 20% of the two contributions, calculated on the right number of the mobility days performed. It will be paid after the coming back and the submission of all the required documents and the completion of the beneficiary report (questionnaire).

**REFUNDS AND REDUCTIONS**

The contributions received are subject to the obligation of total or partial repayment in the event of:

- renounces the mobility period.
- stay shorter than the mandatory minimum period of 60 days;
- failure to complete any of the curricular activities indicated in the Learning Agreement and consequent recognition of training credits useful in one's study plan;
- reduction of the period abroad compared to what is provided for in the agreement (this entails a refund corresponding to the number of days not spent abroad).

Furthermore, those who meet the eligibility requirements for the ERDIS scholarship will be able to request the integration granted by the ERDIS Marche Presidio of Camerino for international mobility (information available on the website <http://www.erdiss.it>).

## 1.8 - Students with special needs related to physical, mental or health conditions.

To allow wider participation in the Erasmus + program, an additional financial contribution is provided at the community level, subject to evaluation by the Erasmus + National Agency. Interested students can also request specific contributions to cover special needs, which will be evaluated, from time to time, by the National Agency. For more detailed information, contact the mobility office.

## 1.9- Green Travel Grant

Students who choose travelling green, such as low CO<sub>2</sub> emission modes of travel (e.g., train, car sharing, bus) regardless of the duration of the mobility, can receive a single contribution of € 50,00 as an individual supplement. Moreover, it is eligible to have an additional contribution up to 4 days of individual support to cover the days required for the outward and return journey, where applicable.

## 1.10- Insurance coverage

The Participants shall have a suitable insurance coverage.

The basic health insurance is provided by the National Health Service by means of the European Insurance Health Card (EHIC), also during their stay in another EU country.

The University of Camerino sees to the insurance coverage for the Erasmus+ students in mobility abroad with



the following policies:

- third party liability: insurance against risks arising from third party liability, excluding the damages falling within professional liability;
- personal accident insurance linked to the educational activity/traineeship to be carried out by the participants;
- generic policy for refunding of medical expenses, accident, repatriation of deceased.

***Please note that the insurance coverage of the European Insurance Health Card (EHIC) and the UNICAM insurance policies might not be sufficient, especially in case of specific medical examination and accidents that are not linked to educational activities.***

***Therefore, it is advisable to take out a private insurance which covers accidents unrelated to study activities.***

Foreign students who are not resident in Italy and who are voluntarily enrolled in the NHS, not being EHIC holders, will have to take out a private health policy.

## 2-PARTICIPATION REQUIREMENTS AND MODALITIES TO SUBMIT APPLICATIONS

### 2.1-General requirements for participation

1. Students who intend to apply must **be regularly enrolled** in one of UNICAM degree programmes. Students of a first cycle degree who, at the time of application, are enrolled in the third year or outside the course and expect to graduate within the academic year 2023/24 can apply for mobility in the Second Cycle. The mobility period can only begin following actual enrolment in the 2024/25 academic year, coinciding with the payment of the first instalment and in any case in compliance with the deadlines established by the host University. Students who, in the 2023-2024 academic year, are enrolled in the third year of a degree programme, may go on mobility by proposing a Learning Agreement with programmes relating to their degree only if in the 2024-2025 academic year they will be enrolled as irregular students (Fuori Corso). In case of mobility of students who intend to graduate in the extraordinary session of April 2025 of the 2023-2024 academic year, the enrolment in such academic year shall be considered as valid. Yet, the mobility shall end in time to obtain the acknowledgement of the activity carried out and to comply with the administrative fulfilments established by the Student Office.
2. Only students who, in the same period, **are not beneficiaries of another EU contribution provided for by other mobility programmes can apply**. At all events, it is pointed out that the Erasmus grants are compatible and cumulative with all other types of grants (i.e., ERDIS scholarship), except as otherwise provided for by the funder.
3. **The admission of students who, in the past years, waived the Erasmus grant without any grounded reasons will be assessed by the Evaluation Committee.**

### 2.2-Incompatibility

Incompatibilities concern both grant and status as Erasmus student.

**Students applying to Erasmus+ Mobility for Study:**

- can obtain one or more Erasmus+ scholarships for each study cycle (I, II and III cycle) and for a period not exceeding 12 months per each cycle; in case of single cycles (Pharmacy-Chemistry and Pharmaceutical Technologies-Veterinary Medicine-Law), the maximum number of months is 24. Any previous mobility experiences within the framework of the Erasmus+ Programme for study or traineeship shall be included in the calculation of the months already enjoyed, so as to verify whether students have already reached or exceeded the established ceiling.

For the 2023-2024 academic year, also students who have previously enjoyed of an Erasmus+ grant for study or traineeship may apply to the Call for applications, provided that they still have an adequate period of time available to spend abroad for the study cycle for which they are applying.

- cannot benefit, if they benefit from funding for the Erasmus+ project, from any other type of EU contribution (including the grants to attend a Double Master's degree) or coming from funds of the University of Camerino, granted to spend a mobility period abroad.

**Students in mobility cannot obtain the degree before the mobility period ends and the acknowledgement of the educational activity carried out at the foreign university is issued by the Degree Programme Board. Such rule also applies to PhD students and postgraduate students.**

Subject to any further extraordinary provisions, the following activities shall be forbidden during the Erasmus+ mobility:

- taking exams at the University of Camerino.
- obtain the degree at the University of Camerino.

## 2.3-Language requirements

To apply for the 2023-2024 Erasmus+ grant, the minimum language requirement is B1 level according to the CEFR, acknowledged by the Council of Europe, to be certified according to one of the following modalities:

- 1) possession of a language certificate (TOEFL, Cambridge, Cervantes, Delf, DalF and so on) attesting at least the B-1 level requirement, according to the CEFR;
- 2) stays abroad in a country whose official language is the same as the one to be used during mobility, for a period of at least 60 days (also in this case, a certificate attesting the duration and nature of such stay is required);
- 3) enrolment in a degree programme entirely taught in English.

**For PhD students attending the International School of Advanced Studies, it is sufficient to have attended a master's degree programme in English.**

The copies of certificates shall be attached to the application.

### PLEASE NOTE:

The language requirements as per the above paragraph are needed to submit an application. It is pointed out anyway that the Partner Universities might require further skills; applicants are therefore advised to verify the language requirements of the university where they intend to spend an Erasmus+ period.

## 2.4-Available destinations

The list of the available destinations constitutes an integral part of the Call for applications (Annex 1-Agreements Table).

The table, divided by Schools, shows the destinations, the language requirements, if any, specific of a certain institution, the number of grants available for each destination and the relating duration, based on the agreements of the two universities, as well as a link to get the information required to organise mobility at best.

**The requirements of each Partner University could change even after publication of the Call for applications.**

Students can apply for maximum **TWO different destinations**.

### **Attention!**

**When choosing destinations, it is recommended to carefully examine the course catalogue of the Receiving University and evaluate the compatibility with one's own study plan, the linguistic requirements, the application deadlines, and any entry and stay arrangements: these aspects may preclude the departure.**

**As a rule, the host universities set deadlines for:**

- **nomination (receipt of names) of those who will carry out an Erasmus+ mobility, by International Relations Office;**
- **application (admission application) of those who have been indicated in the nominations, by the student.**

**If the above deadlines are prior to the conclusion of the selection process, the departure in the first semester of the a.y. 2024/2025 is not guaranteed and it will be necessary to consider a possible departure in the second semester, regardless of the number of months foreseen by the exchange. All students are invited to check the nomination/application deadlines and any language requirements before applying by consulting the website of the host university.**

**Non-EU students who are beneficiaries of the Erasmus + grant shall promptly get information from the Embassies or Consulates of the destination countries about the documentation required, if any, to stay abroad and apply in time for Visa and/or renewal of the Italian residence permit that shall be valid for the whole mobility period.**

## 2.5-Activities to be performed during mobility and Learning Agreement

Students must indicate, in their online application, the educational activities they intend to carry out during their mobility. This information is merely indicative and does not prevent them from the possibility to include other activities in their official study plan that will be indicated in the Learning Agreement.

The **Learning Agreement** is the document that establishes the study plan to be followed abroad and is mandatory for all mobility students, including PhD students, both for study and for research/thesis preparation. "Table A" must include the programmes to be attended during mobility, "Table B" the programmes which shall be acknowledged by UNICAM upon conclusion of mobility.

The Learning Agreement proposed by students must be approved and undersigned by the Delegate for International Mobility of the relating degree programme and by the receiving university.

The Learning Agreement may be changed within the first month after the student's arrival at the receiving university, but any changes shall be communicated by email to the International Relations Office; the latter will send such request to the Delegate for International Mobility of the degree programme and to the School Manager, who will authorise the requested changes.

The authorisation will be sent to the concerned student by email.

Students are reminded that **the activities allowed** during mobility for study are as follows:

1. educational activities (courses) and corresponding assessment tests (exams);
2. preparation of the degree and/or PhD thesis;
3. combined activity of exams and curricular traineeship (only if provided for by the educational regulations).

For any information related to permitted activities, students may refer to the Delegates for each Degree Course.

## 2.6-Submission of applications

Each candidate is invited to fill-in the online application at <https://didattica.unicam.it>, available in one's reserved area – **International mobility – Outgoing mobility**. Students may indicate maximum TWO different Partner Universities.

The questionnaire included in the application shall indicate the activity that students intend to carry out abroad, i.e., the attendance to programmes to take the relating exams, by specifying which ones they intend to attend, or the preparation of thesis, by indicating the name of one's supervisor.

The application, together with the required attachments, shall be **submitted WITHIN H. 12:00 A.M. OF MARCH 22, 2024.**

To be admitted to the selection:

1. candidates must duly fill-in all the required sections.
2. candidates enrolled in a master's degree programme shall mandatorily declare in their application the bachelor's degree title and final mark achieved in the "*Dichiarazioni aggiuntive/Additional statements*" section of the online form.
3. Candidates shall complete the questionnaire online indicating the learning activities they intend to attend abroad (please complete one questionnaire for each chosen university);
4. candidates shall submit the attachments specific of their area (Thesis Declaration only available for Pharmacy students), as requested by the Call for applications (Annex 3).

PLEASE NOTE: all information/changes of the enrolment procedure and any updates are available at [www.unicam-it/reginfo](http://www.unicam-it/reginfo).

**All technical problems which should occur during the online procedure shall be communicated to the email address: [ada.forti@unicam.it](mailto:ada.forti@unicam.it).**

**ATTENTION: to ensure recognition of the requirements and assessments for the purposes of this competition, it is recommended to check in advance that the exams taken have been registered so that the online procedure can be completed correctly. Questions, data, and information produced in terms or methods will not be taken into consideration different or received after the deadline of this announcement. Any errors or problems in using the online procedure must be reported promptly by sending an email to the address: [erasmus@unicam.it](mailto:erasmus@unicam.it).**

Upon conclusion of the submission procedure:

1. the competent offices will verify the participation requisites of all candidates before admitting them to assessment.
2. a committee composed of the Rector's Delegate for International Mobility and of delegates for degree courses will assess the submitted applications and study plans.

**START OF APPLICATION SUBMISSION: February 21, 2024, CALL FOR APPLICATIONS DEADLINE: March 22, 2024**

## MANDATORY ANNEXES:

### 2-Thesis Declaration (only for School of Pharmacy and Health Products students)

Students who intend to carry out their thesis abroad must attach to the application the thesis declaration – (**Annex 2**) – signed by the UNICAM professor who will be the supervisor. The receiving University may be indicated by the professor in case he is the same coordinator for several receiving universities.

The student, having to indicate two suitable destinations for carrying out the study period, can attach to the application two declarations from the same professor or from two different professors.

A professor can issue the thesis declarations for the same host institution even in a number higher than the actual availability of the receiving university exchanges, since the final ranking will establish who will be assigned to such destination.

### OPTIONAL ANNEXES

-Any linguistic certifications (recognized at European level) held by the student.

-Self-declaration about fewer opportunities “status”. (**Annex 3**)

To participate, **the students enrolled in the programmes of the International School of Advanced Studies (ISAS)** shall fill-in the online application but also attach the following documents:

- Curriculum vitae.
- Presentation letter of the UNICAM PhD Coordinator.

## 3-SELECTION PROCEDURES

### 3.1-Criteria for the creation of lists

The **selection and assessment criteria for the creation of lists** are the same for the students of all the University Schools.

The lists for the University Schools will be drawn up according to the following criteria:

- academic career: **ratio between the acquired ECTS (exams passed) and the ECTS provided for from the enrolment date until submission of applications** (usually, 60 ECTS per year). As to not regular students, the points obtained will be reduced in proportion to the years exceeding the standard term of the degree programme. As to students enrolled in a master’s degree programme, the final grade will be also taken into account: max 40 points;
- weighted grade average: max 40 points;
- language certificate assessment 10 points
- study programme(recognition proposal) assessment: max 10% points

Students shall control the personal data of the online record book to verify in time that all the exams required for the educational activities carried out have been duly recorded.

All students who will be assigned minor than 40 points by the teacher in charge of the exchange will be considered as **ineligible** and therefore will not appear in the list.

**It is pointed out that, once the lists have been published, it is essential to abide by the deadlines and comply with the rules for the acceptance of the university assigned to them.**

**For students enrolled in the programmes of the International School of Advanced Studies:**

**The assessment of the applications submitted by the students at the School of Advanced Studies will be made by a committee appointed by the same School.**

### 3.2-Acceptance of grants/destinations, waivers, inclusion in the list of incoming

## candidates

The lists, created per each University School, will be subdivided according to the cycles which students pertain to (bachelor's degree programmes, master's degree programmes and 3<sup>rd</sup> cycle programmes) and will be available on Unicam International website (<https://international.unicam.it/>).

According to such lists, the Erasmus+ Delegates of each single degree programme, in agreement with the Delegate for International Mobility, will assign destinations to students.

For each degree programme, a meeting with the Erasmus+ Delegate for each Degree Course/School. The meeting dates will be published on Unicam International website (<https://international.unicam.it/>).

### **After confirming their acceptance, students shall:**

After confirming the grant acceptance the student is required to:

- a) define the Learning Agreement (Learning Agreement Online), for the Erasmus+ mobility period and have it approved, according to the procedures provided for by the International Mobility Office.
- b) abide by the administrative requirements of the Partner University (Application Form)
- c) execute a "Financial Agreement".

The International Relations Office will communicate to the Partner University the winners of the selection (nomination); at all events, it is the students' duty to get acquainted with the administrative accomplishments and the relating deadlines established by the Partner Universities. Failure to comply with the above, students may run the risk of not being accepted by the Partner University.

**Students who turn out to be recipients of the Erasmus+ grant for Mobility for study are reminded at all events that the final decision about admission lies with the Receiving University. No reinstatement will be guaranteed by the University of Camerino in case of refusal.**

### 3.3-Filling of vacancies with the next-ranking successful candidates of the list

In case of waiver of the successful candidates, the vacancies will be filled with the next-ranking successful ones; thus, **the eligible students** in the list may become winners in turn. In such event, they will be informed by mail of the possibility to accept the next-ranking available place.

**Please remember to use the [name.surname@studenti.unicam.it](mailto:nome.cognome@studenti.unicam.it) institutional address for any and all email communications.**

## 4-OFFICIALS IN CHARGE OF THE ADMINISTRATIVE PROCEDURE

In compliance with art. 4 of law no. 241/1990 and further amendments and integrations, the officials in charge of the administrative procedure of this Call for applications is Ms. Anna Pupilli, in collaboration with Ms. Moira Aureli, tel. 0737 402450 and Caterina Marchetti, tel.0737 404623 of the International Relations Office.

Information notices pursuant to art. 13 of Legislative Decree of June 30, 2003, no. 196 ("Personal data protection code").

#### 1. Processing purposes.

The University of Camerino will exclusively process personal data for the performance of institutional purposes and in compliance with the regulations on personal data protection. In particular, the processing of the requested personal data is performed to create the list for the awarding of funding.

#### 2. Processing methods and recipients of personal data processing.

The personal data processing is carried out by means of paper and/or IT procedures, in full observance of the regulations in force about personal data protection (Legislative Decree no. 196/03). Such data may be transmitted to any external subjects, both for the candidate assessment procedures and for funding reasons or for any further

contributions in support of mobility.

The Data Processing Controller is the University of Camerino, legal seat address: Piazza Cavour 19/f-62032 Camerino (MC), operational seat address: Via D'Accorso 16, c/o Campus Universitario, 62032 Camerino (MC). The Data Protection Officer can be contacted at the following emails: [rpd@unicam.it](mailto:rpd@unicam.it); [rpd@pec.unicam.it](mailto:rpd@pec.unicam.it).

## 5-ANNEXES

### Annex 1: Table of Agreements

The mobilities indicated in the Agreements Table still need to be confirmed by renewing agreements with Erasmus Without Paper. As we do not have an official signature on the terms of agreements, it is possible that some terms will change during the signature process and not all the selected students will do the exchange and/or will do it under the terms currently indicated in the table. Our offices will do their best to avoid that this transition phase impacts negatively, whenever possible, the selection of the students, but it is important that the candidates are informed that all the vacancies as published, must be considered conditional.

**Annex 2:** Recognition Proposal (mandatory)

**Annex 3:** Thesis Declaration (only applicable to Pharmacy students)

**Annex 4:** Self- declaration about fewer opportunities "status" (only for students with fewer opportunities)

**Additional Annex:** Language Certificate if applicable; Letter from the Coordinator and CVS for PhD students only.

## -CALENDAR

- **February 21, 2024**

Publication of the Call for applications and start of application submission. Applications may be submitted exclusively online by accessing the reserved area with one's own institutional credentials and clicking on the link available at <https://didattica.unicam.it>. All attachments shall be uploaded in pdf format upon submission of application. Neither paper attachments delivered at desks, nor IT attachments uploaded in a format other than pdf, will be accepted.

- **March 22, 2024, h. 12:00 p. m.**

Deadline for submission of applications.

- **April 10, 2024**

Publication of ranking lists. Such lists will be published on the website and posted in the noticeboard at the International Relations Office.

- **From April 11 -26,2024**

Meetings of applicants with Coordinators to assign the destination.

- **May 2, 2024**

Deadline to submit the grant acceptance form.

## 7-CONTACTS

**Administrative Office:**

International Relations Office

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Tel: +39.0737 404619 – Ms. Anna Pupilli  
Tel: +39.0737 402450 – Ms. Moira Aureli  
[Tel:+39 0737 404623](tel:+390737404623) – Ms. Caterina Marchetti  
Email: [erasmus@unicam.it](mailto:erasmus@unicam.it)

WEBEX:

<https://unicam.webex.com/meet/mobilitainternazionale>

Skype: UnicomErasmus

*Opening hours:*

Monday, Wednesday, Friday: 10:30 a.m. – 1:00 p.m.

Tuesday, Thursday: 3:00 p.m. – 5:00 p.m.