***(N.B This translation is not an official version of the call. In the event of any dispute, the Italian version of this call is deemed the authoritative version)***

**Erasmus + call for European mobility for study for the academic year 2019/2020**

**PART I-GENERAL RULES AND ADMISSION CRITERIA**  
**Art.1- Erasmus + mobility period**The Erasmus + Program allows students to carry out European mobility for a total of 12 months for each study cycle (cycle I: Degree, cycle II: Master's Degree, cycle III: Doctorate / Postgraduate Schools). For the single cycle master's degree courses the total is 24 months of European mobility.  
**The Erasmus + mobility period has a minimum duration of 3 months (a full academic quarter / at least 90 days) up to a maximum of 12 months and must take place between 1 June 2019 and 30 September 2020.**During the Erasmus + mobility period for study purposes (hereafter: mobility) the study activities, including the preparation of the thesis, are included in the Teaching Regulations of each course of study. Mobility may also include a period of traineeship, provided that it is managed entirely by the foreign institution and is certified by it, is an integral part of the student's study plan and is not financed by other community programs. The educational activities carried out with profit during the mobility are fully recognized in the student's study plan.  
  
**Art.2- Erasmus + destinations**The mobility is carried out at Higher Education Institutes holding an ECHE-Erasmus Charter for Higher Education (hereafter: Erasmus + destinations) with which the University of Milan-Bicocca (hereafter: University) has stipulated a specific Erasmus + Interinstitutional Agreement -BA. The list of Erasmus + destinations is published on the University website at https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-studio/selezioni-erasmus  
  
**Art. 3 - Coordinators for International Mobility**During the mobility students will be followed by an International Mobility Coordinator (hereafter: Erasmus + Coordinator).  
The Erasmus + Coordinators have the following tasks:  
- agreeing and approving with the students the Learning Agreement-LA (hereafter: **LA**), ie the study plan of the educational activities to be carried out during the mobility and any subsequent modification thereof, respecting the deadlines set forth in article 14 of this announcement;  
- they are responsible for the full recognition of educational activities carried out with profit abroad and also monitor the conversion of foreign grading systems;  
- authorizing the extension of mobility if necessary for the student to complete his/her study program.  
The complete list of Erasmus + Coordinators is published on the University website at https://www.unimib.it/internazionalizzazione/mobilità-internazionale/docenti-coordinatori-alla-mobilità.  
  
**Art.4 - Criteria for admissibility to the announcement**To access the Erasmus selection students must:  
1. **be enrolled within the normal duration of the course** ("in corso") to a Degree Course (first cycle of studies), Master's Degree and Single-cycle Master's Degree (second cycle of studies), to a Specialization School or a PhD program (third cycle of studies); this requirement must last for all the mobility period.  
2. **not simultaneously take advantage of other scholarships funded by the European Union for the academic year 2019/2020** (example: Erasmus + Traineeship grant, Marie Curie grant, EIT Raw Materials loan, etc.);  
3. **not having already been an Erasmus student for 12 months in the same cycle of studies** (24 months for single-cycle masters degrees);  
4. **do not have a career suspended for any reason or be in interruption of studies**.  
5. **not be enrolled for a repeated year, not be enrolled by credits, not be enrolled part-time.**

**Art.5 - Language requirements**  
Students who qualify for mobility will be required to meet the language requirements of the Erasmus + University of destination.  
These requirements must be met **within the time limits set by the Erasmus + destinations and in any case before departure**. Universities can request simple certificates or specific language certifications, which can only be acquired through accredited language institutes. **It is however the task of the students to check directly on the websites of the Erasmus + destinations the type of linguistic requirements requested by the University of destination, before submitting a candidature to the present call.**  
The University provides on-line language courses for the acquisition of linguistic levels from A1 to C2 for the following languages: English, French, Spanish and German. After passing an exam, the **Open Badge Bbetween Languages** ​​will be issued. Passing the test certifies the CEFR equivalent level (Common European Framework of Reference for Languages), but does not constitute an international level certificate. If the University of destination requires a linguistic certification, it is the responsibility of the student to acquire it at accredited language institutes.  
For information on language courses, students must view the University website at the following link: https://www.unimib.it/didattica/lingue-unimib/corsi-lingua-rosetta-stone or write to segreteria.lingue@unimib. it  
  
  
**Art.6- Incompatibility with the Erasmus + mobility period**The period of international mobility must be continuous and **its validity is linked to the actual stay at the foreign destination.**Students during mobility cannot:  
a) Submit an application for transfer to another University or transfer of course;  
b) Defend the thesis and/or be proclaimed;  
c) Carry out any activity that requires the student’s presence at the University of Bicocca except as expressly provided for in Article 24 of this call.  
  
  
**PART II-SELECTION OF CANDIDATES**  
**Art.7- Erasmus + mobility project**To be admitted to the selection, students must prepare, independently, an "Erasmus + Mobility Project" using the form published on the University website at the link: <https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-studio/selezioni-erasmus>

In the Erasmus + Mobility Project form the student must indicate:  
**- preference for a maximum of 5 Erasmus + destinations;**- **a list of teaching activities** that could be supported at each of the 5 Erasmus + destinations indicated with the related proposal for association with the University's teaching activities.

The Erasmus + Mobility Project will be evaluated by the Erasmus Commissions and is aimed at verifying the students' ability to independently identify the destinations, evaluating their suitability for their study plan.  
The form of the Erasmus + Mobility Project duly completed, saved in pdf/a format, must be included in the application form sent to the Online Secretariats (Segreterie online). **Failure to include the Erasmus + Mobility Project will result in exclusion from the selection process.**The Erasmus + Mobility Project has value exclusively for the Erasmus + selection. The students who are suitable will have to complete the Learning Agreement-LA as per article 14 of this call.

**Art.8 - Presentation of the Erasmus + application  
The application form must be completed at the Segreterie online from 7 January 2019 to 28 January 2019, at 12.00**, as follows:  
- Login and enter the personal page of the Segreterie online;  
- in the left menu select **Bandi di Mobilità** (Calls for Mobility);  
- select the **Exchange Program** mobility category and confirm;  
- select the relevant Erasmus call for proposals a.a.2018/2019;  
- follow the procedure and enter the choice of **up to five Erasmus + destinations** indicating the order of preference; it is not permissible to select destinations reserved for another course of study (section 1 - Compilation of the application form);  
- select the **ISCRIVI** (REGISTER) key;  
- attach the **Erasmus + Mobility Project** in pdf/a format (section 2- Upload attachments);  
- for those in possession of them, attach a copy of a language level certification equal or superior to the B1 required by the CEFR (Common European Framework of Reference for Languages) obtained outside the **University**;  
- for those who have acquired a degree from another University and have not yet communicated the final vote to the Career Management Secretariats (Segreterie Gestione carriere), attach a self-certification or a link to the OpenBadge Degree issued by that University; those who do not have the self-certification of the University of origin can use the form at <https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-studio/selezioni-erasmus>

- select **stampa ricevuta iscrizione al bando** (print received registration to the call) (section 3- Print of the receipt).

**With the printout of the receipt, the candidacy is definitive and active. Without the Erasmus + Mobility Project upload the procedure does not issue the receipt and the application is null.**Applications submitted with attachments that do not comply with the requirements of this call or which are illegible will not be admitted to the selection *ex officio*.  
  
**Students enrolled in the third year of their Degree course** who will leave for Erasmus after enrollment in the first year of the Master's Degree in 2019/2020 must register for the call of the Department to which the Master's Degree pertains to which they intend to enroll. Participation in a single call is allowed.  
**Graduands**, with active enrollment in academic year 2018/2019, who have been selected for access to a Master's Degree (Laurea Magistrale) course at the publication of this call for applications, must register for the call of the Department to which the Master’s Degree pertains to which they intend to enroll.  
**Students enrolled in inter-departmental study courses** will be able to apply for only one of the departments pertaining to their study course, agreeing it with the relevant Erasmus + Coordinators first.  
**Graduates and graduands who are not enrolled in academic year 2018/2019**, who have been selected for the access to a Master's degree course at the publication of this announcement, will be able to apply for a paper application by contacting the UMI - International Mobility Office by writing to the e-mail [info.erasmus@unimib.it](mailto:info.erasmus@unimib.it) instituted to answer questions for this call for applications and which will be active until the publication of the final rankings.

**Art.9 - Selection of Candidates and assignment of destinations**The selection of candidates will take place in the following ways:  
1. **The Segreterie Online system will generate provisional rankings by Department by assigning a score of 50/50 for the academic curriculum.**The algorithm will take into account the weighted average of the marks obtained in the exams passed and the number of credits acquired out of the total of those potentially acquired by applying the following algorithm: **weighted average x (cfu acquired/due) x 5/3.**For students enrolled in the first year of a degree, the final school grade will be taken into consideration, based out of 50.  
For students enrolled in the first year of a Master's Degree, the grade for the previous degree will be taken into consideration, based out of 50.  
For students enrolled in the third cycle the score will be calculated on the previous degree mark.  
**For the formulation of the score of the academic curriculum of the candidates the Segreterie Online system will take into consideration only the teaching activities passed and registered by December 15 2018.** As of February 4 2019 students will be able to view their provisional score.  
2. The Erasmus + Department Commissions, having evaluated the Erasmus + Mobility Projects, have the faculty to confirm the scores of the provisional rankings or they can decide to convene their students for an aptitude interview and/or verification of the language skills of departure. The Erasmus + Department Commissions, in the case of the convocation of the students, will assign an additional score in 40/40 adopting the following values scale:  
  
EXCELLENT- 40/40  
VERY GOOD - 30/40  
GOOD - 20/40   
SUFFICIENT - 10/40  
NOT SUITABLE - 0/40  
  
The students called for the interview who have obtained a score of 0/40 from the Erasmus + Department Commissions will be included in the rankings as "unsuitable" and excluded from mobility.  
The dates of the possible convocation of the students for the interviews established by the individual Departments will be communicated by 28 January 2019, exclusively through publication on the University website at the link <https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-studio/selezioni-erasmus>

3. **By February 15 2019 the Erasmus + Department Commissions will communicate to the International Mobility Office the final rankings for the Department with the assignment of the destinations.** The Erasmus + Department Commission will be able to assign to students in the ranking a destination appropriate to their educational path, even if not among the preferences indicated by them. Students who have declared a number of destinations lower than 5 but who are not in a position for the assignment of one of the destinations indicated will have no other destination assigned.  
  
**Art.10- Acceptance of the destination and indication of the semester of mobility**From 16.00 on 22 February 2019 students will have to look at the final destination assigned by the Erasmus + Department Commissions by accessing the Segreteria Online on the page of the Erasmus + Mobility Call in which they participated.  
From 16.00 on 22 February to 12.00 on 27 February 2019 students must confirm acceptance of the assigned destination by accessing the Segreterie Online. At the same time students must indicate the chosen period (first semester, second semester, single year or full academic year).  
**At the end of the procedure, the students who have refused and those who have not confirmed the assigned destination will be deemed to have officially opted out of the program without any application of late payment fees.**  
**Art.11 - Final rankings by Department**Students who have accepted the assigned destination as per article 10 of this call can view the final rankings for the Department that will be published on 1 March 2019 from 16.00 on the University website at the link <https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-studio/selezioni-erasmus> and on the Online Register.  
Students included in the rankings will be considered Erasmus + students and for the duration of their mobility can communicate with the International Mobility Office-UMI via the e-mail outgoing.erasmus@unimib.it  
  
**Art.12 - Waiver of Erasmus + mobility  
After the publication of the final rankings for the Department, students who submit mobility waiver will be charged a penalty of € 200.00.**  
These students will have to submit the mobility to the Online Secretariats as follows:  
1. Login and enter your personal page;  
2. in the left menu select **Questionari**;  
3. complete the **Dichiarazione di rinuncia alla mobilità internazionale** questionnaire;  
4. at the end confirm the questionnaire;  
5. the renunciation is irrevocable from the moment in which the closure of the questionnaire is confirmed.  
  
Students who, despite not having submitted a waiver, do not comply with the procedures and timescales stipulated in this call, will be deemed to have officially renounced with the application of a penalty of € 200.00 and will not be able to take part in other University international mobility calls.

**PART III-FIRST OF ERASMUS + MOBILITY**  
  
**Art.13- Nomination of students to Erasmus + destinations**  
After the publication of the final Rankings by Department, the International Mobility Office-UMI will contact the destination Universities to communicate the names of the students proposed for mobility; at the same time the starting semester will be communicated that the students indicated when accepting the Erasmus + destination. The appointments will proceed according to the timetable of the host universities. Students will receive a copy of the nomination sent by the International Mobility Office-UMI and will have to contact their foreign destination for the completion of registration procedures.  
The students who after the nomination wish to postpone the departure from the first to the second semester must ask for permission to do so from the Erasmus + destination and communicate it by writing to outgoing.erasmus@unimib.it.  
  
The nominated students will be fully enrolled at the University abroad and will be required to comply with its regulations. In the event that students assume incorrect behavior reported by the Erasmus + Destinations, the event will be reported to the Rector for the necessary disciplinary measures.  
  
**Art.14- Learning Agreement-LA**The LA is a document that attests the study program that students will carry out at the Erasmus + destination, and as such is always to be agreed before the mobility with the Erasmus + Department Coordinator and must be approved by the Erasmus + destination.  
I. Students can present the LA by accessing the Segreterie online on the page of the Erasmus + Mobility Call in which they participated. In the LA all the teaching activities that the student wishes to undertake with the relative associations to those of the University are to be included.  
  
In the LA it is possible to insert only whole courses of the University (modules cannot be inserted). Each teaching of the University must be associated with one or more foreign teaching activities: if there is more than one, but the student does not pass one of the foreign exams foreseen by the association he/she must modify the LA, as per Article 26 of the present call, or lose the recognition of the whole exam. Finally, it is possible to associate a group of University courses with a single foreign teaching activity.  
Students can present the LA according to the following schedule:

**1st semester (and full year) - Presentation from 2/03/2019 to 28/06/2019 - Approval by 12/07/2019  
2nd semester- Presentation from 1/09/2019 to 28/11/2019 - Approval by 9/12/2019**  
II. Students who must complete enrolment in the Laurea Magistrale for the academic year 2019/2020, at the time of the LA presentation, will have to use the LA forms of the Erasmus + destinations, published on the respective foreign sites, respecting the deadlines in point I. These students will have to present the LA to the Online Secretaries once they have registered their registration to the new academic year and after the approval of the study plan.  
  
The students, having obtained the approval of the LA by the Erasmus + Coordinator of the University, will have to forward it to the Erasmus + destination for the approval of the Erasmus + Foreign Coordinator. After obtaining a copy of the LA signed by the Erasmus + Foreign Coordinator, the students must upload the document, in pdf/a format, by accessing the Segreterie online on the page of the Erasmus + Mobility call in which they participated:

- **from 1 August 2019 for departures in the first semester** (including those leaving for the entire academic year);  
- **from 10 January 2020 for departures in the second semester**.  
  
**Students must upload the document within one month from the start of the mobility.  
Students can modify the LA once they arrive at their destination as per article 26 of this announcement.**The online LA Presentation Guide is available on the University website.

**Art.15 - Declaration of the start and end dates of the Erasmus + mobility**I. Once the LA approval has been obtained, as per article 14 of this announcement, students must declare the **start date and end date of the mobility** to the Segreterie online on the page of the Erasmus + Mobility Call in which they participated, adhering to the following timetable:  
- **by 19 July 2019 for departures in the first semester** (including those leaving for the entire academic year);  
- **by 16 December 2019 for departures in the second semester**.  
  
**After these deadlines, the dates declared can no longer be changed**. Students who do not proceed with the declaration of mobility dates are not allowed to leave and will be deemed to have renounced and the penalty as per article 12 of this call will be applied.  
The planned start date of the mobility must coincide with the first day on which students will present themselves at the Erasmus + destination. The end date is the last useful date based on the months of mobility envisaged for the destination as per the Erasmus + Interinstitutional Agreement published on the University website at the link: https://www.unimib.it/internazionalizzazione/mobilità -internazionale/erasmus-studio/selezioni-erasmus

Students who have not obtained the approval of the online LA cannot declare the start date and expected end date of the mobility.  
  
II. Students who need to complete their enrollment in the Master's Degree Program for the academic year / 2019/2020, and who have therefore been unable to present the online LA can declare the start date and expected end date by writing to outgoing.erasmus@unimib.it. For these students, the start date of the mobility cannot be before the date of enrollment in the Master's Degree.  
  
**Art.16 - Renewal of enrollment for the academic year 2019/2020**I. By 19 July 2019 students who start in the first semester (including those who leave for the entire academic year) will have to renew their enrollment in the academic year 2019/2020; the registration fee can be paid within the deadlines set by the University for the academic year 2019/2020. Students who start in the second semester must renew their enrollment in academic year 2019/2020 and be in good standing with the contribution within the deadlines set by the University.  
II. Students who must complete the enrolment in the Master's Degree, and therefore can not renew the enrolment in the academic year 2019/2020 until the publication of the admission rankings, will be able to leave for mobility after completion of enrolment.  
  
  
**Art. 17 - Signing of the Erasmus + Mobility Agreement**Before leaving for mobility, students and the University sign a financial agreement, called the "**Erasmus + Mobility Agreement**", which regulates financial coverage and insurance coverage during mobility. **The start date and expected end date of the mobility declared by the students are necessary for the stipulation of this agreement. Without signing the Erasmus + Mobility Agreement, the student is not authorized to leave and will not receive any financial or insurance coverage.**  
The text of the Erasmus + Mobility Agreement and the instructions for the signature will be sent by e-mail to the students who have complied with the provisions of Article 15 of this announcement, according to the following deadlines:  
- **by 6 August 2019 for departures in the first semester** (including those leaving for the entire academic year);  
- **by 10 January 2020 for departures in the second semester**.  
  
Once the Erasmus + Mobility Agreement has been signed, students must send it from their @campus account to the e-mail agreement.mobilita@unimib.it, following the instructions received, according to the following deadlines:  
**- by 6 September 2019 for departures in the first semester** (including those leaving for the entire academic year);  
**- by 24 January 2020 for departures in the second semester.**  
The signature of the University delegate will take place according to the following timing:  
**- by 30 September 2019 for departures in the first semester** (including those leaving for the entire academic year);  
**- by 31 January 2020 for departures in the second half.**  
Students who have submitted a non-compliant Erasmus + Mobility Agreement will receive an automatic e-mail in which they will be required to send a new corrected document within 10 days of receipt of the e-mail, otherwise the financial and insurance coverage will be suspended. Failure to comply with the deadlines indicated in this and in the previous article 16 will result in delays in the provision of the Erasmus + economic benefit as per article 21 of this announcement.

**Art.18- Online Linguistic Support-OLS**

In order to encourage the study of European languages, the European Commission offers online language courses via the "Online Linguistic Support" (OLS) platform for students.

**The OLS is mandatory and monitored at the European level** and consists of:

- an assessment test for all students before the mobility period (I assessment);

- a language course according to the participant's linguistic needs;

- a test for all students returning from the mobility period (II assessment).

The University distributes the licenses assigned by the European Commission following the order of the final rankings by Department.

Students are referred to the preliminary assessment test as follows:

- Spanish for Spanish-language destinations;

- French for French-language destinations;

- German for German-language destinations;

- Portuguese for Portuguese-language destinations;

- English for all other destinations.

The OLS language platform will automatically assign the license of the verified language course to the students who have obtained a level up to B1 (inclusive) in the preliminary assessment test.

Students who have obtained a level equal to or greater than B2 of the language assigned to them in the preliminary assessment test will have the possibility to choose between the upper level course of the same language and the basic language course of the destination country if not assigned in the first instance (if among those provided by the OLS linguistic platform).

Once the language license is assigned, it can not be changed, and **students will be required to utilize the course.**

The modalities and timing of the activation of the OLS are communicated to the University by the European Commission as a rule by the end of June each year. The International Mobility Office-UMI will notify the students by updating the page on the University website at <https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-studio/ols>

Erasmus + destinations, at their discretion, may take into account the language level reached in the preliminary assessment test for compliance with their admission language requirements. It is the responsiblity of the student to verify the existence of this compliance with the destination.

The **OLS platform** will automatically send students a notification to undertake the verification test when they return from mobility. Students must take the test by **31 October 2020**.

Students who have obtained the C2 of the language assigned to them in the preliminary assessment test, are exempted from taking the verification test on their return from mobility.

Students who have problems with the OLS platform can use the "Report a problem" function available on the online platform <https://erasmusplusols.eu/it/>

**Art.19 - Insurance coverage of the University and National Health Assistance**

The University has the following insurance policies in place for its regularly enrolled students:

- Policy no. 75622994 "Civil Liability towards Third Parties - R.C.T." with Allianz S.p.A. (valid for 31 December 31 2015 – 31 December 2020);

- Policy No. 100.029 "Student injuries" with Harmonie Mutuelle (valid for 1 October 2015 - 30 September 2020).

These coverages extend to students and have territorial validity extended to the whole world.

In any case, students must comply with the regulations concerning the prevention and safety of the Erasmus + destination and immediately inform the University in the event of an accident that has occurred during the activities of the program by contacting the Welfare Sector and relations with the SSN by writing to [assicurazioni@unimib.it](mailto:assicurazioni@unimib.it) or on the University website at the following link: <https://www.unimib.it/servizi/opportunità-e-facility/assicurazioni>

Students should also be informed whether the National Healthcare (SSN) is extended to the destination country as follows:

- By consulting the Interactive Guide: "Se parto per ..." published on the website of the Ministry of Health http://www.salute.gov.it/portale/temi/p2\_4.jsp?area=Assistenza%20sanitaria;

- By going to your local Territorial Social Health Authority (A.S.S.T.).

**PART IV - ECONOMIC BENEFIT FOR ERASMUS + MOBILITY**  
**Art.20- Erasmus + Mobility Exchange and University grant**The University authorizes 5 months of Erasmus + mobility scholarship and additional University grant to all eligible students in the ranking list. Students who have declared to the Segreterie online, as per Article 15 of this announcement, a period of higher mobility will be assigned a further economic benefit in order of ranking. The economic benefit is paid as a contribution to costs abroad: it is therefore not intended to cover the entire cost incurred by the student.  
The economic benefit is as follows:

Erasmus + Mobility Grant  
The Erasmus + National Agency Indire assigns annually to the University a European funding to cover the Erasmus + Mobility grants. If the EU funding does not cover all the monthly payments of the beneficiaries, the University guarantees the coverage of the Erasmus + Mobility grant for the period foreseen in the Erasmus + Mobility Agreement, ie for the days actually spent abroad. As part of the new Erasmus + community program, the European Commission has established that the mobility grant is modulated according to the destination country, on a daily basis, as communicated by the National Indire Agency in the 2018 Program Guide, as follows:  
  
GROUP 1  
**high cost of living**: Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden, United Kingdom €. 300.00 / 30 days  
GROUP 2  
**average cost of living**: Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Holland, Portugal, Spain €. 250.00 / 30 days  
GROUP 3  
**low cost of living**: Bulgaria, Croatia, Estonia, Latvia, Lithuania, Poland, Czech Republic, Former Yugoslav Republic of Macedonia, Romania, Slovakia, Slovenia, Hungary €. 250.00 / 30 days

(Any changes to the groups are communicated directly by the European Commission)

University supplementary contribution  
The integration to the Erasmus + Mobility scholarship is modulated on the basis of the ISEE-University data with reference to the year in which the call is published, as per DPCM n. 159/2013. The presentation of the ISEE-University takes place according to the procedures and deadlines indicated by the University for the calculation of university contributions. Students who have not declared or have not produced the ISEE-University declaration in good time will be considered equivalent to students who have declared over € 30,000.00.  
In implementation of the ministerial directives, the University Supplementary Contribution to the Youth Fund and the allocation to be paid by the University is as follows:  
  
ISEE at November 16th 2018 - Integration for 1 month (30 days)  
Up to €. 13,000.00 €. 400.00  
Up to €. 21,000.00 €. 350.00  
Up to €. 26,000.00 €. 300.00  
Up to €. 30,000.00 €. 250.00  
Over €. 30,000.00 €. 200.00  
  
For example, the economic benefits recognized according to the duration of the mobility are reported, for whole months:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ISEE VALUE | COUNTRY GROUP | 3 Complete mobility months | 4 Complete mobility months | 5 Complete mobility months |
| Up to  €. 13.000,00 | I | € 2.100,00 | € 2.800,00 | € 3.500,00 |
| II - III | € 1.950,00 | € 2.600,00 | € 3.250,00 |
| Up to  €. 21.000,00 | I | € 1.950,00 | € 2.600,00 | € 3.250,00 |
| II - III | € 1.800,00 | € 2.400,00 | € 3.000,00 |
| Up to  €. 26.000,00 | I | € 1.800,00 | € 2.400,00 | € 3.000,00 |
| II - III | € 1.650,00 | € 2.200,00 | € 2.750,00 |
| Up to  €. 30.000,00 | I | € 1.650,00 | € 2.200,00 | € 2.750,00 |
| II - III | € 1.500,00 | € 2.000,00 | € 2.500,00 |
| Over  €. 30.000,00 | I | € 1.500,00 | € 2.000,00 | € 2.500,00 |
| II - III | € 1.350,00 | € 1.800,00 | € 2.250,00 |

**Art.21 - Methods of disbursement of the economic benefit**The economic benefit is assigned by Rectoral Decree and its payment is dependent on the signing of the Erasmus + Mobility Agreement. The economic benefit of the mobility is determined on the basis of the dates declared to the Segreterie Online as provided for in Article 15 of this announcement. The duration of the mobility will be calculated automatically by the Community Mobility Tool based on the DAYS360 Excel function, according to the 360-day commercial year (therefore each month, regardless of its duration, will be considered 30 days). It is possible to check the duration of the mobility according to EU rules using the counter at the link: <https://www.unimib.it/internazionalizzazione/borsaerasmus>

The grant is distributed in two solutions (an advance and a balance payment), as follows:

1. Students who have met the deadlines set out in articles 16 and 17 of this announcement will receive the advance payment of the economic benefit by the end of the month following departure. The other students will receive the payments a a later date, and in any case not before the signing of the Erasmus + Mobility Agreement. The advance payment will be equal to 80% of the complete months declared as per article 15 of this announcement; any monthly payments declared as incomplete will not be taken into account for the payment of the advance but will be disbursed as the balance due.  
We report, by way of example, the advances of the economic benefits recognized according to the duration of the mobility, for whole months declared:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ISEE VALUE | COUNTRY GROUPS | 3 Complete mobility months | 4 Complete mobility months | 5 Complete mobility months |
| Up to  €. 13.000,00 | I | € 1.400,00 | € 2.100,00 | € 2.800,00 |
| II - III | € 1.300,00 | € 1.950,00 | € 2.600,00 |
| Up to  €. 21.000,00 | I | € 1.300,00 | € 1.950,00 | € 2.600,00 |
| II - III | € 1.200,00 | € 1.800,00 | € 2.400,00 |
| Up to  €. 26.000,00 | I | € 1.200,00 | € 1.800,00 | € 2.400,00 |
| II - III | € 1.100,00 | € 1.650,00 | € 2.200,00 |
| Up to  €. 30.000,00 | I | € 1.100,00 | € 1.650,00 | € 2.200,00 |
| II - III | € 1.000,00 | € 1.500,00 | € 2.000,00 |
| Over  €. 30.000,00 | I | € 1.000,00 | € 1.500,00 | € 2.000,00 |
| II - III | € 900,00 | € 1.350,00 | € 1.800,00 |

2. The balance will be paid at the end of the mobility on the basis of the dates certified in the LA Section to be completed AFTER THE MOBILITY. The adjustment is calculated on the days actually spent abroad and certified by the receiving organization in the LA, as per article 28 of this announcement.  
  
**Art.22 - University multifunction card**The economic benefit is paid exclusively on the University multifunction card. It is the students' responsibility to activate the "prepaid card" function at the Banca Popolare di Sondrio (building U6 ground floor) and to check the validity period of the card. If the card is lost or stolen, the students must file a complaint and request, via e-mail, the issue of a new card to the Career Management Offices and interface directly with the Banca Popolare di Sondrio (popso@unimib.it) for the withdrawal and activation of the new card. The issue of the new card and the shipping costs abroad are at the expense of the student. Upon activation of the new card, students will find the monthly payments due.  
  
  
**PART V- DURING ERASMUS + MOBILITY**  
**Art.23- Compatibility with the Erasmus + mobility period**During the Mobility the students will be able to:  
- present the Study Plan;  
- to apply for a degree, provided that the discussion takes place after the return from mobility;  
- apply for University scholarships, and right to study (diritto allo studio) scholarships;  
- absolve contributions for the academic year 2019/2020 and submit the ISEE-University declaration.  
  
During the mobility the students will not be able to carry out any action that presupposes the presence on the spot at the University, under penalty of the reduction of the economic benefit according to the EU rules, except for what is considered by the following article 24.  
  
**Art.24- Interruption of Erasmus + mobility** Students who need to interrupt the mobility in order to take exams must be authorized by the Erasmus + destination. Bicocca examinations are allowed for activities that are formally present in the plan, with the exception of activities associated with the Learning Agreement. The reservation for each appeal, even partial, involves the automatic reduction of three days of scholarship. The reduction applies to each booking, even for appeals set on consecutive days, regardless of the outcome of the appeal and the recognition of absence. Only the cancellation of the reservation does not involve the reduction of the scholarship days. The interruption is authorized exclusively for the exams or partial tests that provide for the booking through the online registration system. Students are required to keep travel documents (boarding passes / train tickets etc.) and to present them, if requested, to the International Mobility Office-UMI.

**Art.25 - Extension of Erasmus + mobility**Students can request permission from the Erasmus + Coordinators for the extension of their mobility for study purposes, to this end they will have to fill out the Extension mobility form published on the University website at the link: <https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-studio/durante-mobilità>

**The Extension mobility form must be forwarded complete with signatures to** [**outgoing.erasmus@unimib.it**](mailto:outgoing.erasmus@unimib.it) **at least one month before the end of the mobility and in any case no later than 31 May 2020; otherwise they will not be covered by economic** **benefit**. Loans for extensions, after checking the availability of the budget, will be assigned according to the ranking order. The assignment will take place by Rectoral Decree and the economic benefit will be paid in a single solution upon the return of the mobility. The extensions can be requested up to a maximum of 12 months (24 for the single cycles) of total mobility for each study cycle as per EU indications and in compliance with the rules laid down in this announcement. **It is the responsibility of the students to forward to** [**outgoing.erasmus@unimib.it**](mailto:outgoing.erasmus@unimib.it) **the Extension mobility form complete with all necessary signatures within the deadlines required by this article.**  
  
**Art.26- Modification to the Learning Agreement- LA**  
**During the mobility it is possible to request the modification of the LA within 30 days from the beginning of the mobility or of the extension**, according to the rules of the Erasmus + program. The modified LA must correspond to the teaching activities attended and sustained during the mobility, always respecting the criteria of association between University activities and foreign activities explained in article 14 of the present announcement.  
Students can present the LA modifications according to the following timetable:  
  
**Changes for those who leave in the first semester - from 01/09/2019 to 13/12/2019  
Changes for those who leave in the second semester - from 09/01/2020 to 31/03/2020**  
Students can present the modification to the LA by accessing the Segreterie online following the same procedure as the first presentation.  
**The student must always be in possession of the updated LA and make sure, before returning, to have the final version, in accordance with what is actually supported, approved by the Erasmus + University Coordinator and signed by the Foreign Coordinator. In any case, the student must keep all previous versions of the LA duly approved.**The online LA Presentation Guide is available on the new University website.  
  
**PART VI- RETURN FROM ERASMUS + MOBILITY**  
**Art.27 - Closing of the Erasmus + mobility and definitive LA agreement**At the end of the mobility students will have to:  
- **verify** that you have a clearly legible copy of the online LA, in accordance with what is actually undertaken, signed by the Erasmus + Foreign Coordinator; if necessary, they can print a new copy and have it signed **before returning**;  
- have the "Section to be completed after the mobility - I. CONFIRMATION OF PERIOD" of the Learning Agreement - LA completed by the Erasmus + Office of the destination University. The dates shown in the CONFIRMATION OF PERIOD are valid for the recognition of the period and of the Erasmus + economic benefit;  
- proceed with the upload of the LA, in pdf / a format, to the Segreterie onlin; the LA file must be complete, complete with all parts: before the mobility, during the mobility (if authorized) and after the mobility, clearly legible and complete with signatures;  
- fill in the Questionnaire for the closure of the mobility to the Online Secretariats as follows:  
1. Login and enter your personal page;  
2. in the left menu select "Questionari";  
3. complete the International Mobility Declaration of closure (**Dichiarazione di chiusura alla mobilità Internazionale)** questionnaire;  
4. at the end confirm the questionnaire.  
  
Students who have uploaded a non-compliant LA to the Online Secretariat will receive an e-mail with a correction request: on the thirtieth day of receipt of the communication, the system will insert a career block until the documentation is regularized.

**Art.28- Payment of balance of the economic benefit**

We will proceed to the payment of the balance for students who have uploaded to the Segreterie online a compliant LA. In the case of a mobility not corresponding to a whole number of monthly payments, the contribution of the remaining days will be calculated by multiplying the number of days by **1/30 of the monthly contribution** due. It is possible to verify the economic benefit actually due, inserting the dates shown on the **CONFIRMATION OF PERIOD** in the counter at the link: <https://www.unimib.it/internazionalizzazione/borsaerasmus>

The economic benefit for the days of interruption, as per article 24 of this announcement, wiill be deducted from the balance.

In the event of a negative settlement, a communication will be sent to the students with the request for the return of the economic benefit already received and not due. The career will be suspended for students who, on the thirtieth day following the sending of the communication, have not repaid the debt; this provision will remain until the students have returned.

We will proceed to provide the adjustments from March 2020 to students who have successfully completed the mobility, as per article 27 of this announcement.

**Art.29 - Return of the economic benefit**

At the end of the final mobility report to the National Erasmus + Indire Agency, students will be asked to submit the request to:

* restitution of the economic benefit not due and possibly disbursed for days not actually spent abroad;
* total refund of the economic benefit in the following cases:

- have not acquired at least 12 cfu of the activities envisaged in the LA and registered in the career plan;

- have not transmitted the compulsory **Participant Report** as foreseen by the program by 25 November 2020, as per article 30 below;

- did not undertake the final verification test of the Online Linguistic Support by 31 October 2020;

- have not properly closed mobility as indicated in Article 27 of this call.

The career will be suspended for students who, on the thirtieth day from the sending of the communication, have not repaid the debt; this provision will remain until the students have returned.

**Art.30- Participant Report**

Students after the mobility must complete the **Participant report** online questionnaire on their mobility experience by the date communicated by UMI and in any case no later than 25 November 2020.

**The European Mobility tool platform will send the notification to fill out the Participant report to students who have successfully closed the mobility.** The notification can be sent starting from the month following the closure of the mobility and in any case no later than 10 November 2020. After that date, students must promptly report the non-receipt of the notification to [outgoing.erasmus@unimib.it](mailto:outgoing.erasmus@unimib.it)

**Art.31- Transcript of Records-TOR**

At the end of the mobility the Erasmus + destinations produce for each student the Transcript of Records –TOR, which is the certificate of the exams taken during the mobility. All activities successfully completed and entered in the LA must be recognized in the student's career plan. Students may reject the exams taken and passed abroad **exclusively** before they are registered in the TOR, and only if this option is foreseen in the university regulations of the Erasmus + destinations.

The TOR must be sent directly from the Foreign University to the International Mobility Office-UMI in the following ways:

- by e-mail to outgoing.erasmus@unimib.it;

- via online platform;

- by ordinary post to the address:

***International Mobility Office-UMI***

***University of Milano - Bicocca***

***Piazza dell'Ateneo Nuovo, 1***

***20126 Milan ITALY***

The TORs forwarded in violation of the modalities foreseen in this article will not be taken into consideration.

The teaching activities registered in the TOR under no circumstances may:

- be taken again at the University of Milano-Bicocca if they were taken abroad;

- be rejected when converting votes;

- be registered out of plan.

**Art.32 - Recognition of Erasmus + mobility**Following the correct closure of the mobility and following the receipt of the TOR, as per articles 27 and 31 of this announcement, the education credits will be recognized.  
**Students who have failed an educational activity inserted in the LA during the mobility will be able to proceed as follows:**- ask the Erasmus + Coordinators for authorization to **return to the destination to repeat the exam** outside of the mobility period using the form at the link: <https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-studio/dopo-mobilità>; the complete authorization form must be sent to the e-mail outgoing.erasmus@unimib.it;  
- write to e-mail outgoing.erasmus@unimib.it to **ask for** **a special opening of the procedure for presenting the online LA** to rectify with the Erasmus Coordinator + the associations it contains.  
Once the Erasmus + Coordinating teachers have approved the conversion of the votes assigned by the Erasmus + destinations, the teaching activities will be loaded into the career. All teaching activities are recognized respecting LA associations; partial awards are not allowed.  
For activities involving the assignment of marks in thirtieths according to Italian legislation, conversion takes place through the European Grade Conversion System - EGRACONS for the Universities already participating in the platform or through the conversion of votes table approved by the Academic Senate of the University and published at the link: <https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-studio/dopo-mobilità>

**Art.33- Open Badge "Bicocca International Students"**All mobility will be registered in the "Bicocca International Students" Open Badge. The Open Badges are digital certifications, internationally recognized and usable in electronic curricula vitae.  
At the time of the closure of the mobility students will receive a communication via e-mail from BESTR by which it will be possible to download the "Bicocca International Students" Open Badge. The Open Badge will subsequently be integrated with the number of credits acquired during the mobility.  
  
  
  
**PART VII - CANDIDATES WITH SPECIAL NEEDS**  
**Art.34 - Candidates with special needs**The Erasmus + Program gives special attention to students whose physical, mental or, more generally, health conditions are such as not to allow participation in the program without additional economic benefit for the extra costs incurred in support, reception and pedagogical and technical help services. Students with disabilities or with Specific Learning Disorders who have submitted regular certification at the time of enrolment, can apply for an additional EU-funded contribution. Further information or any logistic support to evaluate the logistic/organizational aspects of the experience abroad, can be requested with an appointment with the Disabled and DSA Students service by sending an e-mail info.disabili.dsa@unimib. it.  
  
**Art.35- Additional contribution for Erasmus + students with special needs**Students with special needs who are eligible for the Erasmus + selection may apply for the additional contribution. The National Agency Erasmus + / Indire will communicate the opening of the evaluation procedure for the assignment of the contribution to the University that will contact the students directly to inform them about the modalities of presentation of the application. In order to apply for the granting of the contribution, the students will have to produce an estimate of the additional costs they will have to sustain during the mobility. The additional contribution is based exclusively on **costs actually incurred**: students are therefore required to keep the payment receipts.  
At the end of the evaluation, the Erasmus + / Indire National Agency will forward a communication to the University that will provide the additional contribution, after verification of the payment receipts.  
  
  
**PART VIII - DOUBLE DEGREE PROGRAMS**  
**Art.36 - Double Degree Programs with Erasmus + destinations**The Double Degree Program provides for the acquisition of two degrees: one issued by the University and one by an Erasmus + destination University.  
Following a specific agreement, the University and a Erasmus + destination University establish a common study plan on the basis of which the selected students will perform part of their careers at the Erasmus + destination. At the end of the course of study both universities will assign their respective degree titles. Each Double Degree program has a Scientific Coordinator responsible for the study plan of mobile students.  
  
The University has concluded Double Degree agreements with the following Erasmus + destinations:

* the Université Paris Diderot Paris 7, France, reserved for students enrolled in Master of Science in
* Industrial Biotechnology (F0802Q), Medical Biotechnology (F0901D), Biology (F0601Q). Scientific coordinator Prof. Paolo Tortora;
* the Université Nice Sophia Antipolis, France reserved for those enrolled in the Master of Science in
* Information technology (F1801Q). Scientific coordinator Prof. Davide Ciucci;
* the Université de Savoie, France, reserved for members of the Tourism Master's degree program
* Territory and Social Development (F4901N). Scientific coordinator Prof. Lorenzo Bagnoli;
* Institut Polytechnique de Grenoble, France, reserved for those enrolled in the Master's degree program in Materials Science (F5301Q). Scientific coordinator Prof. Alberto Paleari;
* KU Leuven, Belgium, reserved for members of the Master of Science in Materials Science (F5301Q). Scientific coordinator Prof. Alberto Paleari;
* the Hochschule Aalen, Germany, reserved for students enrolled in the Optical and Optometry Degree Course (E3002Q). Scientific coordinator Prof. Antonio Papagni.

**For the Double Degree Program, for all that is not explicitly provided for in "Part VIII - Double Degree Programs" the articles of the previous parts of this announcement apply.**

**Art.37 - Selection of candidates for the Double Degree**

To be admitted to the Double Degree program, students enrolled in the courses referred to in Article 36 above must pass the Erasmus + selection. These students must submit their candidacy to the Segreterie online as per article 8 of this call for applications by selecting the "Erasmus + Call for Double Degree a.a.2018 / 2019". **For the selection of Erasmus + Double Degree students**, an interview will be held by the Erasmus + Commissions of the Department plus the Scientific Coordinators who will assign an additional score as per article 9 of this announcement.

Students interested in both the opportunity of the Double Degree and that of the Erasmus + for study purposes can also apply for the Erasmus + call of their department. The position in the ranking, eligible for departure for the Double Degree, is automatically confirmed by the student and invalidates the application for the Erasmus + call.

**Art.38- Scholarships and exemption from the first installment payment**

The grant of the scholarship follows the modalities foreseen for the Erasmus program for study. The economic benefit for the Double Degree is guaranteed up to a maximum of 9 months, subject to the provisions of the respective agreements. Students eligible for the KU Leuven and Institut Polytechnique de Grenoble destinations are entitled exclusively to the economic benefit under the **EIT Raw Materials Project** following the rules of the project itself.

Double Degree students, in addition to the economic benefit as per article 20 of this announcement, are entitled to exemption from the payment of the first installment payment a.y.2019 / 2020; instead, the first installment and the second installment must be matched and a regular ISEE-University certification must be obtained. The return of the due amount will take place after verification of the successful conclusion of the Double Degree mobility.

**PART IX - FINAL DISPOSITIONS**

**Art.39 - Communications**

According to art. 26 paragraph 1 of the Student Regulations the only official communication channel between students and the University is the University e-mail box (username@campus.unimib.it).

For general information on this call, students must contact the e-mail info.erasmus@unimib.it active from 1 December 2018 to 1 March 2019. After publication of the final rankings for the Department from 1 March 2019, communications to Erasmus + students will take place exclusively by e-mail at outgoing.erasmus@unimib.it.

Students are required to update their personal page of the Segreterie online. The Administration assumes no responsibility for the dispersal of communications due to inaccurate delivery information provided by the candidate or failure to communicate or late communication of change of address.

**Art.40 - Responsible for the procedure**

Pursuant to the Law of 7 August 1990, n. 241, the Head of the Procedure is Dr. Agnese Cofler, Head of International Affairs, University of Milano-Bicocca.

**Art.41 - Final provisions**

Applications for participation in this call for applications will be managed in compliance with the formalities required by Legislative Decree 30 June 2003 n. 196 "Code regarding the protection of personal data" and the EU Regulation 2016/679 (General Regulation on data protection).

We inform you that, based on the art. 71 of Presidential Decree 445 of 28 December 2000, the Administration will proceed to carry out appropriate checks, including by sample, and in all cases where there are well-founded doubts as to the veracity of the substitutive declarations.

For all matters not covered by this competition notice, the laws and regulations in force regarding public competitions and university study prizes apply.

**In the event of any dispute, the Italian version of this call is deemed the authoritative version**

THE RECTOR

Prof.ssa Maria Cristina Messa