



**Divisione I**

**Servizio Offerta Formativa e Servizi agli Studenti**

**Ufficio Mobilità e Cooperazione Internazionale**

**ERASMUS+ CALL**

**MOBILITY FOR STUDY**

**ACADEMIC YEAR 2023-2024**

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## **INTRODUCTION - THE ERASMUS 2021-2027 PROGRAMME**

The Erasmus+ Mobility for study 2023/2024 is governed by the regulations concerning the new seven-year period of the Erasmus programme (2021/2027).

### **Art. 1 GENERAL INFORMATION**

#### **1.1. Aims**

The Erasmus+ Mobility for Study Programme allows students to spend a continuous period of study at a European University which the University of Tuscia has an agreement with.

The Erasmus+ Programme allows students to enjoy cultural experiences abroad, to get to know new higher education systems and to meet students from other countries, thus participating actively in the process of European integration.

The outgoing student receives a financial contribution, can attend courses and use the facilities available at the host institute without additional tuition fees (small contributions can be required and also local students can be charged for that). The educational activities successfully carried out abroad, provided that they are approved in the Learning Agreement, will be fully recognized.

The recognition of the activities completed at the partner institutions is done with the adoption of the ECTS (European Credit Transfer System), applied to both grades and credits achieved. Please note that at the University of Tuscia 1 CFU (University Educational Credit) corresponds to 1 ECTS.

#### **1.2. Partner Countries of the Erasmus+ Programme**

It is possible to carry out a mobility period for study in a partner university located in the following partner countries participating in the Erasmus+ Programme.

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

#### **1.3 Mobility to the home country**

Students with citizenship of one of the countries participating in ERASMUS+ and enrolled at the University of Tuscia are eligible for mobility to a university in their country of origin provided they are not yet resident in that country; in any case, they will not be given priority in the selection process. They must also obtain clearance from the host university before being able to confirm acceptance of the exchange place.

#### **1.4 Types of mobility**

Mobility can be of two types: LONG TERM MOBILITY and SHORT TERM MOBILITY.

1. LONG MOBILITY is intended for students enrolled in a course of I, II or III level of study at the University of Tuscia. It will take place at the Partner Universities, on the basis of the agreement signed. Each long mobility must have a compulsory minimum duration of 2 months (60 days) and a maximum duration of 12 months (360 days) and must, in any case, take place between 1 June 2023 and 31 July 2024 and must be continuous. The duration of the period spent abroad is established in the agreements with the host university.

2. SHORT MOBILITY is reserved for PhD students. According to the provisions of the Erasmus 2021-2027 Programme, only students enrolled in a doctoral programme will be able to undertake a short mobility with a mandatory minimum duration of 5 days up to a maximum of 30 days and must, in any case, take place between 1 June 2023 and 31 July 2024 and must be continuous.

It should be noted that the short mobility must be authorised by the host university; female students/doctoral students may choose to carry out, at their destinations, a long or short Erasmus mobility.

### 1.5 Financial contribution for long-term and short-term mobility

Erasmus+ outgoing students for study will receive a support grant that is intended to cover the costs of a stay abroad.

The funding consists of:

**The European Union individual support for long-term mobility.** The grant is calculated on a monthly base, and it is related to the actual stay abroad; it is divided by the destination countries (defined and grouped by the European Commission) according to the cost of living, as shown in the table:

Country of destination		Individual support
<b>Group 1</b> Countries with higher living	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden. Third countries not associated to the Programme from Region 14: Fær Øer, Switzerland, United Kingdom.	€ 350 per month
<b>Group 2</b> Countries with medium living costs	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain. Third countries not associated to the Programme from Region 13: Andorra, Monaco, San Marino, Vatican City State.	€ 300 per month
<b>Group 3</b> Countries with lower living costs	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, North Macedonia, Turkey.	€ 250 per month

#### Long-term mobility applicants with fewer opportunities

Students with fewer opportunities are defined as belonging to one or more of the following conditions

- with socio-economically disadvantaged conditions;
- with needs relating to physical, mental or health conditions.

Students and recent graduates with socio-economically disadvantaged conditions are identified by Ministerial Decree 1320/2021 for the academic year 2022/2023, which links economic disadvantage to an Equivalent Economic Situation Indicator (ISEE) equal to or less than 24,335.11.

Applicants receive a top-up of € 250.00 per month, in addition to the individual contribution allocated for Erasmus+ mobility for study, as shown in the table:

Countries of destination	Individual support	Top-up amount to the individual support (long term mobility)	Total
<b>GRUPPO 1</b>	€ 350	€250	€ 600
<b>GRUPPO 2</b>	€ 300	€250	€ 550
<b>GRUPPO 3</b>	€ 250	€250	€ 500

To be entitled to the individual supplementary contribution, students and graduates in socio-economically disadvantaged circumstances must upload their ISEE on the GOMP Portal.

- **For candidates with needs related to physical, mental or health conditions**, special funding is available from the European Union based on actual costs incurred.

For more information, please contact the Mobility and International Cooperation Office.

**The European Union contribution for short-term mobility.** The short-term mobility individual support is calculated as shown in the following table:

Duration of the physical activity	Amount (any EU Member States and third countries associated to the Programme or third country not associated to the Programme)
Up to the 14th day of activity	€ 70 per day
15th to the 30th day of activity	€ 50 per day

**Short-term physical mobility applicants with fewer opportunities** receive a top-up amount to the individual support of their Erasmus+ grant, as indicated in the table below:

Countries of destination	Top-up amount for fewer opportunities (short-term mobility)
<b>GROUP 1</b>	€ 100 for short-term mobility from 5 to 14 days of activity
	€ 150 for short-term mobility from 15 to 30 days of activity
<b>GROUP 2</b>	€ 100 for short-term mobility from 5 to 14 days of activity
	€ 150 for short-term mobility from 15 to 30 days of activity
<b>GROUP 3</b>	€ 100 for short-term mobility from 5 to 14 days of activity
	€ 150 for short-term mobility from 15 to 30 days of activity

The value defined by the Ministerial Provisions for access to grants for students with fewer opportunities is set, for the academic year 2022/2023, at an Equivalent Economic Situation Indicator (ISEE) equal to or less than € 24,335.11.

**The additional contribution of the University of Tuscia (co-financing).** This is an amount that has been approved by the Board of Directors of the University on 28.10.2022 on the basis of the funds available in the budget. It will be paid to students enrolled within the normal duration of the course and who will obtain, during the long-term mobility period, a number of credits ranging from a minimum of 1 CFU to at least 12 CFU. This monthly contribution varies from a minimum of 150 to a maximum of 600 Euros and attributed to all mobility students on the basis of the ISEE certificate, in accordance with the provisions of Ministerial Decree no. 1047 of 29.12.2017, and the number of CFUs obtained abroad. For specific info, see Table below.

ISEE - income in €	Additional monthly contribution in euro, from 1 to 11 CFU	Additional monthly contribution in euro, from 12 CFU
ISEE < = 13.000	400	600
13.000 < ISEE < = 21.000	350	450
21.000 < ISEE < = 26.000	300	400
26.000 < ISEE < = 30.000	250	350
30.000 < ISEE < = 40.000	200	200
40.000 < ISEE < = 50.000	150	150
ISEE < = 50.000	0	0

**The ISEE submitted when enrolling for the academic year 2021/2022 will determine the co-financing by the University.**

### **1.6 Fiscal treatment of the Erasmus+ grant**

Pursuant to Art. 1, paragraph 50, of Law no. 208 of 28.12.2015, the exemptions provided for in Article 1, paragraph 3, of Decree-Law no. 105 of 9 May 2003, converted, with amendments, by Law no. 170 of 11 July 2003, apply to scholarships for international mobility, unless further regulatory changes are made.

### **1.7 Travel support**

In the new Erasmus+ 2021-2027 programme, an ad hoc contribution is foreseen for the so-called green travel, i.e. travel to the host organization by sustainable means of transport. Further information will be provided to selected students.

### **1.8 Grant payment**

The Erasmus+ grant (European Union contribution and supplementary contribution of the University of Tuscia) will be paid in two instalments.

The modalities of payment of the grant and the minimum clauses defined by the European Commission to obtain the contribution are indicated in the Financial Agreement for Erasmus+ Mobility that each student signs with the University of Tuscia. For departures in the first semester the deadline is 31 August while for departures in the second semester the deadline is 31 December.

A down payment, equal to 80% of the total amount calculated on the period of stay, will be paid within 30 days of the signing of the above agreement. A document stating the date of arrival at the host university must be sent to confirm the beginning of the mobility.

The balance, equal to 20% of the total amount, will be paid after the International Mobility and Cooperation Office receives the final certificate of stay issued by the host university, and the Transcript of Records, with the ECTS credits and grades.

The balance of the Erasmus+ grant is also conditional on the completion:

- the Narrative Report (EU SURVEY) on the activity carried out, completed online on the European Mobility Project Management System website;
- the online verification, compulsory at the end of the mobility period, of the online language course assigned to the student as part of the Erasmus Academic Year 2023/2024 Online Language Support (OLS).

In the absence of any of the above documents, the Participant must return the entire grant.

It should be noted that the Transcript of Records must also be submitted in the event of a negative examination result.

## **Art. 2 REQUIREMENTS TO APPLY**

### **2.1. Requirements for the selection**

Eligible to participate in this call for applications for the allocation of **n° 109 Erasmus mobility grants for study of a duration of 6 months** \* are students who, at the time of submitting their application, are enrolled on degree/master's degree/research doctorate courses at the University of Tuscia in the academic year 2022/2023, regardless of their country of citizenship (see art. 1.3) and who meet all the requirements relating to credits and grade point average indicated in Annex 1 of this call for applications "Evaluation criteria".

Students must have a knowledge equivalent to the minimum B1 level of the language(s) of the destination country or of a language accepted by the host institution as a vehicular language, as stipulated in Article 2.3.

Students currently enrolled on a degree course who intend to graduate before the date of departure for the Erasmus+ mobility and who apply to spend part of the first year of their Master's degree course abroad must, at the time of departure, be enrolled on a Master's degree course at the University of Tuscia, under penalty of forfeiting the benefit of the grant and the right to leave for the mobility abroad. The aforementioned students must prepare the Learning Agreement relating to the teaching activities inherent to the Master's degree course they are enrolling in.

Students enrolled in PhD courses may participate with the prior authorisation of the coordinator/director of the course/school. PhD students benefiting from a doctoral grant will have to choose whether to use the surcharge for the stay abroad or the Erasmus+ funding from the European Commission. They are not eligible for both grants.

The absence of any of the above-mentioned requirements will result in the exclusion of the candidate from the continuation of the selection process. Candidates are admitted to the selection subject to verification of the requirements. The University of Tuscia may at any time, by means of a reasoned decision, exclude candidates from the selection process in case they fail to meet the admission requirements set out in this call for applications.

Please note that during the mobility period Erasmus students will not be able to obtain their final degree at the University of Tuscia.

**\*PLEASE NOTE: IN CASE OF AVAILABILITY OF MORE FUNDS THE RANKING WILL BE EXTENDED BEYOND POSITION NO. 109.**

### **2.2. Incompatibility**

Students applying to the Erasmus+ Mobility call for Study:

- can obtain an Erasmus grant for each study cycle (bachelor's degree, master's degree and doctoral) for a total period not exceeding 12 months for each cycle; in the case of single cycle courses the maximum number of months is 24. Those who have already carried out a mobility under the Lifelong Learning Programme 2007-2013 (Erasmus Study, Placement, or Leonardo da Vinci), Erasmus+ 2014-2020, (Study, Placement or International Credit Mobility) or Erasmus Mundus or who have already been selected for a mobility for Traineeship or to non-European countries (International Credit Mobility) and who apply for the present call for the same study cycle, are eligible for selection as long as the sum of the months of the previous mobility period(s) and the one for which they are applying does not exceed 12 months. Post-graduate traineeship months are counted within the study cycle in which the candidate is enrolled at the time of application.

- cannot benefit from any other type of Community contribution (including scholarships to attend Joint Master's Degrees - ex Erasmus Mundus Action 1), during the period when they receive funding for the Erasmus project.

- any incoming international students who benefit from the Erasmus Mundus Action 2 scholarship and are enrolled in a Master's degree programme cannot receive both the Erasmus Mundus Action 3 scholarship and the Erasmus grant at the same time. For EMA2 projects that allow it, students may suspend their grant, in the event that they are awarded the Erasmus contribution, after having previously informed and obtained the approval of the project coordinator.

### **2.3 Language competences**

Language competences must be declared with Annex 2, available on the portal.

At the time of applying, it is preferable that applicants already have competence of the language(s) of the country of destination - or of the language accepted by the host organisation as a "vehicular language" - equal to the level required by each receiving Institution. This info can be verified in the list of destinations.

If the student has an international certificate of a foreign language competence, according to the Common European Framework, he/she can upload it on the portal as an attachment to his/her application.

Students who are unable to demonstrate their adequate knowledge of the foreign language according to one of the methods above must take an assessment test at the Language Services Unit in order to assess their level of preparation. The timetable will be communicated by the International Mobility and Cooperation Office. Following the assessment test, students who have not reached the level required for the mobility will have to attend a compulsory preparation course before departure (the course will be offered for free by the University through the Language Services Unit).

Those students whose assessment proves they have the necessary level for mobility, the preparation course will be optional, although strongly recommended.

Students who in Annex 2 declare that they have no language competence for the country of destination will not undergo the assessment test but will have to follow the compulsory preparation course before departure.

### **2.4 OLS - Online Linguistic Support**

Language learning is one of the objectives of the Erasmus+ Programme for the protection of linguistic diversity and the development of intercultural skills.

The Erasmus+ Programme offers students the opportunity to improve their language skills, before and during their mobility, through online courses, free of charge, via the new EU Academy platform, see the following link: <https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-a-new-language>



Students and recent graduates selected for an Erasmus mobility to a Programme Country or to a Third Country not associated to the Programme (Key Actions KA131 and KA171) who undertake a mobility of more than 14 days must take the initial language assessment test in the language of mobility before the start of the mobility, except in duly justified cases, e.g. language not available in the OLS. With the new OLS, students and recent graduates can choose one or more languages, with no restrictions on the number of courses to be taken, and they will be able to test their level of language competence during or after their mobility. At present there are five languages available: Italian, English, Spanish, German, French, from level A1 to B2. Gradually the service will include the 29 languages on all levels. More information at the link: [https://www.erasmusplus.it/istruzione\\_superiore/mobilita/online-language-support/](https://www.erasmusplus.it/istruzione_superiore/mobilita/online-language-support/).

### **2.5 Choice of the receiving institution - consult the list of available offers**

Students may choose their destination from a list of universities with which the University of Tuscia has signed bilateral Erasmus agreements, selecting the ISCED subject code available for their course of study.

### **2.6 Choice of the receiving institution - check that there are no precluding requirements**

Once the applicant has identified the possible destinations, the website of the partner universities should be checked to verify if there are no conditions that may preclude the mobility, such as: expired application deadlines, high language requirements, incompatibility of the educational offer.

**Partner universities may not accept students even if they were eligible by the University of Tuscia.**

### **2.7 Activities to be carried out in the foreign institution and Learning Agreement**

The activities allowed during the mobility period, to be included in the study plan (Learning Agreement) to be prepared before departure, are:

- training activities (classes) and related tests (exams);
- preparation of the degree and/or doctoral thesis;
- internship (only if foreseen by the educational system).

Doctoral students, too, must define and agree upon their activities abroad with their doctoral coordinator.

For all the education components of the mobility, the student must refer to the [Erasmus+ Departmental Coordinators](#) (see [Annex 1](#)).

### **2.8 Recognition**

The study period abroad must be part of the student's study programme to complete the degree at any study cycle at the University of Tuscia. It must have full recognition, meaning that the University of Tuscia has to recognise the period of study spent abroad as corresponding to a similar period of study at the home University, without taking additional exams or parts of them, even if the contents of the courses do not correspond.

In evaluating the learning outcomes, the value and weight of all the educational components of the receiving institution is taken into account.

**The student may not, however, receive credits for courses with content corresponding to exams already taken at the home university.**

At the end of the Erasmus period the host institute has to send the Mobility and International Cooperation Office of the University of Tuscia

- A Transcript of Records with the activities carried out by the student in accordance with the Learning Agreement;
- a certificate with the dates of the mobility period.

**The University of Tuscia rewards students who have taken part in the Erasmus Mobility programme by increasing by 1 point the mark when graduate.**

## **2.9 Application form**

Applicants must apply by using the Gomp student portal, at the following link <https://unitus-studenti-test.gomp.it/>.

Once logged in, the student can apply through the following steps: Home > Carriera, Piano di Studi, Esami > Mobilità internazionale > Studio.

When completing the application, it will be necessary to indicate the number of months, if any, already spent abroad on Erasmus mobility. See art. 2.2.

Any Erasmus mobility periods carried out in virtual mode from the country of residence from the academic year 2020/2021 will NOT be counted towards the maximum number of months of Erasmus mobility per study cycle.

When drawing up their application, applicants may select all the available locations for the ISCED linked to their course of study and may place them in order of preference.

Applicants enrolled in a PhD programme - whose administrative headquarters is the Università degli Studi della Tuscia - may only apply for locations marked "PhD student".

**The deadline is scheduled for 23:59 on 27 March 2023.**

**PLEASE NOTE: no paper documents are required.**

**Before the deadline, during the month of December, an information webinar will be organised by the Mobility and International Cooperation Office.**

## **Art. 3 SELECTION PROCEDURES**

### **3.1 Evaluation criteria and rankings**

The available places will be allocated following a selection process which will take place on the basis of the Evaluation Criteria, Annex 1 of the Call for Proposals:

in the event of a tie, priority will be given to the candidate who has not already benefited from Erasmus+ mobility with or without contributions

Finally, priority will be given to the candidate of minor age (L. 16/06/98 n. 191, art. 2).

Each candidate student will be able to verify, by accessing their own portal, the seat for which they have been awarded. If the available seat is deemed to meet the student's mobility needs, the student may, within 5 days, proceed to accept the seat assigned to him/her. Otherwise, he/she may refuse it and compete for the ranking of an alternative venue. Similarly, by re-entering his or her own portal, the student may check his or her situation in relation to the new destination indicated and proceed to accept it, within the deadline indicated.

Failure to accept indicates renouncement of the mobility and it will be possible for subsequent students in the ranking to take over the vacated seat. Renouncing the exchange place does not entail any penalisation from an educational point of view, nor with respect to participation in subsequent calls.

#### **Art. 4 DEADLINES AND PROCEDURES FOR SELECTED STUDENTS**

**By 14 April 2023 students must complete their Learning Agreement with the support of the departmental Erasmus+ Coordinator.**

Departures take place:

- for the I semester, between September/October 2023;
- for the second semester between January/February 2024.

After confirming acceptance of the destination, **students selected for an Erasmus+ mobility grant will have to:**

- contact the Departmental Erasmus+ Coordinators (see Annex 3) agreeing on the period to be spent abroad, selecting between 1st or 2nd semester or full year, depending on the duration of the grant as indicated in the bilateral agreement, checking the educational components to be carried out during the period abroad;
- visit the website of the host university to get detailed information on the educational components and download the necessary documentation.
- sign the Grant Agreement within the deadlines.

By accepting the destination, the GOMP system informs the partner universities about the mobility of the students.

For information and explanations please contact

Mobility and International Cooperation Office - Via S. Maria in Gradi, n. 4, 01100 Viterbo  
Dott.ssa Felicetta Ripa - Tel. 0761 357917; e-mail: [erasmus@unitus.it](mailto:erasmus@unitus.it)  
Office hours: Monday - Tuesday - from 10:00 to 13:00.

#### **Art. 5 INSURANCE COVERAGE**

Health

Each beneficiary must personally arrange his/her health insurance coverage: if the candidate is in possession of the European Health Insurance Card (EHIC) he/she is automatically entitled to benefits from the National Health Service in all EU countries (for information visit the following websites: <http://ec.europa.eu/social/main.jsp?catId=559&langId=it>; [www.sistemats.it](http://www.sistemats.it)).

However, the coverage of the European Health Insurance Card or private insurance may not be sufficient, especially in case of repatriation and specific medical interventions. In such cases, an additional private insurance may be useful.

Liability and accident

Insurance cover (third party liability and accidents) is offered by the University.

The University has signed the following policies for activities carried out outside the University; they will be renewed when close to the expiration date:

AXA Company

Policy no. 100377645 MULTIRISK INSURANCE CONTRACT FOR BUSINESS TRIPS "Travel 4 Business" "UNIVERSITY OF TUSCIA "Assistance and Reimbursement of Medical Expenses while travelling, Cover Stay".  
Duration: 1 year from 30.12.2021 to 30.12.2022.

AXA Company - BUSINESS AND COLLECTIVITY INJURY POLICY no. 40773461  
duration 30/11/2021 - 30/11/2024

UNIPOLSAI - Miscellaneous risks third party liability Unitus - Policy no. 65.185314010

In the event of an accident or other problems with a prognosis of more than 3 days occurring when abroad at the receiving institution, the student must immediately contact the International Mobility and Cooperation Office by sending an e-mail to [erasmus@unitus.it](mailto:erasmus@unitus.it)

#### **Art. 6 TREATMENT OF PERSONAL DATA**

The personal data provided by candidates will be collected at the Università degli Studi della Tuscia. Pursuant to EU regulation 679/2016 "General Data Protection Regulation" the institution in charge of data processing is the Università degli Studi della Tuscia and the person in charge of data collection and processing is the Mobility and International Cooperation Office. Candidates' data will be collected and processed for the sole purpose of managing the selection process. The provision of such data is compulsory for the purposes of assessing the participation requirements, under penalty of exclusion from the selection process.

#### **Art. 7 RESPONSIBLE OF THE PROCEDURE**

In accordance with Law no. 241 of 7 August 1990 and subsequent amendments and additions, the person responsible for the procedures falling within the exclusive competence of the Università degli Studi della Tuscia, is Dr Carlo Contardo, Head of the Mobility and International Cooperation Office, Via S. Maria in Gradi 4, 01100 Viterbo, e-mail address: [carlocontardo@unitus.it](mailto:carlocontardo@unitus.it)

#### **Art. 8 FINAL PROVISIONS**

ALL THE ACTIVITIES AND THE RELATED FUNDING PROVIDED FOR BY THE PRESENT CALL ARE REGULATED BY THE CONVENTION N. 2022-1-IT02-KA131-HED-000054585 FOR ERASMUS MOBILITY A.Y. 2023/2024 STIPULATED BETWEEN THE NATIONAL AGENCY ERASMUS+ INDIRE AND THE UNIVERSITY OF TUSCIA.

Any subsequent official provisions of the Erasmus+ Indire National Agency which differ from the contents of this call for applications shall prevail over the provisions of this call for applications.

The Erasmus+ Call for Mobility for study abroad a.y. 2023/2024 is destined to the mobility of students to European partner universities and has been realised with the support of the European Commission. However, the content of this call does not necessarily reflect the position of the European Commission or the Erasmus+ National Agency Indire, and does not make them responsible in any way.

Viterbo,

The Rector  
Prof. Stefano Ubertini

