

U.E+ M.I.

## THE RECTOR

- HAVING REGARD TO** the invitation to submit proposals 2024 EAC/A07/2023 in relation to the Erasmus + Programme.
- HAVING REGARD TO** the ECHE 2021-27 attributed to the university by the European Commission.
- DEEMED** to begin the selection procedure for the awarding of scholarships - pending approval of the 2024-25 academic year application presented by the university following the indications provided by the Erasmus + National Agency – to allow for the creation of learning mobility opportunities, where possible and compatible with the deadlines of foreign universities, starting from the first semester of the academic year 2024/25.
- WHEREAS** the publication of this Selection Notice is subject to the pending approval of the application for funding and the subsequent signing of the Erasmus + 2024/2025 funding agreement between the Agenzia Nazionale Indire/Erasmus + and the University of Naples Federico II.
- CONSIDERING** that all the activities and related funding provided for in this Selection Notice are subject to change in compliance with the provisions of the Erasmus + 2024/2025 funding agreement.
- CONSIDERING** that the introduction of the Erasmus Without Paper initiative has generated delays and difficulties for most European universities in signing bilateral agreements, many of which are still being defined and finalized.

## DECREES

### ARTICLE 1 – OBJECT

Subject to the approval of the candidature of the University and to the signing of the bilateral agreements, the ERASMUS+ GRANT SELECTION NOTICE for the 2024/2025 academic year has been issued for the assignment of mobility grants for the purpose of studying at universities located in EU Member States, associated third countries and third countries not associated to the Programme (*non-EU countries*) for teaching and research activities; this call is addressed to PhD and Specialisation Schools students attending the following departments:

- Architecture
- Biology
- Physics “Ettore Pancini”
- Law
- Electrical Engineering and Information Technology
- Industrial Engineering
- Mathematics “Renato Caccioppoli”
- Chemical Sciences
- Social Sciences
- Humanities



The destinations, available places and duration of the mobility for each department are available at the Erasmus page on University website.

It should be noted that the new Erasmus+ program requires the digital signing of bilateral agreements through the Erasmus Without Paper platform, which is still in the technical implementation phase. Therefore, the table may undergo updates and/or certain destinations may be cancelled.

It must be reiterated that this selection is conditional, as all activities and related funding provided for in this notice are subject to the approval of the application mentioned above and to the conclusion of the Erasmus+ 2024/2025 financial agreement between the University and the Erasmus+ National Agency.

### **Mobility to Switzerland**

With the entry into force of the new Erasmus+ programme, Switzerland is placed on an equal footing with *non-EU countries*. Students who are granted a place at Swiss locations must comply with the same requirements as those set out in this Selection Notice for EU member states and receive the contributions listed in group 1 (table 1).

### **Mobility to countries not associated to the programme (international mobility for non-EU countries)**

The Erasmus+ Programme allows a period of mobility to a university (affiliated with UNINA) located in some non-EU countries.

All requirements set out in this call also apply to students applying for exchanges with universities in non-EU Countries ("Application submission requirements", "Selection"), as established by the Erasmus+ Programme, however, specific financial contributions are envisaged for these locations.

### **ARTICLE 2 – APPLICATION SUBMISSION REQUIREMENTS**

The selection is open to all students regularly enrolled in a PhD or postgraduate course at the University of Naples Federico II. Under penalty of exclusion, all candidates need to have an active career (it is not allowed to achieve the Ph.D.. or Specialisation title while abroad) and to have paid all tuition fees due.

The Erasmus+ Programme allows a student to receive the Erasmus grant several times for a maximum of 12 months for each study cycle, regardless of the number and type of mobility (for study and/or internship purposes). The calculation of the Erasmus study period previously done also includes any extension for which no grant has been received.

**It is mandatory for each candidate to activate their institutional e-mail address \_\_\_\_\_@unina.it which will be the only official means of communication.**

### **ARTICLE 3 – SUBMISSION OF APPLICATION**

The application must be completed on the appropriate form starting from the date of publication of this notice and **no later than 12.00 (midday) on the 8<sup>th</sup> of April 2024, at the webpage:** <https://forms.office.com/e/9zLtmBJL7L>

According to the following instructions:

- 1) **fill-in the form**
- 2) **sign it**
- 3) **upload the following in a single pdf file:**
  - a. **the application form duly signed;**
  - b. **ID or passport;**

- c. CV in Europass format;
- d. certificate or statement of language proficiency;
- e. the study/research project you intend to carry out at the institution abroad (free text max 1000 words)
- f. latest ISEE (optional) Late transmission of the ISEE will not be allowed. Therefore, where not uploaded, the Erasmus+ and International Mobility Office will automatically assign the candidate the maximum bracket for the purposes of calculating MUR and University supplementary fees, with the sole exception of non-EU candidates.

**NO LATER THAN midday of the 8<sup>th</sup> of April 2024.**

#### **ARTICLE 4 – SELECTION**

Departments/Schools are solely competent for the selection process according to the indications and information that each will publish on their website.

#### **ARTICLE 5 – PUBLICATION OF RANKINGS – ACCEPTANCE OF ERASMUS SCHOLARSHIP**

Rankings will be published on each Department’s website starting **from the 15<sup>th</sup> of April 2024.**

It will be the students’ responsibility to contact the host universities for fulfilling all application procedures.

#### **ARTICLE 6 – FURTHER REQUIREMENTS, OTHER CANDIDATES IN RANK ORDER AND ALLOCATION OF REMAINING SCHOLARSHIPS**

Successful students must agree before departure on a study plan (Learning Agreement) which must be approved by the Erasmus Exchange Promoter, or other supervisor identified by the Department/School, and by the host University. This must be sent to the Erasmus+ and International Mobility Office, via email ([emanuele.barletta@unina.it](mailto:emanuele.barletta@unina.it)) no later than 45 days before the planned departure date.

Possible further changes to the ranking list and/or the relative allocation of remaining scholarships due to waivers communicated to the Erasmus+ and International Mobility Office, will occur **no later than the 27<sup>th</sup> of September 2024.**

#### **ARTICLE 7 – FOREIGN LANGUAGE REQUIREMENT**

It is essential that successful candidates have good knowledge of the foreign language in which the activities of the Learning Agreement will be delivered. Therefore, students are required to check the language requirements set by the Host University and provide the necessary language certificates where required.

#### **ARTICLE 8 – DURATION OF THE ERASMUS PERIOD**

The study period abroad, whose duration may vary from 5 to 30 days – for short mobility - and from 2 to 9 months, will have to take place **between June 1<sup>st</sup> 2024 and September 30<sup>th</sup> 2025.**

The departure date and the duration of the period to be spent abroad must be agreed with the Mobility and research activity contact persons at the Host University.

#### ARTICLE 9 – ERASMUS AGREEMENT

Before leaving, selected candidates will have to sign the Erasmus financial agreement. Upon receipt of the learning agreement (learning agreement for studies form) duly completed and signed by all parties (including the host institution), the Erasmus+ and International Mobility Office will prepare the financial agreements and forward them to the interested parties.

#### **The award of grants depends on the confirmation of all agreements by partner universities.**

In addition, students will have to ensure they fit the admission requirements set by the partner university, such as proof of proficiency in the language of the lectures.

The Erasmus-grant awardee, during his or her stay at the host university, will not be allowed to benefit from other EU funded programmes and is obliged to regularly pay university fees in compliance with the methods and times set out by the University of Naples Federico II.

#### ARTICLE 10 – FUNDING

Erasmus mobility grants are determined on the basis of the days of actual stay at the destination university, as indicated in the certificate of attendance.

The grant for students travelling for study reasons to ***EU member countries, as well as to third countries associated and non-associated to the programme (Switzerland)***, is comprised of the following:

1. **EU contribution:** this is a monthly allowance adjusted according to the destination country and to the number of days of stay abroad (tab. 1).
2. **EU monthly contribution for students in disadvantaged socio-economic conditions,** based on the valid ISEE certification uploaded in the application (tab. 1) and adjusted according to the number of days of stay abroad.
3. **integration to the Erasmus scholarship from the Ministry of University and Research (MUR),** supplied on the basis of the valid ISEE certification uploaded in the application and adjusted according to the number of days of stay abroad (tab. 2).
4. **integration to the Erasmus scholarship from the University Federico II,** for all students on mobility programmes, based on the number of days of stay abroad and supplied after the student has returned to Italy (tab. 3).

This shall be without prejudice to the possible further provisions that might come from the MUR or the Erasmus+ National Agency.

## EU MEMBER STATES + THIRD COUNTRIES ASSOCIATED TO THE ERASMUS+ PROGRAMME (Switzerland)

**TAB. 1 - EU contribution**

GROUP 1 HIGH cost of life	Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Lichtenstein, Luxembourg, Netherlands, Norway, Sweden. Partner countries of region 14: Fær Øer, Switzerland, United Kingdom	€ 350.00
GROUP 2 MEDIUM cost of life	Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.	€ 300.00
GROUP 3 LOW cost of life	Bulgaria, Croatia, Lithuania, Northern Macedonia, Poland, Romania, Serbia, Turkey, Hungary.	€ 250.00
ALL	ISEE ≤ € 15,000.00	€ 250.00

**TAB. 2 – MUR integrations**

ISEE	Erasmus+ grant monthly integration
≤ 24,000	€ 500
24,001 < ISEE ≤ 40,000	€ 350
40,001 < ISEE ≤ 65,000	€ 150

**TAB. 3 – University contribution**

ISEE	CONTRIBUTION Erasmus+ grant monthly integration
< 24,000	€ 300 (€10/day)
24,001 < ISEE < 40,000	€ 240 (€8/day)
40,001 < ISEE < 65,000	€ 150 (€5/day)
OLTRE 65,000	€ 90 (€3/day)

The grant for students on mobility programmes for study purposes towards **third countries not associated to the programme** is comprised of the monthly **EU contribution** adjusted according to the actual number of days of stay abroad (tab. 4). Information on possible travel allowances is subject to review and update by the Erasmus National Agency and will therefore be published on the Erasmus page of the unina website: [Programme | University Federico II \(unina.it\)](https://www.unina.it/erasmus), as soon as the Erasmus National Agency makes it available.

**THIRD COUNTRIES NOT ASSOCIATED TO THE INTERNATIONAL MOBILITY PROGRAMME – NON-EU COUNTRIES**

**TAB. 4 – EU Grants**

ALL COUNTRIES NOT LISTED IN TAB. 1.1	REGIONS 1-12 (GUIDE TO THE 2023 PROGRAMME)	<b>€ 700.00</b>
All	ISEE ≤ € 15,000.00	<b>€ 250.00</b>

**SHORT MOBILITY**

**EU countries, third countries associated to the Erasmus+ programme, and non-partner countries (Switzerland)**

**TAB. 6 – DAILY CONTRIBUTION**

<i>Duration</i>	<b>Contribution per day</b>	<b>Individual contribution one-off integration</b>
Short mobility from 5 to 14 days	<u>79 EUROS</u>	<u>100 EUROS</u>
Short mobility from 15 to 30 days	<u>56 EUROS</u>	<u>150 EUROS</u>

**TAB. 7 – MUR Integration**

<b>ISEE</b>	<b>Erasmus+ GRANT DAILY INTEGRATION</b>
≤ 24,000	€ 17/day
24,001 < ISEE ≤ 40,000	€ 12/day
40,001 < ISEE ≤ 65,000	€ 5/day

**TAB. 8 – UNIVERSITY Integration**

<b>ISEE</b>	<b>Erasmus+ GRANT GROSS MONTHLY INTEGRATION</b>
< 24,000	€10/day
24,001 < ISEE < 40,000	€8/day
40,001 < ISEE < 65,000	€5/day
OVER 65,000	€3/day

**TAB. 9 – Travel contribution (only for third countries not associated to the program except for regions 13 and 14 – see Guide to the 2023 Programme)**

Travel distances	TRAVEL CONTRIBUTION	GREEN TRAVEL CONTRIBUTION
10 – 99 km	28.00 EUR	56.00 EUR
100 – 499 km	211.00 EUR	285.00 EUR
500 – 1,999 km	309.00 EUR	417.00 EUR
2,000 – 2,999 km	395.00EUR	535.00 EUR
3,000 – 3,999 km	580.00EUR	785.00 EUR
4,000 – 7,999 km	1,188.00 EUR	1,188.00 EUR
8,000 km and above	1,735.00 EUR	1,735.00 EUR

**In order to be eligible for the grant, the student must have passed/completed at least one of the activities listed in the Learning Agreement. Otherwise, the entire grant must be returned if already received. The Transcript of Records will be proof of validation or, alternatively, any document confirming the successful completion of the activities outlined in the Learning Agreement.**

**It should be noted that the amounts due will be transferred to the current accounts in the name of which students must be the holders or co-holders – the IBAN codes of which they must obligatorily include in the application.**

**It is hereby clarified that, in the event of an incorrect IBAN code or one corresponding to a bank account of which the applicant is not the holder or co-holder, the grant amount will be returned to the University. For the reissuance of the payment, the University will be obliged to charge the banking fees to the recipient of the grant.**

Should the afore-mentioned conditions apply, Erasmus students may participate in the selection process for supplementary grants announced by the Regional Agency for the Right to University Education (ADiSURC), in accordance with the deadlines and procedures provided by the organisation ([www.adisufederico2.it](http://www.adisufederico2.it)).

Students with disabilities may participate in the selection for supplementary grants on the basis of the Circular of the National Agency, which will be published in the Erasmus Section of the website.

#### **ARTICLE 11 – ACADEMIC RECOGNITION**

Before leaving, the selected student shall agree with the Federico II University and the host University upon a clearly defined study programme (**Learning Agreement for studies**). At the end of the study period abroad, the host University must issue the student with a duly signed certificate detailing the results achieved (**Transcript of Records**). The Federico II University will guarantee the student full academic recognition of the learning activities carried out at the host institution, outlined in the learning agreement, as an integral part of his degree programme.

#### **ARTICLE 12 – STUDENT DUTIES AND GUARANTEES**

The student is required to comply with the regulations of the European Commission, of the Federico II University – as indicated on the Erasmus page of the University website, and those of partner universities, particularly regarding the requirements, modes and terms of enrolment. Additionally, the student must regularly pay the tuition fees in the manner and within the deadlines set by the University of Naples Federico II.



## ARTICLE 13 – PUBLICITY OF ADMINISTRATIVE PROCEDURES

This call for applications, all further notices and all useful information will be published in the Erasmus Section of the University of Naples Federico II website [www.unina.it](http://www.unina.it).

Specific evaluation requirements and merit rankings are published on the respective Departments' websites.

All further communications addressed to students will also be published on the Erasmus page of the University website, and will have the value of formal notification.

## ARTICLE 14 – PROCEDURE SUPERVISOR

The Head of the International Relations Office of the University of Naples Federico II is responsible for any fulfillment related to this call for applications which does not fall under the responsibility of the university Departments. The aforementioned may assign in writing to another employee of the organizational unit the responsibility for the procedural requirements.

## ARTICLE 15 – RECOMMENDATIONS

Students are recommended to consult the website of the Ministry of Foreign Affairs and International Cooperation (MAECI) [www.viaggiasesicuri.it](http://www.viaggiasesicuri.it), where you can find up-to-date information on the destination country and any emergency situations to be taken into account.

Furthermore, students are strongly advised to:

- get information about the country of destination (social context, politics, safety concerns, customs, religions) including through the Foreign Affairs Ministry portal ([www.viaggiasesicuri.it](http://www.viaggiasesicuri.it))
- Download the MAECI app *Unità di Crisi* (Crisis Unit), containing useful information about the destination country and optionally, for additional security, a geolocation app as well;
- Register on <https://www.dovesiamonelmondo.it/home.html> (this can also be done using the aforementioned *Unità di Crisi* app);
- consult the list of countries considered 'at risk' by the MAECI and all the information by the Ministry's Crisis Unit on <http://www.viaggiasesicuri.it/>

## ARTICLE 16 – DATA PROCESSING

**Information on the processing of personal data pursuant to art. 13 of Regulation (EU) 679/2016 laying down rules on the processing of personal data and the code regarding the protection of personal data, Legislative Decree No. 196/2003 supplemented and amended by Legislative Decree No. 101/2018**

By filling in, delivering and transmitting the forms required for participation in this selection notice, the student provides his personal data to the University of Naples Federico II and assumes the quality of 'interested party' to the processing of such data pursuant to of the art. 4, 1) of the EU Regulation.

**PURPOSES AND MEANS OF PROCESSING:** The personal data provided during the application for participation or acquired subsequently during the relationship with the University will be processed for institutional purposes, in particular for administrative and accounting obligations related to the agreement. To this end, personal data such as name, surname, residence, personal data, tax code, contact details, address, email, data relating to the qualifications held, to the school career may be collected.

Personal data will be processed by authorized personnel both electronically, through the computerized management of the data, and in paper mode, through the collection, storage and use of documents in files, dossiers and archives.

**MANDATORY PROVISION OF DATA AND CONSEQUENCES OF ANY REFUSAL:** the processing of personal data is mandatory for the purpose of assessing the requirements for participation in the aforementioned call.



Particular categories of data (judicial data and particular state of health) are provided voluntarily to allow the University to carry out the procedure and/or the provision of the related services for participation. For these reasons, consent to the processing of data is not required. Any refusal will make it impossible for the University to fulfill these purposes and participation in the program.

**COMMUNICATION AND DISSEMINATION OF DATA:** Personal data will be processed for the performance of institutional activities according to the principles of lawfulness, necessity, non-excess, relevance and correctness, in accordance with European and national legislation and the University Regulations on the subject; the data may be disclosed in particular to the following subjects (Erasmus+ National Agency - INDIRE; European Commission, Ministry of Education, University and Research; University; Host company; Affiliated banking institution).

In compliance with the provisions on Transparent Administration (Legislative Decree No. 33/2013 and subsequent amendments) personal data, with the exception of the particular categories – referred to in articles 9 and 10 of the EU Regulation – are disseminated through publication on the university's institutional website for the period provided for by law.

**RIGHTS OF THE INTERESTED PARTY:** At any time the student may exercise his rights pursuant to articles 15-22 and 77 of the EU Regulation, where the conditions are met. The contact details of the Data Controller and the Data Protection Officer and the complete information for the interested party are published on the University website: <http://www.unina.it/ateneo/statuto-e-normativa/privacy>

THE RECTOR

Matteo Lorito

Research, Internationalization and Third Mission Area  
Interim Manager *Alessandro Buttà*  
Organisational unit responsible for the procedure:  
*Erasmus+ and International Mobility office*  
Responsible for the procedure:  
The Head of the Office *Marta Maciocia*