

UE+MI

THE RECTOR

HAVING REGARD TO the agreement no. 2023 1 IT02 KA171 HED 000135550 signed by the University with the National Erasmus Agency Italy;

DEEMED to begin the selection procedure for the awarding of scholarships for student mobility;

DECREES

ARTICLE 1 – SUBJECT MATTER

Subject to the signing of part of the bilateral agreements, the ERASMUS+ KA171 SELECTION NOTICE is issued for the assignment of mobility grants for the purposes of studying and carrying out internships at universities in non-EU member states. Information about the destinations, available places and duration of the mobility as well as the degree programmes involved is reported in the table of exchanges.

ARTICLE 2 – APPLICATION SUBMISSION REQUIREMENTS

The selection is open to all students regularly enrolled in a degree programme, PhD or Specialisation School as per the information reported in the aforementioned table. All candidates need to have an active career (it is not allowed to complete the degree 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, and of 24 months for students enrolled in 5-year single-cycle programmes, regardless of the number and type of mobility, i.e. 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](mailto:unina.it), which will be the only official means of communication.

ARTICLE 3 – SUBMISSION OF APPLICATION

The application shall be sent online by filling out this form: <https://forms.office.com/e/iFTLzKUX5d> by May 13th at 12:00 PM.

Students need to attach the following documents:

- a. For students on degree and Master's degree programmes, a self-produced statement of records showing information regarding exams taken, marks and ECTS;
- b. Europass Curriculum Vitae;
- c. Certificate of language proficiency;
- d. Letter of Motivation and Training Project that they intend to carry out at the chosen foreign location (max 1000 characters), duly signed;
- e. For students on PhD and Specialisation programmes: latest ISEE form (optional).

ARTICLE 4 - SELECTION

Departments are solely competent for the selection process according to the following criteria:

1. CV and academic career/record max. 10 points
2. Language proficiency max. 5 points
3. Letter of Motivation and Training Project max. 10 points

ARTICLE 5 – PUBLICATION OF RANKINGS

Rankings will be published on each Department's website starting **from 20/05/2024**.

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

Before departure, successful students must agree on a study plan (Learning Agreement) which must be approved by the Erasmus Exchange Coordinator or by the Erasmus Delegate within the Department and by the host University. This must be sent to the Erasmus+ and International Mobility Office, via email (anna.perriccioli@unina.it) no later than 45 days before the planned departure date.

If candidates wish to opt out, they must notify the Erasmus+ and International Mobility Office by email at: anna.perriccioli@unina.it.

The above office will promptly inform the interested parties of any changes in the ranking list and/or allocation of any remaining grants.

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.

Language skills must be demonstrated by means of the following documents:

1. certification issued by international bodies and/or institutions (e.g. IELTS, TRINITY, TOEFL, DELF, DELE, ZD, ZDfB);
2. certificate issued by the University Language Centre (CLA);
3. certificate of language proficiency issued by foreign universities at which the student has spent a period of Erasmus studies.
4. certificates issued by bodies approved by the Ministry of Education for the certification of linguistic-communicative skills in a foreign language.

CERTIFICATES ISSUED BY LANGUAGE LECTURERS OF THE DEGREE PROGRAMME, OR THE MERE RECORD OF LANGUAGE EXAMS INCLUDED IN THE STATEMENT OF RECORDS WITHOUT THE SPECIFIC INDICATION OF THE CEFR-LEVEL ACHIEVED WILL NOT BE ACCEPTED.

The following candidates are exempt from submitting the above documents:

1. students holding L11 and M37 Bachelor's degrees.
2. students attending courses at the Federico II University offered in English and who will carry out activities in English at the host university.

ARTICLE 8 – DURATION OF THE ERASMUS PERIOD

The duration of the study period may vary from 5 to 30 days for short mobility (only for PhD and Specialisation School students), or from 2 to 5 months for long mobility. The study period abroad will have to take place **between June 1st, 2024, and September 30th, 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 their stay at the host university, will not be allowed to benefit from other EU funded programmes and are 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 based on the number of days of actual stay at the destination university, as indicated in the certificate of attendance, and a flat-rate travel contribution.

Tab. A – Personal Allowance

Type of mobility	Monthly Allowance	Additional monthly allowance for disadvantaged students
Long stay (2 to 5 months)	€ 700.00	€ 250.00
Short or blended stay (5 to 30 days)	€ 79.00 up to 14 th day and € 56.00 from 15 th to 30 th day	For stays of 5-14 days € 100.00. For stays of 15-30 days € 150.00

Disadvantaged students are defined as students with an ISEE of less than €15,000, disabled students with a disability rate of 35% or more, students who are children of recipients of disability pensions, or foreign nationals (citizenship in non-EU countries).

For students enrolled on three-year, master's degree and/or single-cycle master's degree courses, the ISEE submitted at the time of enrolment for the Academic Year 2023-24 will be taken into consideration. Please note that to determine the amounts due, the Erasmus+ and International Mobility Office uses the information available in SEGREPASS. IT IS THEREFORE THE STUDENTS' CARE AND INTEREST TO CHECK THAT AN UP-TO-DATE ISEE HAS BEEN UPLOADED. UNDER NO CIRCUMSTANCES CAN FAILURE TO SUBMIT THE ISEE BE BLAMED ON THE ERASMUS OFFICE, NOR CAN THE LATE UPLOAD OF THIS DOCUMENT BE USED AS A REASON FOR THE RECALCULATION OF THE AMOUNTS DUE.

TAB. B. – Travel contribution

Country/University	TRAVEL CONTRIBUTION
Albania, Montenegro	180.00 EUR
Egypt	275.00 EUR
Armenia, Georgia, Morocco	360.00EUR
American College	820.00 EUR
Cuba, Texas Christian University	1,500.00 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. Alternatively, any document confirming the successful completion of the activities outlined in the Learning Agreement can be considered.

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).

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 their degree programme.



ARTICLE 12 – STUDENT DUTIES

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.

Specific evaluation requirements and 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 fulfilment 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, 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)
- 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.dovesiamonelmundo.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
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