



**SELECTION NOTICE - ERASMUS PLUS PROGRAMME**  
**KA107 – INTERNATIONAL CREDIT MOBILITY (ICM)**  
**STUDY MOBILITY WITH PARTNER COUNTRIES**  
**(COLUMBIA, ISRAEL, PALESTINE, TUNISIA)**  
**2017/2018 – 2018/2019 A.Y.**

A selection has been called for the assignment of mobility grants for study and/or dissertation research at partner universities in the following countries: Colombia, Israel, Palestine, Tunisia, with which the University of Siena has entered into bilateral agreements as part of the Erasmus Plus, KA107 International Credit Mobility project.

The Universities where the mobility programme can be carried out are listed in Annex I of this notice. Mobility can be carried out during the a. y. 2017/2018 and 2018/2019 and must in any case end by 31/07/2019.

**1-Recipients**

Students regularly enrolled at the University of Siena.

However, it should be noted that:

1. each partner university reserves access to a particular level of studies (three-year Bachelor's degree, master or PhD degree); only applications that meet the required level of study will be considered;
2. once awarded, non-EU students will have to check the specific regulatory requirements concerning the Permit to Stay with the country of destination, paying attention to any possible request for a financial situation certificate (bank statement).

Students must refer to the academic and linguistic requirements laid down by each University, as indicated in Art. 3 of this Notice.

**2- Duration of mobility and allowed activities**

The mobility duration will depend on the number of months of the grants made available for each partner university, as indicated in Annex I, and in any case, must not be less than 3 months.

Mobilities lasting less than 3 months will not be considered valid, neither for academic purposes, nor for calculating the Erasmus economic contributions.

Grant recipients may ask to extend the period of stay at the host university, but the financial coverage of the extra months is not guaranteed. The extension must be agreed with the host university and, should the latter agree, with the University of Siena.



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Requests will be examined by the ICM Commission for Evaluating Applications, as per Art. 5.

A special extension request form will be published on the Unisi Erasmus KA107 mobility web pages:  
<http://usienaicm.wp.unisi.it/>

The activities allowed during the study period abroad are:

- course attendance;
- sitting exams;
- preparing dissertations;

Students who have already benefited from an Erasmus + Study or an Erasmus + Traineeship scholarship must take into account, before submitting their applications, that it is not possible to complete more than 12 total months of Erasmus mobility during the same cycle of studies (three-year Bachelor's degree, master and PhD degrees) or than 24 total months for single cycle degree programmes. Therefore, the months spent abroad in Erasmus during the previous years must be counted and these must be subtracted from the total number of months available for the course of study in which they are enrolled.

### 3-Host Universities

Students who intend to apply for the selection may choose two destinations from the partner universities listed in Annex I of this notice, where the list, the website and the relevant academic requirements are published, namely:

**- *the subject area which the mobility programme refers to:***

The discipline covered by the mobility for all the Universities involved in the programme is the one indicated in the table.

Any mobility requests for different subject areas will be examined by the ICM Commission as per Art. 5 and will in any case be subordinated to acceptance by the partner university. In this respect, before requesting mobility for a subject area other than the one indicated, we recommend checking the academic offer, the available courses and the required language level on the host university website.

Priority will in any case be given to students whose study plan abroad is relevant to the subject area indicated.

**- *study cycle for which the grant is reserved:***

The mobility programmes allowed are only those which involve the study cycle shown in the table for each partner university.

**- *level of linguistic knowledge and/or international language certification required:***

The language level indicated by each partner university and listed in the table is a necessary requirement for the applicant, who is also required to check the University website where he/she intends to apply before submitting his/her application; in this respect, we recommend paying particular attention that the courses you intend to follow are actually carried out in a known language (not all the educational offer is carried out in English, for example).

### 4 - Submission of applications



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Before submitting a formal application, the student will need to contact the Academic Exchange Coordinator for the selected Universities.

a) application form: the information required in the form must be provided accurately and comprehensively; examinations to be held abroad, if applicable, must be indicated taking into account the educational offer of the selected partner universities.

b) self-certification of the examinations passed with the weighted average as resulting from the on-line secretarial service;

**and, where available:**

c) self-certification of language skills, if obtained in a previous and recent study course at the University of Siena;

d) a copy of the language knowledge certificate of the host country or of the English language which unequivocally shows the level (from B1 to C2) obtained within the previous 2 years.

Please note that, as indicated in art. 3 of this notice of selection, you will be able to express two preferences (Universities) to which you wish to apply for your mobility programme.

Applicant students must be enrolled in a course of study consistent with the academic subject involved in each mobility exchange. Still in accordance with art. 3 of this notice of selection: "Any mobility requests for different subject areas will be examined by the ICM Commission as per Art. 5 and will in any case be subordinated to acceptance by the foreign University. In this respect, before requesting mobility for a subject area other than the one indicated, we recommend checking the academic offer, the available courses and the required language level on the host university website.

Priority will in any case be given to students whose study plan abroad is relevant to the subject area indicated".

Applications must be submitted in accordance with the following deadline for submission of applications:

**20 January 2018;**

**15 March 2018;**

**2 May 2018;**

**10 July 2018;**

**2 October 2018;**

**21 January 2019;**

The applications will be examined and the grants will be awarded until the financial contributions are exhausted.

The application must be sent by email before 23.59 of the expiry dates set above to the address: [icm@unisi.it](mailto:icm@unisi.it).

### **5- Evaluation of applications**

Evaluations of the applications will be made by the ICM Commission, constituted with the General Director's Decree DDG 1216 prot.n. 134146 del 23/11/17.



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Immediately after each expiry date, the day and time when the Commission will meet for evaluating the applications and in order to proceed with an interview with the candidates, who will be summoned by email (icm@unisi.it), will be announced.

Applicants who fail to attend the interview will be excluded from the selection; any serious grounds (illness or serious personal reasons) that justify the impossibility of attending the interviews must be duly notified and a possible second convocation will be unequivocally decided by the ICM Commission.

Applications will be screened taking into account the following elements:

- 1- academic merit:
- 2- consistency of the study plan abroad and applicant's motivation;
- 3- linguistic knowledge.

The interview with the Commission members will aim to examine and study in detail the information provided by the student in the application.

#### 6- Selected applicants

The list of applicants selected for each destination, approved by the General Director's Decree, will be published on the website pages of the International Relations Division - ICM project: <http://usienaicm.wp.unisi.it/>

**The publication of the aforementioned list must be considered as a notification in all respects and no other communication will be provided to the applicants.**

The names of the selected applicants will be transmitted to the host university, which will give final confirmation of their acceptance and will send an email to the student to indicate all the procedures for applying at the Institute.

The student selected and nominated at the partner university is required to submit all the documentation requested by the host university during the application process, in compliance with the times and manner communicated.

During the application process, the host university will verify that the student possesses all the necessary academic and linguistic requirements as specified in paragraph 3 of this notice. At this point, the university may also ask for specific certificates (academic certificate, learning agreement, language certification) to be forwarded. Should the enrolment process be successful, the student will be officially accepted as an "exchange student" within the Erasmus-ICM mobility programme.

The host university has the right to not accept those who do not meet the necessary requirements or who do not comply with producing all the necessary forms.

#### 7- Obligations to be fulfilled by the recipient students

The student receiving the grant must submit, at least 45 days before the scheduled departure, the **Financial Agreement** to the office's international desk, in duplicate, duly signed and filled out. The office will forward



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it to be signed by the legal representative. Delivering the financial agreement is necessary to activate the grant payment procedures (see Article 9).

Immediately after the actual start of the mobility programme, students must send the “Erasmus Certificate” with the mobility start date to the International Mobility Planning and Management Office: [icm@unisi.it](mailto:icm@unisi.it).

Failure to send the certificate with the start date will result in the withdrawal of the already paid grant advance payment.

Within 10 days of returning from the study period, the students must send by e-mail to [icm@unisi.it](mailto:icm@unisi.it) the final documentation, consisting of the following two separate files (PDF format):

- Original Erasmus Certificate with the mobility start and end dates;
- Copy of the Learning Agreement, completed in all sections and duly signed.

The student is also required to draw up, as soon as he/she receives the email from the European mobility management system (sender: [replies-will-be-discarded@ec.europa.eu](mailto:replies-will-be-discarded@ec.europa.eu)), the final narrative report (EU survey); writing this is compulsory and necessary in order to receive the balance of the mobility contribution (see Article 9).

Selected students who wish to forego the grant must promptly inform the International Mobility Planning and Management Office by delivering or sending an email of the relevant online form which may be downloaded from the Erasmus ICM mobility pages: <http://usienaicm.wp.unisi.it/> and must promptly notify the host university.

## **8 - Recognition of the academic activities carried out during mobility**

### Before leaving :

1) Before leaving, the student must complete the Learning Agreement (LA), sign and submit it to the Ufficio Studenti e Didattica (USD - Student and Education Office) of his/her Department in good time for approval by the Comitato per la didattica (CD) (Teaching Committee), i.e. approximately 1 month before departure (2 months if the departure is scheduled for September);

- should the host university require the L.A. for the Erasmus registration (application) process with an expiry date prior to the date of the Committee meeting, the President of the TC will sign the L.A. and this will then be endorsed by the Teaching Committee. The student will collect a copy to send to the host university.

– should even obtaining the TC President’s signature not be possible, the student will take the L.A. to the International Relations Division to be signed by the Institutional Erasmus Coordinator. The student will collect a copy to send to the host university, while the original will be sent by the Division to the competent USD.

2) Once the L.A. has been approved, the TC President signs the "Sending institution – Responsible person’s signature" box and the USD fills out the appropriate box for internal use;

3) Before leaving, the student must COMPULSORILY collect the original L.A. and take it to the host university for signature. A copy must remain at the USD.



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During Mobility :

Should the student need to make any change to the L.A., he/she must fill in the - During the mobility - section, have it signed by the host university first and then send it by e-mail to the USD (within 2 months from the start of the mobility) which will then pass it on to the TC. Upon approval of the variations by the TC, the USD will complete the part for which it is responsible and send the document back to the student by e-mail.

On returning

The student will deliver to the International Relations Division:

- the Erasmus Certificate with the mobility start and end dates, stamped and signed by the host University
- a copy of the L.A. (the original must be delivered to the relevant Ufficio Studenti e Didattica - Student and Educational Office);
- a copy of the Transcript of records, in which the host university attests the exams passed during mobility (the original must be delivered to the Ufficio Studenti e Didattica - Student and Educational Office competent for the recognition process).

### 9 - Financial Contributions

The Erasmus mobility referred to in this notice provides participants with a European contribution, structured as follows:

- European contribution of 650 € per month;
- European travel contribution of total 360 euros;
- an additional ministerial contribution of 200 euros in support of the International Credit Mobility project; the contribution may also be used by grant recipients to cover any visa and supplementary health insurance costs.

The total amount of the contribution will be disbursed as follows:

- a 70% pre-financing within 30 days of signing the Financial Agreement (see Article 7).
- the 30% balance will be paid on return after the mandatory delivery of the required documentation and the online submission of the narrative report (EU survey) (see Article 7). The online submission of the Narrative Report by the student is considered as the request for payment of the balance of the due contribution.

Failure to send the EU Survey within 10 days of receiving it by mail, may result in this University's claim for repayment of the total amount of the grant paid.

Should the stay be cancelled or terminated before the 3 months, the grant recipient will be required to repay the contribution to the mobility he/she may have received; such a refund is a condition for renewing the enrolment application to the subsequent course year and for obtaining the academic qualification.

Grant holders will continue to benefit from any national study allowances or scholarships they are receiving. Students who have been awarded the **A.R.D.S.U.** (Regional Authority for the Right to Higher Education) scholarship for the academic year preceding the one in which the ICM Mobility will take place,



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may apply for the regional scholarship for international mobility. For further information, please visit our website [www.dsu.toscana.it](http://www.dsu.toscana.it) or contact 0577/760819 or the email address [cghezzi@dsu.toscana.it](mailto:cghezzi@dsu.toscana.it).

### **10-Processing and confidentiality of personal data**

In accordance with art 13 and pursuant to art 24 of L. Decree 196/2003, all personal data transmitted by the applicants to take part in the selection for the Erasmus + programme will be processed for the purposes of managing the selection procedure and the possible grant assignment procedure. The persons concerned may exercise their rights in respect of the personal Data Controller at any time as laid down in art 7 of L. Decree 196/2003.

Siena,

The General Director

Giovanni Colucci