

## ERASMUS + INTERNATIONAL CREDIT MOBILITY 2019-2022

### Application procedures for incoming students

The Erasmus+ International Credit Mobility Programme enable students enrolled in a partner university to spend part of their studies at the University of Siena.

The partner university is responsible for selecting the students. The selection of participants must be fair, transparent and documented and must be made available to all parties involved in the selection process.

Reference document: *Erasmus+ International Credit Mobility - Handbook for Participating Organisations Version 3.0, December 2018*

<http://www.erasmusplus.it/wp-content/uploads/2015/12/handbook-2019.pdf>

#### Scholarship

The Erasmus + projects provides the following financial support to the grant holders:

- Monthly allowance of 850,00 Euro
- Health, accident and travel insurance valid during the entire mobility period provided by the University of Siena
- Round trip plane ticket between the grant holder's home country and Italy purchased by the University of Siena, according to the following travel support:

Travel distance	Amount
between 100 and 499 KM	180 EUR per participant
between 500 and 1999 KM:	275 EUR per participant
between 2000 and 2999 KM:	360 EUR per participant
between 3000 and 3999 KM:	530 EUR per participant
between 4000 and 7999 KM:	820 EUR per participant

travel distances must be calculated using the distance calculator:

[https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/vet-mobility-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/vet-mobility-charter_en)

#### Nomination and acceptance of students

After students selection, the partner university sends a nomination letter to the Incoming Students and Researchers Office of the University of Siena: [icm@unisi.it](mailto:icm@unisi.it) with the following data: Name, surname, email address, date of birth, study field and level of studies

For each candidate the following documents are requested:

Transcript of record  
Updated CV

Knowledge of English or Italian (depending on the teaching language of courses included on the learning agreement)

Learning agreement (<https://en.unisi.it/international/international-exchange-students/forms-2017-2018>)

Motivation letter or short version of the research proposal in case of PhD students (signed by the PhD student and the academic tutor)

The applications of incoming students will be evaluated by the UNISI academic coordinator in collaboration with the International Office.

Once accepted students will receive an email from the UNISI Virtual Office (Segreteria online) with an access code: Exchange students must register with their own access code into the UNISI Virtual Office (Segreteria online: <https://segreteriaonline.unisi.it/Home.do>). After registration they will receive a second mail with the Unisi credential (UNISIPASS) to complete the online application form.

After submitting the online application, the Incoming Students and Researchers Office will send students an acceptance letter to apply for a study visa at the Italian consulate.

Further information about the Visa for Italy: <http://vistoperitalia.esteri.it/home/en>

### **How to choose courses**

For a detailed list of courses taught at the University of Siena, students can refer to the online platform "Planning your degree". Here They find the list of our degrees divided in five areas of knowledge. For each degree students find the programme structure: <http://en.unisi.it/planning-your-degree>

Then students can go to the UNISI Virtual Office (Segreteria online - <https://segreteriaonline.unisi.it/Home.do>). Here students can look for each module using the menu on the right column. The following details for each module is available: professor, number of ECTS credits, semester, description and a link to the timetable

### **Accommodation**

The University of Siena has an agreement with the DSU Toscana Company to manage a number of places at the Halls of Residence reserved for Exchange students (Erasmus + and other mobility programs). Erasmus + ICM students can be hosted at one of these rooms.

Further information on how to apply for a room reservation: <https://en.unisi.it/international/general-information-students/accommodation>

### **Italian language courses**

Students arriving at the beginning of the semester can attend a free Italian language course of 80 hours. Even though We offer 16 degrees taught entirely in English, we advise students to have a basic knowledge of Italian language to help them integrate in the academic and city life

### **Erasmus + paperwork**

The following documents must be completed and signed before the mobility period starts

- 1) Learning agreement

The learning agreement sets out the study programme to be followed by the student, defines the target learning outcomes and specifies the formal recognition provisions.



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<https://en.unisi.it/international/international-exchange-students/learning-agreement-and-course-information>

2) Grant Agreement

The University of Siena will be responsible for signing the grant agreement with the participant and will administer all grant payments for the mobility to Europe ("incoming")

**UNISI Contacts for ICM incoming mobility**

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