



SELECTION NOTICE - ERASMUS PLUS PROGRAMME
KA107 – INTERNATIONAL CREDIT MOBILITY (ICM)
STUDY MOBILITY WITH PARTNER COUNTRIES
(ALBANIA, CHINA, ETHIOPIA, RUSSIA, VIETNAM)
A.Y. 2019/2022

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

The partner universities where students can spend a mobility period are listed in Annex I of this notice. Mobility periods can be carried out during AY 2019/2020, 2020/2021, 2021/2022 and must in any case end by 31/07/2022.

1- Subjects

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, Master's or doctoral programmes); only applications from those who meet the required level of study will be considered;
2. once awarded, non-EU students will have to check the specific regulatory requirements of the destination country with regard to the Residence Permit, noting whether a financial situation certificate (bank statement) is required.

Students must refer to the academic and language requirements set out by each University, as indicated in Art. 3 of this Notice.

2- Duration of mobility and activities permitted

The duration of mobility will depend on the number of months of the grants made available for each partner university, as indicated in Annex I, and must in any case last at least 3 months.

Mobility periods of less than 3 months will not be considered valid, neither for academic purposes, nor for calculating 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.

Requests will be examined by the ICM Committee for assessing applications, pursuant to Art. 5.

A special extension request form will be published on the Unisi Erasmus KA107 mobility web pages:



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<http://usienaicm.wp.unisi.it/>

The activities allowed during the study period abroad are:

- course attendance;
- sitting exams;
- dissertation preparation.

Students who have already been in receipt of 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, Master's or doctoral programmes) or than 24 total months for single cycle degree programmes.

3-Host universities

Students who wish to submit an application may choose two destinations from among the partner universities listed in Annex I of this notice, which reports the number of places available, the website and the relevant academic requirements for each:

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

For each partner University, the table indicates the subject area covered by the mobility.

Any mobility requests for different subject areas will be examined by the ICM Commission as per Art. 5 and will in any case be subject to acceptance by the partner university. Before requesting mobility for a subject area other than the one indicated, we advise students to check the host university website for the academic offer, courses available and the required language proficiency.

Priority will in any case be assigned to students whose study plan abroad pertains 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 language proficiency and/or required international language certification:*

Applicants must meet the language requirement of the partner university, as indicated in the table, and must also check the website of the University where they wish to apply before submitting an application. Applicants should therefore check that the courses they wish to follow are actually offered in a language they speak (not all courses are delivered in English, for example).

4 – Submission of applications

Before submitting a formal application, the student must contact the University of Siena Academic Exchange Coordinator for the selected Universities (as indicated in the table in annex 1).

The application must include:

- a) application form: the information required in the form must be provided accurately and fully;



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examinations to be passed abroad, where 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 proficiency, if attained in a previous and recent study course at the University of Siena;

d) a copy of the certificate of proficiency in English or in the language of the host country unequivocally reporting the level (B1 to C2) awarded within the previous 2 years.

These documents must be e-mailed as a single file PDF file to the following address: icm@unisi.it .

Please note that, as indicated in art. 3 of this notice, you will be able to select two Universities at most to which you wish to apply for your mobility programme.

Applicant students must be enrolled in a degree course relevant to the academic subject of each mobility exchange. Also 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 subject to acceptance by the partner university. Before requesting mobility for a subject area other than the one indicated, we advise students to check the host university website for the academic offer, courses available and the required language proficiency.

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

Applications must be emailed to the following address: icm@unisi.it no later than 11:59 PM on the following deadlines:

6 November 2020;

22 January 2021;

16 April 2021;

9 July 2021;

1 October 2021;

26 November 2021;

21 January 2022;

Applications will be examined and grants awarded until allocated funds run out.

5- Evaluation of applications

The ICM committee shall assess applications. Said committee shall be nominated through a Provision of the General Manager and shall comprise professors who coordinate existing ICM projects, the Rector's Delegate for International Relations and at least one member of the International Relations Division.

Immediately after each deadline, the Committee shall meet to evaluate applications and assess candidates; the Committee may request an interview with the candidates, who will in this case be summoned by email (icm@unisi.it).



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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 second opportunity for interview will be provided at the sole discretion of the ICM Committee.

Applications will be assessed taking into account the following elements:

- 1- academic merit:
- 2- suitability of the study plan abroad and the applicant's motivation;
- 3- language proficiency.

6- Awarding of the grant

The list of applicants selected for each destination, approved by a Provision of the General Manager, shall be published on the web pages of the International Relations Division dedicated to the ICM programme: <http://usienaicm.wp.unisi.it/>

Publication of the abovementioned list serves as official notification, and candidates will receive no further communication.

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 the procedures for applying to the Institute.

The student selected and nominated by the partner university is required to submit all the documentation requested by the host university, in compliance with the timing and procedures communicated.

During the application process, the host university will verify that the student meets all the academic and language requirements, as specified in paragraph 3 of this notice. At this point, the university may also ask for specific certificates (academic record, 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 refuse applicants who do not meet the specified requirements or who do not present all the necessary forms.

7- Obligations to be fulfilled by recipients

Students in receipt of a grant must also deliver the **Financial Agreement** to the International Desk of the International Relations Division, in duplicate, duly filled out and signed, at least 45 days before their scheduled departure. The office will forward it to be signed by the legal representative. Delivery of 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 and the signature of the host university to: icm@unisi.it.

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



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Selected students who wish to forego the grant must promptly inform the International Relations Division by delivering or emailing the relevant form which may be downloaded from the Erasmus ICM mobility pages: <http://usienaicm.wp.unisi.it/> and must notify the host university promptly.

Within 10 days of returning from the period of study abroad, students must send the following final documentation as separate files (PDF format) to icm@unisi.it:

- Erasmus Certificate with the mobility start and end dates;
- Copy of the Learning Agreement, completed in all sections and duly signed (the original must be submitted to the appropriate Students and Course Administration Office);
- Copy of the Transcript of records, in which the host university certifies the exams completed during mobility (the original must be submitted to the Students and Course Administration Office in order to complete the recognition procedure). Considering that the host university shall send the transcript to the student after he returns home, students can send a copy of the document even after the 10 days specified above.

Students are also required to draw up, as soon as they receive the email from the European mobility management system (sender: replies-will-be-discarded@ec.europa.eu), the final narrative report (EU survey); writing this is compulsory and a requisite for receiving the balance of the mobility contribution (see Article 9).

8 – Recognition of academic activities carried out during mobility and final documentation

The student must contact the appropriate Unisi Students and Course Administration Office (USD) to start the procedures for recognizing credits awarded abroad.

Before leaving :

1) Before leaving, the student must fill in the Learning Agreement (LA), sign it and submit it to the Students and Course Administration Office (*Ufficio Studenti e Didattica* - USD) of their Department in time for approval by the Teaching Committee (*Comitato per la Didattica* - CD), i.e. approximately 1 month before departure (2 months if departure is scheduled for September);

- should the deadline for submitting the LA to the host university for the Erasmus registration procedure (application) fall before the date of the Committee meeting, the Chair of the Teaching Committee shall sign the LA, which will subsequently be approved by the Teaching Committee. The student shall collect a copy to send to the host university.

- should it also be impossible to obtain the signature of the Chair of the Teaching Committee before the deadline, the student shall take the LA 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 appropriate Students and Course Administration Office.



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2) Once the LA has been approved, the Chair of the Teaching Committee shall sign the “Sending institution – Responsible person’s signature” box and the Students and Course Administration Office shall fill in the field for internal use only;

3) Before leaving, the student MUST collect the original LA and take it to the host university for signature. A copy must remain at the Students and Course Administration Office.

During mobility :

Should the student need to make any change to the LA, 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 Students and Course Administration Office (within 2 months from the start of the mobility) which will then pass it on to the Teaching Committee. Upon approval of the variations by the Teaching Committee, the Students and Course Administration Office will complete the part for which it is responsible and send the document back to the student by e-mail.

On returning

The student shall deliver the Learning Agreement, signed in all its parts, and the original Transcript of records issued by the host university, to his/her USD, as well as any other documentation that the Students and Course Administration Office requests in order to complete the recognition procedure.

9 - Financial Contributions

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

- European contribution of **700 €** per month for food and board;
- European contribution for travel expenses:
 - towards Albania: a total of **275** Euros;
 - towards the Russian Federation: a total of **360** Euros (or in any case in accordance with the sum indicated in the European table, depending on the number of kilometres separating Siena from the destination city, as determined by the European distance calculator: https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en) ;
 - towards Ethiopia: a total of **820** Euros;
 - towards China and Vietnam: a total of **1500** Euros;
- a supplementary European contribution for mobility of **80** Euros per month; this contribution serves to cover any expenses incurred for obtaining a visa and additional healthcare insurance; considering the current international health emergency, students are strongly advised to stipulate additional health insurance that takes into consideration the current COVID19 emergency. Recipients can contact the office for assistance (icm.@unisi.it).

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

- a 70% advance payment within 30 days of signing the Financial Agreement; payment in advance is in any case subject to the student receiving a visa for entry into the host country (see art. 7), if required. Students who are required to obtain a visa before entering the host country must therefore email a copy of the visa to icm@unisi.it in order to start advance payment procedures.



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- the 30% balance will be paid on returning, after having delivered the required documentation and the online submission of the Narrative Report (EU survey) (see art. 7). The student's online submission of the Narrative Report is considered a request for payment of the balance due. 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.

To receive the economic benefits, students must enter their bank account details (IBAN of a current account or card registered or co-registered in their name) in the *Segreteria on-line* (Online Student Administration) (Home>Anagrafica, Dati bancari/Scegliere Bonifico bancario o postale) before departure. Some rechargeable cards have a limit on amounts credited. Check these limits before entering details in *Segreteria on-line*.

The IBAN of accounts registered in the name of third parties only (parents, relations, friends...) are not accepted.

Students resident abroad must also enter their home address in Italy (Home>Anagrafica).

Should the stay be cancelled or interrupted before the 3 months are up, the grant recipient will be required to repay any mobility contributions he/she may have received; this refund is a condition for renewing enrolment in the subsequent course year and for obtaining the academic qualification.

Grant holders shall continue to receive any national study grants or scholarships awarded. Students who have been awarded the **ARDSU** (Regional Authority for the Right to Higher Education) scholarship for the academic year preceding the one in which the ICM Mobility will take place, may apply for the regional scholarship for international mobility. For further information, please visit the website www.dsu.toscana.it or contact 0577/760819 or the email address cghezzi@dsu.toscana.it.

10- Processing and confidentiality of personal data

In accordance with art 13 and pursuant to art 24 of Legislative Decree 196/2003, all personal data provided while applying for admission to 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 set out in art 7 of Legislative Decree 196/2003.