

ERASMUS+

A.Y. 2016-2017

FAQ

In view of the annual issue of the new call for application and annual awarding of Erasmus+ scholarships for the School of Economics of the University of Rome - Tor Vergata, we are now publishing a guide to solve some of the doubts that most frequently arise in students planning to spend a semester abroad. Hoping to answer your most frequently asked questions; we will be at your complete disposal in case of any further questions or if you need further clarification on how to participate to the Erasmus+ program.

- ***Issue of the Call for Application***

The new Erasmus+ Call for Applications for the academic year 2016-2017 will be issued at the end of January 2016 and will expire at the end of February 2016.

- **First step**

Reading carefully the Erasmus+ Call for Application is definitely the first step to take to solve most of the doubts that usually arise in students who are interested in participating to the program. Before proceeding with any academic and bureaucratic procedure, make sure you have read the document in its entirety, both the Call for Application of the University and the Attachment of the School of Economics, in which you will find most of the answers regarding departures for Erasmus+ program.

On the website of the School of Economics you can find in the section of the Erasmus section the Call for participation:

<http://www.economia.uniroma2.it/erasmus/erasmus.asp>

and the on-line form for the submission of the application:

<http://torvergata.llpmanager.it/studenti/>

- ***Year of enrolment in which to apply:***

You can apply to the Erasmus+ program from the first year of enrolment in the Bachelor level.

- ***When (which semester) to leave:***

After the allocation of grants, students can decide whether to leave at the beginning of the first semester (i.e. September) or at the beginning of the second semester (i.e. January/February depending on the Institutions).

- ***Institutions in partnership***

The full list of available locations is published yearly in the Attachment of the School of Economics. To view the list of our partner Universities you can also visit the website at:

<http://www.economia.uniroma2.it/public/erasmus/file/ERASMUS/ERASMUS%2016-17/Erasmus+PartnerInstitutions%282%29.pdf>

How to fill out the on-line application form

Fill out the application by following the required instructions and by including the scanned attachments by the date set out in the Call, at the following link:

<http://torvergata.llpmanager.it> – click on “students”

The following documents must be scanned and attached to the on-line form:

- Photocopy of your student card (libretto universitario);
- printed page from Delphi of the list of the exams taken;
- Language certifications;
- In case you have achieved a Bachelor’s degree from another University: provide a diploma certificate with the date of first enrolment and final grade.

**Please pay the utmost attention when filling out the application in order to successfully enter all the required data. Every applications will be carefully processed.

- ***Criteria for the assignation of the score in the ranking***

You must declare in the on-line application all the exams taken and registered on Delphi until and no later than 10/31/2015.

The method of calculation of the ranking can be found at this address:

<http://www.economia.uniroma2.it/public/erasmus/file/ERASMUS/ERASMUS%2016-17/EVALUATION%20CRITERIA.pdf>

Two ranking lists will be drawn up (one for Bachelor students and one for Master students) using two different formulas: scholarships will be awarded in proportion of the number of admitted applications for both rankings. Students will have the opportunity to choose any destination among those listed in the call, based on availability at the time of choice.

- ***Presentation of the Institutions in partnership***

Once the final ranking lists are published, the date of the meeting for the presentation of the available destinations will be set (around mid-March).

If curious about the locations of partner host universities you can consult the PowerPoint of the presentations made in past years by the students on:

<http://www.economia.uniroma2.it/erasmus/erasmus.asp?a=143>

- **Assignment of the Institutions:**

The date for the allocation of Erasmus+ scholarships will be notified after the presentation of the locations, which will occur by the end of March. The allocation will be carried out in the order of the general classification.

- **Required level of Linguistic knowledge**

To submit the application it is required to possess and attach a certificate of linguistic knowledge or a self-certification.

Check linguistic requirements of host Universities on the following link:

<http://www.economia.uniroma2.it/public/erasmus/file/ERASMUS/ERASMUS%2016-17/Erasmus+PartnerInstitutions%282%29.pdf>

- **ERASMUS+ scholarship grant amount**

The indicative amount of the scholarships awarded by the European Union is between 230 and 280 euros/month, depending on the location chosen, in addition with a possible integration from the University.

- **What to do in cases of renunciations, interruptions and requests of extension:**

The renunciation to the participation to the Erasmus+ program after signing the contract, if not properly justified, results in the impossibility to apply again in subsequent years. Interrupting the program instead, if done after at least 3 months of stay with frequent attendance at the host University, gives the right to obtain a scholarship for the reference period. If the interruption happens before those 3 months, there will be loss of the right to the Erasmus+ scholarship. As for the request of extension of the stay abroad, which is possible, will not entitle the student to any further contribution to the scholarship resulting from the contract of the University or the European Community. Therefore such extension will have to be self-financed by students.

- Essential documents for the departure

In addition to the documents required by the host University like:

- The Application Form (dati dello studente),
- The Learning Agreement (piano di studi),

outgoing students will obviously need a valid identification document to travel abroad (or the passport for countries not pertaining to the European Union), as well as their health insurance card or a similar health insurance valid in the destination country.

As for Turkey, the Visa and a particular health insurance will be necessary.

- **Minimum exams to have taken to be eligible**

The new regulation of the University stipulates that in order to receive the Erasmus+ scholarship, it is mandatory to have taken a number of exams as to have earned at least 10 credits per semester.

- **Deadlines to keep in mind:**

Besides checking for the release of the new Call for application on the website, students should also make sure to respect the various deadlines indicated therein, and to attend the meetings organized by Erasmus+ Office of the School of Economics (presentation of the locations, allocation of scholarship grants and the signing of contracts) that will be communicated in due time by e-mail, on the website and on the notice board of the Erasmus+ Office. Also check the website, under "Deadlines" the specific deadlines of partner universities at:

<http://www.economia.uniroma2.it/public/erasmus/file/ERASMUS/ERASMUS%2016-17/Erasmus+PartnerInstitutions%282%29.pdf>

Preapproval of courses to be taken

We remind to all students that it is required to get prior approval of the syllabus referring to the exam that will be taken abroad. Such approval must be given by the professor responsible for the course or by the Coordinator of the Bachelor or Master degree course. Professors must be shown the detailed programme of the exams that will be taken abroad and the approval form for their signature.

For approval, the form can be picked up at the Erasmus+ Office or downloaded alternatively from the website in the section Erasmus+, under "Autorizzazione esami"(exams Authorisations):

The list of the exams taken in previous years, available on the website, has value for a year and is strictly for indicative purposes. In fact, they must always be checked:

- Degree course
- Professor of reference
- Number of credits

- **Get help finding an accommodation in the host country:**

According to the University of destination it will be possible to get assistance in finding permanent housing. In many locations this is done by the host University at prices agreed upon, at university campuses or halls of residence. You will also be given e-mail addresses of students who left in previous years for more advices.

Where to pay University taxes

Erasmus+ students are exempted from tuition fee payment in the Host Institution, although this means that taxes must be regularly paid at the Home University.

Our Location and Contacts:

The Erasmus+ Office of the School of Economics is located on the ground floor of Building B, Via Columbia ,2 Facoltà di Economia.

The Erasmus+ Coordinator and Responsible Person in charge of the Office is Mrs. Susanna Petrini reachable by:

Tel: 06.72595507-5560, e-mail: petrini@economia.uniroma2.it

Mobility Assistant: Mrs. Simona De Angelis, Tel. 06.72595752, e-mail: simona.de.angelis@uniroma2.it

You can also go to the office at the following hours:

MONDAY from 10am to 1pm

WEDNESDAY 10am to 1pm and 2:30pm to 4pm

THURSDAY 10am to 1pm

The Erasmus+ Office of the University, on the other hand, is located on the ground floor of the School of Law. The Institutional Coordinator is Mr. G. Tarquini reachable by:

Tel: 0039.06.72592555-2225

E-mail: erasmus@uniroma2.it or erasmus.ateneo@uniroma2.it

Otherwise you can find him in his office on Monday, Wednesday and Friday from 9am to 12pm and on Wednesday from 2:30pm to 4pm on Via Orazio Raimondo, 18 (School of Law- ground floor).