



**CALL FOR APPLICATIONS**

**GRANTS FOR STUDENTS WANTING TO UNDERTAKE EXTRA-EUROPEAN MOBILITY**

**Academic Year 2016/2017**

IN REGARDS TO the attached table n. 7 of the Ministerial Decree n. 335 of 08/06/2015, in which the Ministry of Education, University and Research allocates a fund to promote international mobility of university students for the Academic Year 2016/2017;

GIVEN that the goal of this grant is to allow students of the University of Rome Tor Vergata to study at an extra-european host university and to carry out didactic activities that must be consistent with their course of study;

GIVEN that the courses attended abroad (and the related exams) must be consistent with the student's course of study;

NOTING that there is a specific call for students wanting to work on their thesis abroad;

THE UNIVERSITY OF ROME TOR VERGATA DETERMINES TO  
ALLOCATE 26 GRANTS FOR STUDENTS WANTING TO  
UNDERTAKE EXTRA-EUROPEAN MOBILITY

The grants are allocated to different AREAS OF DESTINATION:

**n. 7 grants for North America (USA)**

**n. 12 grants for Latin America (Argentina, Brazil, Chile, Mexico, Colombia)**

**n. 7 grants for Asia (China, Russia, Vietnam, Japan)**

**The number of grants allocated to each area of destination is fixed. The number of grants allocated to each country may vary if necessary. For the list of host universities, see Attachment C.**

**Art. 1  
Requirements for eligibility**

Students wishing to be eligible for this grant must fulfill the following requirements at the time of application:



1. **Be enrolled in the 2016/2017 Academic Year at the University of Rome Tor Vergata in one of the following years of degree:**
  - a. **Second or third year of a Bachelor Degree;**
  - b. **First or second year of a Master Degree;**
  - c. **(At least) Third year of a Single-Cycle;**
2. Language proficiency in the language of the host country (or, as an alternative, in a vehicular language used in the host country) is required.
3. Maintain a **GPA of no less than 24/30;**

**PLEASE NOTE:**

Single-cycle degree students in **Medicine and Surgery** and in **Odontology** are eligible only for **Latin American Universities**.

During their stay abroad, students must be properly enrolled and up to date with payments, and they will earn their degree (Bachelor or Master) only after their return to the home university.

Students who have already benefited from an extra-European mobility grant during their academic career cannot apply a second time.

Foreign students at the University of Rome Tor Vergata are not eligible for the grants allocated to their residence country.

**Art. 2**

**Application procedure and deadline**

Applicants must submit applications no later than

**DECEMBER 07, 2016 at 12pm (GMT+1)**

The applicant must **hand deliver or send by email** at [csftorvergata@uniroma2.it](mailto:csftorvergata@uniroma2.it) (putting as object "BANDO MOBILITA EXTRAEUROPEA 2017") the completed application form along with the required documentation within the above-mentioned deadline.

**PLEASE NOTE:** Office hours for hand delivery: Monday-Wednesday 10:00 am to 01:00 pm and 02:00 to 04:00 pm; Friday 09:00 am to 12:00 pm (Room 555 - 5th floor).

The application **must be duly signed by the applicant.**

**Applicants must attach the following documents to their application:**

1. **Application form** (Attachment A);
2. **A reference letter** by a professor of the University of Rome Tor Vergata.
3. **A project** including:
  - a) **Motivation letter** about the chosen destination and a precise description of the project.
  - b) **A list of the didactic activities** the applicant is going to carry out abroad, a list of the courses



consistent with the course of study and, **possibly, the acceptance letter** from the host university.

4. Any certificates proving language proficiency in the language of the host country (or, as an alternative, in a vehicular language used in the host country)
5. Self-declaration with a list of exams the student has taken and their results (with the Totem printout attached) under Law 183/2011 - Directive 14/2011 of the Ministry of Public Administration (see form - Att. B)
6. 1 passport size **photo** (in case of hand delivery) or a photo in jpeg format.
7. Copy of a valid **identity document**.

**Incomplete submission of required documents will not be accepted.**

It is the student's responsibility to ensure that the chosen foreign universities offer courses consistent with their course of study. Selected grantees will deliver a learning agreement to professors, and they will sign it to guarantee the validity of the exams.

The applicant can apply for **two areas of destination (including North America, Latin America and Asia) but he/she cannot select more than two foreign universities for each area.**

**The applicant must specify the area and university he/she prefers.**

In some Universities, it is possible to attend just undergraduate courses (the above-mentioned rule is valid also for students seeking a master's degree).

The information given in the list of host universities is updated to the present call and they can be modified by the Host University.

**WARNING!** Incomplete submission of required documents will not be accepted. Under art. 71 of the Presidential Decree 445/2000, the Administration will carry out the necessary checks, including sample checks; included are those cases of reasonable doubts about the truth of applicants' statements contained in the application form.

**Art.3**

**Selection process and evaluation criteria**

The selection of applications and the allocation of the grants are entrusted to an Interdisciplinary Commission appointed by the Rectoral Decree.

The Interdisciplinary Commission will take into account the following basic criteria:

- a) Applicant's academic curriculum (and related credits); Value: 5%.
- b) GPA, calculated using this formula:  $\text{Sum of (Mark x credit points for subjects)} / \text{Sum of (Total credit points for subjects)}$ ; Value: 30%; the scores awarded will be given in a range of 18 to 30.
- c) Relevance of the project (compared to the projects carried out in the host university) and, preferably, acceptance letter from the host university. Value: 25%
- d) Interview to test applicant's motivations; Value: 20%
- e) Test to determine language proficiency in the language of the host country (or, as an alternative,



in a vehicular language used in the host country): 20%

The interview and the test will take place between 16 and 20 January 2017. **It is mandatory for the applicant to be present on the dates established by the commission.**

In order to calculate the grade point average, the Interdisciplinary Commission will take into account grades, credits and didactic activities resulting from Totem on the submission deadline date. In case of anomalies (i.e. exams or activities not yet registered), students must attach to their application form **a copy of their transcript and/or documentation released by the university (even if foreign) certifying exam results. Mid-terms (*esonero*) will not be taken into account.**

**The Interdisciplinary Commission will take into account also the academic career and the bachelor degree grade of first year Master degree students.**

To benefit from the **grant for the USA destination**, students must provide documentary evidence of English proficiency by providing one of the following certificates: *International English Language Testing System (IELTS)*, *TOEFL*, *University of Cambridge Examinations Certificate of Proficiency in English (CPE)* or *Certificate of Advanced English (CAE)*; each host university can establish a different minimum score.

**PLEASE NOTE: Applicants are not required to have the above-mentioned documents at the moment of submission. Students who benefit from the grant for the USA destinations are required to deliver the above-mentioned documents by the application deadline of the host university.**

At the end of the selection process, the Interdisciplinary Commission will establish the rankings and allocate the grants to the different areas of destination and host universities.

We remind the grantees that the final decision about their grant for extra-European mobility is up to the host universities.

#### **Art. 4**

#### **Grant amount and Disbursement of the grant**

Selected grantees will be exempted from paying the host university tuition fees, but **they will continue paying the tuition fees of the University of Rome Tor Vergata.**

**The grant is not of a flat-rate nature, but it must be considered as a coverage of the costs incurred and duly documented and justifiable by the grant winner. The eligible costs are: travel, accommodation, meals, VISA, Health Insurance, and any other expenses related to the activity. Only one round trip is allowed.**

The maximum amount of the grant will be:

- \* **Euro 2.500,00 (two thousand five hundred)** for Latin America, Russia, China and Vietnam.;
- \* **Euro 3.000,00 (three thousand)** for USA and Japan;



The disbursement of the grant will take place in two instalments: the first instalment will be reimbursed before the student's departure and will cover health insurance, visa and the cost of the flight tickets, after presenting the receipt (travel agency, electronic ticket), while the remaining costs will be reimbursed after student's return, after presenting the original receipt of other expenses (sale receipts, invoices, boarding passes).

The disbursement of the second instalment is dependent upon the presentation of a document certifying the stay abroad (concerning the activities performed and the arrival and departure dates signed by the host university) and to a report of the activities carried out by the grantee signed by the grantee within 15 days of his/her return.

**PLEASE NOTE: at the end of the stay, the winner of the grant is asked to bring the documentation certifying the period of stay and a report on the activities carried out, under penalty of non-payment of the second instalment, with the obligation of repaying the first instalment given by the university.**

In the case of remaining funds, the number of grants will be increased.

#### **Art. 5**

#### **Approval of the activity carried out**

Before departure, students must consult with the Director of the degree course to develop a program of studies that must be consistent with their course of study at Tor Vergata. In order to do that, please visit host universities' websites (Attachement C). Selected students must also consult with professors to arrange the syllabuses and sign the learning agreement before the departure, to guarantee the validity of the exams. Therefore, each Course of Study Council will approve the didactic activities carried out in the host universities.

#### **Art. 6**

#### **Term of validity**

The **period of the stay** abroad must take place within the following semester: **July/August 2017 – January 2018**.

#### **Art. 7**

#### **Allocation and Acceptance of the grant**

The list of selected grantees and destinations will be published by the end of January 2017 on the **University of Rome Tor Vergata website, in the section "Area Internazionale > Studiare e lavorare all'estero > Bando di Mobilità extraeuropea (Bando Overseas)"** and **on the board** of the above-mentioned office.

This is the only manner of publication regarding the selection outcome. Selected grantees will not receive any winning notification emails.



**PLEASE NOTE:** Selected grantees must accept the grant within seven consecutive days of the publication of the above-mentioned list by presenting themselves in room 555 (located on the fifth floor of the Central Administration - Rettorato) and signing the acceptance form, or by sending by email at [csftorvergata@uniroma2.it](mailto:csftorvergata@uniroma2.it) the above-mentioned signed form.

To receive the grant, selected grantees need to formally accept it. In case of non-acceptance, the grant will be allocated to the next qualified grantee in rank order.

In the event of inconsistency or discrepancy between the English version and the Italian version of this publication, the Italian language version shall prevail.

**Art. 8**

**Office Responsible for the procedure**

Visiting Professors and International Agreements Office  
Mrs. Chiara Montanari  
Via Orazio Raimondo 18 – V piano – stanza 555 room  
Tel. 06/72593509 e-mail: [csftorvergata@uniroma2.it](mailto:csftorvergata@uniroma2.it)

THE RECTOR

Prof. Giuseppe Novelli



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