

ATTACHMENT 1- Call for Application ERASMUS+ a.y. 2020-2021

SCHOOL OF ECONOMICS

SELECTION AND EVALUATION OF THE APPLICATIONS

In accordance with bilateral agreements signed between European Universities and this University for disciplinary areas 031 and 041¹ for the academic year 2020-2021, Erasmus+ scholarships will be available for countries and locations indicated at the following link:

<http://economia.uniroma2.it/international/info-sedi/>

REQUIREMENTS FOR PARTICIPATION

In order to take advantage of the European Community contribution, the student must:

- not benefit at the same time from the European Community grant for other programs or from actions funded by the European Commission or from a scholarship under other international mobility programs of this University and/or equivalent to those in this University;
- not have reached the maximum number of months of mobility permitted by the Erasmus+ program in his/her cycle of studies (Erasmus+ allows for different periods of mobility per cycle of study, whether it is for study or training period. A total of 12 months of mobility is allowed for each cycle of study, Bachelor's degree programs, Master's degree programs, PhD/postgraduate's programs and a total of 24 months for the one-cycle study program;

Mobility to the student's country of residence will not be allowed.

LINGUISTIC KNOWLEDGE

In order to apply, the student **must** attach a **certificate** of proficiency in the language(s) of the country of destination or in a language accepted by the host University as "learning language". Each partner University has its own language requirements that the candidate should meet by the expiry of this call.

Carefully consult the list of locations with their language requirements:

<http://economia.uniroma2.it/international/info-sedi/>

Based on these agreements, the Host Institution has the right not to accept the student, even after the award of the scholarship, if deemed unprepared on a linguistic level.

Those who are not in possession of any official certification can attach a certificate or a self-certification² according to what indicated below:

- certificate from a school nationally and/or internationally recognized or from CLA, attesting the level reached (A1, A2, B1, B2, C1, C2)
- passing a language proficiency test or a qualifying exam held at the home University attesting the level reached (A1, A2, B1, B2, C1, C2)

¹ Si veda: <http://www.uis.unesco.org/Education/Documents/iscde-37c-fos-review-222729e.pdf>

² Autocertificazione: <https://economia.uniroma2.it/international/modulistica/>



- self-certification of the language proficiency (English, French, Spanish, Portuguese) earned at the home University which does not attest the level reached for which the Office will assign a B1 level
- copy of the diploma of the *liceo linguistico* for which the Office will assign a B2 level (for two of the languages studied between English/ French/Spanish/German);
- self-certification of a stay abroad certified for at least four months for study or work reasons (eg. *Erasmus+*, *Traineeship*, *Overseas* or other mobility projects) for students enrolled at the University of Rome "Tor Vergata"- for all the other students, an official certificate of participation in one of the mentioned programs for which the Office will assign a B2 level;
- self-certification of the candidate attesting to be mother tongue for which the Office will assign a C2 level;
- self-certification for students enrolled in degree programs entirely taught in English in this University for which the Office will assign a B2 level (English).

The Committee in charge will assess carefully the language requirements declared by each candidate. For certifications and self-certification, the student will be required to upload those documents when filling out the on-line form.

Any applications submitted without the above-mentioned requirements will be considered as void.

In case of mendacious self-certification, the candidate will be automatically excluded from the selection.

APPROVAL OF THE COURSES TO BE TAKEN ABROAD

Before leaving, students must ask for the approval of the courses to be taken while abroad. Every single degree course has appointed its own Erasmus + Coordinator who is in charge of the approval of the courses (*pacchetto esami/exam approval request*).

Students are asked to contact their Program Office (*Segreteria Didattica*) which will provide all the information as regards the procedure to be followed for the approval of the aforementioned courses (students must download from the website of the university which will host them syllabi of the courses they are interested in and they will submit them according to the procedures established by their Program Office).

Following the approval of the courses (*pacchetto esami/exam approval request*) to be taken while abroad, the Program Office of each degree course will communicate to the Erasmus + Office of the Faculty the list of approved courses and, only after the approval, students will fill in the **ONLINE learning agreement**³ that will be signed by the Erasmus+ Academic Coordinator for the School of Economics, Prof. Gianluca Mattarocci.

The request of recognition of new courses can also be made during the period of mobility by emailing to the Program Office.

After written request by the applicant, the Erasmus+ Committee can also evaluate special cases such as mobility for thesis abroad, in addition to 6 credits recognized in Tor Vergata.

RECOGNITION OF EXAMS TAKEN WHILE ABROAD

Upon their return, students will receive a transcript of records from the Host University (*certificato degli esami sostenuti*). The grades will be converted by the Erasmus + Office of the School of Economics and

³ http://mobint.uniroma2.it/erasmus/learningagreement/pp_default.aspx?ReturnUrl=%2ferasmus%2flearningagreement

consequently approved by the Academic Board of their Degree Course according to the official grading table which can be viewed at <https://economia.uniroma2.it/international/tabella-di-conversione/>

UNIVERSITY FEES EXEMPTION IN THE HOST COUNTRY

University fees must be paid to the home University. The amount of the scholarship Erasmus+ is disbursable only if the grantee is in compliance with tuition fee payments for the academic year 2020-2021. The grant will not be disbursed to students who only have the status of provisional registration (*iscrizione cautelativa*) for that academic year.

DEADLINES AND PROCEDURES OF ASSIGNATION

- 1) The application is available at the following link: <http://mobint.uniroma2.it/erasmus/candidatura/Default.aspx> and it must be filled in by

28th February, 2020, at 12 pm (midday).

Bachelor and Masters students must:

- 1) check that the information available on their personal DELPHI page is correctly updated and if not, promptly report any discrepancies by writing to the Help Desk;
- 2) fill in and complete their application by using the following information/documents:
 - Matricola number;
 - Language certificate for every known language (to be scanned and uploaded);
 - IBAN code;
 - Passport or identity card number;
 - Degree certificate for those who graduated from another University, even if it is a foreign one, where final grade, date of achieving and academic years of studying are clearly stated.

VERY IMPORTANT: Foreign students, who graduated abroad, must hand-deliver to the Erasmus+ Office of the School of Economics the degree certificate and the declaration of value (*dichiarazione di valore*) for the translation of the final grade according to the Italian grading system to be done with Mrs. Simona de Angelis.

PAY ATTENTION: PhD students must visit the Erasmus + Office and they must hand-deliver the following documents:

- Language certificate for every known language;
- Research proposal;
- Resume.

After filling out the application, the latter must be validated by the expiring date, otherwise it will be considered void.

In filling out the application please proceed with the utmost attention; every application will be carefully checked and assessed.

2) Criteria for the preliminary ranking list available here:
<http://economia.uniroma2.it/international/bando/>

3) Publication of the provisional ranking list in March 2020.

4) An application for review can be filed within one week after the publication of the provisional ranking;

5) Presentation of host Universities (by mid-March 2020): there will be a meeting in which students who have already made Erasmus experiences, in their previous academic years, will present the location they visited to those who will attend the meeting.

6) Publication of the final list and allocation of grants by the end of March 2019. Please note that those who will not be able to be present on the day of grant allocation may be represented by a delegate who will show a signed delegation form with a photocopy of his/her identification document. During the meeting for the allocation of Erasmus+ mobility grants, the student will subscribe the preliminary grant acceptance form. The date for the signature of the final contract, to be done through an online procedure, will be notified later on.

For further clarification the ERASMUS+ Office of the School of Economics, is located in building B, ground floor

You can contact Mrs. Susanna Petrini, Coordinator of the ERASMUS+ Office

Mrs. Simona De Angelis, Mobility Assistant, at the following:

Tel 0039.06.72595507-5560- 5752

E-mail: petrini@economia.uniroma2.it; simona.de.angelis@uniroma2.it

Office Hours

MONDAY 10am to 1pm

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

THURSDAY 10am to 1pm

Or visit the website:

<http://economia.uniroma2.it/international>

Please note: This English version of the call is made only for publicity purposes. For enforcing the call, resolving any dispute and for all legal purposes only the Italian version is valid.