

ERASMUS+

This is 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.

The Receiving hours of the office are:

MONDAY 10:00 - 13:00
WEDNESDAY 10:00 - 13:00 and 14:30 - 16:00
THURSDAY 10:00 - 13:00

BEFORE the Departure

- **Issue of the Call for Application and Year of enrolment in which to apply:**

The Erasmus+ Call is generally issued between the end of January and March. An official email will alert you to the publication of the Erasmus+ Call. We suggest you to check periodically the section "Bando" of our official website (<https://economia.uniroma2.it/international/bando/>).

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

- **First step**

Reading carefully the Erasmus+ Call for Application and the Attachment of the School of Economics 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.

You can find the Erasmus+ Call for Application in the section "Bando" of our official website (<https://economia.uniroma2.it/international/bando/>).

- **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).

The full list of available locations is published yearly in the Attachment of the School of Economics. To get information about them, you can also visit the website at: <http://economia.uniroma2.it/international/info-sedi/>

- **How to fill out the on-line application form**

Fill out the online application by following the required instructions and by including the scanned attachments by the date set out in the Call.

We remind you that having a certificate of language is a prerequisite for participating to the Call.

Please, be very careful when filling the application form: **any formal mistake will be penalised by the exclusion from the final ranking list.**

- **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 of the previous year of your departure (es. if you want to participate to the Call 2017/2018, only the exams taken and registered at 10/31/2016 will be considered).

The method of calculation of the ranking can be found at this address:
<https://economia.uniroma2.it/international/modulistica/>

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

- **Assignation 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.

Once you have chosen your destination, you will sign the *preliminary contract*.

- **How to make a conscious choice of your Erasmus+ destination:**

Since students will have the opportunity to choose any destination among those listed in the call based on availability at the time of choice, we suggest you to have a list of preferred destinations.

We suggest to:

1. Check the language requirements of your preferred destinations (<http://economia.uniroma2.it/international/info-sedi/>)

You cannot choose a destination without having the required language level, because the partner university will refuse your application.

2. Check the available modules erogated by the partner university, and find some similarities with the modules of your Course of studies at University of "Tor Vergata".

AFTER the assignation of the Institutions

- **Approval of the courses to take abroad:**

After the assignation of the Institutions, you have to get the approval of the courses to take abroad from the *Segreteria Didattica* of your Course of studies.

Just fill the "Exam approval form" (available here:

<https://economia.uniroma2.it/international/modulistica/>) and attach the syllabus of the courses that you want to take abroad.

- **Learning Agreement:**

Once you get the approval of the exams that you want to take abroad, fill the Learning Agreement (you can download it here: <https://economia.uniroma2.it/international/modulistica/>).

Then come to the Erasmus+ office of Economics and get the signature of the Erasmus+ Coordinator.

- **Final Contract:**

The Central Erasmus+ Office will contact you in order to sign the *Final Contract*.

The indicative amount of the scholarships awarded by the European Union is approximately 12 euros/day.

While abroad, you must reach at least 12 CFU in order to get the scholarship.

We remind you that the payment of the scholarship is managed by **Central Erasmus+ Office**, while the **Erasmus+ office of Economics** manages only the academic aspect.

AFTER the mobility

- **Procedures after the mobility:**

After the end of your mobility period you must visit the Central Erasmus+ Office in order to get the "*nulla osta*".

Then, you must bring the “*nulla osta*” to the Erasmus+ Office of Economics.

- **Translating the grades:**

Once the abroad University has sent to our office your transcript of records, you can visit the Erasmus+ Office of Economics and translate the grades with the Erasmus+ Coordinator.

Further questions

- **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.

- **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.

- **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



Università degli Studi di Roma "Tor Vergata"

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 **Central Erasmus+ Office of the University**, on the other hand, is located on the ground floor of the Rettorato (via Cracovia; Building D; Room 002).

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.