

**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.**

# ERASMUS+ PROGRAMME (KA131 – UE) MOBILITY FOR STUDIES A.Y. 2025-2026 CALL FOR APPLICATION

**Application deadline: March 3<sup>rd</sup>, 2025, at 12 pm**

This Call for application was developed according to the Erasmus+ Programme 2021-2027 Guidelines, published on 25/03/2021. Therefore, the terms and conditions provided by this Call may be modified or be subject to integrations, according to the publication of updates to the Italian and European regulations on the Erasmus+ Programme 2021-2027.

The payment of individual student mobility grants for study/traineeship abroad - hereafter called the Grant - will be dependent on the disbursement of the community grant by the Erasmus+ INDIRE National Agency.

If these funds won't be distributed or won't be distributed in full by the financing Institutions, the University reserves the right to grant to students' scholarships in proportion to the sum that was actually received.

## **GENERAL CONDITIONS**

**ERASMUS+ Programme, Key Action 1 Student Mobility for Studies and Traineeship**, hereafter called the *Programme*, is based on bilateral/multilateral agreements between European Universities, hereafter called *Host Universities*, and the University of Rome Tor Vergata, the *Home University*.

The Erasmus+ Central Office is in charge of organizing the Mobility overall, receiving and publicizing information received from the Commission through the EACEA, retrieving and managing the funds, supervising the Mobility's quality; the Schools/Departments are in charge of maintaining the long-term agreements with the foreign partner universities, forging new agreements in order to enrich the education provided by Tor Vergata and, last but not least, selecting the grantees.

Taking into consideration what presented above, each School/Department communicates to the Erasmus+ Central Office the members of the Evaluation Commission, hereafter called *Commission*, consisting of a minimum of 3 members, 2 teachers (possibly

representatives of the programme) and the Erasmus+ administrative contact person. The Commission is named by the Rector.

After collecting the submitted applications, the Commission draws up the ranking list by merit, within the deadlines. The list will be published along with the procedure for students to appeal for a revision of the ranking.

Subsequently, a meeting will be held in each School/Department to formalise the candidates' acceptance of the Grant, as indicated by the final ranking list of admitted candidates.

**Please note: If the candidate (or a delegated person with a signed proxy and a copy of a valid document of both the delegator and the delegate) fails to show up at this meeting, the University will consider this for all legal intents and purposes as the candidate's renouncement to participate in the Programme.**

After the meeting, each School/Department will communicate to the University the names of the grantees.

After being formally assigned a Grant, the student, **before their departure**, will have to sign a **Mobility Agreement** with the University, hereafter called *Agreement*. The signature of the Agreement will be considered a formal acceptance of the EU Programme Grant. The object of the Agreement is the student mobility. Therefore, the Agreement's coming into effect is linked to the successful applicant/grantee actual mobility.

Each School/Department is in charge of publishing an Annex to the Programme's Call for application with all the information specific to that School/Department: the places available, application deadlines, specific forms, criteria of selection and evaluation and any special conditions (**see School/Department's Annexes**).

Concerning the didactic activities that can be taken at the *Host University*, the grantee will have to prepare the **Learning Agreement**<sup>1</sup> before departure as indicated by the Erasmus+ Office of each School/Department (**see Annexes**).

**PhD students must plan with their PhD Programme's Coordinator the academic activities they intend to pursue abroad.**

## **INSTRUCTIONS FOR VISAS**

The laws and regulations on non-EU students' immigration to the countries participating in the Programme are related to students' nationality. Therefore, **each student has the personal responsibility to** collect information from the relevant diplomatic offices in due time and to obtain the documents entitling them to enter and stay in the Host Country in due time.

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<sup>1</sup> The 'Learning Agreement' form for 'Study and Traineeship' is the indispensable document for the completion of mobility, which must be approved and initialled by the home university, the host university and the student before the departure. It consists of the drafting and approval by the Course of Study (Faculty/Department) of part of the student's curricular study programme. Any substantial change in the activities, dates and any extension of the mobility must be agreed in writing by the parties.

## **INSTRUCTIONS FOR ACCOMMODATION**

Host Universities generally help students find accommodation - when possible at a fixed price - in University campuses or student housing.

Students can ask the Erasmus+ Office of their School/Department for more information about their prospective Host University or contact the Host University itself.

The student must:

- ✓ Check on the Ministry of Foreign Affairs' (*Ministero degli affari esteri e della cooperazione internazionale*) website for any communications about the safety and possible risks of traveling to their Host Country: <https://www.viaggiare Sicuri.it>;
- ✓ Inform on itself and accept the conditions for the mobility to their Host University. For example, the impossibility to conduct lessons in person but only online (online mobility won't be granted financial support), lack of access to basics such as accommodation, canteens, etc. because of epidemics, pandemics or other force majeure reasons;
- ✓ Stipulate a travel insurance in case of delays or cancellations due to epidemics, pandemics or other force majeure reasons;
- ✓ Inform themselves about the requirements to obtain a visa for the Host Country;
- ✓ Inform themselves about health care in the host country by contacting their local health authority or diplomatic representations.

## **Art. 1 – PARTICIPATION REQUIREMENTS**

Only the students or graduating students enrolled in the AY 2024-2025 who during the AY 2025-2026 will be regularly enrolled in a course of study coherent with the one from the previous AY, can apply.

PLEASE NOTE: If the student is not regularly enrolled in the AY 2025-2026 before departure, they will automatically lose their right to the Mobility and will not be able to benefit of the Erasmus status and grant. This includes students who have not paid their tuition fees or are enrolled in “cautelativa”.

**To benefit of the European Community grant, the student must:**

- ✓ not benefit in the same period of time of their Erasmus Mobility (or even only part of that period) from another European Community grant from other programmes or operations funded by the European Commission, or from a grant awarded through this University or other international mobility programmes and/or equivalent to this University;
- ✓ not have reached the maximum number of months of mobility allowed by the Erasmus+ Programme in their cycle of studies. **A total of 12 months of mobility is allowed for each cycle of study, Bachelor's programme, Master's programme,**

**PhD/postgraduate programme and a total of 24 months for the one-cycle programme.**

- ✓ be regularly enrolled in Tor Vergata before leaving for the mobility

**Please note: Mobility towards the student's Country of residence is not allowed.**

### **LINGUISTIC KNOWLEDGE**

It is **strongly recommended** to have a proven knowledge of the language(s) spoken in the country of destination or of the language accepted by the Host University as the "learning language". In fact, the Programme finds itself on the basis of bilateral/multilateral agreements between the *Host University* and the *Home University*, which require a specific level of linguistic knowledge (either A1, A2, B1, B2, C1 or C2).

Based on these agreements, **the Host University has the right not to accept the student** — even after the allocation of the Grant — if deemed unprepared on a linguistic level.

**Regarding the language requirements for the selection of candidates, please refer to each School/Department's Annexes.**

### **Art. 2 – SUBMISSION OF APPLICATIONS**

It will only be possible to apply online, by filling out the form available at the following link: <http://mobint.uniroma2.it/erasmus/candidatura/Default.aspx> . The submission form will be available online starting from the issue of the Rector's Decree. The deadline for submitting the form is on **March 3<sup>rd</sup>, 2025, at 12 pm.**

**Please note: The candidate is entirely responsible for filling out the application form. Applications that do not result "Validated" (completed and closed) online after the expiration of the call, will be considered void. Applications containing incorrect or inaccurate data will be void as well. It will not be possible to subsequently modify or cancel the applications already submitted.**

### **Art. 3 – THE MOBILITY**

Students will be able to undertake mixed mobility (Blended), i.e. a period of Virtual Mobility integrated with a period of mobility abroad. Virtual Mobility alone won't be allowed. Virtual Mobility in the context of a Blended Mobility must in any case precede or follow an in-presence mobility of at least 2 months (60 days).

If any of the following situations occurs, the student **will not be entitled to the EU Grant**:

- ✓ the student or graduating student is not enrolled in the University of Rome Tor Vergata during the AY 2024/2025 and won't be regularly enrolled during the AY 2025/2026;

- ✓ the student has not completed the registration (not paid the tuition fees) for the AY 2025-2026 before departure or is enrolled “**in cautelativa**”
- ✓ the Host University does not authorise the activities present in the student's Learning Agreement;
- ✓ the student is not compliant with other national public administration bodies to which they are related for study reasons (i.e. Disco Lazio).

Student mobility is always dependent on acceptance by the host university.

Grants are available for a duration of 2 to 12 months. The mobility cannot last less than 60 consecutive days.

After winning a Grant for a mobility period of less than 12 months, the student may ask the School/Department for an extension of the mobility period. The original Mobility plus the extension must not last longer than 12 months per study cycle (24 months for one-cycle Master's degree) and will have to take place between June 1<sup>st</sup> 2025 and September 30<sup>th</sup> 2026.

It is not guaranteed that the student will receive a grant during their extension. It will be authorized on the basis of the European funds available and only if the extension request will be submitted to the student's School/Department's Erasmus+ Office at last 1 month before the end of the mobility (it won't be possible to authorize extensions requested after the end of the mobility written on the Agreement).

The request for an extension must be submitted to the student's School/Department. The office can then accept or refuse the request on the basis of how the request is motivated. After being presented with a certification of mobility, the Erasmus+ Central Office, extension will then modify the student's Mobility Agreement.

**Before leaving, the student has to:**

- ✓ sign the ACCEPTANCE OF THE SCHOLARSHIP;
- ✓ sign the LEARNING AGREEMENT (**see Annexes**);
- ✓ sign the MOBILITY AGREEMENT;
- ✓ sign the CODE OF CONDUCT for students during mobility periods;

**After returning from the mobility period,** by at most 15 days after the end of the mobility (and in any case no later than October 10<sup>th</sup>, 2026), the student must upload the following documents on the MOBINT platform:

- ✓ **Certificate of stay (Modulo di conferma di registrazione e soggiorno)** signed and stamped by the Host University containing the exact dates of arrival and departure;
- ✓ **Self-certification of the exams taken abroad (Autocertificazione degli esami)**
- ✓ **“Participant Report”** to fill out online on the website indicated via email by the EACEA.

In order to request the acknowledgement of the mobility period in the framework of the Programme by the Home School/Department and/or Study Course, it is necessary to first get an **authorization (Nullaosta)** by Tor Vergata's Erasmus+ Central Office. The said

Office will issue that authorization when the administrative position of the student is regularised.

**The mobility period may start, where possible, on June 1<sup>st</sup>, 2025 and must end in any case by September 30<sup>th</sup>, 2026.**

N.B. The students are guaranteed to be exempt from tuition fees at the Host University, but they are required to pay the tuition fees at the University of Rome Tor Vergata.

### **MINIMUM NUMBER OF CREDITS TO OBTAIN AT THE HOST UNIVERSITY**

As indicated by the European Commission, the University requires that the students taking part to the Programme earn a minimum number of credits (ECTS) at their Host University. These credits will later be recognized by the Home University through the Learning Agreement, provided for one year by the current didactic programme. Students spending one year abroad should earn at least 24 credits; students spending a semester abroad should earn at least 12 credits; the student spending three months abroad should earn at least 6 credits.

**Please note: The students must acquire at least 2 CFU per month spent abroad.**

If the minimum number of credits is not achieved, the University will not give the student the remaining EU Grant and will furthermore require the student to return the sum already paid. Each Department/School's Committee will in any case evaluate particular cases (for example, if the mobility has the purpose of writing a thesis abroad) but only after receiving a written request by the student.

Grantees enrolled in PhD courses are not required to earn credits.

The grades of the exams taken abroad will be converted to the Italian grading system. The criteria for this process are determined autonomously by each Department/School Committee and/or "Corso di Studio", following the provisions of the "Delibera del Senato Accademico" of 07/26/2016 concerning the "Riconoscimento a pacchetto" of CFU earned abroad.

**N.B. If the "Corso di Studio" won't recognize and won't convert into CFU the activities carried out abroad by the student, indicated in the Learning Agreement and certified in the Transcript of Records, the student will lose all right to funding and will be required to return any unduly received amount.**

**If a student fails an exam, the credits from that exam will not be recognized by this University, nor will they be considered for calculating the contributions.**

In the framework of the Programme, curricular **traineeships** are certified through a *Traineeship Certificate* issued by the Host University. If authorized by the Council of the student's "Corso di Studio", a traineeship will allow (when possible) the recognition of the

work experience abroad as part of the student's training course and the achievement of Credits (ETCS). The traineeship will also be mentioned in the Diploma Supplement.

#### **Art. 4 – THE MOBILITY GRANT**

The financial contribution for the mobility period is provided through funds allocated by the Erasmus+ National Agency and the MUR, the Italian Ministry of University and Research (*Ministero dell'Università e della ricerca*).

The contribution can consist of the following items:

##### **A. Community contribution**

The European Commission has established that the student mobility grant is calculated according to the cost of living of the Host Countries, divided in the following groups:

**GROUP 1 (HIGH cost of living)** Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, The Netherlands, Norway, Sweden.

Partner countries from Region 13: Andorra, Monaco, San Marino, Vatican City State

Partner countries of Region 14: Faroe Islands, Switzerland, United Kingdom

**GROUP 2 (AVERAGE cost of living)** Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain.

**GROUP 3 (LOW cost of living)** Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary.

##### **SCHOLARSHIP FOR STUDY DESTINATION INDIVIDUAL CONTRIBUTION / MONTH:**

- Mobility to countries from GROUP 1 € 350.00 / month;
- Mobility to countries from GROUP 2 and GROUP 3 € 300.00 / month;

##### **Mobility to the United Kingdom and Switzerland**

The Erasmus+ Programme 2021-2027 foresees that the United Kingdom and Switzerland are assigned to “Region 14” among the so called third countries not associated to the programme. Mobility towards these countries is therefore guaranteed and students’ grants will be covered by European funds equivalent to those destined to EU Member States and third countries associated to the programme. Students who will apply for an exchange in the United Kingdom or in Switzerland are subject to all the requirements for EU Member States and third countries associated to the programme specified in this Call.

The students who will be selected for an exchange in a partner university in the United Kingdom must take into consideration the following:

- ✓ they must respect the entry rules to the United Kingdom and carefully consult the page <https://www.gov.uk/check-uk-visa> for all the information. The student must check directly with the hosting university all the matters related to the entry rules (Visa and health insurance) for an Erasmus+ mobility for study purposes in the United Kingdom;

- ✓ VISA and health insurance fees, along with other costs related to the entrance to United Kingdom or to the acceptance by the UK university will not be covered by the University of Rome Tor Vergata;
- ✓ in most of the cases, UK universities ask for *ad hoc* language certificates to release invitation letters for VISA purposes, based on the exchange duration. We suggest students to check carefully the relevant webpages of the UK universities and, in case of doubts, to contact them directly to get more information.

The duration of the scholarship is calculated on the basis of the start and end date of the study period abroad (day/month/year) according to the business year of 360 days; therefore, each month, regardless of its duration, will be considered as 30 days. In case of incomplete months, the financial contribution will be calculated by multiplying the number of days of the incomplete month by 1/30 of the monthly unit cost.

### **B. Supplementary contribution**

The student might also be eligible for an integration of the Community contribution according to the provisions of the Ministerial Decree from December 29<sup>th</sup>, 2017 n. 1047.\*

The contribution will be financed by funds provided by MUR (Ministry of University and Research), and will be paid according to the provisions of the Ministerial Decree 1047 of 29/12/2017 (*Fondo Sostegno Giovani - FSG*) or the monthly amount of the scholarships will be defined with reference to the economic condition resulting from the ISEE certificate\*\* as indicated by the following Table 1:

Table 1

University ISEE	Monthly amount for Erasmus+ grant supplement
ISEE ≤ 13.000	€ 400
13.000 < ISEE ≤ 21.000	€ 350
21.000 < ISEE ≤ 26.000	€ 300
26.000 < ISEE ≤ 30.000	€ 250
30.000 < ISEE ≤ 40.000	€ 200
40.000 < ISEE ≤ 50.000	€ 150
ISEE > 50.000	€ 0

\* Students that are not enrolled within the normal duration of the course increased by one year will be excluded automatically from the Supplementary contribution, in compliance with the Ministerial Decree.

\*\* In regards to how to determine the composition of the family unit, the indicator of one's economic situation and the methods for filling out the form concerning the request of the benefits for the right to study, as well as for any other matter related to the calculation of ISEE, this Call for applications looks at the DPCM December 5<sup>th</sup> 2013, n. 159 "Regolamento concernente la revisione delle modalità di determinazione e i campi di applicazione dell'Indicatore della situazione economica equivalente — ISEE".



**PLEASE NOTE: The University requires the 2025 ISEE Certificate.**

**For students with revenues in Italy**, in order to receive the contribution, at the time of enrolment for the a.y. 2025-2026, it is necessary to authorise the University, on the DELPHI platform, to request the ISEE relating to subsidised benefits for the right to study from the “Agenzia delle Entrate”.

Students with income abroad **cannot use the self-certification institution in any way.**

In relation to the provisions of the aforementioned regulations and in accordance with the provisions of Ministerial Decree no. 1047, students who do not reside in Italy and who are non-EU citizens can submit a request for integration to the funding for Erasmus mobility to the Body for the right to study (DiscoLazio), which announces *ad hoc* funds annually.

Students with foreign income will have to present their ISEE PARIFICATO to receive the supplementary contribution.

## **ISEE PARIFICATO**

More information can be found on the following page:  
[https://web.uniroma2.it/en/contenuto/isee\\_parificato](https://web.uniroma2.it/en/contenuto/isee_parificato).

Students in possession of a DiscoLazio grant are also required to submit the data collection form and will be subject to checks on what they have declared. The **MUR grant is not compatible** with any DiscoLazio funding provided to support Erasmus mobility.

The certificate of ISEE PARIFICATO must appear on the DELPHI university platform at the same time as the regularisation of the enrolment as foreseen by the present Call for Participation.

The University will not pay the Supplementary Contribution to the students who, for whatever reason, have not authorized the University, on the DELPHI platform, to ask the Agenzia delle Entrate for the ISEE needed to evaluate the payment of the Supplementary Contribution.

## **C. Supplementary Grants for Students with fewer opportunities**

The Programme offers another Grant of € 250,00 per month in addition to the Community contribution for individual mobility. Such contribution will be granted, on the basis of the funds available, to the students that have an ISEEU that is inferior to a number that will be determined by a Ministerial Decree in the first months the current year. This contribution will be calculated on the basis of the 2025 ISEE certificate. The student's ISEE will have to be declared when enrolling for the AY 2025/2026.

#### **D. Supplementary Community Grants for Students with Special Needs**

These are funds allocated by the European Commission and destined to students with specific physical, mental or health conditions. To request this grant, the student will have to submit a specific request to the University's Erasmus+ Central Office, following the procedures and timeframes defined by the Erasmus+ National Agency INDIRE.

The Erasmus Programme grant does not constitute income (ref. 247/E of 1999, Art 6, paragraph 13 of Law N° 488 of 1999) unless the total annual amount is higher € 7.746,85. If the amount is higher than the limit indicated by Law, it will entirely constitute income for the person who receives it.

#### **PAYMENTS**

Payments will be made according to the written in the Mobility Agreement, after the student has left for the Host Country and has duly uploaded the required documentation on the MOBINT platform:

- Community contribution: 70% as an advance within 30 working days after receiving the Certificate of Arrival at the partner university and 30% as a balance after the mobility has ended and the student has received the Nulla Osta from the Central Erasmus+ Office of the University;
- Supplementary contribution: 50% as an advance within 30 working days of receipt of the Certificate of Arrival at the partner university and 50% as the balance, the mobility is completed and the student has received the Nulla Osta from the Central Erasmus+ Office.
- Supplementary contribution for students with fewer opportunities: this contribution will be paid after the end of the mobility, after the student will have received the Nulla Osta; it will be calculated on the basis of the number of days spent abroad on the basis of the funds available.

When applying, the student must provide the IBAN<sup>2</sup> of their own bank account at an Italian bank. The contributions will be paid to that bank account.

**Please note: The bank account must be in the name of the beneficiary/grantee (or co-signed by the grantee). There will be no payments by cheque and/or bank transfers made to a third party.**

#### **Art. 5 – RENOUNCEMENT OF THE GRANT**

Accepting the mobility is a serious obligation for the candidate, as seen on the Agreement.

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<sup>2</sup> The IBAN is the bank code that identifies the current account and the bank. It must be requested by the account holder directly from the bank when the account is opened.

The students who accept the Community grant, sign the Mobility Agreement and then decide to renounce to their mobility period must fill out and upload the **Waiver Form** on the MOBINT platform, along with an adequate certificate. If the certification is not submitted or the reasons submitted are not deemed pertinent, the renouncing student will have to return the amount of the grant already received and will no longer be eligible to apply for Grants within the framework of the Programme.

**Students who interrupt their mobility period are entitled to the grant for the number of months they spent abroad and they have obtained at least 2 CFU per month spent abroad. The period spent abroad must be of at least 2 months (60 consecutive days). Students who do not stay abroad for the minimum period required will have to return the full amount of contributions received in advance.**

#### **Art. 6 – PRIVACY**

The processing of personal data requested by this Call is aimed at managing the Program, for the selection procedures and for the eventual procedure for assigning and disbursing the contribution and will have in accordance with the provisions of the "General Data Protection Regulation" (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 and to Legislative Decree 196/2003, as amended by Legislative Decree 101/2018.

The Data Controller is the University of Rome "Tor Vergata", Via Cracovia 50 CAP 00133 Rome, PEC [direzione.generale@pec.uniroma2.it](mailto:direzione.generale@pec.uniroma2.it). The Data Protection Officer is based in Via Cracovia 50, 00133 Rome, e-mail [rpd@uniroma2.it](mailto:rpd@uniroma2.it), PEC [rpd@pec.torvergata.it](mailto:rpd@pec.torvergata.it). The e-mail address, to which questions relating to data processing may be addressed, is: [privacy@uniroma2.it](mailto:privacy@uniroma2.it).

Participants are entitled to the rights provided for by EU Regulation 2016/679 and, in particular, they may request access to personal data concerning them, rectification, or, if their extremes occur, cancellation or limitation of treatment, or oppose to their treatment.

Students interested in carrying out an internship period at universities or non-university facilities in European countries, when submitting their application, must read the information provided by the Data Controller (Università degli Studi di Roma Tor Vergata) entitled "Information pursuant to Articles. 13 and 14 of EU Regulation 2016/679 for users intending to register for admission tests and state examinations, for users intending to register for courses of study and for students, undergraduates, graduates, postgraduates, trainees and PhD students of the University of Rome Tor Vergata", available on the Organizer platform, as well as at the following link: <https://utov.it/s/privacy>.

Furthermore, they must give their consent to the processing of their personal data as set out in the Information Notice provided by the Data Controller (Università degli Studi di Roma Tor Vergata), entitled “Information pursuant to Article 13 of EU Regulation 679/2016 for the processing of personal data of students who intend to participate in international mobility programmes for study (Erasmus, Overseas, thesis research abroad) or internship (Erasmus+ Traineeship) in non-European countries”, also available on the Organizer platform.

### **ART. 7 – PERSON IN CHARGE OF THE PROCEDURE**

In accordance with the law August 7th, 1990, n. 241, the person in charge of the procedure of exclusive competence at the University of Rome Tor Vergata is Dr. Marcela Mirabela Salavastru.

We inform you that, in accordance with Art. 71 of Presidential Decree 445 of December 28<sup>th</sup>, 2000, the Administration will proceed to carry out appropriate checks, even on a sample basis, and in all cases in which justified doubts arise about the veracity of the self-certifications.

For further information, after carefully reading this Call, the student can contact the following offices directly:

- For information concerning the signing of the Agreement and the mobility grant:

#### **Erasmus+ Central Office**

Tel. +39 06 7259 2225/2555/2062

E-mail: [outgoing@erasmus.uniroma2.it](mailto:outgoing@erasmus.uniroma2.it)

- For information on: online application form, Learning Agreement, exams, exam recognition and information on partner universities, please contact the following Erasmus Offices of the Faculties/Macro areas:

#### **School of Humanities and Philosophy:**

Giuseppina GRIMALDI

Tel. +39 06 7259 5186

E-mail: [erasmus@lettere.uniroma2.it](mailto:erasmus@lettere.uniroma2.it)

#### **School of Law:**

Chiara MONTANARI

Tel. +39 06 7259 3509

E-mail: [erasmus@juris.uniroma2.it](mailto:erasmus@juris.uniroma2.it)

**School of Economics:**

Susanna PETRINI

Tel. +39 06 7259 5560

Simona DE ANGELIS

Tel. +39 06 7259 5752

E-mail: [erasmus@economia.uniroma2.it](mailto:erasmus@economia.uniroma2.it)

**School of Engineering:**

Daniela MANNINO

Tel. +39 06 7259 7506

E-mail: [erasmus@ing.uniroma2.it](mailto:erasmus@ing.uniroma2.it)

**School of Mathematical, Physical and Natural Sciences:**

Ilenia TRAVAGLINI

Tel. +39 06 7259 4083

E-mail: [erasmus@scienze.uniroma2.it](mailto:erasmus@scienze.uniroma2.it)

**School of Medicine And Surgery:**

Jadwiga SZCZUR

Tel. +39 06 7259 6376

E-mail: [erasmus@med.uniroma2.it](mailto:erasmus@med.uniroma2.it)

The Annexes of each School/Department are an integral part of this decree.

## **ATTACHMENT 1- Call for Application ERASMUS+ a. y. 2025-2026**

### **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 [041](#)<sup>1</sup> for the academic year 2025-2026, Erasmus+ scholarships will be available for countries and locations indicated at the following link:

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

The bilateral agreements are being renewed via EWP platform and, therefore, the available scholarships will be officially announced when the ranking list is released

#### **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;

#### **LINGUISTIC KNOWLEDGE**

In order to apply, the student must provide 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:

<https://economia.uniroma2.it/international/presentazione-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-certification<sup>2</sup> according to what indicated below:

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<sup>1</sup> See: <http://www.uis.unesco.org/Education/Documents/isced-37c-fos-review-222729e.pdf>

<sup>2</sup> Self-certification:  
[https://economia.uniroma2.it/public/erasmus24/files/BANDO\\_ERASMUS%2Bmodulo\\_autocertificazione\\_self-declaration.pdf](https://economia.uniroma2.it/public/erasmus24/files/BANDO_ERASMUS%2Bmodulo_autocertificazione_self-declaration.pdf)

- 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)
- 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 ERASMUS+ Committee? will assess carefully the language requirements declared by each candidate.

For certifications and self-certifications, 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 Study Program 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 syllabi of the courses they are interested in from the website of the university which will host them and submit the syllabi 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 Study program will communicate to the Erasmus + Office of the Faculty the list of approved courses. Only after the approval, students will fill in the **ONLINE [learning agreement](#)**<sup>3</sup> that will be signed by the Erasmus+ Academic Coordinator at the School of Economics, Prof. Gianluca Mattarocci.

If, once a student arrives at the Host University, problems arise in taking the courses initially approved, it is possible to apply for approval of new courses, subject to written notification to the Program Office of the School of Economics.

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.

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<sup>3</sup> The form is available here:

[http://mobint.uniroma2.it/erasmus/learningagreement/pp\\_default.aspx?ReturnUrl=%2ferasmus%2flearningagreement](http://mobint.uniroma2.it/erasmus/learningagreement/pp_default.aspx?ReturnUrl=%2ferasmus%2flearningagreement)

### **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 consequently approved by the Academic Board of their Study program) 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 Erasmus+ scholarship is disbursable only if the grantee is in compliance with tuition fee payments for the academic year 2025-2026. The grant will not be disbursed to students who only have the status of provisional registration (*iscrizione cautelativa*) for that academic year.

### **APPLICATION FORM, DEADLINES AND PROCEDURES OF ASSIGNATION**

The application is available on the MOBINT platform at the following link before 3<sup>rd</sup> of March 2025 at 12.00 :  
<http://mobint.uniroma2.it/erasmus/candidatura/Default.aspx>

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 ID card;

**PAY ATTENTION: PhD students**, who wants to apply for the Erasmus+ scholarship, must send by e-mail to the Erasmus+ Office, to the attention of Mrs Susanna Petrini, [petrini@economia.uniroma2.it](mailto:petrini@economia.uniroma2.it), the following documents:

- Language certificate for every known language;
- Research proposal;
- Resume;
- List with three destinations in order of preference;

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.



1) Criteria for the preliminary ranking list available here:

<https://economia.uniroma2.it/international/bando/?display=all>

2) Publication of the provisional ranking on March 2025;

3) An application for review can be filled within 5 days after the publication of the provisional ranking;

4) Publication of the final list and allocation of the grants by the end of March 2024. Please note that those who will not be able to attend the online meeting for the allocation of the grants may be represented by a delegate who will show a signed delegation form with a photocopy of his/her identification document. During the online meeting the student will undersign 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 by the Erasmus+ Central Office.

For further clarification you can contact Mrs. Susanna Petrini, Coordinator of the ERASMUS+ Office or

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

Tel 0039.06.72595752-5560

Or by e-mail: [petrini@economia.uniroma2.it](mailto:petrini@economia.uniroma2.it); [simona.de.angelis@uniroma2.it](mailto:simona.de.angelis@uniroma2.it)

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.

*Giuseppe Rossi*

