

## CALL FOR INTERNATIONAL MOBILITY FOR STUDY AND RESEARCH

2018/2019

### Art. 1 General Information

The goal of this call is to allow the international mobility of the students of the University of Rome Tor Vergata apart from the European Programs, to study or to do research in European or extra-European countries.

The call will allocate two kinds of scholarships for students regularly enrolled at the University of Rome Tor Vergata (be properly enrolled and up to date with University fees and local taxes):

- a. Grants for Research:  
the goal of this grant is to support students (only for Master Degree and Doctoral students) wanting to work on their final thesis abroad, European or extra-European countries. The destination can be a University or a private institution (library, laboratory, centre of research, etc.).
- b. Grants to attend classes and to do exams in extra-European Universities (Overseas):  
The goal of this grant is to allow students of the University of Rome Tor Vergata to study at an extra-European host university (under an Agreement existing between the two Institutions) to carry out didactic activities that must be consistent with their course of study; the students must attend classes and do the final exams, they will obtain the title (Degree or Master Degree) only after their return and after the conclusion of the mobility period.

Each student can apply just for one kind of grant.

Students that obtained a grant for research or study in the past cannot apply again.

THE UNIVERSITY OF ROME TOR VERGATA DETERMINES TO ALLOCATE 35 GRANTS FOR STUDENTS WANTING TO UNDERTAKE EXTRA-EUROPEAN MOBILITY FOR STUDY AND 35 GRANTS TO MASTER, ONE-CYCLE DEGREE AND DOCTORAL STUDENTS ENROLLED IN THE 2018/2019 ACADEMIC YEAR AND WANTING TO WORK ON THEIR THESIS ABROAD

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

### Art. 2 Requirements for eligibility

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

1. Be regularly enrolled in the a.y. 2018/2019 at University of Rome Tor Vergata (and up to date with University Fees and local taxes) within the regular duration, plus one year, of the study cycle (further requirements for each mobility will be described);
2. Maintain a GPA of no less than 24/30;
3. For students enrolled at first year of a Master Degree, a minimum bachelor degree of **88/110**.
4. Language proficiency in the language of the host country (or, as an alternative, in a vehicular language used in the host country) is required. Students must provide documentary evidence of the language proficiency by providing one of the following documents:
  - A certificate issued by a nationally and/or internationally recognized school.
  - A self-declaration stating that the applicant has taken a language proficiency test in the language of the host country (or in a vehicular language) at the University of Tor Vergata.
  - A document certifying permanent residence of more than three months, for study or training purposes, in a country where the language of the host country (or a vehicular language) is spoken.

#### Requirements for Research:

- a) Be regularly enrolled in the a.y. 2018/2019 in a Master of Science, in a One-cycle Degree, at least in the 4th year, or in a Ph.D.;
- b) For Master degree graduating students: having earned at least **75% of expected credits of the first year**, within the submission deadline;
- c) For One-Cycle degree graduating students: having earned at least 180 credits within the submission deadline;

#### Requirements for Overseas:

- a) Be properly enrolled in the a.y. 2018/19 in the second or third of a Bachelor Degree;
- b) Be properly enrolled in the a.y. 2018/19 in a Master Degree;
- c) Be properly enrolled in the a.y. 2018/19 in (at least) third year of a One-cycle Degree;

During their stay abroad, students must be properly enrolled and up to date with payments, and they will earn their degree (Bachelor or Master or One-cycle) only after their return to the home university. Foreign graduating students at the University of Rome Tor Vergata are not eligible for the grants allocated to their residence country.

### **Art. 3 Doctoral students**

There are no requirements for Doctoral students, they are directly admitted to the selection. For the online application, they must submit a reference letter from their tutor to certify the level of their research project.

### **Art. 4 Incompatibility**

The grant will not be allocated to students who, at the moment of their departure and during the whole stay, benefit from the following scholarships:

1. Aid granted for the same purposes by public or private institutions;
2. Erasmus Plus grants;
3. Other mobility scholarships from any other bodies of the University of Tor Vergata;

## Art. 5

### Application procedure and deadline

Applications shall be submitted exclusively online, by filling out the application form available at:  
<http://mobint.uniroma2.it/extra/candidatura/default.aspx>

Deadline is **DECEMBER 7, 2018 (12,00 – Midday, Roma GMT)**.

WARNING! Incomplete or untrue data will invalidate candidacy. Under the 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.

To apply the student must fill in all the sections of the online application and attach all the documents required for the mobility. The application is only online.

After the first access to the web platform it will be possible to save a draft to edit. The application will be submitted only after the validation. After the validation it won't be possible to change or edit the application. After the submission of the application an automatic email will be sent to confirm the correct sending.

- Mobility for Research:

the goal of this mobility is to support Master and One-cycle degree graduating students and Doctoral student to work on the final thesis in an European or extra-European country. The destination can be a University (see attached A), library, laboratory or any private body suitable to the research project. Compulsory documents for the application are:

- Short description of the thesis project and reason of the destination chosen;
- Presentation letter of the Tor Vergata relator;
- Invitation letter or proof of the contact person at the destination;
- Proficiency language certificate (see Art. 2 of the Call);

- Mobility for study Overseas:

the goal of this mobility is to support 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 (see attached A). The applicant can apply for 3 Universities 3 given that the competent office will check the possible exchange or to find another destination. 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.

Compulsory documents for the application are:

- Motivation letter with the description of the courses and activities the applicant wants to follow at each host University. The applicant must check the didactical offer through the links in Attached A;
- A reference letter by a professor of the University of Rome Tor Vergata;
- 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)



**PLEASE NOTE:** 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). Some Universities can require some extra fees.

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.

\* Learning Agreement is a plan that details what courses or research/training/teaching activities you intend to achieve during your mobility. The Learning Agreement should be signed by responsible authorities within the home and hosting universities, as well as the student before the mobility starts.

## Art. 6

### Selection process and evaluation criteria

The selection of applications shall be carried out by an Interdisciplinary Committee appointed by the Rectoral Decree.

The Committee will incontestably allocate grants by considering the following criteria:

#### Mobility for Research:

- Applicant's academic curriculum updated to 30/10/2018 (GPA, degree mark, ECTS);
- Relevancy of the proposed research and motivation;
- Language competence.

Relevancy of the project/motivation and language skills will be valued for 50 per cent of the total.

The applicant's academic curriculum will be valued as follows:

- For students at first year of M.Sc. Degree the following formula shall be utilized:  $[(\text{Number of years expected for the title attainment}) / (\text{academic year of title attainment} - \text{year of enrolment in the career pertaining the title for accessing the Master's degree} + 1)] \times (\text{grade of the Bachelor Degree} * / 110) \times 50$ .

\* If the Bachelor's degree mark is not based on a 110-point scale, the equivalent mark shall be calculated on the new scale.

- For students in: (Bachelor's Degree, One-cycle Degree and 2nd year of M.Sc. Degree) the following formula shall be utilized:  
 $[\text{Minimum}(\text{Amount of ECTS earned}, \text{Maximum Amount of ECTS earnable during the whole study course based on candidates' year of enrolment}^{**}) / (\text{Maximum Amount of ECTS earnable during the whole study course based on candidates' year of enrolment}^{**})] \times \min[1, \text{Number of Years expected for the Title attainment} / (\text{Current Academic Year} - \text{Year of Enrolment} + 1)] \times (\text{weighted average mark} / \text{weighted average exam mark for students enrolled in the same study course}^{**}) \times 50$ .

\*\* The calculation of the weighted average for students enrolled in the same study course shall include all students regularly enrolled in the said course as of 30/10/2018 independently of the year of enrolment.

For students enrolled in a PhD the Committee reserves the right to assess candidates by means of a separate ranking list, also based on the final mark of the latest title attained. The Committee will assign a weight of 50% to the research project proposed and 50% with the following specific formula:  $[(\text{Number of years expected for the title attainment})/(\text{academic year of title attainment} - \text{year of enrolment in the career pertaining the title for accessing the PhD} + 1)] \times (\text{final mark of the title attained} / 110) \times 50$ .

Mobility for study Overseas:

- Applicant's academic curriculum updated to 30/10/2018 (GPA, degree mark, ECTS);
- Relevancy of the proposed plan of study and motivation;
- Language competence;
- Motivation interview.

Relevancy of the plan of study/motivation and language skills will be valued for 50 per cent of the total.

The applicant's academic curriculum will be valued as follows:

For students at first year of M.Sc. Degree the following formula shall be utilized:  $[(\text{Number of years expected for the title attainment})/(\text{academic year of title attainment} - \text{year of enrolment in the career pertaining the title for accessing the Master's degree} + 1)] \times (\text{grade of the Bachelor Degree} / 110) \times 50$ .

\* If the Bachelor's degree mark is not based on a 110-point scale, the equivalent mark shall be calculated on the new scale.

- For students in: (Bachelor's Degree, One-cycle Degree and 2nd year of M.Sc. Degree) the following formula shall be utilized:  
 $[\text{Minimum}(\text{Amount of ECTS earned, Maximum Amount of ECTS earnable during the whole study course based on candidates' year of enrolment}^{**})/(\text{Maximum Amount of ECTS earnable during the whole study course based on candidates' year of enrolment}^{**})] \times \min[1, \text{Number of Years expected for the Title attainment}/(\text{Current Academic Year} - \text{Year of Enrolment} + 1)] \times (\text{weighted average mark} / \text{weighted average exam mark for students enrolled in the same study course}^{**}) \times 50$ .

\*\* The calculation of the weighted average for students enrolled in the same study course shall include all students regularly enrolled in the said course as of 30/10/2018 independently of the year of enrolment

The date for the interview with the Committee will be communicated by email (the one the applicant will use in the application) only after the deadline. During the interview can be tested the language competence of the applicants.

**The candidate is responsible to be available for the interview.**

Esoneri or mid-exams won't be considered for the GPA calculation.

The candidate is responsible for having the language proficiency required by the host University by the deadline for application in Spring.

For Universities in USA is usually required one of the following proficiency: *International English Language Testing System (IELTS)*, *TOEFL*, *University of Cambridge Examinations Certificate of Proficiency in English (CPE)* o *Certificate of Advanced English (CAE)* – with minimum score as stated in the factsheet (Attached A).

PLEASE NOTE: it is not necessary to have the proficiency required for the deadline of the Call but just for the application as exchange student that will take place after the grant allocation.

After the valuation of the applications, the Committee shall draw up two ranking lists: one for Bachelor's degree, M.Sc.'s degree, One-cycle's degree students, and a separate list for PhD students. We remind the grantees that the final decision about their grant for mobility is up to the host University.

The host University may decide to refuse a student at any time, even after sending all the necessary documents for registration.

#### Art. 7

#### Grant amount and disbursement of the grant

The grants are allocated to the students as a financial support.

The contribution will be assigned in accordance with the Ministerial Decree n. 1047 of 29/12/2017.

The monthly amount of the grant will be defined according the ISEE declaration as described in the following scheme:

SLOT	ISEE	Monthly amount in € for European countries	Monthly amount in € for extra-European countries	Monthly amount for USA and Japan
I	ISEE $\leq$ 13.000	€ 600	€ 800	€ 1.000
II	13.000 < ISEE $\leq$ 21.000	€ 550	€ 700	€ 800
III	21.000 < ISEE $\leq$ 26.000	€ 500	€ 650	€ 750
IV	26.000 < ISEE $\leq$ 30.000	€ 400	€ 450	€ 550
V	30.000 < ISEE $\leq$ 40.000	€ 350	€ 350	€ 350
VI	40.000 < ISEE $\leq$ 50.000 e ISEE > 50.000	€ 250	€ 250	€ 350

The grantees will be exempted to pay tuition fees at the host University, apart form special extra fees that may be required, and they will continue to pay enrolment fees at University of Rome Tor Vergata.

ATTENTION: the ISEE declaration required is the one of 2018.

The ISEE declared for the a.y. 2018/2019 will be used to determine the slot of the grant, no further declaration will be required.



Those who won't present the ISEE (by December 17 2018) will be allocated in the VI slot (ISEE > 50.000).

Grant duration is calculated based on starting and ending dates of the mobility (day/month/year) according to the commercial year of 360 days. Therefore, independently of its duration, every month shall be calculated of 30 days. In case of incomplete months, the grant shall be calculated by multiplying the number of days of the incomplete month by 1/30 of each monthly unit cost.

So please pay attention to the dates that will appear on the Arrival/Departure Certificate.

In case of mistake the grantees has to correct before sending to the office.

The grantees will receive the grant in two installments:

- the first is paid after the Arrival Certificate signed by the host institution will be sent to the office and it will be the 70% of the total amount;
- the remaining 30% at the end of the mobility period prior reception of the final documents.

Before the mobility starts the grantee must:

1. Sign the mobility agreement (acceptance of grant with the supposed mobility period);
2. Sign the Code of Conduct;
3. Sign the learning agreement.

At the end of mobility, within 15 days from return, the grantee must take to the office:

1. Arrival/Departure Certificate certifying his stay abroad;
2. A report of the activities carried out (for Research mobility must be signed by the tutor abroad).

The Mobility for Research must end by November 30, 2019.

The Mobility for study must end by December 2019.

The grant can be withdrawn if:

- The grantee is not regularly enrolled for a.y. 2018/19 at the Università degli Studi di Roma "Tor Vergata";
- The host University doesn't accept activities on the learning agreement.

#### **Return of the grant already paid:**

The grantee shall return the mobility grant if:

- 1) The mobility documents required at the end of mobility are missing within 15 days from return;
- 2) The mobility period is less than 1 month for research or 3 months for study;
- 3) The mobility period is less than the one expected in the mobility agreement.

#### **PLEASE NOTE:**

for the grantees who will not return the grant in the previous list shall face possible disciplinary sanctions and won't be able to get the Degree.

### **Art. 8**

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

For the mobility for study, before departure, students must consult with the Director of the Degree course to develop a program of studies that must be consistent with the course of study at Tor Vergata. In order to do that, please visit host universities' websites in Attached A. Selected students must also consult with professors to arrange the syllabuses and sign the Learning agreement (by the Erasmus Coordinator or Director of the degree course) 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.

For the mobility for Research, the students can get the recognition of the activity carried out abroad according what the Director of Degree course will decide before the mobility take place. Students of PhD will need to do a report of the activity carried out abroad in order to be approved by the Doctoral board and sent to the office in charge for the mobility.

#### **Art. 9 Term of validity**

The Mobility for Research has a duration of minimum **1 month** and maximum of **3 months** and must end by November 30, 2019.

The Mobility for study (Overseas) has a duration of minimum **3 Months** and maximum **5 months**, it must be carried on during the first semester of 2019 and end by December 2019.

The grantees, during their stay abroad, will be regularly enrolled at University of Rome Tor Vergata it means with regular payment of fees with the exception of students who will get Degree by the end of March 2020.

#### **Art. 10 Allocation and Acceptance of the grant**

The list of selected grantees and destinations will be published **on the University of Rome Tor Vergata website, in the section Area Internazionale > Studiare e lavorare all'estero > Call for International Mobility** by the end of February 2019.

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 during the day in which the allocation of destinations will take place after the publication of the above-mentioned list.

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. 11 Office Responsible for the procedure**

Student Mobility Office  
Dott.ssa Chiara Montanari  
Via Cracovia, 50 – building D, floor 0, room 002  
Tel. 06/72593509  
e-mail: [students.exchange@international.uniroma2.it](mailto:students.exchange@international.uniroma2.it)

THE RECTOR  
Prof. Giuseppe Novelli  
  
Il Prorettore Vicario  
Prof. Claudio Franchini