

## **PART I - GENERAL RULES AND ADMISSION CRITERIA**

### **Art.1 - Erasmus + mobility period**

The Erasmus + Program allows students to carry out European mobility for a maximum total of 12 months for each study cycle (I cycle: Degree; II cycle: Master's Degree; III cycle: Doctorate / Specialization Schools). For single-cycle master's degree courses, the maximum total is 24 months of European mobility.

The Erasmus + mobility period has a minimum duration of 3 months (a complete academic quarter / at least 90 days) up to a maximum of 12 months (360 days) and must take place between 1 June 2020 and 30 September 2021.

During the Erasmus + mobility period for the purposes of study (hereinafter: mobility) educational activities are allowed, including the preparation of the thesis, provided for in the Educational Regulations of each course of study. Mobility may also include a training period, provided it is managed entirely by the foreign institution and is certified by it, is an integral part of the student's study plan and is not funded by other community programs. Educational activities carried out with profit during mobility are fully recognized in the student's study plan.

### **Art.2- Erasmus + destinations**

Mobility is carried out at the Institutes of Higher Education holding an ECHE-Erasmus Charter for Higher Education (hereinafter: Erasmus + Destinations) with which the University of Milan-Bicocca (hereinafter: University) has stipulated a specific Erasmus + Inter- Institutional Agreement (hereinafter: BA). The list of Erasmus + destinations (Annex 1 of this announcement) is published on the University website at the link <https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/selezioni-erasmus>. The Erasmus + goals for the mobility of the academic year 2020/2021 are "in the renewal phase", the Erasmus + Commissions of the Department will assign the goals that confirmed the BA by January 28th 2020.

### **Art.3- Coordinating Teachers for International Mobility**

The students during the mobility will be followed by a Coordinator for International Mobility (hereinafter: Erasmus + Coordinator).

The Erasmus + Coordinators have the following tasks:

- to agree and approve with the students the LA Learning Agreement (hereinafter: LA), ie the study plan of the educational activities to be carried out during the mobility and any subsequent modification, respecting the deadlines referred to in Article 14 of this announcement;
- they are responsible for the full recognition of educational activities carried out with profit abroad and monitor the conversion of foreign voting;
- to authorize the extension of mobility if it is necessary for the student to complete their study program.

The complete list of Erasmus + Coordinators is published on the University website at the link:

<https://www.unimib.it/internazionalizzazione/docenti-coordinatori-alla-mobilit%C3%A0>

#### **Art.4 - Criteria for admission to the call for tenders**

To access the Erasmus selection, students must:

1. be enrolled within the normal duration of the course of study ("in progress") to a Degree Course (first cycle of studies), Master's Degree or Single-cycle Master's Degree (second cycle of studies), to a School of Specialization or to a PhD Program (third cycle of studies).
2. not simultaneously use other scholarships funded by the European Union for the academic year 2020/2021 (example: Erasmus + Traineeship scholarship, Marie Curie scholarship, EIT Raw Materials loan, etc.);
3. not have already been an Erasmus student for 12 months in the same cycle of studies (24 months for single-cycle master's degrees);
4. not have a career suspended for any reason or be interrupted in studies.
5. not be enrolled in a year as a repeater, not be enrolled in credits, not be part-time enrolled.

It is not permissible to carry out Erasmus + mobility beyond the normal duration of the course of study ("out of course").

#### **Art.5- Language requirements**

Students leaving for mobility will have to meet the following language requirements:

##### 1. University language requirement

Students selected for mobility must acquire, by the date of departure, the B2 level in English.

Students who have the following or who will acquire the same before departure are exempt:

- B2 in French (for students going to French-speaking destinations);
- B2 German (for outgoing students to German-speaking destinations);
- B2 Portuguese (for students going to Portuguese-speaking destinations);
- B2 Spanish (for students going to Spanish destinations).

Valid for the acquisition of the requirement are:

- Passing the exam of the University's online language courses (Rosetta Stone);
- A certification of the appropriate level of the CEFR (Common European Framework of Reference for Languages) recognized by the University language secretariat.

##### 2. Language requirement of the Erasmus + destination

The selected students are also required to meet the language requirements required by the Erasmus + destinations, within the deadlines set by the destination institutions. It is the students' responsibility to check on the Erasmus + destination sites, before submitting an application for this announcement, the level and type of requirements requested.

If the linguistic requirement of the Erasmus + destination is lower than that of our University, students will still be required to meet the requirement set out in point 1 of this article. If the language requirement of our University is lower than that of the Erasmus + destination, students will be required to meet the linguistic requirement required by the destination institutions.

Information on the language courses made available by the University can be found on the University website at the following link: <https://www.unimib.it/didattica/lingue-unimib/corsi-lingua-rosetta-stone> or write to [segreteria.lingue@unimib.it](mailto:segreteria.lingue@unimib.it)

### **Article 6 - Incompatibility with the Erasmus + mobility period**

The mobility period must be continuous and its validity is linked to the actual stay at the foreign office.

Students during mobility cannot:

- a) Submit an application for transfer to another university or course transfer;
- b) Discuss the thesis and / or be proclaimed;
- c) Carry out any activity that requires the presence at Milano-Bicocca except as expressly provided in Article 24 of this announcement.

## **PART II - SELECTION OF CANDIDATES**

### **Article 7 - Erasmus + mobility project**

To be admitted to the selection, students will have to prepare, independently, an "Erasmus + Mobility Project" using the form published on the University website at the link:

<https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/selezioni-erasmus>

In the Erasmus + Mobility Project form the student must indicate:

- preference for 5 Erasmus + destinations;
- a list of educational activities that could be supported at each of the 5 Erasmus + destinations indicated with the relative association proposal for the university's educational activities.

The Erasmus + Mobility Project will be the subject of evaluation by the Erasmus + Department Commissions and is aimed at verifying the students' ability to independently identify the destinations, estimating their suitability to their study plan.

The form of the Erasmus + Mobility Project duly completed, saved in pdf / a format, must be included in the application form for the Online Secretariat. Failure to include the Erasmus + Mobility Project will result in exclusion from the selection.

The Erasmus + Mobility Project is valid exclusively for the purposes of the Erasmus + selection, students who are suitable will have to complete the Learning Agreement-LA as per article 14 of this announcement.

#### **Art.8 - Presentation of the Erasmus + application**

The application form must be completed at the Online Secretariat from 7 January 2020 to 28 January 2020, 12.00, as follows:

- Login and enter the Online Secretaries' personal page;
- in the left menu select Bandi di Mobilità (Mobility Calls);
- select the "Exchange Program" mobility area and confirm;
- select the Erasmus reference call a.a.2019 / 2020;
- follow the procedure and insert the choice of five Erasmus + destinations indicating the order of preference (section 1- Compiling the application form); it is not allowed to select destinations reserved for another course of study;
- select the ISCRIVI (REGISTER) button;
- attach the Erasmus + mobility project in pdf / a format (section 2- Upload registration attachments);
- for those in possession of it, attach a copy of a language certification equal to or greater than B2 according to the CEFR classification (Common European Framework of Reference for Languages) obtained outside the University;
- for recent graduates from another University who have not yet communicated the final vote to the Careers Management Offices, attach a self-certification; those without the University of origin self-certification can use the form at the link <https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/selezioni-erasmus>;
- it is compulsory to select "print receipt of the call for applications" (section 3- Print the receipt)

The application is complete only with the receipt printed. The application is void without the upload of the Erasmus + Mobility Project and the printing of the receipt.

Applications submitted with attachments that do not comply with the requirements of this announcement or illegible will not be officially accepted for selection.

Students enrolled in the third year of the three-year Degree that will leave for Erasmus + after enrollment in the first year of the Master's degree in the academic year 2020/2021 must enroll in the announcement of the Department of the respective Master's Degree. Participation in only one call is allowed.

The undergraduates, with active enrollment in the academic year 2020/2021, which on the publication of this call for applications have been selected for access to a Master's Degree Program, must enroll in the call for applications of the Department to which the Master's Degree refers in which they intend to enroll.

Students enrolled in the interdepartmental courses of study may apply for only one of the relevant Departments of their course of study by agreeing first with the reference Erasmus Coordinators.

Graduates and final year students not enrolled in the academic year 2019/2020, who, at the time of publication of this announcement were selected for admission to a Master's Degree Program at the University, will be able to make a paper candidacy by writing to the UMI International Mobility Office at the e-mail address [info.erasmus@unimib.it](mailto:info.erasmus@unimib.it).

#### **Art.9 - Selection of candidates and assignment of Erasmus + destinations**

Candidates will be selected as follows:

1. The Online Secretariat system will generate provisional rankings for the Department, assigning a score based on 50/50 for the academic curriculum, pursuant to Article 11 of the University Regulations for the implementation of international student mobility. For the formulation of the score of the academic curriculum of the candidates the Online Secretariat system will take into consideration only the didactic activities passed and recorded by the time of the publication of this announcement. Starting 5 February 2020, students will be able to view their provisional score.

2. The Erasmus + Commissions of the Department will assign an additional 50/50 score. Selections by the Erasmus + Department Commissions will take place in one of the following ways:

- Evaluation of the content of Erasmus + Mobility Projects, without the convocation of the students;
- Convocation of the candidate students for an aptitude interview and / or verification of the starting language skills.

Students who have obtained a score of 0/50 from the Erasmus + Department Commissions will be included in the rankings as "unsuitable" and be excluded from mobility, regardless of the score referred to in point 1 of this article.

The dates of the eventual convocation of the students for interviews established by the single Departments, will be communicated, by January 28th 2020, exclusively through publication on the university site at the link <https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-study/selection-erasmus>.

By February 14th 2020 the Erasmus + Department Commissions will communicate to the International Mobility Office the final rankings by Department with the allocation of goals. The Erasmus + Department Commissions will be able to assign destinations other than those indicated by the students in the following cases:

- students are not in a suitable position to obtain at least one of the chosen destinations;
- students have indicated destinations that are not suitable for their course of study.

Students who have declared less than 5 destinations and who were not in a position to assign one of the destinations indicated by them will not have another Erasmus + destination assigned.

#### **Art.10 - Acceptance of the Erasmus + destination and indication of the starting semester**

Starting from 4.00 pm on 21 February 2020, the Erasmus + destinations assigned by the Erasmus + Department Commissions will be visible on the Online Secretariats on the Erasmus + Mobility Call page in which they participated.

From 4.00 pm on February 21st to 4.00 pm on February 26th 2020, students must confirm acceptance of the assigned destination by logging in to the Online Secretariat. At the same time, students must indicate the chosen mobility period (first semester, second semester, single annuity or whole academic year).

At the end of the procedure, students who have refused and those who have not confirmed the Erasmus + destination assigned will be deemed to be ex-officers without application of default.

The destinations freed up following the renunciation and / or non-confirmation of the destinations will, where possible, be reassigned in order of ranking only to eligible students who in the first instance have not been assigned any Erasmus + destinations.

#### **Art.11 - Final rankings by Department**

Students who have accepted the assigned destination as per article 10 of this announcement will be able to view the final rankings by Department which will be published on March 3, 2020 from 4.00 pm on the University website at the link <https://www.unimib.it/internazionalizzazione / international-mobility / erasmus-study / selections-erasmus> and the Online Register.

Students included in the rankings will be considered Erasmus + Students and for the duration of their mobility they will be able to communicate with the UMI International Mobility Office by e-mail [outgoing.erasmus@unimib.it](mailto:outgoing.erasmus@unimib.it)

#### **Art.12- Waiver of Erasmus + mobility**

After the publication of the final rankings for the Department, students who submit a mobility waiver will be charged a penalty of € 200.00.

These students will have to give up the mobility via the Online Secretaries in the following way:

1. Login and enter your personal page;
2. in the left menu select "Questionnaires";
3. complete the questionnaire "Declaration of renunciation of international mobility";
4. at the end confirm the questionnaire;
5. the waiver is irrevocable from the moment the sending of the questionnaire is confirmed.

Students who, despite not having submitted a waiver, do not respect the procedures and deadlines provided for in this announcement, will be deemed to have renounced officially with the application of the penalty of € 200.00 and will not be able to participate in any other call for international mobility of the University.

## **PART III-BEFORE ERASMUS + MOBILITY**

### **Art.13 - Appointment of students for Erasmus + destinations**

After the publication of the final rankings by Department, the International Mobility Office-UMI will contact the destination Universities to communicate the names of the students on the move; at the same time, the starting semester that the students indicated when accepting the Erasmus + goal will be announced.

Appointments will be made following the timing of the host universities. Students will receive a copy of the appointment sent by the International Mobility Office - UMI and will have to contact their foreign destination to complete the registration procedures. The destination Universities may request the sending of a Transcript of records (Certificate of enrollment with exams taken) in English. In order to obtain such a document, students must apply in time to the offices of the Career Management Offices.

Students who intend to move the start from the first to the second semester after the nomination will have to ask for authorization from the Erasmus + destination and communicate it by writing to [outgoing.erasmus@unimib.it](mailto:outgoing.erasmus@unimib.it)

The nominated students will be fully registered at the foreign University and will be required to comply with the regulations. In the event that the students assume incorrect behavior reported by the Erasmus + goals, the incident will be reported to the attention of the Director for the necessary disciplinary measures.

### **Art.14- Learning Agreement-LA**

The LA is a document that certifies the study program that the students will carry out at the Erasmus + destination, as such it is always to be agreed before the mobility with the Erasmus + Coordinator and must be approved by the Erasmus + destination.

I. Students will be able to present the LA by accessing the Online Secretariats on the Erasmus + Mobility Call page in which they participated. In the LA, all the educational activities that the student intends to take with the relative associations to those of the University will be inserted.

In the LA it is possible to insert only whole teachings of the University (modules cannot be inserted). Each teaching of the University must be associated with one or more foreign educational activities: if there is more than one, if the student does not pass one of the foreign exams required by the association, they must modify the LA, as per article 26 of the present notice, or will lose recognition of the entire exam. Finally, it is possible to associate a group of University teachings with a single foreign teaching activity.

Students will be able to present the LA according to the following schedule:

Starting semester Presentation Approval

1st semester (including full year): Presentation from 3/03/2020 to 29/06/2020 – Approval by 13/07/2020

2nd semester: Presentation from 9/1/2020 to 11/27/2020 – Approval by 9/12/2020

II. Students who need to enroll in the Master's Degree for the academic year 2020/2021, at the time of the presentation of the LA, will have to use the forms of the LA of the Erasmus + goals, published on foreign sites, respecting the deadlines in point I. These students will have to present the LA to the Online Secretaries once they have regularized their registration in the new academic year and after the approval of the study plan.

Having obtained the approval of the LA by the Erasmus + Coordinator of the University, students will have to forward it to the Erasmus + destination for the approval of the Erasmus + foreign Coordinator. Having obtained a copy of the LA signed by the Erasmus + coordinator abroad, students will have to upload the document, in pdf / a format, by accessing the Online Secretariats on the page of the Erasmus + Mobility Call in which they participated:

- from 3 August 2020 for departures in the first semester (including those leaving for the entire academic year);
- from 11 January 2021 for departures in the second semester.

Students from the first day of mobility will have one month to upload the document, making sure that the document is complete with the required signatures.

Students will be able to modify the LA once they arrive at their destination as per article 26 of this announcement.

Without prejudice to the provisions of point II of this article, students must use the LA form issued by the Online Secretariats, possibly accompanied by the forms of the Erasmus + destination where requested.

The online LA Presentation Guide is available on the University website.

Additional requirements may be requested from students following the Erasmus digitalisation process.

#### **Art.15- Declaration of dates for the beginning and end of Erasmus + mobility**

I. Once the approval of the LA is obtained as per article 14 of this announcement, students will have to declare the start date and the expected end date of the mobility to the Online Secretariats on the page of the Erasmus + Mobility Call they attended, according to the following times:

- by 20 July 2020 for departures in the first semester (including those leaving for the entire academic year);
- by 15 December 2020 for departures in the second half of the year.

After these deadlines, the declared dates can no longer be changed. Students who do not declare their mobility dates are not authorized to leave and will be deemed to have renounced and the penalty as per article 12 of this announcement will be applied.

The expected start date of the mobility must coincide with the first day on which the students will present themselves at the Erasmus + destination. The end date of the period must coincide with the last day of didactic activity carried out at the Erasmus + destination according to the academic calendar of the destination itself.



Students who have not obtained the approval of the online LA cannot declare the start date and the expected end date of the mobility.

II. Students who need to complete their enrollment in the Master's Degree for the academic year 2020/2021, and who have therefore not been able to present the online LA, will be able to declare the start date and the expected end date by writing to [outgoing.erasmus@unimib.it](mailto:outgoing.erasmus@unimib.it). For these students the starting date of the mobility cannot be prior to the date of enrollment in the Master's Degree.

#### **Art.16- Renewal of enrollment in the ay 2020/2021**

I. By July 20, 2020, students starting in the first semester (including those leaving for the entire academic year) will have to renew their enrollment in the academic year 2020/2021; the enrollment fee can instead be paid within the deadlines set by the University. Students who leave in the second semester will have to renew their enrollment in the academic year 2020/2021 and be in compliance with the contribution within the deadlines set by the University.

II. Students who need to complete their enrollment in the Master's Degree, and who therefore cannot renew their enrollment in the academic year 2020/2021 until the publication of the admission rankings can leave for mobility after completion of registration.

#### **Art.17- Signature of the Erasmus + Mobility Agreement**

Before leaving for mobility, students and the University sign a financial agreement, called the "Erasmus + Mobility Agreement", which regulates financial coverage and insurance coverage during mobility. The starting date and expected date of end of the mobility declared by the students are necessary for the stipulation of this agreement. Without the signing of the Erasmus + Mobility Agreement, the student is not authorized to leave and will not receive any financial or insurance coverage.

The text of the Erasmus + Mobility Agreement and the instructions for the signature will be sent by e-mail by the UMI International Mobility Office to students who have complied with the provisions of Article 15 of this announcement, according to the following deadlines:

- by 7 August 2020 for departures in the first semester (including those leaving for the entire academic year);
- by 11 January 2021 for departures in the second half of the year.

Once the Erasmus + Mobility Agreement has been signed, students must send it from their @ campus account to the e-mail [accordo.mobilita@unimib.it](mailto:accordo.mobilita@unimib.it), following the instructions received, according to the following deadlines:

- by 7 September 2020 for departures in the first semester (including those leaving for the entire academic year);
- by 22 January 2021 for departures in the second half of the year.

Signing by the University delegate will take place according to the following schedule:

- by 30 September 2020 for departures in the first semester (including those leaving for the entire academic year);
- by 1 February 2021 for departures in the second half of the year.

Students who have submitted a non-compliant Erasmus + Mobility Agreement will receive an automatic e-mail in which they will be asked to send a new correct document within 10 days of receiving the e-mail, otherwise the financial and insurance coverage will be suspended. Failure to comply with the deadlines indicated in this and in the previous article 16 will lead to delays in the payment of the Erasmus + economic benefit as per article 21 of this announcement.

### **Art.18- Online Linguistic Support-OLS**

In order to encourage the study of European languages, the European Commission offers online language courses through the "Online Linguistic Support" platform (hereinafter: OLS) for students.

The OLS is mandatory and monitored at the European level and consists of:

- an assessment test for all students before the mobility period (I assessment);
- a language course according to the linguistic needs of the participant;
- a verification test for all students returning from the mobility period (II assessment).

The University distributes the licenses assigned by the European Commission following the order of the final rankings by Department.

Students are referred to the preliminary assessment test as follows:

- Spanish for Spanish speaking destinations;
- French for French-speaking destinations;
- German for German-speaking destinations;
- Portuguese for Portuguese-speaking destinations;
- English for all other destinations.

Once a language license is assigned, it cannot be changed, and students will be required to use the course.

The methods and timing of the activation of the OLS are communicated to the University by the European Commission as a rule by June each year. The UMI International Mobility Office will notify the students by updating the page on the University website at the link <https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-studio/ols>.

The Erasmus + goals, at their discretion, can take into account the linguistic level reached in the preliminary assessment test for the satisfaction of their linguistic admission requirements; it is the student's responsibility to personally verify the existence of this possibility with the destination.

The OLS platform will automatically send the students a notification for the verification test to be carried out when they return from mobility. Students must take the test by 2 November 2021.

Students who have obtained the C2 of the language assigned to them in the preliminary assessment test will be exempt from taking the verification test when they return from mobility.

Students who have problems with the OLS platform will be able to use the special reporting function available on the online platform <https://erasmusplusols.eu/it/>.

#### **Art.19- University Insurance Coverage and National Healthcare**

The University has the following insurance policies in place for its regularly enrolled students:

- Policy n. 75622994 "Civil Liability to Third Parties - R.C.T." with Allianz S.p.A. (validity 31 December 2015 - 31 December 2020);
- Policy No. 100.029 "Student Accidents" with Harmonie Mutuelle (valid October 1, 2015 - September 30, 2020).

These covers extend to students on the move and have territorial validity extended to the whole world.

In any case, students must comply with the regulations relating to the prevention and safety of the Erasmus + destination and immediately inform the University in the event of an accident occurring during the activities related to the performance of the program, contacting the Welfare Sector and relations with the NHS by writing to the e-mail [assicurazioni@unimib.it](mailto:assicurazioni@unimib.it); More information can be found on the University website at the link: <https://www.unimib.it/servizi/opportunita-e-facility/assicurazioni>.

Students must also inquire before departure about the extension of National Health Care in the destination country as follows:

- Consulting the interactive guide: "Se parto per ..." published on the website of the Ministry of Health [http://www.salute.gov.it/portale/temi/p2\\_4.jsp?area=Assistenza%20sanitaria](http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Assistenza%20sanitaria);
- By consulting the EU website: [https://europa.eu/youreurope/citizens/health/index\\_en.htm](https://europa.eu/youreurope/citizens/health/index_en.htm);
- Going to your local Social Health Authority (A.S.S.T.).

Further indications are available at this link: <https://www.unimib.it/servizi/opportunita-e-facility/convenzioni-studenti/convenzioni-commerciali-attive/servizi/aon-student-Insurance>

#### **PART IV-ECONOMIC BENEFIT FOR ERASMUS + MOBILITY**

##### **Art.20 - Erasmus + Mobility Scholarship and supplementary University contribution**

The University authorizes 5 months of Erasmus + mobility scholarship and supplementary University contribution to all eligible students in the ranking. Students who have declared to the Online Secretariat, as per article 15 of this announcement, a period of higher mobility, will be assigned an additional economic benefit in order of ranking until the availability of financial resources is exhausted. The additional benefit will be communicated by 31 October 2020. The economic benefit is paid as a contribution to the costs abroad: it is not therefore intended to cover the entire cost incurred by the student.

The economic benefit is composed as follows:

- Erasmus + Mobility Grant

The National Erasmus + Indire Agency annually awards European funding to Erasmus + Mobility scholarships to the University. If the EU funding does not cover the totality of the monthly grant of those entitled, the University guarantees all eligible students the Erasmus + Mobility scholarship coverage for the 5 months actually spent abroad. As part of the community Erasmus + program, the European Commission has established that the mobility grant is modulated according to the country of destination, on a daily basis, as communicated by the Indire National Agency in the 2018 Program Guide, as follows:

GROUP 1

- high living costs: Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden € 300.00 / 30 days

GROUP 2

- average living costs: Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Holland, Portugal, Spain € 250.00 / 30 days

GROUP 3

- low living costs: Bulgaria, Croatia, Estonia, Latvia, Lithuania, Poland, Czech Republic, Northern Macedonia, Romania, Serbia, Slovakia, Slovenia, Hungary. € 250.00 / 30 days

(Any changes to the groups are communicated directly by the European Commission)

- Additional University contribution

The integration to the Erasmus + Mobility grant is modulated based on the ISEE university data with reference to the year in which the announcement is published, as per DPCM n. 159/2013. The presentation of the university ISEE takes place according to the procedures and deadlines indicated by the University for the calculation of university contributions. Students who have not submitted a declaration or have not produced the university ISEE declaration in time are not entitled to any integration from the University.

In implementation of the ministerial directives, the supplementary contribution of the University to the Youth Fund and the allocation to be paid by the University is as follows:

ISEE as of November 15, 2019

Integration for 1 month (30 days)

Up to € 13,000.00: € 400.00

Up to € 21,000.00: € 350.00

Up to € 26,000.00: € 300.00

Up to € 30,000.00: € 250.00

Above € 30,000.00: € 200.00

No declaration €. 0.00

By way of example, the economic benefits recognized in relation to the duration of the mobility are reported, for whole months:

UNIVERSITY ISEE VALUE	COUNTRY GROUP	3 COMPLETE MOBILITY MONTHS	4 COMPLETE MOBILITY MONTHS	5 COMPLETE MOBILITY MONTHS
Up to €. 13.000,00	I	€ 2.100,00	€ 2.800,00	€ 3.500,00
	II - III	€ 1.950,00	€ 2.600,00	€ 3.250,00
Up to €. 21.000,00	I	€ 1.950,00	€ 2.600,00	€ 3.250,00
	II - III	€ 1.800,00	€ 2.400,00	€ 3.000,00
Up to €. 26.000,00	I	€ 1.800,00	€ 2.400,00	€ 3.000,00
	II - III	€ 1.650,00	€ 2.200,00	€ 2.750,00
Up to €. 30.000,00	I	€ 1.650,00	€ 2.200,00	€ 2.750,00
	II - III	€ 1.500,00	€ 2.000,00	€ 2.500,00
Over €. 30.000,00	I	€ 1.500,00	€ 2.000,00	€ 2.500,00
	II - III	€ 1.350,00	€ 1.800,00	€ 2.250,00

#### Art.21 - Method of payment of the economic benefit

The economic benefit is assigned with a Rector's Decree and its disbursement is contingent on the signing of the Erasmus + Mobility Agreement. The economic benefit of the mobility is determined based on the dates declared to the Online Secretariats as required by Article 15 of this announcement. The duration of the mobility will be calculated automatically by the Community Mobility Tool based on the DAYS360 Excel function, according to the 360-day business year (therefore each month, regardless of its duration, will be considered 30 days). It is possible to check the duration of the mobility according to EU rules using the counter at the link: <https://www.unimib.it/internazionalizzazione/borsaerasmus>.

The payment of the economic benefit takes place in two stages (an advance and an adjustment balance), as follows:

1. Students who have respected the deadlines established in articles 16 and 17 of this announcement will receive an advance of the economic benefit by the end of the month following the departure. The other students will receive the payments later, and in any case not before the signature of the Erasmus + Mobility Agreement. The advance will be paid as follows:

ISEE VALUE	COUNTRY GROUP	Fixed advance for at least 3 complete mobility months	Fixed advance for at least 5 complete mobility months	Fixed advance for at least 6 complete mobility months
Up to €. 13.000,00	I	€.1.400,00	€.2.100,00	€.2.800,00
	II - III	€.1.300,00	€.1.950,00	€.2.600,00
Up to €. 21.000,00	I	€.1.300,00	€.1.950,00	€.2.600,00
	II - III	€.1.200,00	€.1.800,00	€.2.400,00
Up to	I	€.1.200,00	€.1.800,00	€.2.400,00

€. 26.000,00	II - III	€.1.100,00	€.1.650,00	€.2.200,00
Up to €. 30.000,00	I	€.1.100,00	€.1.650,00	€.2.200,00
	II - III	€.1.000,00	€.1.500,00	€.2.000,00
Over €. 30.000,00	I	€.1.000,00	€.1.500,00	€.2.000,00
	II - III	€. 900,00	€.1.350,00	€.1.800,00
No declaration	I	€. 600,00	€. 900,00	€.1.200,00
	II - III	€. 500,00	€. 750,00	€.1.000,00

2. The balance to be paid will be paid at the end of the mobility based on the dates certified in the LA Section to be completed AFTER THE MOBILITY. The adjustment is calculated on the days actually spent abroad and certified by the receiving organization in the LA, as per article 31 of this announcement.

#### **Art.22- University multifunction card**

The economic benefit is paid exclusively on the University multifunction card. Students are required to activate the "prepaid card" function at the Banca Popolare di Sondrio (U6 building on the ground floor) and to verify the period of validity of the card. If the card is lost or stolen, students must file a complaint and request, via official e-mail, the issue of a new card to the Career Management Offices and interface directly with the Banca Popolare di Sondrio (popso@unimib.it) for the withdrawal and activation of the new card. The issue of the new card and the shipping costs abroad are borne by the student. Upon activation of the new card, students will find the monthly payments due.

### **PART V- DURING THE ERASMUS + MOBILITY**

#### **Art.23 - Compatibility with the Erasmus + mobility period**

During Mobility students will be able to:

- present the Study Plan;
- apply for a degree, as long as the discussion takes place after the return from mobility;
- apply for University scholarships and Right to Education scholarships;
- to pay the contributions for the academic year 2020/2021 and present the university ISEE declaration.

During the mobility students will not be able to perform any activity that presupposes the presence on site at the University, under penalty of deduction of the economic benefit according to EU rules, except as provided for in the following article 24.

#### **Art.24 - Interruption of Erasmus + mobility**

Students who need to interrupt their mobility in order to take exams must be authorized by the Erasmus + destination. Registration for exams in Bicocca is permitted for activities that are formally present in the study plan, with the exception of activities associated with the Learning Agreements. The registration for each appeal, even partial, involves the automatic reduction of three days of scholarship. The reduction applies to each registration, even for appeals fixed on consecutive days, regardless of the outcome of the appeal or absence. Only the cancellation of the registration does not entail the reduction of the scholarship days. Interruption is only authorized for exams or partial tests that require reservations through the Online Secretariat system. Students are required to keep travel documents (boarding passes / train tickets, etc.) and present them, if requested, to the UMI International Mobility Office.

#### **Art.25 - Extension of Erasmus + mobility**

Students can apply for authorization to the Erasmus + Coordinators for the extension of their mobility for study reasons, to this end they must complete the Extension mobility form published on the University website at the link: <https://www.unimib.it/internazionalizzazione / mobilita-internazionale / erasmus-studio / durante-mobility>.

The extension mobility form must be sent complete with signatures to [outgoing.erasmus@unimib.it](mailto:outgoing.erasmus@unimib.it) at least one month before the end of the mobility and in any case not later than 31 May 2021; otherwise they will not be covered by an economic benefit. Funding for extensions, subject to verification of budget availability, will be assigned in the order of the rankings. The assignment will take place with a Rector's Decree and the economic benefit will be paid in a single payment upon the return of mobility. The extensions can be requested up to a maximum of 12 months (24 months for the single cycles) of total mobility for each cycle of study as per EU indications and in compliance with the rules provided for in this announcement. It is the students' responsibility to send the completed mobility form to [outgoing.erasmus@unimib.it](mailto:outgoing.erasmus@unimib.it) with all the necessary signatures within the timeframes required by this article.

#### **Art.26- Amendment to the Learning Agreement- LA**

During the mobility it is possible to request the modification of the LA starting from the first day of mobility or of extension, as established by the rules of the Erasmus + program. The modified LA must correspond to the educational activities attended and supported during the mobility, always in compliance with the association criteria between University activities and foreign activities laid out in Article 14 of this announcement.

Students will be able to present the change to the LA according to the following schedule:

Changes for those departing in the first semester: from 09/01/2020 to 14/12/2020

Modifications for those departing in the second semester: from 08/01/2021 to 31/03/2021

Students will be able to present the change to the LA by accessing the Online Secretariats following the same procedure as for the first presentation.

The student must always be in possession of the LA issued by the updated Online Secretariat and make sure, before returning, that he has the printed version, in accordance with what was claimed, approved by

the University's Erasmus + Coordinator and signed by the University of destination Coordinator. In all cases, the student must keep all previous versions of the LA duly approved and signed.

The online LA Presentation Guide is available on the University website.

## PART VI - RETURN FROM ERASMUS + MOBILITY

### **Art.27- Closure of Erasmus + mobility and Learning Agreement-LA final**

At the end of the mobility students will have to:

- verify that they have a clearly legible paper copy of the LA, in accordance with the courses and exams taken, signed by the Erasmus + Coordinator abroad; if necessary, they can print a new copy and have it signed before returning;
- complete the "Confirmation Of Period" of the Learning Agreement by the Erasmus + Office of the University of destination. The dates shown in the Confirmation of Period are valid for the recognition of the Erasmus + period and economic benefit;
- fill in the mobility closure questionnaire for the Online Secretaries in the following way:
  1. Login and enter your personal page;
  2. in the left menu select "Questionnaires";
  3. complete the questionnaire "Closing declaration for international mobility";
  4. at the end confirm and send the questionnaire;
- proceed to upload the LA, in pdf / a format, to the Online Secretariat; the LA file must be intact, complete with all parts, clearly legible and complete with signatures;
- take the OLS verification test automatically notified by e-mail from the platform to the returning students (the OLS platform sends the notification for the compilation based on the closing dates of the mobility declared by the students in the first OLS assessment test).

Students who do not complete the questionnaire for the closure of mobility to the Online Secretariat will not appear to have returned even if they have provided for the other procedures in this article.

Students who have completed the questionnaire but have uploaded a non-compliant LA to the Online Secretaries will receive an e-mail alert with a request for correction. If the correction is not made within the required time, the career block will be applied until the documentation is regularized. Students who have uploaded an LA to the Online Secretariat but have not completed **the questionnaire but will have**

Students who have not followed the procedure in this article cannot have the balance of the economic benefit or the recognition in the career of the credits acquired during the mobility.

### **Art.28- Participant Report**

Returning students must also complete the EU Participant Report which is an online questionnaire about their mobility experience. The European Mobility tool platform will send the notification for the



compilation of the Participant report to the students who have correctly closed the mobility. Students must complete the Participant report by the date communicated by the Mobility tool and in any case not later than 20 November 2021.

### **Art.29- Transcript of Records-TOR**

At the end of the mobility the Erasmus + destinations produce for each student the Transcript of Records – TOR, which is the certification of exams taken during the mobility. All activities successfully passed and entered in the LA must be recognized in the student's career plan. Students can reject the grades of exams taken and passed abroad only before they are registered in the TOR and only if this faculty is included in the university system of the Erasmus + destination.

The TOR must be sent directly by the foreign university to the UMI International Mobility Office in the following ways:

- by e-mail to the address [outgoing.erasmus@unimib.it](mailto:outgoing.erasmus@unimib.it);
- via online platform (in this case the student will have to ask for the issuance of credentials to allow the UMI International Mobility Office to download the document);
- by ordinary post to the address:

International Mobility Office-UMI

University of Milano-Bicocca

Piazza dell'Ateneo Nuovo, 1

20126 Milan IT

A TOR not sent in accordance with the procedures set out in this article will not be taken into consideration.

The educational activities recorded in the TOR will under no circumstances be able to:

- be supported again at the University if passed abroad;
- be refused when the votes are converted;
- be registered off-plan.

### **Art.30 - Recognition of Erasmus + mobility**

Following the correct closure of the mobility and following the receipt of the TOR, respectively, as per articles 27 and 29 of this announcement, the International Mobility Office-UMI will register the credits in the student's career.

Students who have failed a teaching activity in LA while on mobility will be able to do the following:

- ask the Erasmus Coordinators + authorization to return to the foreign destination to repeat the exam outside the mobility period using the form at the link:

[https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio / dopo-mobilita](https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/dopo-mobilita); the complete authorization form with signatures must be forwarded promptly to the e-mail [outgoing.erasmus@unimib.it](mailto:outgoing.erasmus@unimib.it);

- write to the e-mail address [outgoing.erasmus@unimib.it](mailto:outgoing.erasmus@unimib.it) to request an extraordinary opening of the online submission procedure to rectify the associations it contains with your Erasmus Coordinator +. In no case shall the complete LA already attached in the Online Secretariat be replaced.

Once the Erasmus + Coordinating Teachers have approved the conversion of the grades assigned by the Erasmus + goals, the educational activities will be uploaded in the career by the UMI International Mobility Office. All educational activities are recognized respecting the associations of the LA; partial acknowledgments are not allowed.

For activities that provide for the awarding of votes out of thirty according to Italian law, the conversion takes place through the conversion table of the votes approved by the Academic Senate of the University and published at the link: [https://www.unimib.it/internazionalizzazione/ mobilita-internazionale / erasmus-studio / dopo-mobilita](https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/dopo-mobilita).

### **Art.31 - Balance for adjustment of the economic benefit**

The UMI International Mobility Office will proceed with the payment of the balance for the students who have completed the return questionnaire and uploaded an LA compliant with the Online Secretaries. In the case of a mobility that does not correspond to a whole month, the contribution of the remaining days will be calculated by multiplying the number of days by 1/30 of the monthly contribution due. It is possible to verify the economic benefit actually due, by entering the dates shown on the CONFIRMATION OF PERIOD in the counter at the link: <https://www.unimib.it/internazionalizzazione/borsaerasmus>. The economic benefit for the days of interruption as per article 24 of this announcement will be deducted from the balance due.

In the event of a negative adjustment, a communication will be sent to the students with the request for the return of the economic benefit already received and not due. Careers will be suspended for students who have not repaid the debt at the time of the deadline indicated in the communication; this provision will remain until the students have made the return.

Adjustments will be made from March 2021 to students who have successfully closed mobility as per article 27 of this announcement.

### **Art.32 - Restitution of the economic benefit**

At the conclusion of the final mobility report to the National Erasmus + Agency, the International Mobility Office-UMI will forward the request to students:

- restitution of the economic benefit not due and possibly paid for days not actually spent abroad;
- total repayment of the economic benefit in the following cases:
  - have not acquired at least 12 credits from the activities foreseen in the LA and registered in the career plan;
  - have not properly closed the mobility as required by article 27 of this announcement;
  - have not submitted the mandatory Participant Report as envisaged by the program by November 20, 2021, as per article 28 below;
  - have not taken the final test of the Online Linguistic Support by 31 October 2021.

In the event of a total return request, we will proceed in the same way as in the previous article 32.

### **Art.33- Open Badge "Bicocca International Students"**

All mobility will be recorded in the Open Badge "Bicocca International Students". Open Badges are digital certifications, internationally recognized and usable in electronic curricula.

When the mobility closes, students will receive an e-mail communication from BESTR via which it will be possible to download the "Bicocca International Students" Open Badge. The Open Badge will subsequently be integrated with the number of credits acquired during the mobility.

## **PART VII - CANDIDATES WITH SPECIAL NEEDS**

### **Art.34 - Candidates with special needs**

The Erasmus + Program pays particular attention to students whose physical, mental or health conditions are such as not to allow participation in the program without additional economic benefit due to the additional costs incurred related to support, reception and educational and technical support services. Students with disabilities (DIS) or with Specific Learning Disorders (SLD) who at the time of enrollment have submitted regular documentation certifying the same, can apply for an additional contribution funded by the EU. Anyone who needs further information or any logistical support to evaluate logistical / organizational aspects of the experience abroad, can request an appointment from the Disabled Service and DSA by sending an e-mail [info.disabili.dsa@unimib.it](mailto:info.disabili.dsa@unimib.it).

### **Art.35 - Additional contribution for Erasmus + students with special needs**

Students with special needs who are eligible for the Erasmus + selection may apply for the additional contribution. The National Erasmus + / Indire Agency will communicate the opening of the evaluation procedure for the assignment of the contribution to the University that will directly contact the students to inform them about how to submit the application. To contribute to the assignment of the contribution the students will have to produce an estimate of the additional costs they will have to sustain during the mobility. The additional contribution is based exclusively on costs actually incurred: students are therefore required to keep all payment receipts.

At the end of the evaluation, the National Erasmus + / Indire Agency will forward a communication to the University that will provide the additional contribution, after verifying the payment receipts.

## **PART VIII - MASTER DOUBLE DEGREE PROGRAMS**

### **Art.36- Double Degree Programs with Erasmus + destinations**

The Double Master's Degree Program involves the acquisition of two degrees: one awarded by the University and one by an Erasmus + University.

Following a specific agreement, the University and an Erasmus + University establish a common study plan according to which the selected students will take part of their career at the Erasmus + destination. At the end of the study path both universities will release their degree. Each Double Degree program has a Scientific Coordinator responsible for the study plan of mobility students.

The University has signed Double Master's Degree agreements with the following Erasmus + universities:

- the Université de Paris, France, reserved for those enrolled on Master's Degree courses in Industrial Biotechnology (F0802Q), Medical Biotechnology (F0901D), Biology (F0601Q) - (undergoing renewal)

Scientific coordinator Prof. Raffaella Meneveri;

- the Université Nice Sophia Antipolis, France reserved for those enrolled in the Master of Science in Computer Science (F1801Q)

Scientific coordinator Prof. Davide Ciucci;

- the Université de Savoie, France, reserved for those enrolled in the Master of Science in Tourism, Land and Social Development (F4901N)

Scientific coordinator Prof. Marco Grasso;

- KU Leuven, Belgium, reserved for students enrolled in the Master of Science in Materials Science (F5301Q)

Scientific coordinator Prof. Alberto Paleari.

The Erasmus + Double Master's Degree Programs for the mobility of the academic year 2020/2021 which are "undergoing renewal", will be assigned after signing the Agreement. In case of non-renewal, students will be able to take Erasmus + mobility for study.

For all that is not explicitly provided for in "Part VIII – Master Double Degree Programs" the articles of the previous parts of this announcement prevail.

### **Art.37 - Selection of candidates for the Double Degree Program**

To be admitted to the Master's Double Degree program, students enrolled in the courses referred to in article 36 above must pass the Erasmus + selection. These students must apply to the Online Secretariat as per article 8 of this announcement by selecting the "Erasmus + Call for Master's Double Degree a.a.2019 / 2020". For the selection of Erasmus + Master's Double Degree students, there is a compulsory interview by the Erasmus + Department Commissions integrated by the Scientific Coordinators who will assign an additional score as per article 9 of the present announcement.

Students interested both in the Master's Double Degree and in the Erasmus + for study purposes will be able to apply also for the Erasmus + call of their department. The ranking position, suitable for the Erasmus + Master's Double Degree course, is automatically confirmed by the student and invalidates the Erasmus + candidacy.

### **Art.38 - Scholarships and exemption from the first installment adjustment**

The granting of the scholarship follows the procedures envisaged for the Erasmus for study program. The economic benefit for the Master's Double Degree is guaranteed up to a maximum of 9 months except as provided in the respective agreements. Students eligible for the goal of KU Leuven are exclusively entitled to the economic benefit of the EIT Raw Materials Project by following the rules of the project itself.

Master's Double degree students, in addition to the economic benefit as per article 20 of this announcement, are entitled to reimbursement of the payment of the first installment balance a.a. 2020/2021; instead they must pay the first installment and the second installment and obtain a regular ISEE university certificate. The restitution of the due amount will take place after verification of the successful conclusion of the Master's Double Degree mobility.

## **PART IX - FINAL PROVISIONS**

### **Art.39 - Communications**

According to art. 26 paragraph 1 of the Student Regulations the only official channel of communication between the students and the University is the University e-mail box (username@campus.unimib.it).

For general information on this call, students should contact the e-mail info.erasmus@unimib.it managed by the Bicocca University Angels. After the publication of the final rankings for the Department from March 3, 2020 communications to Erasmus + students will take place exclusively through the e-mail outgoing.erasmus@unimib.it.

Students are required to update their personal Online Secretariat page. The Administration assumes no responsibility for the dispersion of communications due to incorrect indication of the delivery address by the candidate or from failed or delayed communication of the change of address.

### **Art.40 - Responsible for the procedure**

Under the Law of 7 August 1990, n. 241, the Head of the Procedure is Dr. Agnese Cofler, Head of International Affairs, University of Milan-Bicocca.

### **Art.41 - Final Provisions**

Applications for participation in this announcement will be handled in compliance with the requirements set forth in Legislative Decree 30 June 2003 no. 196 "Code regarding the protection of personal data" and the EU Regulation 2016/679 (General Regulation on data protection).

We inform you that, according to the art. 71 of Presidential Decree 445 of December 28, 2000, the Administration will carry out appropriate checks, including random checks, and in all cases where there are well-founded doubts about the truthfulness of the substitute declarations.

For all matters not covered by this competition announcement, the laws and regulations in force regarding public competitions and university study awards apply.

THE RECTOR

Prof. Giovanna Iannantuoni

Area of Training and Student Services, Dr. Franca Tempesta

International Affairs Sector, Dr. Agnese Cofler

Responsible for the procedure: Dr. Agnese Cofler

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