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CALL FOR MOBILITY IN EXTRA-UE COUNTRIES ERASMUS+ KA131/OVERSEAS a.y. 2024/2025

Application deadline: March 1st, 2024, at 12 pm

Art. 1 General Information

The goal of this Call is to open a selection based on qualifications and an possible interview to assign scholarships to students regularly enrolled in the a.y. 2023/24 at the University of Rome "Tor Vergata".

The goal of these grants is to allow Tor Vergata students to study at an extra-European host university (under a Student Exchange Agreement or an Erasmus+ Inter Institutional agreement existing between the two Institutions)¹.

The list of the available destinations can be found in the Allegato A of this Call.

While abroad, the students will carry out didactic activities that must be consistent with the their course of study; the students must attend classes and take the final exams; while abroad, the students must be regularly enrolled in the University of Rome Tor Vergata. They will be able to obtain their degree (Bachelor's or Master's Degree) only after the conclusion of their mobility period.

The Scholarships will be awarded to all the winners as financial support to partially cover the expenses incurred abroad.

The winners will be granted exemption from registration fees at the Host University, while **they will be required to pay registration fees at the Home University, University of Rome Tor Vergata.**

Therefore,
THE UNIVERSITY OF ROME TOR VERGATA DETERMINES TO ALLOCATE 40
GRANTS FOR STUDENTS WANTING TO UNDERTAKE EXTRA-EUROPEAN MOBILITY
FOR STUDY

¹ Through the KA 131 Extra UE mobility, the Erasmus+ Programme allows university students to spend a mobility period abroad in countries that are not associated with the Programme (extra-EU countries) thanks to agreements between universities, obtaining credits (CFU) and with the guarantee that the activities undertaken abroad will be recognized by the Home University. The students can apply since their first year of enrolment.

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

Art. 2

Requirements for eligibility

Mobility must be completed compulsorily within the normal duration of the course of study increased by 1 year, that is, by maximum the first year out of the course (“fuori corso”).

The applicants are the students who are regularly enrolled in the a.y. 2023/24 at the University of Rome Tor Vergata now and will be regularly enrolled in a course coherent with the one from the previous during **the a.y. 2024/25**.

PLEASE NOTE: If the student is not regularly enrolled in the a.y. 2024/25 before leaving (for example, if the student hasn't payed the first part of the tuition fees or is enrolled **in cautelativa**) will automatically lose the right to their mobility and won't be able to benefit of neither the status of Erasmus student nor of the grant.

The student must also fulfill the following general requirements at the time of application:

1. Maintain a **GPA of no less than 24/30²**;
2. 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 prove their 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.

PLEASE NOTE: The language requirements above are required for applying to this Call. When applying to the Host University it will be **NECESSARY** to have any other language proficiency requirements set by the University (see the FactSheets of partner Universities).

The partner University can decide to reject the application if their language proficiency is not suitable.

Art. 3

Incompatibility

- During their stay abroad, students must be regularly enrolled in the University of Rome Tor Vergata and up to date with the tuition fees. They will be able to complete their degree (Bachelor or Master or One-cycle) only after the conclusion of the mobility and their return to the Home University.

² This requirement will be verified through Delphi

- If the mobility is regulated by a general agreement for Student Exchange, the students who have already benefitted from an extra-EU mobility scholarship can apply but only if their degree programme is for a different level than the one they were enrolled in during the previous mobility.
- If the mobility is regulated by an Erasmus+ Programme agreement, the students must not have already used the maximum number of months allowed by the Erasmus+ Programme during their degree programme (12 months for bachelor's and master's degrees, 24 months for one-cycle degrees).
- Foreign students enrolled in the University of Rome Tor Vergata who are citizens of one of the extra-EU Countries available for mobility, are not eligible for mobility grants allocated to their residence country.

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 for the same purposes:

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

Art. 4

Application procedure and deadline

Applications shall be submitted and validated exclusively online, by filling out the application form available at: <http://mobint.uniroma2.it/extra/candidatura/default.aspx>
Deadline is **March 1st, 2024 (12,00 – Midday, Roma GMT+1)**.

WARNING! Incomplete, not validated or untrue data will invalidate the application.

In order to apply, the student must fill in all the sections of the online application and attach all the documents required.

The application is only online. It won't be possible to apply through any other means.

After the first access to the web platform it will be possible to save a draft and edit it later. The application will be submitted only after the student will click on the button "Submit" ("Invio"). After this, 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 that the application has been received correctly. Any anomalies must be reported to the Help desk of the application system by the deadline. The Help Desk can be contacted through the web platform itself.

The applicant can apply to a maximum of 3 Universities. The order of preference does not bind the Committee when assigning the destination to the student but the office responsible will verify the possibility of the exchange or find another Host Institution in the same geographic area.

It is the student's responsibility to ensure that the chosen foreign universities offer courses consistent with their course of study. The grantees will deliver a Learning Agreement³ to the professors in charge who they will sign it to guarantee the validity of the exams.

Compulsory documents for the application are:

- Motivation letter about why the applicant has chosen those destinations with a description of the courses and activities the applicant wants to follow at each Host University. The applicant must check the didactical offer of the Host Universities through the links in Attachment 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) See art. 2.

PLEASE NOTE

In many Universities, it is possible to only attend undergraduate courses (the above-mentioned rule is valid also for students seeking a master's degree). Some Universities can require some extra fees to attend language courses or graduate-level courses. Before choosing their preferred destinations, the applicants must check the Factsheet and the websites to know the application procedures and deadline.

Students from Faculty of Medicine and Surgery can apply only for South American.

The information given in the list of Host Universities is updated to the day of this Call's publication. Later, the didactic offer of the Host Universities might change. These changes are at the discretion of the Host Universities and cannot be contested.

ATTENTION!

Under the art. 71 of the Presidential Decree 445/2000, the Administration will carry out the necessary checks, including sample checks and whenever there might be reasonable doubts about the truth of applicants' statements contained in the application form.

Art. 5 **Selection process and evaluation criteria**

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

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

- Applicant's academic curriculum updated to 01/03/2024 (GPA, degree mark, CFU)⁴;
- Relevancy of the proposed plan of study and motivation;

³ 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.

⁴ See note 2, p. 2.

- Language proficiency;
- Motivational 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:

$$(180/210) * [(\text{Number of years expected for the title attainment}) / (\text{academic year of title attainment} - \text{year of enrolment in the career pertaining the title for accessing the Master's degree} + 1)] \times (\text{grade of the Bachelor Degree} / 110) \times 50 + (30/210) * [\text{Minimum Amount of ECTS earned, Maximum Amount of ECTS earnable during the whole study course based on candidates' year of enrolment}^{**}] / [\text{Maximum Amount of ECTS earnable during the whole study course based on candidates' year of enrolment}^{**}] \times \min[1, \text{Number of Years expected for the Title attainment} / (\text{Current Academic Year} - \text{Year of Enrolment} + 1)] \times (\text{weighted average mark} / \text{weighted average exam mark for students enrolled in the same study course}^{**}) \times 50.$$

* 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 01/03/2024 independently of the year of enrolment

The time and place for the interview with the Committee will be communicated via email (sent to the email address that the applicant indicated in the application) after the Call's deadline. During the interview, the Committee might test the language competence of the applicants.

The candidate is responsible to be available for the interview. Their absence will be consider as a renunciation.

Esoneri or partial 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.

PLEASE NOTE: It is not necessary to possess these documents while applying. The grant winners for the USA Universities must present **strictly** by their chosen university's deadline for application or they will automatically renounce to their place in the ranking list (please see the Factsheet for all the dates).

After evaluating the applications, the Committee shall draw up a ranking list.

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. In case of non-acceptance, nominations can be made at one of the destinations indicated in the application if the application period is still open.

It is the winner's responsibility to verify the deadlines and procedures for the submission of documentation relating to the possession of the partner university's curricular and linguistic requirements. Keep into consideration that the latter could be requested immediately, in order to send the student's data to the partner university (application).

The winner must:

- Verify on the website of the Ministry of Foreign Affairs and International Cooperation the presence of any warnings regarding safety and risk situations;
- Read and accept any conditions of mobility at the Host University, such as how to conduct online teaching (a purely Virtual Mobility will not receive any financial support), the possible lack of access to basic services such as accommodation, canteens, etc. due to epidemics, pandemics or other force majeure;
- Get an adequate international health insurance that also expressly covers the costs for hospitalization and treatment due to epidemics;
- Get a travel insurance against cancellations or delays due to epidemics, or other causes of force majeure;
- Inquire autonomously about the visa requirements for the destination country.

Art. 6 **Grant amount**

The grants are allocated to the students as a financial partial support for the mobility for study and are thus dependent on the period spent abroad and the student's academic achievements while abroad. They are meant to partially finance the travel expenses and living abroad expenses. The grants will not be issued in the case of Virtual Mobility.

For Mobilities within a Student Exchange Agreement the grant is financed by the Ministry for University (MUR) and will be assigned in accordance with the Ministerial Decree no. 1047 dated 29.12.2017* (Fondo Sostegno Giovani - FSG). The monthly amount of the grant will be defined according to the ISEE-U** declaration as shown in the following scheme:

SLOT	ISEE	Monthly amount in € for extra-European countries	Monthly amount for USA and Japan
I	ISEE ≤ 13.000	€ 900	€ 1.100
II	13.000 < ISEE ≤ 21.000	€ 850	€ 950
III	21.000 < ISEE ≤ 26.000	€ 750	€ 850
IV	26.000 < ISEE ≤ 30.000	€ 550	€ 650

V	ISEE > 30.000	€ 350	€ 350
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* By law, students who do not fall within the normal duration of the course plus one year will be automatically excluded from funding.

** In regards to how to determine the composition of the family unit, the indicator of one's economic situation and the methods for filling the form relating to the request for benefits for the right to study, as well as for any other matter related to the calculation of ISEE, this call refers to the Prime Ministerial Decree no. 159 dated 5.12.2013 "Regulation concerning the revision of the methods of determination and the fields of application of the Indicator of the Equalized Economic Situation - ISEE".

ATTENTION: It's required the ISEE-U certification of 2024.

If the ISEE won't be presented, the amount of the grant will correspond to the V slot.

- **The successful applicants residing in Italy**, upon enrollment for the academic year 2024-2025, will have to authorize the acquisition of the valid ISEE certification (relating to the facilitated benefits for the right to study) on the DELPHI platform. The procedure must be completed before departure.
- **The international students non-resident in Italy**, for the purpose of disbursement of the contribution, can submit to the University the ISEE Parificato (also called Scheda Raccolta Dati), issued by the CAF and handed to the Welcome Office when enrolling. The stability law of 11 DECEMBER 2016 n. 232, provides in Article 1, paragraph 261:
"Nel caso di studenti aventi la cittadinanza di Stati non appartenenti all'Unione europea, e non residenti in Italia, per i quali risulta inapplicabile il calcolo dell'ISEE del nucleo familiare di appartenenza ai sensi dell'articolo 8, comma 5, del regolamento di cui al decreto del Presidente del Consiglio dei ministri 5 dicembre 2013, n.159 l'importo del contributo onnicomprensivo annuale è stabilito dalle singole università statali, anche in deroga ai criteri individuati nei commi da n.255 a 258 del presente articolo".
- **The foreign citizens who do not reside in Italy cannot use the self-certification institution in any way.**

The foreign students from one of the European Union countries not resident in Italy, for the purpose of disbursement of the contribution, will be able to submit an ISEE Parificato.

ISEE Parificato

As can be seen from the resolution of the "Consiglio di Amministrazione" of 10/11/2020, having as its object the introduction of a control and verification system of ISEE equalized (data collection form for university equalized indicator) - **all non-EU students for whom it is inapplicable the calculation of the ISEE** pursuant to art. 8, paragraph 5, of Prime Ministerial Decree 159/2013 may request the compilation of the data collection form for the university equalized indicator at the CAF (The CAF identified by the University or other if this is not indicated) to which all the documentation containing the information necessary for the

determination of the income statement or the original certification issued by the authorities of their country of origin * and translated into Italian, validated by the Italian diplomatic authority competent for the territory in the same country of origin of the student (art.33 of Presidential Decree no. 445 of 28/12/2000).

Students with a DISCOLAZIO scholarship are also required to submit the data collection form and will be subject to checks on what they have been declared. The MUR contribution is not compatible with any DISCOLAZIO funding provided to support mobility. The certificate of **ISEE PARIFICATO** must appear on the DELPHI university platform at the same time as the regularization of the enrolment, as required by this Call of participation.

Specifics for mobility at partner universities that have an Erasmus+ Agreement

For mobilities within an Erasmus+ Inter Institutional Agreement the grant is financed by the Ministry for University (MUR) in accordance with the Ministerial Decree no. 1047 dated 29.12.2017* (Fondo Sostegno Giovani - FSG). The monthly amount of the grant will be defined according to the ISEE-U** declaration as shown in the following scheme:

SLOT	ISEE	Monthly amount in € for extra-European countries	Monthly amount for USA and Japan
I	ISEE ≤ 13.000	€ 500	€ 600
II	13.000 < ISEE ≤ 21.000	€ 450	€ 550
III	21.000 < ISEE ≤ 26.000	€ 400	€ 500
IV	26.000 < ISEE ≤ 30.000	€ 350	€ 450
V	ISEE > 30.000	€ 350	€ 350

For these mobilities it will be possible to receive an **additional contribution** determined by the European Commission according to the countries of destination worth **€700.00 per month** plus a **travel contribution** that varies according to distance according to the following list:

- Between 110 and 499 km: € 180.00
- Between 500 and 1999 km: € 275.00
- Between 2000 and 2999 km: € 360.00
- Between 3000 and 3999 km: € 530.00
- Between 4000 and 7999 km: € 820.00
- 8000 km or more: € 1,500.00

The distance can be calculated at the following link: <https://erasmus-plus.ec.europa.eu/it/resources-and-tools/distance-calculator> by entering Rome as the starting city.

Supplementary grants for Students with Fewer Opportunities

The Erasmus+ Programme offers another Grant in addition to the Community contribution. Such contribution will be granted, on the basis of the funds available, to the students that have a 2024 ISEEU that is inferior to a maximum number that will be determined by a Ministerial Decree in the first months of 2024.

This grant will be erogated only if further funds will become available and, in any case, only at the end of the mobility.

Supplementary 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.

Art. 7

Disbursement of the grant

The grant's amount is calculated on the basis of the start and end dates of the mobility as indicated in the Certificate of Study Abroad. Every month shall be considered as 30 days. In the 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.

Students have to pay attention to the dates that are written in the Arrival/Departure Certificate, issued by the hosting institution, because this certification represents the basis for the calculation of the real months spent abroad and therefore of the grant amount.

In case of mistakes the grantees have to correct them before sending the documents to the office.

The grantees will receive the grant in two installments.

1. The first one at the beginning of the stay abroad, more exactly after the Arrival Certificate and the Learning Agreement signature by the hosting institution. It will be equal to 70% of the total amount.
2. The remaining 30% will be paid at the end of the mobility period prior reception of the final documents.

Tax treatment of Erasmus+ contribution:

The Erasmus+ contribution does not constitute income (ref.247/E of 1999, Article 6(13) of Law No. 488 of 1999) provided that the total annual amount does not exceed €7,746.85. In case the payment of the same amounts exceeds the limit indicated by the rule, they will fully contribute to the formation of the recipient's income.

Before the mobility starts the grantee has to:

1. sign the mobility agreement;
2. sign the Code of Conduct;
3. sign the Learning Agreement;
4. have an Italian residence permit valid for the whole mobility;
5. comply with the Lazio Disco requirements.

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

1. Arrival/Departure Certificate certifying his/her stay abroad;
2. a report on the activities carried out.

3. The students going to partner universities through an Erasmus+ Agreement will also have to complete a “Participant Report”, available through the instructions sent via-email by EACEA.

The grant can be **withdrawn** if:

- The grantee is not regularly enrolled for a.y. 2024/25 at the Università degli Studi di Roma “Tor Vergata”;
- The host University doesn’t accept the activities written on the Learning Agreement;
- The grantee is not compliant with other public entities (for example Discolazio).

MINIMUM OF CREDITS REQUIRED

A minimum of credits are required following the credits foreseen for an academic year. A minimum of 12 CFU are required for an entire semester; a minimum of 6 CFU are required for a mobility of 3 months.

N.B. The ratio of 1 month's pay = 2 CFUs will be used when calculating the months/CFU.

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 3 months;
3. they did not obtain the minimum of credits required

PLEASE NOTE

Grantees who will not return the grant as stated in the previous paragraph won't be allowed to get their degree.

Art. 7

Approval of the activity carried out

Before departure, the grantees must consult the teachers of their study programs or the President of the course in order to elaborate a study plan in line with their degree's internal study plan.

In order to do so, the grantees will have to consult the Host University's website reported in the Attachment A. It is the student's responsibility to create the study plan with their teachers and to have **their Learning Agreement signed** (by the Erasmus referring teachers too), in view of the recognition of the exams taken abroad. In this case, the teaching activities carried out at the partner foreign universities will be recognized by the individual Study Program Councils of the University of Rome “Tor Vergata” after the period of stay abroad.

Art. 8

Term of validity

The mobility for study has a duration of minimum **3 months** and maximum of **10 months** in a.y. 2024/25.

The mobility will start, where allowed, on August 1st 2024 and shall end, in any case by September 25th 2025.

During their stay abroad, the grantees will be regularly enrolled at University of Rome “Tor Vergata” and they will be paying tuition fees to this institution for the academic year in which the mobility will take place (not be “**in cautelativa**”).

Art. 9

Allocation and acceptance of the grant

The ranking list of the successful applicants will be published on the University of Rome “Tor Vergata” website, on the page about student mobility abroad Erasmus+/Overseas.

The ranking list will only be published there. The applicants will not receive any other written communication regarding their successful application.

PLEASE NOTE: The selected grantees must accept the grant within the 7th day after the publication of the above-mentioned list.

To receive the grant, the successful applicants need to formally accept it. In case of non-acceptance, the grant will be allocated to the next qualified but not successful grantee in the ranking list.

Art. 10

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.

The Data Protection Officer is based in Via Cracovia 50, 00133 Rome, e-mail rpd@uniroma2.it, PEC rpd@pec.torvergata.it

The e-mail address, to which questions relating to data processing may be addressed, is: 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 the their treatment.

The interested student, at the time of submitting his application, will give consent to the processing of his personal data as established on the Information provided by the Data Controller (University of Rome Tor Vergata), called "Information pursuant to art. 13 of EU

regulation 679/2016 for the processing of personal data of students who intend to participate in international mobility programs for study (erasmus "overseas, research thesis abroad) or internship (erasmus + traineeship) in non-European countries", present on the platform Organizer.

Art. 11

Office in charge of the procedure

Pursuant to the law no. 241 dated 7.8.1990, the person in charge of the procedure for the procedures under the exclusive competence of the university is Dr. Chiara Montanari.

For further information, after having carefully read this call, the student can address directly to the following office:

Student Mobility Office

Via Cracovia, 50 – building D, floor 0, room 002

Tel. 06/72593509

e-mail: students.exchange@international.uniroma2.it