

CALL FOR PARTECIPATION TO INTERNATIONAL MOBILITY PROGRAMMES
A.Y. 2019/20
PROGRAMME ERASMUS+ MOBILITY FOR STUDY
First Call
(Action Key 1 – Programme countries)

Art. 1 – Object of the selection

1. The present call regulates the selection process for assigning scholarships aimed at spending a period abroad within the Erasmus+ programme during the academic year 2019/20. During the period spent abroad it is possible to take part to educational activities at the partner universities listed in Attachment 1.

Art. 2 – Admission requirements for the selection

1. Except for the cases detailed in the subsection 7 and 8 of this article, the selection is open to:
 - a. Students enrolled in three years Bachelor's degree courses or five years Master's degree courses, two years Master's degree courses and doctoral courses of the University of Trento. Students enrolled in degree courses managed by University of Trento in partnership with another University may participate only if their course is managed by University of Trento;
 - b. Students enrolled in single classes (corsi singoli) with the purpose to enroll to two years Master's degree courses at the University of Trento. These students must be enrolled in a Master's degree course at the University of Trento at the moment of their departure.
2. By the deadline of the present call candidates must:
 - a. Acquire a minimum amount of ECTS credits according to their Department/Centre considering their year of attendance as listed in the table below:

| Department/Centre | Year of attendance | Minimum credits requirement |
|---|--|--|
| CIBIO – Centre for Integrative Biology CAFE – Centre of Agriculture Food Environment Department of Economics and Management Department of Civil, Environmental and Mechanical Engineering | Second year of a three years Bachelor's course or of a five-years Master's course | 36 credits for all study courses except part-time courses for which are required: 23 credits for Business Management part-time; 21 credits for Sociology part-time |
| Department of Industrial Engineering Department of Information Engineering and Computer Science Department of Humanities Department of Psychology and Cognitive Science Department of Sociology and Social Research Faculty of Law | Third year and following of a three years Bachelor's course or five years Master's course | 72 credits for all study courses except part-time courses for which are required: 46 credits for Business Management part-time; 42 credits for Sociology part-time |

Students enrolled on a degree course in their first year or enrolled on their second year of a Master degree or single classes are not required to have a minimum amount of ECTS credits.

- b. Be enrolled in their degree for a number of years not larger than the normal duration of the degree course;
 - c. Know, according to their Department/Centre, the language listed in Attachment 1 at the level indicated in the column "Livello di lingua richiesto dal Dipartimento alla scadenza del bando"¹. This is a **mandatory requirement for being admitted to the selection**.
3. In order to be admitted to the selection, candidates have to prove their knowledge of the destination's language at least at the level indicated in Attachment 1 following one of the procedures indicated below:
- a. Hold a language certificate among those listed on the Language Centre – CLA webpage: <http://www.cla.unitn.it/en/780/certificates-do-you-have-a-certificate> (the certificate has to be uploaded in the online application); OR
 - b. Be a native speaker in the required language (this requisite has to be declared in the online application); OR
 - c. Pass or have passed the language exam testing the four abilities (reading, speaking, writing and listening) if available in the candidates' UniTrento study plan and if the language is the same and the level is at least the same as the one required by the partner University (this requisite has to be declared in the online application); OR
 - d. Have passed the language exam testing the four abilities in another University, if the language is the same and the level is at least the same as the one required by the partner University (this requisite has to be declared by attaching a self-declaration of the passed exams plus the documents attesting the level reached if not already available in the self-declaration)
 - e. Hold a high school, Bachelor or Master's Degree diploma either awarded in a country where the official language is the same as the required one or taught in the required language (non-EU citizens have to submit a copy of a written statement by the school/university that awarded the degree and cannot provide a self-declaration); OR
 - f. Have passed the Language Centre (CLA) four-abilities language test for a previous call by the University of Trento (this requisite has to be declared in the online application, specifying the call for which the test was taken); OR
 - g. Be enrolled in an English-taught Master's Degree or in a doctoral course, whose language admission requirements were at least of the same level as the one listed in Attachment 1 (this requisite has to be declared in the online application); OR
 - h. Only for students of the Department of Economics and Management: have passed both written and oral tests to be taken at the end of the extra-curricular English, German and Spanish language courses, the level of which was at least the same as the one of Attachment 1 to the present call (the certificate emitted by the professor has to be attached to the application); OR
 - i. Only for Portuguese: hold a degree achieved in a country where the official language is Portuguese (copy of a written statement by the school/university that awarded the degree has to be uploaded in the online application).
4. In case the candidate does not hold any of the above-mentioned requirements, he/she will be allowed to take a written and oral language test at the Language Centre (CLA) before the end of this call, in order to fulfill said requirement. The language test can be taken in the same language (two different levels) or in two different languages. The enrollment to the language test must be completed no later than **23rd October 2018 at noon**, through the online application available at the webpage: <http://international.unitn.it/outgoing/open-selection-calls>

¹ In case of destinations with two languages the candidate must choose one language for carrying out study/internship activities. If the candidates choose both languages available this will be considered equal as choosing two different destinations.

5. The Language tests calendar will be published on the University's webpage <http://international.unitn.it/outgoing/open-selection-calls>. For all languages the written test (listening comprehension, reading comprehension and writing) will be taking place between **5th and 13th November 2018**, while the oral test will be taking place between the **5th and 12th December 2018**. The publication of the calendar equals a notice. No further indications will be given via e-mail to candidates. The candidate's absence will be considered as a withdrawal from the selection, irrespective of its cause. Students that pass the language test will have to self-declare it at the moment of the application.
In case the candidate passes the language test the credits of such test will be registered in his/her Esse3 career only if he/she will pass the present selection call and is assigned an Erasmus destination. Students who will not pass this selection call can use the test to apply to any other mobility call up to a maximum of 5 years from the date of the test results.
6. It is recommended to choose the possible destination considering the coherence between the academic offer of the partner university and the study plan of the study course at UniTrento (Attachment 1).
7. Candidates that have already benefited from a mobility grant in the Lifelong Learning Programme 2007-2013 (Erasmus Study, Traineeship or Leonardo da Vinci) in the Erasmus+ (Study, Traineeship or International Credit Mobility) or in the Erasmus Mundus programme within the same study course as the one they are currently enrolled in are admitted only if the length of the previous mobility plus the one for which they are applying sums up to 12 total months. For the five-years Master's degree programmes the total must not exceed 24 months.
8. Recipients of another Erasmus+ Study grant are not eligible to the present call if the two mobility periods overlap.
Participants of the Double Degree Program can apply for this call provided that they complete all the planned exams (taken abroad) by the beginning of the Erasmus Mobility, and they carry out only thesis research activities at the hosting University. The city or the campus of the thesis research activity must be different from the one where the Double Degree Program took place. In this case it is mandatory to have a written declaration signed by both the University of Trento tutor and the Partner University tutor, stating that the mobility period abroad is compatible with the Double Degree programme.
Regarding the Double Degree Program with Paris XIII for student of the Faculty of Law, it is requested to submit an appropriate declaration of their French Degree before the beginning of the Erasmus mobility period.
9. The Department of Economics and Management and the Department of Psychology and Cognitive Sciences allow thesis research abroad within the Erasmus+ Study Programme only for students enrolled in two-years Master's courses.
10. The Faculty of Law allows students to do thesis research abroad only if they also gain credits for exams and study activities (18 credits for a semester, 30 credits for the whole year).

Art. 3 – Requirements for starting the mobility

1. Before leaving for the mobility period abroad the student must:
 - a. Be regularly enrolled in a study course and in the case of a three years Bachelor's course or a five years Master's course be enrolled at least in the second year of the course. Students who are at the end of their university career and are waiting for their graduation cannot apply for the Program.
 - b. Renew their enrollment to the a.y. 2019-2020 by paying the enrollment fees;
 - c. Have the requisites enlisted in Attachment 1 (column called "Livello di lingua indicato da Università partner – Verificare le tempistiche di acquisizione") according to the deadlines

indicated by the partner Universities. The language certificates valid for the admission are indicated in art. 2 of the present call. The candidate must check deadlines and regulations for applying and sending documents to the hosting institution considering that some documents might be required already during the application phase;

- d. Have completed a number of credits listed in the table below (only for students of the Department listed in the table):

| Department/Centre | Year of attendance | Minimum credits requirement |
|---------------------------|--|-----------------------------|
| Department of Physics | Second year of the study course | 48 |
| Department of Mathematics | Third or following years of the study course | 90 |

2. Recipients of the Erasmus+ grant must not receive during the Erasmus+ mobility period other grants to carry out study, work or research abroad awarded by the European Commission.

Art. 4 – Application procedure

1. Applications have to be made online at the link indicated at the following page <https://international.unitn.it/it/outgoing/bandi-attivi>. The application must be completed online by **18th December 2018 at noon**.
2. Candidates may select a maximum of 4 destinations specifying their order of preference. Candidates may select only destinations offered by their Department at the moment of their application. Students from interdepartmental courses can choose from all the destinations offered by all the Departments involved in their study course.
3. All candidates have to attach the following documents to the application:
 - a. A Study project or a thesis research project for each chosen destination according to the models available in Attachment 3 and 4. For the study project candidates must attach a motivational letter with of study plan, indicating the courses the candidate is planning to attend and relative exams (following a thorough examination of the destination University's academic offer), or the thesis research project which the candidate plans to carry out at the partner University signed by his/her supervisor from University of Trento;
 - b. if possible, a certificate proving the knowledge of the required language;
 - c. in case of mobility for thesis reasearch an acceptance letter/email from the external supervisor or from the partner University;
 - d. in case the candidate holds a foreign degree, a copy of the degree indicating the final grade (if possible) or the GPA.
4. Students with citizenship in one of the Countries participating in the Erasmus+ programme cannot choose as destinations Universities in their home Country.
5. Candidates with disabilities are invited to contact the offices through the addresses in Attachment 2 in order to identify additional documentation concerning their university career, which will have to be uploaded in the application.

Art. 5 – Selection, Evaluation criteria and Ranking list

1. Admission to the selection based on qualifications will be carried out following the checking of regular online applications and the relative attached documentation, as seen in art. 4.
2. The Departmental Commission’s evaluation criteria are determined as follows:
 - a. Level of language knowledge;
 - b. Study or thesis research project;
 - c. GPA of graded exams registered **by 31st October 2018**. Students enrolled to single courses or to the first year of a two-years Master’s Degree with less than 20 registered credits will be evaluated on the basis of the final mark of the degree they have previously completed;
 - d. Specific criteria valid for each Department/Centre according to the following table:

| Specific criterion | Department/Centre |
|--|---|
| Interview | Humanities |
| Ratio between acquired credits and credits that could have been acquired before 31/10/2018 | CAFE, CIBIO, CIMEC, Physics, Civil, Environmental and Mechanical Engineering, Industrial Engineering, Information Engineering and Computer Science, Humanities, Mathematics, Psychology and Cognitive Science, School of International Studies, Sociology and Social Research |
| Acquired credits and language exams completed before 31/10/2018 | Law |
| Participation to excellence programmes | Psychology and Cognitive Science |
| Weighted average of marks obtained in the previous study cycle | Industrial Engineering |
| Interview for students of the first years of Bachelor’s courses of five years Master’s courses | CIBIO, Physics, Civil, Environmental and Mechanical Engineering, Industrial Engineering, Information Engineering and Computer Science, Mathematics |

3. The final scores will be assigned on a 100 points scale, each Commission will decide if a minimum score is required for admission.
4. The final ranking list will be published on each Departments’ website by the **15th February 2019**.

Art. 6 – Destination acceptance

1. Destinations will be assigned by the **19th February 2019**, destinations that may become available can be re-assigned by and no later than **30th September 2019**.
2. Destinations will be assigned choosing among the four ones indicated by the student in the application according to the student’s ranking position, destinations’ order of preference and availability.
3. In case the winning candidate withdraws the next eligible candidate in the ranking list will be assigned the newly available destination.
4. The Commission may propose to the eligible students another destination coherent to their linguistic and study area if there are no more available places for the destinations chosen by the candidate in the application.

5. Recipients who have won a mobility grant for the same period within the framework of another International Mobility Programme must renounce to the assigned mobility in order to accept the new awarded destination. The sole exceptions are students of the Double Degree Program mentioned in Art. 2, point 8.
6. Candidates that pass the selection and are recipients of the mobility grant have to be regularly enrolled to the University of Trento for the whole mobility period duration.

Art. 7 – Mobility Grant

1. The grant is paid according to the participation in the mobility programme in two installments:
 - a. 70% of the grant at the beginning of the mobility;
 - b. The remaining part after the end of the mobility and after completing the mobility documentation.
2. In case of withdrawal or interruption of the study period before having spent at least 3 months abroad without a rightful motivation, the student is requested to give back the study grant received. The restitution is also required if the student does not reach the minimum amount of credits according to the length of the mobility as specified in the table below:

| Number of months | Number of days | Minimum number of ECTS credits |
|------------------|-----------------|--------------------------------|
| 3 | Up to 90 | 6 |
| 4-5-6-7 | from 91 to 210 | 12 |
| 8-9-10 | from 211 to 300 | 24 |
| 11-12 | from 301 to 360 | 30 |

Said restitution is a necessary condition for the renewal of enrolment to the next academic year or the admission to the final exam.

3. The mobility grant is to be considered as a contribution to the mobility period, it does not give access to social security treatments nor evaluation towards juridical and economic careers, nor automatic recognition for social security objectives and is not subjected to the deductions foreseen by the law. Candidates are recommended to preventively inform themselves on the cost of living in the destination country and, also with reference to the issuance of the visa, the economic means requested for the whole mobility period (proof of solvency).
4. Following the requirement of the European Commission, the University of Trento differentiates the Erasmus+ Study grants according to the destination Country as detailed below:
 - a. 400,00 €/month (30 days) for mobilities in Countries considered by the European Commission as having a high cost of living: Denmark, Finland, Ireland, Iceland, Luxembourg, Liechtenstein, Norway, United Kingdom, Sweden;
 - b. 350,00 €/month (30 days) for mobilities in Countries considered by the European Commission as having a medium or low cost of living: Austria, Belgium, Cyprus, Croatia, France, Germany, Greece, Netherlands, Portugal, Czech Republic, Slovenia, Spain, Turkey, Bulgaria, Estonia, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Hungary, Ex Yugoslavian Republic of Macedonia.

- c. Switzerland participates indirectly in the Erasmus+ Study Programme and funds directly grants for students mobility with a scholarship of 360 CHF/month - about 320 €/month (Swiss-European Mobility Programme) that University of Trento integrates with additional 100 €/month.

The final amount is defined according to the effective period spent abroad calculated in days.

The scholarship amounts can be integrated with an additional contribution (from 150 to 300 €/month) depending on the economic conditions of the student (based to their ISEE economic indicator), according to the DM 1047 of the 29th December 2017 as specified in the table below:

| ISEE value 2019 | Additional contribution |
|---------------------------|--------------------------------|
| Less than 13.000 | 300 €/month |
| between 13.000 and 21.000 | 250 €/month |
| between 21.000 and 26.000 | 200 €/month |
| between 26.000 and 30.000 | 150 €/month |

5. Students with disabilities can benefit from the services offered by the University Disability Service and may submit a request for an additional financial contribution to the National Agency Indire through the University of Trento. In order to access these services, students have to contact the International Relations Office by emailing international@unitn.it.
6. Students will continue to pay tuition fees at the University of Trento for the whole period abroad and therefore they will not have to pay tuition fees at the partner University.

Art. 8 – Selection and mobilities for Doctoral Students

1. Doctoral students must know the language indicated in the Attachment 1 at the level indicated in the table below:

| Doctoral studies area | Level required |
|--|---|
| Science and Technology Area Cognitive Sciences Area | English B1 Level and/or A2 level for any other language (French, Portuguese, Spanish, German) |
| Humanities and Social Sciences Area | English B2 Level and/or B1 level for any other language (French, Portuguese, Spanish, German) |

Doctoral students can apply for a destination whose working language is not the same as the one indicated in Attachment 1 if previously approved by their supervisor. The level required for applying is the one enlisted in the table above.

2. Doctoral students must reach the language level indicated in Attachment 1 (column "Livello di lingua indicato da università partner") before the deadlines specified by the hosting institutions. The accepted language certifications are enlisted in Article 2 of the present call. The doctoral student is in charge of checking deadlines and regulations for applying and sending documents to the hosting institution considering that some documents may be required already during the application phase;

3. Doctoral students must attach:
 - a. Details of their study or research project for each chosen destination plus a motivation letter, signed by their supervisor using the form in Attachment 5;
 - b. Certificates proving their language knowledge as described in article 2 of the present;
 - c. Approval letter from the hosting institution or supervisor at the hosting institution (an approval via email is sufficient);
 - d. A copy of their Master's degree diploma with final mark or GPA if final mark is absent (only if holders of a foreign study qualification).
4. The Departmental Committee will rank applications considering the criteria listed below:
 - a. Level of language knowledge (according to the criteria that each committee will decide to adopt);
 - b. Study or research project;
 - c. Final mark of the of the Master's degree diploma or GPA if the final mark is not available;
 - d. Other possible criteria established before the selection occurs.
5. Doctoral students will be assigned with destinations reserved to doctoral students specified in Attachment 1. If a destination is open both to undergraduate/graduate and doctoral students the priority will be assigned to undergraduate/graduate students.
6. Except for the specification detailed in Article 8 specifically for doctoral students the other articles of the present call apply also to doctoral students.

Art. 9 – Information and contacts

1. The University of Trento guarantees the recognition of all the activities carried out abroad if certified by the hosting institution with a Transcript of Records and if present in the Learning Agreement for Studies document.
2. Further information and contacts are listed in Attachment 1 of the present Call.

Art. 10 – Information on the processing of personal data

1. Under article 13 of Regulation EU 2016/679, the "General Data Protection Regulation" (GDPR), the University of Trento shall process personal data exclusively to the extent that it is necessary in the performance of its institutional tasks within the present selection procedure (point (e), article 6(1) of the GDPR).
2. The data controller is the University of Trento, via Calepina 14, 38122 Trento, email: ateneo@pec.unitn.it; ateneo@unitn.it. The contact details of the data protection officer (DPO) are as follows: Fiorenzo Tomaselli, via Verdi n. 8, 38122 Trento, email: rpd@unitn.it.
3. The processing of personal data shall be carried out manually and/or by automated means exclusively by staff of University, acting on instructions concerning purposes and arrangements of such processing. Personal data shall be processed lawfully, fairly and transparently, in a manner that is adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

4. The personal data may be disclosed to the Universities that will welcome the students selected.
5. The data will not be transferred to extra Eu countries.
6. The personal data are stored for as long as they are necessary to carry out the procedure and to comply with all legal requirements.
7. The data subject shall exercise the rights referred to in article 15 et seq. of the GDPR and, in particular, the right of access to and rectification, erasure or completion of personal data, restriction of processing of personal data concerning the data subject or the right to object to processing. The data subject shall maintain the right to lodge a complaint with the Italian data protection authority by virtue of article 77 of the GDPR.

PLEASE NOTE

This English text is meant to help you understand the most relevant aspects of the Call for applications but the only binding version is the Italian one.

For more information please refer to the contacts listed in Attachment 2.