



ERASMUS+ 2024

**KA131 – INDIVIDUAL MOBILITY FOR STUDY PURPOSES  
CALL FOR THE ALLOCATION OF MOBILITY GRANTS A.Y. 2024-2025  
FOR STUDENTS ENROLLED IN BACHELOR’S AND MASTER’S DEGREE PROGRAMS**

**ONLINE APPLICATION SUBMISSION**

**Opening Date: Wednesday 17<sup>th</sup> January 2024 at 10 am**

**Closing date: Friday 16<sup>th</sup> February 2024 at 12.00 pm**

**ERASMUS+ PROGRAM**

Within the Erasmus+ Program, starting from their 2<sup>nd</sup>-year students can carry out a mobility period of **2 to 12 months** for study in Europe at a Higher Education Institution belonging to one of the countries participating in the Program. Candidates must be properly enrolled at an Institute of Higher Education holding **ECHE** (Erasmus Charter for Higher Education) and participate in the corresponding Call for Applications. The study period abroad must be an integral part of the candidate's study program. The mobility period must take place at an Institute of Higher Education, also holding ECHE, that has signed an **Inter-institutional Agreement** with IULM University.

**For the academic year 2024-2025, all activities must take place between 1.06.2024 and 30.09.2025; any days before or after these dates cannot be funded in any way, even if included in the academic calendar of the host universities.**

Agreements implemented by IULM University regarding mobility for study purposes are indicated in the “**Destinations**” annexes, divided by degree courses and compulsory language proficiency level. All destinations are tendered for 1 (one) "semester" of mobility. Mobility start- and end-dates may vary, depending on the destination countries and the academic calendar of the host universities. Therefore, the "semesters" may last from 2 to 6 months depending on the destination, and the semester start/end dates do not necessarily coincide with the IULM academic calendar.

The full text of the call for applications, all destinations, the “Guide to Language Requirements 2024” and any updates can always be found in the Community, in the section:

- **COMMUNITY IULM > categorie di corso, didattica e servizi > formazione, servizi, opportunità > Mobilità Internazionale – Study Abroad > Informazioni, bandi, regolamenti - Information, calls, regulations**

**1. ELIGIBILITY REQUIREMENTS**

- You must be a student (of any nationality) regularly enrolled in the current academic year 2023-2024 at IULM University in one of the bachelor’s degree or master’s degree programs. Students enrolled as “fuori corso” or not in compliance with enrolment requirements for the academic year 2023-2024 are not eligible to apply. To carry out a mobility period for study purposes, students enrolled in their 3<sup>rd</sup> year of a bachelor’s degree in A.Y. 2023-2024 can apply only if in the a. y. 2024-2025 they enroll in the 1<sup>st</sup> year of “fuori corso”. Otherwise, exams taken abroad cannot be recognized. **It is not possible to apply in the 3<sup>rd</sup> year of a bachelor’s degree and carry out a mobility period in the 1<sup>st</sup> year of a master’s degree.**
- Students who have already spent two semesters abroad during the same study cycle cannot apply for any mobility programs during the same study cycle.
- Students who are citizens of one of the European Union member states participating in the Program (<https://erasmus-plus.ec.europa.eu/it/programme-guide/part-a/eligible-countries>) and are regularly enrolled at IULM University, may apply to a university in their home country if they are legally resident in Italy.

**2. LANGUAGE PROFICIENCY**

Having the language skills required by host universities is an essential requirement to apply, as indicated in the "Destinations" annexes. Candidates must upload in their online application one of the International Language Certifications or the “Declaration

of Language Proficiency for International Mobility issued by the International Language Center IULM in 2022 or 2023 after passing the specific assessment tests aimed at international mobility programs. Candidates are invited to read carefully the documents “**Guide to Language requirements 2024**” and “**Getting ready for a study abroad experience 2024**”, available in the community to check the eligibility of their certifications obtained after 01/01/2022.

There are some exemptions/self-certifications:

- Students from degree programs taught in English (**bachelor’s degree in Corporate Communication and Public Relations and master’s degree in hospitality and Tourism Management**) are exempt from submitting a language proficiency certificate for ENGLISH B2. All exempted students must download the form “**Declaration of Exemption**” available in the community, fill it out and upload it to the application instead of the language proficiency certificates.
- Students enrolled in the **master’s degree in Specialized Translation and Conference Interpreting** are exempt from submitting a language proficiency certificate for all languages in their curriculum and must upload to the application the form “**Declaration of exemption**” (see par. above). Students exempted only for English who are applying for non-English area destinations will still need to upload the corresponding language certifications. Students applying for the University of Leeds must provide the specific certificate indicated in the section “Destination” to be admitted by the host university.
- Students carrying out the mobility in A.Y. 2023-2024 can reapply for the same linguistic area destination without providing further certifications. If applying for other linguistic area destination they must attach the specific language proficiency certificate
- Students interested in applying for destinations in PORTUGAL must download the form “**Portuguese Language Self-Certification**” from the community, fill it out and upload it to the Erasmus application, stating that they have a B2 language level for Portuguese.  
Portuguese host universities are entitled to deny admission to courses to students who do not have the declared language level; IULM University will not be able to intervene if statements differ from the language proficiency possessed.

**Applicants with certifications other than the ones listed in the Guide to Language Requirements (available in the community) are invited to send them to the International Language Centre - [ilc@iulm.it](mailto:ilc@iulm.it) - to check their eligibility strictly by 26/01/2024.** Should adequate documentation be missing, the student will not be able to complete the application and she/he will be excluded from participating in the programs.

**NOTA:** *At some French, Spanish, or German universities it is possible to take courses in both the local language and English. For these destinations, a statement of language proficiency is required for the language indicated in the call only. Students should be aware, however, that the host university may deny admission to courses delivered in English if they find the language level of students inadequate (usually below B2). Anyway, the host university is fully entitled to deny admission to certain courses due to a lack of the required linguistic or academic prerequisites (which may change even after the publication of the call for applications) or due to the exhaustion of available places.*

### 3. SUBMISSION OF THE APPLICATION

Students interested in applying for the call for applications should:

1. choose 1 and up to 5 university destinations (where available) for their degree course, checking any restrictions listed in the Destination Sheets (teaching language, language level required, international language certifications necessary for admission, eligible course year, etc.).
2. **enter the chosen destinations in the Application by listing them in strict order of preference (see also par. 4).**
3. upload in the application all international language certifications or language proficiency declarations related to their destinations or exemptions – if applicable (see par. above).
4. download the application submission receipt.

Procedures for submitting the online application will be communicated in the community at the same time as the application is opened.

### 4. RANKING COMPOSITION AND DESTINATION ASSIGNMENT

The Erasmus+ ranking is based on **merit**; the ranking score is automatically calculated by the application platform based on the data recorded in the career on the date 27.02.2024 at 00.01.

- The score of the candidate is composed by the arithmetic average and the percentage of achievement, e.g., the number of ECTS credits acquired based on the enrollment year.
- For students enrolled in the 1st year of a bachelor's degree, the high school graduation grade is also considered; for students enrolled in the 1st year of a master's degree, the bachelor's degree grade is also considered.
- After calculating the score of each student, the system automatically awards one of the destinations based on the ranking
- It is the student's specific responsibility to check his or her career online, report any mismatches to the **IULM student administration office**, and, if necessary, request updates by the end of the exam session. The system automatically calculates the arithmetic average and the number of ECTS, deriving from all exams taken and verbalized. Exams taken but not verbalized, midterm tests and partial exams **do not count in calculating the ranking**.
- Since scoring and destination assignment are fully automated, it will not be possible for any reason to recalculate the ranking manually in case of discrepancies in the updating of the careers detected retrospectively by the student and not reported in time to the student administration office.
- Students who have already done the mobility during the first semester 2023-2024 can submit the application for the A.Y. 2024-2025 but must accept that only exam verbalized within 27.02.2024 will be taken into account.
- The Mobility Office office cannot intervene either with the host universities or the academic authority or the IULM Student Administration office to accelerate the verbalization process, the update of the academic career, the issue of the Transcript of Records, or the validation of the exam taken abroad.
- Should two students have the same score, and it is not possible to grant a destination to both, the student with the lower fee bracket will be awarded first.
- After the closing date, it will not be possible to make changes in the destinations, in any cases.

*The destination awarding depends also on the number and order of preferences indicated by the applicant: the system does not award destinations if students have not listed them among their preferences, even if they are residual. Students are therefore invited to list the maximum number of destinations as possible - consistent with the language requirements they possess - in strict order of preference; at the same time, NOT to enter destinations that they do not intend to accept if they turn out to be assignees.*

## 5. ACCEPTING DESTINATIONS

Students will be able to view their assigned destinations by accessing their personal "Segreteria Online" webpage, under "Bandi di Mobilità", unless the date changes due to technical reasons, on:

**Friday 1<sup>st</sup> March 2024 – 5 p.m.**

Students will have to accept or reject the assigned destination strictly by **05.03.2024 at 5 pm**.

No personal communication will be sent to the assignees.

**Students who have also applied for different mobility programs (Erasmus+, Exchange, or Semester Abroad) and have been assigned multiple destinations must accept ONLY ONE DESTINATION and reject the others. It is not possible to accept more than one destination.**

Applicants should be aware that:

- Missing acceptance/withdrawal from the assigned destination by the deadline is **permanent**; it will not be possible to reclaim missed acceptances for any reason.
- Rejected/Unaccepted destinations are automatically reassigned by the information system to eligible applicants.

It should be noted that the student's final admission to the host university will be confirmed by the university only after all required procedures have been completed within the deadline that will be communicated to the students by the partner universities.

## 6. VISAS, PERMITS OF STAY, SUPPLEMENTARY INSURANCE

Students who are citizens of a non-EU country must research independently and be aware in advance of the legal procedures to be completed to stay in the chosen country (entry visa, permit of stay, and health regulations). Also note that many countries

require that extra-EU students provide specific guarantees regarding their economic status, which must be adequate to ensure their livelihood during the mobility period, according to the standards set by the local government, as well as appropriate health policies for those who do not have the European EHIC card. **The Mobility Office is in no way responsible for any withdrawal due to the lack of the requirements or legal documents to be able to stay in the chosen country.**

## 7. FINANCIAL CONTRIBUTIONS TO THE MOBILITY

### ERASMUS GRANTS

Recipients: Erasmus students selected by universities participating in the program. The monthly amount is determined by the European Commission and depends on the chosen destination country based on the estimated cost of living, according to the following groups. The monthly amount of the student mobility grants is indicated annually by the Erasmus+ National Agency, together with the National Authorities. The following amounts are provided for AY 2024-25:

#### **GROUP 1 - HIGH COST OF LIVING - € 350 for 30 days of mobility:**

Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Norway, the Netherlands, the UK (as partner country, i.e. not associated to the program), Sweden.

#### **GROUPS 2/3 - MEDIUM COST OF LIVING - € 300 for 30 days of mobility:**

Latvia, Malta, Spain, Portugal.

#### **GROUP 3 - LOW COST OF LIVING - € 250 for 30 days of mobility:**

Croatia, Romania, Hungary.

#### **THIRD COUNTRIES NOT ASSOCIATED WITH THE ERASMUS PROGRAM - € 700 for 30 days of mobility:**

Korea

The allocation of the scholarships and their amount will be subject to the overall funding that the University will receive from the European Commission through the Erasmus+ National Agency. If the funds granted are not sufficient to fully fund all the assigned mobility periods, it will be the responsibility of the University to inform the assignees, in due course, of the award criteria and the amounts granted.

**Green travel grant:** under the Erasmus+ program, a specific grant is provided in case students use a sustainable mode of travel (train, bus, etc.) for beginning and ending mobility trips to and from the host location. The amounts granted will be communicated in due time according to the National Provisions. This contribution will be paid along with the balance at the end of the mobility upon submission of appropriate supporting documentation and subjected to the fund availability.

### **Contribution to fewer opportunities**

The European Erasmus+ 2021-2027 program aims at encouraging and supporting the mobility of students from higher education institutions with fewer opportunities. Students with fewer opportunities are defined as: students with certified physical, mental and health problems; students with financial disadvantages supported by ISEE declaration; students with cultural differences, minor children, workers, professional athletes, orphans of at least one parent and children of victims of terrorism and organized crime. Students, who are awarded an Erasmus+ 2024 grant, have the option to report to the Mobility Office by 31/03/2024 their disadvantaged status (for social, cultural, health reasons, etc.) by forwarding specific documentation justifying the need for inclusion support. Upon the availability of funds and review of the documentation, the University will consider whether to allocate the Supplementary Grant for Individual Fewer Opportunities according to the National 2024 provisions.

### **Fondo sostegno giovani – Source: MUR**

The Ministry of University and Research supports international student mobility (DM 29.12.14 NR 976) with additional funds that are allocated to Italian universities and for all mobility programs. To be eligible for these grants, the assignees must fill out an online form (available in the community from the end of March) by inserting their ISEE 2024 declaration protocol number by **May 31st, 2024**. The allocated amounts will be distributed according to the current ministerial dispositions not yet known at the time

of the publication of the call. The ministerial tables will be published in the Community as soon as they are officially released by the ministry.

### **Borse integrative regionali (Regional Supplementary Grants) – Source: IULM Fees, Contributions, and Right to Study Office**

Students applying for the 2023/24 **regional scholarship** at the IULM Fees, Contributions, and Right to Study Office may apply concurrently for an additional regional “Supplementary Grant for International Mobility”, which will be managed by the same IULM Office. Therefore, interested students are invited to contact the appropriate office - email: [dirittoallostudio@iulm.it](mailto:dirittoallostudio@iulm.it)

## **8. DURATION AND FUNDING LIMITATIONS**

To be eligible for ERASMUS student status and EU grant, students:

- Must not benefit in the same period from any other EU grant awarded for study or work abroad;
- Must not exceed the total number of 12 monthly payments per single study cycle, by calculating the mobility previously carried out in the same study cycle.

## **9. STUDENTS WITH CERTIFIED PHYSICAL, MENTAL AND HEALTH PROBLEMS**

Students with certified physical, mental and health problems who have been awarded an Erasmus+ 2024 grant and who, depending on their status, expect to incur additional costs in order to be able to carry out their mobility (such as physiotherapy care, transport or special assistance) will be able to participate in a dedicated call (to be published by July 2024) aimed at obtaining additional EU support to cover their budgeted and demonstrable expenses.

## **10. COMMUNICATIONS**

For the entire duration of the ERASMUS program, email communications between the office and the student should be made exclusively through the following email addresses:

For the Mobility Office: [erasmus@iulm.it](mailto:erasmus@iulm.it)

For the student: the IULM institutional address ([nome.cognome@studenti.iulm.it](mailto:nome.cognome@studenti.iulm.it))

**The use of personal e-mail addresses is not permitted.** All students are required to activate their [@studenti.iulm.it](mailto:@studenti.iulm.it) e-mail address before completing the online application and often check this e-mail box.

**The Mobility Office will not be responsible for any inconveniences or delays in communication if students do not regularly check their [@studenti.iulm.it](mailto:@studenti.iulm.it) e-mail box and the IULM Community.**

## **11. DATA PROTECTION**

All personal data transmitted by applicants with their application for participation in the Erasmus program are governed by Regulation (EC) No 45/2001 of the European Parliament and of the Council of Europe for the protection of individuals and Art. 6 lett. b) of EU Reg. 2016/679 in respect of the processing of personal data by Community institutions and bodies, and the free movement of such data. Personal data must be processed exclusively to implement the Agreement by the home institution, the National Agency, and the European Commission, not affecting the possibility of their transmission to bodies responsible for control and audit following EU legislation (Court of Auditors or European Anti-Fraud Office - OLAF). Upon written request, the Participant may access his or her data and make corrections to inaccurate or incomplete information. He/she is invited to submit any questions regarding the processing of his/her data to his/her home Institute and/or the National Agency.

The Participant may complain to the European Data Protection Supervisor regarding how such data is used by the home university and/or the ERASMUS National Agency; he/she can also complain to the European Data Protection Supervisor regarding how such data is used by the European Commission.

Participation in the Call implies acceptance of the privacy policy; the text of the specific privacy policy for participation in international mobility calls is available on the IULM website at the following link:

<https://www.iulm.it/wps/wcm/connect/iulm/5fd1025f-3d94-43f6-aa79-ab772bec7e7f/info+bandi+mobilite%C3%A0+internazionale.pdf?MOD=AJPERES>

The Participant is also invited to read the European privacy policy regarding the processing of his/her data within the information systems for the management of Erasmus+ mobility at the following link: [https://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement\\_en](https://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en)

## **12. AMENDMENTS**

These regulations may be subject to changes due to specific instructions from the Italian National Agency or the European Union. The available destinations may also change because of unexpected problems at the partner universities or in the respective countries (substantial changes in the partners' educational offerings, force majeure, security issues, unforeseeable events). Any changes will be communicated and made known through the IULM Community or, in specific cases, to those concerned.

### **13. RESERVATION CLAUSE**

The implementation and financing of the activities provided for in this call for applications are subject to the approval by the National ERASMUS Agency of the application for decentralized activities submitted by IULM University for the academic year 2023-2024, and to the amount of funding granted by the European Union. Therefore, the publication of the present call is to be considered under condition until the signing of the relative financial agreement between the University and the National ERASMUS Agency. Students who are not awarded an ERASMUS grant after accepting mobility may withdraw from the program without further consequences.

**APPROVED BY RECTORAL DECREE**

## SUPPLEMENTARY INFORMATION TO THE REGULATIONS

### 1. ENROLMENT IN IULM UNIVERSITY DURING THE MOBILITY

Students on Erasmus mobility **must begin and end their period of study abroad as regularly enrolled university students**; students who plan to graduate at the end of the mobility period must return at least one semester before the planned graduation session.

### 2. INFORMATION, LANGUAGE PROFICIENCY, AND CHOICE OF DESTINATION

Before applying, each student must carry out independent research to collect information about the various destinations by browsing the web pages of the partner universities to make a reasoned choice regarding the most suitable locations for their language level and their aspirations. In the Community, **TUTOR REPORTS** for some of the universities are available, i.e., short reports concerning partner universities, written by former students to describe their experience. Candidates are invited to look at these documents and to contact former students for further information.

When choosing destinations, students must consider the restrictions listed in the specific tables, which are:

- planned year and semester of mobility
- any restrictions on the course choice
- compulsory level of language knowledge required by host universities (local and/or vehicular language)

IULM University cannot intervene in any way to change the admission requirements established by the host universities.

### 3. ACCEPTANCE, ENROLLMENT.

After the finalization of acceptances, the Mobility Office will support the assignees in completing the enrollment procedures at the host universities. Destination assignment does not imply automatic enrollment at the host university; in fact, the student must fill out the application procedures indicated by the host universities correctly and by the deadlines. The finalization of the "Learning Agreement" (study abroad plan) will take place only a few weeks before departure (from May onward); before departure and according to the allocation of funds from the National Agency, the University will issue the Institution-Student Agreement that regulates the financial aspects of the mobility.

### 4. UNIVERSITY FEES

During the mobility period abroad, assignees will acquire the ERASMUS status and will be considered as properly enrolled at the host university. No fees or contributions of any kind will be charged by the host university unless small amounts are required for compulsory membership in student associations or supplementary insurance coverage or administrative expenses. However, students will have to regularly carry out the procedures and meet the deadlines and fulfillments required by IULM University: for example, pay the tuition fees for A.Y. 2024-2025, fill out the Individual Study Plan by entering the elective educational activities, etc.

### 5. ALLOWABLE ACTIVITIES DURING THE MOBILITY PERIOD FOR STUDY PURPOSES

Allowable activities during the mobility period are:

- Attending courses and taking corresponding exams, either in face-to-face or blended mode (mixed: on-site from abroad + online from Italy),
- Preparation of the degree dissertation.

The Study Abroad Plan is agreed upon exclusively with the assignees a few weeks before departure and formalized through the Learning Agreement (Erasmus study contract). At the end of the mobility, IULM University guarantees full recognition of the activities agreed in the Learning Agreement and certified upon return by host universities. The Home university can decide not to issue credits or recognize the activities carried out by students only if they do not achieve the minimum profit level required by Host universities or do not meet the agreed conditions.

**Erasmus grant payment depends on the recognition of at least one IULM exam (6 CFUs) for each semester of mobility; any exceptions will be accepted only based on proven reasons.**

If students leave late or return early for international health or personal reasons – if they can be proven – they can continue to attend courses online at the partner university if possible and take the corresponding exams from Italy. In this case, they will remain Erasmus students and be entitled to full recognition of the activities carried out successfully. The total financial contribution will be recalculated for only the period of actual time spent abroad at the host university.

### 6. INSURANCE COVER

Basic health insurance coverage is supplied by the Italian National Health Service also during a stay in another European Union country through the European Health Insurance Card EHIC (conditions and benefits at: <http://ec.europa.eu/social/main.jsp?catId=559&langId=it> ). However, European Health Insurance Card coverage may be insufficient, especially in the event of repatriation and/or medical surgery. Assignee students are therefore invited to take out supplementary private health insurance. The student benefits from civil liability and accident insurance coverage during the stay abroad, limited to the period of academic activities and in compliance with the legal and administrative provisions of the home and host countries. The University has signed Civil Liability insurance with QBE EUROPE SA/NV Company: policy no. 074 0000026 and Accident Insurance with GENERALI Italia Company (formerly INA Assitalia) - policy no. 360029587 – Master Policy 350036808. If additional forms of insurance are needed due to the requirements of the host university, national legislation, or personal needs, students are required to make their arrangements. Participants are directly responsible for taking out any additional insurance coverage.

### 7. PAYMENT OF THE GRANT

The ERASMUS scholarship will be paid exclusively to the bank account associated with the Ateneo + Card; assignees are required to immediately activate the Card at the Banca Popolare di Sondrio. No transfers will be made to different bank accounts. The calculation of the total amount of the Erasmus contribution will be based on arrival and departure dates and days completed and certified, using the platform by the European Union.

Students are invited to consult the [University Guidelines for Mobility](#) published on the IULM website > International > Study abroad > Erasmus program.