

ERASMUS+ PROGRAMME KA131

NOTICE OF SELECTION

ERASMUS FOR STUDY 2023/2024

Selection process for the Erasmus for studies mobility for academic year 2023/2024 in the framework of the Erasmus+ Programme.

Art. 1 - Eligible Students

Students enrolled in AY 2022/2023 in any course of study at all levels at the University of Siena are eligible, excluding "Invest your talent in Italy" recipients.

Note, however, that:

1. Students enrolled at present in their third year of a first-level course who plan to carry out the mobility abroad during the first year of a second-level course, should submit a plan of study describing the Master level courses that they plan to take at the University of Siena in academic year 2023/2024 and will be permitted to study abroad only after enrolment in academic year 2023/2024. Assignees who end their career between September and December 2022 are allowed to start their mobility only in the second semester of AY 2023/2024;
2. Students who have already completed an Erasmus mobility (Study and/or Traineeship and/or ICM) can submit the application for the Erasmus for study 2023/2024 mobility in accordance with the the following restrictions:
 - a) Three-years undergraduate, Masters, and PhD students may not receive monthly Erasmus benefits for more than a total of 12 months.
 - b) *Single-cycle* (five-year combined bachelors and masters degree program) students cannot study abroad for more than a total of 24 months.
3. Erasmus mobility is not compatible with part-time student status.

Art. 2 - Study-Abroad Period and Acceptable Activities

Assignees of an Erasmus destination will study at the host university for 2 to 12 months between 01/08/2023 and 31/07/2024.

Each exchange has places and months agreed between the universities. The period may be reduced before the mobility begins if approved by the host university. It may also be extended after the mobility begins, if approved by both universities.

Only students enrolled in AY 2023/2024 will be allowed to carry out the Erasmus for studies mobility, excluding those students intending to graduate by April 2024 and applying for the suspension of the 2023/2024 fee payment and enrolment.

If the mobility begins before the opening of enrolment procedures at the University of Siena, the student must regularize his/her position as soon as possible.

During the mobility abroad, the student's academic career will be considered "suspended for mobility". The student cannot sit for exams nor other didactic activities at the university of origin.

Possible activities during the period of study abroad are:

- 1) attending courses
- 2) taking exams
- 3) thesis preparation (if allowed by the receiving university)

4) combined mobility study+traineeship. In this case the traineeship activities have to be carried out in a complementary way to the study activity and at the receiving university

In the cases 3) and 4) it is necessary to check in advance (better before application) if the receiving university is available to supervise a traineeship and/or a research for thesis: due to the specificity, such an opportunity is not always guaranteed by all the receiving universities.

During the mobility, the assignee will have the Erasmus student status and they will be full-fledged enrolled in the receiving university, which will not ask for tuition fee payment. Nevertheless, the assignee will have to fulfill the University of Siena obligations: pay the tuition fee 2023/2024, fill the study plan 2023/2024 and comply with the other fulfillments.

Finally, during the mobility the career is suspended and no exam can be taken as well as other didactic activities delivered by the University of Siena (not even on-line).

Art. 3 - Host Universities

Destinations are grouped into three macro areas (Economics-Law-Political Sciences, Humanities, Experimental Sciences-Medicine): the tables are available at <https://en.unisi.it/international/mobility-abroad/study-and-research-abroad/erasmus-studies>.

In selecting their destination, students must carefully read the instructions provided next to the name of the foreign university:

- Agreement ID number starting with BA assigned to each destination listed both in the table uploaded at <http://en.unisi.it/international/mobility-abroad/study-and-research-abroad/erasmus-studies> and in the online application page;
- Level of study to which the grant is restricted, corresponding to the level of study programs that will be available at the registered foreign university (First level: bachelor; Second level: Master; Third level: doctoral or postgraduate courses). Many host Universities do not permit attendance of courses of lower or higher levels than the ones students are attending at their home University;
- Subject area must correspond to the type of courses available at the registered foreign university (sometimes exclusively). In particular, students should select subject areas similar to those of their degree course in Siena;
- Level of language proficiency and/or international certifications of language, both recommended or requested (often to be sent to the University before the mobility, for acceptance at the receiving University itself).

The candidate may choose up to three destination to be listed in order of preference. The agreement identification number will help verify the exact correspondence between the destination chosen in the table and that one in the online application.

Candidates are strongly recommended to visit the webpages of the university of their interest in order to get information concerning language level requested, deadlines, visa, documents requested and any other issue.

In the Erasmus for studies webpage are available the fact sheet received by the partner universities: <https://nuvola.unisi.it/index.php/s/9B2e3aErQts1FQq/authenticate> (password: 23-24)

Art. 4 - Application procedure

The application has to be submitted on-line at the page <https://segreteriaonline.unisi.it/Home.do> > International mobility outgoing > Mobility application.

Applications will be accepted from 12:00 (noon) on 17th January to 12:00 (noon) on 8th February 2023, deadline of this notice of selection. The deadline for application cannot be postponed for any technical problems.

The instructions will be available on the webpage <https://en.unisi.it/international/mobility-abroad/study-and-research-abroad/erasmus-studies>.

Once submitted, the application cannot be modified or amended.

A green marking at the end of the procedure indicates that the application has been submitted correctly. If the control colour is yellow, the application is incomplete and cannot be assessed.

In the meantime candidates are invited to check their income category in the Segreteria on-line (code from 0 to 9) and report inconsistency to the office in charge.

Art. 5 - Evaluation of Applications

The evaluation will be calculated based on the following items that will be summed:

1) merit score (max 30 points):

- for students enrolled in I level courses (L1, L2, LC5, LC6, LM5, LM6):

$0.8 * \text{average of grades awarded} + 0.2 * (30 * \text{credits earned} / \text{credits required})$;

- for students enrolled in II level courses (LM, LS):

$0.15 * \text{average of grades awarded} + 0.15 * (30 * \text{credits earned} / \text{credits required}) + 0.7 * \text{mark on access degree (in thirtieths)}$;

- for students enrolled in III level courses (M1,M2, D2, S1,SP2,SP3,SP4,SP5,SP6):

mark on access degree (in thirtieths);

2) proficiency in a foreign language (max 30 points): see art. 6 and tables attached;

3) congruence of the study abroad programme and the applicant's motivation (max 30 points): to be assessed by the Coordinator. The coordinator may approve the destination ranking elaborated by the system on the sum of 1) and 2) scores without adding any points.

As for point 1, **the reference date is February 17th, 2023.**

Each preference will be assessed in accordance with the mentioned criteria. As a result, evaluations may differ from one preference to another.

For those with the same total score, the software Esse3 managing the ranking procedure will apply the standard criterion.

Art. 6 - Evaluation of language proficiency (University Language Centre)

As for art. 5, point 2, proficiency in a foreign language will be assessed for each of the destinations chosen (according to the languages specified in the table of destinations). The level assessed (regardless of the requested or recommended language level) will be used for the sole purpose of the application. Should several languages be mentioned in the exchange destination and should the candidate be proficient in more than one of these, the system will consider the language with the highest degree of proficiency.

Native speakers too must respect the following rules.

Language skills will be assessed on the basis of proficiency tests and language exams taken or any certificates held by the candidate. These data will be extracted from the CLA database and from the online student's record book. Proficiency tests must have been taken and passed, without exceptions, by January 31, 2023.

English language

For English language proficiency, applicants who already hold a qualification (idoneità) or certificate recorded by the University of Siena in the current or recent academic career or an exam mark out of thirty will be evaluated automatically and need not provide any other documentation.

Applicants (PhD students included) who have not already presented an international certification must do so by sending it to CLA (infocla@unisi.it for students from Siena and cla-ar@unisi.it for students from Arezzo) by 8/2/2023, writing "candidatura bando Erasmus" ("Erasmus application form") in the subject line, and wait for a confirmation of receipt. The table of recognised certifications is published on the CLA website (https://www.cla.unisi.it/sites/st17/files/allegatiparagrafo/01-12-2022/tabella_certificazioni_riconosciute.pdf).

Should the certification already produced at the CLA be of a higher level than that recorded in the student's career, the actual level of the certification will be automatically taken into account (information already held by the CLA).

Candidates (PhD students included) who have taken an English exam or proficiency English test at a previous university course of studies outside our University, not more than 4 years before their enrollment at the University of Siena, must send to the CLA (infocla@unisi.it for students of Siena and cla-ar@unisi.it for students of Arezzo) no later than 8/2/2023 Ref.: "Erasmus call application", the entire previous course of studies documentation, including all exams passed and dates in which they were taken and the program of the English exam which must mention the language level reached.

Students enrolled in Scienze della Comunicazione (Communication Sciences), Strategie e Tecniche della Comunicazione (Communication Strategies and Techniques), Language and Mind, Public and Cultural Diplomacy who have obtained from the Teaching Committee the validation of an exam or language proficiency test taken in a previous course of studies at another University and which is not in the online student's record book yet, must report this to the Ufficio Studenti DISPOC (DISPOC Students' Office) (didattica.dispoc@unisi.it) who will communicate it to the Centro Linguistico (CLA-Linguistic Centre).

Other languages

For all other languages (French, Portuguese, Spanish and German), candidates (PhD students included) who took a proficiency test or an exam with a grade in thirtieths in their current or immediately preceding degree course (always at this University) will be assessed automatically. If you believe that you have skills that are not certified, you must contact the relevant CEL (Language Expert) to take the proficiency test. The same applies if you have a certificate: you must present it to the relevant CEL, which will examine it for possible validation. The contact details for CELs in languages other than English are published on the CLA website - under the section "Other languages" (<https://www.cla.unisi.it/it>).

The students in Arezzo have to give the documents to CLA (cla-ar@unisi.it), in case they had not done it already.

General rules

Those who have already submitted a certificate to the CLA and obtained validation with a score under another Overseas or Erasmus mobility call in 2021 or 2022 need not resubmit it, as it will be automatically taken into account for the purposes of this ranking.

Documentation produced without a clear indication of the language level according to the parameters of the Common European Framework of Reference for Languages (A1, A2, B1, B2 etc.) and documentation delivered after 8/2/2023 will not be evaluated in any way.

The scores relating to language assessment will be published on the webpage <https://www.unisi.it/internazionale/outgoing-students/studio-e-ricerca-allestero/erasmus-studies>.

Applicants will be notified by e-mail and will have the opportunity to report any anomalies to outgoing@unisi.it no more than 2 days after the date of publication. No further objections will be accepted after this date.

In the event that the level of knowledge of the foreign language does not comply with that required by the host university, access to the ranking for the destination assignment will not be blocked. Students will then have to give confirmation of their linguistic knowledge to the future host University, according to the modalities requested by it.

In the event that a candidate is not in possession of certifications proving the level of linguistic knowledge, they will be awarded a score of 0.

For further clarifications, candidates can write to infocla@unisi.it

Art. 7 - Assignment of the Erasmus destinations

Despite their own name being listed in each rankings of the destinations chosen, only one destination is assigned by the system and it cannot be changed unless:

- the partner university closes the exchange after assignment
- a geopolitical crisis occurs in the receiving country

Assignment list publication. The list of assignees of the Erasmus destinations, together with the rankings of the grant recipients approved by the General Director, will be published at <http://www.unisi.it/internazionale/studio-e-stage-allestero/studio-e-ricerca-allestero/erasmus-studies>. Students will also be notified by e-mail (@student.unisi.it).

Semester choice. In the three days after publication, through the <https://segreteriaonline.unisi.it/Home.do> > International mobility outgoing > Mobility application, the assignees will have to indicate the mobility period. Mobility periods of more than 6 months are considered full-year mobilities and no choice is possible.

Nomination. The International Relations Division will then communicate the names of assignees to the host Universities, indicating periods and duration, and request that information material and forms (Application Form, Learning Agreement Accommodation Form etc.) be e-mailed directly to the student, as these are necessary to organize the mobility period and complete enrolment.

The status of Erasmus students will be confirmed only if the assignees comply with the procedures set out in this Notice. They are also subject to acceptance by the host universities.

Should students change their degree course after assignment, the mobility can be carried out only if the new course is compatible with the destination.

Art. 8 – Assignee responsibilities

After nomination sent to the receiving university:

Once selected, students who are not citizens of the European Union must obtain information regarding visa requirements and economical conditions required by the country in which they will carry out the mobility by contacting the embassy in Italy.

Should the Italian permit of stay expire during the mobility period, it must be renewed before leaving Italy. Participants have to comply with the application procedure of the receiving university in order to obtain the final acceptance of the mobility and the study plan. It is the student's responsibility to reach the level of language proficiency required and produce any relevant certificates by the deadline specified by the foreign University.

Before the mobility

In the webpage:

<https://en.unisi.it/international/mobility-abroad/study-and-research-abroad/erasmus-studies/mobility>
documents and procedures of:

- Learning agreement
- Grant agreement and disclaimer form
- Online Language Support
- Bank details
- Domicile
- Withdrawal

During the mobility

In the webpage:

<https://en.unisi.it/international/mobility-abroad/study-and-research-abroad/erasmus-studies/during-mobility>

documents and procedures of:

- Erasmus certificate and travel ticket or boarding pass
- Exceptional, major changes to the original Learning agreement
- Mobility period extension

After the mobility

In the webpage:

<https://en.unisi.it/international/mobility-abroad/study-and-research-abroad/erasmus-studies/after-mobility>

are listed the procedures to comply with after the end of the mobility.

Art. 9 – Financial Contributions

European grant. All mobilities are granted.

The European financial contribution to Recipients, in accordance with the Ministry of Education, University and Research (MUR) decision for 2021/27 mobilities, establishes the following amounts:

Mobility to:	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden and United Kingdom	350 Euros /month
Mobility to:	Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Portugal, The Netherlands, Spain	300 Euros/month
Mobility to:	Bulgaria, Czech Republic, Croatia, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Slovakia, Slovenia, Turkey	250 Euros/month

The grant will be paid as follows:

- 80% of the total grant within 30 days after delivery of the Erasmus certificate indicating the arrival date and the boarding pass or travel ticket to outgoing@unisi.it
- the balance after completion of the After the mobility procedure

Inclusion support

In order to help the students with fewer opportunities to carry out an Erasmus mobility, an additional grant of Euro 250,00 per month is allocated to the following categories:

- a) economic disadvantage
- b) refugee/temporary protection
- c) parent with minor children
- d) worker
- e) orphan of at least one parent
- f) disability

Fall into category a) students with Italian citizenship with an income range from 0A to 2N present in the Segreteria online at the moment of the mobility assignment and students coming from countries with income coefficient <1 (see the Tab. B of the Tuition Fee Rules 2023/2024, <https://www.unisi.it/tasse>).

The condition from b) to f) have to be evidenced by suitable documentation and delivered with the grant agreement.

Ministerial integration

Through Ministerial Decree no. 989 of 25/10/2019, the MIUR determined the funds allocated to public and private universities and indicated that it shall integrate the European grant.

A ranking list of MUR grant Recipient, Eligible and Zero-grant students shall be published. The rankings will be based on the combined sum of the merit score and the language proficiency score, and grants will be assigned until funds run out. The amount of the MUR monthly integration will be calculated on the basis of the student's economic condition (i.e. income code from 0A to 4k) present in the Segreteria on-line when destinations are assigned. The monthly amount will be published in the ranking list.

It will be paid in two instalments:

- 50% after delivery of the Erasmus certificate;
- the balance after completion of the After the mobility procedure

Should the mobility period declared in the grant agreement be extended, the eventual additional grant will be declared on the extension period form returned by the International Relations Division.

Students supposed to start their mobility at the beginning of AY 2023/2024 will be considered as renouncers if their Erasmus certificate is missing or the shift to the second semester is not notified by 15/11/2023, and their grant/s reallocated to cover the eventual period extension requests.

Green travel contribution. An ad hoc contribution is contemplated for so-called "green" trips in both ways to reach the host site through sustainable means of transport (i.e. bicycle, bus, carpooling, train). The contribution will be 50.00 euros + 1 day of individual support per segment (monthly amount/30 days). Plane, boat, car and motorcycle are not considered sustainable means of transport.

Department of Philology and literary criticism (DFCLAM). Thanks to MUR financial support for the excellence departments, the Department of Philology and literary criticism will support the Erasmus for studies mobility with 14 scholarships of Euro 1.000,00 each (see table), as integration to the European grant, thanks to the ministerial funds as Excellence Department. The scholarship will be assigned to students enrolled in the Master courses of Classical Literature and Modern Literature and the Bachelor course of Studies in Literature and Philosophy (SLP) and Languages for Intercultural and Business Communication (LIBC), and selected by DFCLAM, who complete a mobility period of at least 4 months and acquire at least 18 university credits. Students who do not fulfil the requirements will be asked to fully or partially refund the grant.

The grant will be paid to the assignee in one lump sum after delivery of the Erasmus certificate and the travel ticket or boarding pass.

N.	Grant	Degree course
6	1.000,00	Erasmus – Master courses
3	1.000,00	Erasmus – Master courses – United Kingdom
2	1.000,00	Erasmus – SLP and LIBC
3	1.000,00	Erasmus – SLP and LIBC - United Kingdom

The Department reserves the right to assign the scholarship differently as a consequence of the number of applications received for each category and following the rankings outcomes.

Special needs. Additional funds will be allocated to support the mobility period of students with special needs. Application instructions will be given after destination assignment.

Regional Agency for the Right to Education. Erasmus assignees continue to receive any national study grants or scholarships awarded, while they may not simultaneously be in receipt of other grants funded by the European Commission. Students who have been awarded an ARDSU (Regional Agency for the Right to Education) grant for 2023/2024 and are assignees of an Erasmus mobility for academic year 2023/2024 may apply for a regional grant for international mobility. For further information, visit the website or www.dsu.toscana.it, phone 0577/760819 or email to gtabbi@dsu.toscana.it.

Art. 10 – Refunding of grants

The grants are calculated on the real period of the mobility stated in the Erasmus certificate. The participant may not receive part of the grant or be asked to refund the University in the following cases:

- failing in the EU survey completion: the balance/s is/are not transferred
- mobility period shortening: refund of the difference between the advance payment/s and the grant/s calculated on the Erasmus certificate
- failing in the Erasmus certificate delivery: refund of the total grant/s

Art. 11 – Insurance coverage

Each assignee is covered by an insurance issued by the University of Siena for personal injuries and liability while carrying out their mobility (see the Sintesi in inglese delle Polizze Assicurative RCT/O e Infortuni di Ateneo in <https://www.unisi.it/ateneo/lavorare-unisi/servizi-di-economato/assicurazioni>).

The T.E.A.M. – European Health Insurance Card covers the health issues in the European countries (Island, Liechtenstein and Norway included). For additional information, the participants have to address the ASL and visit <https://ec.europa.eu/social/main.jsp?catId=1021&langId=en>

Art. 12 – Procedure for Recognition of Educational Activities Carried Out Abroad

The University of Siena guarantees the recognition of the activities listed in the transcript of records. The procedure is run by the Students' Office according to the rules stated in the "Procedure for recognizing credits of study or training activities" published on the <https://en.unisi.it/international/mobility-abroad/acknowledgement-university-course-credits-obtained-abroad> webpage.

In case of research for thesis, part of the credits of the final trial may be recognised as activity carried out abroad according to the “Recognition of credits for first or second cycle degree thesis preparation” published on the <https://en.unisi.it/international/mobility-abroad/acknowledgement-university-course-credits-obtained-abroad> webpage.

Art. 13 – Additional credit contribution

The University of Siena intends to assign an additional contribution proportionated to the number of recognised credits (minimum 15).

The amounts will be fixed after knowing the exact number of students and credits recognised.

The list of assignees with the additional contribution will be published on <https://en.unisi.it/international/mobility-abroad/study-and-research-abroad/erasmus-studies>

Art. 14 –Privacy and Confidentiality of Personal Data

As regards the personal data transmitted by candidates with the application to participate in the Erasmus + program, the University of Siena, in line with the provisions of EU Regulation 2016/679, informs that such data will be processed according to the principles established by art. 5 (lawfulness, correctness, transparency, adequacy, relevance, accuracy, minimization of processing, limitation of conservation, etc.) Furthermore, the provision of the data requested with this documentation is mandatory for the purposes of the procedure for which they are collected and will be processed only for the purposes connected and instrumental to the call and, up to the extent strictly necessary, it may be communicated to the data processors appointed pursuant to of article 28 of the EU Regulation (for example, subjects who manage applications in outsourcing or of hosting on behalf of the University).

As an interested party, the candidate may exercise towards the University of Siena all the rights provided for in article 15 et seq. of the European Regulation (access, rectification, cancellation, limitation, opposition, and withdrawal of consent).

We invite you to read carefully the information on the processing of personal data, drawn up pursuant to art. 13 of EU Regulation 2016/679, published on the University portal - Sezione Privacy <https://www.unisi.it/ateneo/adempimenti/privacy>

Table No. 1

University Language Centre

Proficiency Rating for Erasmus Candidates	
International certificates recognised by CLA or qualification exam (idoneità) or language exam in the current or recent academic career	
A1	17 points
A2	19 points
B1	22 points
B2	26 points
C1	29 points
C2	30 points