



University single call for applications MORE OVERSEAS 2021/22 Grants for student mobility with Foreign University Institutions

Introduction

In order to promote the internationalisation process, for the past years the University of Modena and Reggio Emilia has approved the call for applications for student mobility based on mobility agreements with Foreign University Institutions.

General information

The call for applications offers **6-month grants** (indicative duration) during the **second semester of A.Y. 2021/22** for student mobility towards Institutions in EU or non-EU countries not falling within the Erasmus+ programme with which the University of Modena and Reggio Emilia has signed mobility agreements.

Mobility programmes must be completed by 30/09/2022, last start date available 01/07/2022.

Annex 1 “List of universities” shows a list of the Institutions, broken down by department, for which a mobility grant has been requested; not all departments have requested mobility grants.

The universities marked in yellow and with the wording “subject to condition” are still finalising the agreements at the time of the publication. In the event that the partner university does not confirm by 25/06/2021, the agreement is considered not finalised and the mobility programme cannot be implemented.

The monthly amount of the grant is of 650 euros gross for a maximum of 6 months (3,900 euros gross).

The amount of the grant varies based on the actual duration of the university semester in the partner university, as per its university calendar and what specified in the invitation letter sent by the hosting university and certified at the end of the mobility programme.

The duration of the mobility period cannot be less than 3 months (90 days based calculating each month of 30 days).

The average duration is 4 months and a half.

The duration of the mobility as per Annex 1 “List of universities” is purely indicative - except for 3-month mobility programmes - and therefore is based on the duration of the university semester.

Please note that:

the start date of the mobility programme indicatively corresponds to the day in which the student must be at the hosting Institution, for example, for the start of courses, for a welcome event organised by the hosting Institution or to participate in a language course organised by the hosting Institution.

the end date of the mobility programme is the last day in which the student must be at the hosting Institution and not the actual leaving date. For example, it may be the end of the examination period, the end of the courses or the end of the period of compulsory attendance.

In the event of withdrawal of attendance of a period less than 3 months (90 days), the student shall return the full grant.

No extensions may be requested.

Means of payment will be defined in the financial agreement between the student and the Institution.

The mobility period can start only once the selection procedures have been completed, the grant has been assigned, the enrolment in the partner university has been made and accepted, the visa issued, and the financial agreement signed.

The mobility programme shall be completed by 30th September 2022.

The activities allowed during the mobility period must necessarily generate credits proportional to the duration of the mobility period (3 months=12 CFUs; 1 semester=30 CFUs); credits must be recognised at the end of the study period and included in the study career (under penalty of returning the grant, with certain exceptions that shall be approved and duly communicated by the

coordinating professor of the assigned university to the International Relations Office, also by e-mail.

The activities are as follows:

- attendance to courses and examinations
- preparation of the thesis also in university laboratories, only if it gives credits that will be acknowledged in the career after the mobility and before the awarding of the title as credits relating to the preparation of the thesis (to be checked with the relevant Department).

Please note that the allocation of credits for the preparation of the thesis abroad is envisaged for students enrolled in Master's Degree Programmes, whereas it is not envisaged for any Bachelor's Degree Programme: an accurate check of this aspect is therefore needed for students enrolled in Bachelor's Degree Programmes so that the activity may be duly recognised as a teaching activity generating credits in the student's career.

Students enrolled in programmes not offering credits for the preparation of the thesis abroad shall **also** attend courses and take examinations.

Ph.D. students may carry out research activities planned in their study programme and approved by their Ph.D. coordinator.

Students who are awarded the mobility programme will be exempted from paying the tuition fees at the hosting Institution; they shall bear personal expenses, including meals, accommodation, travel, healthcare expenses, insurance, expenses for obtaining the visa where needed, and books, as well as any fees for access to the facilities that may be requested by the partner Institution.

To the benefit of students, the University provides insurance coverage against injury and civil liability against damages claimed by third parties, with validity also during the mobility period and exclusively for carrying out authorised institutional activities. Students who have been allocated the grant will be issued all relevant documents by the International Relations Office.

Partner campuses may request insurance and/or healthcare cover (see section "Obligations on beneficiaries"). Please contact the International Welcome Desk (internationalwelcomedesk@unimore.it) for any aspect related to healthcare insurance and visas. Mobility students must pay the enrolment fees to the University of Modena and Reggio Emilia.

Admission and attendance requirements

Eligible applicants for the partner universities are students regularly enrolled in UNIMORE degree programmes, **taking into account the level of study specified in Annex 1 for each campus** (LT= Bachelor's degree, LM= Master's degree, LM single cycle or Ph.D. based in UNIMORE) that are included in the training offer of the University of Modena and Reggio Emilia, including intra-university courses, provided that in this last case the students' career is managed by the University of Modena and Reggio Emilia (i.e. students have started their university career at UNIMORE). Applicants must also have paid tuition fees for the academic year 2020/21 before the deadline set in the call for applications.

At the time of the departure for the period of study abroad, students must be enrolled in a degree programme for the academic year 2021/22 (LT, LM, LM single cycle, or Ph.D. based in UNIMORE), and in the event of a bachelor's or single-cycle master's degree programme, at least in the second year of attendance.

Students who have not yet returned any amounts unduly received for previous mobility calls for applications are excluded.

In addition to be enrolled in UNIMORE degree programmes, non-EU citizens must also have obtained a residence permit and subsequent entry visa for the destination country (students must take care of it well in advance).

The final qualification may be awarded only after completing the minimum mobility period of 90 days, the procedure for the recognition and transcription into the study curriculum of the relevant credits (CFUs) related to the activities provided in the learning agreement, carried out abroad and certified by the partner university.

Applicants must meet the admission requirements specified for each university in Annex 1 "List of universities" by the deadline of this call for applications.

Language requirements

Students applying for universities requesting an internationally valid language certificate (please check in the specific field of Annex 1, "List of universities) **must state it in Annex 2 (compulsory) and attach it accordingly** or get the certification independently, also referring to bodies outside UNIMORE, as the case may be.

Passing the language examination or proficiency test, where specified in the relevant field of Annex 1 “List of universities”, will be verified for current or previous study careers at UNIMORE through the data collected from online applications; for any previous careers in other universities, students must fill in the relevant field in Annex 2 (compulsory).

Where no international certifications and/or passing an examination/proficiency test during the study career are required, and only a language level is necessary, applicants must state any language knowledge/certifications possessed in Annex 2 (compulsory) and attach any relevant certifications.

Submitting the application and choosing the university

Interested students may submit their application by filling in the online application form <https://www.esse3.unimore.it/LoginInfo.do> **by and no later than 1 pm of 7 June 2021; Annex 2 must necessarily be filled in and uploaded**, following the instructions provided in “Online application guide” together with any **language certifications** where requested. **NO HARD COPY OF THE APPLICATION FORM IS REQUIRED**

Available universities are listed in Annex 1 “List of universities” to this call for applications, which reports the destination campuses for each Department, the levels of study for the mobility programme, any recommended or required language requirements, as well as the name of the coordinating professor.

Interested students should carefully read Annex 1 “List of universities” for the destinations of interest along with the Online application guide.

For further information, please contact the International Relations Office - e-mail moreoverseas@unimore.it.

Information on teaching activities is available on the websites of partner universities.

For any technical issues regarding the filling in procedure of the online application, please contact webhelp@unimore.it.

Applications that are incomplete or submitted after the deadline, not filled out properly or not meeting the requisites set in the call for applications shall be discarded.

The following documents are an integral part of this call for application: Annex 1, the online application form, the “Online application guide”, and Annex 2 (COMPULSORY).

Selection of applicants

The coordinating professor/department board are in charge of selecting the applications, based on criteria set by each department and possibly also by requesting an individual interview.

When assigning grants, priority will be given to students who have never benefited from MORE Overseas international mobility grants from the University of Modena and Reggio Emilia in previous academic years.

Students submitting the application by the deadline are invited to contact the coordinating professor directly for information on any motivational interviews. Please regularly check the board of the department website.

Rankings

Rankings will show the list of awarded students and suitable applicants who will take over in case of withdrawal of awarded students; they will be published exclusively on the website <http://www.unimore.it/bandi/StuLau-gradinternaz.html> by 9 July 2021.

The International Relations Office will send an email communicating that the list has been posted only to the official email address (...@studenti.unimore.it), and shall not be responsible for any reception failure - for instance if the email goes into the spam folder. Therefore, students are responsible for monitoring the above-mentioned website.

Note: each student may only be awarded one MORE Overseas grant for only one university abroad for the academic year 2021/22.

List are processed based on the ranking order. The International Relations Office shall be responsible for contacting the newly awarded students following to the list processing by e-mail indicating the terms and modes for accepting the grant.

Suitable applicants may be contacted compatibly with the deadlines set by the partner universities for nomination and enrolment procedures. Their leave shall be subject to the acceptance of their application by the partner University and obtainment of a visa.

Acceptance

Applicants well placed in the ranking will be entitled to accept the grant within 5 days after the publication of the ranking. Acceptance must be in accordance with the procedures indicated by

the International Relations Office when publishing the rankings. If the International Relations Office does not receive the acceptance within this term, the student will no longer be entitled to participate to the MORE Overseas mobility programme.

In the acceptance form, students shall provide the indicative dates planned for their stay abroad and the type of activity (attendance to courses and examinations, preparation of the thesis or research for Ph.D. students), taking into account both the recommendations of the professor in charge of the mobility, and the start dates of the courses at the host University. On accepting the grant, students shall also provide a valid IBAN number they are holders or co-holders of, to which the grant will be credited.

Please note that the office will give the student's name to the partner university ONLY after receiving the student's acceptance.

Awarding the grant

Before leaving and upon instructions by the office, awarded students must sign a Financial Agreement with the International Relations Office, undertaking to attend the university semester at the partner university, among other things.

Students leaving without signing the financial agreement shall be deemed deprived of their right to receive the grant.

Obligations on beneficiaries

Awarded students shall:

- send their acceptance of the grant within 5 days following the publication of the ranking;
- personally **organise their stay** abroad by INDEPENDENTLY gathering all necessary information also by visiting the website of the partner university assigned; website URLs are provided in Annex 1 "List of universities".

The office will take care of publishing any useful information received by the partner universities on the call for applications page adding it to the various documents available for the call;

- by the deadlines set, fill in the forms (**Application form, Accommodation Form, Housing Form, etc.**) required for the enrolment and to use the services and the activities made available by the partner university (accommodation arrangements, language courses, etc.). Any documents required to be issued by the home university should be requested by e-mail to moreoverseas@unimore.it with at least one-week notice.
- Contact the coordinating professor of the University of Modena and Reggio Emilia who is in charge of the interchange programme in order to agree the study plan that will be completed abroad and reported in the "**Learning Agreement**" form.

The Learning Agreement is the study programme that students are willing to follow abroad and, subject to approval by the partner university, is the foundation for the **full** university recognition at the end of the mobility period – **with no programme integrations or additional examinations.**

Students leaving to **prepare their Master's degree thesis** must state the topic in the Learning Agreement, as well as the name and signature of their tutoring professor at UNIMORE; in addition, the activity for preparing the thesis shall be monitored by a professor at the partner university who will supervise and certificate the activity carried out and the start and end dates.

The relevant form will be sent by e-mail together with subsequent formalities.

The Learning Agreement may be modified within one month after students arrive at the partner university, and provided that any changes are always agreed with the professor coordinating the mobility and with the professor in charge at the host University;

- personally check - by contacting the partner university and the relevant authorities (**Embassies/Consulates**) - the conditions regarding the access and temporary stay in the foreign Country, as well as the times and the procedures to follow (especially for citizens of a non-European country). Please note that visa requirements shall be borne in full by the student; therefore, students are invited to contact the Embassy or Consulate of the destination country well in advance.

Please contact the International Welcome Desk (internationalwelcomedesk@unimore.it) for any aspect related to visas.

- personally check whether the partner university requires specific **insurance and/or healthcare cover**. Students may be required to sign a private insurance also for having the entry visa issued for the foreign Country. **Please contact the International Welcome Desk (internationalwelcomedesk@unimore.it) for any aspect related to healthcare insurance.**
- sign the **financial agreement** governing all the aspects of the mobility. Students leaving without signing the financial agreement shall be deemed deprived of their right to receive the grant. The agreement will be signed in accordance with times and modes that will be

communicated by the International Relations Office (approximately shortly before the leaving date).

- regularly attend the courses/prepare the thesis at the foreign university and get the attendance certificate that will be submitted to the International Relations Office after the return; extensions may not be requested; no interruptions of the mobility period are allowed, save for force-majeure reasons and subject to the authorisation by the International Relations Office;
- at the end of the mobility period, submit to the International Relations Office a document proving the attendance and a declaration that the planned activities have been carried out (Transcript of Records/document proving the activities carried out in case of preparation of the thesis/research for Ph.D. students), both issued by the partner university;
- hand over to the coordinating professor or other reference figure the Transcript of Records in case of attendance to courses and examinations and/or the declaration that the activity for preparing the thesis/research for Ph.D. students has been carried out, issued by the supervisor of the partner university to the purpose of recognising the activities carried out abroad and consequent transcription in the study curriculum of the CFUs recognised before the awarding of the qualification. The coordinating professor shall provide for recognising the activities carried out by the student at the host university based on the terms defined in the “*Regulation for the recognition of periods of study abroad*” (<https://www.unimore.it/mobilita/ects.html>) and any further specifications of the Departments/Faculties/Degree Programmes.

Note: subject to issuing the invitation letter needed to apply for a visa, some universities require a valid passport for at least 6/12 months at enrolment.

Please also note that students who are awarded a MORE Overseas grant for the academic year 2021/22 may also benefit from an other international student mobility allowance if the two periods abroad do not overlap (before leaving for the MORE Overseas programme, students must have signed an agreement that there are no pending amounts left for the other programme, based on the instructions provided by the International Relations Office, and vice versa).

Checks

Please note that pursuant to Art. 71 of Presidential Decree no. 445 of 28/12/2000, the Administration will perform any suitable or random checks, as well as any checks required in the event that reasonable doubts arise about the truthfulness of self-certification statements.

Person in charge of the procedure

Pursuant to Art. 4 of Law no. 241 of 7th August 1990 “New rules on administrative procedures and on access to administrative documents”, the person in charge of the procedure is Ms. Francesca Bergamini, International Relations Office - Tel.: 0592056568, e-mail: moreoverseas@unimore.it.

Processing of personal data

On personal data processing, the University of Modena and Reggio Emilia will operate in accordance with the Annex “Privacy Policy”, pursuant to Art. 13 of the EU general regulations 679/2016 on data protection.

The Director General
Stefano Ronchetti
Signed Stefano Ronchetti