



**PUBLIC CALL  
FOR THE AWARD OF NO. 2 GRANTS FOR EXTRA EU MOBILITY  
WITHIN THE JOINT UNIVERSITY COOPERATION AGREEMENT  
WITH “FLORIDA GULF COAST UNIVERSITY” (USA)**

**Mobility Grants Starting from 10 August 2019 to 01 February 2020**

**Article 1 – Financial Support**

In compliance with Chancellor's Decree No. 198 of 22/06/2018 the herein public call is issued for the selection of students of the Department of “Law”, “Economics and Law”, “Political Science, Communication and International Relations”, “Education, Cultural Heritage and Tourism”, at the University of Macerata, for the assignment of two grants amounting monthly to **€ 800,00** related to international mobility to carry out study activities, as outlined below under Article 5, and possibly research for the purpose of attaining a university degree.

**Article 2 – General Eligibility Requirements**

Eligible students must meet the following requirements:

- They must have enrolled in one of the degree courses in the Department of “Law” Economics and Law”, “Political Science, Communication and International Relations”, “Education, Cultural Heritage and Tourism”;
- They must have adequate knowledge of the English language;
- They undertake to be involved in mobility for the minimum period of 6 months and to gain No. 30 ECTS;
- They acknowledge ECTS gained during mobility are part of their study plan and not extra ECTS;
- For the same mobility activity they must not receive other financial support related to other mobility programmes.

**Article 3 – Submitting Application**

Candidates may apply for the award of grants by submitting the Application Form found on the following webpage: <http://giurisprudenza.unimc.it/it/dipartimento/bandi/bandi-studenti> and on the website of the International Relations Office (<http://iro.unimc.it>).

**Applications shall include the following mandatory details concerning candidates:** (a) name and surname; (b) student registration number; (c) tax code, (d) e-mail address. Failure to provide such information shall result in candidate exclusion.

In addition, applications must **include** the following documents: **(a)** self-declaration stating the candidate has enrolled in academic year 2018/2019 or committal to pay for enrollment in academic year 2018/2019, with list of exams taken and marks obtained; **(b)** motivational letter in which to make a proposal for *learning agreement*; **(c)** any document regarding previous mobility abroad and/or foreign language certificate; **(d)** CV (in Italian or English).

**Applications must be sent by mail to [francesca.spigarelli@unimc.it](mailto:francesca.spigarelli@unimc.it) within 8 pm of 3<sup>rd</sup> April 2019. Failure to sign the application will result in exclusion.**

**Article 4 – Ranking and Ranking Approval**

The merit ranking will be formulated based on the evaluation of the qualifications and the motivational interview.

The motivational interview will be held on **11<sup>th</sup> April 2019 at 4.30 pm** at CreaHub (via Gramsci, Macerata).

In order to be assessed applicants must meet general eligibility requirements herein outlined under Article 2, specifically with regards to **minimum foreign language level** required by the partner university.

The following criteria apply:

- Knowledge of English language (20 points): proven through attestation of language and / or certificates of previous mobility;
- Weighted average of all exams passed before the deadline of the herein public call (20 points)
- Motivation letter in which to make a proposal for *learning agreement* (20 points).
- Interview (40 points).

In case of same score, the younger candidate will be given priority.

The ranked list of successful candidates shall be published on <http://giurisprudenza.unimc.it/it/dipartimento/bandi/bandi-studenti> and on the International Relations Office webpage (<http://iro.unimc.it>) within **12<sup>th</sup> April 2019** and it is considered as official notice. Within no more than **12 am of 17<sup>th</sup> April 2019**, award winners must acknowledge acceptance or waiver of the award by e-mail writing to the following address: [francesca.spigarelli@unimc.it](mailto:francesca.spigarelli@unimc.it).

**Failure to acknowledge acceptance will result in exclusion of the successful applicant and awarding of the grant to the next-in-rank.**

#### **Article 5 – Activities Allowed at Partner University Abroad**

Academic activities allowed during mobility related to the herein public call are:

##### **1. Examinations.**

Academic activities shall be carried out according to the following schedule fixed by the partner university: start of activities August 14<sup>th</sup>; start of classes August 19<sup>th</sup>; End of classes December 14<sup>th</sup> 2019, with obligation to return within **01/02/2020**.

##### **Mobility Procedure**

**At least one month before departure** students must go to the International Relations Office to:

- Communicate departure date;
- Supply a copy of receipt of payment of the first installment for enrolment in the University of Macerata for the current academic year;
- Supply the Learning Agreement to carry out at the partner university, signed by the Agreement Representative (including the list of modules they wish to take abroad, along with module specifications, and the list of equivalent Italian modules), **that must be consistent with one's study plan**;
- Sign the mobility contract (once departure date has been established and supplied);
- Specify how the grant is to be paid<sup>1</sup>.

N.B.: Award winning students have the task to collect the necessary documents to obtain their residency permit or visa. In order to do so, all necessary information can be found on the partner university webpage or obtained from their Embassy/Consulate located in the host country.

**Upon departure** students must have the following documents:

- Valid passport that is not expected to expire during their stay abroad;
- **Visa** to enter the foreign country (where required);
- Two **certificates of exchange student** (to be delivered to the International Relations Office after supplying the departure date);
- **Certificate stating beginning and end of mobility period** (to be delivered to the International Relations Office after supplying the departure date)
- Valid private health insurance covering mobility period abroad;
- European Health Insurance Card;
- Any specific document required by partner university.

Award winning students have the task of organizing their stay abroad (visa, transfer, insurance, board, accommodation, enrolment in foreign language course). They may contact the Agreement Representative Tutor for further information on academic, day-to-day and organizational issues.

#### **Article 6 – Mobility Period**

Mobility program must end within **01/02/2020**.

#### **Article 7 – Academic Duties**

**First of all, students have to collect information concerning study opportunities at partner university getting in touch directly with their Agreement Representative Tutor.**

Before departure (and in any case within 1<sup>st</sup> July 2019), **students have to draw up a Study Plan to carry out at the partner university (*Learning Agreement* including the list of modules to attend abroad, along with module specifications, and list of equivalent modules offered by the University of Macerata) that is to be consistent with their study plan at the University of Macerata.**

The former Study Plan has **to be signed by both the student and the Agreement Representative Tutor**. Any change to the Study Plan required after the students' reach the partner university has to be effected and made official **within a month from their arrival**. Any further change students wish to make to their Study Plan has to be officially approved by the Agreement Representative Tutor and a coordinator at the foreign institution.

Exams taken during the extra-Erasmus mobility must be approved **within the end of February 2020**. Exams taken abroad must be registered on the online student record book by the Students Administration Office of the relevant department and bear **the date on which the International Relations Office acknowledges the exam transcript**, that is at the end of the mobility period. Therefore, students who receive other grants (for example, grants by *ERSU* (Regional Board for University Studies), the University of Macerata, and the like) **have to find out any deadline within which exams need to be registered in order to apply for further financial support.**

At the partner institution, **students have to go to the International Relation Office of the foreign university to enrol and to sign the certificate stating beginning and end of mobility program.**

#### **Article 8 –Payment of Grant**

Award winning students shall receive financial support amounting monthly to € 800,00 **only if they carry out academic activities at the foreign institution which attract ECTS according to partner university regulations or are certified by the partner university. It must be feasible for the University of Macerata to convert such activities into credits. Therefore, 6 months of mobility period should attract 30 ECTS (approved by the University of Macerata), though they are not extra credits, but fall within the award winners' student career.**

Within **10 days from their return**, and in any case within the end of February 2020, in order to receive the grant students shall supply the **International Relations Office** with the following original documents stamped and signed by foreign university representatives:

- **A certificate bearing beginning and end dates of mobility period confirming both the period spent abroad and actual execution of the program<sup>2</sup>.**
- **A certificate listing exams taken, activities carried out and minimum credits gained:** students who have also carried out **research for their dissertation** must provide a statement by their Supervisor certifying such activity has been consistent with the Study Plan they submitted before departure. Any placement must be registered in the *Learning Agreement* and in the *Transcript* issued by the partner university at the end of the mobility program.

**The grant is awarded by single payment at the end of the mobility period if mobility lasts 90 days or by two payments if mobility exceeds 90 days. In order to receive an advance payment amounting to one third of the expected award, students must go to the International Relations Office at the partner university for enrolment, and also send a document stating the starting date of the mobility period at the foreign institution to the International Relations Office of the**

**University of Macerata (either by fax, fax No.: +39 0733 2586039 or by e-mail, e-mail address: [cri@unimc.it](mailto:cri@unimc.it)).**

**If students waiver the mobility program after departure and/or do not reach the minimum amount of ECTS herein required, they shall return any moneys so far received.**

Grants are awarded to study abroad, therefore winning an award does not establish an employment relationship. Award winners are not entitled to social security or welfare services in connection with the grant.

**Article 9 – Personal Data Processing**

The University of Macerata is updating its procedure regarding people's data protection and transfer of personal data in line with new European Regulations 2016/679 repealing 94/46/CE Regulation (General regulation on data protection).

**Article 10 – Information and Contacts**

With regard to academic and training issues concerning the herein mobility program, as well as partner university requirements (nomination, application form, visa, etc.) contact Prof. Francesca Spigarelli. For further administration details contact the International Relations Office (with premises in Via Pescheria Vecchia 8; opening times: Tuesday/Wednesday/Thursday from 10:30 to 13:00; Tel. No.: +0733 258 6044 – 6042 – 6067; Fax No.: +0733 258 6039; e-mail: [cri@unimc.it](mailto:cri@unimc.it)).

Macerata, 14<sup>th</sup> March 2019

Agreement Representative Tutor  
Prof. Francesca Spigarelli



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Note:

1. Students must notify promptly changes to payment arrangements specified on the form they have submitted.

2. The total amount of the grant is established on the grounds of the actual length of time spent abroad, as specified by the dates of beginning and end of mobility shown on the certificate.