

Call for applications for student participation in ERUA2 (European Reform University Alliance 2) Short-Term Learning Activities

GENERAL INFORMATION

In November 2023, the University of Macerata joined the European Reform University Alliance (ERUA) (<https://erua-eui.eu/>), with the overall objective of developing a long-term strategy to achieve high standards of quality in education, research and innovation. This strategy aims to enable students to select and attend the courses that best suit their academic pathways across the Alliance's partner institutions, ultimately leading to the award of their final degree.

The primary objective of the Alliance is to establish a transnational university network united by shared values and common goals in research, teaching and institutional development. The other seven partner universities of the Alliance are:

Université Paris 8 Vincennes–Saint-Denis (UP8, France, Erasmus Code: F PARIS008);
Universidad de Las Palmas de Gran Canaria (ULPGC, Spain, Erasmus Code: E LAS-PAL01);
European University Viadrina (EUV, Germany, Erasmus Code: D FRANKFU08);
Mykolas Romeris University (MRU, Lithuania, Erasmus Code: LT VILNIUS06);
New Bulgarian University (NBU, Bulgaria, Erasmus Code: BG SOFIA02);
SWPS University of Social Sciences and Humanities (SWPS, Poland, Erasmus Code: PL WARSZAW37);
University of the Aegean (Greece, Erasmus Code: G ATHINE41).

ERUA is unique among the European Universities Alliances for its strong focus on the social sciences, humanities and the arts. Its public value lies in its ability to critically address and contribute to the solution of today's global challenges through an interdisciplinary approach that continuously engages with Science, Technology, Engineering and Mathematics (STEM).

ERUA aims to create an integrated European academic community in which each university retains its own identity while working collaboratively to develop a shared, transformative and long-term vision for education, research, innovation and service to society across Europe.

Within the framework of ERUA, a range of short-term mobility activities is organised, including Travelling Seminars, Intensive Courses, Semester Courses, and Summer/Winter Schools, with the objective of fostering student mobility. These activities may also be delivered in blended format, combining online and on-site components.

The integration of short-term programmes into students' academic pathways is intended to provide a flexible, multidisciplinary, integrated and innovative learning experience by combining the expertise and resources of the consortium members and associated partners. Furthermore, participation in short-term international programmes represents an important instrument for inclusion, as not all students are able to undertake the longer mobility periods required by traditional Erasmus+ programmes.

Article 1 – Purpose and characteristics of the short-term learning activities

The purpose of this Call is to regulate student participation in ERUA short-term learning activities and the procedures governing the recognition of the related academic credits (ECTS/CFU).

1. Travelling seminar

Travelling Seminars are short-term mobility activities hosted by one of the partner universities of the Alliance.

They consist of a learning programme based on the mobility of one or more academic staff members together with groups of students to another ERUA university in order to carry out a joint educational project, either within the standard curriculum or as an elective activity throughout the academic year.

The main objective of Travelling Seminars is to strengthen cooperation among the Alliance universities and promote collaborative initiatives such as: co-teaching; campus visits; field studies; and other forms of academic cooperation.



Travelling Seminars normally last from a minimum of three days to a maximum of two weeks, plus up to two travel days, depending on the specific call issued by the organising university.

They may be delivered either in person or in blended format and are open to students enrolled in: Bachelor's Degree programmes; Master's Degree programmes; Doctoral programmes.

Travelling Seminars may address any topic relevant to the objectives of ERUA, contributing to the internationalisation profile of participating students, their home university and the host university.

2. **Intensive Course, Semester Course, Summer/Winter school:**

Intensive Courses provide a substantial amount of academic content over a short period of time, generally ranging from two days to one week, while covering material equivalent to that of a traditional semester-long course. These immersive courses enable students to complete a subject in an intensive learning environment. Most ERUA Intensive Courses are delivered on campus.

Summer Schools and Winter Schools are academic programmes organised during the respective university breaks, which may vary among ERUA institutions. These programmes generally last between one and two weeks and are delivered on campus. Covering a wide range of disciplines, they provide students with the opportunity to attend additional courses and explore new academic fields.

Semester Courses are standard academic courses delivered over an entire semester, with classes normally held once or twice a week. They allow for a more gradual and comprehensive study of the subject, providing adequate time for independent study, projects and assessments. Within the ERUA framework, Semester Courses are offered exclusively online.

Upon successful completion of a short-term learning activity, participating students shall be awarded the corresponding ECTS credits (CFU/ECTS) within their academic career at the University of Macerata, in accordance with the provisions agreed upon in the ERUA Learning Agreement

Article 2 – Eligibility Requirements

The University of Macerata, in accordance with the principle of equal treatment regardless of gender, allows participation in ERUA short-term learning activities to students who are regularly enrolled (including part-time students) in the academic year relevant to the call and at any study cycle: Bachelor's Degree; Master's Degree; Doctoral Programme.

Applicants must also satisfy the following requirements:

- be regularly enrolled and within the standard duration of their degree programme for the academic year in which the activity takes place, for the entire duration of the activity and until the recognition of the related ECTS credits; or **alternatively**:
 - be expected to graduate after completion of the short-term learning activity;
 - or be regularly enrolled but have no remaining elective ECTS credits available for recognition in their study plan;
- be up to date with the payment of university tuition fees and, for non-EU students, hold a valid residence permit;
- have sufficient elective credits available within their study plan to allow the recognition of the ECTS credits awarded for the activity, as specified in the relevant ERUA Learning Agreement.

Where necessary, the University of Macerata reserves the right to give priority to students who have not previously participated in ERUA short-term learning activities.

Applicants must also meet any **additional eligibility requirements established by the host university** and specified in the relevant call for applications, which may vary depending on the type of activity.

Article 3 – Academic recognition of the learning activity

Participation in a short-term learning activity represents a unique educational opportunity within the framework of the ERUA Alliance and forms an integral part of the student's academic pathway through the possibility of obtaining academic recognition, based on the arrangements agreed in advance with the relevant Department(s) and the host institution by means of the ERUA Learning Agreement (Short-Term Learning Activity Programme).

The completed short-term learning activity shall/may be recognised within the student's academic career at the University of Macerata (UNIMC). To this end, the **recognition** of the activities carried out must be agreed in advance with the **Departmental Erasmus**

Coordinator through the completion of the **ERUA Learning Agreement**, in accordance with the University's academic regulations, the relevant study plan and/or the provisions established by the Doctoral School.

For the purposes of academic recognition, each student is required to:

- verify that their study plan includes a sufficient number of ECTS credits available for the recognition of the short-term learning activity and, where necessary, request an amendment to the study plan, including the possible addition of extra-curricular courses ("attività in sovrannumero"), in accordance with the applicable administrative procedures and deadlines;
- submit the documentation certifying completion of the activity, including: the certificate of attendance issued by the host university; the certificate or record of the final assessment, where applicable.

Article 4 – Submission of applications for short-term learning activities

Short-term learning activities may be organised by any of the eight ERUA partner universities throughout the academic year.

The application procedures and deadlines may vary depending on: the type of activity (Travelling Seminar, Intensive Course, Semester Course, Summer/Winter School); the regulations established by the host university.

Calls for applications are published on the official ERUA website (<https://erua-eui.eu/>) under: Get Involved → As a Student → ERUA Course Catalogue, and subsequently on the dedicated webpage for each individual short-term learning activity.

Each activity webpage provides detailed information regarding:

- dates and duration of the activity;
- host university and venue;
- language of instruction;
- number of ECTS credits awarded;
- required level of study;
- application procedures and deadlines;
- description of the activity and learning programme;
- specific eligibility requirements;
- selection and assessment procedures;
- contact details of the academic or administrative coordinator at the host university.

The University of Macerata shall not be held responsible for any failure to receive communications resulting from inaccurate or incomplete personal information provided by applicants during the application process, nor for delayed or omitted communications relating to technical issues encountered when submitting the application.

Article 5 – Selection procedure and ranking list

The ranking list shall be drawn up by the host university organising the short-term learning activity, in accordance with the procedures specified in the description of the activity published on the official ERUA website referred to above.

Successful applicants will receive a confirmation email from the host university at the email address provided during the application process.

Upon receipt of the confirmation of selection, successful applicants must contact the International Mobility Office of the University of Macerata by email at s.traini10@unimc.it to confirm their intention to participate in the short-term learning activity.

The International Mobility Office will provide all the information necessary to initiate the administrative procedures required for the funding of the mobility.

Where deemed necessary, the University of Macerata reserves the right to give priority to students who have never previously participated in ERUA short-term learning activities, including applicants initially placed on the reserve list.

Article 6 – Financial support for short-term learning activities

Short-term learning activities delivered entirely online are not eligible for financial support.

Where activities are organised in blended format or require physical attendance at the host university, thereby involving student mobility, financial support shall be provided through the ERUA2 – European Reform University Alliance 2 project (Agreement and Project No. 101124451).

The financial contribution shall take the form of reimbursement of eligible and documented expenses actually incurred, up to a maximum amount of € 800.00.



The maximum amount indicated above represents the highest reimbursable contribution and may differ from the actual expenses incurred for the individual mobility activity. Consequently, the final reimbursement may be lower than the maximum amount available. Reimbursement of expenses shall be processed in accordance with the principles and limits established by the University's Regulations governing the assignment of official missions and the related financial treatment, available at the following link: www.unimc.it/it/ateneo/normativa/regolamenti-di-ateneo/regolamento-per-la-disciplina-delle-modalita-di-conferimento-e-del-trattamento-economico-degli-incarichi-di-missione-pubblicato.pdf

The financial contribution may be paid in two instalments:

- Advance payment. Where strictly necessary, and following the signature of the ERUA Mobility Agreement, students may receive an advance payment equal to 50% of the maximum available contribution, upon submission to the International Mobility Office of the duly completed Advance Payment Request Form, available at the following link: <https://iro.unimc.it/it/studenti/studenti-in-partenza/erua/mobilita-erua>.
- Final balance. Upon completion of the short-term learning activity and following submission of all original receipts and supporting documentation relating to eligible expenses, the remaining reimbursement shall be paid. The balance shall correspond either to: the difference between the eligible expenses incurred and the advance payment already received; or the total eligible expenses incurred where no advance payment was requested.
- In addition to the maximum reimbursement of €800, students may receive an additional fixed contribution of €100 for each of the following conditions, provided that at least one of them applies:
 - a) the student has a recognised disability status, declared at the time of enrolment and duly recorded in the University's Esse3 system;
 - b) the student belongs to the lowest ISEE income bracket (I Fascia);
 - c) the student undertakes Green Mobility, namely travelling by low-carbon means of transport (such as train, coach or car sharing), with the aim of promoting more sustainable and inclusive international mobility. The Green Mobility supplement is granted only where environmentally sustainable transport is used for both the outbound and return journeys. In such cases, the student shall receive an additional fixed reimbursement of €100. Supporting documentation for both journeys must be retained in order to demonstrate compliance with the Green Mobility requirement. For the purposes of calculating eligibility, the place of departure shall be considered Macerata, while the destination shall be the location of the host institution.

Article 7 – Requirements prior to the mobility for the short-term learning activity

Acceptance / Withdrawal

Students who have been selected to participate in an ERUA short-term learning activity involving physical mobility to the host university are required to contact the International Mobility Office of the University of Macerata by email at s.traini10@unimc.it to formally communicate their **acceptance of, or withdrawal** from, the activity.

The International Mobility Office will provide successful applicants with all the necessary instructions and documentation to be completed, signed and returned before the start of the mobility period.

Failure to contact the International Mobility Office before departure will make the participant ineligible to receive the financial contribution for the mobility. If no communication of either acceptance or withdrawal is received within the prescribed timeframe, the student will be deemed to have **withdrawn** from the activity.

Specifically, successful applicants are required to:



- confirm their participation in the short-term learning activity by email to the International Mobility Office, as described above;
- complete, sign and return the ERUA Mobility Agreement to the International Mobility Office before the start of the mobility period;
- where strictly necessary, complete and submit the Advance Payment Request Form, available at: <https://iro.unimc.it/it/studenti/studenti-in-partenza/erua/mobilita-erua>, in order to receive an advance payment of up to 50% of the maximum financial contribution;
- complete the ERUA Learning Agreement and submit it to the Departmental Erasmus Coordinator for approval and signature;
- submit the ERUA Learning Agreement, duly signed by both the participant and the Departmental Erasmus Coordinator, to the International Mobility Office before the beginning of the mobility or, where this is not possible, no later than the end of the mobility period.

Before departure, students must be in possession of:

- a valid identity document that does not expire during the mobility period;
- for non-EU students, a valid Italian residence permit covering the entire duration of the mobility period, together with adequate health insurance valid in the destination country;
- the European Health Insurance Card (EHIC), issued by the Italian Revenue Agency (Agenzia delle Entrate), entitling holders to access public healthcare services within EU Member States;
- any additional documentation required by the host university;
- the ERUA Learning Agreement, duly completed and signed by both the participant and the Departmental Erasmus Coordinator;
- the ERUA Mobility Agreement, duly completed and signed;
- for non-EU students, an Italian or European (SEPA) bank account or, alternatively, an Italian or European prepaid payment card operating within the SEPA area.

Important Notice for Non-EU Students

Non-EU students are advised that the receipt confirming the submission of a first application for, or renewal of, an Italian residence permit—although sufficient to ensure lawful residence in Italy and, under certain conditions, re-entry from their country of origin—is generally not recognised by other Schengen States as a valid travel document.

Consequently, participation in mobility programmes, including short-term activities, in another European country without a valid residence permit may result in difficulties or restrictions regarding entry into the host country, lawful stay, or re-entry into Italy.

Students are therefore strongly advised to verify well in advance both their administrative status and any immigration requirements applicable in the destination country.

Withdrawal

Students wishing to withdraw from the mobility programme and the related short-term learning activity must promptly notify the International Mobility Office by email at s.traini10@unimc.it, regardless of whether the withdrawal occurs before or after formal acceptance.

Students who withdraw after the start of the mobility period shall be required to repay any financial contribution already received. Any expenses incurred shall remain entirely at the student's own responsibility.

Article 8 – Requirements Following Completion of the Mobility

Upon completion of the mobility period, students wishing to obtain reimbursement of eligible expenses incurred during the short-term learning activity must submit the following documentation to the International Mobility Office:

- certificate of attendance issued by the host university;
- certificate confirming successful completion of the final assessment, where applicable;
- the ERUA Learning Agreement, duly signed by the host university;
- the Excel reimbursement form summarising all eligible expenses for which reimbursement is requested;
- original receipts and supporting documentation relating to all eligible expenses incurred for accommodation, meals and transport during the mobility period.

All documentation must be submitted to the International Mobility Office **within twenty (20) days** following the end of the mobility period. **Failure to submit the required documentation within the prescribed deadline shall result in the loss of entitlement to reimbursement of mobility expenses.**

Art. 9 – Final provisions

All personal data provided by participants in ERUA short-term learning activities, irrespective of the format in which they are submitted, shall be processed in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation – GDPR) and shall be used exclusively for the purposes of managing the procedures governed by this Call.

Data subjects may, at any time, exercise their rights under the GDPR, including the right to object to the processing of their personal data for the purposes referred to above.

Pursuant to Article 4 of Italian Law No. 241 of 7 August 1990 (New provisions on administrative procedures and the right of access to administrative documents), the Officer responsible for the administrative procedure is: Dr Antonella Tiberi, Head of the Internationalisation and ERUA Office, University of Macerata.

The information contained in this Call constitutes the official guidance governing all stages of participation in ERUA short-term learning activities, including the procedures to be completed before, during and after the international mobility period by students and, where applicable, academic and technical-administrative staff.

As usual, the International Mobility Office will provide participants with full administrative support throughout the entire process, from the submission of applications to the completion of the mobility period.

Issued in Macerata.

The Rector
Prof. John Mc Court