



CALL FOR APPLICATIONS FOR THE ENDOWMENT OF 2 ECONOMIC GRANTS FOR EXTRA-EU INTERNATIONAL MOBILITY IN THE FRAMEWORK OF THE BILATERAL UNIVERSITY COOPERATION AGREEMENT WITH DALHOUSIE UNIVERSITY (HALIFAX, NEW SCOTIA, CANADA)

Art. 1 - Subject

In order to implement the **Study Mobility Programme to Non-EU and Non-ERASMUS countries for the academic year 2025/2026, authorised by D.R. no. 510, del 02/10/2024**, a selection procedure is hereby launched for the endowment to students of the Departments of **Humanities and Political Science, Communication and International Relations of the University of Macerata of 2 economic contributions for international mobility aimed at carrying out study activities, possibly combined with research activities**, for the purpose of obtaining a university degree.

Art. 2 – General eligibility conditions

Eligibility to participate in this call for applications is open to **students** who:

- are regularly enrolled, for the academic year **2025/2026**, in the following degree programs: Western and Eastern Foreign Languages and Cultures (Class L-11), Linguistic Mediation for International Entrepreneurship and Digital Media (Class L-12), Languages, Cultures and Literary Translation (Class LM-37) and Modern Languages for Communication and International Cooperation (Class LM-38) at the Department of Humanities; Political Science and International Relations (Class L-36), Communication Sciences (Class L-20) and European and Euro-Mediterranean Policies and Relationships (Class LM-52) at the Department of Political Sciences, Communication and International Relations;
- are in compliance with the payment of university fees for the academic year **2025/2026**;
- have an adequate knowledge of the English language (level B2);
- pledge to carry out a mobility of a minimum duration of 4 months and to acquire 20 CFUs;
- pledge to recognise the CFUs deriving from this mobility as activities that are part of their study plan and not as “extra” credits;
- do not simultaneously benefit for the same mobility from other contributions provided for by other mobility programmes;
- are enrolled within the normal duration of the course of study increased by one year (no more than one academic year beyond the academic year of reference, as specified in Art. 5); course transitions and dropouts must also be taken into account in the calculation;
- undertake mobility in a country other than the one in which they hold citizenship.

Art. 3 - Modalities and deadlines for submitting the application

Applications must be drawn up **using the application form available** at the web page

<http://studiumanistici.unimc.it/it/dipartimento/bandi/bandi-studenti-e-laureati>,

and on the website of the University International Mobility Office ([https://iro.unimc.it/it/studenti/studenti-in-partenza/programma-magellano%202025 26](https://iro.unimc.it/it/studenti/studenti-in-partenza/programma-magellano%202025%2026)).

Under penalty of exclusion, the following must be obligatorily indicated in the application: a) personal details, b) registration number, c) tax code, d) e-mail address.

The following must also be **attached**: a) self-certification attesting the enrolment for the academic year **2025/2026** and the regular payment of university fees, or a declaration of commitment to complete the enrolment for the academic year **2025/2026**, indicating the examinations taken and the grades obtained, b) proposed *learning agreement*, c) any certificates of previous mobility abroad and/or certificates of language knowledge, d) motivational letter, e) curriculum vitae (in Italian or English).

Applications must be sent by e-mail to valerio.deangelis@unimc.it no later than 17/04/2025 at 24:00. Failure to sign the application form will result in exclusion from the selection procedure.

Art. 4 – Formation and approval of the ranking list

The ranking will be drawn up as specified below. The student, in order to be assessed, must meet the general eligibility requirements set out in art. 2 of the call for applications, with particular reference **to the minimum language level** required by the partner institution.

The following criteria will be taken into consideration:

- language knowledge and any certificates of previous mobility (max 20 points) – English language knowledge will be evaluated on the basis of marks obtained in English Language and Translation exams (max 10 points), language certifications (max 5 points) and attestations of previous mobility abroad (max 5 points);
- grade point average of the exams taken up to the expiry date of this call (max 60 points) – if the student is enrolled in a master's degree program and has not yet taken exams, the grade of the bachelor's degree will be taken into account;
- motivational letter (max 20 points) – the motivational letter should be between 1.500 and 3.000 type.

Should two students get the same score, priority will be given to the candidate with the lowest age.

The ranking list will be published at <http://studiumanistici.unimc.it/it/dipartimento/bandi/bandi-studenti-e-laureati> and on the University's International Mobility Office website (https://iro.unimc.it/it/studenti/studenti-in-partenza/programma-magellano%202025_26) by **07/05/2025** and has the value of notification to all intents and purposes; therefore no other communication, either written or by telephone, will be given to the winner.

Within 15 days from the date of publication of the ranking list, the winner is required to communicate by e-mail to valerio.deangelis@unimc.it his/her acceptance of the grant or his/her withdrawal.

In the absence of notification of acceptance, the grantee will be considered to have forfeited the grant, and the grant will be awarded to the student who follows in the ranking.

Art. 5 - Activities allowed in the foreign location

The academic activities allowed during the mobility stays of the present call are:

1. attending courses and taking exams;
2. possibly, in addition, carrying out internships producing curricular CFUs that are not redundant;
3. possibly, in addition, preparation of the dissertation (on the basis of a work plan approved by the dissertation supervisor).

Teaching activities will take place according to the following timetable indicated by the partner location: first semester from September 1st to December 10th, 2024, with examinations from December 10th to 23rd, 2025.

Mobility procedure:

At least one month before departure the student must report to the University's International Mobility Office to

- communicate the date of departure;
- deliver the copy of the payment of the first instalment of the University enrolment fees for the current academic year;
- deliver the Learning Agreement (including the list of courses to be attended abroad, accompanied by their programmes and the list of corresponding Italian courses) **consistent with the course of study attended, to be taken at the host University, signed by the Contact Person for the Agreement**;
- sign the mobility contract (after the student has defined and communicated the date of departure);
- communicate the arrangements for collecting the financial contribution¹.

¹ Students are required to promptly communicate any possible change of the modalities of collecting the financial contribution indicated in the form.

N.B. It will be the student's responsibility to gather the documentation needed to obtain a residence permit or visa. To this end, the necessary information can be found on the website of the partner university or at the offices of the Diplomatic Representations of the student's country located in the host country.

The student must be in possession of the following documents at the time of departure:

- valid passport that will not expire during the study stay;
- **entry visa** for the country of destination (if required);
- two **exchange student certificates** (to be issued by the International Mobility Office after the student has communicated the date of departure);
- one **start and end of stay certificate form** (to be provided by the International Mobility Office after the student has communicated the date of departure)
- **private health insurance policy** valid for the entire period of the stay in the country of destination;
- European Health Insurance Card (EHIC);
- any specific documentation required by the host university.

The organisation of the study stay (visa, travel, insurance, board, lodging, enrolment in language courses) is entirely at the expense of the student who has been awarded the grant, and who may consult the Agreement's Contact Teacher for any clarifications of an educational, logistical and organisational nature.

Art. 6 - Period of completion of the mobility

The mobility referred to in this notice must be completed **no later than 28/02/2026**.

Art. 7 – Teaching requirements

The student is required to enquire about study possibilities at the partner location directly with the faculty responsible for the agreement.

Before departure, **the student is required to prepare a Study Plan (Learning Agreement)** including the list of courses to be taken abroad, together with their programmes and the list of courses provided by the University of Macerata that are equivalent to them), **that is consistent with the attended course of study, to be taken at the host University.**

The Study Plan **must be signed by the student and by the Contact Person for the Agreement**. Any changes to the Study Plan required after the student's arrival at the partner university must be made and formalised **within one month of her/his arrival at the foreign institution**. Any further changes to the Study Plan must be formally agreed by the student with the Agreement Coordinator and a coordinator of the foreign university.

Exams taken during extra-Erasmus mobility **must be validated by the end of November 2026 at the latest**. Exams taken abroad are recorded in the student's career at the end of the entire mobility period; therefore students on other scholarships (e.g. ERDIS, University of Macerata, etc.) are required **to enquire in good time about any dates by which exams must be recorded in order to compete for other financial benefits**.

At the partner location **the student must go to the Mobility or International Relations Office of the host university to register and sign the certificate of the beginning and end of the study stay.**

Art. 8 – Economic contribution

Contributions are usually financed by the ministerial contribution from the Fund that the Ministry allocates to the universities pursuant to decree no. 198/2003.

The financial contribution due will be calculated, according to the foreign location and the documented period of stay abroad, on the basis of the ISEE presented at the time of enrolment for the academic year at issue, subject to the following conditions:

- to have acquired foreign credits as provided for in Art. 2;
- to be enrolled within the normal duration of the study course increased by one year (no more than one academic year outside the reference academic year, as specified in Art. 5).

The maximum amounts of the financial contribution are specified in the table below:

AUSTRALIA – CANADA – JAPAN – OCEANIA – USA

ISEEU	Contribution range	Maximum monthly contribution
Up to € 26.000,00	I	€ 1400
From € 26.001,00 to € 32.000,00	II	€ 1350
From € 32.001,00 to € 40.000,00	III	€ 1300
Over € 40.001,00 or without a valid ISEE	IV	€ 1250

The financial contribution will be recognised on the basis of the travel, board and lodging expenses to be documented at the end of the mobility.

The student will be paid the financial contribution **only if s/he has carried out, at the partner institution, the educational activities for which the foreign partner recognises credits or certifies the activities and which in any case allow the validation of the CFUs at the University of Macerata; for a mobility of 4 months, about 20 CFUs must be acquired (validated by the University of Macerata) which must not be “in excess,” but part of her/his career. If the student does not report the credits as specified, s/he will have to return the advance payment.**

Within 10 days of returning home, and in any case **no later than 30/09/2026**, in order to allow for the complete payment of the grant, the student must deliver to the University International Mobility Office the following original documents duly stamped and signed by the contact persons of the foreign office:

- **a certificate of the beginning and end of the stay confirming both the dates of the study period abroad and the actual completion of the agreed programme;**
- **a certificate indicating the examinations taken, the activities carried out and the minimum credits achieved.** (The student who has gone abroad also for thesis research must produce a certificate from the supervisor certifying the conformity of the activity carried out abroad with the work plan approved before departure. Any curricular work placement carried out must be reported in the *learning agreement* and in the *transcript* issued by the host university at the end of the mobility);
- **receipts of expenses made for travel, board and lodging:** only documented expenses will be reimbursed, up to the maximum amount provided for.

The advance payment of 50% of the expected contribution will be paid within 30 days from the signing of the mobility contract and in any case not before the transmission to the International Mobility Office of the certificate of the beginning of the stay signed by the partner institution; the remaining 50% will be paid at the end of the mobility period, after the student has obtained the recognition of the exams taken abroad.

The first instalment of the contribution will be calculated on the basis of the ISEEU for the academic year 2025/2026; if this is not available, the ISEEU for the previous year will be considered. Due updates will be made in the event of differences in the ISEEU at the time of payment of the balance. If the student does not document her/his ISEEU, the maximum value of € 50,001.00 will be considered and s/he will consequently receive the lowest financial contribution.

The student must ask the Mobility or International Relations Office of the host university to issue the document certifying the start date of the study period at the partner university, which the latter will send by email to both the student and the International Mobility Office of the University of Macerata at cri@unimc.it.

In the event that the student/s renounces the mobility after his/her departure and/or does not obtain the minimum number of CFUs envisaged in the Learning Agreement, s/he will have to return the sums received.

Art. 9 Processing of personal data

The personal data transmitted by candidates with their applications to participate in the selection procedure, pursuant to Legislative Decree no. 196 of 30.06.2003 and the GDPR EU 2016/679, will be processed exclusively for the purposes of managing this procedure.

Art. 10 Communications, administrative references and person in charge of the procedure

For educational and training references relating to study mobility, as well as for aspects relating to the partner university (nomination, application form, visa, etc.) please refer to Prof. Valerio Massimo De Angelis.

For administrative information, Dr Paola Landi can be contacted at the University International Mobility Office, located in Via Pescheria Vecchia 8, which has the following opening hours: Tuesday – Wednesday – Thursday from 10.30 to 13.00. tel. 0733 258 6044; fax n 0733 258 6039; e-mail address paola.landi@unimc.it

Macerata, 12/03/2025

The Professor in charge of the Agreement

Prof. Valerio Massimo De Angelis