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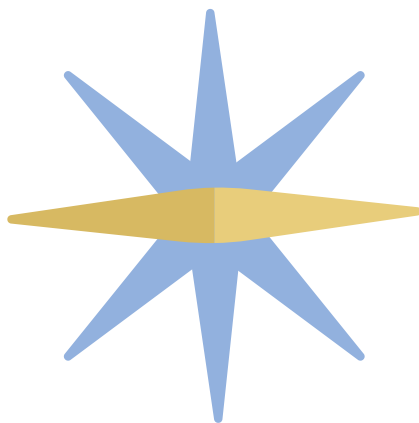
DELL' ACCORDO BILATERALE
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CALL FOR APPLICATIONS FOR THE ASSIGNMENT OF NUMBER 1 GRANT FOR INTERNATIONAL MOBILITY EXTRA- EU IN THE FRAMEWORK OF THE BILATERAL UNIVERSITY COOPERATION AGREEMENT WITH THE UNIVERSITY OF HANOI UNIVERSITY OF SCIENCE AND TECHNOLOGY (HUST)

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 R.D. no. 510 of 02/10/2024, a selection procedure is hereby launched for the allocation to students of the Department of Law and the Department of Economics and Law of the University of Macerata of no. 1 financial grant for international mobility aimed at carrying out study activities possibly combined with research activities aimed at obtaining a university degree.

Art. 2 – General eligibility conditions

Eligibility to participate in this call for applications is opened to students who

- are regularly enrolled, for the academic year 2025/2026, at the Department of Law and Department of Economics and Law;
- are up-to-date with the payment of university fees for the academic year 2025/2026;
- have an adequate knowledge of the English language, level B2;
- undertake to carry out a mobility of a minimum duration of 5 months and to acquire no. 20 CFU;
- undertake to recognise the CFUs deriving from this mobility as activities forming part of their study plan and not as "excess" 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 out course of the academic year of reference).
- undertake mobility in a country other than the one in which they hold citizenship.

Art. 3 – Application procedure and deadlines (please adopt the application form)

The application must be drawn up using the application form available on the following webpage

<http://giurisprudenza.unimc.it/it/dipartimento/bandi/bandi-studenti> and on the website of the University International Mobility Office (https://iro.unimc.it/it/studenti/studenti-in-partenza/programma-magellano%202025_26).

Under penalty of exclusion, the following must be compulsorily 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 to enrolment for the academic year 2025/2026 and to the regularity of payment of university fees, or a declaration of commitment to complete enrolment for the academic year

2025/2026, b) indication of the examinations taken and the grades obtained (transcript of records), c) proposed learning agreement, d) any certificates of previous mobility abroad e) certificates of language knowledge, d) motivational letter (1 page), e) curriculum vitae EU (in English).

Applications must be sent by e-mail to francesca.spigarelli@unimc.it and CC l.compagnucci7@unimc.it no later than 10th April 2025, 3pm. 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 based on the examination of the qualifications and documentation submitted by the candidates, as well as in relation to the oral interview.

The **oral test** will take place **on 17th April 2025 at 4pm** on the Teams platform at the following address

<https://teams.microsoft.com/join/19:85ca7dba90614e5794288049e897fa67@thread.tacv2/1707727678846?context=%7B%22Tid%22:%221aceb148-a22a-49fb-b0f8-18319c256a74%22,%22Oid%22:%22ca783ae9-6afc-4a1c-bcac-78e4eabdd062%22%7D>

The merit 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 venue.

The following criteria will be taken into consideration:

- language knowledge and any certificates of previous mobility abroad (25 points);
- weighted average of the exams taken up to the expiry date of this call for applications (25 points);
- Learning Agreement proposal and motivational letter (15 points);
- interview (35 points).

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://giurisprudenza.unimc.it/it/dipartimento/bandi/bandi-studenti> and on the University's International Mobility Office website (https://iro.unimc.it/it/studenti/studenti-in-partenza/programma-magellano%202025_26) by **18th April 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 4 days from the date of publication of the ranking list, the winners are required to communicate by e-mail to francesca.spigarelli@unimc.it and CC l.compagnucci7@unimc.it their acceptance of the grant or their possible 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 order of ranking.

Art. 5 - Activities allowed in the foreign location

Teaching activities will take place according to the following timetable indicated by the partner location: first semester from:

- Autumn Semester: from September to February (exams included);
Deadlines: nomination 1st of May, application 15th of May.
- Spring Semester: from February to July (exams included);
Deadlines: nomination 1st of October, application 15th October.

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 followed abroad, accompanied by the respective 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: Please use the following link: [:https://docs.google.com/document/d/1sjfM2uksuRhMXOollkqP-ZgBmAtGC8co7KJKUxYdzWg/edit?usp=sharing](https://docs.google.com/document/d/1sjfM2uksuRhMXOollkqP-ZgBmAtGC8co7KJKUxYdzWg/edit?usp=sharing);
- sign the mobility contract (after the student has defined and communicated the date of departure);

- communicate the arrangements for collecting the financial contribution¹
- send to the host university the letter of nomination by the sending university
- Fill in the online application: <https://goo.gl/forms/zdYb7SODdyHd3ilp2>

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 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, as described here: <https://docs.google.com/document/d/1jqmezhKQ6R0mmi0LpiqyZsuUUNRpGGiOlyUU-QDbY0Y/edit?usp=sharing>;
- Two **exchange student certificates** (to be issued by the International Mobility Office after the student has communicated the date of departure);
- One form of **start and end of stay certificate** (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 awarded the grant, who may consult the Agreement's Contact Teacher for any clarifications of an educational, logistical and organisational nature.

Art. 6 - Period of performance of the mobility

The mobility referred to in this notice shall be completed no later than **10th January or June 2026**.

Art. 7 – Teaching requirements

The student is required to enquire about study possibilities at the partner location directly with the lecturer 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 respective programmes and the list of courses provided by the University of Macerata that are equivalent) that is consistent with the course of study attended, 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 February or July 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.

¹ Gli studenti sono tenuti a comunicare tempestivamente qualsiasi eventuale modifica delle modalità di riscossione del contributo economico indicate nel modulo consegnato.

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 in question, subject to the following conditions

- to have acquired foreign credits as provided for in Article 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:

RUSSIA / CENTRO SUD AMERICA/ASIA

ISEE Value	Contribution Band	Maximum Monthly Contribution
Up to € 26,000.00	I	€ 1200
From € 26,001.00 to € 32,000.00	II	€ 1150
From € 32,001.00 to € 40,000.00	III	€ 1100
Over € 40,001.00 or without a valid ISEE certificate	IV	€ 1050

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

The student will be paid the financial contribution only if she/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 6 months, about 30 CFUs should be acquired (validated by the University of Macerata) which must not be "redundant", but part of the career. If you do not report the credits as specified, you will have to return the advance payment.

Within **10 days of returning home**, and in any case **no later than 28th February or 30th July 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 incurred for travel and accommodation:** only documented expenses will be reimbursed, up to the maximum amount provided.

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 examinations taken abroad.

The contribution relating to the first instalment 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 she/he will consequently receive the lowest financial contribution.

The student/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 university itself 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, he/she will be required 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. Francesca Spigarelli. Pursuant to the provisions of law no. 241 of 07/08/1990, the person in charge of the procedure referred to in this notice is Dr Paola Landi tel. 0733 258 6044; e-mail address paola.landi@unimc.it

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,

The Professor in charge of the Agreement
Prof. Francesca Spigarelli