



CALL FOR APPLICATIONS FOR THE AWARD OF 2 GRANTS FOR INTERNATIONAL MOBILITY OUTSIDE THE EU WITHIN THE FRAMEWORK OF THE BILATERAL UNIVERSITY COOPERATION AGREEMENT WITH THE UNIVERSIDAD NACIONAL DE QUILMES (ARGENTINA)

Art. 1 - Subject

In order to implement the Study Mobility Programme to Non-EU and Non-ERASMUS countries for the academic year 2024/2025, authorised by R.D. no. 436 of 12/10/2023, a selection procedure is hereby launched for the allocation to students of the Department of Humanistic Studies of the University of Macerata of no. 2 grants 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 2024/2025, in degree courses at the Department of Humanities
- are up to date with the payment of university fees for the academic year 2024/2025;
- have an **adequate and certified** knowledge of **SPANISH**;
- undertake to carry out a mobility course of a minimum duration of 4 months acquiring at least 20 CFUs;
- undertake to recognise the CFUs deriving from this mobility as an activity 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 beyond the academic year of reference, as specified in Art. 5);
- 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 following web page of the Department of Humanities <https://studiumanistici.unimc.it/it/site-news> and on the website of the University International Mobility Office (https://iro.unimc.it/it/studenti/studenti-in-partenza/programma-magellano/studenti_programma_magellano).

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, to be provided by the student, certifying enrolment for the academic year 2024/2025 and the regularity of payment of university fees, or a

declaration of commitment to complete enrolment for the academic year 2024/2025, indicating the examinations taken, grades and credits obtained, and the respective dates, and a copy of the online booklet, **b)** any evidence of previous mobility abroad, **c)** evidence of knowledge of SPANISH language, **d)** *curriculum vitae* (in Italian) **e)** dated and signed personal statement of **actual availability for departure** on the basis of the timetable and procedures established by the partner institution..

Applications duly filled in and signed must be sent/delivered with complete paper documents to the attention of Prof. Carla Carotenuto at the University of Macerata - Department of Humanistic Studies (porter's lodge of Palazzo Ugolini), corso Cavour, 2 - 62100 Macerata - by and no later than 26/03/2024 at 14:00. 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 (B1 Spanish)** required by the partner institution.

The following criteria will be taken into consideration:

- linguistic knowledge as ascertained through certifications, examinations passed, interview (35 points)
- weighted average evaluation of the exams taken up to the expiry date of this call (30 points);
- interview (35 points).

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

The interview will take place on 26/03/2024 at 18:00 in the offices in via Colle di Montalto, 8 (ground floor). It will be necessary to present an identity document and other useful documentation.

The ranking will be published at <https://studiumanistici.unimc.it/it> and on the University's International Mobility Office website (https://iro.unimc.it/it/studenti/studenti-in-partenza/programma-magellano/studenti_programma_magellano) by **03/04/2024** 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. Winners are required by 04/08/2024 to communicate by e-mail to the address of the contact professor carla.carotenuto@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

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: second term from August to December 2024, examinations until December 2024.

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 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;

- **sign the mobility contract** (after the student has defined and communicated the date of departure);
- **communicate the arrangements for collecting the financial contribution**¹.

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 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 09/30/2025**.

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 November 2025 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

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

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 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:

AUSTRALIA – CANADA – JAPAN – OCEANIA – USA

ISEEU	Contribution range	Maximum monthly contribution
Up to € 15.000,00	I	€ 1400
From € 15.001,00 to € 30.000,00	II	€ 1350
From € 30.001,00 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 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 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 09/30/2025**, 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 programme²;**
- **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 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 2024/2025; if this is not available, the ISEEU for the previous year will be considered. Due updates will

² The total amount of the loan is defined on the basis of the actual stay abroad, as documented by the period between the start date and the end date of the stay certified in the appropriate certificate.

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, etc.*) reference should be made to Prof. Carla Carotenuto.

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, 12/03/2024

The Professor in charge of the Agreement

Prof. Carla Carotenuto