



## ERASMUS+ INTERNATIONAL STUDENTS MOBILITY

### Call for Applications International Credit Mobility

2018-1-IT02-KA107-047893

Academic year 2019-20

#### Art. 1 Purpose of the call and general regulations

**1.1** This call regulates the application procedure for student mobilities in the framework of the Erasmus+ International Credit Mobility – 2018-1-IT02-KA107-047893 project between the University of Cagliari - Italy, and the following Partner Universities.

COORDINATING INSTITUTION: University of Cagliari (Italy)

#### PARTNER UNIVERSITIES

- 1 Universidad Don Bosco (El Salvador)
- 2 Georgian Institute of Public Affairs (Georgia)
- 3 University of Muhammadiyah Malang (Indonesia)
- 4 Université Gaston Berger de Saint Louis (Senegal)
- 5 Université de la Manouba (Tunisia)
- 6 University of Kairouan (Tunisia)
- 7 Université de Tunis (Tunisia)
- 8 Kampala International University (Uganda)
- 9 Nkumba University (Uganda)

**Erasmus+** is the EU programme for education, training, youth and sport, covering the 2014-2020 period. It offers a wide range of opportunities for students and staff to study and train abroad and obtain credits which are then recognised by the sending institution.

**1.2** The Erasmus+ International Credit Mobility 2018-1-IT02-KA107-047893 project between the University of Cagliari and its partner Universities ends on **31<sup>st</sup> July 2020**.

**1.3** Erasmus+ grants for **Study** are awarded for full time study activities, (credits for exams or thesis preparation or both). The minimum duration of the mobility period is 3 months, the maximum duration is 6 months.

**1.4** Erasmus+ grants for **Teaching** are awarded to academic staff for teaching activities and seminars. Total duration of the mobility period shall not exceed the time specified in the Inter-Institutional Agreements and shown in the tables below, with a minimum of 5 days per mobility activity. A minimum of 8 teaching hours per week (or any shorter period of stay) has to be respected. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week.



**1.5** Erasmus+ grants for **Training** are awarded to administrative/technical staff or academic staff for training activities. Total duration of the mobility period shall not exceed 14 days, with a minimum of 5 days per mobility activity.

**1.6** It is possible for academic staff to combine teaching and training activities. If the teaching activity is combined with a training activity during a single period abroad, the minimum teaching hours are reduced to 4 teaching hours per week (or any shorter period of stay).

## Art. 2 Mobility type and available places for students

Under this call for applications the following places are available for prospective candidates from the Partner Universities to the University of Cagliari:

	From	To	N. of Students	Months	Total Months	Subject Area	Level of studies	Language required
HE-SMS-T - Student mobility for Studies	<b>ES</b>	<b>IT</b>	<b>2</b>	<b>6</b>	<b>12</b>	Engineering and Engineering Trade, Electronics and Automation	Master	English B1 Italian A2
HE-SMS-T - Student mobility for Studies	<b>GE</b>	<b>IT</b>	<b>4</b>	<b>6</b>	<b>24</b>	Economics, Law, Social Sciences	Bachelor Master	English B1 Italian A2
HE-SMS-T - Student mobility for Studies	<b>RI</b>	<b>IT</b>	<b>3</b>	<b>6</b>	<b>18</b>	Economics, Law, Political Sciences and Civics	Bachelor Master PhD	English B1 Italian A2
HE-SMS-T - Student mobility for Studies	<b>SN</b>	<b>IT</b>	<b>4</b>	<b>6</b>	<b>24</b>	Economics, Travel, Tourism and leisure, Law	PhD	English B1 Italian A2
HE-SMS-T - Student mobility for Studies	<b>TN M.</b>	<b>IT</b>	<b>2</b>	<b>6</b>	<b>12</b>	Social Sciences; Language acquisition; History and Archaeology	Bachelor Master PhD	English B1 Italian A2
HE-SMS-T - Student mobility for Studies	<b>TN K.</b>	<b>IT</b>	<b>2</b>	<b>6</b>	<b>12</b>	Social Sciences; Language acquisition; History and Archaeology	Bachelor Master PhD	English B1 Italian A2
HE-SMS-T - Student mobility for Studies	<b>TN T.</b>	<b>IT</b>	<b>4</b>	<b>6</b>	<b>24</b>	Social Sciences; Language acquisition; History and Archaeology	Bachelor Master PhD	English B1 Italian A2
HE-SMS-T - Student mobility for Studies	<b>EAU K.</b>	<b>IT</b>	<b>1</b>	<b>6</b>	<b>6</b>	Economics, Agriculture, Humanities (except languages)	Master, PhD	English B1 Italian A2
HE-SMS-T - Student mobility for Studies	<b>EAU N.</b>	<b>IT</b>	<b>1</b>	<b>6</b>	<b>6</b>	Economics, Agriculture, Humanities (except languages)	Master, PhD	English B1 Italian A2

\* ES = El Salvador  
GE = Georgia  
RI = Indonesia



SN = Senegal

TN = Tunisia (Manouba, Kairouan, Tunis)

EAU = Uganda (Kampala, Nkumba)

The present call for applications provides mobility grants for the 2019-2020 academic year.

### Art. 3 Mobility type and available places for Teaching

	From	To	N. of Teaching staff	Days	Total Days	Subject Area	Language required
HE-STA-T - Staff mobility for Teaching	<b>ES</b>	<b>IT</b>	2	14 + 2	<b>32</b>	Engineering and Engineering Trade, Electronics and Automation	English B1 Italian A2
HE- STA -T - Staff mobility for Teaching	<b>GE</b>	<b>IT</b>	3	28 + 2	<b>90</b>	Economics, Law, Social Sciences	English B1 Italian A2
HE- STA -T - Staff mobility for Teaching	<b>RI</b>	<b>IT</b>	1	28 + 2	<b>30</b>	Economics, Law, Political Sciences and Civics	English B1 Italian A2
HE- STA -T - Staff mobility for Teaching	<b>SN</b>	<b>IT</b>	2	28 + 2	<b>60</b>	Economics, Travel, Tourism and leisure, Law	English B1 Italian A2
HE- STA -T - Staff mobility for Teaching	<b>TN M.</b>	<b>IT</b>	1	28 + 2	<b>30</b>	Social Sciences; Language acquisition; History and Archaeology	English B1 Italian A2
HE- STA -T - Staff mobility for Teaching	<b>TN K.</b>	<b>IT</b>	1	28 + 2	<b>30</b>	Social Sciences; Language acquisition; History and Archaeology	English B1 Italian A2
HE- STA -T - Staff mobility for Teaching	<b>TN T.</b>	<b>IT</b>	1	28 + 2	<b>30</b>	Social Sciences; Language acquisition; History and Archaeology	English B1 Italian A2
HE- STA -T - Staff mobility for Teaching	<b>EAU K.</b>	<b>IT</b>	1	14 + 2	<b>16</b>	Economics, Agriculture, Humanities (except languages)	English B1 Italian A2
HE- STA -T - Staff mobility for Teaching	<b>EAU N.</b>	<b>IT</b>	1	14 + 2	<b>16</b>	Economics, Agriculture, Humanities (except languages)	English B1 Italian A2

### Art. 4 Mobility type and available places for Staff Training

	From	To	N. of Training staff	Days	Total Days	Subject Area	Language required
HE-STT-T - Staff mobility for Training	<b>ES</b>	<b>IT</b>	2	14 + 2	<b>32</b>	Engineering and Engineering Trade, Electronics and Automation	English B1 Italian A2



HE- STT -T - Staff mobility for Training	<b>GE</b>	<b>IT</b>	1	14 + 2	<b>16</b>	Economics, Law, Social Sciences	English B1 Italian A2
HE- STT -T - Staff mobility for Teaching	<b>RI</b>	<b>IT</b>	1	14 + 2	<b>16</b>	Economics, Law, Political Sciences and Civics	English B1 Italian A2
HE- STT -T - Staff mobility for Teaching	<b>SN</b>	<b>IT</b>	2	14 + 2	<b>32</b>	Economics, Travel, Tourism and leisure, Law	English B1 Italian A2
HE- STT -T - Staff mobility for Teaching	<b>TN M.</b>	<b>IT</b>	1	14 + 2	<b>16</b>	Social Sciences; Language acquisition; History and Archaeology	English B1 Italian A2
HE- STT -T - Staff mobility for Teaching	<b>TN K.</b>	<b>IT</b>	1	14 + 2	<b>16</b>	Social Sciences; Language acquisition; History and Archaeology	English B1 Italian A2
HE- STT -T - Staff mobility for Teaching	<b>TN T.</b>	<b>IT</b>	1	14 + 2	<b>16</b>	Social Sciences; Language acquisition; History and Archaeology	English B1 Italian A2
HE-SMS-T - Staff mobility for Teaching	<b>EAU K.</b>	<b>IT</b>	1	14 + 2	<b>16</b>	Economics, Agriculture, Humanities (except languages)	English B1 Italian A2
HE-SMS-T - Staff mobility for Teaching	<b>EAU N.</b>	<b>IT</b>	1	14 + 2	<b>16</b>	Economics, Agriculture, Humanities (except languages)	English B1 Italian A2

## Art. 5 Eligibility criteria

### 5.1 University Status

In order to apply, prospective candidates must be enrolled at the University of Cagliari or at one of the partner universities at the moment of application and for the whole duration of the mobility.

Undergraduate students:

must be enrolled at least in the second year of higher education studies in order to be eligible to undertake an exchange period abroad.

Master students:

must have completed at least one semester at the home institution before undertaking an exchange period.

Doctorate students:

must have completed at least one year of studies and have already a research project.

Academic and administrative staff:

must work full-time at a partner institution of the project in order to be eligible to apply for a grant.

### 5.2 Language proficiency



Applicants must demonstrate they possess the following language requirements at the moment of application: English B1 or Italian A2.

### 5.3 Incompatibility

The same applicant may participate in Erasmus+ mobility periods totalling up to maximum 12 months per cycle of study (Bachelor or equivalent, Master or equivalent, Doctoral level), independently from the number and type of mobility activities. Previous Erasmus+ experiences (including European destinations) must be taken into account for calculation purposes.

Selected beneficiaries will not be allowed to benefit from any other grant provided by the European Commission for mobility for study, teaching or training for the same period.

Beneficiaries must carry out their mobility activity in a Programme or Partner Country different from the country of the sending organisation and the country where the student has his/her permanent address during his/her studies.

Candidates with a double nationality must specify the nationality under which they submit their scholarship application.

### 5.4 Ineligibility

If, at any stage in the application procedure, it is established that the information provided by the applicant has been knowingly falsified, the candidate will be disqualified from the selection process.

Selected beneficiaries who receive an Erasmus+ grant will fully or partially reimburse the EU grant if they do not comply with the terms of the grant agreement and/or if they fail to complete and submit the final online report, unless they are prevented from completing their planned activities abroad due to a case of force majeure.

## Art. 6 Grant

### 6.1 Individual Support

Beneficiaries will receive a grant as a contribution to the costs for individual support during their mobility, as follows:

Students, from Partner Countries to IT: Euro 850 per month;

Staff: 160 € per day of activity up to the 14<sup>th</sup> day and 112 € from the 15<sup>th</sup> day.

### 6.2 Travel

Travel expenses (1 round-trip flight ticket per beneficiary) will be covered by the Erasmus+ International Credit Mobility project according to the fixed amount assigned per destination, as follows:

COUNTRY	DISTANCE BAND	MAXIMUM AMOUNT per participant
El Salvador	8000 Km or more	€ 1500
Georgia	3000 – 3999 Km	€ 530
Indonesia	8000 Km or more	€ 1500
Senegal	3000 – 3999 Km	€ 530
Tunisia	100 – 499 Km	€ 180
Uganda	4000 – 7999 Km	€ 820



The amounts covering travel expenses specified in the table above are to be intended as the maximum amount reimbursable.

Reimbursements depend on the actual cost of tickets as proved by receipts provided by participants. Receipts must be in English or Italian. Participants must also provide boarding passes of each outbound and inbound flight.

In case of necessity, the University of Cagliari could buy flight tickets for participants through a travel agency within the budget available. If the assigned value is insufficient to pay for the desired trip, the University of Cagliari will contact the participant in order to find a solution for the purchase of flights respecting the established dates for the mobility and the budget given.

Students must comply with procedures and requirements set by the University of Cagliari for the purchase of the tickets. Any change after the ticket is emitted cannot be paid by the University of Cagliari.

### **6.3. Insurance**

Erasmus+ selected beneficiaries might be required to purchase their international medical insurance with their own funds.

The University of Cagliari will provide the selected participants with health, accident and travel insurance valid during the entire mobility period in Cagliari.

### **6.4 Fees**

Erasmus+ selected beneficiaries will continue to pay fees to their home university but will benefit from tuition-fee waiver from their host university.

### **6.5 Exams**

The mobility period must be carried out continuously and must not be split into different periods. Therefore, during their mobility period, beneficiaries must not carry out any learning activity at the home university (i.e.: giving exams).

### **6.6 Agreement**

Selected candidates accepting the scholarship will sign a grant agreement for mobility, listing their duties and responsibilities. They will be required to comply with the local admission requirements and registration procedures at the host University.

### **6.7 Special needs support**

Extra-financial support may be available for beneficiaries with special needs. A person with special needs is a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project would not be possible without extra financial support. The contribution will be awarded to beneficiaries with special needs upon request to the University of Cagliari at the moment of acceptance of the grant and depending on the approval of the Erasmus+ Italian National Agency.

### **6.8 Administrative support**

Support in visa application, housing, accommodation will be supplied by each host partner university. The University of Cagliari will assist beneficiaries in obtaining such support from the receiving institution.

## **Art. 7 Application procedure**

### **7.1 Before applying**





1. verify the eligibility criteria specified above

- Ensure that you have the level of language requested by the host institution;
- Check the host institution website for programmes and courses which are coherent with your studies;
- Get information on the Country you are planning to go to (cost of living, uses, climate conditions, insurance requirements, VISA and permit of stay procedures...)
- Consider having some money to support yourself for the first week at least.

2. collect all necessary documents for the application.

3. make sure that the documents are complete with your personal data and reference to your home university and course of studies.

4. you need a valid e-mail address.

## 7.2 Application

**Deadline for students: Monday, September 30th, 2019.**

**Staff (Teaching and Training) can apply for mobilities from September to December 2019 and mobilities can take place from October 2019 to June 2020.**

Incomplete applications as well as any application received after the deadline will not be accepted.

**The official language requested for the application is English.** At the time of application any diplomas, transcripts and other official documents may be submitted in the original language, but they must be accompanied by an English translation. At this stage, non-certified translations are accepted. Selected applicants may be asked to provide certified translations of all relevant documents.

The application form and all the attachments **MUST BE MERGED IN ONE PDF** file, named after the home University from which the application is submitted and the candidate's surname and name following this example:

university.surname.name.pdf (i.e.: universityofcagliari.carta.maria.pdf).

Applications that do not meet all these requirements will be rejected.

## 7.3 Required Documents

Bachelor, Master and PhD students must provide the following documents:

- Photo
- Application form;
- Copy of a valid passport;
- Copy of the transcripts of records, indicating university grades/marks (students only);
- Statement of the home university proving the enrolment of the participant in a university course (Bachelor, Master, Doctorate level) as required by this call (students only);
- Statement of a professor of the applicant's Department or Faculty describing the applicant main activity at his/her university. The document must be dated, stamped and signed by the home university (students only);



- Copy of language certifications;
- Curriculum Vitae (max 2 pages) in English including extra-curricular activities and professional experience related to the fields of the mobility. Please, use only the European template on

<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions.iehtml>;

- Motivation letter (max 2 pages) explaining the background of the candidate, the reasons for applying to the programme and expected outcomes;
- Document that proves physical disability, or vulnerable socio-economic or vulnerable socio-politic situation of the applicant. The document must be released by a recognised authority and must be dated, signed and stamped by the issuing entity. (This document is optional)

Only PhD students must also provide the following documents:

- Proposed Mobility Programme signed by the applicant and the Erasmus+ Academic Coordinator of the sending institution;
- Letter of interest by the prospective academic supervisor/Head of Department at the host university stating the availability and willingness to supervise the applicant.

**Check the application carefully before submitting it!**

Unreadable documents cannot be considered in the selection process.

## **Art. 8 Selection of participants**

The sending HEI carries out the selection of all participants.

**The selection must be fair, transparent and well-documented**, and shall be made available to all parties involved in the selection process. The selection criteria (e.g. the academic performance of the candidate, the previous mobility experiences, the motivation, etc.) shall be made public. The HEI shall take the necessary measures to prevent any conflict of interest with regard to persons who may be invited to take part in the selection bodies or selection process.

For students, the first criterion for selection will be academic merit, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds (including refugees, asylum seekers and migrants).

Lower priority will be given to those who have already participated in mobility actions in the same study cycle under the LLP-Erasmus Programme, Erasmus Mundus Programme or Erasmus+ Programme. A student can go on mobility several times, up to a maximum of 12 months per study cycle.

## **Art. 9 Selection process**

**9.1** All legal prescriptions concerning the treatment of personal data must be respected.

Eligibility check and evaluation process will be carried by the home university that must guarantee maximum transparency and equal treatment in the selection procedure.

**9.2** Valid and eligible applications will be evaluated according to the following criteria, which have been jointly agreed by the partner universities and the coordinating university:





- Level of academic results in the field of study/research (academic merit);
- Submitted proposal in the fields of study considered as a priority by the partners in the project (proposed study plan);
- Applicant's academic potential (curriculum vitae);
- Exchange proposal impact at individual, institutional and regional levels;
- Level of language proficiency in order to successfully complete the proposed exchange;
- Motivation;
- Supporting letters by professors of home or host universities;
- Work/research experience and professional qualification;
- Cross-cutting related issues (gender balance, equal opportunities, being part of a vulnerable group).

These criteria ensure the transparency of the selection process and equal treatment for all.

**9.3** The final decision will also consider cross-cutting evaluation criteria such as gender balance, equal opportunities and participation of disadvantaged groups (disabled students, economically or socially disadvantaged students) providing an equal and fair selection process.

**9.4** The Universities Selection Committee may decide to invite candidates to an additional interview. All applicants will be notified the selection results by e-mail as soon as the evaluation procedure has been concluded. The final list will also be published on the Universities websites for transparency.

**9.5** At the end of the selection procedure the University will draft a ranking list of qualified candidates. A reserve list will also be drafted and will include the names of eligible candidates that may be awarded a grant in case of withdrawals/drop-out of selected students.

**9.6** Selected candidates will receive a scholarship offer and are required to accept or reject it on a written form within 7 days from the notification e-mail. For every selected candidate who renounces or doesn't accept within the deadline, a candidate from the reserve list will be nominated.

**9.7** The mobility experience will take place at the University of Cagliari during the second semester 2019/2020, starting from mid-January 2020. The final date of the project is 31 July 2020 and all mobilities must end by this date.

## **Art. 10 Appeal procedure**

Rejected applicants who feel that a mistake has been made in the process or that their application has not been fairly evaluated, can file a complaint to [erasmuska107@unica.it](mailto:erasmuska107@unica.it) not later than 2 days after the notification e-mail, explaining their reasons.

Complaints from applicants who have failed to satisfy all the eligibility criteria (e.g. who have not produced the required documentation or have applied for a scholarship but do not meet the requirements, etc.), or have failed to satisfy them within the established timeframes, will not be taken into consideration.



The appeal procedure can be lodged if a candidate feels that the Selection Committees have not handled his/her application in line with the principles and the procedures described in the call. In other words, the appeal cannot concern the decision itself, but only an alleged error made in the process.

### **Art.11 requirements to be fulfilled by Partner Universities**

**11.1** Partner universities are required to publish the Official Calls for Selection for all mobility types on their official website and to send them to the University of Cagliari to be published on the website [www.unica.it](http://www.unica.it). If the national language is not English, Calls must also be published in English and the University of Cagliari must have both versions of it.

**11.2** Partner Universities must publish the lists of selected participants on their official website and must send them to the University of Cagliari, together with minutes of the selection procedure and all the required documents for the selection procedure for each selected participant.

#### **11.3 Important Dates:**

September 2019	Partner Universities to send Call for selections to the University of Cagliari
30 <sup>th</sup> September 2019	Deadline for Applications of student candidates
31 <sup>st</sup> October 2019	Partner Universities to send lists of selected participants, Minutes of selection procedures (in English) and documents required for selection, of each selected participant to the University of Cagliari
30 <sup>th</sup> November 2019	Students will be contacted by the University of Cagliari for instructions and necessary documents for the activation of the mobility experience
31 <sup>st</sup> December 2019	Deadline for Applications of staff candidates
27 <sup>th</sup> January 2020	Students are required to arrive in Cagliari to find accommodation and to attend a course of Italian before the start of the academic semester (the course is free)
24 <sup>th</sup> January 2020	Last deadline for Partner Universities to send lists of selected staff, Minutes of selection procedures (in English) and documents required for selection of each selected participant, to the University of Cagliari
1 <sup>st</sup> February 2020	Start of the academic semester
31 <sup>st</sup> July 2020	End of all mobilities and of the project



**11.4 Staff (Teaching and Training) can apply for mobilities from September to December 2019 and mobilities can take place from October 2019 to June 2020.**

### **Art. 12 Data protection**

Information relating to individuals (personal data) is collected and used in accordance with EC Regulation No 45/2001 of the European Parliament and of the Council on the protection of individuals, and with Italian legislation (Legislative Decree no. 196/2003) with regard to the processing of personal data by European institutions and organizations and the unrestricted circulation of such data.

Cagliari, 01/08/2019