Selection process for the Erasmus for studies mobility for academic year 2021/2022 in the framework of the Erasmus+ Programme for destinations in the United Kingdom.

This Call for application is made possible thanks to the remaining 2020/2021 Erasmus funds, used in limited measure due to restrictions deriving from the sanitary emergency, to the extension of the 2020 financial agreement by the Erasmus+ National Agency and to the art. 138 of the Brexit Agreement entered into force on February 1, 2020 which made United Kingdom fully eligible to participate in the EU programs referring to the 2014-2020 period till their completion.

**Art. 1 - Eligible Students**

Students enrolled in AY 2020/2021 in any course of study at all levels at the University of Siena are eligible, excluding “Invest your talent in Italy” recipients.

Note, however, that:

1. Students enrolled at present in their third year of a first-level course who plan to carry out the mobility abroad during the first year of a second-level course, should submit a plan of study describing the Master level courses that they plan to take at the University of Siena in academic year 2020/2021 and will be permitted to study abroad only after enrolment in academic year 2021/2022. Assignees who end their career between September and December 2021 are allowed to start their mobility only in the second semester of AY 2021/2022;

2. Students who have already completed an Erasmus mobility (Study and/or Traineeship and/or ICM) can submit the application for the Erasmus for study 2021/2022 mobility in accordance with the following restrictions:
   a) Three-years undergraduate, Masters, and PhD students may not receive monthly Erasmus benefits for more than a total of 12 months.
   b) Single-cycle (five-year combined bachelors and masters degree program) students cannot study abroad for more than a total of 24 months.

3. Erasmus mobility is not compatible with part-time student status.

**Art. 2 - Study-Abroad Period and Acceptable Activities**

Assignees of an Erasmus destination will study at the host university for 3 to 12 months between 01/06/2021 and 30/09/2022. In view of the host University’s deadline to apply and of the necessary time for the selection procedures, it could not be possible to leave in the first semester or for the whole year but only for the second semester (from January/February 2022).

The period may be reduced before the mobility begins if approved by the host university. It may also be extended after the mobility begins, if approved by both universities (see art. 9, During the mobility).

Only students enrolled in AY 2021/2022 will be allowed to carry out the Erasmus for studies mobility, excluding those students intending to graduate by April 2022 and applying for the suspension of the 2021/2022 fee payment and enrolment.

If the mobility begins before the opening of enrolment procedures at the University of Siena, the student must regularize his/her position as soon as possible.
During the mobility abroad, the student’s academic career will be considered “suspended for mobility”. The student cannot sit for exams nor other didactic activities at the university of origin.

Possible activities during the period of study abroad are:

- attending courses;
- taking exams;

**Art. 3 - Application procedure**

The application has to be submitted on-line at the page https://segreteriaonline.unisi.it/Home.do > International mobility outgoing > Mobility application.

Applications will be accepted from 15:30 on 1 march 2021 to 12 noon on 15 March 2021, deadline of this notice of selection. The deadline for application cannot be postponed for any technical problems.

The instructions will be available on the webpage https://en.unisi.it/international/mobility-abroad/study-and-research-abroad/erasmus-studies.

Once submitted, the application cannot be modified or amended.

A green marking at the end of the procedure indicates that the application has been submitted correctly. If the control colour is yellow, the application is incomplete and cannot be assessed.

In the meantime candidates are invited to check their income category in the Segreteria on-line (code from 0 to 9) and report inconsistency to the office in charge.

**Art. 4 - Host Universities**

Available destinations are grouped into two macro areas (Economics, Law and Political Sciences and Humanities) at https://en.unisi.it/international/mobility-abroad/study-and-research-abroad/erasmus-studies.

In selecting their destination, students must carefully read the instructions provided next to the name of the foreign university:

- **Agreement ID number** starting with BA assigned to each destination listed both in the table uploaded at http://en.unisi.it/international/mobility-abroad/study-and-research-abroad/erasmus-studies and in the online application page;

- **Level of study** to which the grant is restricted, corresponding to the level of study programs that will be available at the registered foreign university (First level: bachelor; Second level: Master; Third level: doctoral or postgraduate courses). Many host Universities do not permit attendance of courses of lower or higher levels than the ones students are attending at their home University;

- **Subject area** must correspond to the type of courses available at the registered foreign university (sometimes exclusively). In particular, students should select subject areas similar to those of their degree course in Siena;

- **Level of language proficiency** and/or international certifications of language, both recommended or requested (often sent to the University before the mobility, for acceptance at the University itself).

The candidate may choose up to three destinations to be listed in order of preference. The agreement identification number will help verify the exact correspondence between the destination chosen in the table and that one in the online application.
Art. 5 - Evaluation of Applications

The evaluation will be calculated based on the following items that will be summed:

1. merit score (max 30 points):
   - for students enrolled in I level courses (L1, L2, LC5, LC6, LMS, LM6):
     0.8 * average of grades awarded + 0.2 * (30 * credits earned/credits required);
   - for students enrolled in II level courses (LM, LS):
     0.15 * average of grades awarded + 0.15 * (30 * credits earned/credits required) + 0.7 * mark on access degree (in thirtieths);
   - for students enrolled in III level courses (M1, M2, D2, S1, SP2, SP3, SP4, SP5, SP6):
     mark on access degree (in thirtieths);

2. proficiency in a foreign language (max 30 points): see art. 6 and tables attached;

3. congruence of the study abroad programme and the applicant’s motivation (max 30 points): to be assessed by the Coordinator. The coordinator may approve the output ranking without adding any points. This will in no way be detrimental to the student because the subsequent integration of rankings will take into consideration the sole position of the student in any single ranking, regardless of the total points assigned to the candidate.

As for point 1, the reference date is 1 March 2021.

As for point 3, coordinators may hold interviews based on the applications submitted. The interview calendar will be available on the webpage http://en.unisi.it/international/mobility-abroad/study-and-research-abroad/erasmus-studies.

Each preference will be assessed in accordance with the mentioned criteria. As a result, evaluations may differ from one preference to another.

For those with the same total score, the software Esse3 managing the ranking procedure will apply the standard criterion.

Art. 6 - Evaluation of language proficiency

The level assessed (regardless of the requested or recommended language level) will be used for the sole purpose of the application.

Native speakers too must respect the following rules.

There will be NO special language tests this year: language proficiency will be assessed through the proficiency tests and language exams taken or through any certifications held by the candidate. This information will be extracted from the CLA database and the online student booklet. Exams must be taken and passed by 1 March 2021.

Applicants who already hold a qualification (idoneità) or certificate recorded by the University of Siena in the current or recent academic career or an exam mark out of thirty will be evaluated automatically and need not provide any other documentation. Applicants who have not already presented an international certification must do so by sending it to CLA (infocla@unisi.it for students from Siena and cla-ar@unisi.it for students from Arezzo) by 10 March 2021, writing “candidatura bando Erasmus” (“Erasmus application form”) in the subject line, and wait for a confirmation of receipt. The table of recognised certifications is published on the CLA website (https://www.cla.unisi.it/sites/st17/files/allegatiparagrafo/13-02-2020/tabella_certificazioni_dicembre_2019_0.pdf). Should the certification already produced at the CLA
be of a higher level than that recorded in the student’s career, the actual level of the certification will be automatically taken into account (information already held by the CLA).

Students of the following Degree Courses: Scienze della Comunicazione, Strategie e Tecniche della Comunicazione, Language and Mind, Public and Cultural Diplomacy, having obtained recognition of an exam or level test in English, held in another University, by the Committee of Didactics and who do not yet find this recognized activity in their online student booklet, must inform the Students Office of the DISPOC (didattica.dispoc@unisi.it). The Office will inform the CLA.

Those who have already submitted a certificate to the CLA and obtained validation with a score under another Overseas or Erasmus mobility call in 2019 or 2020 need not resubmit it, as it will be automatically taken into account for the purposes of this ranking.

N.B. For all languages, documentation produced without a clear indication of the language level according to the parameters of the Common European Framework of Reference for Languages (A1, A2, B1, B2 etc.) and documentation delivered after 10 March 2021 cannot be evaluated in any way.

The scores relating to language assessment will be published on the webpage https://www.unisi.it/internazionale/outgoing-students/studio-e-ricerca-allestero/erasmus-studies. Applicants will be notified by e-mail and will have the opportunity to report any anomalies to erasmus.out@unisi.it no more than 2 days after the date of publication. No further objections will be accepted after this date.

Art. 7 - Assignment of the Erasmus destinations

The list of assignees of the Erasmus destinations, together with the rankings of the grant recipients approved by the General Director, will be published at http://www.unisi.it/internazionale/studio-e-stage-allestero/studio-e-ricerca-allestero/erasmus-studies. Students will also be notified by e-mail (@student.unisi.it).

In the three days after publication, through the https://segreteriaonline.unisi.it/Home.do > International mobility outgoing > Mobility application, the assignees will have to indicate the mobility period. Mobility periods of more than 6 months are considered full-year mobilities and no choice is possible.

The International Relations Division will then communicate the names of assignees to the host Universities, indicating periods and duration, and request that information material and forms (Application Form, Learning Agreement Accommodation Form etc.) be e-mailed directly to the student, as these are necessary to organize the mobility period and complete enrolment.

The status of Erasmus students will be confirmed only if the assignees comply with the procedures set out in this Notice. They are also subject to acceptance by the host universities and the definitive approval by the reference authorities of the European mobility programs in question.

Should students change their degree course after assignment, the mobility can be carried out only if the new course is compatible with the destination.

Art. 8 – Financial Contributions

European grant. Together with the list of Erasmus destination assignees, a ranking of the European scholarship Recipient, Eligible and Zero-grant students will be issued until available funds run out. The merit score and language proficiency score will be summed to determine the position on the EU ranking list. Destination assignees without a European grant can carry out the mobility.

Adjustments in the ranking may occur as a consequence of late and adequately motivated withdrawals, reductions in mobility periods or increased funding. Eligible students will then change their status into Recipients and receive the grant. The change in status will be notified to the Recipient by e-mail. In the event of a tie, preference will be accorded to:

1) applicants with higher merit scores
2) younger applicants

The European financial contribution to Recipients, in accordance with the note of the Ministry of Education, University and Research (MIUR) of 27 January 2014 as subsequently amended, will be €300/month.

It will be paid as follows:

- 80% of the total grant within 30 days after delivery of the Erasmus certificate indicating the arrival date to erasmus.out@unisi.it;
- the balance after completion of the After the mobility procedure, as indicated in art. 9.

Ministerial integration.

Through Ministerial Decree no. 989 of 25/10/2019, the MIUR determined the funds allocated to public and private universities and indicated that it shall integrate the European grant. A ranking list of MIUR grant Recipient, Eligible and Zero-grant students shall be published; ranking will be based on the combined sum of the merit score and the language proficiency score, and grants will be assigned until funds run out. The amount of the MIUR monthly integration will be calculated on the basis of the student’s economic condition and will be published in the ranking list.

It will be paid in two instalments:

- 50% after delivery of the grant agreement;
- the balance after completion of the After the mobility procedure, as indicated in art. 9.

Should the mobility period declared in the grant agreement be extended, no additional grant will be disbursed.

Students who declared departure at the beginning of AY 2021/2022 will be considered to have withdrawn if the Erasmus certificate with the arrival date is missing or the shift to the second semester is not notified by 30/11/2021.

University of Siena’s financial support. The University of Siena will contribute to the expenses for the Visa release and the medical insurance costs with an amount of € 500,00.

Special needs. Additional funds could be allocated to support the mobility period of students with special needs. Application instructions would be given at a later stage.

Department of Philology and literary criticism (DFCLAM). The Department of Philology and literary criticism will support the Erasmus for studies mobility with scholarships of Euro 1,000,00 each, as integration to the European grant, thanks to the ministerial funds as Excellence Department. The scholarships will be assigned to 3 students enrolled in the Bachelor courses and 3 in the Master Courses of Classical Literature and Modern Literature, on the basis of the evaluation criteria mentioned above in this Call, who will have completed a mobility period of at least 4 months and acquired at least 18 university credits. Students who do not fulfil the requirements will be asked to fully or partially refund the grant.

The grant will be paid to the assignee in one lump sum after delivery of the Erasmus certificate.

Regional Agency for the Right to Education. Erasmus assignees continue to receive any national study grants or scholarships awarded, while they may not simultaneously be in receipt of other grants funded by the European Commission. Students who have been awarded an ARDSU (Regional Agency for the Right to Education) grant for 2020/2021 and wish to apply for Erasmus grants for academic year 2021/2022 may apply for a regional grant for international mobility. For further information, visit the website or www.dsu.toscana.it, phone 0577/760819 or email at cghezzi@dsu.toscana.it.

### Art. 9 – Assignee Responsibilities

Erasmus assignees must complete the following:

Formalities required by the host:
All forms required will be transmitted by the student to the host university in order to obtain the final acceptance of the mobility and the study plan. It is the student’s responsibility to reach the level of language proficiency required and produce any relevant certificates by the deadline specified by the foreign University.

In view of the current rules to enter the United Kingdom the student will have to respect the procedure to get the Visa and a medical insurance following the indications which will be provided by the host University.

Before the mobility

https://en.unisi.it/international/mobility-abroad/study-and-research-abroad/erasmus-studies/mobility

- **Learning agreement**: see art. 10;

- **Grant agreement**: to be delivered by all the destination assignees in the 15 days before departure, in accordance with the procedure on the webpage. The mobility period declared cannot be longer than the one assigned, but it can be shortened to a minimum of 3 months (or one academic term) if approved by the host university. The financial agreement will be valid once the University of Siena’s Legal Representative signs it.

- **Online Language Support**: after delivery of the grant agreement, the student will receive the credentials to login to the OLS platform and take a test in the language of the mobility. If the outcome is lower than C, the student may attend an online course. The initial and final tests are mandatory.

- **Bank details**: both grant Recipients and students Eligible for grants must enter their own bank account or card IBAN at https://segreteriaonline.unisi.it/Home.do > Home > Master data > Data bank account. The IBAN must belong to a SEPA country (www.ecb.europa.eu/paym/retpaym/paymint/sepa/html/index.en.html). As debit cards may have a crediting limit, this restriction must be checked before entering data. IBANs in the name of third parties (parents, relatives, friends) are not accepted. Any changes to the IBAN must be promptly notified through Segreteria online and by e-mailing erasmus.out@unisi.it to allow checks.

- **Domicile**: recipients with residence abroad must enter their domicile in Italy in https://segreteriaonline.unisi.it/Home.do > Home > Master data > Permanent address

- **Residence vacancy**: students living in a University residence are requested to communicate their mobility period by filling the appropriate online form by 30 June for first semester departures and by 30 November for second semester departures.

- **Withdrawal**: students who wish to forfeit the mobility are requested to notify the host university and send the waiver form to erasmus.out@unisi.it.

**During the mobility**

https://en.unisi.it/international/mobility-abroad/study-and-research-abroad/erasmus-studies/during-mobility

- **Erasmus certificate**: indicating the arrival date, signed and stamped, to be sent to erasmus.out@unisi.it and the host university. Until this certificate is delivered, students cannot be assigned Erasmus status and any grant payments cannot be disbursed.

- **Exceptional, major changes to the original Learning agreement**: If necessary, see art. 9.

- **Mobility period extension**: Students who wish to extend their mobility must obtain approval from both coordinators and then send the extension form to erasmus.out@unisi.it.

**After the mobility**

https://en.unisi.it/international/mobility-abroad/study-and-research-abroad/erasmus-studies/after-mobility

Within 10 days from the end of the mobility (without waiting for the transcript of records), the student must send the following 2 PDF files to erasmus.out@unisi.it:
1) Erasmus certificate indicating arrival and departure dates;
2) Learning agreement (complete and as a single PDF file).

In addition, the student will receive a message from replies-will-be-discarded@ec.europa.eu with the link for the EU Survey to be filled in the following 15 days, and a message for the final language test. Both steps are mandatory.

See the paragraph After the mobility under art. 10 as far as the transcript of records is concerned. Failure to comply with the above After the mobility procedure will lead to cancellation of the mobility and a request to refund all money received, if any.

**Art. 10 – Procedure for Recognition of Educational Activities Carried Out Abroad**

https://en.unisi.it/international/mobility-abroad/acknoledgement-university-course-credits-obtained-abroad

**Before the mobility**

1) At least two months before their departure, students must fill out and sign the Learning Agreement (LA) and deliver it to the students and course administration office (Ufficio Studenti e Didattica - USD) of the appropriate department for approval by the Academic Board (Comitato per la Didattica - CD);
   - should the deadline for submitting the LA to the host university for the Erasmus registration procedure (application) fall before the date of the Board meeting, the Chair of the Academic Board shall sign the LA, which will subsequently be approved by the Academic Board. The student shall collect a copy to send to the host university.
   - should it also be impossible to obtain the signature of the Chair of the Academic Board before the deadline, the student shall take the LA to the International Relations Division to be signed by the Institutional Erasmus Coordinator. The student will collect a copy to send to the host university, while the original will be sent by the Division to the appropriate Students and Course Administration Office.
2) Once the LA has been approved, the Chair of the Academic Board shall sign the “Sending institution – Responsible person’s signature” box and the Students and Course Administration Office shall fill in the field for internal use only;
3) Before leaving, the student MUST collect the original LA and take it to the host university for signature. A copy must remain at the Students and Course Administration Office.

**During mobility**

Should the student need to make any change to the LA, he/she must fill in the During the mobility section, have it signed by the host university first and then send it by e-mail to the Students and Course Administration Office (within 2 months from the start of the mobility) which will then pass it on to the Academic Board. Upon approval of the variations by the Academic Board, the Students and Course Administration Office will complete the part for which it is responsible and send the document back to the student by e-mail.

**After the mobility**

The student is requested to hand the original Learning agreement to the Students and Course Administration Office, together with the transcript of records in order to complete the recognition procedure. The transcript of records is usually sent to the International Mobility Office, which notify the student by e-mail. If the document is sent directly to the student, he/she must send a copy to erasmus.out@unisi.it.

**Art. 11 –Privacy and Confidentiality of Personal Data**
Under Art. 13 and Art. 24 of Legislative Decree 196/2003, personal data provided by candidates in the Erasmus + application form will be processed for the purpose of managing the selection procedure and assigning any grants. At any time the parties concerned can exercise their rights under Art. 7 of Legislative Decree 196/2003 in respect of the Data Controller.
Table No. 1

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<th>Proficiency Rating for Erasmus Candidates</th>
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<td>International certification recognized by CLA or suitability or language exam in Business</td>
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