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(DR 41/2024, January 10th, 2024)

ERASMUS+ Action 1-KA131

CALL FOR MOBILITY FOR STUDY A.A. 2024/2025

**Time limit for the submission of applications on TURUL
13/02/2024 1:00 pm**

The contents of this Call for Application are intended as indicative and conditional, pending the outcomes of the 2024 Call and the subsequent signing of the financial agreement between the Erasmus+ National Agency INDIRE and the University of Florence. All activities and related funding under this Call are, therefore, subject to change, which will be made official through subsequent arrangements and published on the website <https://www.unifi.it/p10034.html>



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PART I – GENERAL INFORMATION AND ADMISSION CRITERIA

Art. 1 - Announcement

Selections are announced for the formation of rankings of eligibility for international mobility under Action 1 - KA131 (hereinafter KA131) Erasmus+ for study a.y. 2024/2025 for the places related to the mobility exchanges provided for each School, which can be consulted on the page <https://ammissioni.unifi.it/DESTINATION/> .

The *status* of winner relates exclusively to the selection of this Call for Applications: the actual performance of the mobility is subject to the student's acceptance by the partner institution, which may define constraints and limitations to the mobility itself.

Art. 2 – Purpose of KA131 Erasmus+ mobility for study

Erasmus+ is the European Union's program for education, training, youth, and sport, in force for the period 2021-2027, established by Regulation (EU) No. 2021/817 of the European Parliament and of the Council of May 2021. Under Action 1 of the Program there is mobility for study purposes, which allows first, second and third cycle students to spend a period of study at a foreign university that has signed a bilateral agreement with the University of Florence. It is possible to access the services offered to students regularly enrolled at the partner institution without having to pay additional fees beyond those at their home institution (with the exception of some fees for the use of e.g., existing services present at the host institution, which local students also pay).

Activities planned abroad under KA131 may be as follows:

- ✓ conducting a period of study and taking the examination test at the conclusion of the educational units attended (the period of study may also be supplemented with a period of traineeship, where provided for in the educational regulations);
- ✓ thesis-related research work or part thereof on a work plan approved by the supervisor and the responsible teacher in the host institution (including quantification of credits earned abroad);
- ✓ performance of planned activities within the framework of doctoral programs;
- ✓ performance of planned activities within the framework of professional master programs;
- ✓ performance of planned activities within the framework of specialization schools.

The activities to be carried out abroad must be indicated in the *Learning Agreement* and must be approved by the University of Florence and the foreign host institution **before departure**.

At the end of the mobility period, full recognition of positively completed activities abroad is guaranteed, if agreed in advance in the *Learning Agreement*.



Art. 3 – Mobility Destinations

Art. 3.1 – Destinations of KA131 Erasmus+ mobility for study

Mobility under Erasmus+ for study can take place in one of the partner universities with which the University of Florence has signed a bilateral agreement. The Erasmus+ KA131 Program for Study provides for mobility in one of the following groups of countries:

- ✓ **Programme Countries** which includes European Union member states, European Economic Area countries (Iceland, Norway, Liechtenstein) and candidate countries (Republic of North Macedonia, Serbia, Turkey)
- ✓ **Partner Countries** which includes all the countries of the world not included in the *Programme Countries* group

Students enrolled at the University of Florence, but not resident in Italy, cannot spend the mobility period in a foreign university located in their country of residence.



PLEASE NOTE

With this Call for Applications, it is possible to apply only for the destinations in the *Programme Countries* group, and specifically for the locations with which the University of Florence has signed a bilateral agreement, indicated on the page <https://ammissioni.unifi.it/DESTINATION/>.

Extra-European locations will be the subject of the 2024/2025 Non-EU Mobility Announcement, which will be published by January 2024, and will cover mobilities to non-European countries with which the University of Florence has a Cultural and Scientific Cooperation Agreement in place. The Call for Non-EU Mobility will also include UK locations that have expressed interest, through the signing of specific agreements, in a continuation of student mobility exchanges.

Art. 3.2 – Destinations under the EUniWell Project

Among the destinations available in this Call for Application, there are the partner sites of EUniWell, the European University for Well-Being formed through the cooperation of the University of Florence with ten other European universities:

- ✓ Universidad de Murcia
- ✓ Universidad de Santiago de Compostela
- ✓ Nantes Université
- ✓ Inalco University
- ✓ Universität zu Köln
- ✓ Universität Konstanz



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- ✓ Semmelweis University
- ✓ Linnaeus University
- ✓ University of Birmingham¹
- ✓ Taras Shevchenko National University of Kyiv

EUniWell is one of the consortia selected under the European Commission's call for European Universities, launched with the aim of setting up networks of universities that share study and research programmes, exploiting synergies to the maximum and thus creating the European universities of the future.

EUniWell's mission is to improve the quality of life of European citizens through research and education activities and institutional engagement. In addition to the 11 universities, also other institutions and enterprises from the European countries where the universities are located are members.

The main areas of intervention identified for collaboration are health, individual and social well-being, environment and quality of life, promotion of European identity, teacher training and promoting the attractiveness of European universities.

Within the framework of EUniWell, the mobility offer between the European partners of the project has been enhanced by concluding new inter-institutional agreements and increasing the number of places in existing agreements. More information about EUniWell and all the mobility initiatives within the Alliance can be found at <https://www.euniwell.eu/>

Art. 3.3 – Destinations for students with disabilities and learning difficulties

So that disability and learning difficulty are not an obstacle to the possibility of facing a period of mobility abroad profitably, the **Unifi Include** service supports students with disabilities throughout their journey abroad and helps interested students to identify the tools, aids and services useful for fully enjoying their Erasmus experience.

It is important for students in disadvantaged conditions to inquire in advance, before the deadline of the Announcement, about the presence of adequate services to support them at the chosen foreign university: together with **Unifi Include** and the School's International Relations Service, it is possible to find such information in time for an informed choice of the foreign destination.

For further information, contact Unifi Include at e-mail addresses:

[unifiinclude.dsa\(AT\)unifi.it](mailto:unifiinclude.dsa(AT)unifi.it)

[unifiinclude.disabilita\(AT\)unifi.it](mailto:unifiinclude.disabilita(AT)unifi.it)

specifying in the subject line of the email "Call for Erasmus study 24/25"

¹ The University of Birmingham is not among the destinations of this Call for Application but will be included among the possible destinations in the Extra EU Mobility Call 24/25



Art. 4 – Duration and type of mobility

The duration of the mobility is predetermined by the agreements signed between the University of Florence and the foreign locations, as indicated on page <https://ammissioni.unifi.it/DESTINATION/>

In order to promote quality mobility, it is necessary to point out the importance and the academic value of carrying out an Erasmus+ mobility respectful of the number of months indicated in the agreement.

However, in accordance with the foreign institution and UNIFI, the mobility may be:

- ✓ reduced with regard to the duration provided for in the inter-Institutional agreement;
- ✓ extended by the means of an appropriate request for an extension to be submitted only after the start of the mobility (the possibility of funding any extension is not guaranteed and will be verified in relation to the availability of funds).

The mobility must necessarily meet the following criteria:

- ✓ in the case of **long mobility**, have a minimum physical duration of 2 months (60 days) and a maximum duration of 12 months (360 days). Mobility of less than 60 days of physical presence abroad is not allowed, while periods of virtual mobility are allowed if permitted by the foreign location. The period of virtual mobility, if envisaged, must in any case be added to the minimum 60 days of physical mobility, otherwise Erasmus status will not be recognized;
- ✓ in the case of **short mobility**, have a minimum physical duration of 5 days and a maximum of 30 days, and must **always** be accompanied by a virtual period (with the exception of short mobilities within the framework of the doctorate, which may also be undertaken without the virtual component, although this is recommended);
- ✓ can be started as from 15 July 2024;
- ✓ must be completed by 30 September 2025;
- ✓ must be carried out continuously and without interruptions.

Students may only undertake the mobility period after:

- ✓ completion of the selection procedure
- ✓ the acceptance referred to in Article 9 below
- ✓ the approval of the study programme (Learning Agreement) by the competent teaching structures
- ✓ the signing of the individual mobility contract.

It is possible to undertake one or more Erasmus+ mobilities, alternating or not between study and traineeship as part of one's university career, up to a maximum of 12 months (360 days) per study cycle (BA, MA, Doctorate). Students enrolled in a single-cycle degree program may undertake up to 24 months of mobility within their study cycle, but up to a maximum of 12 months per announcement.

Every student who applies to this Call for Applications a.y. 2024/2025 confirms that he/she still has a number of available months that meets the requirement of the maximum number of Erasmus mobility months per study cycle. Each applicant is responsible to verify the number of Erasmus months still available for the relevant study cycle for the purpose of applying to this Call. Without prejudice to the provisions of Article 76 of D.P.R.445/2000, if a check reveals evidence of a false statement, the declarant shall forfeit any benefits resulting from the measure issued on the basis of the untrue statement.



Any student, particularly those who are unable to participate in long-term physical mobility for study or traineeship purposes, can combine a shorter physical mobility with a virtual component to take place at UNIFI (so-called **blended mobility**).

Mobility for the purpose of study (wholly abroad or blended) must achieve a minimum of **3 ECTS credits** or, for doctoral students, be supported by documentary evidence of research or training activity incurred abroad so to maintain the economic benefits provided (so-called mobility grant, see Art. 16).



PLEASE NOTE

Any periods of Erasmus+ mobility carried out virtually from the country of habitual residence do not count toward the calculation of the maximum months of mobility per study cycle, but do count toward the calculation of the maximum 12 months of mobility per Call. Any periods of mobility carried out virtually from Italy will not be covered by the scholarship.

Those interested in conducting a *short mobility* should indicate this in the appropriate field when filling out the online application on TURUL. Before the start of the mobility, they must also send to the UNIFI School's International Relations Service the authorization from the foreign institution to carry out a *short mobility* under the Erasmus agreement in force between the said institution and the University of Florence.

Art. 5 - Requirements for participation in the Call

Art. 5.1 – Eligibility Requirements for the Call

Applications may be submitted by the University of Florence students who, regardless of their country of citizenship, meet the following requirements:

- ✓ regularly enrolled (including part-time) in a study program at the University (ex DM 509/99 or 270/2004) at the first, second or third level (including doctorates, master courses and specialization schools).
Students enrolled in single courses cannot participate
and
- ✓ possess language proficiency in at least one foreign language in addition to Italian (see Language Requirements section), which, for the purposes of this Call only, doesn't need to correspond to the language of the location(s) listed among the student's preferences.

Students with double enrolment, exclusively at the University of Florence, may only apply for mobility for the course of reference indicated to access the benefits envisaged for the right to study.



Art. 5.2 – Requirements for participation in the mobility

Departure for Erasmus+ mobility for study is subject to regular enrolment at the University of Florence for the a.y. 2024/20245. The student must therefore register **full-time** in the A.Y. 2024/2025 before the start of the mobility in compliance with the administrative deadlines as stated in the Manifesto degli Studi 2024/2025.

- ✓ **All students who will undertake the mobility in the first year of a master's degree program are required to enroll to the master's degree before the start of the mobility.** Newly BA graduated students must also notify to the Internationalization Unit - International Mobility - their new student ID number, which is different from the one active at the time of applying for mobility.
- ✓ **Students undertaking mobility in years other than the first year of a Bachelor, Master or single-cycle degree programme must enroll in the academic year 2024/2025 before the start of the mobility period and in accordance with the administrative deadlines specified in the Manifesto degli Studi 2024/2025. However, if the mobility period begins before the opening of enrolment for the a.y. 2024/2025, the enrolment for the a.y. 2023/2024 will be considered valid, even if enrolment for the a.y. 2024/2025 must be formalized, through payment of the university tuition fee, in compliance with the administrative deadlines as set out in the Manifesto degli Studi 2024/2025.**
- ✓ Students who won a mobility for the a.y. 2024/2025 who intend to graduate in the special session of a.y. 2023/2024, their a.y. 2022/2023 enrollment will be considered valid. However, the mobility must be completed by the time the degree is awarded: the final degree cannot be awarded until the study period abroad is completed and before recognition by the Degree Program Council of the educational activity carried out at the foreign university. In case of non-graduation by the a.y. 2023/2024 special session, the student should formalize enrollment to the a.y. 2024/2025, and the activities taken abroad should be registered to the a.y. 2024/2025.

In order to undertake the mobility, non-EU students must be in good standing with the host institution in terms of residence permit and entry visa. The cost of the visa is borne by the student: it is recommended that students inquire well in advance at the relevant diplomatic offices about entry and stay requirements in the destination country. It should be noted that the possibility of undertaking the exchange is always subject to obtaining an entry visa, the application for which is the responsibility of the student. UNIFI is not responsible in case of procedural noncompliance by the student.

Art. 6 - Language Requirements

The European Commission recommends an adequate knowledge of the language of the destination country (or English for minority language countries). This knowledge must be demonstrated by the student when applying at the receiving institution through a specific certification, the characteristics of which are defined by the receiving institution.



UNIFI's language requirement for the participation in this Call is NOT related to the language requirement that the candidate must instead demonstrate to the receiving institution in the timely manner specified by the institution itself.

Art. 6.1 – Language requirements to be met at the time of online application to the Call on TURUL

As stated in Section 5.1, knowledge of at least one foreign language besides Italian is a mandatory condition for applying to this Call for Mobility. Foreign language proficiency must be self-declared and possessed by the applicant when completing the online application on TURUL. The self-declaration of language proficiency (language and level) assumes that:

a) The applicant is in possession, at the time of participation in this Call for Applications, of a language certification issued by an appropriate external certification body, certifying that he/she has passed a language proficiency test (please note, mere certificates of attendance are not considered valid!). Recognized language certificates are listed in Attachment 1, certifications other than those listed in Attachment 1 may possibly be evaluated for ranking purposes.

or

b) The candidate falls in one of the certification exemption cases, listed in Appendix 2 to this Call



The candidate should not upload language certificates in TURUL or email them to the offices. When filling out the application on TURUL, each student only needs to indicate, in the appropriate section, the language(s) known and the required information, using the drop-down menu. The University will carry out spot checks on the self-certified information submitted by students, in accordance with Presidential Decree 445/2000, and may request to send by e-mail that certificates issued by external bodies and declared when filling out the application. Without prejudice to the provisions of Article 76 of D.P.R.445/2000, if the check reveals the untruthfulness of the information submitted, the declarant shall forfeit any benefits resulting from the measure issued on the basis of the untruthful declaration.

Art. 6.2 – Language requirements of foreign institutions

Foreign institutions, as part of their exchange admission requirements, require certified language proficiency with official certificates. It is the candidate's responsibility to verify at <https://ammissioni.unifi.it/destination> and with the support of the School's International Relations Services, the existence of specific language requirements and to prepare the necessary documents to prove the required language proficiency within the deadlines set by the partner itself.

The indication of the language proficiency required by the host university refers, for most partners, to its educational offerings in general, so it is essential to check the language required for attending single courses that



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students intend to include in the *Learning Agreement*. Each student is required to carefully check the web pages of foreign universities where language requirements are indicated.

For any further information, refer to the FAQ published at <https://www.unifi.it/vp-10034-erasmus-plus.html#studio>



PART II – SELECTION OF CANDIDATES

Art. 7 – Submission of Application

Art. 7.1 – How and when to submit the Application

The application for the Call can be submitted **exclusively online by logging on to the TURUL application at <https://ammissioni.unifi.it>**. The service will be active until **1:00 p.m. on February 13, 2024**. Beyond that deadline, the link will be deactivated, and students **will no longer be able to fill out the application, close it, or register for the Call. Applications received in a manner and timeframe other than those set out in this article will not be accepted.**

The student can apply only to those locations with which the School of affiliation of his/her Study Program has signed a bilateral agreement, which can be consulted on the page <https://ammissioni.unifi.it/DESTINATION/>. To apply, the student must log into the TURUL application with SPID credentials and choose the competition "*Selection for the formation of rankings for ERASMUS+ international mobility for study a.y. 2024/2025.*"

Art. 7.2 – Choice of the Destination

Once logged in to the application with his/her SPID credentials, the candidate will be able to see only those locations with which his/her School of affiliation has a valid bilateral agreement and may indicate, in the appropriate section, **from a minimum of 1 up to 5 locations in order of preference (students in the School of Human Health Sciences may indicate up to a maximum of 10 locations)**. It is NOT mandatory to indicate all the 5 destinations (or 10 in the case of the School of Human Health Sciences).

Before indicating the preferred location(s) in the application, the student should check in the web page <https://ammissioni.unifi.it/DESTINATION/> for each location:

- ✓ *Subject area of the agreement* (ISCED Code) under which the mobility flow is envisaged (the ISCED codes are enclosed to the Call): it defines the coherence between the disciplinary field in which the bilateral agreement was signed and its own Study Course of study (students applying whilst attending the BA's degree and leaving during the MA's degree, should consider the MA's degree Study Course);
- ✓ *level* (I cycle = bachelor's degree and single-cycle master's degree; Cycle II = master's degree and Level I Post Graduate degree; Cycle III = doctorate, specialization schools, Level II Post Graduate degree) of the receiving Institution's academic offer;
- ✓ *potential course restrictions*, indicated by the name of the UNIFI Study Course, showing the Study Courses to which that particular mobility flow is reserved;
- ✓ *level of language proficiency* required by the host institution for class attendance (see Art.6);
- ✓ *academic offer of the receiving Institution*, available on its website, to identify the most suitable courses for its own study plan;
- ✓ *Application deadlines* and procedures of the host Institution, by consulting its webpage;



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- ✓ notes listed at <https://ammissioni.unifi.it/DESTINATION/> (if any), which may mention some mobility restrictions or specific requirements of the receiving Institution.



PLEASE NOTE

The receiving Institutions indicated within the Call, as well as the numbers of available places and language requirements, may be subject to change based on decisions of the host Institutions, not known at the time of publication of this Call. It is important for applicants to be informed that all data, as published, are to be considered conditional, and that the possibility of spending the period abroad is always subject to acceptance by the host Institution.

Art. 7.3 – Application closure and provisional Learning Agreement

Once the application is completed, Turul activates the Learning Agreement completion phase, which is mandatory for the acceptance of the application. **The obligation is valid only for the first location while for the others it is strongly recommended. This procedure (filling in the provisional Learning Agreement and closing it) must be done by the deadline of the Call, otherwise the application will not be registered.**

The Learning Agreement filled in at this stage has provisional validity and must be filled in again later, after the publication of the ranking and the host Institution assignment, from the GCS Student Career Management personal profile, according to the modalities to be communicated by the Offices. Per ricevere supporto nella scelta dei corsi esteri da inserire nel *Learning agreement* provvisorio, la/il candidata/o può rivolgersi al Servizio Relazioni Internazionali della propria Scuola <https://www.unifi.it/vp-5218-servizirelazioni-internazionali-e-delegati-delle-scuole.html>

To receive support for the selection of the courses to be included in the provisional Learning Agreement, the candidate can refer to the School's International Relations Service at <https://www.unifi.it/vp-5218-servizirelazioni-internazionali-e-delegati-delle-scuole.html>

After completing the application, including filling in the provisional Learning Agreement and closing it on TURUL, each candidate is invited to consult the status of his/her admission to the Call by logging in TURUL <https://ammissioni.unifi.it> and verifying in the section "your competitions" if the application was successful. Please note that TURUL application needs a few hours to update the operations performed. **Any problem must be reported through the "request assistance" service of the computer application.**



PLEASE NOTE

The assistance and support help desk for the online application will be open during working days and hours from the date of publication of the Call **until 1:00 p.m. two days prior to the deadline** for applications referred to in paragraph 7.1 of this article.



Art. 8 – Selection of candidates

1. The eligibility ranking shall be made on the basis of the following criteria:

a) evaluation of the candidate's career

The two elements that contribute to the calculation of the career-related score are:

- regularity in studies (**for a maximum of 35 points**);
- profit (**for a maximum of 35 points**).

Different factors are taken into account in the calculation of the career-related score, depending on whether the student is enrolled in bachelor's degree, master's degree, single-cycle master's degree, or III level courses.

- ✓ **For students enrolled in bachelor's degree, master's degree (excluding first year) and single-cycle master's degree programs:**
 - regularity in studies is calculated on the basis of the number of credits related to exams **passed and registered in the student's career by February 19, 2024** corresponding to the years of enrolment;
 - profit is calculated on the basis of the weighted average.
- ✓ **For students enrolled in the first year of master's degree programs**
 - regularity in studies is calculated on the basis of the number of credits related to exams passed and registered in the student's career by February 19, 2024 corresponding to the years of enrolment;
 - profit is calculated on the basis of the bachelor's degree mark.
- ✓ **For those enrolled in the third cycle**, profit is calculated on the basis of the master's degree mark (in case of Level I Post graduate degree, the the graduation score of the three-year access pathway will be considered).



PLEASE NOTE

Exams registered on ESSE3 after February 19, 2024, even if taken by February 19, 2024, will not be considered for scoring purposes. It is the responsibility of the student(s) to check, on his/her personal On-Line Services page, that the exams are correctly registered by that date. Only CFUs taken or recognized in the current career are considered.

If a student is spending a mobility in the current a.y. 2023/24 and the mobility is still ongoing whilst applying to the Call, he/she cannot apply for recognition of the activities taken abroad until the ongoing mobility is completed.

Applicants are advised to check on their GCS page that they meet the requirements for participation in the competition, in particular with the payment of the tuition fees. Students with non-EU citizenship are also recommended to check the validity status of their residence permit, which must remain valid for the entire duration of the mobility abroad, so to allow them to return to Italy without any complication.



b) language proficiency

As stated in Art. 5.1, knowledge of at least one foreign language other than Italian is a mandatory condition to apply for this Call for Mobility. The self-declaration of possession of the language proficiency declared in the online application on TURUL (language and level) implies that:

a) The applicant is already in possession, when applying online on TURUL, of a language certificate issued by a competent external certifying body, certifying that he/she has successfully passed a language proficiency test (please note, simple certificates of attendance are not considered valid). Recognized language certificates are listed in Annex 1; certifications other than those listed in Annex 1 may possibly be evaluated for ranking purposes

Or

b) The candidate is in one of the exemption cases listed in Annex 2 of the Call for Applications.



PLEASE NOTE

The applicant must list, via the drop-down menu in the Languages section, all the languages for which she/he requests for evaluation (whether they are certificates issued by external bodies, or knowledge related to the exemption cases listed in Annex 2, including passing the language test as part of the university course). Scores will be awarded **ONLY** to the languages declared by the applicant when filling out the application.

For each language declared by the applicant, it will be considered **only** the highest level. No scores are awarded for the knowledge of the Italian language.

The maximum score awarded for language proficiency is **15 points**, even in the case of multiple languages. For each language it will be awarded:

Language proficiency Certificate	Score
C2 (or mother tongue)	10
C1	9
B2	7
B1	5
A2	2
A1	1

The University will carry out spot checks on the truthfulness of the data self-certified by students, pursuant to Presidential Decree 445/2000. Without prejudice to the provisions of Article 76 of D.P.R.445/2000, if the check reveals the untruthfulness of the contents of the declaration, the declarant will lose any benefits resulting from the measure incurred on the basis of the untruthful declaration.

c) motivation (only for the Schools of Agriculture, Engineering, Psychology, Mathematical Physical and Natural Sciences, Humanities and Education Studies)

In order to bestow on the score for the 5 Schools that require a motivation, the President of each School appoints the selection commissions, which will be published on <https://ammissioni.unifi.it>



Motivation is awarded a **minimum of 8 points up to a maximum of 15 points**.

Motivation is evaluated by considering:

- the coherence between application and motivation;
- the proposed program of study (provisional Learning Agreement).



Please Note: Motivation lower than 8 points are considered as not eligible.

2. In case of a tie, preference shall be given to the youngest candidate.

Art. 9 – University ranking and acceptance of the destination

For the purposes of the ranking, a "**winning**" student is defined as a student who has an assigned destination; an "**eligible**" student is defined as a student who has not been assigned any destination.

Assignment of students to receiving Institutions is done in descending score order taking into account the preferences expressed. If there are no available seats left within the indicated destinations, the student shall not be assigned any seat.

The rankings, one for each School, complete with merit scoring, destination and number of proposed months, will be announced starting from March 7, 2024 at <https://ammissioni.unifi.it> beginning with the Schools without motivation score.

All the procedures related to the selection process, including rankings and any shortlist, will be available to students on the section "your competitions". **The student will not receive any personal communication and it is his/her own responsibility to verify results, timelines and deadlines.**

To view the assigned destination, the student must log in to <https://ammissioni.unifi.it> within the deadlines indicated on the section "your competitions", and proceed as follows:

- ✓ In case the first destination indicated in the application of has been assigned, the student must compulsorily accept the assigned destination



Please Note: Students who do not accept the location they indicated as their first destination are automatically excluded from the ranking as dropouts for Erasmus mobility for study a.y. 2024/2025.

- ✓ If the assigned destination is different from the first chosen destination, the student may:
 - A. accept the proposal;
 - or**
 - B. select the option "*I want to remain on the ranking list*" pending a possible new assignment by sliding the ranking list, in the event that he/she does not wish to accept the proposed destination. The destination, which is not accepted by the student, will not be reassigned to him/her in the sliding list.



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! Please Note: Students assigned to a destination other than their first election are still required to complete an operation (A or B), otherwise they will be automatically excluded from the ranking as dropouts for Erasmus mobility for study a.y. 2024/2025.

The rankings, one for each School, will proceed through shortlist until the allocation of available places **in relation to the preferences expressed by students when applying to the Call**. Information about the shortlist, timing and procedures, will be available through TURUL at <https://ammissioni.unifi.it> on the dedicated section. **Students will not receive any personal communication.**



PLEASE NOTE

Each candidate **will have 3 working days (including the day of publication and the day of closing of the acceptance/rejection of the assigned destination) starting from the publication of the ranking/shortlist** in order to accept or reject the assigned destination at the first ranking or in the subsequent shortlist.

When accepting the destination, each student is required to indicate the duration **in months** of his/her mobility.

Attention! The number of mobility months indicated by each student when accepting the destination in Turul is binding for the calculation of the assigned scholarship months reported on the financial contract (see art. 4 Duration and type of mobility).

The estimated departure date, also to be indicated in Turul when accepting the destination, is approximate and may be changed later (when signing the financial contract).

The final list of awarded students, including the destination and the scholarship assigned, will be announced by a Rector's Decree to be published on the University website (https://www.unifi.it/vp-10034-erasmus-plus.html#studenti_unifi) starting from **May 2024** once the shortlists of all Schools have been completed.



PART III – BEFORE THE MOBILITY

After the online acceptance phase of the destination, the winning students will receive support from the Schools' International Relations Services (<https://www.unifi.it/cmpro-v-p-5218.html>), through Q&As sessions online and/or in presence, so to organize the period abroad according to the following mandatory steps.

Art. 10 – Registration at the receiving Institution

After the online acceptance phase on TURUL, the School's International Relations Service <https://www.unifi.it/cmpro-v-p-5218.html> sends the nomination of the winning students to the receiving Institution. Students then must send the required documents (application form) to the receiving Institution, including any language certificates specifically required by the host universities.

Host Universities define deadlines related to:

- ✓ **Nomination** (receipt of names) of students who will spend an Erasmus mobility at their university. The Nomination is handled by the Schools' International Relations Services <https://www.unifi.it/cmpro-v-p-5218.html>
- ✓ **Application** (application for admission) of the students nominated. This process is under responsibility of each student winner of an Erasmus mobility for study purposes.

If the host university's deadlines are prior to the conclusion of the selection process at UNIFI, departure in the First Semester 2024/2025 **is not guaranteed**. In this case the student should consider leaving in the 2nd semester, regardless of the number of months indicated in the agreement. It is up to each student to inquire about the deadlines of the host university before applying to TURUL in order to consider a possible departure in the 2nd semester.

The host university is ultimately responsible for the final acceptance of the student's application, based on the compliance with its own internal requirements and procedures.

Art. 11– Instructions to fill in the Learning Agreement



PLEASE NOTE

The Learning Agreement completed on TURUL when applying to participate in this Call for Applications is a provisional document. To fill out the final Learning agreement to be submitted for approval by UNIFI and the receiving university, each student must access his/her GCS Student Career Management page, using SPID credentials and according to the directions detailed in the Online Learning Agreement Vademecum for Outgoing Students published at <https://www.unifi.it/p10034.html>



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In order to obtain the recognition of the activities taken abroad, the activities must be indicated within the Online Learning Agreement upon evaluation of the coherence between the study program to follow abroad and the degree or qualification to be obtained at the University of Florence. The aforementioned activities must be approved **prior to departure** both by the competent teaching structures of the University of Florence and by the host institution.

The Online Learning Agreement must indicate both the activity to be taken abroad and the corresponding UNIFI activities to be recognized upon the student return from mobility.

It comprises the following steps:

- ✓ The Learning Agreement (before the mobility) must be completed and approved by all Parties (UNIFI and host university) before the departure. In the case of thesis research work, it is also necessary to attach the relevant letter from the UNIFI supervisor. The form is available at <https://www.unifi.it/vp-10034-erasmus-plus.html#studio>
- ✓ Changes to the Learning Agreement (during the mobility) refer to any changes to the first Learning Agreement, which may be necessary during the mobility
- ✓ The Transcript of Records (after the mobility) is the certification of the exams taken abroad and/or statement of thesis research work or internship issued by the host university.

The approved Learning Agreement must be adequate to the duration of the mobility and to the number of equivalent credits corresponding to the period of study at UNIFI (indicatively 60 credits for a full academic year, 30 credits for a semester).

Concerning the choice of the courses to be included in the Online Learning Agreement, it is strongly recommended that students refer to the Erasmus Delegate of their Study Course and to the School's International Relations Service of reference (information can be found in the International Mobility section of each UNIFI School website).

Please note that there may be restrictions or prerequisites at the UNIFI Study Course level concerning the activities to take abroad, each School also may have internal Regulations governing student mobility within the courses pertaining to that School. It is therefore strongly recommended to contact the Schools' International Relations Services for more details <https://www.unifi.it/cmpro-v-p-5218.html>
The host university is ultimately responsible for the approval of the activities to be carried out abroad.

Art. 12 – Signing of the Financial Contract (individual Erasmus mobility agreement)

Before the departure, it is **MANDATORY** to sign the financial contract (individual Erasmus mobility agreement). It is not possible to sign the contract if the Learning agreement has not been approved yet.

The financial contract will indicate, for each winning student, the amount of the Mobility Grant as deliberated by the Academic Bodies. Each student will receive guidance on completing and signing the contract to his/her institutional email name.surname@edu.unifi.it

Before departure, it is essential to be in compliance with the conditions listed in Art.5.2



Art. 13 – OLS Online Language Support

Starting from July 1, 2022, the European Commission activated a new language learning service: the Online Language Support, an online learning hub that includes different themes and multiple services including language learning pathways, use of new technologies, sharing spaces.

Language learning is one of the goals of the Erasmus+ program for the protection of linguistic diversity and the development of intercultural skills.

Students selected for an Erasmus mobility towards a Program country who undertake a mobility of more than 14 days have the opportunity to take an initial language assessment test in the language of mobility, and to have access to online courses, except in cases where a language is not available.

In addition, with the new OLS, it is possible to choose one or more languages, with no restrictions on the number of courses to be taken.

Full details on how to use it can be found at https://www.erasmusplus.it/istruzione_superiore/mobilita/online-language-support/

Art. 14 – Insurance coverage

Primary health insurance is provided by the student's national health insurance also while in another European Union country through the European Health Insurance Card (EHIC). EHIC coverage may not be sufficient abroad, especially in the case of a specific medical procedure, so it is necessary for the student to always inquire their ASL (local health authority) about the specific health care conditions provided in the host country, and/or the need to subscribe a private insurance.

Erasmus students are also covered by the insurance policies underwritten by the University of Florence **for third-party liability and accidents**, which are also valid for those traveling abroad. Activities ascribable to leisure time, including those organized by associations or agencies that require an individual participation, are excluded from the insurance policies.

For more details, check the relevant webpage <https://www.unifi.it/vp-4165-assicurazioni.html>



PLEASE NOTE

Erasmus mobility students must continue to pay their tuition fees at the University of Florence during their mobility abroad and are exempted from paying fees at the host university (with the exception of some fees for the use of e.g., services in place at the host institution, which local students also pay)



PART IV – UPON RETURN FROM MOBILITY

Art. 15 – Documents upon return

At the end of the mobility period the student must:

- ✓ send the **STATEMENT PERIOD OF STUDY (ARRIVAL/DEPARTURE)** to the Internationalization Unit - International Mobility (mail: outgoing.erasmus(AT)unifi.it) **within 15 days after the conclusion of the mobility period**. The certificate is issued by the host Institution at the end of the study period abroad provides the documentary evidence of the mobility activities and certifies the exact period of stay at the host institution;



PLEASE NOTE

Failure to submit the statement of arrival/departure will invalidate the Erasmus status and lead to the full return of the grant

- ✓ submit to the School's International Relations Service (<https://www.unifi.it/cmpro-v-p-5218.html>) the request for recognition of the credits earned abroad **within 30 days from the conclusion of the mobility period**, along with the **TRANSCRIPT OF RECORDS issued by the host university (or relevant certification for the thesis research work or internship activities)** containing the results achieved in accordance with the provisions of the Learning Agreement. Any delays from the student in submitting the request for recognition, if not ascribable to the student him/herself, must be agreed upon between the student and the School's International Relations Service;
- ✓ fill out the **MANDATORY EU Survey**, an online survey developed by the European Commission, to access which the student will receive a no reply email after the end of the mobility upon registration on the European portal by the Offices. The student will receive a no reply email to his/her institutional e-mail address (@edu.unifi.it) with the relevant link and access keys for the completion of the online **EU Survey Report**. The Report may be divided into two parts in case, at the time of its completion, the recognition of the activities taken abroad has not yet been done.



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As well known, participation in an international mobility program allows university students to spend a training period in a foreign university, offering the opportunity to take courses, use university facilities and obtain recognition for the activities undertaken. However, this training opportunity implies the commitment from the students to adhere to all the procedures, organizational arrangements and timetable of activities determined by the host Institution so to maximize the outcomes but also to allow a proper and efficient management of training and administrative activities by all the Parties involved. Therefore, it is important to emphasize that students intending to undertake a mobility program should evaluate not only its contents but also the academic and administrative regulations governing it to ensure its compliance.



PART V – MOBILITY FUNDING

Art. 16 – Financial support for mobility

Il sostegno finanziario alla mobilità (c.d. Borsa di mobilità) non copre tutte le spese ma è da considerarsi come un **contributo** alle maggiori spese legate al soggiorno all'estero. La borsa sarà attribuita agli studenti vincitori, nel rispetto dell'ordine della graduatoria di merito, sulla base delle delibere degli Organi di Governo dell'Ateneo.

Financial support for mobility (so-called Mobility Grant) does not cover all the expenses but must be considered as a **contribution** to the increased expenses related to the stay abroad. The grant will be awarded to the winning students, respecting the order of the merit list, based on the deliberations of the University Academic Bodies.

To be eligible for the mobility grant, it is necessary for the student to sign, prior to departure, the financial contract (see Art.12)

! The Erasmus mobility grants funding is subject to the allocation of funds by the National Agency Erasmus+ INDIRE, subsequent to the publication of this Call. In the event that the financial coverage is not sufficient to cover all the scholarship months, the number of financed months may be reduced in proportion to the duration of the mobility (in months) specified in the financial contract signed by the student before departure. It is up to the Academic Bodies to define the criteria, methods and amount of the contribution for the a.y. 2024/2025 by next July 2024, based on the Call 2024 funding that will be allocated to the University by the Erasmus+ National Agency INDIRE and the Ministry of University and Research. Following the deliberations of the Academic Bodies, the relevant Offices will inform students through publication at <https://www.unifi.it/p10034.html#comunicazioni>

The Erasmus+ grant is not compatible with other EU-funded grants for the same mobility period. Any incompatibility still allows participation in this Call for Applications, but the mobility must be done without an Erasmus+ contribution (zero grant).

Art. 16.1 – Long mobility Grant

The **Long mobility** grant is articulated as follows:

1. a **mobility grant funded by the European Commission (so-called Erasmus grant)**, the monthly amount of which is determined by the Erasmus National Agency INDIRE. The monthly amount of the grant varies depending on the country of destination:



GROUP	LIVING COST	AMOUNT	COUNTRIES*
Group 1	HIGH	€ 350 per month	Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Luxembourg, Lichtenstein, the Netherlands, Norway, Sweden
Group 2	MEDIUM	€ 300 per month	Cyprus, Greece, Estonia, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain
Group 3	LOW	€ 250 per month	Bulgaria, Croatia, Lithuania, Hungary, Poland, Romania, Serbia, North Macedonia, Turkey.

* the Group Countries will be confirmed following the publication of the 2024 National Provisions

- a possible supplement funded by the Ministry of University and Research or the European Commission. Students enrolled up to one year beyond the planned duration of their Study Course may be eligible for such a supplement. The amounts will be allocated according to the availability of funds and following strict regulations deliberated by the Academic Bodies by next July 2024.** The supplement will be granted to the students **based on the ISEE value** declared for the reduction of the all-in contribution for the a.y. 2023/2024, according to the deadlines and directions indicated in the Manifesto degli Studi a.y. 2023/2024 art.13.4. Students who do not notify the value of their ISEE according to the terms and deadlines indicated in the Manifesto degli Studi a.y. 2023/2024, will be classified in the maximum ISEE range. The ISEE range entitled to the supplementary contribution for Erasmus+ mobility for study a.y. 2024/2025, will be deliberated by the Academic Bodies by next July 2024.

Art. 16.2 –Short mobility Grant

La borsa di mobilità per la **Short mobility** prevede specifici contributi che si sostituiscono e NON si sommano a quelli previsti per una Long mobility, ed è così articolata:

The **Short mobility** grant provides the following dedicated grants that replace - and are NOT in addition - to those provided for a Long mobility:

DURATION OF PHYSICAL MOBILITY	GRANT AMOUNT	TOP-UP based upon merit and social and economic conditions (ISEE)
1st to 14th day of mobility	€ 79 per day	100 euro <i>una tantum</i>
15th to 30th day of mobility	€ 56 per day	150 euro <i>una tantum</i>



The supplement to the European grant with ministerial contribution (see Art.16.1) will not be provided to students who opt for a short mobility.

Art. 16.3 – Top up Green Travel

A top-up contribution (€50.00 lump sum) for the so-called **green travel**, i.e., for reaching the host Institution by sustainable means of transportation with less environmental impact (e.g., train, bus, carpooling, etc.), has been introduced with the new Erasmus+ 2021-27 program. The top-up, subject to the availability of funds and after the allocation of the EU funds to the University, will eventually be awarded for all the mobilities which have not already benefited from any travel reimbursement. Interested students should keep green travel receipts/ tickets, pending the procedure to be followed, which will be indicated by the Offices at https://www.unifi.it/vp-10034-erasmus-plus.html#studenti_unifi.

Art. 16.4 – Supplementary EU contribution for students with special needs

Students with special needs related to physical, mental or health conditions may apply to the Erasmus National Agency INDIRE, through their university, for additional EU special needs funds, which are granted as a reimbursement of the actual costs incurred by students with special needs during their mobility (not lump sum). For this purpose, interested students are required to notify their needs to the School's International Relations Service when accepting the mobility. The School Service will activate Unifi Include service <https://www.unifi.it/vp-12229-unifi-include.html> in order to provide support to students in filling out the application according to the deadlines indicated in the 'Circular on EU Funds for Students and Teachers with Disabilities in mobility', which can be found on the website of the Erasmus+ National Agency https://www.erasmusplus.it/istruzione_superiore/mobilita/inclusione/.

The grant will be disbursed to eligible applicants upon application to the Erasmus National Agency and subsequent availability of funds.

Art. 16.5 – Contributo Azienda Regionale DSU

Students awarded with an Erasmus mobility and holders of a scholarship from the Regional Agency for the Right to Study can receive an additional contribution that consists of an all-in amount related to the months spent abroad. For any further information, it is necessary to contact the Regional Agency for the Right to Study <https://www.dsu.toscana.it/sedi-e-contatti>



PLEASE NOTE

All the mobility periods carried out virtually from Italy will not be covered by any contribution.



Art. 17 - Return of financial contribution

The payment of the student mobility grant is generally split into two *tranches*, the first one just after the signing of the financial contract, the second one after the conclusion of the mobility and upon delivery of all the end-of-mobility documents.

Student mobility grants are linked to studies and/or activities carried out abroad.

The student must return **the full amount** of the grant provided in the following cases:

- ✓ withdrawal from the mobility period: if the student wishes to withdraw from the mobility, and therefore not to depart for the a.y. 2024/2025, he/she must give notice by email to outgoing.erasmus(AT)unifi.it. Withdrawal from the mobility is IRREVERSIBLE.
- ✓ stay less than the mandatory minimum period of 60 days (full refund). Exceptions are short mobilities and early returns for serious reasons (force majeure, subject to evaluation by the Erasmus National Agency INDIRE);
- ✓ non-completion of any activity abroad and non-achievement of **at least 3 ECTS credits (it will be taken into account the number of credits registered in the student career)**, according to the agreed Learning Agreement. ECTS credits may also be acquired for undertaking thesis research work, upon acceptance by the Italian supervisor and identification of a foreign supervisor;
- ✓ for those enrolled in III Level courses, failure to submit documented research work or training activities carried out abroad.

Grants received are subject to the obligation of a **partial return** in case of the period abroad reduction compared to what stated in the financial contract (return of the amount corresponding to the days of mobility not carried out).



PLEASE NOTE

The grant is calculated on the basis of the actual days of mobility spent abroad according to the dates stated by the partner university within the Attendance Certificate (certificate of arrival/departure), even if they are different from the dates specified in the financial contract. Only the certified mobility within the Attendance Certificate is funded. It is preferable to inquire about the criteria adopted by the partner university in advance to avoid unpleasant misunderstandings.

On the webpage <https://www.unifi.it/p10034.html#comunicazioni> students can find the Erasmus Mobility Period Calculator, which shows the exact duration in days of the period spent abroad.

At the end of the mobility period, following the relevant procedures for the recognition of the activities carried out abroad, UNIFI will verify the actual period spent abroad based on the dates stated in the certificate of arrival/departure and the presence of ECTS credits earned abroad correctly registered in the student career (or documented research thesis activity or doctorate), and will calculate the due amount of the grant, which can be credit or debit.



PART VI – FINAL PROVISIONS

Art. 18 - Processing of personal data

In compliance with the principles of legality, fairness, transparency, adequacy, relevance and necessity set forth in Art. 5, paragraph 1 of the GDPR (EU Regulation 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of individuals with regard to the processing of personal data, which provides for the protection of individuals with regard to the processing of personal data as a fundamental right) the University of Florence, as Data Holder, will process the personal data provided by candidates when registering for the selection procedure, exclusively to allow the procedure to be carried out in compliance with the relevant legislation in force. The information for the processing of personal data is published on the University website at *Home page* → *University* → *Data Protection*, at the following link: <https://www.unifi.it/vp-11360-protezione-dati.html>.

Art. 19 - Responsible for the procedure and contacts of the organizational unit

Pursuant to Law No. 241/90 and the University Regulations on Administrative Proceedings, the Responsible person in charge of the proceedings is Dr. Maria Orfeo - Director of the Educational Services Area.

For any **information related to this Call for Applications**, students can:

- ✓ use the facilities provided by the TURUL application under "*request assistance*" (attention, the assistance service will be active until 1 p.m. on February 11, 2024)
- ✓ call the Internationalization Unit- International Mobility Office tel. 055 275 6973 on Mondays, Tuesdays and Wednesdays from 9.30-12.30, Thursdays from 14.30- 17.00.

For any **information regarding receiving universities and the Learning Agreement drafting**, students can:

- ✓ contact the Schools' International Relations Services for support in the preparation of the study plan (the list of International Relations Services can be found at <https://www.unifi.it/cmpro-v-p-5218.html>);
- ✓ contact the Professor responsible for the Learning Agreement of the Study Course, for any information regarding the activities to be carried out at the partner universities (the name of the Professors can be found on each School website (section International Mobility).

Students with **disabilities** or **SpLDs** can receive support for the application procedure and for the mobility arrangements by contacting the Unifi Include service <https://www.unifi.it/vp-12229-unifi-include.html#dsa>



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Art. 20 – Informative sessions organized by the Schools

The contents of the Erasmus Study a.y. 2024/2025 Call for Application (destinations, training activities, advices, etc.) will be discussed and explained more in depth during the informative sessions organized by each School. Attendance at the meetings is strongly recommended for proper participation in this Call for Application. More information about the dates can be found in the International Mobility section on each School's [website](#).

Art. 21 – Final Rules

The Call for Application will be published on the University's official Bulletin board and also posted on the website (https://www.unifi.it/vp-10034-erasmus-plus.html#studenti_unifi) and at <https://ammissioni.unifi.it>

For any matter not expressly regulated in this Call for Application, please refer to the information published on the University website <https://www.unifi.it/vp-10034-erasmus-plus.html#studio> and at <https://ammissioni.unifi.it>

Further information on the Erasmus+ Program is available at:

- ✓ European Commission page <https://erasmus-plus.ec.europa.eu/>
- ✓ Erasmus+ National Agency INDIRE page <https://www.erasmusplus.it/>
- ✓ UNIFI page <https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html>
- ✓ UNIFI page <https://www.unifi.it/vp-10034-erasmus-plus.html#studio>

Florence,

The Director of Educational Services Area
Dr. Maria Orfeo

The Rector
Prof. Alessandra Petrucci