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ERASMUS+ INTERNATIONAL STUDENTS AND STAFF MOBILITY AT THE UNIVERSITY OF CAGLIARI, ITALY

Call for Applications International Credit Mobility

2018-1-IT02-KA107-047893

Academic year 2019-2020

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 University of Kairouan, Tunisia for a specified period between November 2019 to July 2020.

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 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.

1.3 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.

1.4 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.

1.5 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 University of Kairouan 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	TN Kairouan	Italy	2	6	12	Social Sciences; Language acquisition; History and Archaeology	Bachelor Master PhD	English B1 Italian A2



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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	TN Kairouan	Italy	1	28 + 2	30	Social Sciences; Language acquisition; History and Archaeology	English B1 Italian A2

Art. 4 Mobility type and available places for Staff Training

	From	To	N. of Teaching staff	Days	Total Days	Subject Area	Language required
HE- STT -T - Staff mobility for Teaching	TN Kairouan	Italy	1	14 + 2	16	Social Sciences; Language acquisition; History and Archaeology	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 staff:

must work full-time at the University of Kairouan 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.



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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 14th day and 112 € from the 15th 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
Tunisia	100 – 499 Km	€ 180

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.



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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: October 23rd, 2019.

Deadline for Staff (Teaching and Training): November 8th 2019



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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

- Photo
- Application form (Download here);
- 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);
- Recommendation letter of Head of Department describing the applicant main activity at his/her university. The document must be dated, stamped and signed by the Head of Department (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. (Download here);
- 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)
- Teaching mobility Agreement signed by the applicant and confirmed by the home institution (Download here);
- Learning Agreement Student Mobility for Studies (Ma, Ba), signed by the applicant and confirmed by the home institution (Download here);

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.
- Learning Agreement Student Mobility for Studies (PhD), signed by the applicant and confirmed by the home institution (Download here);

Check the application carefully before submitting it!

Unreadable documents cannot be considered in the selection process.

Art. 9 Selection process

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 letter;
- 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.

11.3 Important Dates:

October 2019	Partner Universities to send Call for selections to the University of Cagliari
23 October 2019	Deadline for Applications of student candidates
31 st 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 th November 2019	Students will be contacted by the University of Cagliari for instructions and necessary documents for the activation of the mobility experience
15 th November 2019	Deadline for Applications of staff candidates
27 th 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)
15 th November 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 st February 2020	Start of the academic semester
31 st July 2020	End of all mobilities and of the project

Note : The application documents must be submitted personally by the applicant to the University of Kairouan) Dar El Amen University Campus, Peripheral road, 3100 Kairouan Tunisia