



## **PUBLIC CALL FOR THE AWARD OF NO. 3 GRANTS FOR EXTRA EU MOBILITY WITHIN THE JOINT UNIVERSITY COOPERATION AGREEMENT WITH "FLORIDA GULF COAST UNIVERSITY" (USA)**

### **Article 1 – Financial Support**

In compliance of the Mobility Programme for study to non-EU and non-ERASMUS countries for the academic year 2023/2024 authorised by R.D. no. 39 of 26/01/2023, a selection is being made for the allocation of 3 grants for international mobility to students of the Department of "Law", "Economics and Law", "Political Science, Communication and International Relations" of the University of Macerata for the purpose of carrying out study activities aimed at obtaining a university degree. Two grants relate to mobility to be carried out in the first semester; 1 grant relates to mobility to be carried out in the second semester.

### **Article 2 – General Eligibility Requirements**

This call for applications is open to students who

- are regularly enrolled, for the academic year 2022/2023, in the following degree courses at the Department of "Law", "Economics and Law", "Political Science, Communication and International Relations";
- are up to date with the payment of university fees for the academic year 2022/2023;
- enclose a declaration of commitment to complete enrolment for the 2023/2024 academic year;
- are in possession of an adequate knowledge of the English language equal to level C1;
- undertake to undertake a mobility course lasting a minimum of 5 months and to acquire 25 CFUs;
- undertake to recognise the CFUs deriving from this mobility as activities forming part of their study plan and not as "excess" credits;
- do not simultaneously benefit for the same mobility from other contributions provided for by other mobility programmes;
- are enrolled within the normal duration of the study course increased by one year (no more than one academic year out of the reference academic year, as specified in art. 5)
- undertake mobility in a country other than the one in which they hold citizenship.

### **Article 3 – Submitting Application**

Applications must be made using the application form available on the following webpage: <http://giurisprudenza.unimc.it/it/dipartimento/bandi/bandi-studenti> and on the website of the University International Mobility Office (<http://iro.unimc.it/it/studenti/studenti-in-partenza/mobilita-accordi-bilaterali-extra-Erasmus/studenti>). The form must specify the availability or preference for the 1st or 2nd semester in which the mobility is to be carried out.

Under penalty of exclusion, the following must be indicated on the application form: a) personal details, b) matriculation number, c) tax code, d) e-mail address.

The following must also be attached: a) declaration of commitment to complete enrolment for the 2023/2024 academic year, b) self-certification of examinations taken and grades obtained, c) proposed learning agreement, d) any certificates of previous mobility abroad and/or proof of language knowledge, e) motivational letter, f) curriculum vitae (in Italian or English).

**Applications must be sent by e-mail to [francesca.spigarelli@unimc.it](mailto:francesca.spigarelli@unimc.it) and for information to [l.compagnucci7@unimc.it](mailto:l.compagnucci7@unimc.it) no later than 18.00 on 24 March 2023. Failure to sign the application form will result in exclusion from the selection procedure.**

### **Article 4 – Ranking and Ranking Approval**

The ranking will be formulated on the basis of the examination of the qualifications and documentation submitted by the candidates, as well as in relation to the oral interview.

The oral test will take place on 31 March 2023 at 15.00 on the Teams platform at the following address

<https://teams.microsoft.com//meetup-join/19:85ca7dba90614e5794288049e897fa67@thread.tacv2/1675798249491?context=%7B%22Tid%22:%221aceb148-a22a-49fb-b0f8-18319c256a74%22,%22Oid%22:%22ca783ae9-6afc-4a1c-bcac-78e4eabdd062%22%7D>

The merit ranking will be formulated as specified below. The student, in order to be assessed, must meet the general eligibility requirements set out in art. 2 of the notice, with particular reference **to the minimum language level C1** envisaged by the Florida Gulf Coast University partner establishment.

The following criteria will be taken into consideration

- linguistic knowledge and any certificates of previous mobility abroad (25 points);
- weighted average of examinations taken up to the expiry date of the present call (25 points);
- proposal of Learning Agreement and Motivational Letter (25 points).
- interview (25 points).

On the basis of the candidates' availability and preference for mobility in the first or second semester, the commission formulates a mobility plan for the winners. If the candidates are not available for the plan formulated, the choice to carry out the mobility during Semester I or Semester II will be granted to the candidates themselves according to the order of the ranking list.

In the event of a tie, priority will be given to the candidate with the lowest age.

The rank list will be published at <http://giurisprudenza.unimc.it/it/dipartimento/bandi/bandi-studenti> and on the website of the University International Mobility Office (<http://iro.unimc.it/it/studenti/studenti-in-partenza/mobilita-accordi-bilaterali-extra-Erasmus/studenti>) **by 03 April 2023** and has the value of notification to all effects, therefore no other communication will be given, either written or by telephone to the winner.

Within 4 days from the date of publication of the ranking list, the winners are required to communicate by e-mail to [francesca.spigarelli@unimc.it](mailto:francesca.spigarelli@unimc.it) and for information to [l.compagnucci7@unimc.it](mailto:l.compagnucci7@unimc.it) their acceptance of the grant or their possible renouncement.

In the absence of notification of acceptance, the winner will be considered to have forfeited the grant and the grant will be awarded to the student who follows in order of ranking.

#### **Article 5 – Activities Allowed at Partner University Abroad**

- The academic activities permitted during the mobility stays of this notice are:
  1. attending courses and taking examinations;
  2. possibly, in addition, carrying out internships that produce curricular CFUs that are not redundant
  3. possibly, in addition, preparation of the dissertation (on the basis of a work plan approved by the dissertation supervisor).
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- The teaching activities will take place according to the following timetable indicated by the partner location:
  - first semester from 7 August to 22 December 2023 (including examinations);
  - second semester from 8 January to 24 May 2024 (including examinations).
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- Mobility procedure
- At least one month before departure the student must report to the University's International Mobility Office to:
  - communicate the date of departure;
  - deliver the copy of the payment of the first instalment of the University enrolment fees for the current academic year;
  - deliver the Learning Agreement (including the list of courses to be followed abroad, accompanied by the respective programmes and the list of corresponding Italian courses)

- consistent with the course of study attended, to be taken at the host location, signed by the Contact Person for the Agreement
- sign the mobility contract (after the student has defined and communicated the date of departure);
  - Specify how the grant is to be paid<sup>1</sup>.

N.B.: Award winning students have the task to collect the necessary documents to obtain their residency permit or visa. In order to do so, all necessary information can be found on the partner university webpage or obtained from their Embassy/Consulate located in the host country.

**Upon departure** students must have the following documents:

- Valid passport that is not expected to expire during their stay abroad;
- **Visa** to enter the foreign country (where required);
- Two **certificates of exchange student** (to be delivered to the International Relations Office after supplying the departure date);
- **Certificate stating beginning and end of mobility period** (to be delivered to the International Relations Office after supplying the departure date)
- Valid private health insurance covering mobility period abroad;
- European Health Insurance Card;
- Any specific document required by partner university.

Award winning students have the task of organizing their stay abroad (visa, transfer, insurance, board, accommodation, enrolment in foreign language course). They may contact the Agreement Representative Tutor for further information on academic, day-to-day and organizational issues.

#### **Article 6 – Mobility Period**

The mobility referred to in this notice must be concluded:

for the first semester no later than 30.1.2024;

for the second semester no later than 30.6.2024.

#### **Article 7 – Academic Duties**

**First of all, students have to collect information concerning study opportunities at partner university getting in touch directly with their Agreement Representative Tutor.**

Before departure , **students have to draw up a Study Plan to carry out at the partner university (*Learning Agreement* including the list of modules to attend abroad, along with module specifications, and list of equivalent modules offered by the University of Macerata) that is to be consistent with their study plan at the University of Macerata.**

The former Study Plan has **to be signed by both the student and the Agreement Representative Tutor**. Any change to the Study Plan required after the students' reach the partner university has to be effected and made official **within a month from their arrival**. Any further change students wish to make to their Study Plan has to be officially approved by the Agreement Representative Tutor and a coordinator at the foreign institution.

Exams taken during the extra-Erasmus mobility must be approved **within the end of December 2024**. Exams taken abroad must be registered on the online student record book by the Students Administration Office of the relevant department and bear **the date on which the International Relations Office acknowledges the exam transcript**, that is at the end of the mobility period. Therefore, students who receive other grants (for example, grants by *ERDIS* (Regional Board for University Studies), the University of Macerata, and the like) **have to find out any deadline within which exams need to be registered in order to apply for further financial support.**

At the partner institution, **students have to go to the International Relation Office of the foreign university to enrol and to sign the certificate stating beginning and end of mobility program.**

#### **Article 8 –Payment of Grant**

Grants are usually financed by the ministerial contribution from the Fund that the MUR allocates to universities pursuant to Decree no. 198/2003.

The financial contribution due will be calculated, on the basis of the foreign location and the documented period of stay abroad, on the ISEE basis presented at the time of enrolment for the academic year in question, subject to the following conditions

- to have acquired foreign credits as provided for in Article 2;
- to be enrolled within the normal duration of the study course increased by one year (no more than one academic year outside the reference academic year, as specified in art. 5).

The maximum amounts of the financial contribution are specified in the table below:

#### USA

Valore ISEE	Fascia di contribuzione	Contributo massimo mensile
Fino ad € 15.000,00	I	€ 1400
Da € 15.001,00 ad € 30.000,00	II	€ 1350
Da € 30.001,00 ad € 40.000,00	III	€ 1300
Oltre € 40.001,00 o senza presentazione di valida attestazione ISEE	IV	€ 1250

The financial contribution will be recognised on the basis of the travel and subsistence expenses to be documented at the end of the mobility.

**The student will be paid the financial contribution only if she/he has carried out, at the partner institution, the educational activities for which the foreign partner recognises credits or certifies the activities and which in any case allow the validation of the CFUs at the University of Macerata; for a mobility of 6 months, about 30 CFUs should be acquired (validated by the University of Macerata) which must not be "redundant", but part of the career. If you do not report the credits as specified, you will have to return the advance payment.**

Within 10 days of returning to his/her place of residence, and in any case no later than 1 February 2024 for 1st semester mobility and 1 July 2024 for 2nd semester mobility, in order to allow for the full payment of the grant, the student must deliver to the University's International Mobility Office the following original documents duly stamped and signed by the contact persons of the foreign location:

- **A certificate bearing beginning and end dates of mobility period confirming both the period spent abroad and actual execution of the program<sup>2</sup>.**
- **A certificate listing exams taken, activities carried out and minimum credits gained:** students who have also carried out **research for their dissertation** must provide a statement by their Supervisor certifying such activity has been consistent with the Study Plan they submitted before departure. Any placement must be registered in the *Learning Agreement* and in the *Transcript* issued by the partner university at the end of the mobility program.
- **expenses incurred for travel and accommodation:** only documented expenses will be reimbursed, up to the maximum amount provided.

The advance payment of 50% of the expected contribution will be paid within 30 days from the signing of the mobility contract and in any case not before the transmission to the International Mobility Office of the certificate of the beginning of the stay signed by the partner institution; the remaining 50% will be paid at the end of the mobility period, after the student has obtained recognition of the examinations taken abroad.

The contribution relating to the first instalment will be calculated on the basis of the ISEE for the academic year 2023/2024; if this is not available, the ISEE for the previous year will be considered.

Due updates will be made in the case of differences in ISEEU at the time of payment of the balance. If the student does not document her/his ISEEU, the maximum value of € 50,001.00 will be considered and she/he will consequently receive the lowest financial aid.

The student/student must ask the Mobility or International Relations Office of the host university to issue the document certifying the start date of the study period at the partner university, which the university itself will send by e-mail to both the student and the International Mobility Office of the University of Macerata at [cri@unimc.it](mailto:cri@unimc.it).

In the event that the student/student renounces the mobility after his/her departure and/or does not obtain the minimum number of CFUs envisaged in the Learning Agreement, he/she will be required to repay the sums received.

#### **Article 9 – Personal Data Processing**

The personal data transmitted by candidates with their applications to participate in the selection procedure, pursuant to Legislative Decree no. 196 of 30.06.2003 and the GDPR EU 2016/679, will be processed exclusively for the purposes of managing this procedure

#### **Article 10 – Information and Contacts**

For educational and training references relating to study mobility, as well as for aspects relating to the partner university (nomination, application form, visa, etc.) please refer to Prof. Francesca Spigarelli.

Pursuant to the provisions of law no. 241 of 07/08/1990, the person in charge of the proceedings of this call for applications is Dr Paola Landi tel. 0733 258 6044; e-mail address [paola.landi@unimc.it](mailto:paola.landi@unimc.it)

For administrative information, Dr Paola Landi can be contacted at the University International Mobility Office, located in Via Pescheria Vecchia 8, which has the following opening hours: Tuesday - Wednesday - Thursday from 10.30 to 13.00. tel. 0733 258 6044; fax n 0733 258 6039; e-mail address [paola.landi@unimc.it](mailto:paola.landi@unimc.it)

Macerata, 10<sup>th</sup> of February 2023

Agreement Representative Tutor  
Prof. Francesca Spigarelli

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Note:

1. Students must notify promptly changes to payment arrangements specified on the form they have submitted.
2. The total amount of the grant is established on the grounds of the actual length of time spent abroad, as specified by the dates of beginning and end of mobility shown on the certificate.