



## **ERASMUS+ PROGRAMME – International Credit Mobility KEY ACTION 1 –**

*Mobility of Higher Education Students and Staff supported by external Policy Funds Call 2023*

### **Guidelines for applications for student mobility for studies (SMS) Erasmus+ project KA171 N. 2023-1-IT02-KA171-HED-000129788**

The Erasmus+ Programme of the European Commission promotes the mobility of students, teaching and administrative staff.

The action KA171 of this programme provides funding for exchange mobility with third countries.

The University of Trieste (UniTS) has been awarded with scholarships under the action KA171, therefore students and staff from our partner universities have the opportunity to fund their exchanges to our institution.

### **1 – WHO CAN APPLY**

Financial support is granted to Bachelors', Masters', and PhD students of the following Partner institutions (please check detailed conditions in the Inter-institutional Agreement):

<b>Partner University</b>	<b>Country</b>	<b>Region</b>	<b>Total number of grants</b>	<b>No. of months financed</b>	<b>Maximum number of grants for students with fewer opportunities</b>
UNIVERSITETI EUROPIAN I TIRANES	Albania	Region 1 - Western Balkans	2	5	3
UNIVERSITETI I TIRANES			2		
UNIVERZITET U SARAJEVU	Bosnia and Herzegovina		3	5	
UNIVERZITET-SARAJEVSKA SKOLA ZA NAUKU I TEHNOLOGIJU PU			2		
UNIVERSITETI NDERKOMBETAR PER BIZNES DHE TEKNOLOGJI UBT SHPK	Kosovo		1	5	



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UNIVERSITETI I PRISHTINES			3		
JAVNA USTANOVA UNIVERZITET CRNE GORE PODGORICA	Montenegro		2	5	
RUSSIAN-ARMENIAN (SLAVONIC) UNIVERSITY	Armenia	Region 2 - Neighborhood East	3	5	2
ADA UNIVERSITY	Azerbaijan		3	5	
IVANE JAVAKHISHVILI TBILISI STATE UNIVERSITY	Georgia		3	5	
GEORGIAN INSTITUTE OF PUBLIC AFFAIR FOUNDATION			2		
IVAN FRANKO NATIONAL UNIVERSITY OF LVIV	Ukraine		3	5	

Selection criteria are defined by the University of Trieste together with each Partner HEI and described in the Inter-institutional Agreement signed by both parts.

The selection will be based on the following essential elements:

- Number of ECTS credits (or equivalent) already completed
- Subject area (ISCED code), which must be related to Political Science
- Language knowledge: B2 in English
- CV
- Motivation letter

## **2 – ELIGIBLE ACTIVITIES**

Full-time study (thesis work included, if accepted by the host institution) in first, second, or third cycle courses.

All activities should be established in the Learning Agreement prior to mobility.

## **3 – DURATION**

The minimum duration: **2 months** (not less than 60 days), excluding travel

Maximum duration: **5 months**, excluding travel

**All mobility activities under this project must be implemented and concluded by 30 September 2025.**



Please note that:

The complete duration of residency at the partner institution must be continuous and not fragmented.

Once started, the mobility cannot be interrupted.

The Erasmus+ Programme allows students to spend a period of mobility, for studies and internship, up to a maximum of 12 months for every cycle of study (1st cycle: Bachelor's, 2nd cycle: Master's, 3rd cycle: doctorate). For example: it is possible to spend 6 months within the Erasmus+ for studies in the second year of the bachelor's course, then 6 months of Erasmus+ for traineeship in the third year of the bachelor's (equal to 12 months in total) and then up to 12 months of Erasmus+ mobility in the master's course. Within each cycle of study it would therefore be possible to combine different types of mobility (study and traineeship) up to a maximum of 12 months.

Students enrolled on single-cycle degree courses can carry out a mobility period of up to 24 months within the cycle, with a maximum of 12 months per call.

Previous mobility experiences, implemented through previous editions of the Erasmus Programme, will be counted in the months of mobility, so as to ensure that a student does not exceed the 12 months allowed for each cycle (or the 24 months for a single-cycle).

In order to ensure that students do not exceed the 12 months allowed for each cycle, mobilities carried out within the Erasmus Mundus programme, and/or the Erasmus+ programme are included in the calculation.

## **4 – FINANCIAL SUPPORT**

### **4.1. – Amount of the Erasmus+ contribution**

**1. Mobility grant:** 850.00 € per month

In order to benefit from the mobility grant the students have to sign, before departing, the Grant Agreement they will receive from the International projects and recruitment office of the University of Trieste and comply with the points outlined in sections 7. and 8.

**2. Contribution to travel expenses:** to check the specific amount use the calculator published on the European Commission website:  
<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

**In order to get travel contribution students have to submit boarding passes and any documentation about travel to the International projects and recruitment office.**



In accordance with the principles of the Erasmus Charter of Higher Education, HEIs must promote environmentally friendly practices in all activities related to the Erasmus+ programme. This includes encouraging the use of sustainable transportation for mobility activities. Accordingly, the use of sustainable forms of travel is additionally financed. Mobility participants who opt for sustainable means of travel (e.g. train, bus, carpooling, bicycle) may qualify for an additional amount of travel support. To be eligible for the supplement, sustainable forms of travel must be used for more than half of the round-trip journey. In case of green travel, mobility participants can receive up to four additional travel days funded through individual support.

To determine the contribution please see the table below:

Distance band	Amount for standard travel	Amount for green travel
10 - 99	23,00 €	€ 0,00
100 - 499	180,00 €	€ 210,00
500 - 1999	275,00 €	€ 320,00
2000 - 2999	360,00 €	€ 410,00
3000 - 3999	530,00 €	€ 610,00
4000 - 7999	820,00 €	€ 0,00
8000 or more	1.500,00 €	€ 0,00

Please note that:

The "amount" is intended to cover travel expenses related to the round-trip travel, to and from the place of destination.

Even if the expected period is calculated in months, the loan will be calculated in days, using the commercial year of 360 days; therefore each month, regardless of its duration, will be considered of 30 days.

During the mobility students are exempt from paying the fees of the partner HEI abroad (apart from some contributions for services that might be required).

Students cannot receive financial support under the Erasmus+ programme if their stay abroad is additionally funded from funds issued by the European Union. National, local, or other scholarships that are otherwise awarded to students for regular studies at their home HEI are not considered double funding.



#### **4.2. – Erasmus+ contribution payment**

The payment of the grant generally takes place in two stages: the first at the start of mobility, the second after the completion of the mobility, and the verification of the correct and complete sending of the “end of mobility documents” (see point 8.). It is possible to receive the Erasmus+ mobility grant through prepaid cards.

Please note that:

Only the activities included in the Learning Agreement approved by both HEIs will be taken into consideration for the calculation of ECTS, regardless of how they will be recognized upon return.

Less credits will be accepted for thesis mobilities in accordance to the maximum value in credits of the thesis work in the study plan. For students who travel abroad for thesis work in which the activity undertaken does not assign credits, registered credits will be taken into consideration. Doctorate students are exempt from this rule.

Failure to repay sums already received, to which the participant is no longer entitled due to lack of credits or reduction of the mobility period, may result in the suspension of the career and the consequent impossibility of obtaining the degree.

### **5 - STUDENTS WITH FEWER OPPORTUNITIES**

Students with fewer opportunities may be eligible to receive additional financial support for their mobility in the amount of 250.00 € per month.

“Students with fewer opportunities”, as defined by the Erasmus+ programme guide, are people who, for economic, social, cultural, geographical or health reasons, a migrant background, or for reasons such as disability and educational difficulties or for any other reasons, including those that can give rise to discrimination under article 21 of the Charter of Fundamental rights of the European Union, face obstacles that prevent them from having effective access to opportunities under the programme.

The condition of “student with fewer opportunities” will be established by each Partner HEI on the basis of its specific country problematics.

In any case, students with lower socio-economic status, as well as students whose physical, mental or health-related condition is such that their participation in the project/mobility would not be possible without extra financial or additional support are always considered as students with fewer opportunities.



Students with lower socio-economic status and students whose physical, mental or health-related condition is such that their participation in the project/mobility would not be possible without extra financial or additional support must prove their condition through an official certificate, which must be issued by official national authorities of the Partner country.

## **6 – APPLICATION PROCEDURE**

Each Partner HEIs will publish the call for the selection of participants on its official webpage.

However, the essential documents to submit are the following:

1. application form
2. knowledge of English at B2 level recommended
3. CV (if possible, Europass)
4. motivation letter
5. valid ID document

## **7 - PROCEDURES FOR SUCCESSFUL STUDENTS**

### **7.1 – Before the mobility documents**

Each Partner HEIs will publish the procedures for successful students on its official webpage. However, the essential steps to take are the following:

1. **Obtain a VISA:** University is the tool foreign students should use to apply for a VISA (<https://www.universitaly.it/>). The Italian Embassies abroad have direct access to the applications submitted through University.
2. **Registering at the receiving University as an Erasmus student**
3. **Filling in the Learning Agreement and getting the signatures of the coordinators**
4. **Sign the Erasmus+ Grant Agreement** (The student is responsible for providing the documentation in time following the indications by the International projects and recruitment office)
5. **Take out healthcare insurance**

### **7.2 - Start of mobility documents**

At the arrival the student should contact the International projects and recruitment office in order to get the official certificate of arrival.

In case the student needs to change one or more activities in the LA, he/she should contact the coordinators.



## **8. - End of mobility procedures**

Before the end of the mobility the student should contact the International projects and recruitment office in order to get the official certificate of Departure.

Moreover, the student is required to fill out the online EU Survey provided by the European Commission.

After completion of the mobility students will receive the final Transcript of Records in order to get recognition at their home university of the activities carried out abroad.

## **9 - RECOGNITION OF ACTIVITIES CARRIED OUT ABROAD**

For the procedure for recognising activities abroad, students should refer to their home Mobility Office – Mobility Unit.

The student is responsible for providing the documentation in time to meet the deadlines for registration for scholarships.

Application deadlines, selection criteria, legal remedy, as well as successful students' obligations will be established by each Partner HEI involved in the project.

## **10. – PROCESSING OF PERSONAL DATA**

The University of Trieste processes the personal data of the interested parties in compliance with the principles of correctness, lawfulness, transparency and minimization, for the protection of privacy and all the rights of the interested parties, according to the provisions of the European Regulation on the protection of personal data (EU Regulation 2016/679, so-called GDPR), by the Code regarding the protection of personal data (legislative decree 196/2003 and subsequent amendments) and by the consequent implementing measures adopted by the European authorities and by the Guarantor for the protection of personal data ( [www.garanteprivacy.it](http://www.garanteprivacy.it)).

### **Contacts:**

International Projects and Recruitment Office

University of Trieste

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