



**ERASMUS + PROGRAM
KEY ACTION 171 INTERNATIONAL CREDIT MOBILITY
INCOMING STUDENTS MOBILITY
(D.R. n. 500/ 2023)**

This Call is divided into three sections: Section I - Features of the Erasmus + KA171 Program; Section II - Application procedure and selection; Section III - Fulfillments for the carrying out of the mobility.

All information contained in this Call is subject to the provisions of Annex I - Additional financial and contractual rules applicable to virtual mobilities due to Covid-19.

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**SECTION I
FEATURES OF THE ERASMUS + KA171 PROGRAM**



Art. 1 - General information and purposes

This Erasmus + KA171 Call defines the procedures for participation, selection and allocation of resources aimed at supporting the mobility of students from University of Our Lady Of Good Counsel (Albania), hereafter called UKZKM to the University of Urbino Carlo Bo (Italy).

According to the KA171 project presented by the University of Urbino and approved by the Erasmus + INDIRE National Agency and based on the allocated resources, **2 student mobilities can be financed**. During their stay at the University of Urbino, students will carry out learning activities.

Art. 2 – Recipients

Students regularly enrolled in the first and second cycle of studies, respectively one candidate of the five-years cycle of studies in Pharmacy and one candidate of the three-years cycle of studies in Business Administration.

Candidates of the five-years cycle of studies in Pharmacy must also take into account the requirements set out in the internship regulations of the University of Urbino, in particular regarding the access to laboratories, safety in the workplace.

Art. 3 - Incompatibility

a) Regardless of their number and type (Erasmus for Studies and / or Erasmus Traineeship), Erasmus + mobilities cannot exceed a period of 12 months in the first and second cycle (three-years Bachelor degree and two-years Master's Degree). Mobilities or mobility periods not subsidized by European Union funds (for example, mobility extensions) are also counted for the purpose of calculating the maximum number of months.

b) Students awarded an Erasmus + mobility grant cannot simultaneously receive grants or funding made available by the European Union under other Programs.

c) Graduating before the end of the mobility period is not allowed, under penalty of forfeiture of the scholarship and refund of any sums received.

d) Carrying out a mobility in one's own Country of residence is not allowed.

Art. 4 - Eligible activities

Students on study mobility can attend university courses combined with internship, where applicable, and take related exams at the same level of study at the host university.

During the mobility period, it is not permitted to attend and take exams at UKZKM

Students are not allowed apply for transfer or give up their studies at UKZKM before completing the mobility period.

Students must commit to attending and take exams for all the courses indicated in the learning agreement, choosing on average 25-30 ECTS per semester.

Art. 5 - Period and duration

Stays financed under the Erasmus + 2023/2024 Program must take place in the second semester of the academic year 2023/2024 and continuously over the period between 1 January 2024 and 31 July 2024, in accordance with the start and end of the activities provided by the University of Urbino. The mobility duration is **5 months for studies and 3 months for curricular training activities**; in any case, the mobility cannot last less than 2 months (60 days), nor longer than 12 months. The student who interrupts their stay abroad prematurely is required to return the sums received for the unrealized days of mobility.

Art. 6 - Financial contribution

The following information is subject to the provisions of Annex I - Additional financial and contractual rules applicable to virtual mobilities due to Covid-19.



Students awarded an Erasmus + mobility grant must be up-to-date with the payment of the enrollment fees at UKZKM and are exempt from paying the enrollment fees at the University of Urbino.

The financial contribution is provided through funds allocated by the European Commission, represented in Italy by the Erasmus + INDIRE National Agency.

6.1 - Contribution to mobility costs

The student mobility grant is a flat rate grant calculated at a monthly rate. Grants are a contribution towards the costs of the planned Erasmus+ mobility period:

Round trip travel costs:	€ 275.00 (flat rate) *
Individual support fees:	€ 850.00 per month **

* The trip must take place no more than one day before and no more than one day after the dates indicated in the certificate of attendance issued by the host institution. In the event that the participant stays for personal reasons beyond the certified period, travel expenses will not be recognized.

** The total grant amount is calculated on the basis of the actual days of mobility, as attested in the certificate of attendance. For the purpose of calculating the contribution, each month is considered equal to 30 days. In case of incomplete months, the contribution is calculated by multiplying the number of days of the incomplete month by 1/30 of the monthly unit cost.

For further information, please visit the link: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

The financial contribution for students will be paid only after acceptance by the host University based on the actual days of stay of the student and according to the internal regulations and the Erasmus program. In case of cancellation / interruption of the stay except in cases of force majeure, the applicant is required to return the contribution received, under penalty of enrollment in the following year or obtaining the qualification at UKZKM.

6.2 - Contribution for special needs

Erasmus + scholarship-winning students with proven special needs relating to physical, mental or health conditions (in possession of a certificate of disability) are required to report it to the International Mobility Office by sending an e-mail to studerasmus@uniurb.it (indicate in the subject "special needs"). The contribution is subject to funds made available by the Erasmus + INDIRE Agency and is paid on the basis of the real costs related to disability incurred during the mobility. The reimbursement, when applicable, is made on the basis of medical documentation and supporting documents submitted to this effect.

Art. 7 - Insurance coverage

It is own responsibility of the winning students to provide for a personal insurance for the whole period of their stay in Italy.

SECTION II APPLICATION PROCEDURE AND SELECTION

Art. 8 - Available grants and evaluation criteria

According to the KA171 project presented by the University of Urbino and approved by the Erasmus + INDIRE National Agency and based on the allocated resources, **2 student mobilities can be financed.**



The selection of candidates is carried out by a specific Commission, appointed by Rector's Decree. The Commission assigns the score to candidate students, up to a maximum of 100 points, in compliance with the following parameters (1+2+3+4):

- 1) weighted average of the marks relating to the exams taken up to the moment of submission of the application (maximum 40 points).
- 2) speed in the progression of studies: number of credits registered up to the moment of submission of the application (maximum 40 points).
- 3) motivation. In addition to the letter of motivation, candidates will also be called to an interview if the commission deems it appropriate (maximum 20 points).
- 4) Language knowledge of the Hosting University language at level B2 (language suitability).

Under equal conditions, priority will be given to those candidates who have never benefited from an Erasmus mobility and/or come from disadvantaged socioeconomic backgrounds, and/or have not applied for destination in their country of residence, and/or those who are enrolled within the same level of study in the last years, and/or who have greater congruence of the study plan with the training offer of the study plan with the academic offer of the host University.

The ranking will be published on the UKZKM's website and on student's noticeboards by UKZKM. Candidates will also be notified via email.

Selected students are required to confirm acceptance within seven days from the date of publication of the ranking by completing the appropriate form at the Education and Research Projects Office. Definitive admission to mobility remains, in any case, subject to acceptance by the host universities. The methods of carrying out the mobility and financing will be defined by the host universities.

Art. 9 - Language requirements

The minimum level of knowledge of the Italian language required is B2.

Art. 10 – Application procedure

The application deadline is **November, 15 at 12:00 (CET)**. Applicants need to fill in the form available on the page <https://www.uniurb.it/concorsi/7015>, taking care to attach the necessary documents for the assessment, as described in Art. 8; in particular, in this regard it is possible to attach only file in .pdf format:

- online application form;
- Curriculum Vitae in English language;
- Motivational letter;
- Learning agreement;
- certificate of Bachelor Degree, with translation in English of the title of the Bachelor course, the title of the thesis, and of the final grade, confirmed by the sending Institution;
- certificate of the grades of the Master's Degree course exams passed on the application's submission date, confirmed by the sending Institution;
- copy of a valid identity document;
- language certificate;
- valid permit of stay in Albania, for the not Albanian candidates.

All documents must be sent via email to studerasmus@uniurb.it, please indicate in the subject "Application UKZKM - name, surname".

Confirmation of receipt of the application will be sent to candidates no later than three days after the deadline. Applications whose documentation is incomplete will be excluded.

Art. 11 – Ranking



The Commission in charge formulates a specific merit ranking for the assignment or eligibility for the Erasmus grant. Should two candidates obtain the same score, priority in the ranking goes to the candidate:

- a) who has not already carried out an Erasmus mobility in the same study cycle;
- b) with a minor age.

The ranking - approved by Rector's Decree - is published on the web page:
<https://www.uniurb.it/concorsi/7015>

Art. 12 – Grant acceptance

Following the publication of the ranking, the "winning" student is required to confirm acceptance by sending an e-mail to studerasmus@uniurb.it, within the deadline specified in the Rector's Decree approving the ranking.

Winners who do not complete such procedure will lose all right to the mobility.

Art. 13 - Scrolling of the ranking

After the deadline for acceptance (see Art. 12), in the event of renunciation or failure to confirm the grant awarded by the assignees, the International Mobility Office of Urbino University will contact the next suitable candidates in the ranking by e-mail to their institutional mailing address. The communication will also indicate the deadline for acceptance.

SECTION III FULFILLMENTS FOR THE CARRYING OUT OF THE MOBILITY

Art. 14 - Requirements before departure

Before the mobility begins, students are required to:

1. submit the financial agreement, i.e. the contract between the University of Urbino and the Erasmus student, to the International Mobility Office. The financial agreement is sent by the International Mobility Office to the student's institutional mailing address. Any modification or integration to the agreement must be requested in writing through a formal notification sent to the International Mobility Office, via Aurelio Saffi, 2 61029 Urbino (PU) or by e-mail at studerasmus@uniurb.it and must be approved by the University of Urbino;
2. submit the learning agreement, duly signed by the referring Professor in Urbino and in the home University, to the International Mobility Office;
3. be up to date with the payment of the student contribution at the home Institution;
4. enroll at the University of Urbino, by strictly following the instructions sent by the latter to the student's institutional mailing address;
5. check the level of insurance coverage required by the host Country;
6. if non-EU citizens, arrange to obtain a visa from the home Country to study in Italy;
7. sign the document relating to the possible risks associated with carrying out mobility in a pandemic situation.

All communications from the University of Urbino are sent to the student's institutional email address.

Art. 15 - Learning Agreement

The learning agreement is a study contract signed by the student, the home University and the host University before the start of the mobility period; it represents a mandatory document to carry out the Erasmus mobility and to obtain recognition of any learning activity successfully completed during the period of study abroad.



Students will obtain academic recognition of activities carried out abroad provided that these have been carried out with profit and that they are reported in the Transcript of Records or in the Tutor's certificate for the training activities.

The Academic coordinator Erasmus Referent for the Master's Degree in Pharmacy is Dr. Elena Capparelli e-mail: e.capparelli@unizkm.al

The Academic coordinator Erasmus Referent for the Business Administration Bachelor Degree is: Prof. Giovanni Lagioia, e-mail: g.lagioia@unizkm.al

Art. 16 – Renunciation of the mobility period

In case of renunciation, the student is required to promptly notify their home Institution and Urbino's International Mobility Office by e-mail to the address studerasmus@uniurb.it, briefly explaining the reasons for the renunciation.

Art. 17 - Requirements during the mobility

The student needs to have their certificate of attendance filled in with the date of arrival and signed by the International Mobility Office in Urbino. The certificate must then be sent to their home Institution.

Art. 18 - Requirements at the end of the mobility

At the end of the mobility period, the student needs to:

1. have their certificate of attendance filled in with the date of departure and signed by the International Mobility Office in Urbino;
2. submit their final learning agreement to the International Mobility Office in Urbino;
3. receive a Transcript of Records, document issued by the host University and certifying the activities carried out during the mobility, with relative marks and number of credits if available.

Art. 19 - Evaluation questionnaire / narrative report (EU Survey)

At the end of the mobility period, the participant is obliged to complete and submit an online Narrative Report no later than 30 days after receiving a specific invitation e-mail.

A notification of the Report needs to be sent via e-mail to the following address: studerasmus@uniurb.it

Art. 20 – Grant return

The Participant is required to repay all or part of the financial contribution received in the event of:

- a) mobility of less than 90 days;
- b) failure to deliver the necessary documents within the established deadlines;
- c) failure to submit the Narrative Report;
- d) absence of earned ECTS in the absence of serious reasons, to be documented via e-mail at the International Mobility Office, at studerasmus@uniurb.it.

Art. 21 - Person in charge of the administrative procedure

Pursuant to the law of 7 August 1990, n. 241 and subsequent amendments, the person in charge of the procedure referred to in this Call is Lucia Bartolucci, International Mobility Office (e-mail studerasmus@uniurb.it).

The provisions of this Announcement, designed to ensure the transparency of all phases of the procedure and the criteria and procedures for the appointment of the selection boards and the person in charge of the procedure, are in implementation of the law of 7 August 1990, n. 241 and subsequent amendments.



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**UNIVERSITÀ
DEGLI STUDI
DI URBINO
CARLO BO**

Settore Mobilità Internazionale e Servizi agli Studenti
Ufficio Mobilità Internazionale
Via Aurelio Saffi, 2 - 61029 Urbino (PU)
Tel. +39 0722 305328
internationalmobility@uniurb.it

Participants have the right to exercise the right of access to the proceedings in accordance with current legislation. The request, addressed to the Rector, must be sent to the Protocol and Archives Office, via Saffi n. 2 61029 Urbino (PU) no later than 12.00 on the seventh consecutive day from the date of publication of the ranking in the Official University Register.

The holder of the substitute power is Dr. Simona Pigrucci, head of the International Mobility and Student Services Sector.

Art. 22 Scientific Project manager

The Scientific Project manager is Professor Andrea Duranti (andrea.duranti@uniurb.it).

Art. 23 - Personal data protection

In compliance with the principles of lawfulness, correctness, transparency, adequacy, relevance and necessity pursuant to art. 5, paragraph 1 of the GDPR (EU Regulation 2016/679), pursuant to art. 13 of the GDPR Regulation - EU 2016/679 and of Legislative Decree 196/2003 and subsequent amendments, the personal data provided by candidates at the time of enrollment in the selection procedure will be collected by the Offices of the University of Urbino Carlo Bo, in as data controller, and processed, by authorized personnel, in paper and electronic form in the ways and within the limits necessary to pursue the management purposes of the insolvency procedure. The data will be stored in accordance with the rules on the conservation of administrative documentation.

The information is available at the link:

http://blog.uniurb.it/wp-content/files_mf/1540157915Uniurbinformativastudenti.pdf.

The Data Protection Officer (DPO) is Eng. Mauro Raimondi, tel. 0722305234 e-mail: rpd@uniurb.it.

Urbino, 24/10/2023

IL RETTORE
F.to Giorgio Calcagnini



Annex I

Additional rules applicable to mobilities in the event of a Covid-19 pandemic

Article 1: virtual mobilities

Due to Covid-19 prevention measures and restrictions, the mobility could be started in virtual mode. Should evolutions of the health emergency allow it, the mobility can be completed with a period of “physical” activity in presence; if, on the other hand, the persistence of restrictions does not allow it, the entire mobility period can be virtual.

Article 2: financing of virtual mobilities

2.1 Remote virtual mobilities, where the student takes advantage of the educational offer provided online by the foreign Institute without physically going to the host Country, **are not eligible for funding**. In the event that the student physically concludes the mobility abroad, he / she may receive the contribution due for the days of mobility carried out physically.

2.2 Mobilities of students who go to the host Country to follow virtual activities are eligible for full funding. Their actual presence in the host Country will be confirmed by the host Institution through the usual documentation, such as confirmation of arrival or transcript of records.

Article 3: recognition of activities carried out during virtual mobility

Full recognition of the results obtained through the activities carried out both in the period of virtual mobility and of physical mobility will be guaranteed.

Should the Ministry of Foreign Affairs and International Cooperation advise against travel to the destination or if the host Institute and / or the University of Urbino Carlo Bo, after consulting the parties involved, consider the sending / permanence of students unsafe, the mobility period may be suspended, modified, interrupted or canceled.

Students are invited to carefully evaluate the risks associated with the period of mobility abroad in the situation of great uncertainty due to the ongoing health emergency.

In particular, before the mobility starts, students will be required to sign a document where they declare, under their own responsibility:

- a) to implement mobility for motivated study needs;
- b) to be aware of and to assume any risks related to the spread of the SARS-CoV-2 infection while carrying out the activity abroad, even in the event of a worsening of the epidemiological situation (for example: lockdown, quarantine, limitations of the conditions of transport, limitations of access to the host University facilities and possible obtaining of a visa);
- c) to be aware that the mobility is in any case subject to acceptance by the host Institution and that acceptance or conditions may be subject to change in consideration of the evolution of the emergency situation;
- d) to have checked the current regulations and safety protocols of the host Institution and of the host Country, with particular reference to any internal subdivision into specific areas of the epidemiological risk, thus relieving the University of Urbino Carlo Bo from any responsibility for the consequences of a possible infection from SARS-CoV-2;
- e) to assume the additional costs incurred as a result of a possible worsening of the epidemiological situation and the consequent health measures adopted, even without prior notice, by the competent Italian authorities and / or by transport carriers (airlines, railways, urban and extra-urban public transport) and therefore to relieve the University of Urbino Carlo Bo from any expenditure;
- h) to keep constantly updated and to observe the rules for the prevention and management of the emergency situation from Covid-19 and, in particular, to have read and accepted and scrupulously followed the provisions provided by the Country of destination (such as any quarantine, restrictions and other specific health measures), as reported on the portal <http://www.viaggiareassicuri.it/>;
- i) to have registered their trip on the portal of the Ministry of Foreign Affairs and International Cooperation: <https://www.dovesiamonelmondo.it/home.html> and to undertake to communicate their



presence, duration and reason to the diplomatic-consular representations residence and address abroad;

j) to have read and accepted the conditions for providing services at the destination University, such as the methods of carrying out online teaching, any failure to access basic services such as University accommodation and canteens, any obligation stipulation of supplementary insurance coverage and anti Covid-19 vaccination;

k) to have acknowledged that the anti Covid-19 vaccination allows to reduce the risk of contagion;

l) to promptly inquire, possibly before departure, on the health procedures in force in the host Institution, with particular reference to the emergency from infection from SARS-CoV-2;

m) to have evaluated the opportunity to take out a new or supplementary health policy for further coverage and which expressly includes the healthcare costs in the context of the Covid-19 emergency;

n) to have evaluated the advisability of taking out travel insurance in the event of cancellations or delays due to the Covid-19 emergency.