

## ERASMUS+ HIGHER EDUCATION MOBILITY

### Call for applications for Student mobility for studies

2017-18 academic year

#### **Art. 1 Purpose of the call and general regulations**

1. This call regulates the application procedure for student mobility in the framework of the **Erasmus+ International Credit Mobility project** between **University of Modena and Reggio Emilia (UNIMORE), Italy** and **Universidade Federal de Viçosa (UFV), Brazil**.

Erasmus+ is the EU programme for education, training, youth and sport covering the period 2014-2020. 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.

2. The present Erasmus+ International Credit Mobility project between **University of University of Modena and Reggio Emilia** and **Universidade Federal de Viçosa, Brazil** lasts from July 2017 to July 31, 2019.

#### **Art. 2 Mobility types and available places**

Under this call for applications the following places are available for prospective candidates from Universidade Federal de Viçosa

- **UNDERGRADUATE (1<sup>st</sup> cycle): 1 place (6 months)** for the 2017-2018 academic year, for students in the areas of **Engineering and Technology**.

The present call for applications provides student mobility grants for *the second semester of the 2017-18 academic year (starting in February 2018 and finishing in July 2018)*.

#### **Art. 3 Admission requirements**

3.1 In order to apply prospective candidates must be *enrolled at Universidade Federal de Viçosa, Brazil* at the moment of application and for the whole duration of the mobility. Undergraduate students must carry out their mobility not before the **second semester of second year of** their studies and they can apply for undergraduate's and Master's courses taught in English at the hosting university. The candidates are supposed to meet the requirements of "RESOLUÇÃO CEPE nº 07/2015" (<http://www.soc.ufv.br/wp-content/uploads/07-2015-CEPE-Mobilidade-Acad%C3%A0mica.pdf>) – see section I, art. 6th.

Desired profile of candidates: students in Engineering or Technology at Universidade Federal de Viçosa, with good knowledge in *Operations Research* and *Metaheuristics*.

3.2 Language proficiency

Applicants for student mobility are required to be proficient *in English at level B2 and recommended Italian at level A2* of the CEFR or equivalent (for example IELTS 6.0 is equivalent to CEFR B2) respectively. International language certificates (such as IELTS or TOEFL) or UFV institutional language test can be accepted. In case student does not have any certification, language proficiency can be demonstrated by an interview with the student carried out by representatives of University of Modena and Reggio Emilia.

### 3.3 In/compatibility

- The same student may participate in Erasmus+ mobility periods totaling up to 12 months maximum per each cycle of study (Bachelor or equivalent, Master or equivalent, Doctoral level), independently from the number and type of mobility activities. Previous Erasmus+ and Erasmus Mundus experiences must be taken into account for calculation purposes;
- Selected beneficiaries **will not be allowed to benefit from any other grant provided by the European Commission for mobility for study / for teaching /training for the same period;**
- Selected beneficiaries **will not be allowed to benefit from any other grant provided by other entities (including Home institution)** for the mobility period;
- Beneficiaries must carry out their mobility activities in a country different from the country where they have their accommodation during their studies;
- Candidates with a double nationality must specify the nationality under which they submit their scholarship application.

### 3.4 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.
- Students 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 if they fail to complete the approved programme and submit the final online report**, unless they are prevented from completing their planned activities abroad due to a case of force majeure.

## **Art. 4 Activities**

### **Mobility for studies:**

Erasmus+ grants for study are awarded for full time study activities, including thesis preparation, at first study cycle. The studies in which the beneficiaries are enrolled must be leading to a recognized degree or another recognized tertiary level qualification.

## **Art. 5 Grants**

5.1 Grantees will receive a grant as a contribution to their costs for travel and individual support during their mobility.

They are specified in the table below:

INDIVIDUAL GRANT	INDIVIDUAL SUPPORT
Students	850€ per month
TRAVEL	
Students	Travel costs will be covered by the project (up to the amounts depending on the distance bands provided by the project, in this case 1100 Euro/person. Changes or higher travel costs will be borne by the candidate)

5.2 Erasmus+ selected students will continue to pay fees to their sending university but will benefit from tuition waiver from their host university.

5.3 The mobility period must be carried out continuously and it must not be split into different periods.

5.4 Selected candidates accepting the scholarship will sign a scholarship contract listing their duties and responsibilities. They will be required to comply with the local admission requirements and registration procedures at the Host University.

#### 5.5 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 by the Coordinating institution and approval from the Erasmus+ Italian National Agency.

#### 5.6 Incentives:

Support in visa application, housing, accommodation will be supplied by UNIMORE – International Welcome Desk and by UFV – Office of International Affairs, as requested by outgoing beneficiaries.

## **Art. 6 Admission procedure**

### 6.1 Application

- Prospective applicants **for student mobility** should submit their **application documents** (6.2) via e-mail to the address [dri@ufv.br](mailto:dri@ufv.br) **from 05/01/2017 to 12/01/2017**. The head of the message must have the following format: 'Application to Erasmus+ UNIMORE-UFV'. Any application received after the deadline will not be accepted;
- A confirmation e-mail will be sent after the application has successfully been submitted;
- The official language of the application is *English*. At the time of application diplomas, transcripts and other official documents may be submitted in original language but they must be accompanied by an English translation. At this stage non certified translations are accepted. In case you are selected you may have to provide certified translations of all relevant documents.

### 6.2 Required Documentation

*Students* must provide the following documents:

- Copy of a valid ID card or passport;
- Copy of a residence document/family register book
- Copy of the transcripts of records, indicating university grades/marks for finished and/or current cycles of study, including GPA (grade point average);
- Copy of official language certifications (if available);
- Curriculum Vitae (max 2 pages) in English, including extracurricular activities (courses, seminars, conferences, published research, etc.) and professional experience related to the fields of knowledge of the courses. Please use the European template on <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions.iehtml>;
- Proof of socio-economic disadvantaged background (in case it is available);
- Motivation letter (max 2 pages) explaining the background of the candidate and the reasons for applying to the programme, explaining also concrete plans for involvement in joint activities between UFV and UNIMORE in the areas of Engineering and Technology (candidates with such concrete plans will be favored);
- Recommendation letters and other supporting documents in English, e.g. honours, awards, internship/work certificates, proof of disability if relevant, recommendation letters from professors involved with the cooperation between UNIMORE and UFV.

## **Art. 7 Selection process**

7.1 The Selection process includes the following steps:

- a. Eligibility check by Universidade Federal de Viçosa;
- b. Evaluation and selection process by Universidade Federal de Viçosa Selection Committee to make selected students list to be communicated to the University of Modena and Reggio Emilia

The Universidade Federal de Viçosa will review the submitted applications and evaluate the technical components (eligibility requirements, full documentation, completeness and authenticity of documents attached) to identify the eligible candidates. Only valid and eligible applications will be evaluated and ranked by Universidade Federal de Viçosa Selection Committee, according with the following criteria, which have been jointly agreed by the partner university and the coordinating university:

<b>Type of Mobility / Criteria</b>	<b>Academic Merit (UFV: at least GPA 75)</b>	<b>Language skills</b>	<b>Motivation</b>	<b>Minimum score required</b>
<i>Students</i>	Max. 45 points	Max. 25 points	Max. 30 points	70 points

7.2 In the framework of Erasmus+ regulations the first criterion for selecting students must be academic merit, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds.

7.3 The final selection decision will consider also cross-cutting evaluation criteria such as gender balance, equal opportunities and participation of disadvantaged groups (disabled students, economically disadvantaged students) providing a more equal and fair selection process.

7.4 The Universidade Federal de Viçosa may decide to invite the candidates or an interview, either face-to-face or via Skype, in order to have more information about the application, especially about the plans for involvement in joint activities developed between UFV and UNIMORE in the areas of Engineering and Technology, and for checking the knowledge in Operations Research and Metaheuristics.

7.5 At the end of the selection procedure the UFV Selection Committee will define a ranking list of qualified candidates. A reserve list will also be defined and will include the names of eligible candidates whom may be awarded a grant in case of withdrawal/drop-out of selected students or if additional funding is available.

7.6 All applicants will be informed by e-mail of the selection results as soon as the evaluation procedure has been concluded. The final list will be also published on the UFV Office of International Affairs website for transparency reasons.

7.7 Selected candidate will receive a scholarship offer and are required to accept or reject it in written **within 24 hours**. For every selected candidate not accepting the grant within the deadline, Universidade Federal de Viçosa will nominate a candidate from the reserve list.

#### 7.8 Appeal Procedure

- **Rejected applicants for student mobility** who feel that a mistake has been made in the process or that their application has not been fairly evaluated can file a complaint to [dri@ufv.br](mailto:dri@ufv.br) not later than 24 hours since the rejection notice, explaining their reasons.
- Complaints from applicants who have failed to satisfy all of the eligibility criteria (e.g. who have not produced the required documentation, or have applied for a scholarship but do not meet the requirements, etc.), or have failed to satisfy them within the established timeframes, will not be taken into consideration.
- The appeal procedure can only come into play if a candidate feels that the Selection Committee has not handled his/her own application in line with the principles and procedures described in the call. In other words, the appeal cannot concern the decision itself, but only an alleged error made in the process.

## **Art. 8 Data protection**

Information relating to individuals (personal data) is collected and used in accordance with Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on "the protection of individuals with regard to the processing of personal data and on the free movement of such data".