



## **ERASMUS+ HIGHER EDUCATION MOBILITY**

### **Extra Call for applications for student mobility for studies and staff for teaching (11/2021) 2021-22 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**.
2. Erasmus+ is the EU programme for education, training, youth and sport covering the period 2019-2022. 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.
3. The present Erasmus+ International Credit Mobility project between **University of University of Modena and Reggio Emilia** and **Universidade Federal de Viçosa, Brazil** lasts from January to June 2022 and ends (exams) in July 2022.

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

Under this call for application, **1 place** is available for academic staff for prospective candidates from Universidade Federal de Viçosa:

- STAFF FOR TEACHING (academic staff): 1 place\* 7 days (+ 2 days of travel)

For staff mobility, the period will be agreed by mutual institutions from December 2021 to July 2022.

Under this call for applications, **4 places** are available for students from Universidade Federal de Viçosa, in the areas of areas of Engineering and Technology, for:

- UNDERGRADUATE (1st cycle)
- MASTER (2nd cycle)
- PhD (3rd cycle)

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

**3.1** In order to apply for student mobility, prospective candidates must be enrolled at Universidade Federal de Viçosa, Brazil at the moment of application and for the whole duration of the mobility. The undergraduate and masters students must apply for courses taught in English at the hosting university. Desired profile of

candidates: **undergraduate, master and Ph.D. students** in Engineering or Technology at Universidade Federal de Viçosa with good knowledge in **Operations Research and Metaheuristics**.

In order to apply for staff mobility, prospective candidates must be enrolled/employed at Universidade Federal de Viçosa, Brazil at the moment of application and for the whole duration of the mobility. Desired profile of candidates: researchers with activities involving the areas of **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.

Applicants for **staff mobility** for teaching are required to be proficient in English or Italian at level C1 of the CEFR or equivalent. Applicants could provide certifications or self-certifications of the required level.

### 3.3 In/compatibility

Every 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. The studies in which the beneficiaries are enrolled must be leading to a recognized degree or another recognized tertiary level qualification.

**Mobility for teaching:**

Erasmus+ grants for teaching are awarded to Universidade Federal de Viçosa teaching staff for a period of teaching in the University of Modena and Reggio Emilia.

**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
<b>Students</b>	<b>850€ per month</b>
TRAVEL	
<b>Students</b>	Travel costs will be covered by the project (up to the amounts depending on the distance bands provided by the project, in this case 1500 Euro/person. Changes or higher travel costs will be borne by the candidate)

INDIVIDUAL GRANT	INDIVIDUAL SUPPORT
<b>Staff (faculty)</b>	<b>140€ per day (7 days plus 2 days for travel)</b>
TRAVEL	
<b>Staff (faculty)</b>	Travel costs will be covered by the project (up to the amounts depending on the distance bands provided by the project, in this case 1500 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 students 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 fill on the form <https://forms.gle/FH4G5hzmQwXJYQV69> from **09/11 to 16/11/2021**. Any application received after the deadline will not be accepted.

Prospective applicants **for staff mobility** should submit their **application documents** (6.2) via fill on the form <https://forms.gle/1E8skFqiTN8h2yLLA> from **09/11 to 16/11/2021**. Any application received after the deadline will not be accepted.

**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:

1. Proof of English proficiency;
2. [Curriculum vitae](#) in English with certificates (download the file, fill up the requested fields and upload the modified file in the application form);
3. Proof of socio-economic disadvantaged background (in case it is available);
4. 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 especially in the areas of **Operations Research and Metaheuristics** (candidates with such concrete plans will be favored).

Candidates for staff mobility must provide the following documents:

1. Copy of a residence document;
2. Copy of a proof of employment at Universidade Federal de Viçosa (E.g. certificate issued by the Home University stating he/she is Academic/Administrative staff employed at the University);
3. Work Plan in English, signed by the applicant and by the head of the section where the applicant works;
4. Curriculum Vitae (max. 2 pages) in English including extracurricular activities (courses, seminars, conferences, published researches etc.) and professional experience related to the fields of knowledge of the course;
5. Motivation letter (max. 2 pages) in English explaining the background of the candidate and the reasons for applying to the programme;
6. Document (may be e-mail) from Italian partner indicating that the partner is aware of the plans of the candidate and is prepared to receive the candidate during the defined period.
7. Proof of English proficiency or self-certifications.

## **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 a 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>	<i>Academic Merit (GPA)</i>	<i>Language skills</i>	<i>Curriculum vitae and supporting documentation</i>	<i>Motivation (concrete plans)</i>	<i>Minimum score required</i>
<b>Students</b>	Max. 25 points	Max. 15 points	Max. 30 points	Max. 30 points	<b>70 points</b>

<b>Type of Mobility / Criteria</b>	<i>Work plan</i>	<i>Curriculum vitae and supporting documentation</i>	<i>Motivation (concrete plans)</i>	<i>Language skills</i>	<i>Minimum score required</i>
<b>Academic Staff</b>	Max. 30 points	Max. 30 points	Max. 25 points	Max. 15 points	<b>80 points</b>

Activities involving the areas of **Operations Research and Metaheuristics** will receive more points than other areas, when evaluating the plans in the motivation letter.

**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 for 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, which are the research areas relevant for the cooperation.

**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 who 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 ([www.dri.ufv.br](http://www.dri.ufv.br)).

**7.7** Selected candidates will receive a scholarship offer and are required to accept or reject it in writing **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 after 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".