

**To all Erasmus+ Partner Universities**  
**KA1 International Credit Mobility between Programme and Partner countries**

**Application Procedures for Incoming Erasmus Students at Sapienza University**

Dear Colleagues,

with reference to the *Erasmus+ programme – KA1 International Credit Mobility between Programme and Partner countries*, please, find below Sapienza's application procedures for incoming students (2<sup>nd</sup> semester 2018-2019) and incoming staff for the academic year 2018-2019.

The application procedure is made out of three phases:

1. Nomination of the candidates (made by the partner university with deadline on October 30<sup>th</sup> 2018);
2. Documents uploaded by the nominated candidates on Sapienza's informatics system (deadline on November 12<sup>th</sup> 2018);
3. Selection outcomes after November 25<sup>th</sup> 2018.

## **1. APPLICATION PROCEDURES**

### **1.1. PRE-SELECTION OF STUDENTS AND STAFF**

As stated in the "Quick reference guide for selected higher education institutions in Partner Countries/ Erasmus+ International Credit Mobility" issued by the European Commission, **the sending institution is responsible for selecting participants** and providing them with all necessary support including pre-departure preparation, monitoring during mobility, and formally recognizing the mobility period.

- The selection criteria for participants should be defined by the sending higher education institution, in agreement with the receiving institution.
- The first criterion should be academic merit, but with equivalent academic level, preference should be assigned to students/staff from less advantaged socio-economic backgrounds. Information on the mobility opportunities available and the selection procedure should be made public.
- The selection of participants, as well as the procedure for awarding them a grant, must be fair, transparent and documented and should be made available to all parties involved in the selection process.
- Erasmus+ also encourages the participation of students and staff with special needs.

When selecting your outgoing students, please, bear Sapienza's requirements in mind. In particular, as far as **language knowledge** is concerned, Sapienza will accept students with either:

1. an **intermediate level of Italian language** (i.e. Threshold level B1 or Higher of the Common European Framework of Reference for Languages) – **compulsory for students wishing to attend Italian- taught courses.**

Students can demonstrate their level of Italian with an **official certificate** (CILS - *Certificazione di Italiano come Lingua Straniera*, CELI - *Certificazione Italiano generale*, PLIDA - *Progetto Lingua Italiana Dante Alighieri*, IT - *Certificato di competenza generale in italiano come lingua straniera*, CITA/TELC The European Language certificates and UNiCert) or **alternative qualifications** (i.e. certificate issued by the Home University, language centers/schools, etc.).

OR

2. **an intermediate level of English** (i.e. Threshold level B1 or Higher of the Common European Framework of Reference for Languages) only for:
  - students who wish to attend English taught modules or pick courses from any of Sapienza's English taught courses: <https://corsidilaurea.uniroma1.it/en>
  - students coming for their final research project, whose tutor accepts English as working language.Students can demonstrate their level of English with an **official certificate** (TOEFL, IELTS, Cambridge) or **alternative qualifications** (i.e. certificate issued by the Home University, language centers/schools, etc.).

## 1.2. NOMINATION OF STUDENTS

Once the selection by the sending institution/partner university has been completed, please, send Sapienza the list of nominated students/staff (average of 2 participants per position available) using the Excel form enclosed to the email.

Please, include the following details for all nominated students/staff, after indicating the name of the sending institution:

1. Name
2. Surname
3. Gender (M for male and F for female)
4. One valid e-mail address

**Please, do not change the format of the Excel file.**

**Deadlines for sending the list of nominated students:**

- **October 30<sup>th</sup> 2018** for the 2<sup>nd</sup> semester of 2018-2019 (starting in February 2019).

**Deadline for the nominated candidates to upload their documents:**

- **November 12<sup>th</sup> 2018.**

## 2. ON LINE APPLICATION

### 2.1. SAPIENZA'S APPLICATION FORM FOR INTERNATIONAL STUDENTS/STAFF

The nominated (=pre-selected) students/staff whose contact details you have sent us, will receive by e-mail a login code to Sapienza's international students/staff on-line application form.

The application page will be active for 13 days: students and staff, therefore, have 13 days from the receipt of Sapienza's email to fill in their on line application form.

The documents the nominated (=pre-selected) candidates will need to upload on our online system are the following:

- A. 1<sup>st</sup> level or undergraduate/Bachelor and 2<sup>nd</sup> level/Master students
  - Curriculum Vitae
  - Motivation letter
  - Transcript of records
  - Learning agreement with detailed list of courses he/she would like to attend in Sapienza among the [academic offer](#) provided
- B. 3<sup>rd</sup> level/PhD candidates
  - Curriculum Vitae
  - Exact indication of PhD course of interest among the [PhD offer](#) provided
  - Motivation letter + Research topic/research description
  - List of publications
  - Letter of endorsement by academic staff.
- C. staff
  - Curriculum Vitae
  - Motivation letter
  - List of publications

**We kindly ask you to invite your candidates to prepare these documents well in advance, eventually already during the nomination phase. Indeed, such documents are mandatory for the candidates to be evaluated by our relevant academic staff and must be uploaded within November 12<sup>th</sup> 2018.**

Once the application form has been filled in and the requested documents have been uploaded, Sapienza's Erasmus+ Team will forward the applications to the relevant Faculties' academic boards for the final selection. Such Faculties' boards are in charge of assessing the applicants' documents and the fulfillment of Sapienza's requirements and will select the best candidates according both to the agreed selection criteria and to the available funding.

## 2.2. FINAL SELECTION OF STUDENTS

Sapienza will e-mail the outcomes of the evaluation of the candidatures to the relevant staff of the sending institutions. The selected, reserve and non-selected students/staff will be informed via email about the final selection results in due time.

Students will find detailed information about their Erasmus+ period at *Sapienza* University by downloading the [International Student Guide](#).

### 3. ACADEMIC OFFER & CALENDAR

#### 3.1 ACADEMIC OFFER 2018-2019

Erasmus+ incoming students may apply for any Faculty and programs offered by Sapienza University of Rome (both Italian and English-taught). Bachelor students may pick modules taught at Master level.

Erasmus+ incoming staff may apply for any Faculty of Sapienza.

Sapienza's full academic offer is available at the following link (dynamic search tool): <http://corsidilaurea.uniroma1.it/>

#### 3.2 ACADEMIC CALENDAR 2018-2019

The academic year 2018/2019 officially starts on October 1<sup>st</sup> and ends on October 31<sup>st</sup> of the following year (<https://www.uniroma1.it/it/pagina/calendario-dellanno-accademico>). However, the teaching schedule varies from faculty to faculty: students are strongly recommended to request the specific academic calendar to the administrative office of their receiving faculty (<http://www.uniroma1.it/internazionale/studiare-e-lavorare-allestero/erasmusplus/area-gestione/raef>).

The 2<sup>nd</sup> semester of the academic year 2018/2019 will start at the end of February 2019 and will end approximately on the 31<sup>st</sup> of May 2019. Examinations are usually held in June and July. Special exams sessions may be organized for students having to leave Sapienza prior to the official end of the semester, but these are very **rare cases** and have to be agreed upon before the starting of classes.

### 4. UNDERSTANDING THE CONTRACTUAL DOCUMENTS AND LIST OF DOCUMENTS

Before the mobility activity can take place, your institution must sign an inter-institutional agreement with the Programme Country institution involved in the project. You and your partner may wish to discuss the content of the agreement while preparing the project application. You should sign this agreement once your project has been selected for funding, and at the latest before the start of the first exchange.

The sending institution is responsible for selecting participants and providing them with all necessary support including pre-departure preparation, monitoring during mobility, and formally recognizing the mobility period. The receiving institution offers participants a study programme, or a programme of staff training or teaching activities at their institution. The inter-institutional agreement details the obligations of each institution.

- [Inter-institutional agreement](#)
- [Frequently Asked Questions on the IIA](#)

By signing an inter-institutional agreement, the institutions commit themselves to respecting the principles and quality requirements of the Erasmus Charter for Higher Education (ECHE) relating to the organisation and management of mobility, and agree on a series of measures to ensure high quality mobility.

- [Erasmus Charter for Higher Education \(ECHE\)](#)

The learning agreement sets out the study programme to be followed by the student, defines the target learning outcomes and specifies the formal recognition provisions. For more detailed information, please refer to these 'Guidelines on how to use the learning agreement for studies'.

- [Learning Agreement](#)
- [Guidelines on how to use the learning agreement for studies](#)

Similarly, the mobility agreement for members of staff sets out the teaching or training programme to be followed, and lists the rights and obligations of each party.

- [Teaching](#)
- [Training](#)

All funding rules and grant amounts are set out on pages 44 to 50 of the Erasmus+ Programme Guide.

- [Erasmus+ Programme Guide](#)

## **5. OTHER USEFUL RESOURCES**

- [Erasmus+ homepage](#)
- [Quick reference guide for selected higher education institutions in Partner Countries/ Erasmus+ International Credit Mobility](#)
- [Faqs for Higher Education Institutions](#)
- [Faqs for students and staff](#)
- [ECTS User's Guide](#)
- [Brochure on Erasmus+ International Opportunities](#)
- [Contacts](#)

## **6. FURTHER INFORMATION**

For further questions, doubts or students/staff's withdrawals, please, contact the Erasmus+ Team at [erasmusworld@uniroma1.it](mailto:erasmusworld@uniroma1.it).

Finally, should you be interested in supporting a higher number of your outgoing students towards Sapienza, please, inform the Erasmus+ team when sending the list of nominated students. Sapienza can host a larger number of students if compared to the scholarships available. In such cases, extra students can come to Sapienza as zero EU grant, namely they are not due to pay fees to Sapienza, but they do not receive any E+ ICM scholarship.

We would like to take this opportunity to wish you a very successful academic year and we look forward to welcoming your students.

Yours sincerely,  
Head of the International Office  
Dr Maria Ester Scarano