

## CALL FOR APPLICATIONS

## ERASMUS+

## KEY ACTION 131: INDIVIDUAL LEARNING MOBILITY

## STUDY MOBILITY

A.Y. 2024/2025

**Art. 1 - General Information**

Erasmus+ is the EU Programme in the fields of education, training, youth and sports for the 2021-2027 period established by the European Parliament.

Key themes such as social inclusion, environmental sustainability, transition to digital and promotion of participation in democratic life by the younger generations play a central role in the Programme.

This call for applications concerns Study Mobility (KA131) enabling students to spend a period of continuous studies at a European university which has signed an Inter-Institutional Agreement with Università Politecnica delle Marche within the framework of the Erasmus+ Programme.

The countries participating in the Erasmus+ KA131 Programme are:

- the 26 Member States of the European Union: Austria, Belgium, Bulgaria, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the Czech Republic;
- the 3 countries of the European Economic Area: Iceland, Liechtenstein, Norway;
- the candidate countries: the Republic of Serbia, Turkey, the former Yugoslav Republic of Macedonia.

**Art. 2 - Requirements**

To participate in this call for applications and be included in the ranking list, **all applicants**, regardless of their country of citizenship<sup>1</sup>, **must**:

1. be enrolled for the a.y. 2023/2024 in one of these types of courses of Università Politecnica delle Marche:
  - study courses with regulations in compliance with the Ministerial Decree 509/1999,
  - three-year degree courses (Bachelor), with the exception of those in the Faculty of Medicine and Surgery
  - Master's degree courses, with the exception of those in the Faculty of Medicine and Surgery
  - Single-cycle degree courses in Building Engineering-Architecture, Medicine and Surgery, Dental Surgery and Prosthetic Dentistry
  - PhD courses.
2. have paid fees and contributions for the a.y. 2023/2024 to Università Politecnica delle Marche and must renew enrolment for the a.y. 2024/2025 before signing the grant agreement and in any case by the deadlines set by the University.

Students applying for a degree for the exceptional session of a.y. 2023/2024 (February-March 2025):

- do not have to pay the registration fee for the a.y. 2024/2025. Payment is due if the degree is not obtained in the extraordinary session.
- must complete the mobility in time to submit the required documentation (Transcript of Records, Certificate of Attendance, Final Survey), validate the learning activities completed abroad and submit the degree application within the deadlines indicated by the Student Administration Office.

<sup>1</sup> If you are a national of one of the countries participating in the Erasmus+ Programme, you may undertake mobility at a university in your home country if you are not yet a resident of that country. In this case, the candidate may be placed at the bottom of the ranking list in the selection process.

3. not exceed the maximum number of mobility days allowed for each cycle of studies:

- 12 months (360 days) in cycle I – Bachelor's Degree
- 12 months (360 days) in cycle II - Master's Degree
- 24 months (720 days) in Cycle I - Single-cycle Degrees
- 12 months (360 days) in cycle III – PhD courses.

The number of days already carried out in an Erasmus mobility must be indicated in the online application.

In calculating the number of days already completed, those carried out in a previous Erasmus study or traineeship mobility, including extensions, must be taken into account, even if they were "without a grant".

Only Erasmus mobility periods carried out virtually from the country of residence will not be counted.

It is the applicant's responsibility to check the number of Erasmus months still available for the relevant study cycle. In the event of a false declaration, the mobility may be cancelled, and the grant returned. In this regard, applicants are reminded of the penal responsibilities associated with making false declarations (Penal Code and special laws on the subject, pursuant to and in accordance with art. 76 D.P.R. no. 445/2000).

4. apply online via the dedicated area of the University website by the deadlines indicated in the call for applications.

<b>Art. 3 – Conditions of participation and incompatibilities</b>
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**Candidates must:**

- a) choose destinations related to Bachelor's degree courses, if they will be enrolled in the same Bachelor's degree course in the a.y. 2024/2025
- b) choose destinations related to Master's degree courses, if they will be enrolled in a Master's degree course in the a.y. 2024/2025.

Please note: if you are enrolled in a Bachelor's degree course at the time of your application but will be enrolled in a Master's degree course in the a.y. 2024/2025, you must choose destinations related to Master's degree courses. Departures are subject to obtaining a Bachelor's degree as well as enrolling in a Master's degree course.

**Candidates cannot:**

- participate in this call for applications if holding a research grant, in compliance with the University regulations on research grants, which include the provisions of Law n. 240/2010, art. 22, paragraph 3
- during the same period in which they benefit from the Erasmus+ grant, benefit from another EU grant or any other grant financed by Università Politecnica delle Marche for a mobility abroad
- if enrolled for the a.y. 2024/2025 in the Master's degree course in International Economics and Commerce, select destinations that provide for an entire academic year mobility period (except for students selected for a double degree)
- select destinations involving a mobility of more than 6 months, if holding a FLOR - For Linking Overseas Relations scholarship (see art. 2 of the relative Calls), or a scholarship for students with Afghan citizenship (R.D. no. 811 of 04/08/2022), or a scholarship for students residing in Ukraine or coming from Ukrainian universities (R.D. no. 812 of 04/08/2022), or a scholarship for students from countries involved in the European Strategy for the Adriatic-Ionian Region - EUSAIR (R.D. no. 482 of 11/05/2022 and R.D. no. 991 of 25/09/2023)
- if enrolled in the Faculty of Economics, select destinations that provide for an entire academic year mobility and shorten the mobility period to one semester after accepting the exchange place.

**Double-registered students can only apply for a mobility related to their first degree course.**

#### **Art. 4 - Language requirements**

Università Politecnica delle Marche does not require any language skills either to apply for the call or after the Erasmus+ grant has been awarded.

**Candidates must:**

- 1) find out about the language requirements set by the host institution** through its website or by visiting this [link](#)
- 2) attend language courses/exercises offered by CSAL** (University language centre) to reinforce their language skills or to demonstrate their knowledge of the language to the foreign university. In order to obtain the language certificate, you must take a test (written test on a PC and oral test). CSAL will organise exercises for English, French, Spanish and German for the different language levels required by the host universities. The French, Spanish and German language exercises will start on 26 February 2024, the English language exercises on 6 May 2024. For information on the activation and the start of the courses and how the lessons will take place, please visit this [page](#).

Università Politecnica delle Marche cannot issue certificates for a curricular language exam passed at the University. For this reason, if you need a language certificate, you will have to pass the CSAL test.

- 3) send the language documentation to the host university after being selected.** As a rule, foreign universities ask you to send your language certificate when you send in your application form, roughly between April/July for students starting in the first semester/full year and between October/December for students starting in the second semester.

The host university may consider valid:

- an international language certificate (e.g., Cambridge, DELF, DELE, Goethe);
- the language certificate issued by CSAL;
- the certificate of examinations taken at Università Politecnica delle Marche, issued by the Student Secretariat in English. This document certifies the curricular language examinations passed but does not indicate the level reached.

#### **Art. 5- OLS Online Linguistic Support**

The European Commission offers '[Online Linguistic Support](#)' (OLS) language tests and courses.

The Online Linguistic Support offers:

- **the possibility to take an online test to assess one's language level**, to be taken before and after the mobility;
- **a language course** tailored to the participant's language needs.

**Test and course are not compulsory, but strongly recommended.**

The International Relations Office of Università Politecnica delle Marche will indicate the modalities and timing for the activation of the OLS after the acceptance of the grant.

#### **Art. 6 - Study period and eligible activities abroad**

The mobility period:

- **depends on the inter-institutional agreement** between Università Politecnica delle Marche and the host university;
- **cannot last less than two months (60 days) nor more than twelve months (360 days);**
- can take place **from 1 June 2024 to 31 July 2025.**

Eligible activities are:

- **attendance of courses/training activities** and taking the relevant **assessment tests/examinations**;
- **attendance only**, for students enrolled in courses at the Faculty of Medicine;
- **preparation of the Master's / PhD thesis**;
- **internships**, which must:
  - be established by the didactic regulations;
  - be indicated in the Learning Agreement and combined with the preparation of the thesis or with the passing of learning activities;
  - be carried out under the supervision of the same institution hosting the study period.

PhD students must agree on the learning activities to be carried out abroad with their PhD Course Coordinator and present the relevant authorisation when signing the grant agreement.

#### **Art. 7 - Financial Contribution**

A mobility grant is provided for the days actually spent abroad, which is not intended to cover the entire cost of the stay but to compensate, at least in part, for the expenses incurred in the host country.

The grant is made up of contributions from various funds:

- EUROPEAN FUNDS (from the Erasmus+ National Agency INDIRE):

<b>COUNTRIES OF DESTINATION</b>	<b>MONTHLY GRANT</b>
Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein, Norway	€ 350,00
Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal	€ 300,00
Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, North Macedonia, Turkey, Serbia	€ 250,00

- MINISTERIAL FUNDS (Fund for supporting young people and fostering student mobility allocated by the MUR pursuant to MD 976/2014 and 1047/2017)

Students eligible to receive the ministerial fund are those who:

- are regularly enrolled for the a.y. 2024/2025 within the normal duration of the study course plus one year;
- meet the minimum level of profit, set in the recognition of **at least one Italian learning activity** indicated in the Learning Agreement;
- falls into one of the following six ISEE (Equivalent Economic Situation Indicator) bands:

<b>BAND</b>	<b>ISEE</b>	<b>MONTHLY SUPPLEMENT</b>
1	ISEE ≤ 13.000	minimum € 400
2	13.000 < ISEE ≤ 21.000	minimum € 350
3	21.000 < ISEE ≤ 26.000	minimum € 300
4	26.000 < ISEE ≤ 30.000	minimum € 250
5	30.000 < ISEE ≤ 40.000	No more than € 200
6	40.000 < ISEE ≤ 50.000	No more than € 150
7	ISEE > 50.000	€ 0

The ISEE data is automatically acquired based on the data submitted for the determination of the student contribution for the a.y. 2024/2025. ISEE certificates submitted through other channels will not be accepted.

In the event of non-submission of the document, the score corresponding to the 7th contribution band will be automatically attributed.

If at the time of the first payment it is not possible to acquire the ISEE2024 presented for the a.y. 2024/2025, the ISEE presented for the a.y. 2023/2024 will be considered. At the time of final payment, the amount of the grant will be recalculated based on the ISEE presented for the a.y. 2024/2025.

- GRANT FOR STUDENTS WITH FEWER OPPORTUNITIES

Università Politecnica delle Marche reserves a maximum total amount of € 20,000 of EU funds to increase grants for students with fewer opportunities.

The supplement is equal to € 250.00 per month per student. This supplement can be combined with the ministerial fund.

A student with fewer opportunities has an ISEE2024 of less than €26,306.00 (except for any variations established by the MUR) and falls into the categories indicated in Annex 2 of this Call. After the acceptance of the grant, the International Relations Office will indicate how and when to apply for the grant. The general criterion for admission to the grant is that the condition must be attestable by means of a certificate issued by the competent authority (or, where this is not possible, by means of self-certification); this condition must in any case be verifiable by Università Politecnica delle Marche, which will establish eligibility for the grant.

- ERDIS GRANT SUPPLEMENT

If you hold an Erasmus+ grant and an ERDIS (*Ente Regionale per il Diritto allo Studio Universitario*) grant, you can check the possibility of obtaining a supplement for international mobility. For information visit [ERDIS' website](#).

The mobility grant is initially estimated on the basis of the number of days indicated in the grant agreement; at the end of the study period, the financial contribution will be recalculated on the basis of the actual number of mobility days spent abroad attested in the Certificate of Attendance.

**To be eligible for the grant, the minimum mobility period must be 60 days.**

The grant is credited to a bank/post account or prepaid card with IBAN code. The participant must be the holder or co-holder of the account and is required to verify the correctness of the account details both in ESSE3web and in the grant agreement.

Payment of the grant is made in two instalments:

- the first one, representing 70% of the total grant, will be credited after the grant agreement is signed. If you send the signed grant agreement by the 5th of the month, you will receive the grant by the end of the same month (if you send the agreement in August, payment is made in September).
- the second one, as a balance, will be credited upon return from mobility, after validation of the learning activities undertaken abroad and after completion of the Final Survey. If the balance is positive, the student will receive the remaining part of the grant. If the balance is negative, the student will have to return the amount due (the International Relations Office will send the necessary information by email).

PhD students who have been awarded an Erasmus grant may, if entitled, receive all of the funding listed above, while retaining the increase in the PhD grant for the period abroad.

**Art. 8 – Green travel**

The Erasmus+ Programme 2021-2027 aims to encourage green transport, i.e., travel modes with a low level of CO2 emissions (such as train, car sharing, bus) in order to make international mobility more and more inclusive and sustainable. Two different types of contribution are envisaged to support travel expenses: a one-off contribution of EUR 50.00 and a daily contribution for a maximum of 4 travel days in addition to the days indicated in the grant agreement.

The contribution for green travel will be acknowledged at the end of the mobility on presentation of the travel tickets and of a self-certification attesting the sustainability of the trip. More details will be provided before departure by the International Relations Office.

**Art. 9 – Application procedure**

From **15 February 2024** until **12:00 (noon)** of **08 March 2024**, applications must be submitted **online** following the steps below:

1. **Read the call for applications and the list of available destinations (Annex 3) carefully**
2. **Complete the online application and upload the required attachments**
3. **Submit your application**

**1. Read the call for applications and the list of available destinations (Annex 3) carefully:**

At the following [link](#) you can find the call for applications, its annexes and the Application Guide.

**Applicants should enquire** about educational offers and specific requirements of foreign universities. Please make sure that **application deadlines are not too tight**, that the **language requirements are not too high** in relation to one's abilities and that the **educational offer is compatible** with the course of study.

Even if the candidate is awarded an Erasmus grant, **he/she will be subject to the assessment of the foreign university, which will have to confirm acceptance or refusal of the mobility.**

**N.B.** The mobilities indicated in Annex 3 still need to be confirmed by renewing the agreements with foreign partners through the new "Erasmus Without Paper" digitization procedures. It is therefore possible that not all selected students may actually take part in the exchange and/or be able to do so under the indicated conditions. The validity of the agreements and their conditions as published in Annex 3 are therefore at the discretion of the host universities. The International Relations Office will ensure that this transitional phase impacts as little as possible on the implementation of the mobility.

**2. Complete the online application and upload the required attachments:**

Starting from **15 February 2024** and **until 12:00 (noon)** of **08 March 2024** it is possible to submit an application and to attach the required documents in the reserved area on ESSE3 web, following the instructions given in the Application Guide.

Once you have logged in, select "international mobility", and fill in the required information.



MOBILITY FOR STUDY (Attending courses/learning activities, taking exams and/or carrying out internships)	MOBILITY FOR MASTER'S THESIS PREPARATION	PHD MOBILITY
<b>1. Choose a maximum of four destinations.</b> The ISCED CODE must be compatible with your Course of Study. Destinations will not be considered in order of preference.  <b>2. Fill in a learning proposal for each chosen destination.</b>  <b>3. Upload mandatory (learning proposal) and optional (language certifications) attachments.</b>	<b>1. Choose only one destination.</b> <b>2. Fill in a learning proposal for the chosen destination.</b> <b>The learning proposal and destination must be previously agreed with the thesis supervisor, who normally corresponds to the contact person indicated in the list of available destinations (Annex 3)</b>  <b>3. Upload mandatory (learning proposal) and optional (language certifications) attachments.</b>	<b>1. Choose only one destination.</b>  <b>2. Fill in a learning proposal for the chosen destination.</b>  <b>3. Upload mandatory (learning proposal and curriculum vitae) and optional (language certifications) attachments.</b>

### 3. Submit your application

The application and its attachments (PDF format only) will be acquired only by clicking on the *Conferma DEFINITIVA iscrizione al bando (Final confirmation of application)* button. Clicking *Conferma DEFINITIVA iscrizione al bando* closes the application and the data will no longer be editable. The application must be submitted by **12:00 (noon) of 08 March 2024**.

#### Art. 10 – Recognition of learning activities

The learning proposal attached to the application must be confirmed or reformulated before departure by completing the Learning Agreement, which may also be amended during the study period. The Learning Agreement is a study contract signed by the student, the home university and the host university before the mobility period begins. It is a compulsory document that represents the fundamental instrument for the recognition of the learning activities completed during the mobility.

**No activity carried out and passed abroad can be recognised if not previously included in the Learning Agreement.**

At the end of the mobility, based on the Transcript of Records or the Thesis/Internship Evaluation issued by the host institution, the activities carried out abroad are recognised. Validation is the responsibility of the Area Erasmus coordinators. Partial recognitions are not allowed.

**A maximum of 30 CFU/ECTS per semester or 60 CFU/ECTS per year from foreign activities can normally be validated.**

#### Art. 11 - Selection Criteria

The Erasmus Referees formulate rankings by area, type of learning activity and study cycle (Bachelor's degree, Master's degree, thesis, PhD) based on the following evaluation criteria:

##### – Merit with mathematical calculation

The mathematical formula described in Annex 1 considers the number of credits acquired, the average marks achieved and the number of years of university career at Università Politecnica delle Marche. Only examinations passed and present in the electronic booklet as at 31.12.2023 and the related credits for which a grade out of thirty has been obtained are taken into consideration (validated exams without a grade, eligibility exams and supernumerary credits are excluded).

In case of candidates with disabilities reported in Esse3 equal to or greater than 66%, the maximum score between the calculated value and 10, referred to the merit indicator R (ratio between the sum of credits acquired and theoretical credits), is attributed in the merit calculation.

- **Consistency of the learning proposal**  
The Erasmus Area Coordinators may take into consideration the number of credits potentially obtainable in the different foreign destinations and the suitability of the learning proposal.
- **Language skills** (only for students enrolled in the Faculty of Economics)  
The Area Coordinators award language proficiency an additional mark (see Faculty's [Erasmus Regulation](#)).

**Students enrolled in the Faculty of Economics** are also assessed based on the criteria described in the relevant [Erasmus Regulation](#).

For **PhD students**, the ranking is drawn up by a Committee based on the following criteria:

- curriculum vitae;
- learning proposal;
- grade of the Master's degree.

In the event of equal score, the criterion of the lowest ISEE value is used; in the event of a further tie, the criterion of the youngest age is used.

#### Art. 12 - Result of the selection

The **ranking list** will be published **by the date indicated in the calendar** of deadlines available on this [page](#).

**To check if you have been assigned an Erasmus destination**, you must enter your reserved area on ESSE3 and select "international mobility". In the "*pubblicazione dati graduatoria*" (publication of ranking data) section, one of the following statuses will be indicated:

- **ASSEGNATO** (assigned) and the name of destination you have been assigned.
- **ISCRITTO** (registered) if you are eligible, but not a scholarship winner.
- **ESCLUSO DAGLI ESAMINATORI** (excluded by the Committee) if have been excluded from the ranking due to application irregularities.

**All communications will be sent exclusively to the candidate's institutional e-mail address ([registration number@studenti.univpm.it](mailto:registration.number@studenti.univpm.it)).**

#### Art. 13 - Confirmation or withdrawal

Successful applicants **are obliged to confirm or renounce** their exchange place.

**Confirmation or renunciation modalities** will be published on this [page](#) after the ranking list is published. **The deadlines** for acceptance or renunciation will be indicated in the calendar of deadlines published on this [page](#). Those who do not confirm or renounce by the indicated deadline will **be considered to have withdrawn without justified reason** and will lose any right to mobility for the current year.

#### Art. 14 - Erasmus Student status

The Erasmus student status provides exemption from paying tuition fees at the host university<sup>2</sup>, guarantees the use of the services offered by the foreign university on equal terms with local students, and recognition of the activity carried out abroad.

**Before departure**, each Erasmus student must:

- confirm/renounce the scholarship

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<sup>2</sup> The host institution cannot charge tuition fees but could charge a fee for the services offered (e.g. insurance costs, reduced cost of public transportation, access to the cafeteria etc.) applying identical treatment to local students.



- complete the Learning Agreement and ensure that it is signed by the Erasmus coordinators of both universities
- register with the host university, complying with its requirements (particularly language requirements), deadlines and procedures
- apply for the visa before departure, if necessary
- sign the Grant Agreement
- pay the fees and contributions to Università Politecnica delle Marche for the a.y. 2024/2025, if due.

#### **Art. 15 - Possible assignment of available destinations**

Subject to funding verification, the destinations remaining available after the ranking list is published may be assigned to eligible non-winners. The International Relations Office will inform eligible applicants about the relevant allocation arrangements.

#### **Art. 16 - Revocation of scholarship**

The scholarship may be revoked by Università Politecnica delle Marche for serious reasons or for non-fulfilment/non-compliance by the student.

#### **Art. 17 - Needs related to physical, mental or health conditions**

Additional funding may be allocated by the European Commission for students with special physical, mental or health conditions.

These funds can cover both costs for preparatory visits to check the accessibility of the foreign university and expenses for special pedagogical and technical support services that the student will face to carry out the mobility. The contribution is calculated on an estimate of the costs the student will face during the mobility.

Interested students can apply for the contribution to the International Relations Office. The request must be approved by the Erasmus+ National Agency based on the documentation submitted and available funds.

#### **Art. 17 - Insurance**

Participants are covered by accident and liability insurance policy paid by Università Politecnica delle Marche. Basic health insurance coverage is usually provided to the participant by national health insurance through [the European Health Insurance Card](#). The card is required to access health care benefits but does not ensure that they are free of charge. Additional private insurance is recommended for risks not covered by the card (e.g., repatriation). Further details can be found on the Ministry of Health [website](#).

Before departure it is recommended to register your presence in the foreign country at <http://www.viaggiareassicuri.it>.

#### **Art. 18 - Visa**

Students with non-European citizenship should inquire well in advance about the rules governing entry into the host country by contacting diplomatic representations (embassies and consulates) in Italy.

It can take several weeks to obtain a visa.

#### **Art. 19 - Contacts**

**In case of technical** difficulties while filling out the online application, please contact the helpdesk of Università Politecnica delle Marche <https://helpdesk.studenti.univpm.it/>.

For **general information about the Erasmus+ program and this call for applications**, please contact the International Relations Office: [erasmus.outgoing@univpm.it](mailto:erasmus.outgoing@univpm.it).

**On the day before the application deadline, the International Relations Office will not provide technical assistance or guarantee responses to emails received.**

**Information regarding learning activities** abroad can be provided by the Area Erasmus Contact coordinators:

- Department of Agricultural, Food and Environmental Science - Prof. ZANOLI Raffaele [r.zanoli@univpm.it](mailto:r.zanoli@univpm.it)
- Faculty of Economics "G. Fuà" - Prof. LO TURCO Alessia [erasmus.economia@univpm.it](mailto:erasmus.economia@univpm.it)
- Faculty of Engineering- Prof. SCARADOZZI David [d.scaradozzi@univpm.it](mailto:d.scaradozzi@univpm.it)
- Faculty of Medicine and Surgery - Prof. SCALISE Alessandro [a.scalise@univpm.it](mailto:a.scalise@univpm.it)
- Department of Life and Environmental Sciences - Prof. TRUCCHI Emiliano [e.trucchi@univpm.it](mailto:e.trucchi@univpm.it)

For information **regarding the foreign university** (application procedures, language requirements, accommodation, educational offers) please visit the universities' websites or this [link](#).

#### **Art. 20 - Processing of personal data**

With reference to the provisions of Legislative Decree No. 196 of June 30, 2003, "Code regarding the protection of personal data," concerning the protection of persons and other subjects with regard to the processing of personal data, as supplemented and amended by Legislative Decree 10/8/20018 No. 101, and with reference to EU Regulation 2016/679 (GDPR) of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, at Università Politecnica delle Marche the personal data provided by candidates will be processed for the purposes of managing the selective test. The personal data provided by candidates in the documentation submitted for participation in this call for applications will be processed for the purposes of managing this procedure in order to determine the eligibility ranking. The Information Notice, made pursuant to Article 13 of EU Regulation 2016/679 - General Data Protection Regulation, is available at : [https://www.univpm.it/Entra/Privacy/Informative sul trattamento dei dati personali](https://www.univpm.it/Entra/Privacy/Informative_sul_trattamento_dei_dati_personali)

#### **Person in charge of the procedure**

Pursuant to Article 5, Paragraph 3, of Law No. 241 of 7.8.1990, the competent Organizational Unit is the International Relations Office, while the person in charge of the procedure is Dr. Silvia Mangialardo.

**THIS CALL IS TRANSLATED INTO ENGLISH FOR INFORMATION PURPOSES ONLY.  
FOR THE APPLICATION OF THE CALL AND FOR THE RESOLUTION OF ANY DISPUTE AND FOR ALL LEGAL EFFECTS, EXCLUSIVELY THE ITALIAN VERSION IS VALID.**