To all Erasmus+ Partner Universities

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 (II semester 2017-2018) and incoming staff for the academic year 2017-2018 (II semester 2017-2018).

The application procedure is made out of three phases:

1. Nomination of the candidates (made by the partner university with deadline on October 31st 2017);
2. Documents upload by the nominated candidates on Sapienza's informatics system (deadline on November 15th 2017);
3. Selection outcomes December 15th 2017.

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, as specified in the infosheet and inter-institutional agreement.

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: http://en.uniroma1.it/study-us/graduate/english-taught-courses
   - 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 has been completed, each partner university (= sending institution) should send Sapienza the list of nominated students/staff (max. 3 participants per position available per study cycle) 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 31st 2017** for the 2nd semester of 2017-2018 (starting in March 2018)

Deadline for the nominated candidates to upload their documents:

   - **November 15th 2017**

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 15 days: students and staff, therefore, have 15 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. 1st level or undergraduate/Bachelor and 2nd 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 enclosed to this e-mail

B. 3rd 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 15th 2017.

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 *Guide for Incoming Students* at the following link: http://en.uniroma1.it/sites/sitoen/files/International%20Student%20Guide%202016.pdf.

3. ACADEMIC OFFER & CALENDAR

3.1 ACADEMIC OFFER 2017-2018

Erasmus+ incoming students may apply for any Faculty and course offered at Sapienza University of Rome (both Italian and English-taught). Bachelor students may choose 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/ . Bachelor students are allowed to pick courses from the Master programmes.

3.2 ACADEMIC CALENDAR 2017-2018

The 2nd semester of the academic year 2017/2018 starts in Febraury and ends on July 31st of the same year (http://www.uniroma1.it/ateneo/governo/normativa-e-documenti/calendario-anno-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) once they arrive in Sapienza.

The 2nd semester of the academic year 2017/2018 will end on the 31st of July. 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.

In order to gather information on programmes (timetables, exams, syllabus, etc.) we suggest that students to visit the faculty's webpage under "Didattica" (http://www.uniroma1.it/facolta/default.php) or the English website (http://en.uniroma1.it/) or to use the above mentioned dynamic search tool (http://corsidilaurea.uniroma1.it/).

4. FURTHER INFORMATION

For further questions, doubts or students/staff's withdrawals, please contact the Erasmus+ Team at 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.

Should you have further questions, please do not hesitate to contact us at: erasmusworld@uniroma1.it

Yours sincerely,

Head of the International Office
Dr Maria Ester Scarano