



**CALL FOR THE PARTICIPATION TO DOUBLE DEGREE PROGRAMS
ACADEMIC YEAR 2020/2021**

Applications may be submitted from 12:00am of February 10th 2020, deadline
12:00am of March 6th 2020

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For more information about DD programs, please refer to:

<https://uninsubria.erasmusmanager.it/studenti>

The unit managing this call and all the concerned procedures is the International Relations Office

In this document when we mention:

E-mail address	<i>It is intended</i>	erasmus@uninsubria.it
Web page		https://uninsubria.erasmusmanager.it/studenti
Office		International Relations Office
IVARESE02		Erasmus ID code of the Università degli Studi dell'Insubria





1. GENERAL RULES

Selected students will have the possibility to attend courses and take exams both at University of Insubria and at the partner university. If compliant with both universities' rules and conditions, participating students will receive two degrees, which will be issued according to each university's procedures.

2. REQUIREMENTS

The selection procedure is open to those students that are regularly enrolled in a second cycle degree program with an activated Double Degree program. Eligible students can apply by the deadline if they comply with the requirements for each DD specified in the Appendix 1.

3. APPLICATION PROCEDURE

Applications must be submitted online by connecting to the Erasmus Manager platform: <https://uninsubria.erasmusmanager.it/studenti/> using username and password of the web self-service area of the website, from 12:00am of February 10th 2020, deadline 12:00am of March 6th 2020. The deadline is final and cannot be postponed.

During the online application, students may enter three destinations in order of preference.

Specifically:

- the same destination has to be chosen for three times in case of application for Double Degree only. For the Department of Economics three different destinations can be specified for the Double Degree program.
- if students are also interested in applying for Erasmus in the event of non admittance to the Double Degree, they have to specify as first preference the Double Degree destination and as second and third preferences an Erasmus destination.

Candidates must also send to their Department, by the same deadline, further documents as indicated in Appendix 1.

Appendix 1 specifies:

- the available destinations
- entry requirements
- supporting documents



- how to apply
- criteria used for students' selection

4. SELECTION

An evaluation Committee, appointed by the International Relations Committee will be in charge of the candidates' selection process based on the Departmental criteria on Appendix 1.

5. PUBLICATION OF RESULTS, ACCEPTANCE, WITHDRAWALS

The ranking lists (one for each Double Degree program) will be published within 15 working days from the call deadline on the university website and on the Erasmus Manager platform. The publication of the ranking lists will be notified to the candidates by an e-mail sent to their institutional address; no further communication will be sent. Successful candidates must inform the university of their intention to accept or decline the opportunity offered through the Erasmus Manager platform: <https://uninsubria.erasmusmanager.it/studenti/>, using username and password of the web self-service area of the website. In case of refusal or missing notification, the student will lose any right to the place.

6. FUNDING

Double Degree students will receive a scholarship of 650 €/month (European + Institutional contribution). The scholarship will be granted on a daily basis and will be calculated multiplying the number of days as shown in the "Statement period" form by 1/30 of the monthly average grant. All months are considered to last 30 days, February included. The "Statement period" form must be sent upon arrival at the host university to the International Relations Office. The contributions will be paid in one instalment with bank transfer within 90 days from sending the "Statement period" form by e-mail to erasmus@uninsubria.it. If the mobility is interrupted in advance, students will receive only the money corresponding to the exact number of days spent abroad.

7. RIGHTS AND OBLIGATIONS FOR THE SELECTED STUDENTS

7.1. Selected students for Double Degree:

- will not be required to pay additional tuition fees at the partner university;
- can make use of partner university services (accommodation and food);



- can attend language courses organised by the partner university;

Selected Students that will be granted a mobility period, must

- renew their enrollment to the University of Insubria;
- Formally accept the assignment according to the indications of the International Relations Office;
- Respect all the deadlines related to the preparation and submission of documents according to the indications of the International Relations Office;
- Respect all the deadlines related to documents submission and registration procedures according to the indications of the host institution;
- Prepare the mandatory documents, in particular:
 - Undersign the grant agreement before the departure;
 - Fill accurately the Learning Agreement form, to be undersigned by the student and by the Departmental Coordinator
 - Collect all the documents required by the host institution (language certificates, Transcript of Records, ID)
 - Fill in the “Statement period” form and have it signed by the host institution;
- Carry out the mobility period according to the dates indicated in the financial agreement;
- Perform the planned activities for at least 20 Credits per semester (40 per year);
- Perform the mandatory tests of the Online Language System according to the indications of the International Relations Office;
- Fill in the final report after having received the e-mail message from the concerned EU portal.

8. PRIVACY AND PERSONAL DATA PROCESSING

Personal data will be processed pursuant to the principles and provisions of General Data Protection Regulation (GDPR) (EU) 2016/679 on protection of privacy and exclusively for the purposes of managing the procedure. According to the GDPR – EU Regulation 2016/679 the information on data processing is published on the institutional website: <https://www.uninsubria.it/protezione-dati-personali>.

The grant assignment depends on the actual availability of funds. If the total amount available is not sufficient to guarantee all the grants, the International Relations Committee will recalculate the grants amount. Selected students willing to perform their



mobility periods even without a financial contribution will be anyway recognized as Erasmus students.

FINAL PROVISIONS

- Please refer to Erasmus+ Call, International mobility for Study A.Y. 2020/2021 for any doubts and additional information.
- All forms are available on <http://uninsubria.erasmusmanager.it/>
- Any change in the dates will be shown on <https://uninsubria.erasmusmanager.it/studenti> and an e-mail will be sent to all the students.
- For general information, for information on language courses, destinations and available places, students can refer to <https://uninsubria.erasmusmanager.it/studenti>.
- For specific information on host universities, students are requested to check their websites.
- For Administrative information (destinations, funding, documents), please contact the International Relations Office:

Como

Via Valleggio 11, ground floor (next to the “Ufficio Orientamento e Placement”)

E-mail: erasmus@uninsubria.it

Opening to the public:

Monday, Tuesday, Thursday and Friday from 10:00 to 12:00

Wednesday from 14.00 to 16.00

Varese

Via Ravasi, 2

E-mail: erasmus@uninsubria.it

Opening to the public:

Monday, Tuesday, Thursday and Friday from 10:00 to 12:00

Wednesday from 14.00 to 16.00

- For Didactical information (courses, exams), students can contact the Erasmus delegate. The list of delegates is available on <https://uninsubria.erasmusmanager.it/studenti>



**UNIVERSITÀ DEGLI STUDI
DELL'INSUBRIA**

**SERVIZIO RICERCA E
INTERNAZIONALIZZAZIONE**
Ufficio Relazioni Internazionali

Varese, *February 6th 2020*

Signed

The Vice Rector for Internationalization

Prof. Giorgio Maria Zamperetti

Firmato digitalmente

HEAD OF PROCEDURE

Proceedings Manager is Dr. Luca Gallo, Head of International Relations:

erasmus@uninsubria.it