

**ERASMUS+ HIGHER EDUCATION MOBILITY**

**Call for applications for Student mobility for studies**

**2016-17 academic year**

**Art. 1 Purpose of the call and general regulations**

1. This call regulates the application procedurefor student and staff mobility in the framework of the **Erasmus+ International Credit Mobility project** between **Ca’ Foscari University of Venice,** Italy and **The City College of New York (CUNY).**

Erasmus+ is the EU programme for education, training, youth and sport covering the period 2014-2020. 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.

1. The present Erasmus+ International Credit Mobility project between Ca’ Foscari University of Venice and **The City College of New York (CUNY)** lasts 24 months, from June 1, 2015 to June 1, 2017.

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

Under this call for applications the following places are available for prospective candidates from **The City College of New York (CUNY):**

*MASTER (2nd cycle): 1 place*

The present call for applications provides a mobility grant for the *Spring semester* of the *2016-2017 academic year.*

**Art. 3 Admission requirements**

3.1 In order to apply prospective candidates must be enrolledat **The City College of New York (CUNY)** at the moment of application and for the whole duration of the mobility. Undergraduate students must carry out their mobility from the second year of their studies.

3.2 Language proficiency

Applicants are required to be proficient in English.

3.3 In/compatibility

* The same 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 the same period.
* 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/or if they fail to complete and submit the final online report, unless they are prevented from completing their planned activities aborad due to a case of force majeure.

**Art. 4 Activities**

Erasmus+ grants for study are awarded for full time study activities, including thesis preparation, at first, second and third study cycles. The studies in which the beneficiaries are enrolled must be leading to a recognized degree or another recognized tertiary level qualification.

The mobility period may be integrated by a traineeship if included in the Learning Agreement. The traineeship must be implemented under the supervision of the host university which welcomes the student’s study period. Besides the study and traineeship period must be consecutive.

**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** |
| **Students** | **850€ per month** |
| **Staff** | **140€ per day** (until the 14th day. 70% from the 15th to the 60th day) |
| **TRAVEL** |
| **Students&Staff** | Travel costs will be covered by the project  |

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 not be split into different periods.

5.4 Selected candidates 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.

**Art. 6 Admission procedure**

6.1 Application

* Prospective applicants should submit their **application form** and **required documents** (6.2) via e-mail to the address: akisery@ccny.cuny.edu **from September 1, 2016to September15, 2016.** Any application received after the deadline will not be accepted;
* A confirmation e-mail will be sent after the application has successfully been submitted;
* 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

1. *Students* must provide the following documents:
* Copy of a valid ID card or passport;
* Copy of a residence document (stating where the student has his/her accommodation – ex: copy of electricity bills, accommodation rental contracts);
* Copy of a proof of registration at a Master’s programme at The City College of New York (CUNY);
* Copy of the transcripts of records, indicating university grades/marks for finished and/or current cycles of study;
* Copy of official language certifications (if any) or self-certifications of language qualifications;
* Proposed Learning Agreement, signed by the applicant, the Erasmus+ Administrative Coordinator and Academic Coordinator of the sending institution;
* Curriculum Vitae (max 2 pages) in English including extracurricular activities (courses, seminars, conferences, published research, etc.) and professional experience related to the fields of knowledge of the courses. Please use the European template on <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions.iehtml>;
* At least one letter of recommendationshould be sent by the recommender directly to the above email address. The subject line should be: letter of recommendation [name of applicant].

**Art. 7 Selection process**

7.1 The Selection process includes the following steps:

1. Eligibility check by The City College of New York (CUNY);
2. 2-step evaluation process (pre-evaluation The City College of New York (CUNY) and final evaluation by Ca’ Foscari University Selection Committee) in order to guarantee maximum transparency and equal treatment in the selection procedure;
3. Scholarships awarding.

**The City College of New York (CUNY)** 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 pre-evaluated and ranked by **The City College of New York (CUNY)** Selection Committee and finally evaluated by the Coordinating University Selection Committee, according with the following criteria, which have been jointly agreed by the partner university and the coordinating university:academic performance, motivation, and proposed Learning Agreement.

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 The City College of New York (CUNY) and/or the Coordinating University Selection Committee may decide to invite the candidates whose average score is above the threshold for an interview, either face-to-face or via Skype.

7.5 At the end of the selection procedure the The City College of New York (CUNY) Selection Committee will draft a ranking list of qualified candidates. A reserve list will also be defined and will include the names of eligible candidates whom 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 The City College of New York (CUNY) website for transparency reasons.

7.7 Selected candidates will receive a scholarship offer and are required to accept or reject it in writing ***within 7 days.*** For every selected candidate not accepting the grant within the deadline, the The City College of New York (CUNY) will nominate a candidate from the reserve list.

7.8 Appeal Procedure

* **Rejected applicants** 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 the International Office of **Ca’ Foscari University of Venice,** Italy, not later than **a week after the decision has been posted**, 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 Committees have 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".