



ERASMUS+ HIGHER EDUCATION MOBILITY

Call for applications for Student mobility for studies Academic Year 2024-2025

Art. 1 Purpose of the call and general regulations

1. This call regulates the application procedure for student and staff mobility in the framework of the **Erasmus+ International Credit Mobility project** between **University of Camerino, Italy** and **Hanoi University (Vietnam)**.
Erasmus+ is the EU programme for education, training, youth and sport covering the period 2021-2027. 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.
2. The present Erasmus+ International Credit Mobility project between **University of Camerino, and Hanoi University** lasts 36 months, from June 1, 2022 to July 31, 2025.

Art. 2 Mobility types and available places

Under this call for applications the following opportunities are available for prospective candidates from the Hanoi University:

- a. *UNDERGRADUATE, POSTGRADUATE or DOCTORAL (1st, 2nd or 3rd cycle):*
- 2 places (5 months/each student) for mobility for studies for students of the Faculty of Information technology.

The present call for applications provides mobility grants for the 2024-2025 Academic Year.

The mobilities of students must take place during the academic year 2024-2025 (Mobility for studies from February 2025 to July 2025)

Art. 3 Admission requirements

3.1 In order to apply prospective candidates must be *enrolled* at *Hanoi University* at the moment of application and for the whole duration of the mobility.

In addition,

Undergraduate students must carry out their mobility from the third year of their studies. They could apply for master's courses at the hosting university.

3.2 Language proficiency

Applicants for student mobility for studies from Faculty of Information Technology are required to be proficient *in English at least at level B2 and recommended Italian at least at level B1* of the CEFR or equivalent (for example IELTS 6.0 is equivalent to CEFR B2) respectively, and to provide certifications of the required level (International language certificate (IELTS, TOEFL, CAE) or Hanoi University institutional language test (IELTS

HANU, B2 HANU...)). Students without certifications can demonstrate the English proficiency through English subject marks in ESPD.

3.3 In/compatibility

- The same student may participate in Erasmus+ mobility periods for a total of 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.
- Selected beneficiaries will not be allowed to benefit from any other grant provided by other entities (including Home institution) for the mobility period.
- Beneficiaries must carry out their mobility activities in a country different from the country where they have their accommodation during their studies (for students) or from the country of residence (for staff).
- 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 must fully or partially reimburse the EU grant if they do not comply with the terms of the grant agreement and if they fail to complete the approved programme and submit the final online report, unless they are prevented from completing their planned activities abroad due to a case of force majeure.

Art. 4 Activities

Mobility for study:

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

Art. 5 Grants

5.1 Grantees will receive a grant to contribute to their travel costs and individual support during their mobility. They are specified in the table below:

INDIVIDUAL GRANT	INDIVIDUAL SUPPORT
Students	850€ per month
TRAVEL	

Students	Travel costs will be covered by the project (up to the amounts defined by the Erasmus+ programme on the basis of the distance bands. Changes will not be covered)
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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 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.

5.6 Incentives:

Support in visa application, housing, accommodation will be supplied by the Italian Language and Culture and International Mobility Center – Hanoi University if requested by incoming beneficiaries.
For staff going abroad, this mobility will enhance their annual performance assessment

Art. 6 Admission procedure

6.1 Application

- Prospective applicants should submit **required documents** (6.2) via e-mail to the address: *itacentro@hanu.edu.vn* **from 1/9/2024 to 17/9/2024**. Any application received after the deadline will not be accepted;
- A confirmation e-mail will be sent after the application has been successfully submitted;
- The official language of the application is *English or Italian*. 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 noncertified translations are accepted. In case applicants are selected they may have to provide certified translations of all relevant documents.

6.2 Required Documentation

- Copy of a valid ID card or passport;
- Copy of residence document (family register book);
- 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);
- Motivation letter (maximum 2 pages);
- Proposed Learning Agreement (2nd and 3rd cycle students) signed by the applicant, the Erasmus+ Administrative Coordinator and Erasmus+ Academic Coordinator or Coordinator of the Student's Study Programme 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 CV MOTIVE template on <http://motive.edu.vn/stud/default.aspx?codePla=1>;

- *Proof of socio-economic disadvantaged background (in case it is available);*
- *Recommendation letters and other supporting documents in English, e.g. honours, awards, internship/work certificates, proof of disability if relevant.*

Art. 7 Selection process

7.1 The Selection process includes the following steps:

- Eligibility check by the Hanoi University;
- Evaluation process by the Hanoi University Selection Committee and University of Camerino Selection Committee

The *Hanoi University* 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 evaluated and ranked by the Hanoi University Selection Committee, according to the following criteria, which have been jointly agreed upon by the partner university and the coordinating university:

Type of Mobility / Criteria	<i>Academic merit (GPA of professional subjects $\geq 7,5$ for students of the Faculty of Information technology)</i> <i>For FIT students in disadvantaged category (certified poverty, disabilities, ethnic minorities) GPA of professional subjects ≥ 7.0</i>	<i>Language skills</i>	<i>Motivation</i>	<i>Students without previous Erasmus mobility experience</i>	<i>Minimum score required</i>
<i>Students for studies</i>	<i>Max. 50 points</i>	<i>Max. 20 points</i>	<i>Max. 15 points</i>	<i>15 points</i>	<i>70 points</i>

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 also consider 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 Hanoi University may decide to invite the candidates whose average score is above the threshold for an interview, either face-to-face or in video conferencing.*

7.5 At the end of the selection procedure the Hanoi university 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.

7.7 Selected candidates will receive a scholarship offer and are required to accept or reject it in written **within 48 hours**. For every selected candidate not accepting the grant within the deadline, the **University** 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 itacentro@hanu.edu.vn not later than **24 hours after receipt of rejection mail**, 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 Committee has 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 Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data