

**ERASMUS+ Programme
KA131 SHORT-TERM DOCTORAL MOBILITY FOR STUDIES AT EUROPEAN
PARTNER UNIVERSITIES (Belgium, France, Germany, Slovenia)
A.A. 2023-2024
CALL FOR APPLICATIONS**

Prot. VIU U 13184



VENICE INTERNATIONAL UNIVERSITY ERASMUS+ MOBILITY CONSORTIUM
Erasmus+ Accreditation Code: 2022-1-IT02-KA130-HED-000068577
Project code: 2022-1-IT02-KA131-HED-000068420

Mobility in the 2023-2024 Academic Year

Reserved for students of the following universities:

- **Università degli Studi di Roma "Tor Vergata"**
- **Università degli Studi di Milano-Bicocca**

Rolling admissions open until May 10, 2024

*******Rolling admissions extended to June 15, 2024*******

ART. 1 – Introduction

1. Erasmus+ is the European Union's programme to support education, training, youth and sport in Europe, prioritizing inclusion and diversity, digital transformation, environment and fight against climate change, and participation in democratic life, common values and civic engagement. Through the programme, doctoral candidates have the opportunity to spend a short-term mobility period at another university, in a different country. The short-term doctoral mobility helps to meet the diverse learning and training needs of doctoral candidates as it supports mobility opportunities previously available to doctoral candidates with the status of higher education staff. Applications will only be accepted from students in their 3rd cycle (PhD).

2. Venice International University (VIU) is an association of 23 member universities and institutions from 15 different countries, with a common campus on San Servolo Island in Venice. VIU was founded in 1995 with the purpose of developing joint academic, research and capacity-building programs, across disciplines, continents, languages and cultures. It has since become the ideal setting for experimenting innovative approaches to education and training, where students, researchers and professors come together to exchange knowledge and ideas while exploring interdisciplinary and transdisciplinary perspectives in their studies and research.

3. The following universities together with Venice International University constitute an accredited Erasmus+ Mobility Consortium:
-Università Ca' Foscari Venezia

- Università luav di Venezia
- Università degli Studi di Padova
- Università degli Studi di Roma “Tor Vergata”
- Università degli Studi di Milano-Bicocca



4. The following universities are the destinations for this call and are also member universities of VIU:

- KU Leuven in Belgium;
- Ludwig Maximilians Universität in Germany;
- University of Bordeaux in France;
- University of Ljubljana in Slovenia;

Mobilities to universities other than those listed are not permitted.

5. The aim of this call is to facilitate the creation and consolidation of collaborations among Venice International University (VIU) members that are relevant to the VIU joint activities. This call is directed in particular to PhD students who have participated in a VIU Intensive Graduate Activity (PhD Academy, Graduate Seminar, Summer Schools). This criterion is not a pre-requisite for application.

Through the [Intensive Graduate Activities](#) students and scholars can develop a forward-looking vision, experiment with interdisciplinary approaches, collaborate with peers from all over the world, tackle transversal topics, and undertake scientific challenges in innovative ways. VIU aims to build and strengthen networks of scholars on areas of shared interest within the consortium. The mission of VIU is to foster cooperation among VIU member institutions while facilitating the exchange of knowledge and ideas. VIU provides an international, interdisciplinary and Intercultural opportunity for learning, teaching and research cooperation.

<https://www.univiu.org/study/intensive-graduate-activities>

[VIU PhD Academy](#) offers interdisciplinary intensive programs on major societal challenges, with a parallel training program on transversal skills to prepare advanced PhDs and junior researchers for careers in research either inside or outside of academia. www.univiu.org/study/phd-academy

[VIU Graduate Seminars](#) are thematic intensive seminars on a focused topic approached from an interdisciplinary perspective. The aim is to support early-career PhDs who are beginning their research and to facilitate interdepartmental cooperation. <https://www.univiu.org/study/graduate-seminars>

[VIU Summer Schools](#) are intensively taught programs where world-renowned academics engage with students and professionals of various levels. The goal of these interdisciplinary Summer Schools is to disseminate knowledge

among participants and to establish and reinforce research networks among the VIU community. The Summer Schools are open also to students from non-member universities. www.univiu.org/study/summer-schools.

6. VIU guarantees equal opportunities and equal access, inclusion, diversity and equity.



ART. 2 – Prerequisites for application

1. Students must be regularly enrolled both at time of application and for the duration of the mobility in a 3rd cycle degree program in one of the Mobility Consortium universities participating in this call:

- Università degli Studi di Roma “Tor Vergata”
- Università degli Studi di Milano-Bicocca

Students of any nationality may apply.

2. The candidates should have knowledge of the vehicular language (language in which mobility activities are conducted) at the receiving university. Knowledge of languages can be self-declared on the application form along with submitting language certificates. Selected students may be required to produce certification of declared level of language competence when completing registration at the receiving university.

The Erasmus +Online Language Support (OLS) is designed to help mobility participants improve their knowledge of the language in which they will study abroad. By taking the OLS language assessment when going abroad, Erasmus+ participants are able to determine their proficiency in the language they will use to study and get access to a personalised language learning pathway. Taking this assessment in the language of the mobility before departure is a prerequisite for higher education students going on mobility for 14 days or more, to make sure that they meet the recommended level at their receiving organisation (except for native speakers or in duly justified cases). The results of the language assessment do not prevent participants from taking part in Erasmus+ and European Solidarity Corps programmes.

3. Candidates may find the following activities at the destination universities of interest:

- KU Leuven in Belgium: [KU Leuven Continue](#)
- Ludwig Maximilians Universität in Germany: [MISU Summer Academies](#)
- University of Bordeaux in France: [Bordeaux Summer Schools](#)
- University of Ljubljana in Slovenia: [Doctoral Summer School](#)

Students must carefully research the admission requirements and deadlines after which the host university will evaluate the suitability and compatibility of nominated applicants.

ART. 3 – Requirements for participation in the mobility



1. Students can undertake a short term doctoral mobility at one of the following universities:
 - Ludwig Maximilians Universität, Germany
 - KU Leuven, Belgium
 - University of Bordeaux, France
 - University of Ljubljana, Slovenia

2. It is the responsibility of the selected student to verify the deadlines and the documentation required by the receiving university, including certification of language competence, and any requirements for entry visas and residency permits in the host country.

3. Non-European students who are selected for Erasmus+ mobility must verify in good time the requirements for entry visas and residency permits with the Embassy or Consulate of the host country and country of residence. Departure is always subject to the issue of an entry visa for the destination country.

4. If the Ministry of Foreign Affairs and International Cooperation advises against travel to the destination location, the mobility period may be suspended, modified, interrupted or cancelled. It is advisable to read the security measures adopted by the country of destination and to always keep up to date by consulting the website of the Ministry of Foreign Affairs and International Cooperation: [Viaggiare Sicuri](#). It is also of fundamental importance that every mobility participant registers on the website www.dovesiamonelmondo.it and downloads the "Crisis Unit" APP. It is underlined that, during their stay abroad, mobility participants are required to respect the safety regulations established by the host institution.

5. For the duration of the mobility the selected students must be regularly enrolled in a 3rd cycle degree program in one of the Mobility Consortium universities participating in this call.

6. In order to receive the Erasmus+ grant, the student must not:
 - benefit from other grants awarded by the home university for the same mobility activity;
 - benefit in the same period from other types of EU contributions (including grants financed with PON, PNRR or other grants supported by EU funds).
 - exceed the maximum 12 months of mobility permitted in their 3rd study cycle, as stipulated by the Erasmus+ programme, including any other

Erasmus+ mobility for studies and/or traineeship via calls issued by the home university and by VIU.

Applicants are advised that the Erasmus+ grant and mobility activities may be incompatible with other benefits and opportunities in the home university and they should consult the home university for information. Such possible circumstances will in any case be verified during the evaluation of the candidates. In the event of a false declaration, the mobility can be canceled and any contributions already paid are to be returned.



ART. 4 – Study activities during the mobility abroad

1. The Erasmus+ grants for short-term doctoral mobility for studies at European partner universities (Belgium, France, Germany, Slovenia) are awarded exclusively for the third cycle of study. PhD students are required to verify in advance the feasibility of their mobility and how it contributes to their research project with their PhD supervisor, including the identification of potential supervisors at the host institution. The candidate must obtain agreement and consent by their PhD Supervisor on their planned mobility study activities.

The Sending Institution (the candidate's home university) will communicate the nomination of the selected candidates to the Receiving Institution. Acceptance from the Receiving Institution is required in order to confirm the mobility.

Adding a virtual component to the physical mobility is encouraged. The virtual component must be approved by the host institution, the academic coordinator and the thesis supervisor before departure.

2. The study activities aimed towards the completion of the candidate's doctoral degree during the mobility may include:
 - thesis research activities
 - workshops
 - Summer Schools
 - Winter Schools
 - consultation
 - work on / preparation of a dissertation
 - course work (if applicable, state which courses)
3. According to the Erasmus+ programme rules:
 - Minimum duration for short-term doctoral mobility: 5 days
 - Maximum duration for short-term doctoral mobility: 30 days

Travel days are not included in the calculation of the minimum duration.

This call is for mobility during the academic year 2023-2024.

The mobility must be **completed no later than July 31, 2024.**



4. Failure to carry out the activities envisaged in the Learning Agreement and mobility study research proposal may result in the obligation to repay the entire contribution received for the mobility.

5. If exams were taken, upon return from the mobility, only the exams present in the Transcript of Records issued by the host university and correctly indicated in the Learning Agreement completed in all its parts will be recognized.

It will not be possible to refuse grades for exams already included in the Transcript of Records issued by the host university.

6. The student selected for Erasmus+ mobility must complete the period of study abroad and register the credits achieved, if applicable, before graduation. Specific information about this will be provided and/or must be verified with the home university.

7. Requests to reduce the mobility period before departure will not be accepted; requests for reductions during the mobility for valid reasons will be evaluated, subject to approval by the professor in charge of the mobility and by the host university. The overall duration of the stay at the host university must be continuous and not fragmented.

8. Requests to extend the mobility will be evaluated if submitted at least one month before the end of the mobility period. Should an extension be approved, the mobility must in any case be completed by July 31, 2024.

ART. 5 – The Mobility Grant

1. Erasmus+ grants should be considered as a contribution to the expense of studying abroad.

Individual Support – Daily Allowance

The individual support grant is a contribution towards costs directly linked to the subsistence of participants during the activity and includes accommodation, meals, and local transportation.

Maximum daily allowance:

up to 14th day: € 70,00

15th to 30th day: € 50,00

Individual support for up to 2 travel days (*one before and/or one after the short mobility*) may also be funded if requested at time of application. This can be increased to 4 travel days when Green Travel is used, subject to request, approval and availability of funds.

Green Travel:

The Erasmus+ Programme has introduced a “Green Travel” supplement to encourage mobility participants to choose sustainable modes of transport to their destination, such as travelling by bus, train, or car-pooling.

Students who opt for green travel to and from their mobility destination will receive a single contribution of 50 EUR as a top-up amount to the individual support and up to 4 days of additional individual support to cover travel days for a return trip, subject to request, approval and availability of funds. Evidence of green travel being used must be provided by the student.

Please note that students will be responsible for arranging their own travel and insurance.

Grants are awarded for activities abroad pursuant to art. 3, and to be completed by July 31, 2024.

Top-up - Students with fewer opportunities

Selected students with fewer opportunities may receive a supplement to the individual support grant awarded for their short-term Erasmus+ physical doctoral mobility amounting to:

physical mobility activity period of 5-14 days: € 100 (one-time supplement)

physical mobility activity period of 15-30 days: € 150 (one-time supplement)

Travel Support for students with fewer opportunities for short term mobilities:

Travel support grants are available only for students recognised as candidates with fewer opportunities. The contribution to the travel costs of participants, from their place of origin to the venue of the activity and return is calculated by using the distance calculator supported by the European Commission. To calculate the distance [the European Commission’s online tool](#) must be used.

The Erasmus+ Programme has introduced a “Green Travel” supplement to encourage mobility participants to choose sustainable modes of transport to their destination, such as travelling by bus, train, or car-pooling. Evidence of green travel being used must be provided by the student.

Distance from home university to host university	Maximum standard travel reimbursed	Maximum green travel reimbursed
10-99 Km	€ 23,00	
100-499 km	€ 180,00	€ 210,00
500-1999 km	€ 275,00	€ 320,00
2000-2999 km	€ 360,00	€ 410,00
3000–3999 km	€ 530,00	€ 610,00
4000–7999 km	€ 820,00	
8000 km or more	€ 1.500,00	



The distance to be calculated is one way – from the location of the sending organization to that of the receiving organisation. However, please note that the grant amount covers the outward and return journey from home to host institution.



Students with fewer opportunities are those who, for economic, social, cultural, geographical or health reasons, related to coming from a migrant background, or for reasons such as disabilities and learning difficulties or any other reason, including those who may give rise to forms of discrimination within the meaning of Article 21 of the Charter of Fundamental Rights of the European Union, are faced with obstacles which prevent them from enjoying effective access to the opportunities offered by the programme.

To facilitate access to mobility for students as much as possible, in line with the "Guidelines for the implementation of the strategy for inclusion and diversity of Erasmus+ and the European Solidarity Corps" as well as the principles of the Erasmus Charter for Higher Education (ECHE), higher education institutions must ensure equal and fair access and opportunities for current students and potential participants from all backgrounds. This means involving participants with fewer opportunities, for example:

- participants with certified physical, mental and health disabilities (disability or medical certificate)
- economic disadvantage sanctioned with ISEE (according to the indications of D.M. 204 of 23 February 2023 (articolo 4) a.y. 2023/2024 = euro 26.306,25) submitted with your application. Reference is made to the ISEE for the year 2022, calculated specifically for benefits for the right to university education.
- cultural differences eg. individuals with a migrant and refugee background, national or ethnic minorities, people with linguistic adaptation and cultural inclusion difficulties, etc.
- students with minor children
- working students
- students who are professional athletes
- students orphaned by at least one parent
- students who are children of victims of terrorism and organized crime

Specific information about this will be provided and/or must be verified with the home university. The circumstance of being a candidate with fewer opportunities can be self-declared at time of application. In order to be eligible for the supplementary financial contribution the circumstance must be certifiable.

Students who find themselves in the above categories must attach to their application a self-declaration pursuant to art.46 del D.P.R. 28 dicembre 2000 addressed to VIU and their home university. Documentary evidence of the circumstance must be submitted by selected candidates before the mobility place is confirmed. Institutions will have to justify the interventions to support participants with fewer opportunities, having specific documentation that justifies the need for support for the inclusion of the participant.

Students belonging to multiple categories will be able to take advantage of contributions in reference to only one of the categories.

To seek advice on what type of documents may be used, where not previously specified, please contact erasmus@univiu.org.



2. Applicants with disabilities are invited to contact the Erasmus Office at VIU to receive support in submitting the application and to receive information on the services made available by the partner university. Furthermore, participants will be able to request additional support from the Erasmus+ National Agency INDIRE for additional costs directly related to mobility which cannot be covered by the top-up for participants with fewer opportunities. These costs aim to cover the additional financial support needed (real costs) for the participation in the mobility of participants with needs related to physical, mental or health conditions. Travel and accommodation expenses for any companions are also permitted, if justified. The request must be justified by the applicant and approved by the Erasmus+ National Agency INDIRE. In case of non-approval, no claim can be made against VIU.
3. The scholarship will be paid in two installments according to the methods indicated in the Grant Agreement that the student is required to sign before departure, that is, 70% before departure and the remaining 30% after the requisite documents have been submitted after the mobility.
4. The signing of the Grant Agreement as well as all the other procedures indicated in this announcement are an obligation for all students who benefit from the Erasmus+ mobility and failure to fulfill one or more procedures will lead to the revocation or reduction of the financial contribution and in some cases the cancellation of the mobility. Even the use of non-compliant forms may lead to the revocation or reduction of the financial contribution and in some cases the cancellation of the mobility.
5. Students who are awarded an Erasmus+ mobility grant must continue to pay the tuition fees and contributions to their home university also during their period of stay abroad, but they are exempt from paying enrollment fees at the foreign university of destination of the mobility (with the exception of some universities which may request a contribution to use the student services and public transport).

ART. 6 – How to apply

1. Interested doctoral students must complete the application form/mobility study research proposal available on the VIU website, filling in all the required fields and sections including submitting:
 - Curriculum Vitae (dated and signed)



- Certificate of Enrollment (PhD) and Transcript of Records (if PhD not available, Masters level)
- Motivation letter
- Learning Agreement (available on VIU website) signed by their PhD Supervisor
- Self-declaration of participant with fewer opportunities
- Language competency certificates

2. Applications must be completed via the web by: May 10, 2024.

3. Incorrectly completed or incomplete applications will not be considered.

ART. 7 - Destinations

1. The destinations available in this call are:

- Ludwig Maximilians Universität, Germany
- KU Leuven, Belgium
- University of Bordeaux, France
- University of Ljubljana, Slovenia

2. The departure of the selected students is subject to acceptance by the receiving university. Before the start of the mobility, the PhD student must have specific authorization from the host University confirming the short-term mobility as part of the Erasmus agreement.

3. Students are advised to check the host institution's entry requirements (visa, permit to stay, health insurance).

ART. 8 - Ranking

1. The VIU selection committee will consist of the Dean of VIU, one member of teaching or administrative staff of VIU, and one or more members of the VIU Academic Council, representing the universities participating in the mobility consortium. The selection committee will decide on a ranking taking into account the evaluation criteria specified below :

- Quality of the study plan: 25 points
Compatibility of studies with selected destination i.e. opportunity for credit recognition
- Language skills 10 points



Vehicular and host country languages will be considered

- Academic Merit 30 points
Grade Point Average
- Motivational letter 30 points
- Thesis Proposal 5 points
Proposal for a research project relevant to a doctoral thesis that will benefit from the mobility.
- VIU Bonus 15 points
For those how have participated in VIU academic programs.

In the event that two or more candidates obtain the same score, the selection committee reserves the right to invite candidates for an interview. Not having previously benefited from another Erasmus+ mobility grant within the last two academic years will be considered a preferential qualification. In the event of a further tie, the candidate closest to completing the doctoral course will take precedence.

ART. 9 – *Accepting the place*

Candidates will be informed of the result via email.

Although VIU nominates the successful candidates (notifies the partner institute of the students selected), each student is responsible for finding out about the administrative requirements and deadlines established by the host institution. If the student does not do so, there is the risk of rejection by the host institution. Acceptance will not guarantee the student the ability to leave: the host University will need to explicitly confirm that it can welcome them.

It is the responsibility of the candidates to inform themselves in advance, through the partner University and/or the relevant bodies (Embassies and Consulates), on the procedures required for entry and temporary stay in the host country, about the need for an entry visa and the timing and procedures to follow, as well as the methods of requesting any permit temporary stay/residence. Accordingly, if applicable, it is the responsibility of the candidates to understand their visa and permit to stay responsibilities for their return to their home university.

The acceptance of the mobility must be made by the selected student within 7 days of notification of selection, by completing and sending a dedicated form which will be sent via email from the VIU Erasmus office to the candidate. In case

of withdrawal, the candidate is required to promptly inform the VIU Erasmus Office in order to allow the reallocation of the grant to the next suitable ranked candidate.

Before the scheduled departure date, a Grant Agreement must be signed which indicates the mobility dates as requested in the application. If these dates have changed, an explanation must be sent via email to the VIU Erasmus Office beforehand.



The rights and duties of Erasmus students are reported in the "Erasmus Student Charter", available at the following link: <https://erasmus-plus.ec.europa.eu/resources-and-tools/erasmus-student-charter-0>

ART. 10 - Selected Candidates

Before the mobility, the participant must:

- fulfill all of the administrative requirements of the host institution (application form, language certification and any other documentation)
- submit their signed Grant Agreement, which will be provided by the VIU Erasmus Office
- submit a copy of their insurance policy valid for the entire mobility period covering basic health and medical (including permanent or temporary incapacity); accident; civil liability; and, wherever relevant travel (including damage or loss of luggage). Please note that the insurance coverage of the European Insurance Health Card (EHIC) might not be sufficient, especially in case of specific medical examination and accidents that are not linked to educational activities, therefore, it is advisable to take out a private insurance which covers accidents unrelated to study activities.
- Submit copy of passport and entry visa (if required)

During the mobility, the participant must:

- Ask host professor to sign and stamp Certificate of Arrival within 7 days of arrival at the host institution.

After the mobility, the participant must submit:

- confirmation of mobility/certificate of attendance by the host institution certifying the activity carried out and mobility dates
- travel itinerary, proof of payment receipt and boarding passes
- report on the work carried out during the mobility countersigned by the supervisor at the host institution. This report must then be evaluated by the PhD Supervisor.
- once the mobility is completed, the mobility participant will receive a "PARTICIPANT SURVEY" from the European Commission reporting

platform. This must be completed and a copy sent as a pdf to the VIU Erasmus Office to validate the second payment request.

ART. 11 – *Blended/virtual mobility*

The Doctoral candidate also has the option to add a virtual component to their study mobility before, during or after. ie. a “blended” activity, which combines a virtual component and an in-person/physical mobility. Consider however that the Erasmus+ Grant for Individual Support and Travel Support will be due to the mobility participant only for the days of in-person/physical mobility abroad, which must be a minimum of 5 consecutive activity days.



ART. 12 – *Processing and protection of personal data*

1. Pursuant to legislation regarding the protection of personal data (Legislative Decree 30 June 2003 n. 196 and subsequent amendments, and EU Regulation 679/2016 – known as GDPR) the processing of candidates' personal data is carried out by Venice International University exclusively for institutional purposes and will be therefore based on principles of correctness, lawfulness and relevance for the same purposes.
2. For all further information, interested parties can contact the Erasmus Office, Venice International University, Isola di San Servolo, 30133 Venice - email erasmus@univiu.org Tel. 041 2719511 – Fax 041 2719510

Venice, April 4, 2024


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