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ENGLISH VERSION TRANSLATED WITH AI

Guide to the Exchange programme (Erasmus+ Overseas)

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1. INTRODUCTION

1.1 This document outlines the registration process and the rules governing the programme named Exchange (Erasmus+ Overseas) (hereinafter also referred to as the "Programme") for students of Università Cattolica del Sacro Cuore (hereinafter the "University" or the "Ateneo"), concerning a study experience abroad lasting either one semester or one academic year at a partner university of the Ateneo, within the framework of bilateral agreements that the Ateneo has in place with other universities worldwide.

- 1.1 This document shall be considered supplemented by all further detailed information available on the website: <https://studenticattolica.unicatt.it/semestre-e-double-degree-exchange-erasmus-e-overseas> and the web pages linked therein and/or expressly referenced below (hereinafter, "web pages").

2. PROGRAMME DESCRIPTION

2.1 The Exchange Programme (Erasmus+ Overseas) allows selected participating students to undertake a study period abroad for one semester or one academic year at a partner university of the University, with exemption from academic fees at the host university. Upon their return, students will receive recognition for



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the exams taken or other academic activities completed abroad, within the limits and conditions set out below and on the referenced web pages, in accordance with the regulations of each Faculty available at the following webpage: <https://studenticattolica.unicatt.it/informazioni-utili-approvazione-esami>.

2.2 The Programme is offered twice a year: the first call, usually published in October, is for departures in the 1st semester of the following academic year; the second call, usually published in April, is for departures in the 2nd semester of the following academic year.

The selection of candidates typically takes place in January for departures in the 1st semester of the following academic year and in June for departures in the 2nd semester.

2.3 Students participating in the Programme must be and remain regularly enrolled at the University throughout their study period abroad until their return and must continue to pay tuition fees according to the deadlines set by the relevant Office of their home University.

2.4 Travel, food, accommodation, "Student Safety Package," any additional health insurance, possible visa costs, study materials, or any other expenses related to the experience are the responsibility of the participating student.

2.5 The agreements between the University and partner universities do not cover student housing, and the University is neither responsible for nor able to guarantee the availability, usability, or conditions of any accommodation at the host institutions. The University also has no authority to influence housing assignments. Whenever possible, host institutions will provide information and support on this matter. It is the student's responsibility to gather information during the destination selection process, at the time of assignment, and in the subsequent phases. Students should check availability, rules, allocation procedures, conditions, and costs related to accommodation through the websites and/or factsheets provided by the host universities, which remain solely responsible for such information.

2.6 The office responsible for managing the Programme is the International Development Area (hereinafter the "International Office").

3. ELIGIBILITY REQUIREMENTS

3.1 Students who meet the academic and language requirements set by the Programme and by the individual destinations, who are regularly enrolled at the University at the time of application, and who remain enrolled for the entire duration of the mobility period abroad until their return, are eligible to apply for the Programme, with the following exceptions.

3.2 The following students are not eligible to apply for the Programme:

- Students enrolled in the 1st year of the Bachelor's degree in Economics and the Interfaculty degree in "Economics and Management of Cultural Heritage and Performing Arts."
- Students enrolled in the "EU Studies Investor Relations and Financial Communication" Bachelor's programme, as this academic path includes its own specific mobility programme.
- Students enrolled in single courses.
- Students planning to transfer to a different campus and/or Faculty, as the available places are linked to specific Faculties and/or degree programmes.

3.3 Students may apply for the Programme multiple times during their entire university career at the University and can benefit from a maximum of 12 months of mobility per study cycle.



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3.3 Academic Requirements

3.3.1 The minimum academic requirements to participate in the Programme are established in the relevant call for applications.

3.3.2 Overseas Destinations: Students with an exam grade point average below 24/30 are not eligible to apply for non-European destinations. In the absence of a GPA, first-year Bachelor's students must have a high school diploma score of at least 80/100, while first-year Master's students must have a Bachelor's degree score of at least 90/110.

3.3.3 For students holding academic qualifications not issued in Italy, if the grade conversion has not already been officially recorded at Università Cattolica, a score of 80/100 will be assigned for the high school diploma and 90/110 for the Bachelor's degree. No other methods of grade recognition are allowed.

3.3.4 Some foreign universities may require additional academic criteria for student admission (e.g., a minimum GPA or a minimum number of accumulated credits). Details on such additional requirements are available on the destination universities' websites under the sections for international/exchange/Erasmus students or in any factsheets provided by these universities, for which they remain solely responsible. These resources can be accessed via the webpage: <https://studenticattolica.unicatt.it/exchange-erasmus-overseas-destinazioni> in the "Destinations" section. It is the student's responsibility to verify this information before applying.

3.4 Language Requirements and Destinations

3.4.1 The required language proficiency levels and any certifications to be submitted at the time of application are specified in each call for applications and may vary depending on the specific destination university. For further details, refer to the "Language Requirements" section at: <https://studenticattolica.unicatt.it/exchange-erasmus-overseas-requisiti-linguistici>.

3.4.2 It is the student's responsibility to carefully verify the language requirements for each chosen destination at the time of application. This information can be found on the "Destinations" page: <https://studenticattolica.unicatt.it/exchange-erasmus-overseas-destinazioni> and ensure compliance with them.

3.4.3 Proof of language proficiency must be submitted strictly by the Programme application deadline for all languages required by the selected destinations. For languages for which no Cattolica International language test is available (Portuguese, Chinese, Arabic, and Russian), the candidate will be evaluated, for ranking purposes, based on the level obtained in the English language test, which is mandatory in this case. This applies regardless of whether the foreign university offers courses in English.

3.4.4 Language proficiency is assessed both for ranking purposes and for the eligibility of the preferred destination. For ranking purposes, only the proficiency level of "Language 1" for the first-choice destination will be considered. If no score is available for Language 1, the score for Language 2 will be taken into account.

3.4.5 If the International Office finds that a student has applied for a destination without meeting the required language requirements, it will remove that destination from the list of selected locations. If the application deadline has already passed, no replacement destination may be selected.

3.4.6 Passing the internal language test does not entitle the student to receive a certificate that can be used as official proof of language proficiency. The internal tests administered by Cattolica International are valid



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exclusively for applications to mobility programmes promoted and managed by the office. A document certifying the obtained level can only be issued if the student has an active application for such programmes.

4. DESTINATIONS

4.1 When submitting their application, students may indicate up to ten (10) preferred destinations, ranked in order of preference, chosen from the Erasmus+ and Overseas destinations listed as available for their Faculty. This list can be found on the webpage: <https://studenticattolica.unicatt.it/exchange-erasmus-overseas-destinazioni>. It is important to note that each Faculty has specific destinations that are exclusively available to students of that Faculty. In the case of interfaculty degree programmes, unless otherwise specified in the list of available destinations, students must refer to the destinations available for the main Faculty of their degree programme.

4.2 The selection of destinations must be made carefully, considering the academic offerings of the host university—paying particular attention to the subject area (where available), which defines the scope of the exchange agreement between the two institutions—and the academic and language requirements needed for eligibility. Students should also review the specific notes for each destination, which detail any additional requirements set by the partner university or the student's Faculty. Additionally, students should consult any factsheets provided by the host university and visit its website to verify academic offerings in more detail. This information is available on the "Destinations" webpage: <https://studenticattolica.unicatt.it/exchange-erasmus-overseas-destinazioni>.

The eligibility of candidates for each specific destination will be assessed based on the information published by Cattolica International in the "Destinations" section. Any additional entry requirements that are not explicitly listed in this section will not be considered valid and cannot be used as grounds for selection.

4.3 Information about destinations, courses, and the number of available places may be subject to minor changes while the call for applications is open or even afterward, due to the prerogatives of host universities regarding their academic and organizational offerings. Students are therefore encouraged to check the "Destinations" section and the links available on the webpage: <https://studenticattolica.unicatt.it/exchange-erasmus-overseas-destinazioni> regularly for updates and to stay informed throughout all phases of the Programme.

If changes made by the host university occur after the application deadline and the assignment of destinations, the University will make every effort to assist affected students in identifying alternative solutions. However, it cannot influence the decisions made by host universities or be held responsible for any student-incurred expenses in the meantime.

4.4 The assignment of destinations will follow the Faculty ranking order and the student's stated preferences. It will not be possible to be assigned to destinations that are not included in the application list. Only in exceptional cases may the International Office optimize unused spots by reallocating them to different Faculties that include the same destination or disciplinary area, always in compliance with the merit rankings.

5. APPLICATION SUBMISSION

The application for the Programme must be submitted within the deadlines and according to the procedures established in the official call for applications, which are published on the website. All necessary steps detailed on the following page must be completed: <https://studenticattolica.unicatt.it/exchange-erasmus-e-overseas-iscrizioni-e-selezioni>. No extensions or exceptions of any kind will be granted.

6. SELECTION AND RANKINGS

6.1 In the weeks following the application deadline, rankings for each Faculty will be drawn up and published, based on the calculation criteria outlined in the "Score Calculation Formulas" section of the website: <https://studenticattolica.unicatt.it/exchange-erasmus-e-overseas-esiti-selezioni-e-assegnazioni>.



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6.2 For ranking calculations, only the academic records registered and visible in the student's transcript as of the application deadline will be considered. In case of a tie in ranking scores, additional qualifications will be evaluated in the following order of priority:

1. Bachelor's Degree (LT) final grade (if available for both candidates)
2. High School Diploma final grade
3. Date of Birth (the older candidate will be given priority)

6.3 Once the rankings have been processed, each eligible candidate will receive a notification informing them of their status in relation to their Faculty's ranking. The rankings will also be published on the website. Any disputes must be submitted in writing via email to the International Office at erasmus-mi@unicatt.it within three (3) business days from the publication of the rankings.

The possible statuses are as follows:

1. ADMITTED STUDENT – with an assigned destination listed in the “Destination” tab.
2. WAITLISTED – with an indication of the ranking position among other waitlisted students from the same Faculty.

6.4 Admitted students must accept their assigned destination within five (5) business days of the ranking publication. If an admitted student who has already accepted their assignment is later offered a place in the Double Degree programme, they will have an additional five (5) days from the publication of the Double Degree assignments to choose which programme to proceed with.

6.5 If any admitted students withdraw, the programme administrators will verify the presence of eligible waitlisted candidates. If it is still possible to enroll a new student at the host university, a replacement process will take place, and the outcome will be communicated via notification. Admission rankings are periodically updated, also taking into account any withdrawals or replacements.

6.6 A student who, for any reason, withdraws from mobility after being assigned a destination will not be eligible for any other destination listed in their original application, nor for any remaining available spots.

6.7 Both the host universities and the home University reserve the right to suspend or cancel the Programme (including specific destinations) or impose safety or health measures—even after the official publication of rankings—should exceptional circumstances arise that pose a risk to students' safety or health. This also applies if restrictions are imposed by Italian or host country authorities.

Students are strongly advised to stay informed and are required to comply with any measures or guidelines issued by the relevant authorities. In such cases, neither the host universities nor the home University can be held responsible for any student-incurred expenses.

7. STUDENT OBLIGATIONS AND RESPONSIBILITIES

7.1 During the application process, students are required to carefully read this document and all additional details available on the following website: <https://studenticattolica.unicatt.it/semestre-e-double-degree-exchange-erasmus-e-overseas>, as well as the pages linked therein.

Students must also attend the informational meetings organized by the International Office to clarify any doubts regarding the Programme or its published information. Attendance at these meetings is mandatory for all applicants.

7.2 Upon confirmation of admission and assignment of a destination, each student is required to register as a student at the host university, following the instructions provided by their Faculty coordinator and the host



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university. It is the student's responsibility to verify the application procedures, required documents, and deadlines on the host university's website and to strictly follow the registration instructions provided by the assigned host institution, ensuring that all procedures are completed within the stipulated deadlines.

7.3 It is also the student's responsibility, upon confirmation of admission and assignment of a destination, to verify whether a visa is required for the host country and to take the necessary steps to obtain it in a timely manner. Additionally, the student is responsible for arranging travel and accommodation at the host university and covering the related costs.

Regarding accommodation, it is the student's duty to check the availability, rules, allocation procedures, and costs of any housing offered by the host university and to secure suitable accommodation, whether provided by the host institution or otherwise. The student must bear any associated costs. The University assumes no responsibility and offers no guarantee regarding the availability, accessibility, condition, or assignment of such accommodations at host universities.

7.4 All students participating in the Programme are required to purchase the "Student Safety Package", which includes insurance coverage and an emergency app.

Please note that activating the "Student Safety Package" does not exempt students from purchasing additional insurance if required by the host university or country. In such cases, students will need to purchase both insurance policies.

Further details regarding the "Student Safety Package" can be found on the following webpage:

<https://studenticattolica.unicatt.it/informazioni-utili-universita-cattolica-student-safety-package>.

8. SCHOLARSHIPS

8.1 To support the mobility costs associated with the Programme, financial contributions are provided through funding from the European Union, the Italian Ministry of University and Research (MUR), and the University itself. These funds aim to support the highest possible number of students for the longest duration of their stay abroad.

The amount of funding varies based on the chosen Programme (Erasmus+ or Overseas), the destination, and the ISEE (Equivalent Economic Situation Indicator). Further details can be found on the webpage under the section "Scholarships and Costs":

<https://studenticattolica.unicatt.it/semestre-e-double-degree-exchange-erasmus-e-overseas>.

8.2 Students who are awarded financial contributions will receive specific instructions and necessary documentation to claim them. Typically, the funding is disbursed in two installments:

- The first after departure,
- The second upon return, subject to the submission of the required documentation to the International Office.

8.3 Students who receive Erasmus+ funding cannot simultaneously benefit from any other EU financial aid, such as:

- Erasmus+ Placement,
- Erasmus+ Mundus,
- Leonardo, etc.

Additionally, they cannot receive scholarships for internships or thesis projects abroad.

8.4 Students who are already beneficiaries of an EduCatt scholarship may request additional funding from the EduCatt organization to further support their study abroad experience.



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8.5 To promote greater participation in the Programme by students with special physical, mental, or health conditions, as well as those from disadvantaged backgrounds, additional financial contributions are available. The International Office will provide further details upon request to the interested students.

9. APPROVAL AND RECOGNITION OF EXAMS TAKEN ABROAD

9.2 Once students receive confirmation of their assigned destination, they are responsible for selecting the courses and academic activities they intend to take at the host university. They must carefully consider the language of instruction and submit a request for approval according to the guidelines provided in the section "Recognition of Foreign Exams" on the university's website:

<https://studenticattolica.unicatt.it/informazioni-utili-approvazione-esami>.

Students must review these instructions carefully, as well as any additional pages referenced therein. Exams and academic activities completed abroad as part of the Programme are recognized in accordance with the University's regulations and those of each Faculty, as outlined on the website.

9.3 The organization of courses and exams at the host university is solely the responsibility of that institution. The University cannot influence or be held accountable for any changes that may occur before or during the Programme, including:

- Course modifications,
- Changes in the examination system,
- Course organization that does not meet the student's expectations or academic needs.

In such cases, the University will make every effort to assist affected students in identifying alternative solutions. However, it cannot interfere with the policies of the host institution or be held responsible for any additional costs incurred by the student due to such changes.

9.4 Taking an exam via proctoring (remote invigilation) is considered an exceptional measure and will only be granted upon explicit request from the host university. This option will only be considered in cases where a resit exam is necessary outside the regular mobility period.

10. COMMUNICATIONS

The International Office is the designated authority for managing the Programme and is responsible for handling all official communications directly with enrolled students.

The International Office is not authorized to provide any information, updates, or responses to requests from students' family members or third parties, even while students are abroad.

Students are therefore responsible for sharing any information they deem necessary with their families or third parties regarding:

- The Programme,
- Its progress,
- Any communications exchanged with the International Office.