UNIVERSITÀ CATTOLICA DEL SACRO CUORE
Exchange Programme Guide (Erasmus+ and Overseas)

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1. FOREWORD

1.1 This document outlines the application process and the regulations governing the Exchange Programme (Erasmus+ and Overseas) (hereinafter also referred to as the "Programme") for students of Università Cattolica del Sacro Cuore (hereinafter "Università Cattolica" or the "University"), concerning a study abroad experience for a semester or an academic year at a partner university of the University, within the framework of bilateral exchange agreements currently established with partner institutions worldwide.

1.2 This document must be understood as supplemented by all additional detailed information available on the website: https://studenticattolica.unicatt.it/semestre-all-estero and related web pages linked therein and/or expressly referenced below (hereinafter, "web pages").

2. PROGRAMME DESCRIPTION

2.1 The Exchange Programme (Erasmus+ and Overseas) allows selected participating students to spend a study period abroad lasting one semester or an academic year at an Università Cattolica partner university, with exemption exclusively from academic tuition fees at the host institution, and recognition upon return of the completed exams or academic activities, within the limits and conditions stipulated by the regulations and approval procedures of each individual Faculty.
In accordance with its internal Academic Regulations, Università Cattolica does not allow taking examinations remotely, and international mobility cannot be claimed as an exceptional ground for such requests.

2.2 The Programme includes two application rounds per academic year. The first round takes place between October and December for departures in the 1st semester of the following academic year, and the second round takes place between April and May for departures in the 2nd semester of the following academic year. Candidate selection is carried out approximately by the end of the month following the application deadline of each call.

2.3 Participating students must be and remain regularly enrolled (holding active student status / matricola attiva) in an undergraduate (laurea triennale), master's (laurea magistrale), or single-cycle degree programme at Università Cattolica throughout the application, selection, and entire study abroad period until their official return. Active student status falls under the exclusive jurisdiction of the Student Services Center (Polo Studenti). Mobility participation does not exempt students from paying standard tuition and fees to Università Cattolica, which must be settled according to deadlines set by the competent University office.

2.4 The competent office in charge of managing the Programme is the International Development Office / Cattolica International (hereinafter the "International Office").

3. APPLICATION REQUIREMENTS

3.1 Students holding the academic and language requirements prescribed by the Programme and by individual host destinations may apply, provided they are regularly enrolled at the University at the time of application and remain enrolled throughout the entire mobility period until their return, with the following exclusions:

- Students enrolled in the 1st year of an undergraduate degree in the Faculty of Economics and related Interfaculty degree courses;
- Students enrolled in the Master of Science in "European Studies in Investor Relations and Financial Communication", as the academic curriculum already incorporates a mandatory study abroad period;
- Students with active enrollment in other academic programmes at Università Cattolica, such as single courses, university masters, PhD programmes, or post-graduate specialization schools.

3.2 Academic Requirements

3.2.1 Minimum academic requirements for Programme participation are specified in each call for applications and may vary according to host destinations. These requirements can be consulted at: https://studenticattolica.unicatt.it/exchange-erasmus-overseas-destinazioni and must be fulfilled strictly by the call deadline. Host universities may update requirements after

the call opens. The University declines any liability regarding partner requirements not formally communicated to the International Office with adequate advance notice.

3.2.2 Overseas Destinations: Students with a grade point average (GPA) below 24/30 at the closing date of each call cannot be selected for non-European destinations. In the absence of a registered GPA, first-year undergraduate students (matricole triennali) must hold a high school diploma score (voto di maturità) of not less than 80/100, while first-year graduate students (matricole magistrali) must hold an undergraduate degree grade of not less than 90/110.

3.2.3 For students holding international educational qualifications, in the absence of an official conversion already registered by the Student Services Center (Polo Studenti), a default score of 80/100 for high school diploma and 90/110 for undergraduate degree will be assigned ex officio. No alternative evaluation or conversion requests will be permitted.

3.3 Language Requirements and Destinations

3.3.1 Required language skills and any official certificates to be submitted at the time of application are detailed in the specific call and may vary depending on the host institution. For full details, please consult the "Language Requirements" page at: https://studenticattolica.unicatt.it/exchange-erasmus-e-overseas-requisiti-linguistici

3.3.2 Students are responsible for thoroughly verifying all language requirements specified by each chosen destination—available on the "Destinations" page at https://studenticattolica.unicatt.it/exchange-erasmus-overseas-destinazioni—and ensuring they fully meet them by the deadline.

3.3.3 Proof of language proficiency must be strictly submitted by the application deadline for all languages required by the chosen destinations. Following the instructions on the web pages regarding accepted demonstration methods, for languages where an internal placement test is not offered by Cattolica International (namely Portuguese, Chinese, Arabic, and Russian), candidates will be evaluated in the ranking based on their demonstrated English proficiency, which becomes mandatory. This applies regardless of whether courses taught in English are offered at the partner institution.

3.3.4 Demonstrating language competence via Cattolica International internal testing does not confer any entitlement to a certificate usable outside of mobility programmes managed by the International Office.

3.3.5 Language proficiency is evaluated both for calculating ranking scores and for destination eligibility. For the ranking score calculation, only the proficiency in Language 1 of the student's first choice destination will be considered.

3.3.6 In the case of a bilingual first-choice destination, the student may compete with the proficiency score of Language 1 only, Language 2 only, or both languages. If the student provides no proof for Language 1, the level demonstrated for Language 2 will be considered. The main cases are as follows:

STUDENT WITH LANGUAGE 1 ONLY: Language 1 is used for ranking score.

STUDENT WITH LANGUAGE 2 ONLY: Language 2 is used for ranking score.

STUDENT WITH BOTH LANGUAGE 1 AND LANGUAGE 2: The value of Language 1 is used for ranking.

STUDENT WITH BOTH LANGUAGES, BUT LANGUAGE 1 LEVEL BELOW DESTINATION REQUIREMENT: Language 1 score is used for ranking, but the eligible Language 2 level ensures overall destination eligibility.

For internal Cattolica International tests, test results are uploaded automatically to the application portal. Students are required to verify before the deadline which language qualifications are recorded in their application.

3.3.7 The International Office reserves the right to conduct verifications on the validity and type of submitted language certifications. Verifications carried out during the open application window generate automated notification emails if a document is ineligible, allowing candidates to update documents or change preferences. Verifications carried out after the deadline do not permit any corrective action by the candidate.

4. DESTINATIONS

4.1 Upon submitting the application, students may select up to 10 (ten) destinations in order of preference, chosen from among the Erasmus and Overseas destinations available for their Faculty, accessible at: https://studenticattolica.unicatt.it/exchange-erasmus-overseas-destinazioni. Each Faculty has specific destinations reserved exclusively for its students. In the case of interfaculty degree courses, unless otherwise stated, students must refer to destinations allocated to the primary Faculty of their course.

4.2 Destinations must be selected following careful analysis of the host institution's academic offer, paying special attention to the disciplinary area where specified (which defines the academic scope of the bilateral agreement) and to academic and language prerequisites. Students should consult destination factsheets and partner websites linked at https://studenticattolica.unicatt.it/exchange-erasmus-overseas-destinazioni.

4.3 Candidate eligibility for each destination will be evaluated exclusively against information published by the International Office in the "Destinations" section. Additional requirements not explicitly stated will not be considered valid for selection or appeals.

4.4 Information on destinations, courses, and available slots may change during or after the application period according to host universities' organizational autonomy. Students must regularly check the Destinations page. If host changes occur after call closure or placement, Università Cattolica will endeavor to assist affected students in identifying alternatives, without assuming liability for partner decisions or related student expenditures.

4.5 Destination assignment follows Faculty ranking order and student preferences. Assignment to destinations not listed in the application is not permitted. Only in exceptional cases may unused spots be allocated to other Faculties sharing the same academic area, strictly observing merit rankings.
Should exceptional circumstances arise following the selection process requiring the International Office to establish a priority order among already selected students—such as, by way of example:

- notification by the partner institution that maximum capacity has been reached for a specific location or campus (in the case of multi-campus destinations), requesting the University to determine which candidates are assigned to their first-choice campus and which are redirected to their second choice;

- scholarships funded and awarded by the host institution/external foreign entity being available in a number lower than the total number of students selected for the Programme or for that specific destination;

The International Office will allocate campus priorities or host-funded scholarships in accordance with the following objective criteria:

1. Proportional distribution across Faculties, calculated in proportion to the total number of applicant students from each Faculty;
2. Order of merit, determined within each Faculty according to the ranking position achieved

4.6 Students assigned a mobility placement must promptly notify the International Office of any changes in their academic career (e.g., degree programme transfer, faculty transfer, or campus transfer) occurring between application and departure. The International Office will verify continued eligibility and agreement compatibility. If the host institution was allocated under an agreement exclusively reserved for a specific Faculty or disciplinary area no longer matching the student's career, the placement will be cancelled ex officio without right to reallocation or compensation.

5. APPLICATION SUBMISSION

5.1 Applications must be submitted strictly according to the deadlines and procedures established in the call and published on the website, completing all steps detailed at https://studenticattolica.unicatt.it/exchange-erasmus-e-overseas-iscrizioni-e-selezioni. No extensions or waivers of any kind are granted.

6. SELECTION AND RANKINGS

6.1 In the weeks following call closure, merit rankings per Faculty will be drawn up and published according to the criteria detailed in the "Score Calculation Formulas" section of the website.

6.2 For ranking calculations, valid academic records will be those registered and visible on the student's transcript by the closing date. In case of identical scores, priority will be determined as follows:
1. Undergraduate Degree Grade (Voto di Laurea Triennale), if available for both candidates
2. High School Diploma Grade (Voto di Maturità)
3. Date of birth (older candidate takes priority)

6.3 Once rankings are finalized, each eligible candidate will receive notification of their status. Candidates must regularly check their institutional email (@icatt.it). The International Office assumes no responsibility for unread notifications or missed deadlines, which will result in ex officio withdrawal. Rankings will also be published on the website; any formal appeals must be submitted in writing via email to erasmus-mi@unicatt.it within 3 days of publication.
Possible statuses for Exchange (Erasmus+ and Overseas) are:
• ADMITTED STUDENT: with indication of assigned destination under the "Destination" tab;
• RESERVE STUDENT: with indication of ranking position relative to other reserves in the Faculty for all eligible destinations.

6.4 An "Admitted Student" must formally accept or decline the assignment within the deadlines stated in the email notification. A "Reserve Student" must wait for possible ranking shifts (scorrimento).

6.5 Students who submitted applications to multiple semester/year calls—Exchange (Erasmus+ and Overseas), Study Abroad, ISEP Exchange—will receive results simultaneously. Accepting one placement automatically forfeits candidacy for the other two. An admitted student to at least one programme must make a definitive choice. Reserves for both Exchange and ISEP Exchange need not reply until offered a spot.
Key scenarios:
• ADMITTED to Exchange, Study Abroad, and/or ISEP: The student must accept one and is automatically withdrawn from the other two;
• ADMITTED to Exchange and RESERVE for ISEP (or vice versa): Accepting the admitted spot automatically removes the student from reserve lists; declining keeps reserve status active;
• RESERVE for both Exchange and ISEP: No action is required.
(Note: The Study Abroad programme does not feature reserve status, offering only direct destination assignment).

6.6 If a student admitted to the Program who has already accepted their placement is subsequently awarded a place in a Double Degree program, they must immediately and concurrently choose which program to formally accept.

6.7 Any student who withdraws from mobility after accepting a placement—for any reason other than the exception set forth in article 6.6—will not be eligible for reassignment to any other destination selected during the application process, nor to any other destination with remaining vacancies.

6.8 In the event of withdrawals by selected students, available places will be reallocated through the waiting list to the next eligible candidates, subject to internal processing timelines and partner universities' nomination/application deadlines. The reassignment is notified via email and updated on the online portal.

6.9 Host universities and Università Cattolica reserve the right to suspend or cancel the Programme (even for individual destinations) or enforce safety/health measures due to exceptional events impacting safety or government restrictions. Students must stay updated via official government channels (e.g., https://www.viaggiaresicuri.it/home). Neither host universities nor Università Cattolica will be liable for costs incurred by students.

7. STUDENT OBLIGATIONS AND RESPONSIBILITIES

7.1 During application, students must carefully review this document and all details on https://studenticattolica.unicatt.it/semestre-all-estero. Attendance at information sessions organized by the International Office is mandatory for all applicants in every edition.

7.2 Upon receiving placement confirmation, students must complete host university application/enrollment procedures strictly following instructions and deadlines provided by both the International Office and the host institution.

7.3 Students are solely responsible for obtaining any necessary entry visas in good time, organizing travel and accommodation, and bearing all associated expenses.

7.4 All participating students must purchase the "Student Safety Package" (including health and travel insurance). If the host university or country requires additional mandatory local

insurance, students must purchase double coverage. Information is available at: https://studenticattolica.unicatt.it/informazioni-utili-universita-cattolica-student-safety-package

7.5 In the event of withdrawal prior to or following departure, students must immediately notify the International Office and the host university.

7.6 Requests for mobility extensions must be submitted to the International Office, which will evaluate feasibility against bilateral agreement limits. Where extension spots are limited, requests are processed on a first-come, first-served basis.

8. COSTS AND SCHOLARSHIPS

8.1 Bilateral exchange agreements exempt students from host academic tuition fees (point 2.1). However, all other expenses remain the student's responsibility, including:
• Travel expenses;
• Visa fees (where applicable);
• Insurance fees (Student Safety Package and any mandatory host insurance);
• Course materials and textbooks;
• Mandatory host administrative/campus/local fees;
• Accommodation expenses.
Regarding accommodation: Università Cattolica does not guarantee housing availability, condition, or allocation at host universities. Students are solely responsible for researching, booking, and funding their housing.

8.2 Financial grants funded by the European Union, the Italian Ministry (MUR), and Università Cattolica are available to support mobility expenses. Grant amounts vary by destination and student economic status (ISEE). Full details are published under "Scholarships and Costs" at https://studenticattolica.unicatt.it/semestre-e-double-degree-exchange-erasmus-e-overseas and confirmed via the mobility agreement.

8.3 Grant recipients will receive disbursement instructions and documentation, typically paid in two installments: the first upon departure, the second upon return and submission of required paperwork. In accordance with EU regulations, premature interruption within 60 days may require full refund.

8.4 Grants awarded for the Exchange Programme cannot be combined concurrently with financial support from other Cattolica International mobility schemes (e.g., Internships Abroad, Thesis Abroad). Candidates must verify overlap with the International Office.

8.5 EU Erasmus+ regulations allow up to a maximum of 12 months of Erasmus+ mobility per study cycle (or up to 24 months for single-cycle programmes). A student may thus undertake an Erasmus+ period during their Master's even if completed during undergraduate studies. The same limit applies to Overseas mobilities or combined semesters.

8.6 EduCatt scholarship recipients may maintain their scholarship during mobility and apply to EduCatt for supplementary funding.

8.7 Additional funding is available for students with special physical, mental, or healthcare needs, or fewer opportunities. The International Office will provide details upon request.

9. APPROVAL AND RECOGNITION OF COURSES TAKEN ABROAD

9.1 Admitted students must select host courses/activities—paying attention to the language of instruction—and request preliminary course approval in strict compliance with Faculty regulations and instructions at https://studenticattolica.unicatt.it/informazioni-utili-approvazione-esami. Students bear sole responsibility for initiating and completing course approval and credit transfer procedures.

9.2 Course scheduling and examinations remain within the sole authority of host universities. Università Cattolica cannot intervene in or be held liable for curriculum changes, scheduling conflicts, or unmet individual student preferences. The University will offer reasonable support to identify solutions without bearing related expenses.

9.3 Proctored exams (remote examination for host courses) represent an exceptional measure considered by the International Office exclusively upon formal request from the host partner. Such requests are evaluated solely for exam resit purposes occurring outside regular mobility dates.

9.4 Career credit recognition involves multiple University offices and standard processing takes up to 8 weeks upon receipt of the official Transcript of Records. Graduating students or those facing re-enrollment deadlines must notify the International Office prior to departure to examine options.

10. COMMUNICATIONS

10.1 The International Office is the competent body for Programme administration and is authorized and required to communicate exclusively with registered students. In compliance with personal data protection regulations (GDPR), the International Office will not provide updates or information to students' family members or third parties, including during the study abroad period. Students remain solely responsible for sharing information with family members.