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## **Exchange Program (Erasmus+ Overseas) Guide**

### **INDEX**

1. INTRODUCTION
  2. PROGRAM DESCRIPTION
  3. ELIGIBILITY REQUIREMENTS
    - 3.3 Academic Requirements
    - 3.4 Language Requirements and Destinations
  4. DESTINATIONS
  5. APPLICATION PROCEDURE
  6. SELECTION AND RANKINGS
  7. STUDENT DUTIES AND RESPONSIBILITIES
  8. SCHOLARSHIPS
  9. APPROVAL AND RECOGNITION OF COURSES TAKEN ABROAD
  10. COMMUNICATIONS
- 


## **1. INTRODUCTION**

### 1.1

This document outlines the application process and the rules governing the **Exchange (Erasmus+ Overseas) Program** (hereinafter referred to as the “Program”) for students of **Università Cattolica del Sacro Cuore** (hereinafter, the “University” or the “Institution”). The Program allows students to undertake a study period abroad, for either one semester or one academic year, at one of the University’s partner institutions worldwide, within the framework of bilateral agreements established by the University.

### 1.2

This document must be read together with all additional detailed information available on the official website:

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

and the related subpages expressly referred to hereinafter (collectively referred to as the “web pages”).

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## 2. PROGRAM DESCRIPTION

### 2.1

The **Exchange (Erasmus+ Overseas) Program** allows selected students to spend one semester or one academic year at a partner university abroad.

Participants are exempt from paying tuition fees at the host institution and, upon return, may have exams and academic activities completed abroad recognized by Università Cattolica, within the limits and conditions described in this document, on the referenced web pages, and in accordance with each Faculty's academic regulations available at:

👉 <https://studenticattolica.unicatt.it/informazioni-utili-approvazioneesami>

### 2.2

The Program is offered **twice per academic year**:

- the first call is generally published in **October**, for departures in the **first semester** of the following academic year;
- the second call is generally published in **April**, for departures in the **second semester** of the following academic year.

Candidate selection normally takes place in **January** for first-semester departures and in **June** for second-semester departures.

### 2.3

Students participating in the Program must be, and remain, **regularly enrolled** at Università Cattolica throughout the entire study period abroad, up to and including their return, and must continue to pay their tuition fees according to the deadlines set by the University's administrative offices.

### 2.4

All **travel, accommodation, meals, “Student Safety Package”, any additional health insurance, visa costs, learning materials, and other expenses** related to the experience abroad are to be covered **entirely by the student**.

### 2.5

Bilateral agreements between Università Cattolica and partner universities **do not include accommodation**.

The University is **not responsible for, nor can it guarantee**, the availability, condition, or allocation of housing at the host university.

Where possible, host universities may provide information and assistance regarding accommodation.

It is the student's **responsibility** to inquire about housing options at the time of selecting destinations, upon assignment, and in the following stages—checking availability, application

procedures, terms, and costs directly on the host university's website or factsheet. The host universities remain solely responsible for this information.

## 2.6

The **International Development Area** (hereinafter, the "International Office") is the administrative unit responsible for managing the Program.

## 3. ELIGIBILITY REQUIREMENTS

### 3.1

Students who meet the **academic and language requirements** established by the Program and by the individual destinations may apply, provided that they are **regularly enrolled** at Università Cattolica at the time of application and remain so for the entire duration of their study period abroad, until their return. The following exclusions apply.

### 3.2

The following students **are not eligible** to apply for the Program:

- First-year undergraduate students enrolled in the Faculty of Economics or in the Interfaculty degree program "Economics and Management of Cultural Assets and Entertainment";
- Students enrolled in the degree program "**EU Studies – Investor Relations and Financial Communication**", as this program has its own specific international mobility scheme;
- Students enrolled **only for single courses**;
- Students planning to **transfer to another campus or Faculty**, since available positions are linked to specific Faculties or degree programs.

### 3.3

Students may apply to the Program **multiple times** during their studies at Università Cattolica, up to a maximum total of **12 months of mobility per study cycle**.

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## 3.3 Academic Requirements

### 3.3.1

Minimum academic requirements for participation are specified in each call for applications ("bando").

### 3.3.2

**Overseas destinations:** Students with an **exam grade average below 24/30** are not eligible to apply for **non-European destinations**.

In the absence of a GPA (for first-year students), a **high school final grade of at least 80/100** is required for bachelor's degree applicants, and a **bachelor's final grade of at least 90/110** is required for master's degree applicants.

### 3.3.3

For students holding **non-Italian academic qualifications**, if their grades have not yet been officially converted and registered by Università Cattolica, the following default scores will apply:

- **80/100** for the high school diploma;
  - **90/110** for the bachelor's degree.
- No alternative or additional methods of grade conversion are accepted.

### 3.3.4

Some partner universities may require **additional academic criteria** for admission (e.g. a higher minimum GPA or a minimum number of earned credits).

Details on such requirements are available on the websites or factsheets of the host universities, which are solely responsible for their content.

These can be accessed through the **“Destinations”** section of Università Cattolica's website:

 <https://studenticattolica.unicatt.it/exchange-erasmus-overseas>.

It is the student's responsibility to verify these requirements before applying.

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## 3.4 Language Requirements and Destinations

### 3.4.1

Language competencies and any required certifications must be demonstrated as specified in each call for applications.

Requirements may vary depending on the host university.

Further details can be found on the **“Language Requirements”** webpage:

 <https://studenticattolica.unicatt.it/exchange-erasmus-e-overseas-requisiti-linguistici>

### 3.4.2

It is the student's responsibility to carefully verify the **language requirements** for each chosen destination, available in the **“Destinations”** section:

 <https://studenticattolica.unicatt.it/exchange-erasmus-overseas-destinazioni>,

and to ensure they meet them.

### 3.4.3

Proof of language proficiency must be provided **by the application deadline** for all the languages relevant to the chosen destinations.

For languages not tested internally by Cattolica International (Portuguese, Chinese, Arabic, Russian), the student will be evaluated—**for ranking purposes**—based on their **English test result**, which is mandatory in these cases, regardless of whether the host university offers courses in English.

### 3.4.4

Language proficiency is assessed both for **ranking purposes** and for **eligibility for the**

### **selected destination.**

Only the proficiency in the **first language** indicated for the student's top-choice destination will be considered for scoring.

If no result is available for that language, the **second language** will be considered.

#### 3.4.5

If the International Office determines that a student has applied for a destination **without meeting the required language level**, that destination will be **removed** from the student's application list, **without the possibility of replacement** if the call has already closed.

#### 3.4.6

Passing an internal language test does **not entitle** the student to receive an official language certificate.

Internal tests administered by **Cattolica International** are valid **solely for mobility programs** promoted and managed by the University.

Documentation of the achieved level may be issued **only in connection with an active application** for such programs.

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## 4. DESTINATIONS

### 4.1

When submitting an application, students may list **up to ten (10) preferred destinations**, chosen among both Erasmus and Overseas options available for their Faculty.

The list of eligible destinations can be found on the website:

 <https://studenticattolica.unicatt.it/exchange-erasmus-overseas-destinazioni>

Each Faculty has its **own set of destinations**, which are **reserved** for its students.

In the case of interfaculty programs, unless otherwise indicated, students must refer to the destinations available for the **parent Faculty** of their degree program.

### 4.2

When selecting destinations, students must carefully review the **academic offer** of each host university—particularly the **disciplinary area** of the exchange agreement—and verify the relevant **academic and language requirements**.

It is strongly recommended to review:

- any **notes** attached to each destination;
- any **factsheets** provided by the host universities; and
- the **official website** of the host university for up-to-date course and admission information.

All information is available via the **“Destinations”** section of the website:

 <https://studenticattolica.unicatt.it/exchange-erasmus-overseas-destinazioni>.

Eligibility for each destination will be evaluated based on the official information published by **Cattolica International**.

Any additional or unofficial requirements not explicitly listed there will **not be considered valid**.

#### 4.3

Information regarding destinations, available courses, and number of places **may be subject to change**, even while the call is open, depending on updates by partner universities.

Students are therefore required to **regularly check** the “Destinations” section and related links for updates.

If changes made by the host university occur after assignments are confirmed, Università Cattolica will make reasonable efforts to assist affected students in finding alternatives but **cannot influence** the decisions of host universities nor be held responsible for **any personal expenses** already incurred by students.

#### 4.4

Destination assignments will follow the **Faculty ranking order** and the **student’s preference list**.

Assignments can only be made among the destinations indicated in the application.

In certain exceptional cases, the International Office may reallocate **unassigned places** to other Faculties with compatible destinations or subject areas, while respecting merit rankings.

### 5. APPLICATION PROCEDURE

#### 5.1

Applications must be submitted **exclusively online** via the dedicated platform, following the instructions provided in the specific **Call for Applications (“bando”)** published on the University’s website:

 <https://studianticattolica.unicatt.it/exchange-erasmus-e-overseas-partecipa>

#### 5.2

Applications submitted by any means other than the official online procedure will **not be accepted**.

Incomplete applications or those lacking required attachments or information by the deadline will be considered **invalid**.

#### 5.3

When completing the online application, students must:

- Select up to **ten (10)** destinations in order of preference, among those available for their Faculty or degree program;
- Indicate the **semester of preference** for departure (first or second semester of the following academic year);

- Upload all required **supporting documents** (language certificates, transcripts, etc.), if applicable;
- Confirm that they have read and accepted all provisions contained in this regulation and in the Call for Applications.

#### 5.4

Each student may submit **only one application** per call.

If multiple applications are submitted, only the **most recent one** (chronologically) will be considered valid.

#### 5.5

Once submitted, the application cannot be **modified or supplemented** after the deadline, except in cases expressly authorized by the International Office.

#### 5.6

After submitting the application, each student must regularly check:

- the **Cattolica International** webpages, and
- the **personal institutional email account (@icatt.it)** for any official communications, notifications, or updates regarding the application process.

#### 5.7

Failure to comply with the procedures and deadlines indicated in the Call for Applications and in this Regulation will result in **automatic exclusion** from the selection process.

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## 6. SELECTION AND RANKINGS

### 6.1

Selection is based on the **merit ranking** (graduatoria) prepared by **Faculty**, which takes into account the following evaluation criteria:

- **Academic performance** (grade average and number of ECTS credits completed);
- **Language proficiency** in the required languages;
- **Motivation and consistency** between the academic profile and the chosen destinations (where applicable).

Each Call for Applications specifies the detailed evaluation criteria and the corresponding weight assigned to each element.

### 6.2

Separate rankings are prepared for **each Faculty**, based on the degree programs and available destinations.

Each student is ranked according to merit within their Faculty and degree cycle.

### 6.3

Only **students who meet all academic and language requirements** specified in the Call for Applications and in the “Destinations” webpage will be included in the ranking.

### 6.4

The selection process is carried out by **Cattolica International**, in collaboration with the relevant **Faculty mobility representatives**.

The International Office is responsible for compiling the rankings and publishing the results.

### 6.5

The rankings are published on the website:

 <https://studenticattolica.unicatt.it/exchange-erasmus-e-overseas-risultati-selezioni>

Publication of the rankings serves as **official notification** to all applicants.

### 6.6

Students who are assigned a destination must **confirm their acceptance** within the deadline specified in the results publication notice.

Failure to accept within the deadline will result in **automatic forfeiture** of the assigned place, which may then be offered to another student according to the ranking order.

### 6.7

After accepting the assigned destination, students are required to attend the **mandatory pre-departure meetings** organized by Cattolica International.

Failure to attend without valid justification may result in **revocation of participation** in the Program.

### 6.8

If, after the publication of rankings, a selected student **withdraws** or **becomes ineligible**, the International Office may reassign the vacated place to another student from the same Faculty, according to ranking order.

In exceptional cases, the Office may reallocate unassigned or withdrawn places to students from other Faculties, provided that the academic areas are compatible.

### 6.9

Being assigned to a destination **does not automatically guarantee** acceptance by the host university.

Final admission depends on the **host university's independent evaluation** of the student's application and documentation.

Università Cattolica cannot intervene in or influence the host institution's decisions and assumes no responsibility in cases of **non-acceptance**.

### 6.10

If a host university **rejects a student's application** or **cancels an exchange agreement**, the International Office will make reasonable efforts to propose an alternative placement, if feasible.



However, it **cannot guarantee** an alternative destination or refund any personal expenses already incurred by the student.

6.11

If the student **refuses** an assigned destination after accepting it, or **fails to comply** with participation requirements, this may result in **exclusion from future calls** of the Program.

## 7. STUDENT DUTIES AND RESPONSIBILITIES

7.1

Students selected for the Exchange (Erasmus+ Overseas) Program must comply with all rules and procedures outlined in this Regulation, in the Call for Applications, and in any additional communications issued by the International Office or the host university.

7.2

Before departure, students must:

- Attend all **mandatory pre-departure meetings** organized by Cattolica International;
- Complete and submit all **required forms and documentation** within the specified deadlines (including the Learning Agreement, insurance documentation, visa applications, etc.);
- Ensure that they hold a **valid passport** and obtain any necessary **visa or residence permit** for the host country;
- Verify and, if necessary, purchase **adequate health insurance coverage**, in accordance with the requirements of the host country and university;
- Pay all **tuition and administrative fees** due to Università Cattolica according to standard deadlines;
- Verify the **academic offer** and teaching calendar of the host institution to ensure consistency with their study plan.

7.3

Students must independently arrange and cover all **travel, accommodation, and living expenses** associated with their stay abroad.

7.4

During the mobility period, students are required to:

- Attend classes and carry out all academic activities agreed upon in the Learning Agreement;
- Maintain appropriate conduct, adhering to the **academic and disciplinary regulations** of both Università Cattolica and the host university;

- Notify the International Office immediately in case of **any issues, changes, or unforeseen events** affecting their study period abroad (e.g. changes to the Learning Agreement, early return, or withdrawal);
- Comply with all requirements established by the **host university**, including deadlines for course registration and exams.

#### 7.5

Students must inform the International Office **promptly** if they decide to **withdraw** from the Program, providing written notice and reasons for their decision.

#### 7.6

Upon completion of the mobility period, students must:

- Obtain the **Transcript of Records** (or equivalent document) issued by the host university, listing all courses attended and grades obtained;
- Submit to the International Office any required **final documentation**, including the host university's certificate of attendance and the student experience report, within the deadlines specified;
- Complete all required **online surveys** and evaluation forms (e.g. EU Survey for Erasmus students).

#### 7.7

Failure to comply with deadlines, documentation requirements, or program rules may result in:

- **Partial or total loss of eligibility** for recognition of activities completed abroad;
- **Withdrawal or reduction of scholarships or financial support** received;
- **Exclusion** from future mobility programs managed by Università Cattolica.

#### 7.8

Università Cattolica reserves the right to take appropriate disciplinary or administrative action in cases of misconduct, misrepresentation, or breach of the Program's regulations.

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## 8. SCHOLARSHIPS

### 8.1

Participation in the Exchange (Erasmus+ Overseas) Program does not automatically entitle students to receive a scholarship or financial contribution.

Where available, scholarships are awarded according to the **criteria and procedures** specified in each Call for Applications or subsequent communications.

### 8.2

Students selected for a **Erasmus+ mobility** within the European framework may be eligible

for an **Erasmus+ grant** funded by the European Union, subject to availability of funds and the conditions established annually by the National Agency.

Information regarding Erasmus+ grants is available on the webpage:

👉 <https://studenticattolica.unicatt.it/exchange-erasmus-e-overseas-borse>

### 8.3

Students selected for **Overseas destinations** (non-European) may, if funds are available, receive a **mobility contribution** from Università Cattolica, according to the criteria defined annually and published in the Call for Applications.

### 8.4

The assignment of scholarships or financial contributions is based primarily on **merit ranking** and, where applicable, on **economic need**, as verified through the procedures indicated in the Call for Applications.

### 8.5

Scholarships or contributions are paid **after departure**, once the student has submitted all required documentation (e.g. confirmation of arrival and attendance at the host institution).

### 8.6

The scholarship or financial contribution may be **revoked or reduced** in the following cases:

- Failure to complete the minimum study period required;
- Failure to submit required documentation within the deadlines;
- Failure to achieve the academic objectives set out in the Learning Agreement without justified reason;
- Withdrawal from the Program without valid justification;
- Breach of disciplinary or administrative rules.

### 8.7

In the event of withdrawal or early termination, the student may be required to **reimburse all or part of the grant** received, according to the duration of the mobility and the stage of completion of program obligations.

### 8.8

Any other financial support or scholarship received for the same period of study abroad must be **declared** to the International Office.

Double funding from incompatible sources is not permitted.

### 8.9

Università Cattolica reserves the right to amend or suspend scholarships and mobility contributions at any time, in accordance with the availability of funds and national or European regulations.

## 9. APPROVAL AND RECOGNITION OF COURSES TAKEN ABROAD

### 9.1

Before departure, each student must prepare a **Learning Agreement (LA)** — the document listing the courses that the student intends to take abroad — in accordance with the procedures and deadlines established by their Faculty.

Information and instructions for preparing and submitting the Learning Agreement are available at:

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

### 9.2

The Learning Agreement must be approved by the **Faculty Academic Advisor** or by the **competent Faculty Committee** prior to departure.

Only the courses approved and included in the Learning Agreement may be considered for academic recognition.

### 9.3

Courses taken abroad may be recognized as:

- **Equivalent courses**, if they correspond to courses offered by Università Cattolica in terms of content and learning outcomes; or
- **Elective courses or activities**, if no exact equivalence exists but the course is relevant to the student's degree program.

### 9.4

It is the student's responsibility to verify in advance that the host university's academic offer is consistent with their degree program and to ensure that the selected courses are available during the intended semester of attendance.

### 9.5

Any **changes to the Learning Agreement** must be promptly communicated and formally approved by the Faculty Academic Advisor, following the procedures described on the University's webpage.

Unapproved changes will not be recognized upon return.

### 9.6

At the end of the mobility period, the host university issues a **Transcript of Records**, listing the courses taken, the credits earned, and the grades obtained.

This document must be submitted to the International Office within the deadline communicated to the student.

### 9.7

Recognition of academic activities completed abroad is subject to the Faculty's evaluation of the Transcript of Records, in accordance with the approved Learning Agreement.

Recognition may take the form of:

- **Full recognition**, with direct conversion of grades; or
- **Partial recognition**, with conversion of only some credits; or
- **Non-recognition**, if the activities do not comply with the approved Learning Agreement or were not successfully completed.

#### 9.8

The conversion of grades obtained abroad is carried out according to the **grading conversion tables** adopted by Università Cattolica, based on the ECTS system or, for non-European institutions, on equivalent academic scales.

#### 9.9

The recognition procedure is managed by the Faculty administrative offices.

Once completed, recognized courses and grades are officially recorded in the student's academic transcript.

#### 9.10

Students who fail to submit the required documentation or who do not obtain approval for their Learning Agreement modifications **may lose eligibility for academic recognition** and, consequently, for scholarships or financial support received.

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## 10. COMMUNICATIONS

#### 10.1

All official communications concerning the Exchange (Erasmus+ Overseas) Program are published on the University's website:

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

#### 10.2

Students are required to **regularly check** the above website, as well as their **institutional email account (@icatt.it)**, for updates, notices, and instructions from the International Office.

#### 10.3

Failure to read or respond to communications sent to the institutional email address does **not exempt** the student from complying with the deadlines and obligations contained therein.

#### 10.4

For any administrative, academic, or logistical issues related to the Program, students must contact the **Cattolica International Office** through the appropriate channels indicated on the website or in the communications received.

#### 10.5

Università Cattolica del Sacro Cuore reserves the right to make amendments or updates to the present Regulation, to the Calls for Applications, or to any related procedures, at any time

and without prior notice, in order to comply with institutional, national, or international regulations or to ensure the proper functioning of the Program.