

GUIDE TO THE EXCHANGE PROGRAMME (ERASMUS+ OVERSEAS)

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1. INTRODUCTION

- 1.1 This document describes the enrollment process and the rules governing the Exchange Programme (Erasmus+ Overseas) (hereinafter also the "Programme") for students of the Università Cattolica del Sacro Cuore (hereinafter "Cattolica"), relating to a study experience abroad lasting a semester or an academic year at a partner university of Cattolica, in the context of bilateral agreements that the Cattolica itself has in place with other universities in the world.
- 1.2 This document must be considered integrated with all further detailed information on the site: <https://studenticattolica.unicatt.it/semestre-e-double-degree-exchange-erasmus-e-overseas?rdeLocaleAttr=en> and the web pages linked to it and/or expressly referred to below (hereinafter, "web pages").

2. DESCRIPTION OF THE PROGRAMME

- 2.1 The Exchange Programme (Erasmus+ Overseas) allows selected participating students to study abroad for a semester or an academic year at a partner university of Cattolica with exemption from paying the academic costs of the destination university and recognition, upon return, of exams taken or other training activities carried out abroad, within the limits and conditions set out below and in the web pages referred to and in compliance with the regulations of the individual Faculties reported on the following web page: <https://studenticattolica.unicatt.it/informazioni-utili-approvazione-esami>
- 2.2 The Programme includes two editions per year, the first generally published during the month of October, for departures in the 1st semester of the following academic year and the second, generally published during the month of April, for departures in the 2nd semester of the following academic year. The selection of candidates takes place approximately in the month of January for departures of the 1st semester of the following academic year, and in the month of June for departures of the 2nd semester.

- 2.3 Students participating in the Programme must be and remain regularly enrolled at Cattolica during the entire period of the study experience abroad until their return and must continue to pay Cattolica fees according to the deadlines set by the competent Office at Cattolica.
- 2.4 Travel, food and accommodation expenses, "Student Safety Package", any additional health insurance that may be required by the university or country of destination, any visa, teaching materials, or any additional expenses related to the experience to be carried out are responsibility of the participating student.
- 2.5 The agreements between Cattolica and the partner universities do not concern student accommodation and Cattolica is not responsible and cannot offer any guarantee regarding the availability, usability, state or conditions of any such accommodation at the universities of destination, nor does it have powers to influence any assignments. Where possible, the destination universities will provide information and support in this regard. It is the student's responsibility to inform themselves about this when selecting destinations, at the time of assignment and in the subsequent stages, checking any availability, rules, assignment procedures, conditions and costs for accommodation on the websites and/or factsheets possibly made available by these universities - and for which the same universities remain exclusively responsible.
- 2.6 The competent and reference office for the management of the Programme is the International Development Area (hereinafter the "International Office").

3. APPLICATION REQUIREMENTS

- 3.1 Students with the academic and linguistic requirements required by the Programme and by each destinations, who are regularly registered at the University at the time of application and who remain so for the entire duration of the mobility period, can apply to participate in the Programme abroad, with the following exceptions:
- 3.2 The following can't apply to the Programme:
- students enrolled in the 1st year of a "Laurea Triennale" in the Faculty of Economics and in the Interfaculty "Economics and management of cultural heritage and entertainment"
 - students enrolled in the "EU Studies Investor Relations and Financial Communication" degree course, as the academic path includes its own specific mobility Programme abroad.
 - students with a matriculation number for single courses;
 - students who plan to change campus and/or faculties, as the available places are linked to specific faculties and/or degree courses
- 3.3 Students can apply to the Programme several times during their entire academic career at Cattolica and benefit from up to a maximum of 12 months of mobility per study cycle.
- 3.3 Academic Requirements
- 3.3.1 The minimum academic requirements to participate in the Programme are established from time to time in the relevant call.
- 3.3.2 OVERSEAS Destinations: Students with **GPA** lower than 24/30 cannot apply for non-European destinations. In the absence of an average, for three-year degree freshmen is required a high school diploma grade of no less than 80/100, for master's degree freshmen is required a three-year degree grade of no less than 90/110.

3.3.3 For students holding educational qualifications not issued in Italy, in the absence of a grade conversion already registered in their academic record at Università Cattolica, a score of 80/100 for the high school diploma and 90/110 for the bachelor's degree will be assigned ex officio. No other or alternative methods for recognizing obtained grades are permitted.

3.3.4 Some foreign universities may however require the satisfaction of further specific academic requirements for the student's admission (for example, a minimum average or a minimum number of accumulated credits). The details on any such additional requirements are available on the websites of the foreign universities of destination, in reference to the admission of international/exchange/Erasmus students or on the factsheets possibly made available by these universities - and in relation to which the same universities remain exclusively responsible - available via link <https://studenticattolica.unicatt.it/exchange-erasmus-overseas-destinazioni>, in the "Destinations" section. It is the student's responsibility to find out about this when applying.

3.4 Language requirements and destinations

3.4.1 The language skills required and any certifications to be presented at the time of application are specified from time to time in the relevant notice and may also vary in relation to the specific destination university. For further details in this regard, please refer to the "Linguistic Requirements" section of the website on the page <https://studenticattolica.unicatt.it/exchange-erasmus-e-overseas-requisiti-linguistici?rdeLocaleAttr=en>

3.4.2 It is the students' responsibility to carefully check the language requirements required by each chosen destination when applying - which can be found on the "Destinations" page <https://studenticattolica.unicatt.it/exchange-erasmus-overseas-destinazioni> and make sure they satisfy them.

3.4.3 Demonstration of linguistic skills must be provided strictly by the deadline for submitting applications to the Programme, for all languages affected by the destinations that the candidate has selected. For the languages for which a Cattolica International language test is not required, i.e. Portuguese, Chinese, Arabic and Russian, the candidate will be assessed, for the purposes of the ranking, with the level obtained in the English language test, which is in this case mandatory. This is regardless of whether or not the foreign university offers courses in English.

3.4.4 Linguistic competence is assessed both for the purposes of the ranking score and for the assignability of the preferred destination. Only the proficiency of the first language indicated in the first preference destination will be taken into consideration when assigning a score in the ranking.

3.4.5 If the International Office notices that a student has applied for a destination for which he does not possess the required linguistic requirements, it will remove this destination from the list of selected destinations, without the possibility of replacement with a new destination in the event that the tender is already closed.

4. DESTINATIONS

4.1 By submitting the application, the student can indicate up to 10 (ten) destinations in order of preference, chosen from the Erasmus+ and the Overseas destinations included in the list of destinations available for their Faculty which can be found on the website, in the links on the page <https://studenticattolica.unicatt.it/exchange-erasmus-overseas-destinazioni>. Please remember that each Faculty has specific destinations, which are exclusive to the students of that Faculty. In the

case of inter-faculty courses, unless otherwise specified in the list of available destinations, the student must refer to the destinations available for the parent Faculty of their course of study.

- 4.2 The selection of destinations must be carried out with a careful analysis of the academic offer of the destination university - with particular attention to the disciplinary area indicated for each destination, which defines the scope in which the exchange agreement between the two universities - and the academic and linguistic requirements required for the assignment. To this end, it is also advisable to read the *note* relating to each destination, which details any specific requirements established by the partner university or the faculty to which it belongs, any factsheets made available by the university of interest and the website of the university itself, to verify in more detail the contents of the training offer, information available on the website through the links in the "Destinations" section of the website on the page <https://studenticattolica.unicatt.it/exchange-erasmus-overseas-destinazioni>.
- 4.3 The information on destinations, courses and number of places available therein may undergo minimal variations, due to the prerogatives of the destination universities in relation to their educational and organizational offer. Students are therefore invited to periodically check the "Destinations" section and the links available on the page <https://studenticattolica.unicatt.it/exchange-erasmus-overseas-destinazioni> to verify any updates to this information and to stay informed at each stage of the Programme. If changes by the destination university occur after the closing of the announcement and the assignment, the University will do everything possible to help any assigned students who are affected by this to identify any alternative solutions, but cannot affect the prerogatives belonging to the destination university nor be held responsible for any expenses pertaining to the student that they have incurred in the meantime.
- 4.4 The assignment of the destination will follow the Faculty ranking order and the order of preference expressed by the student. It will not be possible to be assigned to destinations other than those on the application list. Only in some exceptional cases, the International Office will be able to optimize the unused places by assigning them to different Faculties that include the same subject/disciplinary area, always respecting the merit rankings.

5. SUBMISSION OF APPLICATIONS

The application for enrollment in the Programme is submitted within the terms and methods established in the announcement and published on the website and by completing all the necessary steps detailed on the page: <https://studenticattolica.unicatt.it/exchange-erasmus-e-overseas-esiti-selezioni-e-assegnazioni?rdeLocaleAttr=en>. There are no extensions or exemptions of any kind.

6. SELECTION AND RANKINGS

- 6.1 In the weeks following the closing of the deadline for submitting applications to the Programme, the rankings by Faculty will be drawn up and published, according to the calculation criteria indicated in the "Score Calculation Formulas" section of the website, on the page <https://studenticattolica.unicatt.it/exchange-erasmus-e-overseas-esiti-selezioni-e-assegnazioni>
- 6.2 For the purposes of calculating the rankings, the valid career data will be those recorded and visible in the online I-catt on the closing date of the call for applications for the Programme. In case of equal merit, further qualifications will be verified according to the following order of priority:
1. Bachelor's Degree (LT) grade if available for both
 2. High School Leaving Certificate
 3. Date of Birth (oldest wins)

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

The possible states are listed below:

1. STUDENT ADMITTED - with indication of the destination assigned in the "Destination" tab
2. RESERVE - with indication of the position in the ranking compared to the other reserves of the same Faculty.

6.4 Admitted students must accept the assignment within five working days of the publication of the rankings. If a student admitted to the Programme who has accepted the assignment subsequently receives the assignment of a place also with the Double Degree Programme, he will have a further 5 days from the publication of the Double Degree assignments to choose which Programme he intends to proceed with.

6.5 In the event of cancellations by admitted students, the presence of suitable reserves for the vacated place will be verified and, if it is still possible to manage the enrollment of a new student at host universities, a repechage will be carried out, the outcome of which will be announced with a similar notification. The admission rankings are updated periodically, also taking into consideration any withdrawals/re-qualifying positions.

6.6 The student who, for any reason, renounces mobility following the assignment, cannot be assigned to any other destination chosen during the application phase or to another with places that may remain free.

6.7 The destination universities and the University have the right to suspend or cancel, even in relation to individual destinations, the Programme or impose the adoption of certain safety or health measures, even after the official communication of the rankings, if, before or during the course of the same exceptional circumstances arise which pose a risk to the safety or health of students or if measures or restrictions are imposed by the Italian or host country authorities. Students are invited to stay informed and required to comply with any provisions and indications issued by the competent authorities. In such cases, neither the destination universities nor the University can be held responsible for any expenses pertaining to the student that they have incurred in the meantime.

7. STUDENT OBLIGATIONS AND RESPONSIBILITIES

7.1 During the application phase, the student is required to carefully read this document and all further detailed information on the site: <https://studenticattolica.unicatt.it/semestre-e-double-degree-exchange-erasmus-e-overseas?rdeLocaleAttr=en> and the web pages linked to it and/or expressly referred to above. The student is also required to participate in the info sessions organized by the International Office for the purpose of clarifying any further doubts relating to the Programme or interpretation of the information published. Info sessions are considered mandatory for all candidates.

7.2 Having received confirmation of admission and assignment of a destination, each student is required to register as a student at the host university, following the instructions of their contact person at their Faculty of the host university. It is the student's responsibility to check on the website of that university what the procedures are, the documentation required and the deadline for sending

said registration, scrupulously following the registration instructions provided by the assigned foreign university and making sure to complete all the procedures. within the established deadlines.

7.3 It is also the student's responsibility, upon receipt of confirmation of admission and assignment of a destination, to verify the possible need to obtain a visa for the foreign country and to work to obtain it in a timely manner, as well as the organization of travel and accommodation. at the foreign university, bearing the related costs. In particular, with regards to accommodation, it is the student's responsibility to check any availability, rules, assignment procedures and costs to take advantage of any accommodation offered by the host universities and to make every effort to ensure accommodation to their liking, whether or not made available. disposition by the destination university, taking charge of the related costs, if due. The University is not responsible and cannot offer any guarantee regarding the availability, usability, state or conditions of any such accommodation at the host universities, nor does it have the power to influence any assignments.

7.4 All students who take part in a Programme must also purchase the "Student Safety Package" which includes an insurance policy and an emergency app. Please note that the activation of the "Student Safety Package" does not exclude the possibility of requesting the stipulation of an additional insurance package by the host university or country of destination. In this case, students will have to take out double insurance. Further information regarding the "Student Safety Package" can be found on the following web page: <https://studenticattolica.unicatt.it/informazioni-utili-universita-cattolica-student-safety-package>.

8. SCHOLARSHIPS

8.1. To support the mobility costs relating to the Programme, economic contributions are envisaged with quotas financed by the European Union, contributions provided by the MUR, and contributions from Cattolica, with the aim of supporting the greatest number of students possible and for the greatest number of months spent abroad. The amount of contributions may vary depending on the Programme (Erasmus+ or Overseas), the destination and the ISEE. Further details are available on the web page, in the "Study grand and costs" area <https://studenticattolica.unicatt.it/semestre-e-double-degree-exchange-erasmus-e-overseas?rdeLocaleAttr=en>.

8.2 The students awarded these contributions will be sent instructions and specific forms for obtaining them and which are normally paid in two tranches: the first after departure, the second upon return, upon delivery of the documentation requested by the International Office.

8.3 Students who will be assigned an Erasmus+ contribution will not be able to benefit simultaneously from another EU contribution (Erasmus+ Placement, Erasmus+ Mundus, Leonardo etc..) nor from a Cattolica contribution for an internship or thesis abroad.

8.4 Students who already benefit from the EduCatt scholarship will be able to request the aforementioned institution for a supplementary scholarship to support their experience abroad.

8.5 In order to allow wider participation in the Programme by students with special needs related to particular physical, mental or health conditions, as well as students with fewer opportunities or disadvantaged conditions, additional contributions are made available; It will be the responsibility of the International Office to provide further details to interested parties upon request.

9. APPROVAL AND RECOGNITION OF EXAMS TAKEN ABROAD

9.1 It is the responsibility of the student admitted to the Programme, once he has received confirmation of his destination, to select the exams/training activities of the host university he intends to take, with particular attention also to the language in which the chosen courses are delivered, and request

approval, according to the instructions reported on the website in the "Recognition of Foreign Exams" section and in strict compliance with the requirements indicated on the dedicated web page <https://studenticattolica.unicatt.it/informazioni-utili-approvazione-esami> and in the pages referred to therein, which is it is the student's responsibility to examine carefully. The exams taken and the training activities carried out abroad as part of the Programme are recognized in accordance with the provisions of the regulations of the University and of the individual Faculties, according to the methods indicated in the pages referred to above.

9.2 The academic offer at the host universities remains the prerogative of the universities themselves and Cattolica has no possibility of influencing nor can it be held responsible if, before or during the implementation of the Programme, changes occur in relation to such courses or exams or such courses or exams are organized in a manner that is not suitable to satisfy the specific needs or expectations of the assigned student. In such cases, Cattolica will do everything possible to help students potentially affected by such changes or organization to identify any alternative solutions, but cannot affect the prerogatives of the destination universities nor be held responsible for any expenses pertaining to the student in question. which the same has occurred in the meantime.

10. COMMUNICATIONS

The International Office is the competent office for managing the Programme and is authorized and required to maintain ordinary and/or organizational communications relating to it exclusively with students enrolled in the Programme itself. The International Office is not authorized to provide information, updates or responses to requests from family members of students participating in the Programme or from third parties, not even during the students' experience abroad. They therefore remain responsible for providing their family members or third parties with information relating to the Programme, its implementation and any communications exchanged with the International Office that they believe they wish to share.