



**Decree n. 240197 (1616)  
Year 2019**

**ERASMUS + International Mobility for Education Call  
for inclusion in the ranking list for A.Y. 2020/2021**

**THE PRESIDENT OF THE UNIVERSITY OF FLORENCE**

- HAVING REGARD to EU regulation n. 1288/2013 of the European Parliament establishing "ERASMUS +": the EU program for education, training, youth and sport and repealing decisions no. 1719/2006 / CE, n. 1720/2006 / CE and n. 1298/2008 / EC;
- HAVING REGARD to the content of the aforementioned program that allows university students to spend a period of study in another member state and to obtain full recognition of the activity carried out, by virtue of inter-institutional agreements stipulated between the home and the host institution;
- HAVING ACKNOWLEDGED that the Erasmus + INDIRE National Agency coordinates the management of the program at national level, also in terms of budget management, and therefore assigns the scholarships for mobility student on an annual basis to the universities submitting their candidacy;
- TAKING INTO ACCOUNT that the University of Florence has obtained from the European Union the approval of the Erasmus Charter for Higher Education (ECHE), the declaration of political strategy which indicates the fundamental principles and minimum requirements that constitute the reference in the management of ERASMUS activities for the period 2014-2020;
- HAVING REGARD to art. 1 letter a) of the law n. 170/2003 with which the "Fund for supporting young people and promoting student mobility" was established, to be distributed among universities on the basis and criteria and methods determined by a decree of the Minister for Education, University and Research (MIUR), after hearing the CRUI and the CNSU;
- HAVING REGARD to the Ministerial Decree n. 976/2014 that identified the parameters on the basis of which the aforementioned resources should be distributed among the universities which entail a significant increase in the resources allocated to international student mobility within the Erasmus + program;
- CONSIDERED to divide the mobility flows by School;
- HAVING TAKEN NOTE of the agreements that the University of Florence has signed with the partner universities to allow its students to spend a study period abroad recognized by the University, taking into account the criteria for the evaluation of the students agreed with the Schools;



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- DEEMED, in order to allow for the activities that must be carried out before the students' departure to take place on schedule, to issue a notice for the formation of a list of suitable candidates, pending the communication by the Erasmus + INDIRE National Agency of the exact number of scholarships assigned to the University, only to then assign mobility scholarships based on the funding received;
- HAVING REGARD to the current Statute of the University of Florence and, in particular, art. 9;
- HAVING REGARD to the University Teaching Regulations in force and, in particular, art. 11;
- HAVING REGARD to the University School Regulations;

### **DECREES**

The issue of the following call for applications:

### **ERASMUS + International Mobility for Education ranking list selection for a.y. 2020/2021**



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## PART I – GENERAL RULES AND ADMISSION CRITERIA

### Art. 1 – Call for applications

1. This is a selection call for the formation of the Erasmus+ eligibility lists for international Mobility for Education a.y. 2020/2021 for the positions related to the flows allocated to each School.

### Art. 2 – Scope

1. The Erasmus+ Mobility for Education Program allows students to spend a study period abroad, hosted by a University that has an agreement in place with the University of Florence.
2. The mobility must be completed by **30 September 2021**.
3. Students can carry out the mobility period only after the completion of the selection procedure and acceptance referred to in the following art. 9, and in any case upon approval of the study program (Learning Agreement) by the competent teaching structures of the School and after the signature of the individual mobility contract.
4. Following the referendum in Switzerland of 9 February 2014, on the free movement of persons, the European Union and the Swiss authorities have decided to suspend the negotiations regarding participation in Erasmus+. Therefore, Switzerland is not among the destination countries of an Erasmus + scholarship and / or mobility. Mobility to Switzerland is financed directly by the Swiss Federal Council in the Swiss European Mobility Program (SEMP).
5. In the event of a no-deal Brexit, the effects of which will not be known presumably before 31 January 2020 and in any case not at the time of publication of this Call, the University guarantees financial coverage to mobility winners to a UK location according to the amounts and management methods that will be defined in the international mobility call for countries outside the EU 2020/2021.
6. The winner status relates exclusively to the selection of this announcement: the actual mobility is subject to the acceptance of the student by the partner university, which can always define constraints and limitations on the mobility itself.
7. The disbursement of the Community mobility grants (the so-called monthly contribution) is defined following the approval of the candidacy of the University of Florence by the Erasmus+ INDIRE National Agency and the communication by the latter of the relative financial resources.

### Art. 3 – Activities to be carried out abroad

1. Under the Erasmus+ Program the student can enjoy, for each study cycle to which they are enrolled, one or more mobility periods, whether alternating between study and traineeship, totalling a maximum of 12 months (24 in case of enrolment in combined cycle degrees).
2. The Erasmus+ for Education program can be used for:
  - a) Attendance of complete teaching units as per regulations of the foreign host university (i.e. courses or modules) and take the relevant examinations;
  - b) Carry out study periods alternated with traineeships, where this is part of the curriculum;
  - c) Write their graduation thesis or part thereof on the basis of a work plan approved by the supervisor and the teacher in charge in the host institution (including the quantification of the ETCS/CFU gained abroad;
  - d) Carry out study periods that are integrated in specialisation courses;



- e) Carry out scheduled activities within the research doctorates, according to methods established by the Academic Board;
  - f) Carry out scheduled activities within non-vocational master courses.
3. The activities to be carried out must be indicated in the Learning Agreement and must be approved by the Degree Board of the University of Florence and by the host foreign institution, before departure. The resolution will acknowledge the consistency of the study program that the student will follow abroad with the degree or qualification that will be awarded at the University of Florence.

#### **Art. 4 – Admission requirements for students**

1. Application is open to all students, regardless of country of citizenship, that meet the criteria below by the deadline of this call:

- a) are enrolled at the University of Florence and declare that they intend to enrol on a full-time basis, in the academic year 2020/2021 to a university study course referred to in the Manifesto of Studies a.a. 2020/2021 for any year following the first<sup>1</sup>;
- b) have adequate knowledge of the language required by the host institution for attendance of the classes, resulting from a certificate issued by a specific certification body (see Art. 8 paragraph 1b);
- c) are not enrolled in single courses;
- d) are not receiving, in the same period, another European Community contribution provided by other mobility programs.

2. Students who plan to graduate before leaving for the Erasmus+ stay, and therefore present a study plan relating to the study program in which they plan to enroll in the academic year 2020/2021, can carry out the mobility period only after they complete their enrollment in the academic year 2020/2021. Newly graduated students must also communicate the new student number to the Area Servizi alla Didattica\_Mobilità internazionale, which is different from the one they had when submitting the mobility application.

3. The outgoing student cannot obtain the final qualification before the end of the study period abroad and before the degree council recognizes the training/educational activity carried out at the foreign university.

4. Students who have already completed a study and/or traineeship period under the previous LLP/Erasmus or Erasmus+ program can also apply, provided that they:

- plan their Erasmus+ mobility in the same course of studies in which they carried out (with or without scholarship) the previous mobility (LLP/Erasmus and/or Erasmus+), for a duration that, taking into account their previous mobility, does not exceed 12 months or 24 in the case of a combined cycle master's degree (laurea magistrale a ciclo unico);
- are enrolled in a different cycle of studies in which case they can once again carry out one or more periods of mobility, alternating, if need be, between study and traineeship, equal to a total of 12 months.

#### **Art. 5 – Linguistic prerequisites**

1. Some partner institutions require a language knowledge certified by official authorities as part of the admission prerequisites. As a first step, the Erasmus+ applicant must verify the

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<sup>1</sup> In the case of mobility of students who intend to graduate within the supplementary a.y. 2019/2020 session, enrolment in the a.y. 2019/2020 will be the one considered. However, the mobility must be completed before graduation. In case of non-graduation within the supplementary 2019/2020 session, it will be necessary to enrol in the a.y. 2020/2021, and the activities carried out abroad must be attributed to the a.y. 2020/2021.



requirements for their chosen destination/s on this page <https://ammissioni.unifi.it/destination> and/or with the help of the International Relations offices of each School and set up the necessary documentation to prove their adequate knowledge by the deadline set out by the partner institution.

2. The indication of the linguistic competence required by the host University is, for the majority of the partners, referred to their educational offer in general, therefore it is essential to verify the language knowledge required for each individual course that is going to be included in the Learning Agreement. It is strongly recommended to pay particular attention to this aspect. The level of knowledge must necessarily be acquired and certified before the departure or within the deadlines and in the manner established by the partner institution.

3. The aforementioned level of linguistic knowledge is not expressly required, even if strongly recommended, at the time of application to this Call for mobility. For the purpose of the University of Florence selection, it is sufficient to have, at the time of application, a linguistic certification (or to fall within one of the cases provided for in Annex 2) which certifies just a basic knowledge of the foreign language required by the partner institution, even if it is at a lower level to what the student will be required to have by the deadline set by the partner university. To reach the language level required by the partner University, the successful candidates will have the opportunity to use OLS (Online Linguistic Support) licenses.

## PART II – SELECTION OF THE CANDIDATES

### Art. 6 – How to submit the application and deadlines

1. Applications must be completed exclusively through the dedicated online platform **by 1 pm on 12 February 2020**, after which time the system will automatically block any further activity.

2. Students must log in to <https://ammissioni.unifi.it>, using their credentials to access the online services and choose the competition "*selection for the formation of rankings for international mobility ERASMUS+ for education a.y. 2020/2021*".

3. In the application, the candidate can indicate, in order of preference, the preferred destinations (up to a maximum of 5; students of the School of Human Health Sciences can indicate a maximum of 10 destinations).

4. When choosing the destination and in order to prepare the study path (Learning Agreement), it is recommended to pay particular attention to the indications given by each partner University regarding:

- disciplinary sector (ISCED code and related description) in which the study during the mobility will be carried out;
- level (First cycle = three-year and combined-cycle master's degree; Second cycle = master's degree; Third cycle = doctorate, specialization schools, masters) of the educational offer that will be available at the foreign location;
- level of linguistic knowledge required by the host institution to attend the lectures and do the expected work;
- code that identifies the mobility flow (eg LINK000012).

5. In case of no-deal Brexit, the effects of which will not be known presumably before 31 January 2020 and in any case not before the issue of this Call, the University guarantees financial backing to the successful candidates for a mobility towards a location in the UK according to the amounts and procedures as defined in the specific Call for International Mobility outside the EU for a.y. 2020/2021. Candidates must in any case submit their application through the Erasmus+ for Education Call.



6. Once the application is completed, the software activates the Learning Agreement compiling function, which is mandatory for the application to be accepted. The obligation applies only to the first destination of choice but it is strongly recommended also for the other destinations. This operation must be carried out by the deadline of the announcement, under penalty of failure to register the application.

#### **Art. 7 – Evaluation boards**

1. For the purpose of attributing the motivation score for the Schools that require it, the Presidents of the interested Schools appoint the evaluating boards. The nominees will be published on the page <https://ammissioni.unifi.it>

#### **Art. 8 – Candidates' selection**

1. The eligibility ranking is drawn up on the basis of the criteria indicated below:

##### **a. evaluation of the candidate's academic career**

The two elements that contribute to the calculation of the score referring to the student's academic career are:

- regularity (for a **maximum of 35 points**);
- grades (for a **maximum of 35 points**).

In calculating the career score, different factors are taken into account, depending on whether the student is enrolled in a three-year degree course (laurea), a master's degree (laurea magistrale), combined-cycle master's degree (laurea magistrale a ciclo unico) or third cycle courses.

##### **For students enrolled in a three-year degree, master's degree (excluding first year) and combined-cycle master's degree:**

- the regularity of academic career is calculated on the basis of the number of credits relating to exams **passed by 12 February 2020 and registered in the career profile by 24 February 2020** in relation to the year of enrollment;
- the grades is calculated on the basis of the weighted average.

**For students enrolled in the first year of a master's degree program and a third cycle program, data relating to their previous career will be used, and for students enrolled in the first year of the master's degree course, also the exams taken in the master's course passed by 12 February 2020 and registered in the for career profile by 24 February 2020.**

**Note:** Exams registered on ESSE3 after 24 February 2020, even if taken by 12 February 2020, are not taken into account for the score. It is the student's responsibility to check, on their personal page of the Online Services, that the exams are correctly registered by that date. Only CFUs obtained or recognized in the current career are considered.

In the event that the student is carrying out a 2019/2020 mobility and has not yet completed it at the time of the expiry of the Call, he or she cannot request recognition of the activities carried abroad until the end of the ongoing mobility.

**Note:** Candidates are recommended to verify on their Online Services page that they meet the requirements to participate in the competition, in particular to be in compliance with the payment of the university fees.

**Non-EU students are also advised to check the validity of their residence permit.**



**b. linguistic knowledge**

The candidate is required to declare, under their responsibility, the possession of a linguistic certification stating the level of knowledge possessed at the time of application for this Call, and to indicate the authority that issued the certificate of knowledge of the language, referring to the list (Annex 1) of the certificates (and respective level). **Only the certificate for the highest linguistic knowledge level** will be taken into consideration for each language. Certifications other than those listed in Annex 1 may possibly be assessed for the purposes of the ranking.

Students who are in one of the cases listed in Annex 2 are exempted from producing a certification.

The maximum score is **15 points**, even in case of multiple languages. For each language the following scores will be assigned:

- 10 points for certification of knowledge equal to C2 (or native speaker)
- 9 points for certification of knowledge equal to C1
- 7 points for certification of knowledge equal to B2
- 5 points for certification of knowledge equal to B1
- 2 points for certification of knowledge equal to A2
- 1 point for certification of knowledge equal to A1

**The University will carry out random checks on the truthfulness of the declarations made in this regard, pursuant to DPR 445/2000. Without prejudice to the provisions of article 76 of DPR 445/2000, if the check reveals the non-truthfulness of the declaration, all benefits awarded based on the false declaration will lapse.**

**c. motivation (only for the Schools of: Agriculture, Engineering, Psychology, Mathematical, Physical and Natural Sciences, Humanities and Education)**

Motivation is given a score **between 8 and 15 points**. The motivation is evaluated taking into account the following:

- the consistency between application and motivation;
- the Learning Agreement.

**Note: A motivation score of less than 8 points automatically excludes the candidature.**

2. In the event of a tie, priority is given to the youngest candidate.

**Art. 9 – University ranking list, foreign destination assignment and admission**

1. For the purposes of the ranking list, the "successful" candidate is the one who has an assigned destination; an "eligible" student is one to whom no destination has been assigned.
2. The assignment of students to the destinations takes place in order of decreasing score taking into account the preferences expressed. In the absence of places available based on the indicated preferences, the student is not assigned any destination; however, the student may eventually be placed during the reassignment phase of vacant destinations.
3. The rankings, one for each School, complete with the score, destination and number of months proposed, will be announced starting **9 March 2020** through the dedicated platform on the page: <https://ammissioni.unifi.it> ;





4. All the operations relating to the selection, including the rankings and any advancements in the ranking, will be made available to students on the "your competitions" page. **Students will not receive personal communications.**

**Note: Students who do not accept the location they indicated as their first preference are automatically excluded from the ranking list and considered as renouncers for Erasmus + mobility for study a.y. 2020-2021.**

6. In the event of assignment to a destination different from their first choice, candidates have the option to:

a. Accept the proposed destination;

**or**

b. If they do not wish to accept the proposed destination, they must select the "*I want to remain in the ranking*" option, pending a new assignment by scrolling of the ranking. The non-accepted location will not be reassigned to the student during the possible scrolling of the ranking.

7. To make any of the choices described above the candidates must log into the page <https://ammissioni.unifi.it> **within the deadline** indicated in the section "*i tuoi concorsi*".

**Note: Students assigned to a destination other than their first preference are still required to perform an operation (a or b), under penalty of automatic exclusion from the ranking list as renouncers for Erasmus+ mobility for education a.y. 2020-2021.**

8. The rankings, one for each School, will proceed by scrolling until the allocation of all available places in relation to the preferences expressed by the candidates. The information relating to scrolling, timing and methods will be disclosed through the software at the address <https://ammissioni.unifi.it> in the page dedicated to this Call.

If, at the end of the scrolling procedures there are still available destinations due to the fact that they have not been assigned, they can be reassigned to the eligible students that have not yet been assigned a destination.

9. The successful candidates who confirmed the assigned destination will have a further possibility to modify or fill in the Learning Agreement for the assigned destination as the dedicated function will be activated for this purpose. Once the assigned destination has been accepted, it is recommended to complete the Learning Agreement **within 10 days**. The Learning Agreement will be available on the page <https://ammissioni.unifi.it>.

10. The final list of the successful candidates, including their destination and the monthly grant assigned to them, will be made known, once the scrolling procedures of all the schools have been completed, by decree of the President of the University through publication on the University website (<https://www.unifi.it/vp-7464-erasmus-and-international-mobility.html>) **starting from May 2020.**

**Note: Students who twice first accepted and then renounced their Erasmus+ for Education mobility within their university career cannot apply for a third time for the same type of competition.**

### PART III – BEFORE THE MOBILITY



#### **Art. 10 - Learning Agreement-LA**

1. To obtain recognition of the activities carried out abroad and benefit from the grant provided, the activities must coincide with those indicated in the Learning Agreement, after evaluating the consistency of the study program that the student will follow abroad with the degree or the qualification to be obtained at the University of Florence. The aforementioned activities must be approved by the governing bodies of the competent teaching structures of the University of Florence and the host foreign institution, **before the departure**.
2. The Learning Agreement can have a provisional value: in this case it must be made final **within 30 days from the starting date of the mobility period**.
3. For the completion of the Learning Agreement, students are strongly recommended to refer to the Erasmus+ Delegate and the International Relations office of the chosen school.

#### **Art. 11 – Fulfillments prior to the departure**

1. The successful applicants that have confirmed their destination as per previous art. 9, need to schedule the beginning of their mobility period after they have done the following:
  - Verify with the International Relations office of their School of affiliation that their Erasmus file has been transmitted to the partner University and that the latter has accepted it;
  - Filled in the *application form* according to the procedures set out by the partner university and sent all documents (including any language certifications as required by the destination institution);
  - Obtained the approval of their *Learning Agreement*, even if it is only a provisional one;
  - Completed the enrolment in a.y. 2020/2021 according to the procedures set out in the most recent Students Regulations (Manifesto degli Studi a.a. 2020/2021); in case of mobility period starting before the opening of the enrolment period the University of Florence will take into account the the previous year's enrolment (2019/2020). However, the enrolment in a.y. 2020/2021 must be completed by paying the first instalment of the fees by the deadlines set forth in the Manifesto 2020/2021<sup>2</sup>;
  - Signed their individual mobility contract (failing that the student is not authorised to travel, will not have any insurance coverage or financial contribution and any activity carried out abroad will not be recognised);
  - For non-EU students: they need to have all permits and visa in order to travel to their destination country, the cost of which is to be borne by the students themselves.  
It is, therefore, strongly recommended to gather all relevant information at the competent Diplomatic Missions. The University of Florence will not be held responsible for any procedural fault by the student.

### **PART IV – MOBILITY FINANCIAL SUPPORT AND LANGUAGE SUPPORT**

#### **Art. 12 – Mobility financial support**

1. The placement within one of the rankings referred to in the previous Decree gives the applicant the status of Erasmus+ student.

**Note:** Student mobility financial contributions are strictly tied to the studies/activities carried out abroad. If any of the circumstances outlined below occur, the student will

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<sup>2</sup> See note 1



have to pay back all monies received:

- a) they do not complete any study activity and do not gain at least one CFU (ECTS) as per their approved Learning Agreement, or, for those enrolled in 3rd cycle courses, do not present any evidence of the research or training activity carried out abroad,  
OR  
b) they do not apply to have their activities formally recognised withing 30 days of their arrival back home.

2. In so far as the financial resources allow, the financial support for mobility, which does not cover all the expenses but is to be considered a contribution to the expenses related to the stay abroad, is made up as follows:

a) **scholarship** whose monthly amount is established by the Erasmus+ INDIRE National Agency and modulated according to the country of mobility, based on the cost of living, and includes 3 different destination groups:

- I. **group 1** – HIGH cost of living - **€ 300**: Denmark, Finland, Iceland, Ireland, Luxembourg, Lichtenstein, Norway, Sweden, the United Kingdom;
- II. **group 2** – MEDIUM cost of living – **€ 250**: Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, the Netherlands, Malta, Portugal;
- III. **group 3** – LOW cost of living – **€ 250**: Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Former Yugoslav Republic of Macedonia, Turkey.

**Note:** The scholarship will be awarded to the successful applicants, in compliance with the merit ranking, based on the resolutions of the University Governing Bodies

b) **an additional contribution** financed by the Ministry of Education, University and Research, based on the ISEE certification or - in case of international students - on the documentation for the calculation of income and assets, is assigned according to the income levels as shown in the table below:

ISEE	MONTHLY AMOUNT
ISEE ≤ 13.000	at least € 400
13.000 < ISEE ≤ 21.000	at least € 350
21.000 < ISEE ≤ 26.000	at least € 300
26.000 < ISEE ≤ 30.000	at least € 250
30.000 < ISEE ≤ 40.000	no more than € 200
40.000 < ISEE ≤ 50.000	no more than € 150
ISEE > 50.000	€ 0

The additional contribution can be attributed to students "enrolled within the normal duration of the course of study increased by one year" who intend to carry out activities abroad:  
- aimed at obtaining a qualification;



- which fall within the scope of agreements or conventions signed by the University with partners of adequate profile;
- recognized in the student's career in compliance with the European guidelines defined on the subject.

The assignment of this additional contribution is therefore linked to the carrying out of study activities, and consequently to the acquisition of CFU credits, according to the approved Learning Agreement, and pending the request for recognition by the student of the activities they carried out abroad within 30 days of returning from the mobility.

The students interested in obtaining the additional contribution will have to make sure, through the procedures provided in the online services, they have authorized the University to access the ISEE data according to the methods and deadlines set out in the 2019/2020 Manifesto degli Studi (Student Regulations). For the purpose of the assignment of the additional contribution for mobility, the ISEE used for reference will be the one pertinent to the academic year of publication of this Call.

The expected contribution (scholarship + additional contribution) will be paid as specified below:

- duration of the mobility equal to 3 months: in a single instalment, on departure;
- duration of mobility from 4 to 5 months: a first instalment (totalling all monthly payments minus 1) on departure, the balance on return upon delivery of the certificate;
- duration of the mobility from 6 to 12 months: a first instalment (totalling all monthly payments minus 2) on departure, the balance on return upon delivery of the certificate;

c) **a contribution to cover special needs for disabled students on mobility**, the amount of which will be assessed on an individual basis by the National Erasmus+ INDIRE Agency. To this end, any interested students are required to report their needs to the School's International Relations office when accepting the mobility. The contribution will be paid by making a request to the National Erasmus+ Agency and according to the funds available.

d) **a contribution from the Regional Board for the Right to University Education**. Students who were benefiting from a scholarship issued by the said Board can receive an additional contribution which consists of a sum of money related to the months spent abroad and supplemented by monetization of the value of the free services not used during this period. Students in mobility can also take advantage of a subsidized loan granted on the basis of a notice published at [www.dsu.toscana.it](http://www.dsu.toscana.it). For more information contact the Regional Board for the Right to Education, Viale Gramsci 36/38 - ph. 05522611.

### **Art. 13 – Linguistic support**

1. The successful candidates who will travel for their mobility in one of the countries where knowledge of the languages listed below is required, will be able to take online courses (at <https://erasmusplusols.eu>) through licenses distributed to the universities by the Erasmus+ INDIRE National Agency and assigned to students when the individual contract for mobility is signed: Bulgarian, Czech, Croatian, Danish, English, Estonian, Finnish, French, German, Greek, Hungarian, Latvian, Lithuanian, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.



## PART V – RETURNING FROM THE MOBILITY

### Art. 14 – Fulfilments to be carried out upon returning from the mobility

1. Firstly, the student must hand in to the Area Servizi alla Didattica/Mobilità Internazionale (Piazza S. Marco 4 – 50121 Firenze) the following:

- **within 15 days of the end of the mobility period, the CERTIFICATION issued by the host institution** at the end of the study period abroad documenting the actual performance of the activity and confirming the exact period of stay at the host institution;

- **within 30 days of the end of the mobility period (or in any case as soon as it is made available by the partner University), the TRANSCRIPT OF RECORDS** relating to the results achieved in accordance with the Learning Agreement.

2. Finally, the student must submit to the International Relations office of the School the request for recognition of the credits obtained abroad **within 30 days after the end of the mobility period**.

### Art. 15 – Paying back the financial contribution

1. The student must return the full amount of the scholarship provided in the following cases:

- renunciation of the mobility period

- stay shorter than the minimum mandatory period of 90 days (refund of the full amount).

An exception is the early return for serious reasons (subject to the evaluation of the National Erasmus+ INDIRE Agency) and periods of mobility at foreign destinations whose teaching calendar includes an academic term of less than 90 days.

2. The contributions received are subject to the obligation of partial refund in the event of a reduction in the period abroad compared to what is stated in the contract (the amount of the refund of any monies already paid, is based on the number of days that the stay was cut short as specified).

## PART VI – FINAL PROVISIONS

### Art. 16 – Handling of personal data

1. In compliance with the principles of lawfulness, correctness, transparency, adequacy, relevance and necessity referred to in art. 5, paragraph 1 of the GDPR<sup>3</sup> the University of Florence, as Data Controller, will process the personal data provided by the candidates at the time of enrollment in the selective procedure, exclusively to carry out the necessary tasks and in compliance with current legislation. More information on the way personal data are handled is published on the University website at the following link: <https://www.unifi.it/vp-11360-protezione-dati.html>.

### Art. 17 – Person in charge of the procedure and contacts

1. According to the law n. 241/90 and of the University Regulation on administrative procedures, the person in charge of the procedure is Ms Maria Orfeo - Manager of the

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<sup>3</sup> EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 relating to the protection of individuals with regard to the processing of Personal Data, provides for the protection of individuals with regard to the processing of personal data as a fundamental right of the individual



Educational Services Area.

2. For further assistance regarding this Call students can do the following:

- access the help line via the software by clicking "*richiedi assistenza*" (note: the service will be active only **until 1 pm on 10 February 2020**)

- call the Area Servizi alla Didattica/Mobilità Internazionale

Ph. 055 275 7636/7632/7682/7686 on Tuesdays and Thursdays from 10 am to 12 noon;

- come personally to the desk Area Servizi alla Didattica/Mobilità Internazionale – Piazza San Marco, 4 – 50121 Firenze on Mondays, Wednesdays and Fridays from 9 am to 1 pm;

- go/write to the International Relations offices of each School (addresses and contact numbers on this page <https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html>);

- contact the Erasmus+ Delegate for each School to enquire on the activities that can be carried out in the partner Institutions (the name of the lecturer can be found on this page: <https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html>).

#### **Art. 18 – Final provision**

1. This Call will be published on the Official Register of the University and uploaded on the following webpages:

<https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html>

and <https://ammissioni.unifi.it>

2. For any matter not expressly regulated in this announcement, please refer to the information published on the University website (<https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html>) and also at <https://ammissioni.unifi.it>

Florence, 19 December 2019

*Educational Services Area Manager  
Maria Orfeo*

*Signed: The Deputy Vice-President  
Prof. Vittoria Perrone Compagni*