

Delibera n. **222/2014** del Senato Accademico del **16/12/2014**

pag. 1/16

OGGETTO: Approvazione del Memorandum of Understanding con l'Università Politecnica delle Marche per la realizzazione del Progetto Erasmus Mundus "SUNBEAM" approvato dalla Commissione Europea			
N. o.d.g.: 09/01	Rep. n. 222/2014	Prot. n. 34853	UOR: SERVIZIO RICERCA E RELAZIONI INTERNAZIONALI

Nominativo	F	C	A	As	Nominativo	F	C	A	As
Vilberto STOCCHI	X				Paolo PASCUCCI	X			
Martino ABBRACCIAMENTO	X				Piero TOFFANO				X
Anna GUERRA	X				Flavio VETRANO	X			
Francesco Santino LOBRIGLIO	X				Enrico MORONI	X			
Orazio CANTONI	X				Roberta BOCCONCELLI				X
Riccardo CUPPINI	X				Lucia Anna Maria POTENZA	X			
Ilario FAVARETTO				X	Salvatore RITROVATO	X			
Graziella MAZZOLI	X				Carmela NICOLETTI	X			
Nicola PANICHI	X				Vincenzo POMPILO				X

Legenda: (F - Favorevole) - (C - Contrario) - (A - Astenuto) - (As - Assente)

Partecipano alla seduta il Pro-Rettore Vicario Prof. Giorgio Calcagnini e il Direttore Generale Dott. Luigi Botteghi.

Il nostro Ateneo partecipa ad un progetto che l'Unione Europea ha recentemente approvato, con un finanziamento complessivo di euro 2.996.125, nell'ambito del programma Erasmus Mundus Azione 2 (progetti di partenariato per la mobilità - IPA – Western Balkans) dal titolo: *SUNBEAM – Structured UNiversity mobility between the Balkans and Europe for the Adriatic-ionian Macro-region*.

Il progetto è coordinato dall'Università Politecnica delle Marche e vede la partecipazione di 20 Università nei seguenti 9 paesi:

- Italy (Università Politecnica delle Marche, Università degli Studi di Urbino Carlo Bo, Ca' Foscari University of Venice, Alma Mater Studiorum University of Bologna)
- Slovenia (University of Ljubljana, University of Primorska)
- Croatia (University of Split, University of Zadar)
- Greece (University of Ioannina)
- Albania (Agricultural University of Tirana, "A. Xhuvani" University Elbasan)
- Bosnia and Herzegovina ("Dzemal Bijedic" University of Mostar, University of Banja Luka, University of Sarajevo, University of Tuzla)
- Kosovo (Riinvest College)
- Montenegro (Mediterranean University of Montenegro, University of Montenegro)
- Serbia (University of Novi Sad, University of Arts in Belgrade)

Partecipano, inoltre, al Progetto:

AIESEC, C.A.S.E. (Centro Alti Studi Europei), Forum delle Camere di Commercio Adriatico Ioniche, Forum delle Città Adriatico Ioniche, Iniziativa Adriatico Ionica, Uniadriion.

Il budget complessivo dovrà essere utilizzato prevalentemente (2.261.500,00 €) per finanziare borse di mobilità dai paesi comunitari partecipanti al progetto verso i paesi partner e viceversa. Inoltre ogni partner riceverà la somma di € 5.000,00 per spese generali.

Perché il progetto possa essere realizzato è necessario che i partners firmino il memorandum of understanding che si chiede di approvare. Il MoU è redatto secondo lo schema tipo dell'Unione Europea.

Delibera n. **222/2014** del Senato Accademico del **16/12/2014**

pag. 2/16

Il Senato Accademico

- VISTO lo Statuto dell'Università degli Studi di Urbino Carlo Bo emanato con Decreto Rettoriale n. 138/2012 del 2 aprile 2012 pubblicato nella Gazzetta Ufficiale della Repubblica Italiana, Serie Generale, n. 89 del 16 aprile 2012;
- VISTO il Regolamento di Ateneo di Amministrazione, Finanza e Contabilità dell'Università degli Studi di Urbino Carlo Bo, emanato con Decreto Rettoriale n. 276 del 26 giugno 2013;
- VISTO il grant agreement Erasmus Mundus n. 2014-0847/001-001, stipulato dall'Università Politecnica delle Marche, in qualità di coordinatrice del progetto SUNBEAM, con la Commissione Europea in data 18 agosto 2014;
- CONSIDERATO che per poter partecipare al progetto ogni Istituzione partner deve stipulare con l'Università Politecnica delle Marche un Memorandum of Understanding;
- SENTITO il Direttore Generale;

delibera

di approvare il Memorandum of Understanding relativo al Progetto Erasmus Mundus "SUNBEAM", nel testo sotto riportato;

SUNBEAM – Structured UNiversity mobility between the Balkans and Europe for the Adriatic-
ionian Macro-region
ERASMUS MUNDUS ACTION 2 STRAND 1 – LOT 2 – WESTERN BALKANS

Memorandum of Understanding

Between:

Università Politecnica delle Marche
Piazza Roma, 22
60121 Ancona -Italy

"the Coordinator", represented for the purpose of signature of this Memorandum of Understanding by Rector, Prof. Sauro Longhi

and

University of Urbino Carlo Bo
Via Saffi 2
61029 Urbino - Italy

represented for the purpose of signature of this Memorandum of Understanding by Rector, Prof. Vilberto Stocchi

Considering that:

Delibera n. **222/2014** del Senato Accademico del **16/12/2014**

pag. 3/16

-The European Commission wishes to promote European higher education, to help improve and enhance the career prospects of students and to promote intercultural understanding through co-operation with third countries, in accordance with EU external policy objectives in order to contribute to the sustainable development of third countries in the field of higher education has launched, through the Education, Audiovisual and Culture Executive Agency (EACEA), the call for proposals EACEA/18/13 — Erasmus Mundus action 2 programme.

- The Erasmus Mundus Action 2, is the Erasmus Mundus Action that aims at promoting institutional cooperation between European and third-country higher education institutions through the implementation of mobility at all levels of studies for students (undergraduate and master), doctoral candidates, researchers, academic and administrative staff.

-The specific objectives of the Erasmus Mundus Partnership Action 2 Strand 1 are:

to contribute to the mutual enrichment of societies by developing the qualifications of men and women

so that they possess appropriate skills, particularly as regards the labour market, and are open-minded

and internationally experienced;

to promote mobility both for students, researchers, academics and administrative staff from third countries, especially from vulnerable groups, selected on the basis of academic excellence, to obtain

qualifications and/or experience in the European Union;

to contribute towards the development of human resources and the international co-operation capacity

of higher education institutions in third-countries through increased mobility streams between the EU and third-countries in accordance with the principles of equal opportunities and non-discrimination.

- The Università Politecnica delle Marche, as Applicant, on behalf of the Partnership has submitted a project denominated SUNBEAM - Structured UNiversity mobility between the Balkans and Europe for the Adriatic-ionian Macro-region, in the framework of the Call for Proposals EACEA/18/13 of the European Commission, Lot 2 Western Balkans.

- The SUNBEAM project has been selected for funding by the EACEA.

- The Università Politecnica delle Marche referred to as the Coordinating institution and beneficiary on behalf of the Partnership has signed on August 6th 2014 the Grant Agreement (Grant Agreement number 2014-0847 /001-001) with the EACEA. The Grant Agreement and its annexes shall form an integral part of the present agreement, referred to as the Memorandum of Understanding.

- The SUNBEAM Partnership is composed by:

the Coordinating Institution: Università Politecnica delle Marche- Italy

the Joint Coordinating institution: "Džemal Bijedić" University of Mostar -Bosnia and Herzegovina

18 Partners: Università degli Studi di Urbino Carlo Bo - Italy

Ca' Foscari University of Venice - Italy

Delibera n. **222/2014** del Senato Accademico del **16/12/2014**

pag. 4/16

Alma Mater Studiorum University of Bologna- Italy
University of Ljubljana - Slovenia
University of Primorska - Slovenia
University of Split - Croatia
University of Zadar - Croatia
University of Ioannina - Greece
Agricultural University of Tirana - Albania
"A. Xhuvani" University Elbasan - Albania
University of Banja Luka -Bosnia and Herzegovina
University of Sarajevo - Bosnia and Herzegovina
University of Tuzla - Bosnia and Herzegovina
Riinvest College – Kosovo
Mediterranean University of Montenegro - Montenegro
University of Montenegro - Montenegro
University of Novi Sad - Serbia
University of Arts in Belgrade – Serbia

6 Associate Partners: Adriatic and Ionian Initiative

AIESEC

C.A.S.E. (Centro Alti Studi Europei – Centre for High European Studies)

Forum of the Adriatic and Ionian Chambers of Commerce

Forum of the Adriatic and Ionian Cities

UNIADRION

The parties hereby agree on the following:

Article 1 - Purpose

The purpose of this Memorandum of Understanding is to describe the specific obligations of each party implementing the programme, their role and responsibility in the organization and implementation of mobility activities.

It outlines the procedure for the selection of candidates as well as the foreseen measures to tackle specific programme objectives such as recognition, quality assurance, prevention of brain drain and sustainability, for the proper performance of the project. It also contains specific provisions in terms of financial management of the grant.

Article 2 - Duration

This Memorandum of Understanding shall enter into force on the date when the last of the two parties signs the document.

The action and the period of eligibility of costs shall be retroactively in force from 15th July 2014 to 14th July 2018.

Article 3 - Organizational structure of the partnership

Delibera n. **222/2014** del Senato Accademico del **16/12/2014**

pag. 5/16

In order to ensure the best possible project management and implementation of the project, the following structure has been established:

Local University Unit

The Local University Unit shall be established within each partner institution and will be responsible for the SUNBEAM project management and implementation at local level.

The Local University Unit is a contact person and coincides with the representative of the partner within the Coordination Board. According to the partner's needs, the Local University Unit may also be composed of a team of people in charge of the SUNBEAM project activities. In this case one person must clearly be identified as the contact person for the purpose of communications with the Coordinator and the other partners.

The Local University Unit will: provide proper information to prospective incoming and outgoing candidates; support students/staff for visa and residence permit; evaluate candidates according to common criteria; take care of the recognition procedure; forward to the Coordinator the data needed to draw up the reports, financial statements and all the necessary documents in the event of audits; make every effort to achieve in practice the common general objectives of the programme.

The Local University Unit will be responsible of the financial management of the local budget (lump sum) and for the financial reporting of the amounts received from the Coordinator, according to the reporting rules set in the Grant Agreement. The local budget can be used to organize joint meetings.

Coordination Board

The Coordination Board is composed of one representative from each of the partner Institutions, coinciding with the Local University Unit.

The Chair of the Coordination Board is held by the Coordinator.

The decisions will be taken by majority vote. In the event of a tie the vote of the Coordinator will be decisive. The following tasks will be performed under the responsibility of the Coordination Board:

- define the general principles of the project,
- define the management of the mobility,
- agree on general regulations of the calls for application,
- design of common grading and evaluation procedures,
- define and implement adequate quality assurance mechanisms,
- plan an effective promotion strategy,
- monitor and evaluate the project performance.

Coordinator

The Coordinator of SUNBEAM project is Università Politecnica delle Marche.

Delibera n. **222/2014** del Senato Accademico del **16/12/2014**

pag. 6/16

The Coordinator takes care of the overall coordination and implementation of the SUNBEAM project and of its financial and administrative management based on the guidelines, objectives and obligations defined by the Grant Agreement and by the Coordination Board.

Joint Coordinator

The Joint Coordinator of SUNBEAM project is "Džemal Bijedić" University of Mostar.

The Joint Coordinator will support the Coordinator mainly by coordinating the work of the third-country Institutions in the implementation of the project activities.

The Joint Coordinator will play a fundamental role in performing the following tasks:

- Promotion activities (especially in the Western Balkans);
- Identification of Target Group 3 grantees.

The Joint Coordinator will be in constant contact with the Coordinator and will offer support in all the processes of the mobilities, from organization and selection of candidates to recognition of study periods abroad, from the promotion of mobility opportunities for third-country nationals to the dissemination of the project results in the third-countries involved. The Joint Coordinator will assist the Coordinator in the administrative management of the project and will offer support in the organization of meetings and events in the framework of the SUNBEAM project.

The Joint Coordinator will appoint a contact person who will represent "Džemal Bijedić" University in its role of Joint Coordination and will act as project manager.

Selection Committee

The Selection Committee is composed of nine representatives chosen among the partner institutions (1 partner per each country belonging to the partnership) plus the Coordinator and the Joint Coordinator. The members of the Selection Committee, appointed during the kick-off meeting, are the following:

- Università Politecnica delle Marche (Italy)
- "Džemal Bijedić" University of Mostar (Bosnia-Herzegovina)
- Agricultural University of Tirana (Albania)
- University of Sarajevo (Bosnia-Herzegovina)
- University of Split (Croatia)
- University of Ioannina (Greece)
- Riinvest College (Kosovo)
- Alma Mater Studiorum University of Bologna (Italy)
- University of Montenegro (Montenegro)
- University of Novi Sad (Serbia)
- University of Primorska (Slovenia)

The Selection Committee is chaired by the Coordinator.

The Selection Committee will select and distribute candidates according to the "Procedure and criteria for the selection of candidates" described in Art. 6. The Selection Committee will meet at the end of the pre-selection phase performed by host institutions according to the procedure set

Delibera n. **222/2014** del Senato Accademico del **16/12/2014**

pag. 7/16

up in Art. 6. The meeting venues of the Selection Committee will be determined upon proposal by the Coordinator and agreement of all representatives.

Quality Assurance Committee

The Quality Assurance Committee is composed of four representatives (two EU and two non-EU) chosen among the partner institutions plus the Joint Coordinator. The members of the Quality Assurance Committee, appointed during the kick-off meeting, are the following:

- "Džemal Bijedić" University of Mostar (Bosnia-Herzegovina)
- University of Banja Luka (Bosnia-Herzegovina)
- University of Ioannina (Greece)
- Università degli Studi di Urbino Carlo Bo (Italy)
- University of Montenegro (Montenegro)

The Quality Assurance Committee is chaired by the Joint Coordinator.

The tasks of the Quality Assurance Committee are to define common quality assurance measures, to monitor the evolution of the project and to follow up on the academic performance of the grantees. The measures in place for monitoring of the academic success of the selected candidates are detailed below:

- Progress report
- Final report
- Report on recognition

The Quality Assurance Committee will be responsible for evaluating the results of the above mentioned reports and providing feedback as well as suggestions for improvement and a summary of the actions taken to the Coordination Board.

Overall at local level, partners are responsible for applying the necessary measures to guarantee the successful implementation of the project, for example overseeing the efficiency of the services provided to incoming and outgoing grantees, the quality of the study and research programmes offered, the successful outreach of the promotion strategy of the project and the call for applications.

Article 4 - Management of the grant

SUNBEAM budget consists of 2.996.125,00 € and is divided in the following budget headings:

- 1) Organisation of the mobility : 200.000,00 € (lump sum)
- 2) Joint Coordination: 10.000,00 €
- 3) Subsistence allowances: 2.261.500,00 €
- 4) Travel costs: 66.000,00 €
- 5) Participation costs: 333.000,00 €
- 6) Insurance: 125.625,00 €

The allocation of project funding to the partner is subject to receipt by the Coordinator of the respective project funding from the EACEA. The Coordinator manages the overall project budget and will distribute the grant among the partnership members according to the following rules:

Delibera n. **222/2014** del Senato Accademico del **16/12/2014**

pag. 8/16

Organisation of the mobility

The Coordinator is responsible for managing this lump sum and for distributing it to the partners. The lump sum covers the costs incurred by the partnership in the organization of SUNBEAM throughout the whole project, such as the organization of meetings including travel costs, staff costs, communication costs, management of the website, promotion and dissemination activities. Each partner will receive 5.000 €, which must be used to cover costs for the organization of the mobilities.

Eligible activities to be covered by this lump sum are:

- staff costs
- communication and promotion activities
- services for incoming/outgoing students/staff
- travel costs for the participation in meetings
- other costs deriving from the organization of the mobility

This lump sum will be transferred to each partner after the signature of the present Memorandum of Understanding and in any case after the first instalment of the project grant has been transferred to the Coordinator by the EACEA.

During the entire duration of the project and the five years following the end date of the project, the partner must be able to prove that the lump sum has been used to implement project activities. Partners shall keep records of all activities performed by collecting receipts of expenses, proof of travels, payments, documents supporting the realization of the activities etc.

If the partner is not able to report the correct information or does not use the amount for the project or is not sending nor hosting any participant of the mobility programme, the transfer of the lump sum may be revoked by the Coordinator.

EU grants are based on the principle of co-financing, they complement the applicant's own financial contribution so may not totally cover all real costs incurred by the partners for the project.

Joint Coordination

The Joint Coordinator will additionally receive 10.000,00 € to cover the costs that will incur in collaborating with the Coordinator for the organization of the project activities. This amount is to be considered as a co-financing for the realization of the above mentioned activities.

Subsistence allowances

The subsistence allowance is a monthly allowance for costs of living. It must be paid in full to the students and staff concerned on a monthly basis and in duly justified cases the payment periodicity can cover up to a maximum of three months. A part of subsistence costs should be provided upon arrival to cover installation costs and the remaining part must be provided on a regular basis.

Monthly subsistence allowance can only be paid as from the month of arrival and covers the duration of the mobility.

Delibera n. **222/2014** del Senato Accademico del **16/12/2014**

pag. 9/16

The Coordinator will transfer to the EU partners the amount corresponding to the full amount of subsistence allowance to its incoming and outgoing grantees and each EU partner will be responsible for paying the grantees.

Travel costs

For each grantee an individual travel budget is calculated according to the rules specified in the Grant Agreement.

This amount covers plane/bus/train/ferry boat return tickets to reach the city where the host institution is located, plus local transport (transfers in home country to reach the airport/ train station/bus station/port and transfers in host country from airport/ train station/bus station/port to reach the city of the hosting University).

The Coordinator instructs a contract with a travel Agency that will book airplane and ferry tickets for individual mobility, once the candidates have agreed the mobility period with the hosting university.

The Coordinator will directly pay the travel agency for airplane and ferry tickets and the cheapest fare should be applied.

Grantees who travel by train or bus will have to anticipate the cost of the ticket, which will be reimbursed by EU partner universities according to the following procedure: the Coordinator will transfer to EU partner universities the amount of money needed to cover bus/train tickets, transfers in home country to reach airport, train/bus station, port, transfers in host country from airport, train/bus station, port to reach the city of the hosting university. Once the grantee has returned to the home country s/he can claim the cost of the return transfers within four weeks after the end of the mobility. EU partner universities will collect proofs of eligible travel costs of all their incoming and outgoing grantees once their mobility is completed, and ask for reimbursement of the total amount to the Coordinator, who will transfer the money in one solution, to be agreed from time to time with each partner. This reimbursement will be done only if the individual travel budget is not exceeded and only upon submission by EU universities of all relevant supporting proofs of travel and costs anticipated by the grantee.

Boarding passes of the flight tickets must be collected and saved: the host university will collect the boarding passes upon arrival, and the Coordinator will collect either from the home institution (TG1 and/or TG3) or directly from the grantee the boarding passes of the return flight.

Participation costs

SUNBEAM project foresees the transfer of Participation costs for grantees whose mobility is 10 months or more. A fee waiver policy must be adopted for exchange mobilities shorter than 10 months.

At the end of each academic year each partner will request the payment from the Coordinator (by means of a formal document) for the total number of received grantees, according to the regulations established by the European Commission for this heading in the Administrative and financial handbook. (Annex VIII of the Grant Agreement).

Delibera n. **222/2014** del Senato Accademico del **16/12/2014**

pag. 10/16

In order to cover the participation costs for incoming students (at undergraduate, master and doctoral level) a unit cost of 3.000,00 € per student in mobility for a minimum of 10 months will be granted.

No fees will be paid for shorter stays, for post-docs and for staff mobility.

The participation costs may cover tuition and/or registration fees, additional library, student unions, laboratory consumable costs, residence permit, language courses costs etc. on an equal basis to that charged to local and international students.

Insurance

The coordinator will pay for full insurance costs (accident, health, travel) to cover all grantees participating in the SUNBEAM mobility project. The insurance will comply with the minimum requirements specified in the Grant Agreement. All insurance details will be provided to the grantees before departure. In case of concrete limitations or different requirements posed by the national legislations and under written request of the EU hosting university, the Coordinator and the hosting university shall arrange different insurance coverage in compliance to national legislation and minimum requirements.

Article 5 - Visa and residence permit costs

Visa and residence permit costs include expenses incurred in relation to obtain visa and residence permit documents as well as related costs such as medical examinations, translation of documents, travel costs to/from the embassy etc.

Grantees will have to anticipate the costs for visa and/or residence permit and submit a request for reimbursement no later than four weeks after the end of the mobility period. The reimbursement will be done by EU partner universities:

- for TG1 (EU) the respective home university is responsible for reimbursing visa and/or residence permit costs;
- for TG1 (WB), TG2 (WB) and TG3 the respective EU Host university is responsible for reimbursing visa and/or residence permit costs;
- for TG2 (EU) the Coordinator is responsible for reimbursing visa and/or residence permit costs.

EU partner universities will collect proofs of eligible visa and residence permit costs and ask for reimbursement of the total amount to the Coordinator, who will transfer the money in one solution, to be agreed from time to time with each partner.

Article 6 - Procedure and criteria for the selection of candidates

The SUNBEAM project will be organized in 2 cohorts and with 2 separate calls for application, each of them will be open for a period not shorter than 45 days. A third call will be opened to allocate possible scholarships not distributed with the first 2 calls.

Mobility flows of the first cohort will have to start no later than 31/12/2015, mobility flows of the second cohort will have to start no later than 31/12/2016, mobility flows of the third cohort will

Delibera n. **222/2014** del Senato Accademico del **16/12/2014**

pag. 11/16

have to start no later than 31/12/2017. Staff mobility can start at any time within the project duration and must end within the project eligibility period.

The application will be done online through an ad-hoc website, to which candidates will access from the SUNBEAM website. After registration, candidates will receive passwords and will accede to the application form where they will fill in personal data, select desired host institution and study programs, present the relevant motivation statements and upload supporting documents.

When selecting the host institution, candidates will have the possibility to choose a maximum of two options.

In order to open the calls each partner has to provide an updated version of the academic offer available to candidates in all available fields of study at their own institution.

Candidates general eligibility and selection criteria will be clearly listed and published on the website and will be based on the Erasmus Mundus Programme Guide.

The selection of candidates will fall into two separate phases:

1. Check of eligibility, i.e. evaluation of the technical components (correct TG, correct application for each cycle, full documentation present, reliability of documents, etc.). The check of eligibility will be done by the sending institution for TG1, by the Coordinator for EU candidates belonging to TG2 and by the Joint Coordinator for non-EU candidates belonging to TG2 and TG3;
2. Academic evaluation, i.e. pre-selection based on the candidates' study results in the relevant study areas, language skills, motivation, recommendations etc. The pre-selection will be done by the chosen host institutions. Pre-selection results will be forwarded to the Selection Committee, that will operate a distribution of mobilities by respecting cross-cutting issues (gender balance, equal opportunities, participation of disadvantaged groups) and balance criteria (hosting institution choice, fair distribution among sending universities, fair distribution among host universities, comparative quality of the applications, field of studies distribution).

The list of selected candidates and reserve list will be forwarded to the Coordinator who will submit them to all partners for final confirmation. The host institution is responsible for the final decision on whether to accept or not the selected candidates.

Selected and rejected candidates will be informed by the Coordinator of the results in writing. Selected candidates will be informed of the terms and conditions of the grant and will be asked to accept or refuse the grant.

Article 7 - Appeal mechanism

The application procedure will consider a clear and effective appeal mechanism. Rejected applicants (at any of the phases of the selection procedure) will receive an official notification of rejection via email, listing the reason for rejection as well as providing them with the opportunity to appeal against the decision by a given deadline.

Article 8 - Practical arrangements for the reception of incoming grantees at the host institution

Delibera n. **222/2014** del Senato Accademico del **16/12/2014**

pag. 12/16

The Local University Unit, established at partner universities, will provide the following services and support the selected applicants according to their capacities and internal regulations on an equal basis to the services available to any other international or regular student:

- Pre-arrival counseling and assistance services concerning general information such as visa application, residence permit, letter of invitation as well as accommodation;
- Housing facilities – all universities offer housing in student dormitories and/or help to organize private accommodation;
- Language courses – in the native language or language of instruction at the host university;
- Access to university services such as sports and library facilities;
- Physical disabilities – special support services for grantees with specific needs;
- Assignment of a supervisor or academic coordinator to incoming grantees;
- Orientation sessions, welcome weeks, introductory meetings and other social events in order to facilitate the integration of the incoming grantees at the beginning of the mobility period.

Article 9 - Common standards for the organization of the mobility of grantees

9.1 Maximum and minimum duration of the mobility periods

Minimum duration of scholarship:

Undergraduate & Master exchange 1 semester: according to the academic calendar at the host university (in no case less than 4 months)

Undergraduate & Master exchange 1 academic year: according to the academic calendar at the host university (in no case less than 8 months)

Master degree: according to the official duration of the study programme

Doctorate exchange: minimum of 6 months

Doctorate degree: according to the official duration of the study programme

Post-doctorate: minimum of 6 months

Staff: minimum of 1 month (staff mobilities can be split in several periods; however, the minimum duration of one month of mobility has to be respected, for example a total mobility of only 25 calendar days will be considered ineligible)

The mobility must last at least the minimum period indicated above. In case of any shorter duration, the Coordination Board will evaluate the reasons for the shorter duration. In case the reasons are not considered justified, the grant may be rendered null and void and may have to be reimbursed by the grantee in part or fully.

Maximum duration of scholarship:

Undergraduate and Master exchange: maximum of 10 months

Master degree: maximum of 24 months

Delibera n. **222/2014** del Senato Accademico del **16/12/2014**

pag. 13/16

Doctorate exchange: maximum of 18 months

Doctorate degree: maximum of 36 months

Post-doctorate: maximum of 10 months

Staff: maximum of 3 months

9.2 Interruption of the mobility

A scholarship can be put on hold if the student has to temporarily leave the host institutions following duly justified and well documented reasons (i.e. illness, etc.) during the academic activities. In that case, the scholarship payment must be interrupted until she/he has returned to the host institution and can actively participate in the activities. If despite the temporary absence the scholarship holder can catch up on the study/research activities without needing to extend the originally agreed scholarship duration, the monthly allowances corresponding to the period of interruption could be paid to the candidate if agreed among the partners and notified to the Agency. If the interruption is due to academic reasons, as students (only at master, doctorate and post doctorate level) have to split their mobility in order to study or carry out research or other activities for a short period at the home country or at other countries which are not the ones of the institutions included in the partnership, the scholarship is not paid for this period.

For master students, the interruption can take place only after having spent minimum one academic semester at the first host institution. For doctorates and post-doctorates, the mobility can be split in several periods. Before the interruption occurs, the Agency has to be informed on the academic reasons, endorsed by the relevant academic responsible of the scholarship holder, and approve the request. The Agency reserves the right for refusal when the request is not duly justified.

Staff mobilities can be split in several periods without prior authorisation by the Agency, with the condition that the total mobility is minimum of one month.

9.3 Dropping out of the mobility scheme

If a scholarship holder decides to withdraw before or during the study period, the Partnership has the possibility to replace her/him from the reserve list and within the deadlines for start mobility of the respective cohort. If such replacement is not possible, the funds should be reallocated and/or used to cover additional mobilities.

Article 10 - Academic recognition

The study credit recognition and transfer processes vary depending on the type of mobility of the grantee.

Exchange students at undergraduate and master level will agree on a Learning Agreement (LA) with their respective supervisor at the home university prior to departure. PhD exchange students and post-docs will mostly be involved in research work or specialized training as described in a detailed study/research/training/teaching plan agreed upon with their respective supervisors at the home university

Delibera n. **222/2014** del Senato Accademico del **16/12/2014**

pag. 14/16

prior to departure. This guarantees that the work done at the host university, if successfully completed, will be fully recognized upon return to the home university.

The LA or the study/research/training/teaching plan, duly completed and signed by the corresponding authority at the home university and by the applicant, constitutes an integral part of the application process and therefore it will have to be submitted together with the online application. Applicants for staff mobility also need to provide a study/research/training/teaching plan and have it signed according to the procedure described above.

Once the mobility has started the LA or the study/research/training/teaching plan also needs to be signed by the corresponding authority at the host university and/or the academic coordinator from the respective Faculty/Department at the host university.

Degree seeking students (MA and PhD) will obtain a degree certificate accompanied by a Diploma Supplement as well as a comprehensive transcript of records.

Article 11 - Actions to prevent brain drain

The learning agreement will include a specific clause stating that third-country students have to return to their home country after finishing the mobility period in EU. The partner universities will not offer any jobs or scholarships that might prevent grantees from returning to their home institution and country.

As well as the students' mobility, mobile staff will be asked to sign a declaration included in the Staff Exchange Agreement (SEA), where they commit themselves to go back to the country of origin after the mobility experience.

Article 12 - Record keeping and recording

The Coordinator and the partners shall be bound by the obligations and instructions given for the Administrative and Financial Handbook (Annex VIII of the Grant Agreement).

The partners shall keep a record of any expenditure incurred under the project and all proofs and related documents for five years after the end of the period covered by the project.

All invoices sent to the Coordinator must be dated and certified as true and exact by the financial officer of the partner. The Coordinator may reject any item of expenditure that cannot be justified in accordance with the rules set out in the Administrative and Financial Handbook.

The partners are required to submit to the Coordinator the relevant information and supporting financial and/or administrative documents for the drafting of the Progress Report according to the following time schedule:

1st Progress Report by 01/09/2015

2nd Progress Report by 29/02/2016

3rd Progress Report by 28/02/2017

Final Report by 14/09/2018

The partners shall promptly inform the Coordinator of any delay in the performance of the activities undertaken by the partners under the present Memorandum of Understanding.

Delibera n. **222/2014** del Senato Accademico del **16/12/2014**

pag. 15/16

Upon request the partners shall make available any documentation about project finance and activities required by EACEA, throughout the lifetime of the project and for a period of five years from the financial closure of the Grant Agreement.

Article 13 - Monitoring activities regarding academic quality during the individual mobility at all partner universities

The partners take part in the quality assurance measurements to guarantee the quality of their mobility programmes. The partners will organize regular meetings in order to collect feedbacks on the mobility experience of the grantees and monitor the quality of the mobility.

During the kick-off meeting the Quality Assurance Committee (see Art.3) was appointed and will be in charge of setting common monitoring tools and procedure.

Article 14 - Bank detail

The Coordinator undertakes to make payments to the Bank Account specified by the partner:

Bank Name:

Branch Address:

Postcode/city:

Country:

Name of the Account Holder:

Address of the Account Holder:

Postcode/city:

Country:

Account number:

IBAN Code :

BIC o SWIFT code:

Article 15 - Modification of the MoU

Any modification or amendment to this Memorandum of Understanding shall be approved by both parties in writing and become effective once signed by the parties.

Article 16 – Settlement of disputes

In the event of a dispute between in connection with the present Memorandum of Understanding, the parties concerned shall first seek solution by friendly negotiation. If the parties cannot reach agreement by negotiation, the arbitration of the disputes shall be conducted through arbitration in accordance with the Italian law. Any such arbitration shall take place in Italy. This Memorandum of Understanding is governed by the Italian law.

Article 17 - Liability

The partner shall be solely liable for any loss, destruction, damage or injury that it causes to other project partners or to third parties. The partners shall not, however, be held liable for any indirect

Delibera n. **222/2014** del Senato Accademico del **16/12/2014**

pag. 16/16

or consequential loss or damage that they may have caused to each other in connection with the project.

The Partner shall indemnify the Coordinator and any other partner against any claim made against or liability incurred by the Coordinator in respect of any infringement by the Partner of any copyright or other industrial property right or any statutory protection in respect of any report or other material supplied by the Partner to the Coordinator pursuant to the present MoU.

The Coordinator shall not be required to provide insurance cover to persons participating in activities undertaken by the Partner under the present MoU.

Signature

For the Coordinator

For the Partner

Ancona,

Urbino,

Sauro Longhi
Rector

Vilberto Stocchi
Rector
