

EXCHANGE and SEMESTER ABROAD Programs

CALL FOR APPLICATIONS FOR AWARDED MOBILITY DURING THE ACADEMIC YEAR 2024-2025

Only for students enrolled in all BACHELOR'S DEGREES and the MASTER'S DEGREES IN:
- HOSPITALITY AND TOURISM MANAGEMENT
- SPECIALISED TRANSLATION AND CONFERENCE INTERPRETING

Deadline for submitting applications online:

Opening date: 17/01/2024 at 10 am

Closing date: 16/02/2024 at 12 pm

PROGRAM DESCRIPTION

Exchange and Semester Abroad programs allow students to spend one-semester/one-term mobility period for study purposes in mostly extra-European destinations, obtaining the registration of all activities carried out abroad – previously approved by the IULM Academic Commission – in the student's career.

IULM University has signed student mobility agreements with universities in Australia, Latin America, the United States, Europe, and Asia.

EXCHANGE PROGRAM: the payment of tuition fees to host universities is not required (some universities may require the payment of an exchange student administrative fee).

SEMESTER ABROAD PROGRAM: the payment of tuition fees to host universities and IULM University is required.

PLEASE NOTE: When choosing the host university, please note that not all degree courses are compatible with all destinations.

Agreements implemented by IULM University regarding mobility for study purposes are indicated in the “**Destinations**” annexes, divided by degree courses. Here you will find requisites for each destination, deadlines, and mobility periods. Please, consider that IULM University cannot modify the admission requirements of partner universities.

Before applying, each student has to carry out independent research to collect information about the various destinations by browsing the web pages of the partner universities to make a reasoned choice regarding the most suitable locations for their language level and their aspirations. In the Community, **TUTOR REPORTS** for some of the universities are available, i.e. short reports concerning partner universities, written by former students to describe their experience. When choosing destinations, students must take into account the restrictions listed in the specific tables, which are:

- duration of the study period
- planned year and semester of mobility
- any restrictions on the course choice
- compulsory level of language knowledge required by host universities (local and/or vehicular language)

The full text of the call for applications, all destinations and any updates can always be found in the section:

- **COMMUNITY IULM > categorie di corso, didattica e servizi > formazione, servizi, opportunità > Mobilità Internazionale – Study Abroad > Informazioni, bandi, regolamenti - Information, calls, regulations.**

ELIGIBILITY REQUIREMENTS

- Applicants must be regularly enrolled – as non-final year students – both in the academic year during which they apply and during which the mobility takes place. **Students enrolled as “fuori corso” or not in compliance with enrolment requirements for the academic year 2023-2024 are not eligible to apply.** Students enrolled in their 3rd year can apply only if in the a. y. 2024/2025 they enroll in the 1st year of “fuori corso”. This is the only way to carry out a mobility period for study purposes. Otherwise, exams taken abroad cannot be recognized.
- **It is not possible to apply in the 3rd year of a Bachelor’s Degree and carry out a mobility period in the 1st year of a Master’s Degree.**
- **Students who have already spent two semesters abroad during the same study cycle cannot apply for any mobility programs during the same study cycle.**
- **Students who have already spent one semester abroad cannot apply for the Double Degree program with the Dublin Business School.**

LANGUAGE REQUIREMENTS

Having the language skills required by host universities is an essential requirement to be admitted to the ranking list (see "Destinations" annexes). This prerequisite must be supported by one of the International Certifications indicated in the "**Guide to Language Requirements**" available in Community, obtained after 01.01.2022, or by the "Declaration of Language Proficiency for International Mobility" issued by the International Language Centre IULM in 2022 or 2023 – after passing the specific assessment tests aimed at international mobility programs.

The International Certification or the IULM Declaration of Language Proficiency should be uploaded to the online application and will be verified when sorting the ranking list. Should adequate documentation be missing, the student won't be able to complete the application and s/he will be excluded from participating in the programs.

Where host universities strictly require International Certifications, these cannot be substituted in any way by IULM's internally organized language proficiency test. If so, the language certificates to be submitted to the partner universities must be attached to the application, are valid for two years, and must still be valid at the time of departure for the assigned destination. If not, they will not be considered eligible.

However, the host university has full discretion to deny access to certain courses in the absence of the required linguistic and academic prerequisites, which may change even after the publication of the call for applications, or due to the exhaustion of available seats.

Students are asked to check carefully in the Destination Sheets by degree course for the eligibility conditions of the different available universities.

Where the destination sheet allows for the exemption of language certification for students enrolled in a particular degree course, students should upload their self-certification of exemption, which can be downloaded from the Community.

Applicants with certifications other than the ones listed in the Guide to Language Requirements (available in the Community) are invited to send them to the International Language Centre - ilc@iulm.it - to check their eligibility.

SUBMISSION OF APPLICATION

Warning! The application is unique for both Exchange and Semester Abroad programs. It is important to verify:

- 1) **that you meet the requirements for all destinations listed in the application by carefully reading the destination sheets by degree course.**
- 2) **whether the partner university requires payment of tuition fees (Semester Abroad Program) and which is the required amount.**

Students can apply from their personal “Segreteria Online” webpage, under “Study Abroad - Outgoing” and should:

1. choose up to 4 university destinations from those available for their degree course in the Exchange and Semester Abroad programs, checking any restrictions listed in the Destination Sheets (language level required, international language certifications necessary for admission, eligible course year, etc.).
2. enter your chosen destinations in the Application by listing them **in strict order of preference**.
3. upload the International Certification or Declaration of Language Proficiency in the Application. Be sure to upload the required language certifications for all destinations entered.
4. download the application submission receipt.

RANKING SCORE COMPOSITION

The ranking is based on merit; the score and the resulting ranking of the student are automatically calculated by the Application platform based on the data recorded in the career on the date 27.02.2024 at 00.01.

- the score of the candidate is composed by the arithmetic average and the percentage of achievement, e.g. the number of ECTS acquired based on the enrollment year.
- For students enrolled in the 1st year of a Bachelor's degree, the high school graduation grade is also taken into account; for students enrolled in the 1st year of a Master's degree, the Bachelor's degree grade is also taken into account.
- After calculating the score of each student, the system automatically awards one of the destination based on the ranking, the number and order of preferences indicated by the applicant, and availability of the places.
- It is the student's specific responsibility to check his or her career online, report any mismatches to the **IULM student administration office**, and, if necessary, request updates within the end of the exam session. The system automatically calculates the arithmetic average and the number of ECTS, deriving from all exams taken and verbalized. Exams taken but not verbalized, midterm tests and partial exams **do not count in calculating the ranking**.
- The management of the process is fully automated; therefore, students should be very careful when entering both destinations and their order of preference since once the application is closed, it will not be possible to change the choices indicated.
- Students who have already done the mobility during the first semester 2023-2024 can submit the application for the a.y. 2024-2025, but must accept that only exams verbalized within 27.02.2024 will be taken into account.
- The Study Abroad Office cannot intervene either with the host universities or the academic authority or the IULM student administration office to accelerate the verbalization process, the update of the academic career, the issue of the Transcript of Records, or the validation of the exams taken abroad.
- Should two students have the same score and it is not possible to grant a destination to both of them, the student with the lower fee bracket will be awarded first.
- After the closing date, it will not be possible to make changes in the destinations in any cases.

The destination awarding depends also on the number and order of preferences indicated by the applicant: the system does not award destinations if students have not listed them among their preferences, even if they are residual. Students are therefore invited to list the maximum number of destinations as possible -consistent with the language requirements they possess- in strict order of preference; at the same time, NOT to enter destinations that they do not intend to accept if they turn out to be assignees.

PUBLICATION OF RANKINGS AND DESTINATION'S APPROVAL

Students will be able to view their assigned destinations by accessing their personal "Segreteria Online" webpage, under "Bandi di Mobilità", unless the date changes due to technical reasons, on:

Friday, March 1st, 2024 – 5 p.m.

Students will have to accept or reject the assigned destination strictly by **05.03.2024 at 5 pm**.

No personal communication will be sent to the assignees.

Students who have also applied for the Erasmus Program and have been assigned multiple destinations must accept **ONLY ONE DESTINATION** and reject the other. It is not possible to accept more than one destination.

Applicants should be aware that:

- Missing acceptance/withdrawal from the assigned destination by the deadline is permanent; it will not be possible to reclaim missed acceptances for any reason.
- Rejected/Unaccepted destinations are automatically reassigned by the information system to eligible applicants

It should be noted that the student's final admission to the host university will be confirmed by the university only after all required procedures have been completed within the timeframe that will be communicated to the students by the partner universities.

For students applying for a dual degree with DBS, departure is subject to actually passing the required 120 credits within the summer exam session for September departures or within the September exam session for January departures.

Activation of the January course depends on reaching the minimum number of participants.

For students applying to UTS in Sydney, departure is subject to passing credits and maintaining the required average.

For universities demanding a specified average, this must be maintained until application at the host university.

VISAS AND OTHER REQUIREMENTS

Students need to research independently and in advance the legal procedures to be completed to stay in the chosen country (entry visa, any required vaccinations, and medical examinations). Also note that many countries require that students provide specific guarantees regarding their economic status, which must be adequate to ensure their livelihood during the mobility period, according to the standards set by the local government. **The Study Abroad Office is in no way responsible for any withdrawal *in itinere*, due to the lack of the requirements or legal documents to be able to stay in the chosen country.**

FINANCIAL CONTRIBUTIONS EXCHANGE PROGRAM

- **IULM GRANT.** IULM will give all Exchange Program assignees a flat-rate contribution of € 700.
- **FONDO SOSTEGNO GIOVANI: MUR.** The Ministry of University and Research supports international student mobility (DM 29.12.14 NR 976) with additional funds that are allocated to Italian universities. The allocation is for all mobility programs. The allocated amounts will be distributed according to ministerial dispositions not yet known at the time of the publication of the call. The ministerial tables will be published on Community as soon as they are officially released by the ministry.
To be eligible for these grants, students must submit the ISEE declaration **by May 31, 2024, for departures in the 1st semester and by October 31, 2024, for departures in the 2nd semester.** Further instructions will be provided and published in Community.
Grant payment depends on the recognition of at least one IULM exam (6 CFUs) for each semester of mobility; any exceptions will be accepted only based on proven reasons.

FINANCIAL CONTRIBUTIONS SEMESTER ABROAD PROGRAM

- The program is not eligible for the mobility grants allocated by the MUR, but IULM University provides a financial contribution **for each destination**: the student can view the number and amount of scholarships in the "Destinations" annexes, considering that the amounts are still being approved by the academic bodies.

- **For the double degree with the Dublin Business School**, according to the “University Fees and Contributions Regulations for the Academic Year 2024/25”, “Students who in the academic year 2024/2025 will participate in a Dual Degree program, for which a contribution is to be paid to the foreign partner university, are granted partial exemption of 50% (fifty) on the university tuition fees due for the academic year 2024/2025, regardless of the assigned contribution bracket.”
- Grant payment depends on the recognition of at least one IULM exam (6 CFUs) for each semester of mobility; any exceptions will be accepted only based on proven reasons.

BORSE INTEGRATIVE REGIONALI (REGIONAL SUPPLEMENTARY GRANTS): IULM RIGHT TO STUDY OFFICE

Students applying for the 2024/25 regional scholarship at the IULM Fees, Contributions, and Right to Study Office may apply concurrently for an additional regional “Supplementary Grant for International Mobility”. Therefore, interested students are invited to contact the appropriate office - email: dirittoallostudio@iulm.it.

COMMUNICATIONS

For the entire duration of the mobility program, email communications between the office and the students should be made exclusively through the following email addresses:

For the Study Abroad Office: studyabroad@iulm.it

For the student: the IULM institutional address (nome.cognome@studenti.iulm.it).

The use of personal e-mail addresses is not permitted. All students are required to activate their @studenti.iulm.it e-mail address before completing the online application and to often check this e-mail box.

The Study Abroad Office will not be responsible for any inconveniences or delays in communication if students do not regularly check their @studenti.iulm.it e-mail box and the IULM Community.

DATA PROTECTION

All personal data transmitted by applicants with the application for participation in the Exchange program are processed under EU Reg. 2016/679.

Participation in the Call implies acceptance of the privacy policy; the text of the specific privacy policy for participation in international mobility calls is available on the IULM website at the following link: https://bit.ly/IULM_mobintprivacy

AMENDMENTS

These regulations may be subject to change in the process. Available destinations may also change as a result of unexpected problems at the partner universities or in the respective countries (substantial changes in the partners' educational offerings, force majeure, security issues, unforeseeable events) or the signing of new agreements. Any changes will be communicated and made known through the IULM Community.

BEFORE LEAVING

After the finalization of acceptances, the Study Abroad Office will schedule **information meetings** reserved for assignees. All necessary procedures for enrollment at the host university and recognition of exams taken abroad upon return will be clarified in these meetings. Destination assignment does not imply a automatic enrollment at the host university; in fact, the student must follow the indicated application procedures and be accepted by the foreign university.

The candidate found eligible to participate in the program must formalize the Learning Agreement before leaving. This is the study contract between the student, home university, and destination university. It establishes the criteria for the recognition of activities carried out abroad and is agreed upon in advance. Full recognition of all activities carried out abroad with profit is guaranteed as long as they are agreed upon in advance and included in the Learning Agreement. The student will not be able to take in advance exams that in the academic career are included in later years. For example, the student enrolled in the second year cannot take third-year exams abroad. It will be the student's responsibility to check his/her study plan. Under no circumstances will the Study Abroad Office be able to intervene to make changes to the student's individual study plan.

Master's degree students may only take courses that are listed as post-graduate or master's degrees in the host university unless otherwise approved by the academic committee.

Interpreting and Communication degree students must stick to the requirements for mediation labs: a student cannot, for example, take Language Mediation Lab III abroad if he or she has not already passed Language Mediation Lab II.

COSTS CHARGED TO STUDENTS

Students must pay the costs of travel, food, and accommodation during their stay abroad. The Study Abroad Office will not provide any instruction in this regard: the logistical arrangements are entirely managed by the student himself/herself. It is entirely at the discretion of the host university to offer support in finding accommodation.

INSURANCE COVERAGE

The student benefits from civil liability and accident insurance coverage during the stay abroad, limited to the period of academic activities and in compliance with the legal and administrative provisions of the home and host countries. The University has signed Civil Liability insurance with QBE EUROPE SA/NV Company: policy no. 0740000026 and Accident Insurance with GENERALI Italia Company (formerly INA Assitalia) - policy no. 360029587 - Master Policy 350036808. We also strongly suggest the outgoing student to subscribe health insurance coverage for the period he/she will spend abroad.

UNIVERSITY FEES AND OBLIGATIONS

All students must be compliant with the payment of university fees in Italy and maintain enrollment during the mobility year. In any case, each student will have to regularly comply with the procedures, deadlines, and obligations provided by IULM University: for example, pay the tuition fees for the academic year 2024-2025, fill out the Individual Study Plan by entering the elective educational activities, etc.

Payment of fees to the partner university is required for Semester Abroad program destinations. In some cases, partner universities included in the Exchange program may charge an administrative fee.

PAYMENT OF THE GRANT

All financial contributions to which the student is entitled will be paid exclusively to the bank account associated with the Ateneo + Card; assignees are required to immediately activate the Card at the Banca Popolare di Sondrio. No transfers will be made to different bank accounts.

UPON RETURN

At the end of the mobility period, students are required to submit to the Study Abroad Office all the necessary documentation for recognition purposes (Certificate of Arrival/Departure, Learning Agreement and later changes in their originals duly signed by the partner university, Transcript of Records or other official certificates of exams taken abroad).

The Study Abroad Office, after appropriate verifications of the documentation submitted to the partners, will proceed with the recognition practice which, upon acceptance by the student, will be subsequently ratified by the Faculty Council. The grades of exams taken abroad are converted into thirtieths, according to the tables ratified by the Academic Senate. It will be the student's right to decline the recognition of an examination taken abroad; the refusal of recognition of an activity taken abroad is permanent and irrevocable. Only one recognition practice will be processed for each student upon return; partial or incomplete recognition practices will not be issued for any reason. Students who plan to graduate at the end of the mobility period must return at least one semester in advance of the scheduled graduation session.

TYPES OF MOBILITIES

- Semester (or one term) mobility

Students will spend a period equal to one academic semester at the host university, taking exams related to the semester attended.

- Double degree with Dublin Business School

Corporate Communication and Public Relations degree students can attend an intensive year or semester at Dublin Business School, earning, upon passing the required 60 credits, an Honours Bachelor Degree in Marketing. The BA (Hons) is the highest level that can be acquired in bachelor's degrees in Ireland and the United Kingdom.

The initiative is open to students enrolled **for the year 2023/2024 in the 2nd year of the Bachelor's degree in Corporate Communication and Public Relations** (both Italian and English curricula). Students can leave in the I or II semesters, but the program (credits earned) is the same. Assignee students will indicate the semester in which they wish to leave after the publication of the rankings.

An essential requirement is to have earned at IULM the 120 credits expected for the first two years, by the July or September session, depending on the semester of mobility. International language certification is required for students enrolled in the curriculum in Italian.

Activation of the January course depends on reaching the minimum number of participants.

Students are invited to check program requirements and costs in the annex "Destinations". During the mobility period at DBS, students will have to pass the required exams, for a total of 60 credits, obtaining the BA (Hons) in Marketing. Upon return, students will complete their studies at IULM by taking their dissertation.

Given the technical process time for credit recognition, students leaving in the I semester will be able to graduate starting from **November 2025**, and students leaving in the II semester will be able to graduate starting from **March 2026**.

The student is also invited to consult the University Guidelines for Mobility published on the IULM website > International > Study Abroad ([Linee Guida d'Ateneo per la mobilità](#)).

More information at: StudyAbroad Office

e-mail: studyabroad@iulm.it

Phone: 02/891412383