



D.R. n. 89
ANNO 2026

IL RETTORE

- VISTO** il vigente Statuto emanato con D. R. n. 661 del 26.07.2018;
- VISTO** il Regolamento di Ateneo per l'Amministrazione, la Finanza e la Contabilità approvato con D. R. n. 337 del 12.05.2021;
- VISTA** la nota dell'EACEA in data 22.12.2020 con cui è stata concessa all'Università degli Studi di Cassino e del Lazio Meridionale la Erasmus Charter for Higher Institution per l'intera durata del programma Erasmus + (2021-2027);
- VISTA** l'approvazione del progetto KA171 Erasmus+ International Credit Mobility (ICM) n. 2024-1-IT02-KA171-HED-000238984 (CUP H31124000240006) con una sovvenzione totale pari a euro 108.285,00, di cui euro 8.790,00 destinati alla mobilità incoming e outgoing con la Hanoi University (Vietnam);
- DEFINITI** i contenuti del bando per l'assegnazione delle suddette mobilità in relazione alla Guida al programma Erasmus+ e secondo le disposizioni del Presidente del Centro Rapporti Internazionali;
- ACCERTATA** la disponibilità finanziaria di euro 8.790,00 a valere sul Conto economico CB 09.01.01.01.02 'Programmi di mobilità e scambi culturali studenti - Erasmus + Call 2024'

DECRETA

Si emana il Bando Erasmus+ International Credit Mobility nell'ambito del progetto n. 2024-1-IT02-KA131-HED-000238984 per l'assegnazione delle mobilità in entrata e in uscita tra l'Università degli Studi di Cassino e del Lazio Meridionale e la Hanoi University (Vietnam). Il bando è parte integrante del presente provvedimento.

La spesa massima di euro 8.790,00 graverà sul Conto economico CB 09.01.01.01.02 'Programmi di mobilità e scambi culturali studenti - Erasmus+ Call 2024' - e.f. 2026.

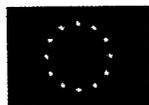
Il presente decreto è inserito nella raccolta ufficiale interna di questa Università e sul sito www.unicas.it.

Cassino, **9 FEB. 2026**

Il Direttore dell'Area
(dott. Roberto Molle)

La Responsabile dell'Ufficio
(dott.ssa Barbara Sbardella)

IL RETTORE
(prof. Marco DELL'ISOLA)



Erasmus+

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Erasmus+ International Credit Mobility
Call for the assignment of the grants for incoming and outgoing staff mobility within
the KA171/2024 - Project n. 238984

Art. 1 – Objectives of Erasmus+ International Credit Mobility

Within the “International Credit Mobility” of the Erasmus+ Programme (Key Action 171 – Learning Mobility of Individuals) the Higher Education Institutions may allow mobility actions from and towards the Partner Countries with which they have signed an Erasmus + Interinstitutional Agreement.

Within this call, UNICAS allows incoming and outgoing staff mobility with the Hanoi University in Vietnam.

Available staff mobility for teaching or training are listed below:

PARTNER	Staff mobility	ISCED CODE	Number of mobilities from Partner Country to UNICAS	Number of mobilities from UNICAS to Partner Country
Hanoi University	teaching	0413 Management and Administration	1 (14 days)	1 (14 days)
	training	-		

Art. 2 – Mobility activity

The mobilities have to be completed by July 31st, 2027. The total length of the eligible mobility period shall not exceed 2 months, with a minimum of 5 days per mobility activity.

For teaching mobility, a minimum of 8 hours of teaching per week has to be respected. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week. The teaching mobility is reduced to 4 hours per week only if it is associated with a training activity (excluding conferences) during the same period abroad.

The training activities abroad (conferences excluded) may include job shadowing, observation periods, or training relevant to the work performed at UNICAS.

The teaching and training mobility can be either physical or blended: the physical mobility is carried out “in presence” at the host institution; the blended mobility is a combination of physical mobility, of at least 5 days, with a virtual component facilitating a collaborative online learning exchange and teamwork, in compliance with the information provided by the host university.

Art. 3 – Mobility grant

The amount of the mobility grant, in accordance with Erasmus+ guidelines, is composed by a contribution for travel and an individual support as detailed in the table below, in accordance with the days of physical mobility:

PARTNER COUNTRY	Travel grant	Daily individual support
Vietnam	€ 1 735.00	euro 190.00/ day

Zero-grant mobility is allowed.

For Italian beneficiaries of Erasmus+ grants:

- the subsistence grant is calculated according to the days of the stay in the Partner Country and it's subject to the Italian financial tax rules:



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- the travel grant is calculated in accordance with the distance calculator provided by the Erasmus+ National Agency. The beneficiary has to submit to the Erasmus Office the receipt of the travel tickets to receive the travel support within the topup established by the National Agency.

For the beneficiaries of Erasmus+ grants (Italians excluded):

- the subsistence grant is calculated according to the days of the stay in Italy;
- the travel grant is calculated in accordance with the distance calculator provided by the Erasmus + National Agency (ref. art. 3).

The Erasmus ICM grants are subject to the financial tax rules of the beneficiary's country of residence.

Unicas provides to the incoming staff an insurance covering accidents, civil liability and other guarantees provided for by European legislation for students in Erasmus mobility.

Erasmus+ grant beneficiaries cannot be supported by other grants arising from other programs and/or actions financed by the European Union and/or by Unicas Visiting professor grants.

The grant will be awarded until available funds run out.

Art. 4 – Special needs

In order to allow wider participation in mobility, the Erasmus+ Indire National Agency provides funds to support disabled people and/or those with special needs. Interested parties must communicate their disability/special need situation, both during the application and during the acceptance of the grant. The Erasmus office will give all the information needed for the request for the additional funds.

Art. 5 – Admission requirements

Participants may apply for this call if they have regular activity in their own Institution during the academic year in which the mobility is carried out.

Art. 6 – Application

The application form must be COMPLETED DIGITALLY and its attachments must be uploaded through the form available on the website at

<https://www.unicas.it/international-unicas/international-office/erasmus-office/erasmus-plus-programme-2021-2027/extra-eu-mobility-within-erasmus-plus-ka171/erasmusplus-icm-project-2024/region-5/region-5-vietnam/>

Applications received in different ways will be rejected.

The University doesn't take any responsibility for non-receipt of the application according to the established procedure nor for negligence of third parties, accidental occurrences or force majeure.

The deadlines to apply in 2026 and in 2027:

Application deadlines	Mobility period
April 1, 2026 and 2027	May - June
September 3, 2026	October - December
January 15, 2027	March - June



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Early applications before the first deadline are strongly encouraged, since applications for the second and third deadlines might be cancelled if all available grants are assigned at the first selection round.

Applicants have to attach to the form the following documents:

- passport or valid ID card;
- mobility agreement for teaching or training;
- Curriculum Vitae.

Art. 7 - Mobility agreement and assignment of the Erasmus mobility grant

The applicant has to fill in the mobility agreement with the programme of the activity abroad with the support of the departmental coordinator of the receiving institution. The document has to be signed by the three parties: the applicant, the applicant's department/office manager (or a delegate) and the departmental coordinator (or a delegate) of the receiving university. The hosting university approves and accepts the mobility signing the mobility agreement with all its details. The subscription by the department/office manager from which the applicant belongs makes the mobility agreement for teaching/ training eligible for the Erasmus mobility.

The selection committee is appointed by the UNICAS Rector. It may include representatives of the Partner Institutions or receive from them a pre-evaluation of the staff who applied for mobility coming from their own institution. Although the final selection will give priority to staff belonging to the isced within which the inter institutional agreement has been signed, the committee will also consider cross-cutting evaluation criteria such as gender balance, equal opportunities and participation of disadvantaged groups, as well as carrying out the mobility for the first time at Unicas.

The final assignment of the grant to the applicant will be approved through a formal act of the Rector. The final ranking of the selected staff will be published on the UNICAS website and the Partner Institutions and the applicants will receive an email on the results of the selection.

Within ten calendar days from the Erasmus office email to the applicant, the beneficiary of the Erasmus+ grant must confirm acceptance of the mobility by giving notice by email to the address b.sbardella@unicas.it.

Art. 8 – Requirements regarding Visa and Residence Permits

Participants in Erasmus+ projects may need to obtain a visa for staying abroad in the EU Member States hosting the activity. It is strongly recommended that the authorisations are requested in advance, since the process may take several weeks. It is a responsibility of all the participating organisations to ensure that the authorisations required (short or long-term stay visas or residence permits) are in order before the planned activity takes place. The EU Immigration Portal contains general information on visa and residence permits, for both short-term and long-term stays: <https://ec.europa.eu/immigration/>. In order to start the mobility and benefit from the grant, participants must have a regular document to stay in Italy.

UNICAS administrative contact in the International Welcome Service: dr. L Morone - laura.morone@unicas.it.

Art. 9 – Before the mobility

Each beneficiary is required to sign the Erasmus mobility agreement, defined by the European Commission, that contains the details about the Erasmus mobility including the financial support. The Erasmus Office will send to the beneficiary the document for the subscription.



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Art. 10 – After the mobility

Within 30 days of the end of the mobility, the beneficiary of the Erasmus grant must deliver to the Erasmus Office: the Certificate of participation provided by the host institution, the regularly endorsed travel documents (e.g., flight tickets, boarding passes/railway tickets/bus tickets). The Erasmus Participant Survey has to be filled in by the staff and it is necessary to maintain the Erasmus grant.

Art. 11 – Privacy and personal data

In compliance with the European General data protection regulation no. 679/2016 (articles 13-14, 15-22) and the subsequent Decree n. 101/ 2018, the personal data sent by candidates within the application, in accordance with the Privacy Statement published on Unicas website in the section “University Regulations”, will be processed for the purposes of management of the selection procedure. At any time, interested parties may exercise their rights under that Statement.

For further information UNICAS Erasmus Office: dr. B. Sbardella: barbara.sbardella@unicas.it.

Art. 12 – Force Majeure

The University of Cassino and Southern Lazio if some unforeseeable circumstances or force majeure will contrast the development of this selection and the realization of the mobility may decide to stop the activities with a formal act.

Art. 13 – Erasmus+ rules

For anything not expressly provided for in this announcement reference is made to the Erasmus + Programme Guide and the provisions issued by the Erasmus+ Indire National Agency in Italy for the proposals 2024 with the signed agreement n. 2024-1-IT02-KA171-HED-000238984 with the University of Cassino and Southern Lazio.