Dear Partners,

We would like to inform you about the nomination and application process for your outgoing students coming to the University of Malta during the academic year 2019/20 within the Erasmus+ Programme.

<u>Nomination process</u>

The nomination process is open :

- **1st April to 31st May for semester 1 and full year students**

- **1st September to 1st November for semester 2 students**

The nomination process is **compulsory** for the acceptance of Erasmus students at the University of Malta.

Home University Coordinators are to send the official nomination by e-mail to the address: erasmus@um.edu.mt

The email must include the following details:

1. Name and surname of the nominated students

2. Gender

3.   Date of birth

4.   Nationality

5.   E-mail address

6.   Subject area

7.   Semester (semester 1 / semester 2 / Full Year)

8.   Level of study (Undergraduate / Master / Doctorate)

Students can be nominated only if:

- there is a valid Erasmus+ inter-institutional agreement for the academic year 2019/20 between the sending institution and a particular faculty of our institution.

- nominations are in line with the Erasmus+ inter-institutional agreement signed between your University and the University of Malta, with regards to the area of studies, the level of studies, the number of students and the number of months.

- they meet language requirements indicated in the Erasmus+ inter-institutional agreement.

Application process

 The application deadline:

- **1st July for semester 1 and full year students**

- **1st December for semester 2 students**

Once we receive the nominations by the Home University, the Erasmus Coordinators at the University of Malta will send instructions to the home coordinators and nominated students on how to apply for their Erasmus+ mobility. The nominated students are then requested to send the following documents:

1. Enrolment Form: students need to fill in the **online** enrolment form (link will be sent by the International Office after receiving the nomination from the Home University Coordinator. An individual and personal **verification code** will be sent to each nomination student).

2. Health Forms;

3. Copy of the European Health Insurance Card (EHIC);

4. Copy of the Travel Insurance;

5. Online Linguistic Support (OLS) test;

6. Erasmus + Learning Agreement;

7. **Faculty of Health Sciences only - Certificate of Police Conduct.**

When **all** these requested documents are completed, they are to be sent altogether by e-mail as a scanned document to erasmus@um.edu.mt.

Kindly note that the International Office cannot process the students' registration without the online Enrolment form.

Confirmation of Acceptance

Students' acceptance is conditional to the receipt of all the required forms mentioned above. Acceptance is also subject to the approval by the International Office.

The International Office will send the nominated student(s) an official Letter of Acceptance together with other information.

Upon receipt of acceptance letter, students may book their flight and make other arrangements. Students need to send information about flight and accommodation by e-mail to the respective Erasmus coordinator, at the International Office, once details are confirmed.

Language requirements

The language of instruction at the University of Malta is **English**, and students are expected to be fluent in the English language which will enable them to successfully complete their Erasmus+ Mobility. No particular concessions are allowed to students whose level of English is lower than expected.The students need to have a **B2** level in English Those students who select study units from the English Department, need to have a **C1** level in English.

The University of Malta requires that:

-    the English level should be indicated in the "**Language Competence of the student**" section in the Erasmus + Learning Agreement.

-    the student submits the **Online Linguistic Support (OLS) Test**.

Erasmus+ Learning Agreement

Prior the students' arrival at the UoM, they are to select provisional modules and submit the Erasmus+ Learning Agreement to their respective institutional Erasmus Coordinator at the International Office.

Details on available study-units are found in the following web site: https://www.um.edu.mt/studentlife/internationalopportunities/courselists. This Erasmus+ Learning Agreement should be approved by the coordinators at their Home University and also by the Erasmus & Departmental Coordinators at the UoM.

The English level should be indicated in the "Language Competence of the student" section in the Erasmus+ Learning Agreement.

Academic Calendar

At the beginning of every academic semester the International Office organises an Orientation Session for the Erasmus students starting their studies at the University of Malta.

The students are <u>required</u> to attend this Session as it is the best opportunity for them to ask all the questions that may arise during their first days at the University.

The Orientation Session for semester 1 and full year students will be held just before the start of the first semester. Information about the date and venue will be included in the acceptance letter. <u>Any student who arrives late risks having their application withdrawn.</u>

Visiting students are to <u>remain in Malta until the end</u> of their semester examinations, and should hand in all their assignments and sit for their exams prior to their departure.

<u>Accommodation</u>

Malta offers a variety of accommodation options for students, located around and close to the University campus, to suit different needs and budgets. Students are free to choose the lodging which suits them best.

Students registered for studies with the University of Malta may opt to live at the University Residence (info@universityresidence.com) or Hotel Kappara (info@hotelkappara.com).Both properties are administered by the University.

Bookings, payments and all other arrangements are to be made directly to the two properties

We look forward to receiving your nominations and welcoming your students at the University of Malta.

Regards