

# Guidelines for Inclusion in Erasmus+ Programmes

*Mobility for study, training and teaching*

## 1. General principles

The University recognises the Erasmus+ Programme as a strategic instrument for internationalisation, cultural enrichment, and personal and professional development. In line with the European principles of equity, inclusion, and equal opportunities, Pegaso Digital University promotes participation in the Programme that is genuinely accessible to all, valuing diversity as a resource and actively countering all forms of discrimination.

Inclusion is understood as a cross-cutting principle that concerns not only students with Special Educational Needs (SEN), but also situations of economic disadvantage, gender inequalities, and the recognition of alias careers for transgender and non-binary individuals.

## 2. Students' inclusion

The University is committed to ensuring that Erasmus+ mobility for study and training (incoming and outgoing) is designed and implemented with due regard to the diversity of students' personal, social, and economic circumstances. In particular, the Erasmus+ call for applications provides for specific support measures for students with disabilities; additional financial contributions and tailored forms of support are also available for students in situations of socio-economic disadvantage, with the aim of reducing financial barriers to participation in mobility activities.

The Inclusion Office plays a strategic coordinating role between students, academic structures, administrative services, and University offices, fostering an integrated approach to addressing individual needs and ensuring consistency, continuity, and accessibility in the University's inclusive policies and practices. For further information, students may contact the Inclusion Office at: [ufficio.inclusione@unipegaso.it](mailto:ufficio.inclusione@unipegaso.it).

Full respect for gender equality is also guaranteed, in line with the principles outlined on the University's dedicated webpage, as well as the recognition of *alias careers*. For further information and support, students may contact [carriera.alias@unipegaso.it](mailto:carriera.alias@unipegaso.it). The University ensures that the chosen name and gender identity are correctly used in internal documentation and in relations with partner institutions, in compliance with applicable legislation.

For each Degree Programme, an Erasmus+ Coordinator is appointed as a member of the University's Erasmus+ Board. This Coordinator serves as the primary point of reference with whom students may liaise for the following purposes:

- to receive information on calls for applications and mobility opportunities;
- to obtain guidance in the selection of partner institutions;

- to assess the coherence of the planned Erasmus+ mobility activities with their academic pathway and individual needs.

The Erasmus+ Board is composed of academic staff members appointed as Erasmus+ Coordinators for each Degree Programme, as indicated on the University's dedicated Erasmus+ webpage and on the webpage specifically devoted to inclusion.

The Erasmus+ Coordinators for the University's Degree Programmes are listed below:

- L-7: Giuseppe Ciaburro [giuseppe.ciaburro@unipegaso.it](mailto:giuseppe.ciaburro@unipegaso.it)
- LM-26: Antonella Bianca Francavilla [antonellabianca.francavilla@unipegaso.it](mailto:antonellabianca.francavilla@unipegaso.it)
- L-31: Luigi Gallo [luigi.gallo@unipegaso.it](mailto:luigi.gallo@unipegaso.it)
- L-5: Rocca Ettore [ettore.rocca@unipegaso.it](mailto:ettore.rocca@unipegaso.it)
- L-10: Micalizzi Alessandra [alessandra.micalizzi@unipegaso.it](mailto:alessandra.micalizzi@unipegaso.it)
- LM-39: Raffone Annalisa [annalisa.raffone@unipegaso.it](mailto:annalisa.raffone@unipegaso.it)
- L-19: Arsena Angela [angela.arsena@unipegaso.it](mailto:angela.arsena@unipegaso.it)
- LM-85: Benetton Mirca [mirca.benetton@unipegaso.it](mailto:mirca.benetton@unipegaso.it)
- LM-14: Lozzi Gallo Lorenzo [lorenzo.lozzigallo@unipegaso.it](mailto:lorenzo.lozzigallo@unipegaso.it)
- LM-47: Mancini Nicola [nicola.mancini@unipegaso.it](mailto:nicola.mancini@unipegaso.it)
- L-22: Benvenga Luca [luca.benvenga@unipegaso.it](mailto:luca.benvenga@unipegaso.it)
- L-18: Giuseppe Festa [giuseppe.festa@unipegaso.it](mailto:giuseppe.festa@unipegaso.it)
- LM-56: Marco Luigi Bassani [marcoluigi.bassani@unipegaso.it](mailto:marcoluigi.bassani@unipegaso.it)
- LMG-01: Carlo Lottieri [carlo.lottieri@unipegaso.it](mailto:carlo.lottieri@unipegaso.it)

Outgoing students are required to identify, in an informed and conscious manner, the most suitable host institutions, with the support of the Erasmus+ Coordinator for their Degree Programme and the Erasmus+ Office. Students may indicate up to three host institutions that are consistent with their study or training project. At this stage, particular attention is given to the assessment of accessibility, available support services, and the inclusiveness of the partner institutions' environments.

### **3. Inclusion in mobility programs for teachers and staff**

The University also promotes inclusion within Erasmus+ mobility programmes for teaching and training addressed to academic and administrative staff (both incoming and outgoing).

Through dedicated actions, such as calls for applications, the University:

- supports the participation of academic and administrative staff with specific needs or in situations of vulnerability;
- fosters the dissemination of inclusive, accessible teaching practices that are sensitive to cultural, gender, and identity-related differences;
- encourages the sharing of experiences and expertise in the fields of inclusion, accessibility, and equal opportunities with partner universities.

The Erasmus+ and Internationalisation Office, as well as the Departmental and Faculty Internationalisation Coordinators, are available to provide tailored support to academic and administrative staff with specific needs or in situations of vulnerability who are interested in participating in teaching and training mobility.

Further information on the coordinators may be obtained by contacting the respective administrative offices, as indicated on the websites of the University's Departments and Faculties.

#### **4. Role of the Erasmus+ Office**

The Erasmus+ Office ensures comprehensive and continuous administrative support for students and academic and administrative staff by overseeing:

- the management of administrative and contractual procedures;
- assistance in applying for additional funding to address special needs;
- coordination with partner institutions to resolve any potential issues;
- cooperation with the relevant University structures responsible for inclusion, equal opportunities, and wellbeing.

For further information, the Erasmus+ Office may be contacted at: [erasmus@unipegaso.it](mailto:erasmus@unipegaso.it)

#### **5. Institutional Commitment**

Pegaso Digital University considers inclusion as an essential condition for the quality and equity of international mobility, both incoming and outgoing. Participation in the Erasmus+ Programme must represent a genuine and accessible opportunity, capable of valuing individual pathways, supporting autonomy, and promoting an academic culture grounded in respect for diversity, social justice, and full European citizenship.