



## **CALL FOR APPLICATIONS FOR THE ITALIAN ERASMUS PROGRAMME - ACADEMIC YEAR 2024/2025**

### **Programme outline**

The Italian Erasmus programme aims to give a new perspective to student mobility. It enables the construction of innovative educational programmes that promote interdisciplinary and flexible courses through the development of training activities in other Italian universities.

Ca' Foscari students can choose to spend a period of study (from 3 to 6 months) at one of the universities with which the University has entered an exchange agreement. This will enrich their study plan with additional and complementary training activities to those already in their study plan, in an interdisciplinary and innovative perspective.

Before departure, Ca' Foscari University and the host university must approve the activities that will be carried out at the host university, in accordance with Article 10 below. If agreed in advance, full recognition of successfully completed activities is guaranteed at the end of the mobility period.

A scholarship is also envisaged to support the period of study within the Italian Erasmus programme, in accordance with Italian Law no. 213 of 30 December 2023, on the "State budget for the financial year 2024 and multiannual budget for the three-year period 2024-2026", which established the Italian Erasmus Fund (Art. 1, paragraphs 312, 313, 314), and with Ministerial Decree no. 548 of 28 March 2024.

The reference webpage ([www.unive.it/italian-erasmus](http://www.unive.it/italian-erasmus)) will be constantly updated.

## Article 1 - Academic programmes involved, available places and scholarships

For the academic year 2024/2025, the Italian Erasmus Mobility Programme is activated for the following Master's Degree Programmes:

Academic Programme	Host University	1 <sup>st</sup> year	2 <sup>nd</sup> year	Duration
Master's Degree in Computer Science and Information Technology (class LM-18)	University of Catania	1 place with scholarship	2 places, one with scholarship	maximum 6 months
	University of Florence	1 place with scholarship	3 places, two with scholarship	maximum 5 months
Master's Degree in Cultural Anthropology, Ethnology, Anthropological Linguistics (class LM-1)	University of Catania	1 place with scholarship	2 places, one with scholarship	maximum 6 months
Master's Degree in Antiquity: Literature, History and Archaeology (class LM-2& LM-15)	University of Catania	1 place with scholarship	2 places, one with scholarship	maximum 6 months
Master's Degree in Sustainable Chemistry and Technologies (class LM-54)	University of Modena and Reggio Emilia	1 place with scholarship	2 places, one with scholarship	maximum 6 months
Master's Degree in Economics and Finance (class LM-56)	University of Siena	1 place with scholarship	2 places, one with scholarship	maximum 6 months

Participating in the programme entails earning at least 12 CFU/ECTS.

## Art. 2 - Requirements for participating in the programme

The programme is open to students who, by the deadline of the Call, are in the following circumstances:

- you must be regularly enrolled full-time. Students are considered to be regularly enrolled as long as they are within the standard duration of their academic programme. Students who are enrolled but behind in their course schedule (*fuori corso*) and part-time students are therefore excluded;
- you must be regularly enrolled at Ca' Foscari University for the academic year 2024/2025 in one of the programmes indicated in Article 1. Enrolment is only considered valid if the payment of the first instalment of tuition fees and contributions for the 2024/2025 academic year has been made within the application submission date;

- if applying for a scholarship, your 2024 ISEE (Equivalent Economic Situation Indicator) certification valid for subsidised benefits for the right to study must be less than 36,000.00 Euro, and with a DSU (Single Substitute Statement) issued before the deadline of the Call. The University will autonomously acquire the data of the ISEE certification upon consent provided by the student when filling in the benefit request form.

### **Article 3 - Duration of the mobility period and how to participate**

The Mobility will take place in the second semester of the academic year 2024/2025 and must comply with the terms agreed in the Learning Agreement (see Article 10).

The mobility period can range from three to six months, based on individual agreements with host universities.

You can start your Italian Erasmus mobility if:

- You are enrolled full-time for the entire academic year 2024/2025 in the programme for which you have applied or are applying
- By the departure date all your fees are regularly paid.

If the mobility period takes place close to the end of the study cycle, the mobility must be completed by the time the degree is awarded: the final degree cannot be awarded before the end of the mobility period and until the training activity you carried out in the host university is validated by the programme's Academic advisor (docente referente).

### **Article 4 - Scholarships - Amounts and characteristics**

The scholarship, funded by the Italian Erasmus Fund, can provide each student with a maximum of 600.00 Euro per month.

Please note that, at the date of issue of the Call, the ministerial allocation provided for by Ministerial Decree no. 548 of 28 March 2024 is unknown. Should the ministerial allocation be less than the scholarships put out to tender, the University will contribute the missing resources. In this case, however, the scholarship would - in compliance with the regulations in force – be subject to taxation, so the amount of 600.00 Euro per month is to be understood as pre-tax, depending on the individual's income position.

Mobility periods lasting less than three months at the host university are not eligible for a scholarship.



If during your Mobility you stay at the host university for a period surpassing the maximum duration listed in Article 1, the assigned scholarship will not be greater than the maximum duration of the programme.

To apply for the scholarship, one must have a 2024 ISEE certification valid for benefits for the right to education of less than 36,000.00 Euro at the deadline of the Call.

The ISEE must be issued in favour of the student applying for the benefit, indicating their tax code. In the case of two (or more) students from the same household applying for the benefit, the ISEE certification must refer to each student specifically, indicating their tax codes.

If the ISEE certification shows omissions/ discrepancies, it is possible to request a new ISEE certification in which the omissions/discrepancies are corrected, or to choose to claim the ISEE certification with omissions/discrepancies by means of self-certification that the student must send to the Right to Study Department using the relevant form (which can be requested at [dirittoallostudio@unive.it](mailto:dirittoallostudio@unive.it)). In any case, this must take place before the expiry date of the Call.

The student may also choose to submit the “ISEE 2024 Corrente” certification, valid on the deadline date of the Call.

The University will autonomously acquire the data of the 2024 ISEE certification upon consent provided by the student when filling in the benefit request form. Alternatively, the university will acquire data upon receiving (before the application deadline) the online Benefit request form available in your Personal area.

## Article 5 – Submission

To apply, interested students must fill in the online application through their Personal Area on the University website ([www.unive.it](http://www.unive.it)), as indicated on the web page [www.unive.it/italian-erasmus](http://www.unive.it/italian-erasmus), from 15 July 2024 until 12 (noon) on 20 August 2024.

You can submit only one application. The deadline is noon on 20 August 2024. Once you have submitted your application, it cannot be modified. Incomplete applications may lead to exclusion from the selection process.

Applications submitted using methods other than those specified on the webpage or after the deadline will not be accepted.

## Article 6 – Selection Criteria

Allocated positions will be ranked based on merit, taking into account the following criteria:

- for students enrolled in their first year: Bachelor's degree final mark;
- for students enrolled in the second year of the course, the merit indicator is calculated based on both the average grades and the overall number of CFU/ECTS earned by 10 August 2024. The merit indicator takes into account for one-third credits and for two-thirds the weighted average. The 30 cum laude is weighted 30. Validated exams and credits recognised for activities carried out prior to enrolment are not taken into account, nor are examinations for which a curriculum exemption has been obtained, or examinations that were not completed.

If there is a tie in merit points, priority will be given to the applicant with the lowest 2024 ISEE value. If there is still a tie after this, priority will be given to the youngest applicant. If a candidate with equal merit is younger but has not submitted the ISEE certification, they will be ranked among the available places without a scholarship.

## Article 7 - Ranking

Two separate ranking lists will be drawn up, one for students enrolled in the first year and one for students enrolled in the second year.

The ranking lists will be published on the university website on **3 September 2024**. This will be the sole means of communication regarding the outcome. No personal notifications will be sent via email or phone.

Selected students must formally accept their participation in the programme by sending an email to [carriere.studenti@unive.it](mailto:carriere.studenti@unive.it) starting on **4 September 2024** and by 30 September 2024.

After acceptance, participants will receive an automatic confirmation e-mail to their @unive.it address.

Students who do not formally accept by email and by the deadline are automatically excluded from the Italian Erasmus mobility ranking for the academic year 2024/2025 as drop-outs.

Scholarships will be awarded in the order of ranking and only for students with an ISEE certification of less than 36,000.00 Euro, according to the availability of funding specified in Article 1 of this Call.

Places which remain vacant due to non-acceptance of participation in the programme will be made available again following the order of the ranking lists.

If any vacancies remain (with or without a scholarship) on the ranking list of an eligible master's degree programme, they will be made available for the other ranking list of the same master's degree programme.

### **Article 8 - Scholarships - Payment, revocation and forfeiture**

The scholarship will be paid in two instalments to your CartaConto. The first instalment, not exceeding half of the planned mobility duration, will be disbursed by January 2025. The second instalment, completing the payment for the actual mobility period, will be paid within 30 days from the delivery of the Learning Agreement (see Article 10). This payment is contingent upon achieving the minimum number of 12 CFU/ECTS credits as stipulated in the individual agreements. In the case of research activities aimed at writing the thesis, the second instalment will be paid upon presentation of a declaration by the thesis supervisor certifying that the student has achieved the objectives set for the final test.

Students will lose their benefits (forfeiture) in the following cases:

- if they do not attend classes and other teaching activities;
- if they incur disciplinary measures (see Article 11).

Forfeiture of the benefit means that the second instalment will not be paid and that the first instalment, which has already been received, will have to be returned in the terms and within the time frame established by the University and in accordance with the provisions of the Students' Careers Regulation in Article 19, paragraphs 4, 5 and 6.

## Article 9 - Compatibility of the scholarship

The scholarship to participate in the Italian Erasmus programme can be combined with the grant for the right to study and other benefits, except for other grants for national mobility between universities in the same year.

Students who also wish to apply for the 2024/2025 right to study grant as an off-campus student may use their Erasmus mobility period in Italy to fulfil the 10-month accommodation contract requirement. They must have a paid rental contract for accommodation in the city where their chosen course is located among those listed in Article 1, for a duration equal to that of the Italian Erasmus mobility period. They must inform by email ([dirittoallostudio@unive.it](mailto:dirittoallostudio@unive.it)) of the commitment to conclude the contract within the deadlines indicated in the call for applications for the right to study 2024/2025. By 15 April 2025, they must send a copy of the contract (registered with the Agenzia delle Entrate) to the same email address.

## Article 10 - Learning Agreement

By 30 November 2024, participating students must fill in a credit recognition request form defining the period and activities to be carried out during the exchange period at the host university and their inclusion in the study plan.

The full amount of the scholarship will be determined based on the period indicated in the Learning Agreement (the number of months planned).

Training activities accepted as part of the programme are teaching or research leading to the writing of the thesis.

An academic advisor has been identified for each of the academic programmes listed in Article 1, as shown in the table below:



Academic Programme	Academic Advisor
Master's Degree in Computer Science and Information Technology (class LM-18)	Prof. Alessandra Raffaetà <a href="mailto:raffaeta@unive.it">raffaeta@unive.it</a>
Master's Degree in Cultural Anthropology, Ethnology, Anthropological Linguistics (class LM-1)	Prof. Franca Tamisari <a href="mailto:tamisari@unive.it">tamisari@unive.it</a>
Master's Degree in Antiquity: Literature, History and Archaeology (class LM-2& LM-15)	Prof. Massimo Maiocchi <a href="mailto:massimo.maiocchi@unive.it">massimo.maiocchi@unive.it</a>
Master's Degree in Sustainable Chemistry and Technologies (class LM-54)	Prof. Alvise Perosa <a href="mailto:alvise@unive.it">alvise@unive.it</a>
Master's Degree in Economics and Finance (class LM-56)	Prof. Roberto Senigaglia <a href="mailto:robseni@unive.it">robseni@unive.it</a>

The Teaching Committee of the student's home academic programme will approve the forms via the Academic Advisor.

At the end of the mobility period, the host university will forward to the enrolment University the documents relating to the training activities completed and the CFU/ECTS acquired or, in the case of research activities aimed at the writing of the thesis, a declaration by the thesis supervisor certifying that the student has achieved the objectives set out for the final test.

### Article 11 - Obligations of participants

During the mobility period, tuition and enrolment fees must be paid to Ca' Foscari University, while there are no tuition fees to be paid at the host university. Students are responsible for their personal expenses, including travel, board and lodging, health costs, and the costs related to teaching materials.

During the mobility period, Ca' Foscari University provides insurance coverage for accidents and third-party liability insurance activated by Ca' Foscari University.

Exams at the host university can only be taken during the mobility period.

Students who are subject to disciplinary measures will have their positions revoked. If the mobility has already commenced, they will be required to refund any scholarships received.

### Art. 12 Person in charge of the procedure



The person in charge of the procedure, pursuant to and for the purposes of Italian Law no. 241/1990, is Prof. Micaela Scarpa.

### **Art. 13- Confidentiality and processing of personal data**

As per Article 13 of the EU Regulation 2016/679, also known as the "General Data Protection Regulation - GDPR," applicants are informed that the University will process the personal data provided by them or otherwise obtained for the purpose of conducting the selection process at Ca' Foscari University by authorised personnel. This may include the use of computerised procedures necessary to fulfil the aforementioned purposes. Data will be retained in compliance with the regulations concerning the storage of administrative documents. The Data Controller is Ca' Foscari University of Venice, with head office in Dorsoduro, 3246, 30123 Venice - PEC protocollo@pec.unive.it.

Such data is necessary to assess participation requirements and qualifications. Failure to provide such data may result in exclusion from the procedure.

The ranking lists will be published in accordance with the regulations in force; no communication to third parties is envisaged except to comply with possible requests from judicial and control bodies and to carry out activities related to the provision of the benefits.

Data subjects have the right to request the University, in the cases provided for, access to their personal data, rectification, limitation or deletion thereof, or the right to object to processing (Arts. 15 et seq. of the Regulation). Requests must be submitted to the Ca' Foscari University through the Data Protection Officer (Università Ca' Foscari Venezia – Responsabile della Protezione dei dati personali, Dorsoduro, 3246 - 30123 - Venice PEC protocollo@pec.unive.it, mail: dpo@unive.it).

Data subjects claiming that their personal data is being processed in breach of the provisions of the Regulation are also entitled to lodge a complaint with the Italian Data Protection Authority, as provided for in Article 77 of the same Regulation, or to take legal action (Article 79 of the Regulation).