



Attachment to Rectoral Decree No. 1196/2020 prot. 71583 of 01/12/2020

## **CALL FOR APPLICATION FOR OVERSEAS SELECTION 2021/2022 - OPPORTUNITIES TO STUDY ABROAD IN INTERNATIONAL EXCHANGE PROGRAMS**

### ***Art. 1 - Description***

1. The scientific and cultural cooperation agreements stipulated by Ca' Foscari University of Venice with other international universities offer University students a formative international mobility experience in accordance with the educational programmes of the partner universities listed in Attachment "A - destinations".
2. The activities planned during mobility consist in the attendance of courses and sitting of the relevant exams at the partner Universities. The exams will be validated and entered into the online student's record book if previously agreed with the professors at Ca' Foscari, by completing the appropriate Learning Agreement (the document that shows the study plan to be followed during the international mobility period). In addition to taking exams, the student can carry out research activities for the thesis (also filling out the appropriate Learning Agreement). There is no provision for exchange for research purposes only, except for PhD Students.
3. Candidates must possess the qualifications defined by the individual Cooperation Agreements, in accordance to the criteria agreed upon with the Host Universities as detailed in Attachment "A - Destinations". The definitive admission of the candidates selected for the exchange programs can be granted only by the Host Universities.
- 4. Departures will depend on the health measures and the indications given by the competent Italian authorities, Countries of destination, Host universities and Ca' Foscari University in relation to the emergency linked to the spread of Covid-19. Depending on host universities policies, courses could be provided online.**

### ***Art. 2 – Intended Recipients of this Call for application***

1. Students of any nationality who are regularly enrolled at Ca' Foscari University of Venice for the a.y. 2020/2021, and who:



- a) Are enrolled in the second or third year of a Bachelor's Degree Programme and have recorded in the online student's record at least 36 CFU by Midnight, January 11th 2021 (self-certification will not be accepted as a proof for exams not yet recorded);
  - b) Are enrolled in a Master's Degree Programme administered by Ca' Foscari University of Venice (these students will be automatically admitted to selection);
  - c) Are enrolled in a PhD (Doctoral Research) Programme administered by Ca' Foscari University of Venice (these students will be automatically admitted to selection).
2. All the students in the above mentioned categories must be regularly enrolled in an undergraduate, master's or PhD programme within the deadline set by this Call for Application and must be up to date with the payment of Ca' Foscari's University fees both at the time of departure and for the entire duration of the mobility period.

### ***Art. 3 - Contributions to the expenses offered by Ca' Foscari***

1. The winners of this Call for Application will receive a contribution to cover their expenses up to the maximum amount indicated in "Attachment B-Reimbursement". A further contribution of merit, equal to 25% of the contribution indicated in "Attachment B-Reimbursement", will be granted to students who will receive the recognition of at least 12 ECTS credits.
2. The contribution will be paid upon return from the exchange programme only if the student:
  - completes the entire period of mobility defined by the host university and indicated in Attachment "A - Destinations";
  - delivers one or more of the following documents as proof of expenses incurred up to the maximum amount provided: travel tickets, certified accommodation expenses, visa fees, health insurances, transport to and from the airport, textbooks, bills in the name of the winner of the call for application, etc.;
  - take at least 1 credit during the mobility period, except for PhD Students;
  - provides the Credit Recognition Form;
  - fills out the final questionnaire that will be sent via e-mail;
  - delivers all the documentation indicated at [www.unive.it/overseas](http://www.unive.it/overseas) (Confirmation of Arrival, Learning Agreement, Changes to the Learning Agreement, if any, and Confirmation of Departure);



- fulfils all the requirements detailed in this Call for Application , published at [www.unive.it/overseas](http://www.unive.it/overseas) and possibly communicated via e-mail by the International Relations Office.

All the above documentation must be scanned and sent to [overseasout@unive.it](mailto:overseasout@unive.it) as soon as possible, and in any case strictly by:

- June 30<sup>th</sup>, 2022 for mobility carried out in the first semester;
- November 15<sup>th</sup>, 2022 for mobility carried out in the second semester.

3. The mobility contributions indicated in "Attachment B-Overseas Reimbursement" will be issued within 45 days of the presentation of the documentation listed in paragraph 2 of the present article and only on the University Account Card; it will be the student's responsibility to activate the card before departure.

#### ***Art. 4 - Educational incentives***

1. According to the decisions of the Academic Senate, students enrolled in Bachelor's and Master's degree Programmes who participate in the Overseas program and obtain the recognition of least one exam, corresponding to 6 CFU, will be awarded a bonus on the final degree score. This bonus is not awarded to students enrolled in a program that confers a double or joint degree.

#### ***Art. 5 - Methods and terms of application submission***

1. Students interested in the selection must complete their application online, by accessing their Personal Area > Mobilità internazionale > Bandi di mobilità. Students must fill in all the required fields and sections, **by 12:00pm (noon) on January 11th 2021**, under penalty of exclusion.

2. Students can select **up to a maximum of 3 destinations**, also indicating the order of preference. The choice of the destinations must be consistent with what indicated in the



Attachment "A - Destinations" and on the website of the Host University, in terms of requirements for admission to the Exchange Program and academic offer. The academic offer of the Host University must indeed be compatible with the course of study.

3. Students graduating in the extraordinary session of the degree programme, who were not required to pay the first instalment for the academic year 2020/2021 and who consequently cannot use the online procedure, can still participate in the present call. They must contact the International Relations Office-Mobility Unit by 12:00 pm on January 11<sup>th</sup>, 2021 via the address [overseasout@unive.it](mailto:overseasout@unive.it) (indicating as subject: OVERSEAS CANDIDATURE 2021/2022 GRADUATE) the office will indicate the procedure to be followed to register for the call for application. Winners must be regularly enrolled in a Master's Degree Programme by the time of departure.

4. Students enrolled in a PhD courses must submit - in addition to the online application - a letter from their Supervisor certifying the progress of their research work. The letter must be sent to [overseasout@unive.it](mailto:overseasout@unive.it) (indicating as subject: OVERSEAS CANDIDATURE 2021/2022 PhD) within the same deadline indicated in paragraph 1 of this article. Letter from Supervisor is an integral part of the application, therefore failure to send the letter will imply the exclusion from selection procedures.

5. In order to receive specific support in the presentation of the application and to receive information on the services made available by the partner universities, candidates with disabilities are invited to contact the International Relations Office-Mobility Unit well in advance of the deadline of the call.

6. Any reports of technical malfunctions in the online application will be collected by the International Relations Office-Mobility Unit by the same deadline and date of the present Call for application, indicated in paragraph 1 of this article. The Office will consider whether or not to accept each individual report.

7. Erroneous or incomplete applications will not be considered.



### **Art. 6 - Selection of applications**

1. The Mobility Unit will draw up a ranking based on the following criteria:

- For students enrolled in undergraduate and master's degree programmes: average and career speed (in case of equal-merit, the motivational letter will also be evaluated) recorded by Midnight, January 10th 2021;
- For students enrolled in the 1st year of a Master's Degree Programme who do not possess a written record by Midnight on January 10th 2021 the average will be replaced by the Bachelor's Degree final grade normalized into thirtieths. For students who submit a foreign qualification for enrolment in the Master's Degree, the average figure will be attributed ex officio and will correspond to the average performance of the students enrolled in the Master's degree program, in which they are enrolled in the academic year 2020/2021;
- All students enrolled in the 1st year of the Master's Degree Programmes will receive a bonus on the final score calculated on the basis of the degree mark converted into thirtieths, according to the following scheme:

degree mark converted into thirtieths	bonus
From 18 to 22,99	2 Points
From 23 to 27,99	5 Points
From 28 to 30L	10 Points

- For students enrolled in a PhD programme: motivational letter and letter of the Supervisor;
- Students who did not participate in an Overseas exchange programme will be assigned 1 extra-point in the final ranking, aimed at encouraging mobility abroad.

2. The ranking will be drawn up based on the score obtained and the preferences expressed by the students. Each student can be a winner for only one destination or a reserve for multiple destinations. Winners will not be included in the reserve lists.



### ***Art. 7 - Ranking***

1. **The rankings will be published in the Personal Area at [www.unive.it](http://www.unive.it) by January 29th 2021.** Any postponements of the ranking list will be notified on the website [www.unive.it/overseas](http://www.unive.it/overseas).
2. It is the responsibility of each candidate to consult the rankings.

### ***Art.8 - Acceptance of the place***

1. **Formal acceptance of a place must be made by the winning student by 12:00pm (noon), February 2nd 2021,** under penalty of exclusion, by filling out the appropriate online form available at the following link <https://forms.gle/LAYGmb3wAfqiWzNQ7>. The semester cannot be modified later, unless in cases of force majeure or if the change is proposed by Ca' Foscari or by the host university. Students enrolled in the third year of a Bachelor's Degree Programme who intend to graduate in the autumn session of 2021 will have to plan their mobility period for the second semester of the academic year 2021/2022, upon enrolment in a Master's Degree Programme. We suggest not to plan the mobility in the same semester of graduation, because credit recognition process requires time.
2. Students in the reserve list will not have to fill in the acceptance form, but will be contacted by email only, in the event that any winners should withdraw. Reserves may be called in case of withdrawal by the winners starting from the day after the deadline for the acceptance of a place up until the deadline for the nominations defined by partner universities. This deadline varies depending on the destination. Reserves are invited to frequently check the inbox at [matricola@stud.unive.it](mailto:matricola@stud.unive.it) as the time limits for acceptance of a place may be brought closer to the deadlines imposed by the host universities.
3. Early 2021 there will be an informative meeting for the students who will start their mobility period in the academic year 2021/2022 (the date will be communicated via email to shortlisted students).



4. The student who withdraws from the mobility after formally accepting the place will lose the right to participate in the Overseas calls for application for the a.y. 2022/2023, except for documented evidence of force majeure.
5. In the event that the Host University requires a linguistic certification confirming self-certification, this must be presented by the winner within the terms established by the Host University itself. It will be the student's responsibility to verify the requirements and documents required by the Host University.

**The definitive acceptance of the candidate on the basis of the ranking drawn up by Ca' Foscari is in any case granted by the Host University, which could also modify at any time the number of students admitted to the Exchange Programme, also in derogation of what is indicated in attachment "A - Destinations".**

#### ***Art. 9 - Status of winners and mobility***

1. The Students admitted to the exchange and accepted by the Host University maintain the status of Ca' Foscari students and will have access to all the services that the host university offers to their students. In particular, students will be exempted from paying tuition fees to the host university and may be admitted, at their own expense, to canteen and accommodation services and anything else provided by the University itself. Some Universities may require the student to pay extra-fees for compulsory orientation activities, health insurance, or other services.
2. The winners will be responsible, at their expense, for the entry, signing and payment of the amounts of international insurance (health or other) that may possibly be requested by the host universities. The latter have the right to request a medical certification concerning the health status of the candidates.
3. Students holding a non-EU citizenship must make sure that they are in good standing with their residence permit in Italy for the purpose of applying for a visa for the destination country. To do so, upon formally accepting the place, they must contact [immigrationteam@unive.it](mailto:immigrationteam@unive.it).



4. Some Host Universities may require winners to demonstrate, through a financial certification, the possession of sufficient funds for self-maintenance for the agreed period of study.
5. The mobility period cannot be brought forward or postponed in order to participate in Ca' Foscari University of Venice exams or degree session.
6. The mobility period may be subject to variations due to specific needs of the host University.
7. Possible interruptions and resumed mobility will be assessed only for reasons of documented force majeure. The mobility activities referred to in this call for applications will not be guaranteed if there is a security risk in the destination countries, defined as such by the website managed by the Ministry of Foreign Affairs and International Cooperation (<https://www.viaggiasesicuri.it>).
8. During mobility period it is strictly forbidden to take exams at Ca' Foscari or to obtain the final degree, under penalty of cancellation of the mobility and exams taken.
9. It is possible to carry out a traineeship during the mobility period, provided that the traineeship is promoted and supported by the Host University, that it is pre-approved by the Teaching Committee Coordinator of the student's Degree Programme/by the professor in charge and that it is compatible with the student's visa. In order to obtain the recognition of the traineeship, the student must include it in the Learning Agreement. Any other traineeship can be carried out before or after the mandatory period of stay established by the Host University.
10. If selected for the exchange program, part-time students will have to change their status to full-time students before departure and maintain the full-time students status for the entire mobility period.
11. Exchange students must register on the portal of the Ministry of Foreign Affairs and International Cooperation <https://www.dovesiamonelmondo.it>.
12. Students must comply with all the procedures indicated at <http://www.unive.it/overseas> and also possibly communicated via email from the Mobility Section.





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### **Art. 10 - Privacy Policy**

1. The candidate's personal data are processed in accordance with the applicable domestic and European Union laws and regulations (Legislative Decree n.196/2003 and EU Regulation 2016/679) and the processing is solely aimed at carrying out the selection process. For further details, please read the privacy policy attached to this document.

2. The provision of personal data is mandatory. It is necessary to evaluate the qualifications requested to take part in the selection process.

Venice,

The Rector

Prof. Tiziana Lippiello