



## **Call for application "SWISS-EUROPEAN MOBILITY PROGRAM"**

### **Study opportunities in Switzerland**

### **Departures in the a.y. 2024/2025, Second semester only**

**Deadline for the Call June 28<sup>th</sup> 2024 at 12:00 (noon)**

Attached to the DD n° 1700/2024, Prot. 113420 of 24/05/2024

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

1. The Swiss European Mobility Programme (SEMP) agreements stipulated by Ca' Foscari University with Swiss Universities allow Ca' Foscari students to carry out study mobility stays at Swiss universities financed by the Swiss National.
2. The selected students will be able to attend teaching courses at the partner Universities and take exams that will be recognized, validated and transcribed in the student's university curriculum, if previously agreed with the tutors at Ca' Foscari referring to the individual mobility agreements, through the completion of the appropriate Learning Agreement. The qualifications requested of the candidates are defined by individual agreements according to the criteria agreed with the host Universities, as shown in Attachment 1. The definitive admission of the winners to the exchange programs is the prerogative of the host Universities. It is the candidate's responsibility to verify deadlines and procedures for the presentation of documentation requested by the host university, including any linguistic certifications, under penalty of exclusion from the program by the partner University.

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

1. The selection is open to all students regularly enrolled in a Bachelor's Degree, Master's Degree or PhD programme at Ca' Foscari University of Venice for the academic year 2023/2024. Students enrolled in inter-university programmes can apply only on condition that Ca' Foscari University of Venice is the administrative seat of their study programme.
2. Applications of students who are enrolled in single courses at the deadline of the present Call will not be taken into consideration. Likewise, applications of students who withdrew from the mobility in the framework of the Swiss-European Mobility Programme during a.y. 2023/2024 for reasons not attributable to *force majeure* causes will not be taken into consideration.

3. In order to be admitted to the selection

a) students **enrolled in a Bachelor's Degree** must have registered in their libretto, by 23:59 on June 28<sup>th</sup> 2024:

- At least 12 CFU, if enrolled in the first year;
- At least 24 CFU, if enrolled in the second year;
- At least 42 CFU, if enrolled in years following the second.

Self-certifications concerning exams taken but not registered by the above-mentioned deadline will not be accepted.

Students can report exams taken in the third and fourth term sessions (18/03/2024 - 23/03/24 e 13/05/2024-18/05/24) but not registered yet, by writing an e-mail to [international.mobility@unive.it](mailto:international.mobility@unive.it) by June 20<sup>th</sup> 2024, providing all details concerning the exam not registered. Self-certifications concerning exams taken in the May-July 2024 session (27/05/2024 - 29/06/2024), but not registered by 23:59 on June 28<sup>th</sup> 2024 will not be accepted.

b) Students **enrolled in a Master's Degree** can apply even though they do not have any credit registered yet on condition that the administrative seat of their study programme is Ca' Foscari University of Venice.

c) Students **enrolled in a PhD Programme** can apply to the present Call on condition that the administrative seat of their study programme is Ca' Foscari University of Venice.

4. Students who are simultaneously enrolled in in two degree programmes according to the provisions of The Ministerial Decree No. 930 of 29 July 2022 implemented the Law no. 33 of 12 April 2022 must take into consideration that:

a) if enrolled in two different degree programmes at Ca' Foscari: they will have to select the career under which they wish to operate in their *Area Riservata* before applying. Students will be admitted to the selection and evaluated accordingly.

b) If enrolled in a degree programme at Ca' Foscari and at another Italian university: they will not be allowed to carry out two simultaneous mobilities, offered by the two universities, under penalty of cancellation of the mobility offered by Ca' Foscari.

c) If enrolled in a degree programme at Ca' Foscari and at another non-Italian university: they will not be allowed to carry out two simultaneous mobilities, offered by the two universities, under penalty of cancellation of the mobility offered by Ca' Foscari. Nonetheless they will not be allowed to carry out the mobility in the non-Italian University they are simultaneously enrolled at, under penalty of cancellation of the mobility offered by Ca' Foscari.

5. The eligibility of the applications of part-time will be evaluated by the evaluation Committee, which will consider each specific case in order to ensure an equal and inclusive selection. If selected, these applicants will have to request to change their status into full-time students before the beginning of their mobility.
6. Students enrolled in a third or subsequent year of a Bachelor's Degree Programme may apply for a mobility to be carried out during the first year of their Master's Degree Programme, provided that the Exchange Programme at the Host University is available to Graduate students. The above-mentioned students will have to be regularly enrolled in a Master's Degree Programme by the time of departure.
7. All the students in the above mentioned categories must be regularly enrolled in an Bachelor's, 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.
8. Non-EU citizens must hold a residence permit and must apply for an entry visa to Switzerland well in advance of the departure date.
9. For International College students, whose academic career is divided into two separate academic careers, both careers will be taken into consideration and average and credits of either the undergraduate or graduate career will be added to the average and credits of the International College career.
10. In the event that the student is subject to disciplinary measures, the International Relations Office can prevent or cancel the mobility, even if already started.

### **Art. 3 - Duration and period of stay abroad**

The mobility periods can be carried out during the academic year 2024/2025, Second semester only. The period of stay at the Host University must be continuous and not fragmented.

### **Art. 4 - Economic contribution**

The winners might receive an economic contribution to mobility from the Host University, financed with funds from the Swiss Government. The amount and the availability of the scholarship will be confirmed by the Host University itself. The timing and methods of granting the contribution will be established by the individual universities.

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

1. Interested students must complete the application form by accessing their personal online area ([www.unive.it](http://www.unive.it)), via the path: International Mobility → S3 International Mobility Announcements → Swiss-European Mobility Program. The application consists of two phases:

- Questionnaire (guided motivational letter);
- Selection of 1 destination.

2. The deadline for the submission of applications is **June 28<sup>th</sup> 2024, 12.00 (noon)**.

3. Students enrolled in PhD courses must submit - in addition to the online application - a letter from their Supervisor certifying the progress of their research work, sending it to [international.mobility@unive.it](mailto:international.mobility@unive.it) (indicating as subject: SEMP APPLICATION 2024/2025 PhD Student).

4. Candidates with disabilities are invited to contact the International Relations Office-Mobility Section ([international.mobility@unive.it](mailto:international.mobility@unive.it)) well in advance of the deadline for the call, in order to receive specific support for the presentation of the application and to receive information on the services provided by the partner universities.

5. Any reports of malfunctions of the online application for sending the application will be collected by the International Relations Office-Mobility Section by the same deadline and date indicated in paragraph 2 of the present article. The Office will consider whether or not to accept each individual report.

6. Erroneous or incomplete applications will not be considered.

### **Art. 6 - Language requirements**

1. The language requirements are established by the individual partner Universities and indicated in the list of partner locations. The student must carefully consult the website of the foreign university.

2. When choosing the destination, it is recommended to carefully examine the educational offer at the foreign university and the compatibility with the study plan, the linguistic requirements, the application deadlines, and any procedures for entry and stay in the foreign country.

### **Art. 7 - Selection of applications**

The Mobility Unit will draw up a ranking of the students enrolled in a Bachelor's or Master's Degree based on the following criteria:

- a) Average mark of registered exams, normalised as compared to the average mark for students enrolled in the same study programme;
- b) Career speed (ratio between the number of registered credits and the year of enrolment);
- c) Questionnaire/Motivational Letter (only in case of ex aequo).

In order to calculate the average mark and career speed, only exams regularly registered by 23:59 on June 28<sup>th</sup> 2024 will be taken into account. Self-certifications or declarations issued by professors concerning exams taken but not registered by the above-mentioned deadline will not be taken into account.

Students can report exams taken in the third and fourth term sessions (18/03/2024 -23/03/24 e 13/05/2024-18/05/24) but not registered yet, by writing an e-mail to [international.mobility@unive.it](mailto:international.mobility@unive.it) by June 20<sup>th</sup> 2024, providing all details concerning the exam not registered. Self-certifications concerning exams taken in the May-July 2024 session (27/05/2024 - 29/06/2024), but not registered by 23:59 on June 28<sup>th</sup> 2024 will not be accepted.

Applications received from Part-time students will be evaluated by the Evaluation Committee on a singular basis. Each application will be evaluated considering its peculiarity in order to guarantee an impartial and inclusive selection. The Evaluation Committee will also evaluate whether the application is admissible to the selection. If selected, students will have to request to change their status into full-time students before starting their mobility.

Students enrolled in a PhD Programme will be evaluated according to the motivational letter and the letter of the Supervisor.

Applications of students enrolled in a PhD Programme will have priority in selection, provided that the motivational letter and the letter of the Supervisor is positively evaluated and consistent to the destinations selected.

For International College students the average and credits of either the undergraduate or graduate career will be added to the average and credits of the International College career.

### **Art. 8 - Ranking and acceptance of a place**

1. A list will be drawn up which will be published in the personal online area on the University website **on July 31<sup>st</sup> 2024**. It will be the responsibility of each candidate to check it.

2. Any postponements of the ranking list will be notified at [www.unive.it/sempr](http://www.unive.it/sempr).
3. The winners must confirm their acceptance, **by email only, before 11:59 (noon) August 5<sup>th</sup> 2024**, at the following address: [international.mobility@unive.it](mailto:international.mobility@unive.it). The acceptance email must be sent from the account [matricola@stud.unive.it](mailto:matricola@stud.unive.it), with subject *Acceptance SEMP 2024/2025* and must contain the following information:
  - Name, surname and matriculation number of the winner;
4. The student who withdraws from mobility after accepting a place as a winner or reserve will lose the right to participate in the Swiss-European Mobility Program announcement for the academic year 2025/2026 except for documented causes of force majeure occurring during mobility.
5. The definitive acceptance of the candidate on the basis of the ranking drawn up by Ca' Foscari is in all cases by the host University. In the event that the University for which you have been selected requires a language certificate proving your self-certification, this must be presented within the terms established by the latter.
6. Students on the reserve list should not send confirmation of acceptance, but will be contacted by email only in case of withdrawal by the winners. They may be called from the day after the deadline for the acceptance of the post until the deadline for the nominations defined by the partner universities. This deadline varies depending on the destination. Students in a reserve position are invited to frequently check the [matricola@stud.unive.it](mailto:matricola@stud.unive.it) mail box, since the terms for the acceptance of the position may be close to the deadlines set by the host universities.

#### **Art. 9 - Status of the winners**

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. At the end of the mobility period, only passed exams included in the Transcript of Records (an official document issued by the host university listing all the exams taken during the mobility) and correctly inserted in the Learning Agreement will be registered. It will not

be possible to reject grades of passed exams featured in the Transcript of records and included in the Learning Agreement.

3. Bachelor's and Master's Degree students who do not pass any of the exams listed in their Learning Agreement will have their mobility cancelled.

4. Partial exams at Ca' Foscari University do not result in the registration of CFU. Therefore, students cannot insert partial exams among the academic activities they plan to have recognised upon their return.

5. Exams who are part of the PF24CFU cannot be recognized and thus cannot be inserted in the Learning Agreement and cannot be taken abroad.

6. Selected students 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.

7. Selected students holding non-EU Citizenship must make sure well in advance that:

- they hold all the travel documents required to enter and stay in the country of their mobility, by **contacting their host university, asking which documents are required** to enter and stay in the country of their mobility (immigration policies may change from country to country);
- **apply for the necessary documents** by contacting the competent authorities (consider that the application procedures for travel documents may take more than 90 days);
- **hold a valid Italian Permit of Stay** at the time upon their return to Italy. The Immigration Team may support non-EU student throughout the process ([immigrationteam@unive.it](mailto:immigrationteam@unive.it)).

8. Some Host Universities may require selected students to demonstrate, through a financial certification, the possession of sufficient funds for self-maintenance for the agreed period of study.

9. The mobility period cannot be brought forward or postponed in order to participate in Ca' Foscari University of Venice exams or degree session.

10. The mobility period may be subject to variations due to specific needs of the Host University.

11. 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.viaggiare Sicuri.it>).

12. During the whole mobility, selected students cannot carry out the following activities at Ca' Foscari University:

- academic activities (courses and exams, even if provided remotely);
- graduation;
- tutoring activities, student collaborations, laboratory practice, internships and equivalent activities, even if carried out remotely;
- all activities that in general might interfere with courses and all activities planned in the frame of the mobility period.

13. 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 student status for the entire mobility period.

14. Exchange students must register on the portal of the Ministry of Foreign Affairs and International Cooperation: <https://www.dovesiamonelmondo.it> .

15. Students must comply with all the procedures indicated at <http://www.unive.it/sempr> and also possibly communicated via email from the Mobility Section.

16. For further information on the procedures to be completed before departure and upon returning from the stay, please refer to: <https://www.unive.it/pag/12632/>.

#### **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,

Signed by the Executive Manager  
Dr. Mauro Cannone