



Attachment to Rectoral Decree No. 1549/2021 prot. 129740 of 01/12/2021

## **CALL FOR APPLICATION FOR OVERSEAS SELECTION 2022/2023 - 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 or any other emergency. Depending on host universities policies, courses could be provided online.**



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

1. Students who are regularly enrolled at Ca' Foscari University of Venice for the a.y. 2021/2022, and who:
  - a) Are enrolled in the second year of a Bachelor's Degree Programme and have recorded in the online student's record at least 24 CFU by 23:59, January 12<sup>th</sup> 2022 (certification or self-certification will not be accepted as a proof for exams not yet recorded);
  - b) Are enrolled in the third (and subsequent) year of a Bachelor's Degree Programme and have recorded in the online student's record at least 42 CFU by 23:59, January 12<sup>th</sup> 2022 (certification or self-certification will not be accepted as a proof for exams not yet recorded);
  - c) Are enrolled in a Master's Degree Programme administered by Ca' Foscari University of Venice (these students will be automatically admitted to selection);
  - d) Are enrolled in a PhD Programme administered by Ca' Foscari University of Venice (these students will be automatically admitted to selection).
2. In case of transfer from another University, internal course transfer or option, only the credits earned for the study programme in which the student is currently enrolled shall be valid.
3. Except as provided in the previous paragraph, credits earned from the following shall not be considered valid to access the Call for application:
  - a) exams/internships acknowledged in previous academic careers concluded with the award of the qualification or following withdrawal/forfeiture or other activities, even held before enrolment, for which an exemption has been granted in the career;
  - b) exams taken as single courses prior to enrolment in the Bachelor's degree and/or Master's degree programmes;
4. Applications received from Part-time students and from students who have access to dedicated and/or customised teaching materials 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 and/or give up their access to dedicated and/or customised teaching materials before starting their mobility.
5. 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.

6. 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. Furthermore, they must have fulfilled all the (financial and non-financial) obligations related to other mobility programme(s) previously carried out.

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

1. The students selected through 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 obtain the recognition of the mobility period.

3. In order to obtain the recognition of the mobility period, the student must complete all the relevant procedures, i.e.:

- send to the International Office, before departure, the Disclaimer and the Authorization Emergency Contact;
- send to the International Office all the documents listed at [www.unive.it/overseas](http://www.unive.it/overseas) (Confirmation of Arrival, Learning Agreement, Confirmation of Departure) by the deadlines provided;
- complete the entire period of mobility defined by the host university and indicated in Attachment "A - Destinations";
- take at least 1 exam during the mobility period with the exception of students enrolled in a PhD Programme;
- send to the International Office the Credit Recognition Form;
- fill out the final questionnaire that will be sent via e-mail;
- send to the International Office 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.;

- fulfil all the requirements detailed in the present Call for Application, published at [www.unive.it/overseas](http://www.unive.it/overseas) and possibly communicated via e-mail by the International Office, all the while maintaining a proper conduct.

All the above-mentioned 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>, 2023 for mobility carried out in the first semester;
- November 15<sup>th</sup>, 2023 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 - Methods and terms of application submission**

1. Students interested in the Call 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 12:00 pm (noon) on January 12<sup>th</sup> 2022**, under penalty of exclusion.

2. The application procedure is divided into two steps, both mandatory:

- a) Fill in the Motivation Letter/Questionnaire;
- b) Click on iscrizione al bando, and select the destination(s) using the drop-down menu.

3. 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 Programme and academic offer. The academic offer of the Host University must indeed be compatible with the course of study.**

4. Students graduating in the extraordinary session of the degree programme, who are not required to pay the first instalment for the academic year 2021/2022 and who consequently



cannot use the online procedure, can still participate in the present call. They must contact the International Office-Mobility Unit by 12:00 pm (noon) on January 12<sup>th</sup>, 2022 at [overseasout@unive.it](mailto:overseasout@unive.it) (indicating as subject: OVERSEAS CANDIDATURE 2022/2023 GRADUATE) the office will indicate the procedure to be followed to register for the call for application.

5. Students enrolled in a PhD Programme 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 2022/2023 PhD) within the same deadline indicated in paragraph 1 of this article. The letter from Supervisor is an integral part of the application, therefore failure to send the letter will imply the exclusion from selection procedures.

6. Applicants with disabilities are invited to contact the Mobility Unit of the International Office well in advance of the deadline of the Call, should they need support to submit the application, and to receive information on the services made available by the partner universities.

7. Any reports of technical malfunctions in the online application will be collected by the Mobility Unit of the International Office by the same deadline of the present Call for application, indicated in paragraph 1 of this article. The International Office will consider whether to accept each report.

8. Erroneous or incomplete applications, as well as applications submitted after the deadline will be discarded.

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

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

- For students enrolled in a Bachelor's and Master's Degree Programme
  - 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 12<sup>th</sup> January 2022 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.

- In case of transfer from another University, internal course transfer or option, only the credits earned for the study programme in which the student is currently enrolled shall be valid.
- Except as provided in the previous paragraph, credits earned from the following shall not be considered valid for the selection process:
  - a) exams/internships acknowledged in previous academic careers concluded with the award of the qualification or following withdrawal/forfeiture or other activities, even held before enrolment, for which an exemption has been granted in the career;
  - b) exams taken as single courses prior to enrolment in the Bachelor's degree and/or Master's degree programmes;
- For students enrolled in the 1<sup>st</sup> year of a Master's Degree Programme who do not possess a written record by 23:59 on January 12<sup>th</sup> 2022, the average will be replaced by the Bachelor's Degree Programme's 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 Programme in which they are enrolled in the academic year 2021/2022;
- All students enrolled in the 1<sup>st</sup> year of a Master's Degree Programme 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 carry out an Overseas Exchange Programme in presence in the a.y. 2020/2021 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. Selected students will not be included in the reserve list.

### **Art. 6 - Ranking**

1. **The ranking will be published in the Personal Area of the website [www.unive.it](http://www.unive.it) > Mobilità internazionale > Graduatorie on January 31<sup>st</sup> 2022.** Any postponement 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 ranking. Candidates will not receive any communication or notice related to the publication of the ranking.

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

1. **Selected students must accept the place formally by 12:00 pm (noon), on February 3<sup>rd</sup> 2021** by filling out the appropriate online form available at the following link <https://forms.gle/bUx5Zfh7SNYXKkV76>, under penalty of exclusion. The semester chosen upon acceptance of the place 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 either in 2022 Summer or Fall session will have to plan their mobility period for the second semester of the academic year 2022/2023, upon enrolment in a Master's Degree Programme. We suggest not to plan the mobility in the same semester of graduation, since 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 of the selected students withdraw. Reserves may be called in case of withdrawal by a selected student 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 their university e-mail address [matricola@stud.unive.it](mailto:matricola@stud.unive.it), as the deadline for acceptance of a place may be close due to the deadlines imposed by the host universities.



3. Early in 2022 the International Office will host an informative meeting for selected students who will start their mobility period in the academic year 2022/2023 (the date and modality of the meeting will be communicated via email to the students who will accept the place).
4. The students who withdraws from the mobility after formally accepting the place will lose their right to participate in the Overseas Calls for application for the a.y. 2023/2024, 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 selected student 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. 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 take any of the exams inserted in their Learning Agreement will have their mobility cancelled and will not receive any reimbursement.
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).
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. 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.

14. 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.

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

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

### **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.



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