ERASMUS+ HIGHER EDUCATION STUDENTS AND STAFF MOBILITY

Call for Applications for Student mobility for studies

*Academic years 2015-16 and 2016-17*

**Art. 1 Purpose of the call and general regulations**

1.1 This call regulates the application procedure for student mobility in the framework of the Erasmus+ International Credit Mobility project between Ca' Foscari University of Venice, Italy and the following countries and partner Universities:

- **Australia:** University of Monash (Melbourne);
- **Brazil:** UFES - Universidade Federal do Espírito Santo (Vitória);
  UFRGS - Universidade Federal do Rio Grande do Sul (Porto Alegre);
  USP - Universidade de São Paulo (São Paulo).

Erasmus+ is the EU programme for education, training, youth and sport covering the period 2014-2020. It offers a wide range of opportunities for students and staff to study and train abroad and obtain credits which are then recognised by the sending institution.

1.2 The present Erasmus+ International Credit Mobility project between Ca’ Foscari University of Venice and its partner universities lasts 24 months, from June 1st 2015 to May 31st 2017.

**Art. 2 Mobility types and available places**

Under this call for applications the following places are available for prospective candidates from the Ca’ Foscari University of Venice:

a. **MASTER** (2nd cycle, “Laurea Magistrale”): 1 place for 4 months (1 for Australia). ISCED code of available academic areas: 0311, 041, 052, 053 (Economics, Business and administration, Environment, Physical Sciences);

b. **DOCTORATE** (3rd cycle, “Dottorato di Ricerca”): 7 places, as following:
   - **Australia:** 1 for 4 months. ISCED code of available academic areas: 0311, 041, 052, 053 (Economics, Business and administration, Environment, Physical Sciences);
   - **Brazil:** 6 for 12 months each. ISCED code of available academic areas: 02-021,022, 023+03-031, 032, 04-0413, 05-052, 053+06-061+07-071 (Arts, Humanities, Languages, Social and behavioral sciences, Journalism and information, Management and Administration, Environment, Physical sciences, Information and Communication Technologies, Engineering and engineering trades).

The present call for applications provides mobility grants for the 2015-16 and 2016-2017 academic years. Detailed information about and type and duration and periods of mobilities is in **ANNEX I**.

Shorter mobilities for Brazil can be taken into consideration if deemed of a strong and well-founded motivation.

**Art. 3 Admission requirements**

3.1 In order to apply prospective candidates must be enrolled at Ca’ Foscari University of Venice at the moment of application and for the whole duration of the mobility.
3.2 PhD candidates shall be mandatorily enrolled in a PhD programme which administrative seat is Ca’ Foscari ("Dottorati con sede amministrativa a Ca’ Foscarì").

3.3 Language proficiency

Applicants are required to be proficient:

- for University of Monash:
  - IELTS: Overall test score: 6.5
    Reading: 6.0; Listening: 6.0; Writing: 6.0; Speaking: 6.0.
  - TOEFL: Paper-based test: 550; Test of Written English (TWE): 4.5; or Internet-based test: 79 with minimum scores: Writing: 21; Listening: 12; Reading: 13; Speaking: 18
  - PTE: Overall test score: 58, with minimum Communicative skills scores: Listening: 50; Reading: 50; Speaking: 50; Writing: 50

- CAMBRIDGE:
  - a- (Test taken before January 2015):
    Advanced (CAE): 58 or above
    Candidate Profile no lower than borderline in each skill
    or
    Proficiency (CPE): 45 or above
    Candidate Profile no lower than weak in each skill
  - b- (Test taken after January 2015):
    Advanced (CAE) and Proficiency (CPE) minimum results required
    overall score 176
    Listening 169
    Reading 169
    Writing 169
    Speaking 169

- for UFES (Universidade Federal do Espírito Santo):
  in Portuguese or Spanish at level B1 of the CEFR (according to the grid annexed) respectively, and to provide certifications or self-certifications of the required level;

- for UFRGS (Universidade Federal do Rio Grande do Sul):
  in Portuguese at level B1 or Spanish at level B1 or English at level B2 of the CEFR (according to the grid annexed) respectively, and to provide certifications or self-certifications of the required level;

- for USP (Universidade de São Paulo):
  in Portuguese at level B1 for Portuguese-taught courses or French or English at level B2 for French or English-taught courses of the CEFR (according to the grid annexed) respectively, and to provide certifications or self-certifications of the required level;

3.3 Incompatibility

- The same applicant may participate in Erasmus+ mobility periods totaling up to 12 months maximum per each cycle of study (Bachelor or equivalent, Master or equivalent, Doctoral level), independently from the number and type of mobility activities. Previous Erasmus + experiences must be taken into account for calculation purposes.

- Selected beneficiaries will not be allowed to benefit from any other grant provided by the European Commission for mobility for study / for teaching or training for the same period.
Beneficiaries must carry out their mobility activity in a Programme or Partner Country different from the country of the sending organisation and the country where the student has his/her accommodation during his/her studies.

Candidates with a double nationality must specify the nationality under which they submit their scholarship application.

3.4 Ineligibility

If, at any stage in the application procedure, it is established that the information provided by the applicant has been knowingly falsified, the candidate will be disqualified from the selection process.

Selected beneficiaries who receive an Erasmus+ grant will fully or partially reimburse the EU grant if they do not comply with the terms of the grant agreement and/or if they fail to complete and submit the final online report, unless they are prevented from completing their planned activities abroad due to a case of force majeure.

Art. 4 Activities

Erasmus+ grants for study are awarded for full time study activities, including thesis preparation, at third-study cycles. The studies in which the beneficiaries are enrolled must be leading to a recognized degree or another recognized tertiary-level qualification.

The mobility period may be integrated by a traineeship if included in the Learning Agreement. The traineeship must be implemented under the supervision of the host university which welcomes the student's study period. Besides, the study and traineeship period must be consecutive.

Art. 5 Grants

5.1 Beneficiaries will receive a grant as a contribution to their costs for individual support during their mobility. They are specified in the table below:

<table>
<thead>
<tr>
<th>INDIVIDUAL GRANT</th>
<th>INDIVIDUAL SUPPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>650€ per month</td>
</tr>
</tbody>
</table>

5.2 Travels (round-trip flight tickets) will be covered by the Erasmus+ International Credit Mobility project and provided by Ca’ Foscari University of Venice.

5.3 Erasmus+ selected beneficiaries might be required to purchase their international medical insurance with own funds.

5.4 Erasmus+ selected beneficiaries will continue to pay fees to their sending university but will benefit from tuition-fee waiver from their host university.

5.5 The mobility period must be carried out continuously and it must not be split into different periods. Therefore, during their mobility period beneficiaries must not carry out any learning activity at Ca’ Foscari.

5.6 Selected candidates accepting the scholarship will sign a grant agreement for mobility and a scholarship contract listing their duties and responsibilities. They will be required to comply with the local admission requirements and registration procedures at the Host University.

5.7 Special needs support:

Extra-financial support may be available for beneficiaries with special needs. A person with special needs is a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project would not be possible without extra financial support. The contribution will be awarded to beneficiaries with special needs upon request to Ca’ Foscari University of Venice at the moment of acceptance of the grant and depending on the approval of the Erasmus+ Italian National Agency.

5.8 Administrative support:

Support in visa application, housing, accommodation will be supplied by each host partner university. Ca’ Foscari University will assist beneficiaries in obtaining such support from the receiving institution.
Art. 6 Admission procedure

6.1 Application

- Applicants should submit their application form and all required documents (6.2) via e-mail to the following address: icm@unive.it from 15/12/2015 to 28/01/2016. Deadline: 28th January 2016 - 12.00 p.m. Any application received after the deadline will not be accepted.
- A confirmation e-mail will be sent to the applicants after their application has been successfully submitted.
- The official language for the application is English. At the time of application any diplomas, transcripts and other official documents may be submitted in original language but they must be accompanied by an English translation. At this stage non-certified translations are accepted. Selected applicants may be asked to provide certified translations of all relevant documents.
- The application form and all the attachments MUST BE MERGED IN ONE PDF file named after the Host Country for which the application is submitted and the candidate’s name and surname (for example: australia.name.surname.pdf) and sent by email to icm@unive.it.
- Applications which do not meet all these requirements will not be accepted.

6.2 Required Documents

Master Students must provide the following documents:

- Application form;
- Copy of a valid ID card or passport;
- Copy of a residence document;
- Copy of certificate of enrolment at Ca’ Foscari University of Venice;
- Copy of the transcripts of records, indicating university grades/marks for accomplished first-cycle degree;
- Copy of official language certifications;
- Proposed Learning agreement;
- Curriculum Vitae (max 2 pages) in English including extra-curricular activities (courses, seminars, conferences, published research, etc.) and professional experience related to the fields of the mobility. Please use the European template on https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions.iehtml;
- Motivation letter (max 2 pages) explaining the background of the candidate and the reasons for applying to the programme;
- Proof of socio-economic disadvantaged background (ISEEU - Equivalent Financial Indicator Index) if available at the moment of application.

PhD Students must provide the following documents:

- Application form;
- Copy of a valid ID card or passport;
- Copy of a residence document;
- Copy of certificate of enrolment at Ca’ Foscari University of Venice;
- Copy of the transcripts of records, indicating university grades/marks for accomplished first-cycle degree (for “Master” applicants) and second-cycle degree studies (for PhD applicants);
- Copy of official language certifications (if applicable);
- For PhD applicants only: Proposed Research Plan signed by the applicant and the Erasmus+ Academic Coordinator of the sending institution;
- Letter of interest by the prospective academic supervisor/Head of Department at the host university stating the availability and willingness to supervise the applicant;
- For further information please contact the administrative Erasmus + local unit in the Host University (see Annex I) and provide: CV and Work Plan;
- Curriculum Vitae (max 2 pages) in English including extra-curricular activities (courses, seminars, conferences, published research, etc.) and professional experience related to the fields of the mobility. Please use the European template on https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions.iehtml;
- Motivation letter (max 2 pages) explaining the background of the candidate and the reasons for applying to the programme;
- Recommendation letters and other supporting documents in English, for example, honours, awards, internship/work certificates, proof of disability, if relevant;
- Proof of socio-economic disadvantaged background (ISEEU - Equivalent Financial Indicator Index) if available at the moment of application.
Art. 7 Selection process

7.1 The selection process includes the following steps:
- Eligibility check by Ca' Foscari University;
- 2-step evaluation process (pre-evaluation by Ca' Foscari University Selection Committee and final evaluation by the partner university Selection Committee) in order to guarantee maximum transparency and equal treatment in the selection procedure;
- Scholarships awarding.

7.2 Valid and eligible applications will be evaluated according to the following criteria, which have been jointly agreed by the partner university and the coordinating university:
- academic/scientific performance;
- motivation (considering also CV & additional information);
- proposed Learning Agreement / Work Plan;
- language skills;
- previous mobility experience.

7.3 In the framework of Erasmus+ regulations the first criterion for selecting students must be academic merit, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds.

7.4 The final selection decision will consider also cross-cutting evaluation criteria such as gender balance, equal opportunities and participation of disadvantaged groups (disabled students, economically disadvantaged students) providing a more equal and fair selection process.

7.5 Ca' Foscari University Pre-Selection Committee may decide to invite the candidates to an interview, (in such case a minimum threshold may be defined). In addition to this, an additional Skype interview may be requested by the receiving institution.

7.6 At the end of the selection procedure Ca' Foscari University of Venice will draft a ranking list of qualified candidates. A reserve list will also be defined and will include the names of eligible candidates that may be awarded a grant in case of withdrawals/drop-out of selected students.

7.7 Selected candidates will receive a scholarship offer and are required to accept or reject it in written (no later than 7 days from the notification e-mail). For every selected candidate who will renounce or not accept within the deadline, Ca' Foscari University of Venice will nominate a candidate from the reserve list.

7.8 Appeal Procedure
- Rejected applicants who feel that a mistake has been made in the process or that their application has not been fairly evaluated can file a complaint to icm@unive.it not later than 2 days after the notification e-mail, explaining their reasons.
- Complaints from applicants who have failed to satisfy all the eligibility criteria (e.g. who have not produced the required documentation, or have applied for a scholarship but do not meet the requirements, etc.), or have failed to satisfy them within the established timeframes, will not be taken into consideration.
- The appeal procedure can only come into play if a candidate feels that the Selection Committees have not handled his/her own application in line with the principles and procedures described in the call. In other words, the appeal cannot concern the decision itself, but only an alleged error made in the process.

Art. 8 Data protection

Information relating to individuals (personal data) is collected and used in accordance with Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on “the protection of individuals with regard to the processing of personal data and on the free movement of such data”.

Venice, 15/12/2015

The Rector
 Prof. Michele Bugliesi