



## CALL FOR APPLICATIONS

### ERASMUS+ FOR STUDIES PROGRAMME (EU) A.Y. 2024/2025

(Deadline 23rd February 2024 – h 12:00 p.m.)

#### **ART. 1 – Description of the Programme**

1. Mobilities selected through the present Call are disciplined by the provisions of the 2021-2027 Erasmus+ Programme, and financed with funds of the Erasmus+ for studies Call 2023.
2. The Erasmus+ for Studies Programme (EU) provides students with the opportunity to carry out a continuous mobility period for studies abroad at one of the partner universities which have sealed an inter-institutional agreement with Ca' Foscari University of Venice.
3. "Continuous mobility period" means that during the whole mobility period selected students cannot carry out the following activities at Ca' Foscari University of Venice:
  - academic activities (courses and exams, even if provided remotely);
  - tutoring activities, student collaborations, laboratory practice, internships and equivalent activities, even if carried out remotely;
  - all activities that might interfere with courses and all activities planned in the framework of the mobility period.
4. The country of destination of a student's mobility cannot coincide with the country they have their permanent address in during their studies.
5. Students selected for an Erasmus+ mobility can benefit from a financial contribution, as per art. 6.
6. Selected students will be required to comply with all procedures described at <https://www.unive.it/data/12637/>.
7. Selected students who will not conclude all mobility procedures correctly, or who will graduate before the recognition of the activities carried out during the mobility period, will have their mobility cancelled and will be required to reimburse the grant received.
8. Selected students must continue paying tuition fees at Ca' Foscari University of Venice during the whole mobility period. On the other hand, they will be exempted from corresponding tuition fees to the host university. Some universities, however, may require students to pay a contribution for the access to student services and public means of transport.

9. It is each student's responsibility to consider possible health and security risks that they might incur during the mobility, and to frequently check the website [www.viaggiasesicuri.it](http://www.viaggiasesicuri.it)
10. Selected students will have to look for an accommodation at the assigned destination autonomously. Please, note that not all partner institutions provide students with a dedicated support service, and that for some destinations finding accommodation can be difficult, due to requests outnumbering the offers.
11. In case the mobility is interrupted due to documented causes of force majeure, the International Office – Mobility Unit (hereafter referred to as IRO) will submit the relevant documentation to the Italian Erasmus+ National Agency INDIRE, which will decide whether to approve the request of interruption and recognise the mobility period carried out.
12. Should selected students be subject to disciplinary action, or should they have failed to comply to the regulations of previous or ongoing mobilities, their mobility will be cancelled and, should their mobility have already started, the IRO will ask for the reimbursement of the grant received.

#### **ART. 2 - Admission criteria**

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. Applications of students who have not yet completed their enrolment procedure or 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 Erasmus+ Programme for studies (Europe) during a.y. 2023/2024 for reasons not attributable to *force majeure* causes will not be taken into consideration.
2. In order to be admitted to the selection, students enrolled in a **Bachelor's Degree** must have registered in their *libretto*, by 23:59 on 23rd February 2024:
  - a) At least 12 CFU, if enrolled in the first year;
  - b) At least 24 CFU, if enrolled in the second year;
  - c) At least 42 CFU, if enrolled in years following the second.
3. In order to be admitted to the selection, students enrolled in a **Master's Degree** must have registered in their *libretto*, by 23:59 on 23rd February 2024:
  - a) At least 12 CFU, if enrolled in the first year;
  - b) At least 24 CFU, if enrolled in the second year or following years.

4. 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.
5. Students can report exams taken in the 1st and 2nd term sessions (23-28/10/2023 and 18-23/12/2023) but registered yet, by writing an e-mail to [erasmusout@unive.it](mailto:erasmusout@unive.it) by 16/02/2024, providing all details concerning the exam not registered (date of the examination, date of the session, exam code and title, professor, grade, CFU).

Self-certifications concerning exams taken in the first-semester exam session in January and February 2024, but not registered by 23:59 on 23<sup>rd</sup> February 2024 will not be accepted.

6. Students who are simultaneously enrolled 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.
7. All applicants must possess a level of **proficiency in the language** of instruction no lower than the one requested by the partner institution. Language requirements are specified on the website of each partner university, or at <https://www.unive.it/data/12637/>, in the section "Destinations". Selected students will be required to prove their language level only after being selected, within the terms and deadlines established by the host institution.

8. All selected students must be regularly enrolled at Ca' Foscari University of Venice in order to sign the Grant Agreement and throughout the mobility period. **Students enrolled in the last year of a Bachelor's Degree applying to carry out a mobility during the first year of their Master's Degree must be regularly enrolled in a Master's Degree in order to sign their grant agreement.** The pre-evaluation of the entry requirements procedure does not correspond to the formal enrolment and therefore will not be considered as sufficient to sign the Grant Agreement.
9. Students interested in an Erasmus+ mobility within the framework of a **Double or Joint Degree Programme** must refer to the relevant Double and Joint Degrees Call for Applications managed by the International Office – Welcome Unit (jointdegree@unive.it) and do not need to apply to the present Call.
10. Students selected for the ECOTOPIA programme do not need to apply to the present Call.

### **ART. 3 – Activities during the mobility**

1. Selected students will be able to attend university courses and use the facilities available at the host institution without paying any extra tuition fees in addition to those that they will continue to pay to Ca' Foscari University of Venice.
2. The correct use of the forms available at <https://www.unive.it/data/12637/>, section “Procedures for outgoing Erasmus+ students a.y. 2024/2025”, and the compliance with the approved Online Learning Agreement (hereafter referred to as OLA) will ensure to selected students the recognition of the activities carried out during their mobility, according to what agreed before their departure with the academic coordinator, and through the transferring of the relevant credits and the equivalent grades into their academic career.
3. It is each student's responsibility to verify that they have taken propaedeutic exams before the beginning of the mobility, should they include in their OLA the relevant following activities.
4. The study activity that can be carried out during the mobility includes attendance to courses and access to the corresponding exams, as well as research activity for the final thesis: the latter, however, will not result in the registration of credits in the academic career of the student.
5. Students enrolled in a Bachelor's or Master's Degree Programme interested in carrying out research activity for the final thesis must necessarily combine this activity with courses and exams. Students enrolled in a PhD Programme are not subject to this restriction, and are allowed to carry out research activity only.

6. **Bachelor's and Master's Degree students who do not take any of the exams included in their OLA will have their mobility cancelled and will be asked to reimburse the grant received.**
7. 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 OLA will be registered. **It is not possible to reject grades** of passed exams featured in the *Transcript of Records* as passed and included in the OLA.
8. Partial exams at Ca' Foscari University do not result in the registration of credits (CFU.) Therefore, students cannot insert partial exams among the academic activities they plan to have recognised upon their return.
9. It is possible to combine the study activity with an internship activity, with a maximum duration of two months, on condition that the latter is patronised by the host institution and included in the OLA.

#### **ART. 4 – Destinations**

1. The list of destinations is available at: <https://www.unive.it/data/12637/>, section "Destinations".
2. **The selection of the destination must be made according to the following instructions, listed at <https://www.unive.it/data/12637/>, section "Destinations":**
  - a) disciplinary area;
  - b) department/faculty/school with which the agreement has been sealed, and relevant study offer;
  - c) language requirements, as well as entry academic requirements;
  - d) possible additional restriction in terms of curriculum or required profile.

**Only restrictions in terms of enrolment in a specific department, study programme or study cycle will be verified; additional restrictions will not be verified by the IRO, and, should a student not comply with all specifics, their mobility could be cancelled after the conclusion of the selection process, when filling in the OLA, upon evaluation of the academic coordinator.**

**In particular, students who wish to select destinations from the Department of Linguistics and Comparative Cultural Studies (hereafter referred to as DSLCC) are strongly invited to contact the academic coordinator for the relevant agreements before applying to the Call. Restrictions for DSLCC destinations are specified in the file "*DSLCC destinations – restrictions and remarks*" published at: <https://www.unive.it/data/12637/>**

3. **The number of places/months available can be modified following the publication of the present Call, in case of variations imposed by national and European authorities managing the Programme, or by partner universities.**
4. Students enrolled in the third or following years of a Bachelor's Degree can apply to carry out a mobility during the first year of the Master's Degree, upon verification of the requirements described in Art.2, paragraph 2. In this case, they must select destinations open to Master's Degree students.
5. The evaluation Committee will not take responsibility for applications incompatible with the selected destinations. In case of incorrect selection of a destination, the mobility might be subject to change or be cancelled, even following the selection process.

#### **ART. 5 – Duration of the mobility period**

1. Students can carry out more than one Erasmus+ mobility during their academic career. The total mobility period, however, must not exceed 12 months for each study cycle (12 months during the Bachelor's Degree, 12 months during the Master's Degree, 12 months during the PhD programme). In order to calculate the total mobility period, all Erasmus+ mobilities will be taken into account (Erasmus+ for studies, Erasmus+ International Credit Mobility, Erasmus+ for Traineeship), including previous mobilities carried out while enrolled at other Universities. Virtual mobility periods will not be taken into account.
2. **The mobility period must not start before 15th July 2024 and must not finish after 31st July 2025, according to the academic calendar at each partner institution, and resit exam sessions included.** Taking resit exams is allowed only in case the relevant session is held immediately after the conclusion of the ordinary assessment period.
3. **For students enrolled in Bachelor's and Master's Degree programmes** the mobility cannot last for less than 60 days and must not exceed 12 months. Exceptions to the minimum duration of 60 days can be made only in case the partner university confirms that the official term lasts for less than 60 days. Periods of virtual mobility in addition to a period of physical mobility lasting for at least 60 days can be admissible, if authorised by the host institution and by the academic coordinator. This option results in a blended mobility, to be defined before signing the grant agreement.

**4. Students enrolled in a PhD programme can choose between two kinds of mobility:**

- Short-term (5 to 30 days, with either a minimum of 75 hours of research activity carried out, or with at least 3 ECTS credits obtained) with or without a virtual component (if approved by the host institution, the academic coordinator and the thesis supervisor before signing the grant agreement);
- Long-term (2 to 12 months) with or without a virtual component.

The typology of mobility (long/short-term, physical/blended) must be agreed on before signing the grant agreement.

5. The expected **duration of the mobility period** is established by each agreement (see <https://www.unive.it/data/12637/>, section "Destinations"), and it generally cannot be modified, except for the options available to PhD students. The actual duration of the mobility, however, will depend on the academic calendar of each host university, and may differ by days or weeks. Requests of reduction of the mobility period will possibly be taken into consideration only in case of documented causes of *force majeure*.
6. Students who have already carried out an Erasmus+ mobility during the same study cycle as the one they are enrolled in when applying to the present Call, must make sure not to select full academic year destinations, or destinations whose mobility period added to the duration of the previous mobility exceeds the 12-month limit set by the Programme (see paragraph 1 to the present article). Should this regulation not be complied with, the IRO will cancel the student's mobility.
7. Students enrolled in the third year of a Bachelor's Degree Programme who plan to graduate in the 2024 autumn session must select destinations for one-term or one-semester (up to 6 months) mobilities and plan their mobility period during the second semester of a.y. 2024/2025.
8. It is recommended not to plan the mobility during the semester immediately preceding the graduation session a student intends to participate in. As a matter of fact, the time required to conclude all procedures related to the mobility might compromise the graduation.
9. Any interruption of the regular academic activity at the host university must be promptly communicated to the IRO, which will decide which measures to adopt.

**ART. 6 – Grants**

1. The grants for the mobility shall be intended as a financial support to partially cover the expenses each student will incur.
2. **The following categories are considered as students with fewer opportunities:**

- **students with an ISEE indicator amounting to up to 24,000 Euros;**
- **students with special needs connected to physical, mental or health conditions (e.g. disability, learning disability, celiac disease);**
- **students with part-time status for working, care giving or sport reasons;**
- **students with athlete status;**
- **students with refugee status.**

**The modalities of verification of the belonging to the above-mentioned categories are defined in the following paragraph and are binding for the allocation of the additional financial contribution cited in Art.6 paragraph 3.**

3. Students selected to carry out a long-term (2 to 12 months) Erasmus+ mobility for studies during a.y. 2024/2025 can benefit from the following forms of funding, for periods of physical mobility at the country of destination, and only in case the student complies with all the procedures established by the programme, by the present Call, published at <https://www.unive.it/data/12637/> and communicated by the IRO:

**Students with fewer opportunities:**

- a) Grant from the European Commission, whose amounts are defined by the Italian Erasmus+ National Agency INDIRE, as per Annex 1 to the present Call, for the entire duration of the mobility period, as described in the grant agreement;
- b) Monthly top-up amounting to 250 Euros, financed with funds from the European Commission and/or from the Italian Ministry of University, for the entire duration of the mobility period, as described in the grant agreement, and provided that at least 1 CFU is registered from the mobility; the monthly top-up will not be increased in case students belongs to more than one of the categories considered as fewer opportunities;
- c) The Italian Erasmus+ National Agency INDIRE might provide, in case of available funds, students with special needs connected to physical, mental or health conditions with reimbursements for costs not covered by the monthly top-up amounting to 250 Euros. The IRO will inform all students on the procedures to access this funding.

The above-mentioned grants are guaranteed to selected students who will accept their place, but cannot be guaranteed to students in the reserve list who will be allocated to a destination following the deadline to accept the place.

**Students not belonging to the categories cited in Art. 6 paragraph 2:**

- a) Grant from the European Commission. The amounts for this grant are defined by the Italian Erasmus+ National Agency INDIRE, as per Annex 1 to the present Call. The number of financed months might be reduced,



in case the available funds are insufficient to cover the total months of mobility of all selected students. This will be defined after selected students have proceeded to accept their place, approximately in June 2024.

The grant from the European Commission and the monthly top-up will be paid in two instalments: the 70% of the estimated total grant before the mobility, the due final instalment following the conclusion of the mobility closing procedures described at: <https://www.unive.it/data/12637/> .

The final instalment will be paid upon recognition of at least 12 CFU for mobilities lasting for up to 6 months, of at least 24 CFU for mobilities lasting for more than 6 months. For PhD students, the payment of the final instalment is also subject to a positive evaluation from their Tutor after the conclusion of the mobility period. Two-month mobility periods of Bachelor's and Master's Degree students will be financed in full, provided that at least one of the exams included in the OLA is taken. In case no exam is taken, the mobility will be cancelled and the student will be requested to reimburse the grant received.

#### **All students selected for a long-term mobility:**

a) **Green travel contribution:** students who will opt for low-emission means of transport (train, bus, car-sharing of a rental vehicle) to reach their destination for the mobility can benefit from the following additional contributions:

- 50 Euros *una tantum*;
- Up to 4 travel days financed (2 days for the outbound journey, 2 days for the return journey), if necessary, which will contribute to the definition of the total grant from the European Commission as per this article.

Financial contributions will be paid on the student's CartaConto, which must be activated by the date of the signing of the grant agreement.

Should the student's CartaConto not be active at the time of payment of the first instalment, the entire grant will be paid at the end of the mobility period, within the same terms set for the final instalment.

4. **PhD students** selected for a **short-term** (5 to 30 days) **Erasmus+ mobility** for studies during a.y. 2024/2025 can benefit from the following forms of funding, for periods of physical mobility at the country of destination, and only in case the student complies with all the procedures established by the programme, by the present Call, published at <https://www.unive.it/data/12637/> and communicated by the IRO:

**PhD students with fewer opportunities:**

- a) Daily grant from the European Commission, whose amounts are defined by the Italian Erasmus+ National Agency INDIRE, as per Annex 1 to the present Call, for the entire duration of the mobility period, as described in the grant agreement;
- b) *Una tantum* top-up amounting to 100 Euros (from mobilities lasting for 5 to 14 days) or *una tantum* top-up amounting to 150 Euros (for mobilities lasting for 15 to 30 days).
- c) travel contribution according to the mileage ranges as per Annex 1.

**PhD students not belonging to the categories cited in Art. 6 paragraph 2:**

- a) Daily grant from the European Commission, whose amounts are defined by the Italian Erasmus+ National Agency INDIRE, as per Annex 1 to the present Call, for the entire duration of the mobility period, as described in the grant agreement.

The above-mentioned grants are guaranteed to selected students who will accept their place, but cannot be guaranteed to students in the reserve list who will be allocated to a destination following the deadline to accept the place.

5. Modalities of verification of the belonging to the categories described in art. 6 paragraph 2 (students with fewer opportunities):

**Students with special needs connected to physical, mental or health conditions (e.g. disability, learning disability, celiac disease):**

If selected, students must declare their belonging to this category when accepting the place (see Art. 8 paragraph 8). A medical certificate confirming the condition must be sent via e-mail to [erasmusout@unive.it](mailto:erasmusout@unive.it) by 29th March 2024.

**Students with part-time status for working, care giving or sport reasons, students with athlete status, and students with refugee status:**

If selected, students must declare their belonging to this category when accepting the place (see Art. 8 paragraph 9). The IRO will subsequently verify that the student is actually enrolled with the declared status.

**Students with an ISEE indicator amounting to up to 24,000 Euros - ISEE request:**

Students who wish for their ISEE indicator to be taken into account must give their consent for the IRO to access the relevant data when applying to the call (in the Questionnaire/Motivational letter cited in art. 7).

Students must request the **2024 ISEE certificate** valid to access all forms of university financial aid **by 29th March 2024**. The certificate must not show omissions/discrepancies. Selected students must request the ISEE for financial aid by compiling the DSU self-certification form concerning the composition of their household and the income and asset situation of each member of the household. This can be done either by students themselves by filling in the form in the “online services” section of the INPS website ([www.inps.it](http://www.inps.it)) or with the help of a CAF centre or professional tax consultant. Should more than one student from the same household be applying for financial aid, the certification must contain a note specifying that the ISEE applies to financial aid for each student concerned, whose Fiscal Code must be indicated on the document.

Students must NOT submit any hard copy of their **2024 ISEE** certification to the IRO, which will access it directly from the INPS database. On average, the ISEE certification is issued within 10 working days from the completion of the DSU. In order to be eligible for the grants described in the present article, the date of completion of DSU will be taken into account.

**Non-Italian students or Italian students residing abroad:** according to Italian Law, the actual income and asset situation of foreign students or Italian students residing abroad is defined through the I.S.E.E.E. indicator, which is obtained by combining and assessing the total sum of the income earned abroad and the 20% of the asset possessed abroad. Non-Italian students or Italian students residing abroad income and asset situation is defined through the ISEE/ISPE *parificato* indicator. **These students can request the ISEE *parificato* at any CAF centre and must submit it via email at [erasmus@unive.it](mailto:erasmus@unive.it) by 29th March 2024. Students can contact [erasmusout@unive.it](mailto:erasmusout@unive.it) for information regarding the CAF office affiliated to Ca' Foscari University of Venice.**

There will not be a further deadline to submit the ISEE for reserve students who will be allocated a destination: all candidates interested in obtaining the grant are therefore invited to submit their ISEE by 29<sup>th</sup> March.

#### **ART. 7 – How to apply**

1. In order to apply, students must complete their application online, by accessing on the website <https://www.unive.it/pag/13526/> their *Area Riservata > Mobilità internazionale > Bandi di mobilità*. Students must fill in all the required fields and sections, **by 12:00pm (noon) on 23rd February 2024**.
2. The application procedure is divided into two steps, both mandatory:
  - a) Filling in the Motivation Letter/Questionnaire;
  - b) Click on *iscrizione al bando*, and select the destinations from one Department;

3. In order to complete the online application, students can check the Guidelines for Online Application Procedure, available at <https://www.unive.it/data/12637/> section "How to Participate". **As explained in the afore-mentioned guidelines, applicants must NOT attach any file to the section "Allegati". Any attachment will not be taken into consideration for the selection.**
4. **Students can select up to 5 destinations (if listed in the selected Department), in order of priority, from one Department.** Applications indicating more than 5 destinations or destinations from different departments will be discarded during the selection procedure. In this case, ALL applications submitted by the student will be discarded. Should an applicant be interested in less than 5 destinations, they can select less.
5. **Students enrolled in a PhD Programme must submit – in addition to the online application - a letter from their Supervisor to certify the progress of their research activity.** The letter must be sent, penalty of exclusion, by 12:00 pm (noon) on 23rd February 2024 to the IRO via email to: [erasmusout@unive.it](mailto:erasmusout@unive.it) (indicating as subject: APPLICATION ERASMUS 2024/2025 - PhD STUDENT).
6. **Students graduating in the extraordinary session of a Bachelor's Degree, who were not required to pay the first instalment of tuition fees for the academic year 2023/2024, and who consequently cannot use the online procedure, must submit their application by writing to [erasmusout@unive.it](mailto:erasmusout@unive.it) by 19<sup>th</sup> February 2024** (indicating as subject: APPLICATION ERASMUS 2024/2025- GRADUAND). **The IRO will provide them with the instructions to apply.**
7. Applicants with disabilities are invited to contact the IRO well in advance of the deadline of the Call, should they need support to submit the application.
8. **Any reports of technical malfunctions** in the online application will be collected by the IRO **exclusively via email to [erasmusout@unive.it](mailto:erasmusout@unive.it) by 12:00 p.m. (noon) on 23<sup>rd</sup> February 2024.** The IRO will consider whether to accept each report.
9. Erroneous or incomplete applications, as well as applications submitted after the deadline will be discarded.

#### ***ART. 8- Rankings and acceptance of the place***

1. For students enrolled in a **Bachelor's or Master's Degree, who will select destinations from all Departments except for the Department of Humanities (hereafter referred to as DSU)**, the IRO will draw up a ranking based on the following criteria:

- a) Weighted 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*).

2. **Students enrolled in a PhD Programme who will select destinations from all Departments except for the DSU** will be evaluated exclusively on the basis of the Questionnaire/Motivational Letter and the letter of the Supervisor.

3. **Students who will select destinations from the DSU** will be selected by the coordinators of each exchange with the support from the members of the Departmental Erasmus Committee, on the basis of the following scheme:

EVALUATION CRITERIA	POINTS
1. Correspondence between the selected destination and the student's study plan	From 0 to 1
2. Motivation (questionnaire/motivational letter)	From 0 to 1
3.1 Students of Bachelor and Master Degrees: Weighted average mark of registered exams (not normalised as compared to the average mark for students enrolled in the same study programme)	From 0 to 1: <ul style="list-style-type: none"> <li>• 1 if the weighted average mark is equal to 30/30</li> <li>• 0,7 if the weighted average mark is between 28/30 and 29/30</li> <li>• 0,4 if the weighted average mark is between 26/30 and 27/30</li> <li>• 0,2 if the weighted average mark is equal to or less than 25/30</li> </ul>
3.2 PhD students: evaluation of ongoing research	From 0 to 1
4. Priority assigned to the destination	From 0 to 1: <ul style="list-style-type: none"> <li>- 1 if the priority is 1</li> <li>- 0,8 if the priority is 2</li> <li>- 0,5 if the priority is 3</li> <li>- 0,3 if the priority is 4</li> <li>- 0,1 if the priority is 5</li> </ul>
5. Enrolment in the DSU	From 0 to 0,5: <ul style="list-style-type: none"> <li>- 0,5 if enrolled in the DSU</li> <li>- 0 if not enrolled in the DSU</li> </ul>
Maximum score	4,5

4. Destinations will be allocated to selected students based on the score obtained, subject to availability of places for each destination.
5. Applications that will not comply with the specific restrictions indicated at <https://www.unive.it/data/12637/> section "Destinations" which are subject to the verification from the IRO (see art. 4, paragraph 2) will be discarded.
6. **Each student can be selected for only one destination or be a reserve for multiple destinations. Selected students will not be included in the reserve lists. The ranking will include the matriculation numbers of reserve students up to the 5<sup>th</sup> position for each destination.**
7. **The rankings for all Departments will be published in the Personal Area at [www.unive.it](http://www.unive.it) (section "Mobilità Internazionale") by 22nd March 2024.** Any postponements of the ranking list will be notified on the website at: <https://www.unive.it/data/12637/>.
8. **Formal acceptance of the place must be confirmed by selected students by 3 p.m on 26th March 2024 by filling in the online form available at <https://forms.gle/NFvnPXbTcatxG34u5>.**

When filling in the form for the acceptance of the place, students selected for a mobility up to 6 months can specify the semester during which they wish to carry out their mobility, in compliance with specific restrictions indicated in the "Destinations" section of the website: <https://www.unive.it/data/12637/>.

9. Not completing or failing to complete the form by the deadline will result in the revocation of the mobility.
10. Selected students who do not wish to accept the place must abstain from filling in the form.
11. **Students in the reserve list will NOT have to fill in the acceptance form, as they will be contacted via email in case selected students decide to cancel their mobility.**
12. Selected students who will not meet the entry requirements established by the host university during the Application procedure might be rejected following the publication of the ranking and the acceptance of the place, especially if the student does not meet all requirements. The rejection by the host university will result in the revocation of the mobility.

**13. Host universities may at any time modify the planning of mobilities, in terms of number of available places, months and semester of mobility.**

14. Non-EU citizen selected students 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 the host institution to receive information concerning the necessary documents for their stay in the country (immigration policies may vary from country to country).
- to apply for the necessary documents by contacting the competent authorities (consider that the application procedures for travel documents may take more than 90 days).
- to hold a valid Italian stay permit when they return to Italy. The Immigration Team is available for support on the matter ([immigrationteam@unive.it](mailto:immigrationteam@unive.it)).

**ART. 9 - Repechage of reserve students**

1. Students in the reserve list might be allocated a destination following the withdrawal of selected students. They will be contacted via email at their institutional email account, starting from the day after the deadline for the acceptance of the place until the deadlines established by each partner institution for the nomination. Reserve students are, therefore, invited to check their institutional email account frequently ([matriculationnumber@stud.unive.it](mailto:matriculationnumber@stud.unive.it)), as the deadlines to accept the place might be very tight.
2. The repechage process might involve convocations for the 2nd semester of a.y. 2024/2025 only.
3. The IRO reserves the right to stop the repechage process at any time for organisational needs by issuing a dedicated decree.

**ART. 10 – Privacy policy**

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

**Annexes to the Call for Applications:**

- ANNEX 1: Grants from the European Commission - Italian Erasmus+ National Agency INDIRE funds
- ANNEX 2: Privacy policy

Venice, 30/01/2024

The Rector

Prof. Tiziana Lippiello





## ANNEX 1

### Grants from the European Commission - Italian Erasmus+ National Agency INDIRE funds

#### LONG TERM (2 TO 12- MONTH) MOBILITIES:

- **Group 1** (higher living costs): Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Lichtenstein, Norway - **€ 350** per month.
- **Group 2** (medium living costs): Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal - **€ 300** per month.
- **Group 3** (lower living costs): Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Republic of North Macedonia, Turkey, Serbia - **€ 250** per month.

#### SHORT-TERM MOBILITIES FOR PhD STUDENTS, FROM 5 TO 30 DAYS:

##### INDIVIDUAL SUPPORT:

- Up to the 14th day: **79 euros** per day;
- From the 15th day: **56 euros** per day

##### TRAVEL CONTRIBUTION (only for students with fewer opportunities)

The grant is calculated on the basis of scales of unit costs by distance bands. The kilometric band refers only to one section of the journey, while the corresponding fare covers both the outward and return journeys.

Travel distances must be calculated using the distance calculator supported by the European Commission, available at: [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)



<b>Travel distances</b>	<b>Fare for outward and return travel, in Euros</b>
0-99 Km	23,00
100-499 km	180,00
500-1999 km	275,00
2000-2999 km	360,00
3000-3999 km	530,00
4000-7999 km	820,00
8000 km o più	1.500,00

**PRIVACY POLICY**  
**in accordance with article 13 of EU Regulation 2016/679**

Ca' Foscari University of Venice, as part of its institutional aims and in fulfillment of the obligations set forth in article 13 of the EU Regulation 2016/679 ("Regulation"), gives you information regarding the processing of your personal data for the purpose of carrying out the selection process you wish to participate in.

**1) THE DATA CONTROLLER**

The data controller is Ca' Foscari University of Venice, with headquarters in Dorsoduro n. 3246, 30123 Venice (VE), in the person of the Rector.

**2) DATA PROTECTION OFFICER**

The University has appointed a "Data Protection Officer", who can be contacted by writing to the e-mail address [dpo@unive.it](mailto:dpo@unive.it) or to the following address: Ca' Foscari University, Venice, Data Protection Officer, Dorsoduro n. 3246, 30123 Venice (VE).

**3) PERSONAL DATA CATEGORIES, PURPOSES AND LEGAL BASIS OF DATA PROCESSING**

The data processing involves the collection of personal data (such as name and surname), contact details and data relating to previous study and professional experience.

The processing of personal data is aimed solely at the completion of the selection process and will take place in a way and within the limits necessary to pursue the aforementioned purpose.

The legal basis for this processing activity is represented by art. 6.1.e) of the Regulation ("execution of a task of public interest or connected to the exercise of public powers").

The processing of personal data is based on the principles of fairness, lawfulness and transparency and the protection of the privacy and rights of the data subject, as well as the additional principles established by art. 5 of the Regulation.

**4) MEANS OF DATA PROCESSING**

The processing of personal data will be carried out by authorized parties (in compliance with the provisions of Article 29 of the Regulation), with the use of computerized procedures, adopting appropriate technical and organizational measures to protect them from unauthorized or illegal access, destruction, loss of integrity and confidentiality, even if accidental in nature.

**5) DATA RETENTION**

The data will be stored in accordance with the laws and regulations on the storage of administrative documentation.

**6) RECIPIENTS AND CATEGORIES OF RECIPIENTS OF PERSONAL DATA**

For the purposes set out above, in addition to specifically authorized employees and collaborators of the University, personal data may also be processed by individuals who execute outsourced activities on behalf of the Data Controller, in their capacity as External Data Processors.

The same data might be communicated to the University where you wish to spend your mobility period.

There are no further communications to third parties except to persons to whom the data must be transmitted in fulfillment of legal obligations or, on request, to judicial and supervisory authorities.

The results of any intermediate tests and final rankings will be published according to current legislation.



## **7) DATA COLLECTION**

The collection of such data is necessary to evaluate the requirements for participation. The failure to indicate these data might preclude this assessment, with a consequent exclusion from the process.

## **8) DATA SUBJECTS RIGHTS AND HOW TO EXERCISE THEM**

As a data subject, you have the right to obtain from the University, in the cases provided for by the Regulation, access to personal data, rectification, integration, their cancellation or processing limitation or to object to the data processing itself (articles 15 and following of the Regulation). The request can be submitted, without any particular formal procedures, by contacting the Data Protection Officer directly at [dpo@unive.it](mailto:dpo@unive.it) or by sending a communication to the following address: Ca' Foscari University Venice - Data Protection Officer, Dorsoduro 3246, 30123 Venice. Alternatively, you can contact the Data Controller, by writing a PEC (certified email) to [protocollo@pec.unive.it](mailto:protocollo@pec.unive.it).

Data subjects, who believe that the processing of their personal data is in violation of the provisions of the Regulation, also have the right to file a complaint to the Data Protection Authority, as provided for by art. 77 of the Regulation itself, or to take appropriate legal action (Article 79 of the Regulation).