



## **CALL FOR APPLICATION FOR OVERSEAS SELECTION 2024/2025 - 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 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. The exams will be validated and entered into the online student's record book as 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). 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. Only Students enrolled in a PhD Programme are allowed to carry out research activity only.
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. **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 designated website managed by the Ministry of Foreign Affairs and International Cooperation (<https://www.viaggiaresicuri.it>), or if either Ca' Foscari University of Venice or the Host University report any other emergency situation.**

### **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.



2. Applications from students enrolled in the first year of a Bachelor's Degree and applications from students who withdrew from the mobility in the framework of the Overseas 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 January 10<sup>th</sup> 2024:

- 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 first and second term sessions (23/10/2023-28/10/2023 and 18/12/2023-13/12/2023) but not registered yet, by writing an e-mail to [overseasout@unive.it](mailto:overseasout@unive.it) by 10/01/2024, providing all details concerning the exam not registered. Self-certifications concerning exams taken in the January-February 2024 session, but not registered by 23:59 on January 10<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.

c) Students enrolled in a **PhD Programme** can apply to the present Call without specific requirements.

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. Students enrolled in an Inter-University degree course can apply to the present Call on condition that the administrative seat of their study programme is Ca' Foscari University of Venice.
8. All the students in the above-mentioned categories must be regularly enrolled in a 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.
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.

### **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 obtains 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";
- pass 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>, 2025 for mobility carried out in the first semester;
- November 15<sup>th</sup>, 2025 for mobility carried out in the second semester.

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.

4. Should the mobility be carried out in a virtual mode only, the contribution to cover the expenses will not be performed and students will not be required to submit proof of the expenses to complete the relevant procedures.



#### **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 10<sup>th</sup> 2024**, 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 4 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 2023/2024 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 10<sup>th</sup> 2024 at [overseasout@unive.it](mailto:overseasout@unive.it) (indicating as subject: OVERSEAS CANDIDATURE 2024/2025 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 2024/2025 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. 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 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.



7. 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.
8. 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.
9. Erroneous or incomplete applications, as well as applications submitted after the deadline will be discarded.

#### **Art. 5 - 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 10<sup>th</sup> January 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 first and second term sessions (23/10/2023-28/10/2023 and 18/12/2023-13/12/2023) but not registered yet, by writing an e-mail to [overseasout@unive.it](mailto:overseasout@unive.it) by 10/01/2024, providing all details concerning the exam not registered. Self-certifications concerning exams taken in the January-February 2024 session, but not registered by 23:59 on January 10<sup>th</sup> 2024 will not be accepted.

- 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 10<sup>th</sup> 2024, the average mark 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 mark 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 2023/2024;



- 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 their Bachelor's degree graduation mark converted into thirtieths, according to the following scheme, and regardless of the number of credits registered in their career:

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 were not selected for an Overseas mobility in the a.y. 2023/2024 will be assigned 1 extra-point in the final ranking, aimed at encouraging mobility abroad.
  - 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.
  - 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.
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> 2024.** 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. 7 - Acceptance of the place**

- 1. Selected students must accept the place formally by 12:00 pm (noon), on February 5<sup>th</sup> 2024** by filling out the appropriate online form available at the following link <https://forms.gle/w9BeqfVkZHue8nex5>, under penalty of exclusion.
2. 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 2024 Summer or Fall session must plan their mobility period for the second semester of the academic year 2024/2025 only. They must indeed be regularly enrolled in a Master's Degree Programme at Ca' Foscari before the beginning of their mobility period. 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.
3. 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), as the deadlines to accept the place might be tight. The International Office reserve the right to stop selecting reserves, should this be required by organizational needs.
4. Early in 2024 the International Office will host an informative meeting for selected students (the date and modality of the meeting will be communicated via email to the students who will accept the place).
5. Students who withdraw from the mobility after formally accepting the place will lose their right to participate in the Overseas Calls for application for the a.y. 2025/2026 and 2<sup>nd</sup> Call for the a.y. 2024/2025, except for documented evidence of force majeure.
6. 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. Should the Host University fail to accept the selected student due to the lack of language requirements, the selected student may lose the right to participate in the Overseas Calls for application for the a.y. 2025/2026 and in the 2<sup>nd</sup>





Call for the a.y. 2024/2025. The final decision will be made by the International Office, based on each specific circumstance.

**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. 8 - Status of winners and mobility**

1. Students admitted to the exchange and accepted by the Host University must be up to date with the payment of Ca' Foscari University fees for the whole duration of their mobility. They will then maintain the status of Ca' Foscari students and they 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, all the 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 included in their Learning Agreement will have their mobility cancelled and will not receive any reimbursement for their expenses, except for documented evidence of force majeure.
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 visa, 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 of the International Office – Welcome Unit 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. Some Host Universities may not accept nationals of the countries where the Universities are located. Or they can accept them as exchange students and apply different conditions as those applied to students who are non-nationals of the countries where the Universities are located.

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

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

12. 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 designated website managed by the Ministry of Foreign Affairs and International Cooperation (<https://www.viaggiaresicuri.it>).

13. 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.

14. 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.

15. 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.

16. Students must register on the portal of the Ministry of Foreign Affairs and International Cooperation: <https://www.dovesiamonelmundo.it> .

17. 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. 9 - Privacy Policy**

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

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

Venice,

The Rector

Prof. Tiziana Lippiello