



Università
Ca' Foscari
Venezia

**Area Didattica e
Servizi agli Studenti**

Ufficio Relazioni
Internazionali/
International Office

Settore Mobilità/
Mobility Unit

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Attachment to Rectoral Decree No. 364/2019 prot. 25903 of 08/05/2019

**2nd CALL FOR APPLICATION OVERSEAS 2019/2020 -
OPPORTUNITIES TO STUDY ABROAD IN INTERNATIONAL
EXCHANGE PROGRAMS AND CULTURAL AND SCIENTIFIC
COOPERATION
Mobilities in the 2nd semester only**

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 programs of the partner universities' courses 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 teachers 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.
3. The qualifications requested of the candidates are those defined in the individual Cooperation Agreements and according to the criteria agreed with the host Universities as detailed in Attachment "A - Destinations" to which the definitive admission of the winners proposed for the exchange programs is due.
4. The mobilities will be held in the 2nd semester only

Art. 2 – Intended Recipients of this Notice



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1. Students of any nationality with a valid enrolment for the 2018/2019 academic year can attend Ca' Foscari University of Venice, and who:
 - a) Are enrolled in the first year of Degree Courses (triennial) and who have obtained a mark, recorded in the online student's record book of at least 12 CFU by midnight of 31/05/2019 (self-certification will not be accepted for the taking of exams not yet recorded);
 - b) Are enrolled in the second or third year of Degree Courses (triennial) and who have obtained a mark, recorded in the online student's record book of at least 36 CFU by midnight of 31/05/2019 (self-certification will not be accepted for the taking of exams not yet recorded);
 - c) Are enrolled on a Master's Degree course administered by Ca' Foscari University of Venice (these students will be automatically admitted to selection);
 - d) Are enrolled on a PhD (Doctoral Research) course administered by Ca' Foscari University of Venice (these students will be automatically admitted to selection);
 - e) Are enrolled on Master's course administered by Ca' Foscari University of Venice (these students will be automatically admitted to selection) and intend to enrol for a Master's Degree or PhD administered by Ca' Foscari University of Venice before departure for the mobility period.
2. All students in the above categories must hold a valid enrolment for the undergraduate, master's and doctoral programs within the deadlines set by this Announcement and must be in compliance with the payment of university fees, both at the time of departure and for the entire duration of the mobility period.
3. Winners of the Overseas selection for the academic year 2018/2019 who have withdrawn from mobility after having sent confirmation of acceptance of the post without producing documented evidence of force majeure will not be admitted.
4. Winners of the Overseas selection for the academic year 2019/2020 and winners of the Overseas selection for the academic year



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2019/2020 who have withdrawn from mobility after having sent confirmation of acceptance of the post without producing documented evidence of force majeure will not be admitted.

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

1. The winners of this announcement will receive a contribution to cover the 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 receive recognition of at least 12 ECTS credits.
2. The contribution will be paid upon return from the exchange only if the student:
 - completes the entire period of mobility envisaged by the host university and indicated in Attachment "A - Destinations";
 - delivers 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 announcement, season tickets for public transport;
 - Receives recognition of credits earned during mobility and provides the relevant documentation;
 - Fills out the final questionnaire that will be sent via e-mail;
 - Delivers all the documentation indicated at www.unive.it/overseas (Arrival Confirmation, Learning Agreement and any variations, Confirmation of Departure);
 - Fulfills all the requirements detailed in this announcement, published at www.unive.it/overseas and possibly communicated via e-mail from the International Relations Office.



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All the above documentation must be scanned and sent to overseasout@unive.it as soon as possible, and in any case strictly by the 15/11/2020.

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 - Educational incentives

1. According to the decisions of the Academic Senate, students enrolled in Bachelor's and Master's degrees who participate in the Overseas program and who have been recognized as having at least an exam equivalent to 6 CFU will be awarded bonuses on the final degree score. This bonus is not awarded to students enrolled in a program that confers a double or joint degree.

Art. 5 - Methods and terms of application submission

1. Students interested in selection must complete their application online via their Personal Area in the section on Mobility calls, filling in all the required fields and sections, **by 12.00 on the 31/05/2019**.
2. Students can indicate **up to a maximum of 3 destinations**, also indicating the order of preference. **The choice of destination must be made in a manner consistent with that indicated in Attachment "A - Destinations" and on the site of the host university, with regard to the requirements for admission to mobility and training offer compatible with the course of study.**
3. Those enrolled on PhD courses must submit - in addition to the online application - a letter from their Tutor certifying the progress of their



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research work, sending it to overseasout@unive.it (indicating as subject: OVERSEAS CANDIDATURE 2019 / 2020 DOCTORATE) within the same deadline indicated in paragraph 1 of this article.

4. In order to receive specific support for the presentation of the application and to receive information on the services made available by the partner universities, candidates with disabilities are invited to contact the International Relations Office-Mobility Section well in advance of the deadline of the call.
5. Any reports of malfunctions in the computer system for submitting the application will be collected via email only by the International Relations Office-Mobility Unit by the same deadline and date indicated in paragraph 1 of this article. The Office will consider whether or not to accept each individual report.
6. Erroneous or incomplete questions will not be considered.

Art. 5 - Selection of applications

1. The Mobility Section will draw up a ranking based on the following criteria:
 - For students enrolled in undergraduate and master's degree programs: average and career speed (in case of equal-merit, the motivational letter will also be evaluated). Will be considered the credits recorded in the online student's record book by midnight of 31/05/2019 (self-certification will not be accepted for the taking of exams not yet recorded);
 - For students enrolled in PhD programs: motivational letter and letter of the Tutor;
 - For students enrolled on a Master: motivational letter.
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



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for only one destination or in reserve for multiple destinations. Winners will not be included in the reserve lists.

Art. 6 - Ranking

1. **The rankings will be published in the personal online area at www.unive.it by the 19/06/2019.** Any postponements of the ranking list will be notified on the website www.unive.it/overseas.
2. It is the responsibility of each candidate to consult the rankings, no emails will be sent to remind the deadline.

Art.7 - Acceptance of the place

1. Acceptance of a place must be made by the winning student by 12.00 on 24/06/2019 by filling out the appropriate online form available at the following link <https://forms.gle/QAf3PgteEuam14qp8>.
2. Students in reserve will not have to fill in the acceptance form, but will be contacted by email only, in the event that any winners should withdraw. Reserves may be called in case of withdrawal by the winners starting the day after the deadline for the acceptance of a place up until the deadline for the nominations defined by the partner universities. This deadline varies depending on the destination. Reserves are invited to frequently check the inbox at matricola@stud.unive.it as the time limits for acceptance of a place may be brought closer to the deadlines imposed by the host universities.
3. In Autumn 2019 there will be an informative meeting for students starting in the academic year. 2019/2020 (the date will be communicated via a notice published on www.unive.it/overseas).
4. The student who withdraws from mobility after accepting the place of a winner or as a reserve will lose the right to participate in the 2020/2021



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Overseas announcement, 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 winner within the terms established by the destination 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 by the host university, which could also modify the number of students admitted to mobility, 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 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 contribute towards compulsory orientation activities, health insurance, or other services.
2. The winners 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. Students of non-EU citizenship must make sure that they are in good standing with their residence permit in Italy for the purpose of applying for a visa for the destination country.



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3. Some host Universities require winners to demonstrate, via financial certification, the possession of sufficient funds for self-maintenance for the agreed period of study.
4. The mobility period cannot be brought forward or postponed in order to participate in Ca' Foscari exams or degree session.
5. The mobility period may be subject to variations due to specific needs of the host University.
6. 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 a special site managed by the Ministry of Foreign Affairs and International Cooperation (<https://www.viaggiareassicuri.it>).
7. During the period of mobility it is strictly forbidden to take exams at Ca' Foscari or to obtain the final degree, under penalty of cancellation of the mobility and exams taken.
8. It is not possible to carry out a traineeship during the mobility period indicated by the host university, unless it is an activity offered by the host university on campus. Any internship can therefore be carried out sooner or later after the mandatory period of stay established by the host university.
9. Students on mobility must register on the portal of the Ministry of Foreign Affairs and International Cooperation <https://www.dovesiamonelmondo.it>
10. Students have the obligation to comply with all the procedures indicated at <http://www.unive.it/overseas> and also possibly communicated via email from the Mobility Section.



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Art. 9 - Processing of personal data

1. Pursuant to the Personal Data Protection Act (Legislative Decree 30 June 2003 No. 196 and EU Regulation 2016/679.) the processing of personal data of candidates is carried out by Ca' Foscari exclusively for institutional purposes, according to principles of fairness, lawfulness and relevance for the same purposes.

Venice, 08/05/2019

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