CALL FOR APPLICATIONS

ERASMUS+ STUDY PROGRAMME (EU) A.Y. 2020/2021
(deadline: 13th February 2020 – h 12:00)

ART. 1 – Description of the Programme

1. The Erasmus+ study programme (EU) provides students with the opportunity to carry out a continuous mobility period for studies abroad at one of the European partner universities which have sealed an inter-institutional agreement with Ca’ Foscari University of Venice.

2. “Continuous mobility period” means that during the whole mobility selected students will not be allowed to carry out any academic activity (classes and exams) at Ca’ Foscari University of Venice. Likewise, once the mobility period is concluded, selected students will not be allowed to carry out any academic activity at the partner institution that hosted them.

3. Students selected for an Erasmus+ mobility will benefit from a grant from the European Commission, as well as other possible forms of funding, as per Article 6 of the present Call.

4. Selected students will be required to follow all procedures as per Annex 4 to this Call, as well as possible updates of the same procedures, as per the following web page: https://www.unive.it/data/12637/.

5. Selected students who will not conclude correctly all mobility procedures or who will graduate before the credit recognition procedure is completed, will have their mobility cancelled and will be required to reimburse the total amount of grant already received. In case the mobility is interrupted due to documented causes of force majeure, the International Office – Mobility Unit 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.

6. Should a selected student be subject to disciplinary action, their mobility will be cancelled and, should their mobility have already started, the International Office – Mobility Unit will ask for the reimbursement of the total amount of grant already received.

ART. 2 – Admission criteria

1. The selection is open to students of any citizenship and nationality who are regularly enrolled in a Bachelor's Degree, Master's Degree or PhD programme at Ca' Foscari University of Venice for the academic year 2019/2020. As a consequence, applications of students who have not yet
completed their enrollment procedure or are enrolled in Single Courses at the deadline of the present Call will not be taken into consideration.

2. In order to be admitted to the selection, students enrolled in a Bachelor's Degree must fulfill the following requirements:

   a) If enrolled in the first year of a Bachelor's Degree, they must have at least 6 CFU registered by 23:59 on 13th February 2020. Self-certifications concerning exams taken but not yet registered by the above-mentioned deadline will not be accepted;

   b) If enrolled in years following the first of a Bachelor's Degree, they must have at least 36 CFU registered by 23:59 on 13th February 2020. Self-certification concerning exams taken but not yet registered by the above-mentioned deadline will not be accepted.

3. Students enrolled in the third year or following years of a Bachelor’s Degree Programme can apply for a mobility to be carried out during the first year of a Master’s Degree Programme, after verification of the requirements referred to in Article 2 Paragraph 2.

4. Students enrolled in a Master’s Degree can apply even though they have not taken any exam or do not have any exam registered by the deadline of the present Call.

5. Students enrolled in a PhD Programme can apply to the present Call on condition that the administrative seat of their programme is Ca’ Foscari University of Venice. As a consequence, applications of students who are enrolled in a Intern-University PhD Programme with a different administrative seat will be discarded.

6. Part-time students can apply to the present Call. However, they will have to request to change their status into full-time students before starting their mobility, in case they are selected.

7. In order to participate to the present selection, all applicants must:

   a) Possess a level of proficiency in the language of instruction no lower than the one requested by the partner institution. Specific language requirements are indicated on the website of each partner university, or in the section “Destinations” at: https://www.unive.it/data/12637/, if the updated factsheet for the destination of interest is available. Students will be required to self-certify their language proficiency when applying to the present Call. The need, or not, to possess a language certificate and its typology are established by the partner university. Selected students will have to present the proof of their language level only after being selected, when proceeding with their Application. The procedures, terms and deadlines of the Application are managed by the host institution.

   b) Not have withdrawn from an Erasmus+ mobility for studies (EU) for the a.y. 2019/2020 after accepting the place, unless their withdrawal was due
to causes of force majeure already verified by the International Office – Mobility Unit. This rule also applies to students who took over as reserves following the withdrawal of one of the selected students.

8. All selected students must be regularly enrolled at Ca’ Foscari University of Venice in order to sign the Grant Agreement and throughout their mobility. Students enrolled in the last year of a Bachelor’s Degree who apply 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, before starting their mobility. The pre-evaluation of the entry requirements procedure will not be considered as enrolment as far as the signing of the Grant Agreement is concerned.

Students interested in an Erasmus+ mobility within the framework of a Double or Joint Degree Programme must refer to the relevant DJD Call for Applications managed by the International Office – Counselling and Welcome Unit (jointdegree@unive.it) and do not have to apply to the present Call.

**ART. 3 – Activities to be carried out 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. By correctly filling out the relevant forms available online at [https://www.unive.it/data/12637/](https://www.unive.it/data/12637/), section “Procedures for outgoing Erasmus+ students a.y. 2020/2021”, selected students will be granted to receive full credit recognition of the activities carried out during their mobility, as 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. 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 possibility to carry out research activities shall be verified in advance by the student with the host university.

4. Except for students enrolled in a PhD Programme, the research activity for thesis can be carried out only in addition to attending course and taking the corresponding exams.

5. Bachelor’s and Master’s Degree students who do not take any of the exams inserted in their Learning Agreement or in the following Changes to the Learning Agreement, will have their mobility cancelled and will be asked to reimburse the total amount of grant already received.

6. At the end of the mobility period, only the exams indicated as passed on 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 or in following Changes to the Learning Agreement will be registered. It is not possible to reject any mark assigned to exams passed and listed in the Transcript of Records correctly inserted in the Learning Agreement or in any Changes to the Learning Agreement.

7. Partial exams at Ca’ Foscari University of Venice 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. It is, however, possible to take more than one exam at the host university in order to have one exam recognised at Ca’ Foscari.

8. The recognition of the activities carried out during the mobility and the corresponding local grade conversion will be managed by the academic coordinator at Ca’ Foscari, as per what established by the Academic Senate (see https://www.unive.it/pag/12605/).

9. It would be possible to add a traineeship activity to the study activity, on condition that it is agreed and evaluated by the Teaching Committee of the degree programme the student is enrolled in and the conditions listed in Annex 4 of the present Call are met.

In accordance to what established by the Academic Senate, mobilities for studies carried out starting from the a.y. 2020/2021 will NOT result in the exemption from the curricular internship activity.

ART. 4 – Destinations

1. The complete 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, which are provided in the section “Destinations”:

   a) Disciplinary area specified for each destination;
   b) Department/Faculty/School with which the agreement has been sealed, as specified for each destination, and the relevant study offer;
   c) Any additional restriction as specified in the section “Students/Months”;
   d) Language requirements, as well as entry academic requirements, as specified in the info sheet attached for each destination, where available and updated to the a.y. 2020/2021, and on the web site of the partner institution.

3. In case of variations imposed by the European and national authorities managing the Programme or by partner universities, the number of available places and the expected duration of the mobility as per the agreement might change following the publication of the present Call.

4. The evaluation Committee will not take responsibility for applications incompatible with the selected destination.
5. In the event that the UK may leave the Erasmus+ Programme as a consequence of Brexit, Ca’ Foscari University of Venice will take all necessary measures to guarantee planned mobilities, according to both partner universities’ provisions and available financial resources.

6. Students are invited to attend the departmental info meetings, which will be joined also by academic coordinators, and which will take place as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Date and Time</th>
<th>Venue</th>
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<tbody>
<tr>
<td>DSAAM/DSLCC</td>
<td>20/01/2020 - 09:30-12:00</td>
<td>San Basilio - MF5</td>
</tr>
<tr>
<td>DEC</td>
<td>21/01/2020 - 09:30-12:00</td>
<td>San Giobbe - Aula Magna</td>
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<td></td>
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<td>Cazzavillan</td>
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<tr>
<td>DMA</td>
<td>21/01/2020 - 14:30-17:00</td>
<td>San Giobbe - Aula Magna</td>
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<tr>
<td></td>
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<td>Cazzavillan</td>
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<tr>
<td>DFBC</td>
<td>22/01/2020 - 09:30-12:00</td>
<td>Malcantone Marcorà - Sala Morelli</td>
</tr>
<tr>
<td>DSU</td>
<td>23/01/2020 - 09:30-12:00</td>
<td>Malcantone Marcorà - Sala Morelli</td>
</tr>
<tr>
<td>DAIS/DSMN</td>
<td>24/01/2020 - 09:30-12:00</td>
<td>Campus via Torino - Delta 1B</td>
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<td>Incontro stud.</td>
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<tr>
<td>Internazionali (ENG)</td>
<td>27/01/2020 09:30-12:00</td>
<td>Ca’ Foscari - Aula Baratto</td>
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</table>

**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 period of mobility, all Erasmus+ mobilities will be taken into account (Erasmus+ for studies, Erasmus+ for studies ICM, Erasmus+ for Traineeship). Previous mobilities carried out under the patronage of other Italian Universities will be also taken into account.

2. The mobility period must not start before 1st June 2020 and must not finish after 30th September 2021.

3. The overall mobility must not last for less than 90 days and must not exceed 12 months. Exceptions to the minimum duration (90 days) can be made only in case the partner university confirms that the official term lasts for less than the expected minimum duration.

4. The specific duration of the mobility period is established by each agreement (see [https://www.unive.it/data/12637/](https://www.unive.it/data/12637/), section “Destinations”). The number of months specified for each destination will be indicated in the Grant Agreement that each selected student is to sign before the beginning of the mobility. The actual overall duration of the mobility, however, will depend on the academic calendar of the host university the mobility will be carried out at, and may vary by some days or weeks.
5. Students enrolled in the third year of a Bachelor's Degree Programme who plan to graduate in the 2020 autumn session must select destinations for one-semester (up to 6 months) mobilities and plan their mobility period during the second semester of a.y. 2020/2021.

6. Full-academic-year mobilities cannot be reduced to one-semester mobilities. Requests of reduction will be taken into consideration only in case of documented causes of force majeure.

7. Any interruption of the regular academic activity at the host university and/or the need to return to Italy must be promptly communicated to the International Office – Mobility Unit, which will evaluate each specific case.

**ART. 6 - Grant**

1. Students selected to carry out an Erasmus+ mobility for studies (EU) during the a.y. 2020/2021 will benefit from two different forms of fundings:

   a) Grant from the European Commission (Italian Erasmus+ National Agency INDIRE), as per Annex 1 to the present Call;

   b) Grant funded with ministerial funds (MIUR grant), as per Annex 2 to the present Call.

2. The two grants can be combined, and both are compatible with the Regional Scholarship for the right to study managed by the Financial Aid Unit, as well as other national scholarships.

3. The *grant from the European Commission* will be allocated to all selected students (Bachelor’s Degree, Master’s Degree and PhD students) who will not benefit from other forms of contribution from the European Commission throughout their mobility.

4. The Italian Erasmus+ National Agency INDIRE might notify at all times possible variations in the amounts of the grant mentioned in Paragraph 1 a) of the present Article. In case the funds allocated to Ca’ Foscari University of Venice are insufficient to cover all mobilities, some mobilities may not be financed or financed for reduced amounts, and students will be notified as appropriate.

5. In order to be eligible for the *MIUR grant*, selected students must:

   a) Be enrolled in a Bachelor’s or Master’s Degree throughout the mobility period;

   b) Obtain the recognition of at least 1 CFU at the end of the mobility;
c) Give consent to Ca’ Foscari University of Venice to be able to access their 2020 ISEE data on the INPS portal when applying to the present Call;

d) Request the 2020 ISEE certificate valid to access all forms of university financial aid by 15th May 2020. 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) 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 will not have to submit any hard copy of their ISEE certification to the University. On average, the ISEE certification is issued within 10 working days from the completion of the DSU. In order to be eligible for the grant as per paragraph 1 b) of 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 by 15th May 2020. Students who need to request the ISEE parificato are invited to contact via email the International Office – Mobility Unit in order to receive instructions concerning the CAF conventioned with Ca’ Foscari University of Venice they can refer to.

Students who will not request their 2020 ISEE certificate within the deadline or that will not consent to the access to their 2020 ISEE data will be allocated ex officio the contribution range no.7, as per Annex 2 to the present Call – MIUR grant.

All students are invited to request the 2020 ISEE/ISEE parificato within the above-mentioned deadline, as the funds from the European Commission (Italian Erasmus+ National Agency INDIRE), as per Paragraphh 1 a) might not be sufficient in order to cover all mobilities.
6. The definite total amounts of grant as per paragraph 1 b) of this Article will be communicated to selected students by the International Office – Mobility Unit after verifying the total amount of available funds, and, in any case, before the beginning of the mobility.

7. The total amount for each grant will be calculated as follows:

   a) Grant financed with funds from the European Commission (Italian Erasmus+ National Agency INDIRE): the total amount due to each student will be calculated on a DAILY basis (only the actual days of mobility will be funded, on the basis of the monthly amount);

   b) MIUR grant: the total amount due to each student will be calculated on a MONTHLY basis (only the actual months of mobility will be funded). If the mobility period does not correspond to a number of entire months, for additional days the following rule will be applied:
      - Periods of less than 16 days will not be financed;
      - Periods equal to or longer than 16 days will be considered as an entire month.

8. Both grants will be paid in two separate instalments:

   a) The 70% of the estimated total amount will be paid before the student’s departure, within 30 days from the sign of the Grant Agreement by all parties;

   b) The final instalment will be calculated as the difference between the actual total amount due (as per paragraph 7 of the present Article) and the amount of the first instalment already received by the student. This will be paid following the conclusion of the mobility, following the submission of the Recognition of Exams form to the International Office – Mobility Unit and within 45 days from the subsequent completion of the Individual Participant Report and EU SURVEY by the student. The final instalment will be, in any case, paid ONLY on condition that the selected student completes all the procedures as per Annex 4 to the present Call, and if they comply with the following requirements: recognition at Ca’ Foscari University of at least 12 CFU for mobilities that last for up to 6 months, recognition of at least 24 CFU at Ca’ Foscari University for mobilities that last for more than 6 months.

9. Students who will not have at least 1 CFU recognised at Ca’ Foscari at the end of their mobility, will be asked to reimburse the first instalment of the MIUR grant.
10. For students enrolled in a PhD Programme, the payment of the final instalment, as per Paragraph 1 a), is subject to a positive evaluation of their research activity from their Academic Supervisor.

11. Students who will carry out a mobility period inferior to the minimum expected duration (90 days) and have successfully completed the procedures as per Annex 4, will be eligible to a total amount of grant calculated on the basis of the actual days of mobilities, regardless of the number of CFU registered upon their return.

12. **Additional funding** from the Erasmus+ National Agency INDIRE is provided for **selected students with special needs**. In order to apply for these additional funds, selected students will have to indicate their special needs when filling in the questionnaire for the acceptance of the place, as per Article 9. For further information concerning this additional funding, students are invited to book an appointment with the International Office - Mobility Unit.

13. Students benefitting from an Erasmus+ mobility must continue to pay tuition fees at Ca’ Foscari University of Venice during the mobility period. They will, on the other hand, be exempted from the payment of tuition fees at the host institution. Partner universities might require students a contribution to cover student services and public means of transport expenses.

14. **The compliance of all the procedures indicated in the present Call, at: https://www.unive.it/data/12637/ and communicated throughout the year via email are essential preconditions in order to be eligible for the reception of the grant and for the validation of the mobility.** Students who do not comply with all the required procedures might at any time be requested by the International Office – Mobility Unit the total or partial reimbursement of the amount of grant already received. The International Office – Mobility Unit might also omit the payment of the expected grant, and cancel a student’s mobility. It is mandatory to use forms consistent with what specified at: [https://www.unive.it/data/12637/](https://www.unive.it/data/12637/). Using other types of forms might result in the withdrawal or the reduction of the grant, and in some cases the mobility might be cancelled.

**ART. 7 – Academic Incentives**

1. Students who will carry out a mobility within the framework of the Erasmus+ study programme (EU) during the a.y. 2020/2021 and obtain the recognition at Ca’ Foscari University of Venice of at least 6 CFU resulting from the activities carried out abroad, will be awarded a bonus on the final degree score, according to to the decisions of the Academic Senate (see [https://www.unive.it/pag/11105/](https://www.unive.it/pag/11105/)).

2. Students who will include a traineeship activity within their Erasmus+ mobility for studies will be awarded a bonus on the final degree score, according to to the decisions of the Academic Senate (see [https://www.unive.it/pag/11105/](https://www.unive.it/pag/11105/)).
ART. 8 – How to Apply

1. Students wishing to apply must complete their application online, by accessing on the website https://www.unive.it/pag/13526/ their Personal Area > Mobilità internazionale > Bandi di mobilità. Students must fill in all the required fields and sections, by 12:00pm (noon) on 13th February 2020.

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 priority for each destination using the drop-down menu.

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 a maximum of 5 destinations, also indicating the order of preference, from ONE department. Applications indicating more than 5 destinations or destinations from different departments will be discarded during the selection procedure. Students are, therefore, invited to select their destinations very carefully. Should an applicant be interested in less than 5 destinations, they can select less preferences.

5. When filling out the Questionnaire/Motivational Letter, students will be asked to declare whether they have already benefited from a mobility within the framework of the Erasmus+ for studies (EU), Erasmus+ for studies ICM, Erasmus+ for Traineeship during the same study cycle.

6. Students enrolled in the third year or in following years of a Bachelor’s Degree must indicate if they wish to carry out their mobility during the following study cycle – that is, during the first year of a Master’s Degree– when filling in the Questionnaire/Motivational Letter.

7. When the application procedure has been completed a green circle will be displayed, next to the name of the selected department, to confirm the registration. Applicants are invited to save a screenshot of the registration, for no confirmation will be issued by the system.

8. 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 relevant documentation must be sent by 12:00pm (noon) on 13th February 2020 to the International Office – Mobility Unit via email at: erasmusout@unive.it (indicating as subject: CANDIDATURA ERASMUS 2020/2021- DOTTORANDO).
9. Students graduating in the extraordinary session of a Bachelor’s Degree, who were not required to pay the first instalment for the academic year 2019/2020 and who consequently cannot use the online procedure, can still participate in the present Call. They must contact the International Relations Office - Mobility Unit, which will provide them with the relevant instructions in order for them to apply. The required documentation must be sent via email at erasmusout@unive.it by 12:00 pm (noon) on 13th February 2020 (indicating as subject: CANDIDATURA ERASMUS 2020/2021 - LAUREANDO).

10. In order to receive specific support in the presentation of the application and to receive information on the services made available by the partner universities, candidates with special needs are invited to contact the International Relations Office-Mobility Unit well in advance of the deadline of the Call.

11. Any reports of technical malfunctions in the online application must be submitted to the International Relations Office - Mobility Unit via email at erasmusout@unive.it by the same deadline and date of the present Call for application, indicated in Paragraph 1 of this Article. The Office will consider whether or not to accept each individual report.

12. Erroneous or incomplete applications will not be considered, as well as applications submitted the deadline.

**ART. 9- Ranking and acceptance of the place**

1. For students enrolled in a **Bachelor’s** or **Master’s Degree**, the Mobility Unit will draw up a ranking based on the following criteria:

   a) Average mark;
   b) Career speed (ratio between the number of registered credits and the year of enrollment);
   c) Enrolment in the selected department (only for some Departments – see chart below);
   d) Questionnaire/Motivational Letter (only in case of *ex aequo*).

   The weight placed (from 0 to 1) on each criterion by each Departmental Erasmus Committee are the following:

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<thead>
<tr>
<th></th>
<th>DSU</th>
<th>DSLCC</th>
<th>DEC</th>
<th>DMA</th>
<th>DSAAM</th>
<th>DAIS</th>
<th>DSMN</th>
<th>DFBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Mark</td>
<td>1</td>
<td>1</td>
<td>0,5</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Career Speed</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Enrollment in the Selected Department</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0,5</td>
</tr>
</tbody>
</table>
2. **In order to calculate the average mark and career speed only exams regularly registered by 23:59 on 13th February 2020 will be taken into account.** Self-certifications with regards to exams already taken but not yet registered by the above-mentioned deadline will not be taken into account.

3. **Students enrolled in a PhD Programme will be evaluated exclusively on the basis of the Questionnaire/Motivational Letter and the letter of the Supervisor, as for Article 8 Paragraph 6 of the present Call.**

4. Students who did not carry out an Erasmus+ mobility for studies (Europe) during the a.y. 2019/2020 will be awarded 1 bonus point in the final ranking. This is intended to favour students who have not already benefited from a mobility within the framework of the Erasmus+ programme.

5. The ranking will be drawn up on the basis of the score obtained and the preferences expressed by the students until all places are allocated.

6. Applications that will not comply with the specific restrictions indicated at [https://www.unive.it/data/12637/](https://www.unive.it/data/12637/), section “Destinations” (study cycle, study programme, department, year of enrolment during the mobility, etc.) will be considered as non-eligible and discarded.

7. **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.**

8. **The rankings for all Departments will be published in the Personal Area at www.unive.it (section “Mobilità Internazionale”) on 09th March 2020. Any postponements of the ranking list will be notified on the website at: [https://www.unive.it/data/12637/](https://www.unive.it/data/12637/). The publication of the rankings will not be notified via email.**

9. **Formal acceptance of the place must be made by selected students by 12:00pm (noon) on 12th March 2020 ONLY by filling in the appropriate online form available at the following link: [https://forms.gle/TA7FGoUvEg5PF1YF6](https://forms.gle/TA7FGoUvEg5PF1YF6).**

When filling in the form for the acceptance of the place, students selected for a one-semester (up to 6 months) mobility will be asked to specify the semester during which they wish to carry out their mobility, except for specific restrictions indicated in the “Destinations” section of the website: [https://www.unive.it/data/12637/](https://www.unive.it/data/12637/).

Students enrolled in the third year of a Bachelor's Degree who intend to graduate in the autumn session of 2020 will have to plan their mobility period for the second semester of the academic year 2020/2021, upon enrolment in a Master's Degree at Ca’ Foscari University of Venice.
10. Not completing or failing to complete the form will result in the loss of the place allocated during the selection.

11. Selected students who do not wish to accept the place must abstain from filling in the form. The student who withdraws from the mobility after formally accepting the place will lose the right to participate in the Call for Applications for the same Programme for the a.y. 2021/2022, except for documented causes of force majeure.

12. Students in the reserve list will not have to fill in the acceptance form, but will be contacted via email only, in the event that a selected student decides to withdraw.

13. In the months following the selection, an info meeting for selected students will be held. The date will be communicated via email in due time.

14. 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 list of selected students and the acceptance of the place. Students whose application is rejected will not be able to carry out their mobility during the a.y. 2020/2021. The International Office – Mobility Unit will verify the reasons for the rejection with the partner institution and will acquire the opinion of the academic coordinator in order to establish whether to allow the student to apply to the Call for Applications for the new Erasmus programme for the a.y. 2021/2022.

ART. 10 – Repechage of reserve students

1. Students in the reserve list might be allocated a destination following the withdrawal of a selected student. They will be contacted via email ONLY 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 (student's number@stud.unive.it), for the deadlines to accept the place might be tight.

2. Reserve students who will withdraw from their mobility after having been allocated and having formally accepted the place will lose the right to participate in the Call for Applications for the same Programme for the a.y. 2021/2022, except for documented causes of force majeure.

ART. 11 - 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.

**Overview of the main deadlines**

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<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application to the call</td>
<td>by 12:00pm (noon) on 13th February 2020</td>
</tr>
<tr>
<td>Registration of exams for the ranking</td>
<td>By 23:59 on 13th February 2020</td>
</tr>
<tr>
<td>Publication of the ranking</td>
<td>09th March 2020</td>
</tr>
<tr>
<td>Acceptance of the place (only for selected students)</td>
<td>by 12:00pm (noon) on 12th March 2020</td>
</tr>
<tr>
<td>Request of the ISEE (parificato) certificate to the CAF or professional tax consultant</td>
<td>By 15th May 2020</td>
</tr>
</tbody>
</table>

Venice, 15/01/2020

signed

The Rector

Prof. Michele Bugliesi
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 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 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.

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).
Annex 1 – Grants from the European Commission - Italian Erasmus+ National Agency INDIRE funds

The amount of grant is established on the basis of the country of destination, according to the following groups (defined by the EC):

<table>
<thead>
<tr>
<th>GROUP 1 (HIGH living cost)</th>
<th>300.00 Euros/month*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denmark, Finland, Iceland, Ireland, Luxemburg, Sweden, United Kingdom, Lichtenstein, Norway</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP 2 (MEDIUM living cost)</th>
<th>250.00 Euros/month*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria, Belgium, Germany, France, Greece, Spain, Cyprus, the Netherlands, Malta, Portugal</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP 3 (LOW living cost)</th>
<th>250.00 Euros/month*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Former Yugoslav Republic of Macedonia, Turkey</td>
<td></td>
</tr>
</tbody>
</table>

*The estimated total amount of the grant will be calculated on the basis of the number of months established by each agreement. The actual total amount due to each participant will be calculated upon their return, on the basis of the actual days of mobility and as per the Call for Applications.
Annex 2 – MIUR Grant (Ministerial Decree no. 1047, 29th December 2017)

<table>
<thead>
<tr>
<th>Contribution Range</th>
<th>ISEE</th>
<th>Minimum monthly amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ISEE ≤ 13.000</td>
<td>At least € 400</td>
</tr>
<tr>
<td>2</td>
<td>13.000 &lt; ISEE ≤ 21.000</td>
<td>At least € 350</td>
</tr>
<tr>
<td>3</td>
<td>21.000 &lt; ISEE ≤ 26.000</td>
<td>At least € 300</td>
</tr>
<tr>
<td>4</td>
<td>26.000 &lt; ISEE ≤ 30.000</td>
<td>At least € 250</td>
</tr>
<tr>
<td>5</td>
<td>30.000 &lt; ISEE ≤ 40.000</td>
<td>No more than € 200</td>
</tr>
<tr>
<td>6</td>
<td>40.000 &lt; ISEE ≤ 50.000</td>
<td>No more than € 150</td>
</tr>
<tr>
<td>7</td>
<td>ISEE &gt; 50.000</td>
<td>€ 0</td>
</tr>
</tbody>
</table>
Annex 3 – Eligible Countries

Eligible Countries: Erasmus+ Programme Countries*

<table>
<thead>
<tr>
<th>EU Member States</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria</td>
</tr>
<tr>
<td>Belgium</td>
</tr>
<tr>
<td>Bulgaria</td>
</tr>
<tr>
<td>Cyprus</td>
</tr>
<tr>
<td>Croatia</td>
</tr>
<tr>
<td>Denmark</td>
</tr>
<tr>
<td>Estonia</td>
</tr>
</tbody>
</table>

Programme Countries (extra EU)

<table>
<thead>
<tr>
<th>Former Yugoslav Republic of Macedonia</th>
<th>Iceland</th>
<th>Norway</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liechtenstein</td>
<td>Serbia</td>
<td>Turkey</td>
</tr>
</tbody>
</table>

*Please note that the mobility is possible only towards institutions with which Ca’ Foscari University of Venice has an agreement with, as described in the section “Destinations”.
Procedures for outgoing Erasmus+ students a.y. 2020/2021

The procedures described in the present Annex are referred to outgoing Erasmus+ students who have officially been selected for an Erasmus+ mobility, and who have correctly accepted the place.

The new Erasmus+ programme is updated on an ongoing basis by the European Commission and by the Agenzia Nazionale Erasmus+ INDIRE (the Italian National Agency for the Erasmus+ programme). For this reason, procedures and documentation are subject to change. Please make sure to check your institutional account (student’s number@stud.unive.it) and the relevant web page (https://www.unive.it/data/12637/) regularly.

Students who do not comply with all the required procedures, as per the present Annex and the Call for Applications, or procedures communicated via email, might not be eligible for the final instalment of the grant or, in the most significant cases, might have their mobility cancelled and be asked, as a consequence, to reimburse the whole amount of grant already received.

Contacts at Ca’ Foscari
The International Office – Mobility Unit will help you with all the organisational and administrative aspects of your Erasmus+ mobility. If you have any questions about the contents of courses you will be attending or about transfer of credits, you should contact your Ca’ Foscari Academic Coordinator.

Contacts at your host university
The Erasmus Office in your host university will be your main contact for all issues related to mobility (academic calendar, course programme, accommodation, etc).

Your contacts
From the moment that you accept your place, all communications from the Ca’ Foscari International Office will be sent to your institutional email account (student’s matriculation number@stud.unive.it). We suggest you to check it regularly.
After acceptance

Mobility period

Remember that your mobility period at the host university must:

- last for a minimum of 90 days and a maximum of 12 months. Exceptions to the minimum duration (90 days) can be made only in case the partner University declares that the official term lasts for less than the expected minimum duration;
- take place between 01/06/2020 and 30/09/2021;
- take place without interruption (you are not allowed to carry out any academic activity nor to take any exam at Ca’ Foscari during your mobility);
- may be reduced only for reasons of force majeure supported by documentation, upon approval of both universities. The mobility period must still last for at least 90 days, except for the above-mentioned cases. If you reduce the mobility period you cannot ask for an extension later;
- may be extended; to find out how, see the section “Before your return”

Documentation required by your host university (Application procedure)

Check the application procedures and deadlines for incoming Erasmus students on your host university website and factsheet. It is your responsibility to prepare and submit the necessary documentation within the deadlines established by the host university, which might turn down your application if you fail to send the documents on time. Before submitting your application to the partner university, you will have to be notified via email about your nomination by the International Office – Mobility Unit (nomination procedure). Priority may be given to nominations of students leaving in the first semester and, in any case to nominations whose deadline is tighter.

Unless the host university requires you to submit your Learning Agreement in order to complete your application, you will need to fill in this document subsequently, before signing the Grant Agreement as per what described below.

Remember we are happy to help you in preparing your documentation. Just contact the International Office – Mobility Unit, via phone or email, or book an appointment during our office hours.

Travel documents

ID or passport

Check that your ID or passport are valid for the entire mobility period. Some non-EU countries participating in the programme (like Turkey) require an entry visa, which
must be applied for in advance at the host country’s embassy/consulate in Italy. For more information, please see www.viaggiaresicuri.it.

**Health insurance**
Contact your local health authority (ASL) to find out if your European Health Insurance Card (EHIC) entitles you to healthcare in your chosen destination country or whether you require supplementary health insurance. For detailed information on all countries see the website of the Ministry of Health.

**Permit of Stay (for extra- EU students)**
If you are a Degree- Seeker student with a permit of stay, make sure that it is valid for travelling in the country of destination and that it is not expiring during the mobility period. It is your responsibility to get in contact with the International Office – Mobility Unit in order to receive the necessary support.

**Before the Mobility**

**Learning Agreement for Studies**

Before signing the Grant Agreement, a document without which you cannot start your mobility, you will have to fill in the Learning Agreement for Studies, a document listing all the activities you will carry out during your mobility and their recognition at Ca’ Foscari upon your return.

In order to prepare your Learning Agreement for studies you must:

- check the website of the host university and find the modules that can be compatible with your study plan, as per what specified for each destination;
- prepare a draft of your Learning Agreement;
- make an appointment with the Ca’ Foscari academic coordinator (Departmental Coordinator) to have it approved and signed. Remember to bring with you the draft of your Learning Agreement and the syllabuses of the modules you have selected;
- Submit your Learning Agreement to the host institution to have the document signed by your coordinator abroad;
- You must use the forms available at: https://www.unive.it/data/12637/. In case the host institution provides you with forms in different formats, you will have to fill in both.

The Learning Agreement must be sent via email to the International Office – Mobility Unit exclusively in PDF format before signing the Grant Agreement. The document must be signed by yourself, your academic coordinator at Ca’ Foscari and your coordinator at the host institution.
Learning Agreement for Research Activities

If you are a BA or MA student, you can fill in the Learning Agreement for Research Activities only in addition to the Learning Agreement for Studies. If you are a PhD student, you can fill in only the Learning Agreement for Research Activities.

In this document, you will have to describe the research activities you will carry out during your Erasmus+ mobility, as agreed with your thesis supervisor at Ca’ Foscari.

The document must be signed by you, your thesis supervisor and by your Erasmus academic coordinators and must be sent via email to the International Office – Mobility Unit exclusively in PDF format.

N.B you do not need to be assigned a tutor by the host university: you can carry out the research activity independently.

Grant Agreement

Before leaving, you must sign in person your Grant Agreement, without which your mobility cannot start. In the weeks following the acceptance of the place, you will be contacted via email at your institutional email account by the International Office – Mobility Unit, that will inform you about the date and place of the meetings organised for this purpose. Please, make sure to follow all the instructions and to meet all deadlines.

Online Linguistic Support

After signing the Grant Agreement you will be assigned an online language test that is mandatory for all students participating in the Programme, and that you must complete within 10 days from the allocation. You can find more information at erasmusplusols.eu/it/.

The test does not replace the certification that may be required by your host university, unless specified by this latter. During the final month of your mobility you will be required to take another test so that you can track the progress of your language skills. Those who do not take both tests, will not be eligible to receive the final instalment of the grant.

The language of the test will be the one spoken in the country where your mobility takes place. In case it is not available, you will have to take the test in the teaching language at the host institution.

During your mobility period you may also take an optional online language course. The course will be automatically activated if you obtain in the first assessment a result between A1 and B1 QCER levels, depending on the language allocated.

If you mother tongue is the same as the language spoken in your country of destination, you will be exempted from both OLS tests, but you will not be able to take the online language course.
During the mobility

During your mobility, remember to:

- send us the necessary documents via email (erasmusout@unive.it). You must not send us the originals, but always keep them for precaution;
- regularly check your institutional email account (student's number@student.unive.it);
- respect all the procedures and deadlines and contact the International Office – Mobility Unit promptly in case of any problem regarding your mobility.

Confirmation of Arrival

When registering as an Erasmus+ student, fill in and have the Erasmus Office of the host university sign the confirmation of arrival. Send it as soon as possible, and, in any case, within 7 days from the beginning of the activities abroad to the International Office- Mobility Unit via email (erasmusout@unive.it). The date on the confirmation of arrival cannot be prior to the starting date indicated in your Grant Agreement.

Changes to the Learning Agreement

In case you need to modify your Learning Agreement, you must fill in a Changes to the Learning Agreement form. It must be signed by your Erasmus coordinator at the host university and by your academic coordinator at Ca' Foscari and sent via email (erasmusout@unive.it) to the International Office- Mobility Unit. The Changes to the Learning Agreement form should only be used for changing the courses listed in the Learning Agreement or adding new courses. Courses that remain unchanged do not have to be included in the Changes form.

You have 30 days from the start of your courses to make any necessary changes. If you are not able to respect this deadline, please get in touch with us immediately (erasmusout@unive.it). Remember that no further changes will be accepted after your return.

Internships during the Erasmus+ mobility for studies

As described in the Call for Applications, you may undertake an Internship during your Erasmus+ study programme. Remember that:

- you will be able to carry out the internship during your mobility period, as per your Grant Agreement, including periods of extension requested as described below;
- The traineeship must be previously authorized by the Teaching Commitee for your study programme and follow the guidelines “Linee Guida per lo svolgimento dei Tirocini”;
The traineeship must be carried out under the patronage of the host university. This means that NO agreement between Ca’ Foscari and the institution the traineeship will be carried out at must be sealed;
You must fill in the relevant documents provided by the International Office – Mobility Unit.

Request for extension

If you wish to extend your mobility period, you must do the following at least one month before the date of expected return (as per your Grant Agreement):

- Fill in an Extension of Mobility Period form;
- if you wish to extend your one-semester mobility for another term, you will have to fill in a Changes to the Learning Agreement form, adding the activities that you wish to carry out during the extension period;
- get the forms signed and send them via email to the International Office - Mobility Unit (erasmusout@unive.it).

The period of extension may be financed with Erasmus+ EU funds and/or University funds provided the financial availability, in accordance with art. 6 of the 2020-2021 Erasmus+ Study Programme Call for applications.

Before your return

Confirmation of Departure

At the end of your Erasmus+ mobility period, please fill in the Confirmation of Departure Form and take it to the Erasmus Office at your host university for the signature. Then, send it to the International Office- Mobility Unit at Ca’ Foscari via email (erasmusout@unive.it).

The date written on it must correspond to the last day of academic activities at the host university not be later than the mobility end date stated in your grant agreement.

Transcript of records

At the end of their Erasmus period, some universities issue students with a Transcript of Records. If this is not the case, ask the relevant office at your host university to send this certificate directly to the International Office-Mobility Unit via email (erasmusout@unive.it) or post (Università Ca’ Foscari di Venezia – International Office- Mobility Unit - Dorsoduro 3246 - 30123 Venice - Italy).
Remember that it is your responsibility to ensure that the Transcript of Records is sent to Ca’ Foscari. The Transcript is usually sent to Ca’ Foscari approximately one month after the end of the mobility period.
If you plan to graduate in the graduation session immediately after the end of your mobility, please make sure that the Transcript is issued on time, according to Ca’ Foscari deadlines, and inform the International Office – Mobility Unit as soon as possible.

**Upon return from your mobility**

You will be able to carry out academic activities at Ca’ Foscari starting from the day following the date written on your Confirmation of Departure.

**In addition, remember to take the final Online Linguistic Support language test.**

**Recognition of exams**

If the host institution has sent you the Transcript of Records, send it to the International Office- Mobility Unit (erasmusout@unive.it) as soon as possible.

As soon as we receive the document, we will contact you to inform you about the exams recognition procedure. Since it may vary from one department to another, please wait for our instructions.

The conversion of exams must be carried out according to the Recognition of Study-abroad Periods section of the website.

Once we receive the **credit recognition form** from either the academic coordinator or the Campus, we will forward it to the Student Administration Sector so that the exams can be registered into your online records.

Please remember that:

- It is not possible to refuse the exam grades featured as passed into the Transcript of Records;
- It is not possible to carry out the recognition of partial exams at Ca’ Foscari;
- It is not possible to recognise exams which are not present both in the transcript of records and in the learning agreement (or in the changes form); the names of the exams and the relative credits must be the same in both documents, otherwise they will not be recognised;

Remember that, for accounting purposes, all students must submit their documents by **04/10/2021**.

**Participant Report (EU SURVEY)**

At the end of the credit recognition procedure, you will be requested to complete your individual report (EU survey). This will be activated for you by the International
Office – Mobility Unit, which will inform you via email as soon as the test will be activated.

**Buddy programmes and student associations**

The Buddy programmes offer a helping hand and an opportunity for language and cultural exchange between international and Ca’ Foscari students. After your return you can continue to enjoy an international university experience by participating in the Ca’ Foscari Buddy Programme or by joining one of the student associations at our university.

For more information, go to the section of the website dedicated to Buddy Programmes and to student associations.