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 an 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/](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](mailto: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 website 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>
<td></td>
<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>
</tr>
<tr>
<td></td>
<td></td>
<td>Cazzavillan</td>
</tr>
<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>
</tr>
<tr>
<td>Incontro stud. 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/, 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 Paragraph 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 - 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/. 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/).

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/).
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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<tr>
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<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](https://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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<th>Event</th>
<th>Deadline</th>
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<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</td>
<td>by 12:00pm (noon) on 12th March 2020</td>
</tr>
<tr>
<td>(only for selected students)</td>
<td></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