

For legal purposes refer only to the Italian version of the Call. This translated version is intended only for a better comprehension.

ULISSE

CALL FOR APPLICATIONS STUDENT MOBILITY TOWARDS NON-EU COUNTRIES

A.Y. 2024/2025

<https://www.unipd.it/en/ulisse>

1st Call

Application deadline:
Tuesday 16 January 2024, **13.00 CET**

2nd Call

Application deadline (only for vacant destinations):
Tuesday 9 April 2024, **13.00 CET**

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Preface

The University of Padua promotes and supports student mobility in non-EU countries both under the European Erasmus+ Programme KA171 and through its own specific programme called Ulisse. The two programmes, i.e. Erasmus+ and Ulisse, are regulated by their own specific Call for applications.

The complete list of available destinations and all information about them can be found in the destination portal of the Mobility Unit: www.unipd.it/mobility-agreements . Destinations must be filtered by degree course (study field). The total number of months indicated in the portal for each agreement should be divided by the number of available places. The number of months thus calculated for each student corresponds to the maximum duration that can be financed.

Although the same universities or countries may fall under both Programmes (Erasmus+ and Ulisse), the selection and management processes and participation rules are very different. Erasmus+ destinations, for example, vary from year to year depending on the projects approved by the Italian National Agency.

On the portal it is possible to identify the reference programme of each destination. You are consequently invited to consult the specific call for applications of your interest.

When applying in Uniweb, the opportunities will appear separately and students can apply for both programmes. Mobilities with both programmes are compatible as long as they are consecutive and not simultaneous. However, it is not possible to carry out two Erasmus+ long-term study mobilities in the same academic year.

ATTENTION

The information presented in this call may be subject to change as a result of subsequent indications from the University of Padua or the partner universities, particularly with regard to the procedures necessary to start and carry out the mobilities.

All mobilities are, moreover, subject to an assessment of the security conditions in the destination countries, based on the indications of the Ministry of Foreign Affairs and International Cooperation (MAECI) and other local or national provisions.

The destinations listed in this call and the numbers of the relevant mobility places, as well as the language requirements and deadlines for application forms, may be subject to change based on decisions of the partner institutions that are not known at the time of the release of this call.

The possibility of a period abroad for selected students is therefore always subject to acceptance by the host institution and, where applicable, the issuance of a visa by the destination country. Please note that visa issuance may be precluded for some nationalities by some countries.

Art.1 – General Information

1.1. Objectives of the Call

The University of Padua promotes student mobility towards non-EU countries through the Ulisse Programme. The Programme provides students with the opportunity to spend a study, thesis research, and/or traineeship period abroad at partner universities under academic collaboration agreements.

1.2. Destinations

The list of available host universities in the framework of the Ulisse Programme can be found in a dedicated online portal, available at the following link: www.unipd.it/mobility-agreements

Through the above portal, students can find key information related to each host university, which will be useful to guide the choice of the host university and the whole application process, i.e:

- number of available places and possible mobility period;
- language requirements;
- degree programmes eligible for selection and possible restrictions;
- possible activities to be carried out abroad (course units and examinations, thesis research, traineeship);
- funding (if allocated).

The vacant places left after the first Call for Applications will be made available in the second Call for Applications. The departure is subject to the deadlines of the university abroad.

The places left vacant after the second Call for Applications may be redistributed between students eligible for other destinations. Candidates in a useful position in the ranking will be informed about the modalities and timing of the redistribution.

1.3. Eligible activities

The mobility places are allocated exclusively for study, thesis research, and/or traineeship activities (see the online portal for specific information on the host universities).

At least 50% of the ECTS credits gained abroad must be recognised as curricular activities and must be included in the study plan in order to obtain the recognition. Selected students and the Head of the Degree programme Board, or his/her representative, must agree on the activities to be carried out abroad through a Learning Agreement before students' departure.

1.4. Duration

The duration of the mobility period is predetermined by each bilateral agreement signed with partner universities and cannot last less than 2 months (60 days).

The study abroad stay may start from 1st July 2024 and must end by 30 September 2025, provided that the academic calendar of the partner university and national regulations allow it.

Art.2 – Application requirements

Students are eligible to apply to the Ulisse programme if they meet the following requirements by the application deadline:

1. Students must be enrolled at the University of Padua for the a.y. 2023/2024:
 - a) in a Bachelor's or Single-cycle degree course;
 - b) or in a Master's degree course;
 - c) or in a PhD programme.

The enrolment procedures must be finalised by the deadlines set in each degree programme, and the mobility must start before the completion of the study programme.

All Bachelor's students who, under this call, apply for mobility to be carried out during their 1st year in a Master's degree programme and who expect to graduate before departure will have to finalise their enrolment in the Master's degree programme before the mobility starts. Should this not be the case, the mobility place will not be awarded.

2. Non-EU citizens must have a valid **residence permit**. Students are in charge of verifying the renewal procedures and their compatibility with the mobility period.
3. Students must have a **minimum** of 40 ECTS credits **recorded** before their application is submitted. Master's or PhD students automatically meet this requirement. Students enrolled in the first year of a Bachelor or single-cycle master's degree, must have a minimum of 15 ECTS credits recorded before their application is submitted, therefore they will be able to apply for the second call, unless different rules are set by the Schools or Departments. It is also necessary to have at least 40 ECTS recorded on Uniweb before departure, failure the possibility to study abroad.
4. Students must meet the **language and specific requirements** set out by the partner universities, as referred to in the online destination portal.

In case students do not meet the required prerequisites, they will be excluded from the programme, even after the publication of the selection results.

NB: the departure is always subject to the issue of the entry visa by the diplomatic authorities of the host country, following receipt of the invitation letter by the partner university (this procedure must be personally conducted by the students well in advance of the date of departure).

Art.3 – Financial support

3.1 Funding

As regards mobility to host universities covered by University funding, the financial support includes:

- a mobility grant, which amounts to EUR 700 per month (calculated on the actual days of stay at the host university abroad, only physical mobility can be funded). Scholarships are taxed according to law.
- the reimbursement for travel expenses: it is an all-inclusive funding which is exclusively issued as a flat-rate reimbursement and calculated according to the geographical distance of the destination.

As regards mobility to host universities covered by Department funding, the amounts of the financial contribution and further information relating to the destinations can be found on the online [portal](#). Funding may not be provided for mobility to some host universities (zero grant mobility).

Students selected under the Programme will be exempt from paying tuition fees at the host university (except for some fees for specific services that may be charged by the host university). Students can continue to benefit of regional or national grants (where applicable) during their stay abroad. Finally, students can be awarded with their final degree by the University of Padua only upon conclusion of the mobility abroad.

Depending on the availability of funds, the University may provide for additional funding according to the participants' economic situation certified by ISEE. Specific instructions and deadlines will be provided to selected students.

IMPORTANT !

The students who will have not acquired at least 3 ECTS credits by the end of their study period abroad will be considered as 'zero grant' students. As a result, they will have to reimburse the amounts they may have already received and will not be granted any additional funding. This rule does not apply to PhD students.

The students who fail to pay back the amounts received to which they are not entitled anymore, for not meeting the number of credits required or for reducing the mobility period, will not be able to continue with their career and obtain the qualification.

3.2 Grant payment procedures

UNIPD will provide selected students with funding under the following terms:

- the **first instalment of the grant (70%)** will be issued upon upload of the Proof of Arrival filled out by the host university; should the student not upload the Proof of Arrival, he/she will have to refund the grant received;
- the second instalment, which is the **balance of the grant (30%)**, will be issued at the end of the mobility period after checking the proper and complete submission of the end-of-mobility documents (to be submitted within 10 days of the end of the mobility period).

The disbursement of the grant by UNIPD does not correspond to its receipt by the student. Students will have to sign the financial agreement (or letter of intent for zero grant mobilities) drafted by the Projects and Mobility Office - Mobility Unit by following the instructions and fulfil all obligations before departure in order to benefit from funding.

Art. 4 – How to submit the application

4.1 Application procedure

The application form for this call must be filled out online through the Uniweb account. Select 'International Mobility > Outgoing International Mobility' from the menu on the left, then click on 'Accordi Bilaterali' and on 'Bando Ulisse'.

Applicants can apply for up to 2 different partner universities (minimum 1 - maximum 2) in order of preference; some destinations are only open to some degree programmes or specific study cycles. Each candidate will be selected for only 1 destination and will be automatically excluded from the other one.

Candidates do not have to submit any additional application for funding, as it is automatically

allocated to the selected students of the funded destinations (see the online [portal](#) for further information on available host universities).

Applications must be submitted by 16 January 2024 at 1.00pm CET for the first Call for Application and by 9 April 2024 at 1.00pm CET for the second Call for Application. For detailed information see the due dates schedule.

The selected students (whether they accept the place or not) of the first application period cannot apply for the second application period.

4.2 Attachments to the application form

The following documents (only in PDF format) must be enclosed to the application form:

1. Proposal of the activities to conduct abroad and/or letter by the thesis supervisor (the attachment is COMPULSORY). Please use the form available at: www.unipd.it/en/ulisse. Students are required to regularly check the academic courses on offer at partner universities. UNIPD is not responsible for any changes made to the educational offer of partner universities.
2. A valid language certificate of the required level expiring later than 30 June 2024 (see online portal) (COMPULSORY for University-sponsored agreements). Students are required to check the validity of the certificate when applying to the partner university. For Department-sponsored agreements, please check the online portal for further information about language requirements
3. Motivation letter in the language of the host country (COMPULSORY)
4. Any other documents required by partner universities, by way of example: CV; personal statement, additional language certificate, presentation letter by a professor at UNIPD or pre-acceptance letter by a professor at the host university, etc. (See online portal).

Instructions on how to apply through Uniweb are available at: <http://www.unipd.it/servizi/risorse-line/uniweb> -> Manuali per studenti -> Manuale studente - domanda bando Ulisse.

In the event of false statements or use of false documents, the criminal sanctions will be applied according to art. 76 of Italian Presidential Decree DPR no.445 dated 28.12.2000.

IMPORTANT

Incomplete applications and/or applications improperly filled out and/or not meeting the requirements will be automatically discarded. Upon submission of the application, a confirmation will be sent to candidates' institutional email address (name.surname@studenti.unipd.it).

Art. 5 – Selection criteria

5.1 Selection criteria and awarding of mobility places

With regard to applications for mobility places under University-sponsored agreements (see portal), a Committee appointed by the Rector will assess the applications considering the merit factor, the language competence, the motivation letter, and the proposed plan of activities, in accordance with the selection criteria (available at the following link: www.unipd.it/en/ulisse).

As regards applications for mobility places under Departmental agreements, each Department of the University shall run the selection in accordance with the criteria set forth under to this call (see online portal) or can let the Committee appointed by the Rector apply the abovementioned selection procedure.

5.2 Restrictions and incompatibility of mobility places

The mobility places of this call are compatible with other mobility places (e.g. Erasmus + study programme, double degree, etc.), provided that the mobility periods do not overlap. Should this be the case, selected candidates must reject one of the awarded places or, if possible, change the mobility period, according to the deadlines and following the instructions set forth by the related call for applications.

The students who, during their academic career, have already been awarded a mobility place under bilateral agreements or under last year call for applications for Ulisse Programme CANNOT apply for the same partner university they spent their mobility period at.

Art. 6 – Rankings

6.1 Ranking lists and acceptance procedure

The ranking lists related to each partner university will be made available according to the schedule on the website www.unipd.it/en/ulisse. This will be the only mean of

communication between UNIPD and the candidates.

Selected candidates will have to secure the mobility place by logging in to Uniweb. Should they fail to do it by the deadline (see schedule), they will automatically forfeit their place.

The turned down mobility places will be offered to the first eligible candidate on the ranking list.

The helpdesk service will be available throughout the acceptance stage: domanda.erasmus@unipd.it

6.2 Replacements

The mobility places which have not been accepted by selected students will be offered to the next eligible candidates on the ranking list. The list of students eligible for replacement will be published after the acceptance stage on the website: www.unipd.it/en/ulisse. This will be the only means of notification.

The candidates eligible for replacement will have to secure the mobility place by logging in to Uniweb. Should they fail to do it by the deadline (see schedule), they will automatically forfeit their mobility place.

The places that may subsequently become vacant due to withdrawal of selected students will be reallocated before 1 October 2024 or in any case by the deadlines set by partner universities. The first eligible candidate ranking conveniently on the list will be contacted EXCLUSIVELY BY EMAIL AT THE INSTITUTIONAL EMAIL ADDRESS (name.surname@studenti.unipd.it). The student will have to secure the mobility place by the deadline specified in the email. Should they fail to do it by the deadline specified in the email, they will automatically forfeit their mobility place, and the next eligible candidate ranking conveniently on the list will be contacted.

6.3 Redistribution of vacant places

The places left vacant after the second Call for Applications may be redistributed between students eligible for other destinations, compatibly with the selection and eligibility requirements of the host universities. Candidates in a useful position in the ranking will be informed about the modalities and timing of the redistribution.

6.4 Withdrawal

The students who withdraw from the mobility place once the acceptance stage has ended will have to exclusively use the online procedure available at www.unipd.it/relint section 'Mobilità Ulisse'.

They must also notify:

- the Projects and Mobility Office - Mobility Unit, using the [www.unipd.it/relint platform](http://www.unipd.it/relint);
- the Programme Coordinator or the person responsible for internationalisation or a representative, signatories to the Learning Agreement, via email;
- the partner university, via email.

In case of withdrawal after departure, if the minimum 2-month period has not elapsed, any funding already issued to the student will have to be reimbursed. Should this be the case, students will have the possibility to reapply in the following academic years.

Art. 7 - Instructions for selected students

Selected students will have to carry out some administrative procedures before, during, and after the mobility in order to receive the mobility grant. The instructions are available in the handbook and in the software used by the Mobility Unit (e.g. Mobility Online).

Information on the documents to annex and the procedures that successful students must carry out is available at: www.unipd.it/en/ulisse and in the student handbook.

In the event of incorrect or missing documentation, a full or partial reimbursement of funding may be requested. Students will be directly responsible for all procedures and must carry them out independently.

Accident insurance and civil liability insurance taken out by UNIPD only cover accidents during educational and/or traineeship activities. It is advisable to get **private insurance** to cover all of the other medical services not related to educational and/or traineeship activities. Furthermore, students are personally responsible for getting information on the insurance required for practising medicine and at healthcare facilities.

IMPORTANT !

In any case, the final decision on admission of selected applicants to the exchange program rests with the host universities, in accordance with the bilateral agreements and the deadlines set in their academic calendars.

Partner universities may decide to reject the student selected by UNIPD even after all the documents required for registration for the mobility period have been sent.

Art. 8 – Activity recognition

Recognition of credits and activities carried out abroad, including research for the final dissertation, is guaranteed based on the signed Learning Agreement. The Projects and Mobility Office - Mobility Unit will start the recognition procedure only after having received all the necessary documents. Once the procedure starts, the student will receive precise instructions from their Mobility Desk. For further information on credit recognition procedures, students can check the webpages of the Mobility Desks at the Schools and Departments of the University of Padua: <http://www.unipd.it/erasmus-studio>

Students are responsible for providing all documentation in time to meet deadlines such as regional/national scholarship applications, call for housing and / or graduation sessions (at least 30 days before the start of the session).

The University of Padua is not responsible for the release of the Transcript of records by the host universities and their timing. Partial modules of a course unit cannot be recognised.

Art. 9 – Deadlines

16 January 2024, 13.00 CET	Online application submission - First Call
9 April 2024, 13.00 CET	Online application submission - Second Call

For all other deadlines please refer to the schedule available at the following webpage: <https://www.unipd.it/en/ulisse>.

Art. 10 – Contacts

Candidates and successful students will be notified exclusively via the institutional email address, i.e. name.surname@studenti.unipd.it.

This call for applications is under the responsibility and coordination of the Projects and Mobility Office- Settore Mobility

Via Lungargine del Piovego 1 - 35129 Padova

Email: bando.ulisse@unipd.it

Telefono: +39 049 827 5033

Telegram: <https://t.me/internationalmobilityUNIPD>

Art. 11 – Processing of personal data

The University of Padua processes personal data of the interested parties in accordance with the principles of correctness, lawfulness, transparency and minimization, for the protection of confidentiality and all the rights of the interested parties, in accordance with the provisions of the European Regulation on the protection of personal data. (EU Regulation 2016/679, so-called GDPR), by the Code regarding the protection of personal data (Legislative Decree 196/2003 and subsequent amendments) and by the consequent implementing measures adopted by the European authorities and by the Guarantor for the protection of personal data (www.garanteprivacy.it).

Art. 12 – Final provisions

Person appointed to oversee the procedure, within the meaning of art.4 of law no.241/1990:
Ms Alessandra Gallerano, Head of the Projects & Mobility Office.

Candidates have the right to access the competition records as set forth by the existing legislation. The request must be made to the Projects and Mobility Office, University of Padua, Via Lungargine del Piovego, 1 - 35129 Padova, by filling out the related form available at the same office.

Padua, date

The Rector, Daniela Mapelli

*firmato digitalmente ai sensi del d.lgs.
82/2005*

Il Responsabile del procedimento amministrativo <i>Dott.ssa Alessandra Gallerano</i>	La Dirigente <i>Dott.ssa Dora Maria Cornelia Longoni</i>	Il Direttore Generale <i>Ing. Alberto Scuttari</i>
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