

Ulisse Programme call for applications

Student mobility 2021/22

The University of Padua (UNIPD) promotes student mobility towards non-European Countries through the Ulisse Programme call for applications. The programme enables students to spend a study, a thesis research and/or an internship period abroad at partner Universities under academic collaboration agreements.

Mobility towards some of the destinations included in this call for applications are supported by University and Department funding (see **Annex 1 - Destinations, Factsheets**).

Successful students are exempted from paying enrolment fees to the host University (except for some fees the host University may require for some services).

Students will continue to benefit from allowances or regional/national scholarships they are entitled to. They will graduate from UNIPD only once having completed their mobility period abroad.

1. AIMS OF THE STAY: ACTIVITIES AND DURATION

The mobility places are allocated exclusively for the study, research and/or traineeship activities (see Annex 1 for specific information on the host Universities).

At least 50% of credits obtained abroad must be recognised as curricular activities, i.e. within the students' study plan and as necessary for obtaining the degree. Selected students must agree the activities to carry out abroad with the President of the degree course or their delegate through the Learning Agreement before the departure.

The duration of the mobility period is predetermined by each Bilateral Agreement signed with each partner University and cannot last less than 3 months (see Annex 1). Annex 1 provides information on each partner University regarding:

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

A second call for the places not assigned in the first one is planned. Departures will depend on the deadlines of the host institution.

Exchanges may start from 1 April 2021 and must end by 30 September 2022, but according to the academic calendar of the host institution.

2. REQUIREMENTS

Requirements to apply for this call are listed below:

1. Students must be enrolled at the University of Padua for the a.y. 2020/2021:

- at least in the second year of a Bachelor's degree or Single-cycle degree programme;
- or in a Master's degree programme;
- or in a PhD research doctorate.

Enrolment in a degree programme must be finalised by the deadlines specified in each degree programme and mobility must start before completing the study programme.

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

2. Non-EU citizens must be in possession of a residence permit.
3. Students must accumulate at least 40 ECTS credits before their application is confirmed. Students enrolled in a Master's degree programme or in a PhD research doctorate automatically meet this requirement.
4. Students must meet the language requirements specified by each partner University, as referred to in Annex 1.

NB: the departure always depends on the issue of the entry visa by the Diplomatic authorities of the destination country. To apply for a visa, students must submit the invitation letter by the partner University (this procedure must be personally conducted by successful students well in advance of the date of their departure).

3. FINANCIAL SUPPORT

3.1. DESTINATIONS WITH UNIVERSITY FUNDING

For all the destinations with University funding, UNIPD will provide successful students with funding as follows:

- mobility grant, which amount to euros 700 per month (calculated on the actual days of stay at the host University).
- 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.

Fundings will be provided:

- the first part of the grant (70%) will be issued upon upload of the Prof of Arrival filled out by the host University (within 7 days from the arrival date at the host University) (see section 6);
- the second and last part of the grant (30%), will be issued at the end of the mobility period upon checking that the end-of-mobility documents have been filled out properly and have

been submitted. Therefore, students must submit all the documents specified in section 6 within 10 days from the end of the mobility period.

To benefit from funding, students must sign the financial agreement with the Projects and Mobility Office – Mobility Unit and fulfil the expected obligations before their departure.

3.2. DESTINATIONS WITH DEPARTMENT FUNDING

For destinations with Department funding, the Department is in charge of the financial agreement and the issue of funding. For further information, please see Annex 1.

NB: Some Department destinations won't foresee any fund (zero grant)

4. HOW TO SUBMIT YOUR APPLICATION

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

It is possible to apply for up to 2 different partner Universities (minimum 1 - maximum 2 choices) in order of preference; some destinations are only open to some degree programmes. Each candidate will be selected for only 1 destination and will be automatically excluded from the other one.

Candidates do not need to submit any additional application for funding. Students who are selected for destinations with funding will automatically receive it (see Annex 1).

Applications must be submitted by 13 January 2021 at 1.00pm for the first call and by 31 March at 1.00 pm for the second. Please read the deadlines calendar.

NOTE! Incomplete and/or improperly filled out applications will be automatically discarded. After submitting their application, candidates will be sent an email message to their institutional email address (name.surname@studenti.unipd.it), confirming the submission.

Selected students (whether they accept or not) won't be able to apply for the second call.

4.2. DOCUMENTS TO BE ANNEXED TO THE APPLICATION FORM

The following documents (in PDF format exclusively) must be annexed to the application form:

1. Proposal of the activities to conduct abroad and/or letter by the thesis supervisor (the annex is COMPULSORY). The form is available at: www.unipd.it/en/ulisse
Students are required to regularly check the academic courses on offer provided by partner universities. UNIPD is not responsible for any changes in the educational courses and programmes of partner Universities.
2. A language certificate (not expired) of the level required (see Annex 1) (COMPULSORY)

3. Cover letter in vehicular language according to the destination (COMPULSORY)
4. Any other documents required by partner Universities: e.g. CV; personal statement, language certificate, presentation letter by a professor of UNIPD or pre-acceptance by a professor of the host University, etc. (See Annex 1).

Instructions on the application procedure via 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 declarations or use of false documents, criminal sanctions will be applied according to art. 76 of Decree No. 445 of the President of the Republic of 28 December 2000.

5. SELECTION CRITERIA AND AWARDING OF MOBILITY PLACES

5.1. CRITERI DI SELEZIONE E ASSEGNAZIONE DEI POSTI SCAMBIO

For applications regarding mobility places within Departmental agreements, each Structure of the University is in charge of selections in accordance with the criteria annexed to this call (see Annex 1).

For applications regarding mobility places within University level agreements (see Annex 1), a Committee appointed by the Rector will analyse the applications in accordance with the merit coefficient, language skills, cover letter and proposal of the activities as stated in the Annex 2 – selection criteria.

Once the selection procedure is over, a ranking list will be published for each University: in case of equal score, precedence will be given to the student who has not participate in a mobility programme within the same cycle. In case of further equal score, precedence will be given to the youngest student.

5.2. RESTRICTIONS AND INCOMPATIBILITY WITH MOBILITY PLACES

Being awarded other mobility places (e.g. Erasmus + study programme, double degree, etc.) is compatible with being awarded a mobility place of this call, as long as the mobility periods do not coincide.

Should this be the case, successful candidates must withdraw from one of the awarded places or, if possible, change the mobility period, in accordance with the deadlines and the instructions specified in the related call for applications.

Students who have already been awarded a mobility place within bilateral agreements or the previous edition of the Ulisse call during their academic career CANNOT apply for the same University they spent their mobility period at.

6. RANKING LISTS AND ACCEPTANCE OF THE MOBILITY PLACE, REPLACEMENTS AND WITHDRAWAL

6.1. RANKING LISTS

Ranking lists related to each partner University will be published on the website <http://www.unipd.it/ulisse> and will be the only mean of communication between UNIPD and students.

During the acceptance stage the helpdesk service will be available on Uniweb: domanda.erasmus@unipd.it

Successful candidates must accept the mobility place on Uniweb.

Failing to accept the mobility place by the set deadlines (please see the deadlines calendar) will result in an automatic withdrawal by successful candidates.

The mobility places which are not accepted will be awarded to the first eligible candidate on the ranking list.

6.2. REPLACEMENTS

The mobility places which are not accepted will be awarded to the first eligible candidate on the ranking list.

The list of students eligible for replacement will be published after the acceptance phase on the website: www.unipd.it/en/ulisse This will be the only mean of communication.

Students eligible for replacement must accept the mobility place on Uniweb.

Failing to accept the place by the set deadlines will result in an automatic withdrawal from the mobility place by the replacement students.

Afterwards and in accordance with the deadlines set by partner Universities, the places withdrawn by successful candidates will be reassigned. The first eligible candidate on the ranking list WILL BE EXCLUSIVELY CONTACTED AT THEIR INSTITUTIONAL EMAIL ADDRESS (name.surname@studenti.unipd.it). The student must accept the mobility place by the deadline specified in the email. Failing to accept the place by the deadline specified in the email will result in an automatic withdrawal by the student. The first eligible candidate on the ranking list will be awarded the place.

6.3. WITHDRAWAL

To withdraw from the mobility place after acceptance and after the nomination by the partner University, students must exclusively use the online procedure available at www.unipd.it/relint; section 'Accettazione e rinuncia posto mobilità Ulisse'.

Students must also notify their withdrawal to:

- the Projects and Mobility Office- Mobility Unit, through the online platform www.unipd.it/relint;
- the President of the degree course or the person responsible for internationalization or a representative who signed the Learning Agreement, via email;
- the partner university, via email.

In case of withdrawal after the departure, if the minimum three-month period has not been completed, any funding already issued to the student will have to be reimbursed. Students will be able to resubmit their application in the following academic years.

NOTE: In any case, host Universities are in charge of the final decision to admit selected students to the exchange programme, in accordance with the bilateral agreements and the deadlines of their academic calendars. Partner Universities may decide to reject the student selected by UNIPD even after sending all the documents necessary to enrol in the mobility period.

7. PROCEDURE FOR SUCCESSFUL STUDENTS

Successful students will be required to follow precise procedures before, during and after the mobility in order to obtain the scholarship and according to the student vademecum.

For all information on documents and procedures for successful students please visit the link: www.unipd.it/ulisse and the students' vademecum.

In case of missing or incorrect documents students will be asked to return fully or partially the scholarship. Students will be personally responsible for all procedures and have to follow them autonomously.

Tuition fees paid by students enrolled at the University of Padua also include which is valid also when going abroad. For further information on insurance abroad, please visit the web page: <http://www.unipd.it/target/studenti/segreteria-e-tasse>.

Accident insurance and civil liability insurance provided by UNIPD exclusively cover accidents during educational and training activities and/or internship. For all the other medical services which are not connected to study and/or internship activities it is advised to subscribe to a private insurance. Students are personally responsible for getting information on the types of insurance necessary for the practice of medical profession and required by the healthcare facility.

8. CONTACTS

Candidates and successful students will be exclusively notified to their institutional email address, name.surname@studenti.unipd.it. This call for applications is run and coordinated by Projects and Mobility Office- Mobility Unit
Via Portello 31 - 35129 Padova
Email: bando.ulisse@unipd.it
Telefono: +39 049 827 3061

9. SCADENZE

13 January 2021 1pm	Online submission of applications for mobility place (1st call)
31 March 2021 1pm	Online submission of applications for mobility place (2nd call)

For all dealines, please see the deadlines calendar.

10. TRATTAMENTO DEI DATI PERSONALI

Pursuant to the Personal data protection Code (Legislative Decree No. 196 30 June 2003) the processing of candidates' personal data is carried out by the University of Padua exclusively for institutional purposes, according to principles of fairness, lawfulness and relevance.

The person in charge of the procedure pursuant to art.4 of law no.241/1990:
Dott.ssa Dora Maria Cornelia Longoni, Head of International Relations Division.

Candidates have the right to access the documents of the procedure of the call for applications in accordance with the existing legislation. The request must be submitted to the Projects and Mobility Office, by filling out the dedicated form.

The Rector Rosario Rizzuto