

Ulisse Programme call for applications

Student mobility 2020/21

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**).

When applying and for the duration of their stay abroad, successful students must be enrolled at UNIPD and have regularly paid university fees. Successful students are exempted from paying enrolment fees to the host University (except for some fees the host University may require for some services) ¹. 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.

Each student can apply for up to 2 partner Universities.

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).

N.B. Information on partner Universities included in the factsheets is updated on the date of publication of the Ulisse Programme call for applications 2020/2021.

¹ See University of New South Wales factsheet for enrolment in Research Practicum

1. AIMS OF THE STAY: ACTIVITIES AND DURATION

The mobility places are allocated exclusively for the following **activities** (see Annex 1 for specific information on the host Universities):

1. study period: attending course units and passing examinations;
2. research for thesis preparation
3. internship (only at the University of New South Wales, Australia)

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). Exchanges may start from 1 April 2020 and must end by 30 September 2021.

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. 2019/2020:
 - 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 have accumulated a minimum number of ECTS credits as follows:
 - students enrolled at least in the second year of a Bachelor's degree or in a Single-cycle degree programme for the a.y. 2019/2020 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. 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 15 January 2020 at 1.00pm

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.

3.2. DOCUMENTS TO BE ANNEXED TO THE APPLICATION FORM

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

1. Readable and complete copy (back and front) of a valid ID card, along with a copy of the residence permit for non-EU citizens (the annex is COMPULSORY);
2. 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.

3. 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: www.unipd.it/en/ulisse

Before the expiration of this call, the International Office will arrange meetings open to students who are interested in applying for this call (see dedicated web pages).

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.

4. SELECTION CRITERIA AND AWARDING OF MOBILITY PLACES

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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 (calculated on 30/11/2019).

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.

4.2. 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 during their academic career CANNOT apply for the same University they spent their mobility period at.

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

5.1. RANKING LISTS

Ranking lists related to each partner University will be published after 13 February 2020 on the website

<http://www.unipd.it/en/ulisse>. This 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 by 18 February 2020 at 1.00pm: it will not be possible to accept the mobility place later than the above-mentioned time.

Failing to accept the mobility place by the set deadlines 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.

After the acceptance stage, the International Office will arrange meetings in order to provide successful students with practical information related to their stay at the partner University.

5.2. 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 20 February 2020** 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 **by 21 February 2020 at 1.00pm**: it will not be possible to accept the mobility place later than the above-mentioned time.

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

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

After 21 February 2020 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.

5.3. 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 International Office, through the online platform www.unipd.it/relint;
- the Programme Coordinator 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.

6. PROCEDURE FOR SUCCESSFUL STUDENTS

6.1. BEFORE DEPARTURE

Successful students are required to list all the activities to carry out abroad (**Learning Agreement**) in line with their own study plan. For this purpose, students are required to use the Learning Agreement on Uniweb. The Learning Agreement must be approved by the Programme Coordinator or a representative and by the partner University. After accepting the mobility place, successful students must submit the Learning Agreement on Uniweb and have it approved by the date the contract is signed. Students who will exclusively carry out thesis research or internship during the mobility period as well as Ph.D. students are required to annex a letter to the Learning Agreement on Uniweb. The letter must specify the name of the supervisor/tutor of the partner University and must be signed by the supervisor of Padua or by the tutor of the Ph.D. programme.

Instructions on how to fill out documents, what documents to annex, approval and sending procedures of the Learning Agreement signed by the host University are outlined in the handbook available at www.unipd.it/en/ulisse

Successful students are required to gather information on deadlines and procedures concerning:

1. the Application form (enrolment form as mobility student at the host University - if required);
2. the Accommodation form (form to request accommodation, if available).
3. As for instructions on where to find the application and accommodation forms and how to fill them out, successful students are advised to read the factsheet of the chosen institution abroad annexed to this call (Annex 1). It is advised to pay full attention to the deadlines set by partner Universities. Failure to meet the deadlines may allow the partner University to reject successful students.
4. Visa procedures: successful students will receive an invitation letter by the host University in order to apply for a student visa to the host country Embassy. For further information on requirements and documents necessary to be issued the visa, please refer to the websites of the host country diplomatic authorities.

Before their departure, successful students must:

1. insert their **bank account details** in the dedicated section on Uniweb;
2. sign the financial agreement;
3. be issued a student visa towards the country where the mobility is taking place;
4. provide for healthcare abroad by contacting their local Health Authority or by signing up for private insurance;

Tuition fees paid by students enrolled at the University of Padua also include **accident insurance and civil liability insurance** 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>.

The above-mentioned insurance types 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.

6.2. AFTER ARRIVAL AND DURING THE MOBILITY

After arrival and during the mobility, students must:

1. have the **Prof of Arrival** filled out (annexed to the Grant agreement) by the host University within 7 days from the arrival. The document must specify the date of beginning of the mobility period (Date of Arrival). Students are required to upload the document on the International Office website in the 'Area studenti' section. Should the Prof of Arrival not be uploaded, the first part of the grant will not be issued.
2. during their study period abroad, students **can modify** the Learning Agreement submitted before to add, delete or change course units. Changes must be agreed to by the Programme Coordinator or a representative and approved by the partner University. To modify the

Learning Agreement students are required to follow the procedure on Uniweb; further information is available in the section dedicated to the Learning Agreement.

3. store all the documents that have been sent.

6.3 AFTER THE EXCHANGE PERIOD

After the exchange period and within 10 days from the end of the mobility period, students must hand in the following original documents to the International Office:

1. **Certificate of Attendance** filled out by the host University and attesting the exact dates (day/month/year) of the start and end of the stay at the host University. The Certificate must specify the date and display the original signature and stamp of the host University.
2. **Transcript of Records (ToR)** (certificate of the examinations successfully passed abroad) and/or a letter of the coordinator of the thesis activity of the host University (written on letterhead specifying the date and displaying the signature and stamp). The letter must detail both the activity carried out and the ECTS credits gained as well as the statement by the supervisor of UNIPD proposing the number of ECTS credits to validate² for the thesis research activity (a facsimile is available for download on the website www.unipd.it/ulisse).
3. NB: Should the certificate of examinations not be available when leaving, students must make sure that the host University sends the document to the email address bando.ulisse@unipd.it (within 15 days from the end of the stay). Should that not be possible, the certificate can be sent by mail.

Once the International Office receives all the end-of-mobility documents, students will be able record the activity carried out during the mobility period in Uniweb.

Before validating the activity carried out abroad, it is essential to check that the last Learning Agreement approved matches the Transcript of Records in terms of the name of the examinations and the number of ECTS credits. All the successful examinations included in the Transcript of Records must be also included in the last Learning Agreement.

To validate the activity carried out abroad students must annex the following documents to the Learning Agreement approved on Uniweb within 15 days of receipt of the documents:

1. A PDF scan (protected file) of the Transcript of Records issued by the International Office (COMPULSORY);
2. In the case of thesis research: a PDF scan (protected file) of the letter by the tutor/supervisor of the host University and by the thesis supervisor of UNIPD issued by the International Office. The thesis research activity must be recorded in Uniweb at the end of the mobility period. Only the activities included in the approved Learning Agreement can be validated.

Students will receive the last part of the grant only after submitting the end-of-mobility documents.

²This document is not necessary if the professor who validates the ECTS credits is the supervisor of the thesis.

Information on documents to annex and procedures for successful students is available at: www.unipd.it/en/ulisse

7. FINANCIAL SUPPORT

7.1. DESTINATIONS WITH UNIVERSITY FUNDING

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

- **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.

Funding is broken down into:

- 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.

To benefit from funding, students must sign the financial agreement at the International Office and fulfil the expected obligations before their departure.

Students are required to book an appointment on the website www.unipd.it/relint to sign the financial agreement. They are also required to personally attend the appointment with an identity document (ID card or passport), the university badge and a bank account number (which must be inserted on Uniweb before booking the appointment to sign the financial agreement). **It will not be possible to sign the financial agreement if the Learning Agreement has not been approved on Uniweb.**

According to the legislation (art.12 of Legislative Decree No. 201 06/12/2011) concerning the traceability of payments made by public administrations, the mobility grant will be issued ONLY to an Italian postal/bank account, including prepaid cards. The student must be the holder or joint holder of the postal/bank account or of the prepaid card.

The bank account details must be inserted in the dedicated section on Uniweb before booking the appointment to sign the agreement.

7.2. DESTINATIONS WITH DEPARTMENT FUNDING

For destinations with Department funding, the Department is in charge of the financial agreement and the issue of funding.

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
International Office

Via VIII Febbraio 1848, 2 - 35122 Padova

Email: bando.ulisse@unipd.it

Phone: +39 049 827 3061

9. TABLE OF DEADLINES

By 15 January at 1.00pm	Online submission of applications for mobility place
after 13 February 2020	Publication of the ranking lists
By 18 February 2020 at 1.00pm	Acceptance of the mobility place by successful candidates
after 20 February 2020	Publication of the list of students eligible for replacement
By 21 February 1.00pm	Acceptance of the mobility place by students eligible for replacement

10. PROCESSING OF PERSONAL DATA

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 Elena Autizi, Head of the International Office.

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 International Office, University of Padua, Via VIII Febbraio 1848, 2 - 35122 Padova, by filling out the dedicated form available at the Office.

The Rector
Rosario Rizzuto

ANNEXES:

ANNEX 1 Destinations, Factsheets