

Call for applications for Ulisse Programme

Student mobility 2022/23

The University of Padua (UNIPD) promotes student mobility towards non-EU countries through the Ulisse Programme call for applications. The programme gives students the opportunity to spend a study, thesis research, and/or traineeship period abroad at partner universities under academic collaboration agreements.

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

Selected students are exempted from enrolment fees at the host university (except for some service fees that the partner university may charge). Selected students will continue to benefit from allowances or regional/national scholarships they are entitled to. They will graduate from UNIPD only after having completed their mobility period abroad.

1. AIMS OF THE STAY: ACTIVITIES AND DURATION

The mobility places are allocated exclusively for study, thesis research, and/or traineeship **activities** (see Annex 1 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 qualification. 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.

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). **Annex 1** provides information on each partner university regarding:

- the number of places available and the expected 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 application period will be made available in the second application period. The departure is subject to the deadlines of the university abroad.

The exchanges may start from April 2022 and must end by 30 September 2023, provided that the academic calendar of the partner university and safety measures (with special reference to the Covid-19 health emergency) allow it.

2. REQUIREMENTS

The requirements to apply for this call are listed below:

1. Students must be enrolled at the University of Padua for the a.y. 2021/2022:
 - at least in the second year of a Bachelor's or Single-cycle degree programme;
 - or in a Master's degree programme;
 - 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.

The 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 be in possession of a residence permit.
3. Students must have a minimum of 40 ECTS credits recorded before their application is confirmed. Master's or PhD students automatically meet this requirement.
4. Students must meet the language and specific requirements set out by the partner universities, as referred to in Annex 1.

NB: the departure is always subject to the issue of the entry visa by the diplomatic authorities of the destination 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).

3. FINANCIAL SUPPORT

3.1 DESTINATIONS COVERED BY UNIVERSITY FUNDING

As regards destinations covered by University funding, the financial support includes:

- the 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).
- 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.

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;
- 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. For this purpose, students must submit the required documents within 10 days of the end of the mobility period.

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.

Students will have to sign the financial agreement 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.

The students who will have not acquire 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 DESTINATIONS COVERED BY DEPARTMENT FUNDING

As regards destinations covered by Department funding, the Department is in charge of the financial agreement and of funding provision. See Annex 1 for the amounts and further information. For some of the destinations there may be no funding (zero grant).

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 Annex 1).

Applications must be submitted by 13 January 2022 at 1.00pm for the first application period and by 30 March 2022 for the second application period. For detailed information see the due dates schedule.

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).

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 (in PDF format exclusively) 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/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 31 March 2022 (see Annex 1) (**COMPULSORY**). Students are required to check the validity of the certificate when applying to the partner university.
3. Motivation letter in the language of the destination 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 Annex 1).

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.

5. SELECTION CRITERIA AND AWARDING OF MOBILITY PLACES

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As regards applications for mobility places under Departmental agreements, each Department of the University shall run the selection in accordance with the criteria annexed to this call (see Annex 1).

With regard to applications for mobility places under University level agreements (see Annex 1), 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 sheet (Annex 2).

At the end of the selection procedure, one **ranking list** per partner university will be drawn up: in case of equal score, the student who has never participated in a mobility programme within the same study cycle will be given priority. In case of further equal score, the youngest candidate will be selected.

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.

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

6.1 RANKING LISTS

The ranking lists related to each partner university will be made available according to the schedule on the website

<http://www.unipd.it/ulisse> . **This will be the only mean of communication between UNIPD and the candidates.**

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

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.

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: <http://www.unipd.it/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 2022 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. 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;
- 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 3-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.

IMPORTANT:

In any case, the final decision on admission of selected applicants to the exchange programme 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.

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.

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

8. CONTACT DETAILS

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

Projects and Mobility Office- Mobility Unit

Via Portello 31 - 35129 Padova

Email: bando.ulisse@unipd.it

Tel.: +39 049 827 3061

9. DEADLINES

13 January 2022 at 1.00pm Online application submission for the first application period

30 March 2022 at 1.00pm Online application submission for the second application period

For all deadlines, please refer to the due dates schedule.

10. PROCESSING OF PERSONAL DATA

The candidates' personal data is processed by the University of Padua exclusively for institutional purposes, in compliance with the Personal data protection Code (legislative decree no. 196, dated 30 June 2003) according to principles of fairness, lawfulness and relevance to the same purposes.

Person appointed to oversee the procedure, within the meaning of art.4 of law no.241/1990:

Ms Dora Maria Cornelia Longoni, Head of International Relations Division.

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, Università degli Studi di Padova, Via Portello, 2 - 35129 Padova, by filling out the related form available at the same office.

Padova, date

The Rector
Daniela Mapelli

digitally signed pursuant to Italian legislative decree 82/2005

Person appointed to oversee the administrative procedure <i>Dott.ssa Dora Maria Cornelia Longoni</i>	The Head of the Division <i>Dott.ssa Dora Maria Cornelia Longoni</i>	The Director General <i>Ing. Alberto Scuttari</i>
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