

ULISSE

CALL FOR APPLICATIONS STUDENT MOBILITY TOWARDS NON-EU COUNTRIES

A.Y. 2023/2024

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

1st Call

Application deadline:
Tuesday 17 January 2023, **13.00 CET**

2nd Call

Application deadline (only for vacant destinations):
Wednesday 29 March 2023, **13.00 CET**

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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 places available 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 April 2023 and must end by 30 September 2024, provided that the academic calendar of the partner university and safety measures (with special reference to the Covid-19 health emergency) allow it.

DID YOU KNOW THAT YOU CAN ALSO STUDY ABROAD OUTSIDE EUROPE THROUGH ERASMUS+!

Student mobility towards non-EU countries is also supported through the Erasmus+ Programme, "Erasmus + mobility for study beyond Europe Call". This call allows for a mobility period from 60 days up to 12 months per each study cycle (1st cycle: three-year, 2nd cycle: master's, 3rd cycle: doctorate). Selected students can benefit of an Erasmus+ scholarship and have the opportunity to follow courses and use the facilities of host universities without further enrollment fees. Full recognition of the courses taken abroad is also guaranteed, provided these courses are approved through a dedicated Learning Agreement. For further information, see the Call.

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. 2022/2023:
 - 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**.
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 online destination portal.

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

Funding varies depending on the host university and can be sponsored by the University of Padua, International Relations Division, or by a specific School or Department of the University.

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 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 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).

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 17 January 2023 at 1.00pm CET for the first Call for Application and by 29 March 2023 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 2023 (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).

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.

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).

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 2023 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;
- 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. 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 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.

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. 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).

Art. 9 – Deadlines

17 january 2023, 13.00 CET	Online application submission - First Call
29 march 2023, 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 3061

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 Portello, 2 - 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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