



CALL FOR OVERSEAS EXCHANGE PROGRAMME 2019/20

Abstract from the official 2019/20 Overseas Exchange Programme call for outgoing students in Italian language

N.B.: The text in Italian language is intended to be the only official source of information concerning the Overseas Exchange Programme call for outgoing students.

The present abstract is intended to provide some useful information on the main information included in the call.

For the 2019/20 Academic Year, 50 students (30 with scholarship, 20 without scholarship) will be selected for a mobility period as part of the International Exchange Programmes that the University of Pavia maintains with: Argentina, Australia, Brasil, Canada, Cile, Colombia, Japan, Jordan, Lebanon, Mexico, Palestine, Russia, Taiwan, United States e Vietnam. The available places are distributed as indicated in the table attached to the present call (Attachment A) which also specify the academic and linguistic requirements of each host university, the disciplinary area in which it is possible to undertake academic activities and other useful information.

ART. 1 – REQUIREMENTS FOR CANDIDACY

Students who are EU citizens as well as non-EU citizens officially enrolled in an **undergraduate degree course, a postgraduate degree course, a one-tier degree or a PhD (only certain destinations available)** at the University of Pavia, are eligible for candidacy. Exchanges are open to any subject area: any restrictions and / or priority subjects are specified in **Attachment A**.

Candidates must be in possession of specific language qualifications that are valid for the 2018/2019 academic year. For details, please see art. 4 of this call and **Attachment A**.

Incompatibilities and Restrictions

- Students can **choose 1 university per country with a maximum total of 3 countries** among those available, stating their order of preference;
- Successful candidates who, during the same period of study abroad, have been assigned a mobility period under another international programme, must renounce their previously accepted mobility period before sending in their participation confirmation for the mobility period referred to in this call.
- A mobility period will not be permitted to students in their first year of study, if they are doing a three-year undergraduate course or a single-tier degree course;
- Students can access mobility opportunities that correspond to the area of study in which they are enrolled in at the time of selection and that pertain to the following academic year. Therefore, in order to avoid places / grants being allocated to students who will no longer be enrolled at the University of Pavia in the year in which the mobility period will take place, **students completing the final year of their three-year degree course will be excluded from selection, without exception.**

- During the course of the mobility period, students who have been assigned a place / study grant are not permitted to graduate or to obtain the qualification for which they are enrolled at the University of Pavia, nor are they permitted to transfer to another University.

- Students who have already been allocated a place / mobility grant as part of an International Exchange Programme and / or Erasmus+ Overseas during their academic career, will not be eligible to apply to a destination that they have already been assigned in the past.

ART. 2 - PERIOD ABROAD

In the 2019/2020 academic year, the admitted students **will attend a semester of study** (refer to Attachment A for the specific semesters available) at one of the foreign Universities listed in Attachment A.

The following facilities will be made available to these students:

a) exemption from paying tuition fees at the foreign host university; students will pay their UNIPV tuition fees for the 2019/2020 academic year as usual;

b) preliminary and/or orientation courses at the host university.

The status assigned to the selected students at a host university will be that of an Exchange student, and the level of study during the mobility period will be defined by the host university in accordance with their internal regulations (see Attachment A), regardless of what level degree programme the students are enrolled in at UNIPV.

The selected students will obtain a certificate from the host university at the end of the semester, detailing the studies which they have completed abroad.

During their semester at the host university, students will have to:

a) pay their own travel expenses;

b) pay the cost for obtaining a VISA;

c) pay for health insurance that will cover them in case of sickness and/or an accident during their semester abroad;

d) pay any specific costs required by the Exchange Programme / host university (see Attachment A for details);

e) pay expenses for the purchase of books and educational materials;

f) pay any social fees related to the host university;

g) pay maintenance costs abroad (excluding the ISEP programme).

Students who do not complete their semester of study (those who return early) must refund a portion of the grant that they originally received.

ART. 3 – PERMITTED ACTIVITIES

The study period at the host university should be used to take exams that are equivalent to the ones that the student would be taking at UNIPV, i.e. exams that correspond to the student's study plan that **must be approved by the Departmental Mobility Delegate**. It will also be possible to add a thesis preparation to the exam to be taken abroad.

The minimum number of credits to be earned during the period abroad is equivalent to 18 CFU credits.

At certain host universities, a minimum number of credits / units must be obtained for the purpose of obtaining and maintaining the visa (as specified in Attachment A)

In particular, for the purpose of obtaining / maintaining the entry visa in the U.S.A., **all students will be obliged to achieve a minimum of 12 UNITS in courses that are relevant to their study plan and approved by the departmental delegate for international mobility.**

In the event of no educational activity being completed during the period abroad, the assigned grant may be revoked.

At the end of their mobility period, the student will obtain official recognition of the activities that they carried out during their period abroad, for the purpose of them being registered as part of their academic career, in accordance with the final certificate issued by the host university (the Transcript of Records).

ART. 4 - PRESENTATION OF CANDIDACY

The application must be made online by accessing the link available on the UNIPV website > Internationalisation > Scholarships

The online form will be available until Friday 1st March 2019, at midday.

Candidates must attach the following documents:

- a) a passport-size photograph;
- b) Learning Agreement (the programme of study that the candidate intends to follow at the host university) signed by the International Mobility Delegate of the student's department; one LA for each of the three chosen destinations (the template is available online).
ISEP Programme candidates must present 10 study programmes, one for each of the 10 American universities selected by the ISEP network;
- c) **Qualification / Certificate proving the student's knowledge of the foreign language**, requested by the host university as stated in Attachment A.

This could be:

A. a recognised international language certificate, as required by host universities in certain destinations:

The United States, Japan, Australia, Lebanon, Canada, Russia: TOEFL or IELTS certificate, valid for the 2019/20 academic year, with a score equal to or higher than the one requested by the chosen University;

B. a language certificate issued by the University Language Centre (only in host universities that do not specify the need for an international certificate): all the information on deadlines and how to register for tests is published on: <http://cla.unipv.it>.

C. having mother tongue status or enrolment in a course that makes the student exempt from presenting a language certificate (only in host universities that do not specify the need for an international certificate): all the information with regards to this can be found in Attachment B

Either the international language certificate or the certificate issued by the University Language Centre must be attached to the application form or (**as a last resort**) presented during the interview, scheduled approximately for the 21st of March. If the student fails to do so he will be excluded from the selection process.

d) Letter of motivation, indicating for each of the 3 seats defined in the application the academic motivations of the choice.

e) only for doctoral candidates: an acceptance letter from the director of studies or from a reference professor of the host university (a confirmation e-mail is also acceptable) + a letter signed by the supervising professor at the relevant doctorate school (the templates are available online).

It will only be possible to send the application once.

We recommend that you pay particular attention to the specific documents required by each country (e.g. USA, Japan, Australia, Mexico).

Upon receiving your online application, it is not the International Relations Office's responsibility to verify that it is all correct and complete.

Incomplete applications will not be considered eligible.

Candidates who are selected will be required to complete a special form by the host university in order to participate in the exchange. The student must autonomously ensure that they complete the registration process and that their

request for accommodation at the host university goes through, in accordance with the methods of the host university and in compliance with the relevant deadlines.

ART. 5 - SELECTION AND RANKINGS

Candidates will be selected by a special commission assembled by the University Rector.

The assignment of mobility periods will be made on the basis of a ranking in descending order based on the total score obtained by adding the merit score to the evaluation score, calculated as follows:

max 200 points	50% (up to 100 points)	merit score <i>(calculated by the responsible office)</i>
	+	
	50% (up to 100 points)	language competency score <i>(toefl/ielts/other score, up to a maximum of 50 points)</i> + evaluation of study / research programme and motivation score <i>(up to a maximum of 50 points assigned by the selection committee)</i>

Merit score

In order to calculate the merit score, any exams that the student has taken before the **1st March 2019** will be taken into account, in addition to (for those who are enrolled in postgraduate courses) the outcome of the student's three-year undergraduate course (their graduation score and the overall 180 credits).

It is the candidate's responsibility to verify that each exam they have taken has been recorded in their "Booklet" (denotable from the presence of an "S" in the green box next to the exam name, the "date of the exam" and "grade / feedback"), available through the Online Portal.

It is also in the candidate's own interest and their responsibility to report, in advance, any missing records or instances of "activities awaiting approval" to their course's Student Secretariat and subsequently verify that the Secretariat has registered the activity before the deadline on the **1st March 2019**: **anything recorded after this date will not be considered for scoring purposes.**

Evaluation score

In order to ascertain the evaluation score, candidates will undergo a selection interview, during which the Commission will evaluate:

a) the language skills that the candidate possesses

The commission will ascertain the adequacy of the student's language preparation and, where necessary, will evaluate the score of the international language certificate or the Language Centre certificate, the possible status of mother tongue and/or the exemption of the candidate from language assessments.

b) The proposed study programme abroad and the candidate's motivation. The commission will evaluate the study programme abroad and will consider the candidate's CV as well as what motivates them personally over the course of the interview.

The selection interview will take place on the 21st of March (date, time and place to be confirmed – any useful information will be published and updated on the International Relations Service).

Candidates who will not take part to the selection interview will be excluded from the selection process.

On the basis of the selection procedure, a ranking in descending order will be issued by the Selection committee.

The selection Committee will then assign the mobility periods on the basis of the ranking and of the destination choices of each candidate.

The winners for each destination will be identified taking into account the overall score obtained, as well as the maximum number of available places per each university partner.

When more students get the same overall grade in the selection in the ranking priority will be given to the ones with the less advantaged socio-economic background (which will be measured with the ISEE declaration handed in for the university enrollment at academic year 2019/20).

Moreover, since the international mobility must not delay the graduation of the selected candidate, the selection Committee will not give priority to "fuori corso" candidates or to candidates who might become "fuori corso" if they participate to the mobility period.

Rankings will be available on the International Relations Office website.

In case of waiver of the right, the mobility period will be assigned to the first suitable candidate for the same destination. If there are no more suitable candidates for the destination vacated, the ranking order will be followed, subject to the availability of the host university to accept further mobility compared to those communicated. The next selection will be made within the time limits imposed by the deadlines for registration at the University of destination chosen.

The publication of the initial rankings and subsequent updates will be notified by e-mail to the candidates. Limits, methods and deadlines to access the offices that have remained or become available will be announced later to the candidates in the ranking.

ART. 6 – ACCEPTANCE AND WITHDRAWAL

Selected candidates will have to accept or refuse the mobility period assigned by the deadline indicated by the International Relations Office.

In any case, those who have not accepted within the period specified will be considered definitively dropped out the assigned mobility for study for the 2018/19 academic year.

Acceptance will not guarantee the student to be accepted by the host university: he/she must to be officially accepted by the host university.

In case of drop out, candidates must inform immediately the International Relations office of the University of Pavia.

Successful candidates who, during the same period of study abroad, have been assigned a mobility period under another international programme, must renounce their previously accepted mobility period before sending in their participation confirmation for the mobility period referred to in this call.

GRANTS

The best 30 students will receive an economic contribution obtained from funds allocated in the University's 2019 budget and an integration obtained from ministerial funds according to the following scheme:

- **ECONOMIC CONTRIBUTION:** € 250 monthly (Argentina, Brazil, Chile, Colombia, Jordan, Lebanon, Mexico, Palestine, Russia, Taiwan, Vietnam)
- € 350 monthly (Australia, Canada, Japan, USA*)

- INTEGRATION:

ISEE VALUE BANDS	Monthly Grant for Overseas Mobility
ISEE ≤ 13.000	€ 550
13.000 < ISEE ≤ 21.000	€ 500
21.000 < ISEE ≤ 26.000	€ 450
26.000 < ISEE ≤ 30.000	€ 400
30.000 < ISEE ≤ 40.000	€ 350
40.000 < ISEE ≤ 50.000	€ 300

ISEE>50.000 or not presented	€ 250
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*** For the ISEP scholarship, only the financial contribution is provided, without integration, as the student will already be exempted from paying the costs of board and lodging, which will be borne by the host University.**

ATTENTION: for the calculation of the monthly amount the ISEE indicator used to calculate the student contribution for the academic year 2018/19 will be considered.

The amount and methods of obtaining the grant awarded by the University of Pavia will be indicated later. The amounts indicated in Attachment A are indicative.

The financial contribution and the integration will be calculated in terms of monthly payments based on the actual period spent abroad up to a **MAXIMUM OF 5 MONTHS**.

If there are no winners for one or more destinations, the economic contribution for these destinations can be granted to the students deemed suitable and present in the ranking for other locations.

The financial contributions will be assigned to the students in ranking order, until all the available funds are exhausted.

Students who, due to the exhaustion of the funds, will not obtain the expected financial contributions, can also start, as students, Zero Grant if allowed by the assigned destination (see Annex A)

The economic contribution + supplement granted are subject to IRPEF withholdings as a salary and as such constitute income. A CUD will therefore be issued by the University of Pavia, which the student will have to view and download at

<https://www.unipv.u-gov.it>, inserting the University credentials (Tax ID and password).

ART. 7 - ENTRANCE IN THE FOREIGN COUNTRY AND INSURANCE

The legislation and regulations governing immigration of non-EU students in the various destination countries are different, and related to the nationality of these students: it is the student's responsibility to collect the information with the necessary advance and obtain the documents that will allow entry and stay in the destination country, addressing their respective diplomatic representations.

During the entire period of mobility, the student will benefit from insurance coverage for accidents and civil liability by the University of Pavia. The relative policies can be consulted on the University website (www.unipv.eu> Students> live the university> Insurance). In addition, the selected candidates will have to turn on their own expenses suitable health insurance policy valid in the chosen country.

ART. 8 - PRIVACY INFORMATION

The personal data of the candidates and of the participants will be treated by the University of Pavia, the data controller, for the purposes of the Overseas Program. These purposes involve the communication of data to bodies outside the University (host institution), within the limits and under the conditions set by the current European legislation. General Data Protection Regulation no. 2016/679.

ART. 9 - RESPONSIBLE FOR THE PROCEDURE

The person in charge of the procedure is Dr. Silvia Massara, Head of the International Relations Service;

USEFUL CONTACTS AND INFORMATION

For information on the present call please contact: Gaia Garancini or Alessandra Varasi: relint@unipv.it - tel.0382 98 4694/6948.