

**EUROPEAN LIBERAL ARTS NETWORK
STUDENT MOBILITY
CALL FOR APPLICATIONS A.Y. 2022/2023**

1 - Purpose

A selection procedure is announced for students to undertake periods of study abroad at partner universities in the ELAN Network:

- University of Bristol
- Universidade de Coimbra
- Trinity College Dublin
- Universität Graz
- Universität Heidelberg
- Katholieke Universiteit Leuven
- Ecole Normale Supérieure Paris
- Univerzita Karlova V Praze / Charles University Prague
- Universidad de Salamanca
- University of Turku
- University College Utrecht

The contents of the study abroad programme must comply with the criteria for the definition of *Liberal Arts* studies, as set out on the network's website:

http://www.uni-heidelberg.de/fakultaeten/philosophie/zegk/new_elan/elan_about.html

Successful applicants will be entitled to the ELAN Certificate if at the end of the course they meet the requirements set out by the network:

http://www.uni-heidelberg.de/fakultaeten/philosophie/zegk/new_elan/elan_certificate.html

More details on requirements and procedures regarding the ELAN Certificate:

<https://www.unisi.it/sites/default/files/allegatiparagrafo/PROCEDURA.pdf>

2 - Recipients

The opportunities offered in this call for applications are for students at the University of Siena who are regularly enrolled in first cycle (three-year), single cycle or second cycle degree courses or in degree courses under the old university regulations at the following Departments:

- Philology and literary criticism
- Education, Human Sciences and Intercultural Communication
- History and cultural heritage

- Social, political and cognitive sciences (except the Degree course in Social Work)
- Political and international sciences

Please note that the final assessment for obtaining the ELAN Certificate is carried out on the basis of the student's entire course of study (5 years): you are invited to apply only if your university career is related to the humanities and meets the requirements of the ELAN Programme (see article 1 of this notice).

3 - Admission requirements

During their period abroad, as foreseen by the exchange programme, students must be regularly enrolled at the University of Siena.

Students enrolled in the third year of a first-level degree course who plan to graduate before leaving for the period abroad must present a study plan relating to the teaching activities of the second-level degree course in which they plan to enrol in academic year 2022/2023. They may start the mobility period only after enrolment in academic year 2022/2023.

Admission requirements vary, depending on the destination. Please consult the ELAN website for further information.

Students with a weighted average of 27/30 or higher may apply.

4 - Language requirements

Students will be admitted to the selection procedure if they have a university certificate or qualification attesting to their knowledge of the language of the chosen country or of the language in which the courses are delivered in the chosen country with reference to the minimum level required by the host institution. Some host Universities may accept students without the minimum level required, provided that they complete intensive language courses before the beginning of classes. For further information, please consult the ELAN website and the websites of individual universities.

5 - Preparing the application

We recommend that students prepare their applications carefully. In particular, at this point in the process, it is very important to check that the educational offer at the selected institution meets their needs.

Before submitting an application students must check, by visiting the websites of the universities they intend to indicate among their preferences, the minimum requirements for prospective exchange students (language proficiency, number and/or type of exams already taken, etc.), as well as the deadlines set for the enrolment of mobility students.

These deadlines must be considered when choosing a destination, taking into account the deadlines in this call for applications and the technical time required to close rankings.

This will enable successful applicants to complete all the application procedures required for enrolment at the host university.

Eligible students will be required to provide all the documentation requested by the host university and the International Relations Division; those who wish to forfeit their grant must give timely and reasoned notice.

The foreign universities shall have strict deadlines for the completion and dispatch of special registration forms (application form, accommodation form, learning agreement, etc.). Students

are therefore invited to consult, as specified above, the website of the host foreign university to check all the deadlines for the submission of the above-mentioned forms.

6 - Applicant selection

Applications will be examined in advance by an internal committee made up of lecturers responsible for internationalisation in each of the departments involved (see art. 2).

Students will be assessed on the basis of the following criteria summarised in an algorithm

- university credits acquired during their university career, with a weight of 40%;
- score attributed to any thesis defense (for students enrolled in a second cycle degree programme), with the weight in absolute value: thesis mark/111;
- the arithmetic mean of the exams taken during both the first level and the second level degree course, with a weight of 30%;
- An evaluation of the student by the Department's reference lecturer will be added to the above scores (1 to 10 points).

A penalty coefficient of 0.8 will be applied to the weight of university credits acquired in the career for those who have not obtained the number of credits required by the study plan for the year of enrolment.

Eligible applications will then be assessed by a Committee consisting of one representative from each of the ELAN Network Universities. **The final decision on the acceptance of applications rests with the host institution.**

7 - Financial contribution

Successful candidates will receive an economic contribution based on their ISEE (in compliance with DM. 1047 of 29/12/2017), as shown in the following table:

ISEE	MONTHLY MOBILITY GRANT
$ISEE \leq 13.000$	€ 500
$13.000 < ISEE \leq 21.000$	€ 450
$21.000 < ISEE \leq 26.000$	€ 400
$26.000 < ISEE \leq 30.000$	€ 350
$30.000 < ISEE \leq 40.000$	
$40.000 < ISEE \leq 50.000$	
$ISEE > 50.000$	

Grants will be disbursed as follows:

- a first instalment equivalent to 3 months' contribution upon receipt of the certificate of stay, completed and signed by the host university, certifying the student's date of arrival;
- the remaining sum after delivery of the official certificate of stay signed by the host university certifying the actual period of study, with the dates of arrival and departure.

Prior to departure, students must enter their bank details (bank account or card registered or co-registered in their name) in the University's *Segreteria on-line* system.

The financial contribution cannot be disbursed without this data.

N.B. Students enrolled in degree courses under the Department of Philology and Literary Criticism, once the availability of Department funding has been verified, may receive an additional financial contribution that will be quantified in the course of 2021.

8 - Acceptance/Forfeiture

Successful applicants will receive all communications, including the selection outcome, via email.

Successful applicants are required to respect the deadlines within which they must accept or forfeit the offer. Applicants who do not respond by the deadline will forfeit their place, which will be reassigned to the next candidate in the ranking.

Successful applicants will continue to receive any assigned national benefits or scholarships. Those in receipt of A.R.D.S.U. (Regional Agency for the Right to University Education) scholarships for academic year 2021/2022 may also apply for the regional bursary for international mobility. For further information, see the website www.dsu.toscana.it, call 0577/760819 or email cghezzi@dsu.toscana.it.

During the mobility period abroad, students may offer their accommodation in Siena to an incoming exchange student. The procedure is mandatory for those assigned university residences, and optional for those staying in private accommodation. The form to be filled in to declare the availability of accommodation can be found among the forms published on the web pages of the International Relations Division at <https://www.unisi.it/internazionale/studio-e-stage-allestero/studio-e-ricerca-allestero/elan-european-liberal-arts-0>

9 - Admission procedures at the host university

Following acceptance, winners will have to take steps to complete the application procedures required by the host university.

Winners must also send the documentation requested by the foreign university, in accordance with the procedures indicated by the latter.

Should the winners fail to comply with the above-mentioned procedures, the University of Siena cannot be held responsible for refused admission to the host university. In any case final admission is the decision of the host institution, and the University of Siena cannot influence or modify this in any way.

Please note that the information and study periods indicated in the call for applications may be subject to change following any indications from the host universities. In this case the University of Siena shall not be responsible for changes to the information contained in this notice.

10 - Responsibilities of grant recipients

Before departure

Grant recipients who intend to sit examinations at the host university must submit their study plan to their students and course administration office. The Students and Course Administration office will send the study plan to the Academic Board of the student's degree course for formal approval of the proposed study programme, which must take place before the student's departure.

<https://www.unisi.it/internazionale/studio-e-stage-allestero/studio-e-ricerca-allestero/elan-european-liberal-arts-0>

During the mobility

On arriving at the host university, students must report to the appropriate office (International Relations, Student Mobility, etc.) to notify their arrival, indicating the exact date of the start of the mobility period on the certificate of stay to be sent to the International Relations Division by e-mail. (internazionale@unisi.it).

<https://www.unisi.it/internazionale/studio-e-stage-allestero/studio-e-ricerca-allestero/elan-european-liberal-arts-1>

Upon re-entry

At the end of the study period at the host university, the student must submit the following documents to the International Relations Division

- official certificate of stay signed by the host university certifying the actual period of study with the indication of the dates of arrival and departure;
- a copy of the Transcript of Records if exams have been taken;
- duly completed Final Report form.

<https://www.unisi.it/internazionale/studio-e-stage-allestero/studio-e-ricerca-allestero/elan-european-liberal-arts-2>

Those who have taken examinations must hand in their Transcript of Records and the form confirming the study programme completed abroad to their Students and Course Administration Office.

11 - Submission of applications

The **application**, drafted on unstamped paper on the form available on the website, the **attachments** and a **copy of an identity document**, must be saved and sent as a single PDF file to internazionale@unisi.it **using the applicant's institutional address on the unisi.it domain**.

Documents received from other domains will be discarded.

The application must be completed in full and **duly signed**. **Applications that are incomplete or lack the required enclosed documentation will not be accepted.**

Applications must in any case be received no later than **11.59 pm on Wednesday 15 December 2021**.

The following documents must be attached to the application form:

- Self-certification regarding enrolment at the University of Siena and the exams taken;
- Self-certification relating to the awarding of the first cycle degree, the final grade awarded and the exams taken with marks, for those who already hold a first cycle degree;
- Curriculum vitae (in the language or the working language of the country concerned);
- Previous experience abroad (Erasmus.....); it is sufficient for this to be self-certified in the curriculum vitae;
- Certificates of language proficiency;
- Any publications and other qualifications that the candidate considers of use for the purpose of this selection.
- Template

In addition, **for each of the chosen destinations** (maximum 3) the applicant must attach the following to the application:

- A detailed description of the planned study programme (in the language or the working language of the country concerned), including the courses that the student intends to take at the host university.

Please note that the selection process consists of 2 phases: during the first phase students' applications will be evaluated by the lecturers responsible for internationalisation in each of the departments involved (see articles 2 e 6). Successful candidates will be provided the credentials in order for them to be enabled to apply to the chosen universities through the moodle platform.

Successful candidates will be notified by March 2022.

12 - Processing and confidentiality of personal data

In accordance with art 13 and pursuant to art 24 of Legislative Decree 196/2003, all personal data provided during the application procedure will be processed for the purposes of managing the selection procedure and the possible grant assignment procedure. The persons concerned may exercise their rights in respect of the Personal Data Controller at any time, as set out in art 7 of Legislative Decree 196/2003.

Siena, date of the digital signature

Signed The General Manager

Emanuele Fidora

