

INTERNATIONAL STUDENT MOBILITY OVERSEAS
CALL FOR APPLICATIONS ACADEMIC YEAR 2025/2026 - SECOND SEMESTER

Art. 1

Subject

1. Within the framework of the activities of the "Overseas" international student mobility program, a selection procedure is announced for student mobility for study purposes for the second semester of the academic year 2025/2026.
2. The study period can be carried out at one of the Universities listed in the "Overseas Destinations" Annex.

Art. 2

Permitted Activities and Mobility Period

1. During the period of mobility abroad, students are considered fully enrolled at the host University as exchange students and are not required to pay tuition fees to that University.
2. The student must continue to fulfill their obligations to the University of Siena: pay tuition fees for the academic year 2025/2026, complete the relevant study plan, and comply with the deadlines and requirements indicated by their Student Services Office.
3. Durante il periodo di studio all'estero possono essere svolte le seguenti attività formative:
 - a) attendance of courses
 - b) taking exams
 - c) research for thesis (if permitted by the host university) in the 3rd year of the bachelor's degree and in the 2nd year of the master's degree
 - d) combined study and traineeship mobility. In this case, the traineeship activity must be complementary, but not predominant.
4. In cases c) and d) of the previous paragraph, the candidate must verify during the application phase if the host University of interest is willing to accept students for the performance of curricular traineeships and/or for thesis research activities.
5. For the duration of the period of mobility abroad, the student's academic career will be suspended. During this period, it will not be possible to take exams or carry out other educational activities at the University of Siena. The reactivation of the career will take place following a positive outcome of the administrative checks on the final documentation presented and after verification of the absence of financial debts towards the University (for example, partial or total return of the grant awarded).
6. Those who are awarded an Overseas destination can spend a study period at the host University with a minimum duration of 2 months and a maximum duration of the semester at the host University.

Art. 3

Eligibility Requirements for Selection

1. Students who are regularly enrolled in the academic year 2024/2025 in any level of study program at the University of Siena are eligible to participate in this selection process (except for the specific cases indicated in paragraph 4 below).
2. Regular enrollment at the University is certified by the payment of all due contributions and any late fees, both at the time of application and at the beginning of the period of mobility abroad.
3. Students currently enrolled in the third year of a first-level study program, who intend to carry out the mobility during a second-level study program, must submit a study plan relating to the educational activities of the master's degree program they plan to enroll in the academic year 2025/2026, and will be able to carry out the mobility period only after enrollment in the academic year 2025/2026 has taken place.
4. The following are not eligible to participate in this selection process:
 - a) Students enrolled in a Master's Degree program who intend to carry out the mobility during a doctoral program.
 - b) Part-time students.
 - c) Students enrolled in single courses.
 - d) Holders of the "Invest your talent in Italy" scholarship.
5. In the event that the mobility period starts before the University of Siena's enrollment procedure is open, the student will need to regularize their status as soon as the procedure begins.

Art. 4

Selection of Host Universities

1. Before submitting the application, the student must verify, by visiting the websites of the Universities they intend to indicate among their preferences, that the educational offer at the chosen locations is suitable for their needs. Furthermore, candidates must take into account the minimum requirements for potential exchange students: required level of language proficiency, number and/or type of exams already taken, deadlines for registration of students on mobility).
2. When consulting the files containing the available destinations, attention must be paid to the information provided next to the name of the foreign University, namely:
 - a) Students' cycle: the study cycle to which the mobility is reserved, which corresponds to the level of the educational offer that will be available at the foreign institution (I Cycle = 1st cycle/bachelor's; II Cycle = 2nd cycle/master's; III Cycle = 3rd cycle/PhD, specialization school or multi-year 1st and 2nd level master's). Generally, the host university does not allow access to courses of a cycle different from the one attended in Italy. Students can apply for destinations reserved for the study cycle in which they will be enrolled in the academic year in which the mobility will take place.
 - b) Field of study: the disciplinary area to which the mobility refers, which corresponds to the type of educational offer that will be available at the foreign institution. In particular, it is essential to choose destinations with a disciplinary area that is the same as or compatible with that of the course being taken at the University of Siena, as not all host universities allow incoming students to attend courses and take exams from different Departments or Faculties.
 - c) Language level and Language skill requirements: the level of language proficiency and/or international language certifications recommended or required. Very often, the host university requires candidates, for the purposes of their acceptance, to send a language certification during the application phase.
 - d) Restrictions or exclusions: any specific conditions or restrictions communicated by the partner universities.

3. During the online application process, the student can indicate up to 4 destinations in order of preference.
4. The list of destinations and related information on available places, language requirements, and deadlines for the application procedure at the host university may be subject to changes based on decisions made by partner universities, which are not known at the time of publication of this selection notice.
5. Students are required to verify the host university's educational programs, language prerequisites, application timelines, and the regulations governing entry and residency within the host nation. This includes ensuring the validity of any residence permit throughout the mobility period."

Art. 5 Submission of Application

1. The application must be completed online by accessing the reserved area of the Segreteria online: <https://segreteriaonline.unisi.it/Home.do> > International outgoing mobility > Exchange programs. Applications submitted by other means will not be accepted.
2. The online application portal will be open from May 15th, 2025, at 12:00 PM (CET) to June 3rd, 2025, at 12:00 PM (CET), which is the deadline for this notice. The guide for the correct completion of the application form is available at <https://en.unisi.it/international/outgoing-exchange-students/study-and-research-abroad/international-programs>
3. Please note that some partner universities only accept students enrolled in specific academic disciplines. Therefore, the online student portal of each applicant will exclusively display the destinations for which they are eligible to apply.
4. Any technical issues that may arise will not, under any circumstances, result in an extension of the application submission deadline.
5. "Once the application has been submitted, no modifications can be made. The application is considered correctly submitted when it is marked in green at the end of the procedure. If the control indicator is yellow, the application is incomplete and will not be evaluated.
6. The PDF document with the protocol number, generated upon completion of the application submission, serves as confirmation of successful submission.

Art. 6 Application Evaluation

7. The evaluation is conducted for each of the destinations indicated by the applicant. Consequently, the student may receive different evaluation results for each chosen destination.
8. The evaluation is calculated based on the following criteria, which are added together:
 - a) **Academic merit (max 30 points):** For the calculation of merit, the following formulas are used:
 - For students enrolled in first-cycle programs (L1, L2, LC5, LC6, LM5, LM6): $0.8 * \text{average grade} + 0.2 * (30 * \text{credits obtained by April 30th, 2025} / \text{expected credits})$.
 - For students enrolled in second-cycle programs (LM, LS): $0.15 * \text{average grade} + 0.15 * (30 * \text{credits obtained by April 30th, 2025} / \text{expected credits}) + 0.7 * \text{grade obtained on the entrance qualification reported on a scale of 30}$.
 - For students enrolled in third-cycle programs (M1, M2, D2, S1, SP2, SP3, SP4, SP5, SP6): Grade obtained on the entrance qualification to the degree program in which they are enrolled,

reported on a scale of 30.

- b) **Knowledge of the foreign language (max 30 points):** Please refer to Article 7 of the call for specific details.
 - c) **Congruence of the study program abroad and candidate's motivation (max 30 points):** This element is evaluated by the Erasmus destination coordinator according to the modalities defined by them. The coordinator has the authority to approve the ranking of the destination generated by the computerized management system (ESSE3) based on the first two criteria, merit and language knowledge, without adding any additional points.
- 9. For students enrolled in their first year of a Second Cycle degree programme (Laurea Magistrale), the final grade of the First Cycle degree (required for admission to the Second Cycle programme) must be recorded in the online student portal on a scale of 110.
 - 10. Students holding a foreign qualification and enrolled in their first year of a Second Cycle degree programme (Laurea Magistrale) must ensure that their undergraduate degree grade, converted to a scale of 110, has been entered/is entered into the online student portal by the deadline of this notice. To facilitate this entry, applicants must send a certificate issued by the University where the undergraduate degree was obtained to the Admission Office (admissionoffice@unisi.it). This certificate must indicate the grade obtained according to the institution's grading scale, as well as the minimum and maximum grades for passing the qualification (e.g., Grade Obtained: 4; Grading Scale: minimum grade 3, maximum grade 10). In the absence of this information, the minimum passing grade of 66/110 will be used as the score for the evaluation of the application.
 - 11. In the event of a tie in the total score between two or more applicants, the standard preference criterion of the educational management IT system (ESSE3), used in the destination assignment process, will be applied.

Art. 7

Language Proficiency Requirements

- 1. Language proficiency is assessed for each chosen destination. The language subject to evaluation is that required by the partner universities abroad, as specified in Annex "Overseas Destinations" mentioned in Article 4. The assessed proficiency level (regardless of the level recommended or required by the partner university) is used solely for the purpose of application evaluation. In cases where multiple languages are indicated for a single destination, only one language will be evaluated. Furthermore, if an applicant possesses certification for more than one language relevant to a specific destination, the system will only consider the certification with the highest score.
- 2. The assessment of language proficiency is conducted by the University Language Centre (CLA) according to the procedures described in Annex 1, which forms an integral part of this call for applications.

Art. 8

Assignment of Overseas Destinations

- 1. Each applicant will be assigned only one destination, which cannot be changed unless one of the following situations occurs:
 - a) Modification or cancellation of the exchange programme by the partner university.
 - b) Geopolitical crisis in the destination country
- 2. The list of successful applicants for Overseas destinations, along with the corresponding financial contributions, will be published on <https://en.unisi.it/international/outgoing-exchange-students/study-and-research-abroad/international-programs>

3. "Following the publication of the assignments, the International Mobility Support Services Office will proceed with the nomination process. This involves formally submitting the names of the successful applicants to the respective host universities, requesting that the information material and required forms (Application Form, Learning Agreement, Accommodation Form, etc.) be sent directly to the student. These documents are necessary for organizing the mobility period and for enrolling as an Overseas student at the host university.
4. The status of Overseas student is confirmed only if the procedures outlined in this call for applications are followed, and is also contingent upon the acceptance of the student by the host university.
5. Should the student change their degree programme during the mobility period, and if this new programme is not compatible with the assigned Overseas destination, the mobility period cannot be undertaken.
6. Should the student decide to withdraw from the assigned mobility, the notification of withdrawal must be submitted according to the procedures outlined on the webpage "Before the mobility".

Art. 9 Financial Support

1. The Overseas international student mobility grants are to be considered as a contribution towards the additional expenses associated with the stay abroad. The amount of the financial contributions varies based on the destination country and the student's affiliated department.
2. All successful applicants for an Overseas destination will receive a financial contribution of 700 Euros per month.
3. Regional Contribution: The DSU Toscana (Regional Agency for the Right to University Study in Tuscany) provides supplementary grants for participation in international mobility programmes recognised by the student's degree programme. To be eligible for this contribution, applicants must be recipients of a DSU scholarship for the current academic year and concurrently be admitted by the University to participate in such programmes for the same academic year. The supplementary grant is quantified as a comprehensive monthly flat-rate contribution. For further information, please consult the website <https://www.dsu.toscana.it/-/contributo-mobilita-internazionale>.

Art. 10 Modalità di pagamento

1. The financial contribution referred to in Article 9 will be disbursed in two instalments:
 - a) 80% of the financial contribution will be disbursed within 30 days of the submission of the Certificate of Arrival, confirming the effective start of the mobility period, and the outward journey travel ticket. The procedure for submitting these documents is published on the webpage dedicated to the Overseas mobility programme.
 - b) The remaining balance will be paid following the completion of the required procedure after the end of the mobility period. Please refer to the procedure outlined on the webpage dedicated to the OVERSEAS mobility programme.
2. Prior to departure, students must enter their bank details (bank account or card of which they are the holder or co-holder) into the University's online student portal, as described on the webpage Before the Mobility. Failure to provide this information will prevent the disbursement of the financial contribution.

Art. 11 Requirements for Grant Recipients

1. Acceptance of the Overseas mobility entails a commitment to fulfill all related obligations.
2. After Nomination to the Host University: All required documentation from the host university, including certification of language proficiency where applicable, must be submitted within the deadlines and according to the procedures specified by the host university. Failure to comply will result in the cancellation of the mobility.
3. Before the mobility: successful applicants for the grant must submit their study plan (Learning Agreement) to their respective Student and Educational Affairs Office. The Student and Educational Affairs Office will forward the Study Plan to the Teaching Committee of the student's Degree Programme for formal approval of the proposed study programme, which must occur before departure.
4. During the mobility: upon arrival at the host university, students must report to the relevant office (International Relations Office, Mobility Office, etc.) to register their arrival, ensuring that the exact start date of the mobility period is recorded on the Certificate of Arrival. This certificate must then be sent to the International Mobility Support Services Office following the procedure outlined on the Overseas webpage.
5. After the mobility: the grant recipient is required to submit the documentation specified on the Overseas webpage to the International Mobility Support Services Office.

Art. 12

Merit-based contribution

1. The University has allocated funds to supplement the mobility grants of the most meritorious students who participated in international mobility programmes during the academic year 2025/2026. The merit-based contribution, calculated based on the number of credits recognised towards the student's academic record upon their return from the mobility period abroad, will be disbursed in two phases following the notification of this data by the Student Services Offices by April 2027.
2. The amounts of the supplementary contribution will be determined based on the number of students who have actually completed the mobility period and are eligible for the contribution, according to the following table:

Range	1 semester
1	15-20 credits
2	21-25 credits
3	26-30 credits

Art. 13

Insurance Policy

1. During academic activities abroad, each exchange participant is covered by an insurance policy provided by the University of Siena for accidents and minor third-party liability (<https://www.unisi.it/ateneo/lavorare-unisi/servizi-di-economato/assicurazioni>). Activities related to leisure time are excluded from the policy coverage
2. Students participating in mobility programmes are required to independently ensure adequate health insurance coverage for the duration of their stay abroad, according to the regulations of the host country: <https://www.salute.gov.it/portale/assistenzaSanitaria/homeAssistenzaSanitaria.jsp>.

Art. 14
Refund of contributions

1. Should the actual duration of the mobility period be shorter than the planned duration, the corresponding financial contribution will be recalculated. If the recalculated contribution amount is less than the sum already disbursed, the participant will be required to refund the difference.
2. Students are required to complete the activities outlined in the Learning Agreement, passing at least one of the examinations approved by the Teaching Committee. Failure to do so will result in the full repayment of the received financial contribution.
3. Participants who fail to submit the final required documentation will have their mobility cancelled and will be required to fully repay the received financial contribution.
4. The academic record of the participant will remain blocked until the full repayment of the outstanding amounts has been completed.

Art. 15
Procedure for the recognition of academic activities carried out abroad

1. The University guarantees full recognition of all activities completed during the mobility period abroad and certified by the host university through the submission of the transcript of records or the report attesting to the research activity carried out for the thesis. The recognition of study periods is carried out by the Teaching Committees of the degree programmes through the Student Services Offices according to the procedure outlined on the webpage:
<https://www.unisi.it/internazionale/outgoing-exchange-students/riconoscimento-attivita%3%A0-didattiche-svolte-all'estero>

Art. 16
Safety Conditions

1. All mobilities are subject to an assessment of safety conditions in the destination countries, based on the guidelines of the Ministry of Foreign Affairs and International Cooperation (MAECI) and other local or national regulations.
2. Students are advised to verify any potential health and safety risks they may encounter during their mobility period, including by consulting the website viaggiaresicuri.it

Art. 17
Personal Data Processing and Privacy

1. The processing of personal data is carried out by the University of Siena exclusively for institutional purposes and, specifically, for the purposes of managing this call for applications; in full compliance with the principles established in Article 5 of EU Regulation 2016/679 on the protection of personal data and, in general, with the provisions of the EU Regulation and Legislative Decree 196/2013 (Privacy Code).
2. The Data Controller is the University of Siena, legally represented by its Rector, Prof. Roberto Di Pietra (e-mail: rettore@unisi.it; PEC: rettore@pec.unisipec.it). In accordance with the University of Siena's Regulation on the Processing of Personal Data (Rectoral Decree No. Rep. 56/2022 Prot. No. 14879 of 13/01/2022), the designated person for data processing is the Head of the International Relations Division (e-mail: iro@unisi.it).

3. The provision of data is mandatory for the establishment of the necessary relationship for the awarding of the grant; therefore, any refusal to provide the data will make it impossible to proceed with the awarding of the grant.
4. As a “Data Subject”, the grant holder may exercise all rights предусмотренные Article 15 et seq. of the European Regulation with respect to the University of Siena by contacting the Designated Person for Data Processing or the Data Controller. The grant holder also has the right to lodge a complaint with the Supervisory Authority pursuant to Article 77 of the EU Regulation. In Italy, the function of ¹ the Supervisory Authority is exercised by the Italian Data Protection Authority (Garante per la protezione dei dati personali) (www.garanteprivacy.it); 12 5. Detailed information on data processing can be obtained at the following page: www.unisi.it/ateneo/adempimenti/privacy.

Art. 18

Responsible for the procedure

1. The person responsible for this procedure is the Head of the International Mobility Support Services Office; any requests for clarification or notifications can be sent to: outgoing@unisi.it.