

**International Student Mobility - Overseas  
Notice of Selection, Academic Year 2024/2025**

### 1 – Purpose of the Notice

This document lays out the selection process for the available exchange positions for study and/or research in a partner foreign university for one academic term (corresponding to the first or second semester in the Italian academic year). **Note that the length of a term may vary, depending on the host institution.**

The destinations are specified in Appendix (Overseas Destinations), which forms an integral part of the present notice.

**Please note that some countries require exchange students to submit a mandatory financial statement.**

**Mobility programs may be subject to changes or interruptions due to reasons of force majeure or to any kind of emergency situations in the host Country.**

### 2 – Recipients

The opportunities offered in the present document are open to:

- ❖ students of the University of Siena enrolled in a three-year undergraduate programme or in a two-year or single cycle master's programme;
- ❖ students at the University of Siena regularly enrolled in a degree programme under the former university regulations
- ❖ students of the University of Siena enrolled in a doctoral programme with **administrative headquarters in Siena**.

Students of three-year undergraduate programmes are advised to submit an application starting in the second year of the programme.

Please also note that not all partner universities accept postgraduate students.

NOTE: Some universities may not guarantee exemption from tuition fees for all the available courses, particularly postgraduate ones.

### 3 – Admission Requirements

During their time abroad as part of an exchange programme, successful applicants must remain enrolled at the University of Siena.

Students enrolled in their third year of an undergraduate programme who plan to graduate before their time abroad, must present a study plan that pertains to a two-year master in which they plan to enrol in the 2024/2025 academic year. Furthermore, applicants will only be permitted to participate in an exchange programme after they have successfully enrolled in the 2024/2025 academic year.

First cycle graduates are able to apply only if they have already enrolled in a master's degree course.

**Graduation cannot occur during the mobility.**

**Please note that during their mobility period, the student's career will be considered "suspended for mobility", so students cannot take exams or other didactic activities at this University.**

First cycle students who graduate between September and December 2024, shall be able to start the international mobility only during the second term of academic year 2024/2025

Admission requirements vary depending on the host university and are specified in Annex "Overseas Destinations".

#### 4 – Application Preparation

We recommend that students prepare their application with care. In particular, **at this point in the process, it is extremely important to check if the courses on offer at the chosen host university are appropriate for the student's needs, taking into consideration the possibility of course restrictions.**

Before submitting their application, the student should check what are the minimum requirements (Language requirements, number and type of exams passed, etc.) as well as the application deadline for exchange students at their chosen university. This may be done by visiting the intended host university's website.

Deadlines must be kept in mind during the student's selection of a host institution. In particular, students should consider the deadlines outlined in this notice as well as the time to complete and receive a mark for any language examinations. Following these procedures will allow successful students to complete their application process at the host university.

Foreign universities require student to compile and post all the relevant registration forms (application form, accommodation form, learning agreement, etc.) within strict deadlines. Therefore, as stated above, we strongly recommend that students consult the website of their intended host university to check all the deadlines relevant to the submission of their aforementioned documentation.

Successful applicants will be expected to provide all the documentation required both by the host university and by the International Relations Department.

Those who wish to forfeit their scholarship are required to communicate this in a timely fashion.

#### 5– Applicant selection and ranking procedure

The International Relations Committee (or delegated teaching staff) will consider the applications and select candidates on the basis of their submitted documentation. For each of the destinations listed in this call, students will be ranked.

Applications will be ranked by the sum of their points from the following:

1. Academic Merit (max 30 points)<sup>1</sup>
  - a. For all students enrolled in Level I courses  $0.8 \times \text{average grades} + 0.2 \times (30 \times \text{credits awarded by the deadline})$ .<sup>2</sup>
  - b. For all students enrolled in Level II courses  $0.15 \times \text{average grades of the student} + 0.15 \times (30 \times \text{credits received by the deadline}) + 0.7 \times \text{mark on the degree (marks out of thirty)}$
  - c. For all students enrolled in Level III courses (mark on the degree (marks out of thirty))
- d. 2 – Knowledge of a foreign language (max 30 points) – (see art.6 of this document). Knowledge of a foreign language will be assessed based on the table attached to the selection notice.
- 3 – Academic fit of the proposed exchange and the candidate's motivation (max 30 points). These will be evaluated by a relevant member of the academic staff in the student's department.

Regarding point 1, **the deadline for an exam to be considered is the 18 December 2023**.

The evaluation of the application will be carry out for each of the preferences selected by the candidate (following the above criteria). This means that, depending on the results and total points, evaluations are probably going to be different for each of the chosen destinations.

In the case of a tie between two or more candidates, the successful student will be selected by the standard preference of Esse3, the software that processes destination selection.

## 6 – Language Requirements

With reference to article 5.2, knowledge of a foreign language will be evaluated for each destination based on the language requirement of the university selected by the candidate. Note that even though most universities offer courses in English, some universities require that the students also know the language of the host country. For this reason, all students should check the published language requirement for each of the host universities they wish to apply to.

The reported assessment (whatever it may be, regardless of the level recommended or required by the foreign university) will be used only for the purpose of evaluating the applicant. If more than one language is indicated for a destination, only one will be assessed. Furthermore, if the applicant has certified language proficiency in more than one of the languages indicated for the destination, the system will only consider the one with the highest score.

Students who claim to be native speakers must still follow the rules listed below.

The foreign language will be assessed as follows:

Language skills will be assessed through the proficiency tests and language exams taken or through any certifications held by the candidate. This data will be extracted from the CLA database and the online student booklet. The proficiency tests must be taken and passed by 18 December 2023.

### English language

For English language proficiency, applicants who have either a qualification from their current or immediately previous degree programme (at the University of Siena), or a certificate recognized by the University of Siena, or an exam of English language proficiency evaluated in marks out of thirty, English language proficiency will be assessed automatically and need not present any other documentation. Applicants who have not already presented their international certification, if any, must send it to the University Language Centre ([infocla@unisi.it](mailto:infocla@unisi.it) for students from Siena and [cla-ar@unisi.it](mailto:cla-ar@unisi.it) for students from Arezzo) by 18 December 2023; they must write “*candidatura bando Overseas*” (“Overseas application form”) in the subject line and wait for a confirmation of receipt. The table of recognised certifications is published on the CLA website ([https://www.cla.unisi.it/sites/st17/files/allegatiparagrafo/01-12-2022/tabella\\_certificazioni\\_riconosciute.pdf](https://www.cla.unisi.it/sites/st17/files/allegatiparagrafo/01-12-2022/tabella_certificazioni_riconosciute.pdf))

Should the certification already submitted to the CLA be of a higher level than that recorded in the student's career, the actual level of the certification will be automatically taken into account (information already held by the CLA).

For all the students who are enrolled in degree course completely held in English, it would be automatically recognized a B2 level. The students who have an higher language level certification, must send it to the University Language Centre ([infocla@unisi.it](mailto:infocla@unisi.it)) writing “*candidatura bando Overseas*” (“Overseas application form”) in the subject line, by 18 December 2023.

The students who have passed an English exam in the last 4 years, during a degree course in another University, must send a Transcript of all the exams of that degree course indicating also the date in which the exams were passed, together with the program of the English exam which should include the language level. It should be sent to the University Language Centre ([infocla@unisi.it](mailto:infocla@unisi.it) for students from Siena and [cla-ar@unisi.it](mailto:cla-ar@unisi.it) for students from Arezzo) by 18 December 2023; they must write “*candidatura bando Overseas*” (“Overseas application form”) in the subject line.

### Other languages

For all other languages (French, Portuguese and Spanish), candidates who took a proficiency test or an exam with a grade in thirtieths in their current or immediately preceding degree course (always at this University) will be assessed automatically. Candidates holding a certificate must submit it, no later than 18 December 2023, to the relevant CEL (Language Assistant), who will examine it for possible validation. The contact details for CELs in languages other than English are published on the CLA website under the section “Altre lingue” (“Other

languages") (<https://www.cla.unisi.it/it>). Arezzo students will have to submit one to the CLA ([cla-ar@unisi.it](mailto:cla-ar@unisi.it)) only if they have not already done so in the past.

Students enrolled in Communication Sciences, Communication Strategies and Techniques, Language and Mind, Public and Cultural Diplomacy who have obtained from the Academic Board the validation of a language exam or qualification from a previous career at another university and which does not yet appear on the online student booklet, must report this to the DISPOC Student Office ([didattica.dispoc@unisi.it](mailto:didattica.dispoc@unisi.it)), which will inform the Language Centre.

Those who already submitted a certificate to the CLA under another Overseas or Erasmus mobility call in 2021 and 2022 need not resubmit the certificate if it was validated with a score, as it will automatically be taken into account for the purposes of this ranking.

Note: For all languages, any documentation without a clear indication of the level under the Common European Framework of Reference for Languages (A1, A2, B1, B2, etc.) cannot be evaluated in any way. The same holds for any documentation sent after 18 December 2023.

These indications are also valid for PhD students.

The scores relating to language assessment will be published on the webpage <https://en.unisi.it/international/mobility-abroad/study-and-research-abroad/international-programs> Applicants will be notified by e-mail and will have the opportunity to report any anomalies to [outgoing@unisi.it](mailto:outgoing@unisi.it) no more than 2 days after the date of publication. No further objections will be accepted after this date.

## 7 – Admission Applications

Application must be submitted exclusively through the online system (paper applications or ones sent by email will not be accepted). Students may access <https://segreteriaonline.unisi.it> using their university credentials.

In addition, for each selected destination (max 3), in the space provided, applicants must indicate their motive and the studies they intend to carry out at the host institution.

**Some universities only admit exchange students enrolled in specific fields of study or degree courses; for this reason students may have a limited choice of destination in the online application.**

**The online application will be active from 12 noon on Monday 27 November 2023 to 12 noon on Monday 18 December 2023.**

## 8 – Financial Contribution

Successful applicants will receive a scholarship based on their ISEE (an indicator of personal income), pursuant to Ministerial Decree 1047 of 29/12/2017, in accordance with 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	

The ISEE ranges in the Segreteria online and the ones in the table, will be matched following a criteria which benefits the students.

Candidates must verify the registration of their ISEE on their personal page of the Segreteria online platform. Without this information, students will receive the lowest economic contribute (350€ monthly)

The scholarships will be disbursed as follows:

- one three-month payment within 30 days after the transmission of the certificate of stay approved by the host institution indicating the official starting date of the mobility, following the procedure explained in the Overseas dedicated webpage
- the remaining sum within 30 days after the transmission of the official certificate of stay approved by the host institution, following the procedure explained in the Overseas dedicated webpage. This form should indicate the real dates of the mobility (both starting and ending).

Please note that for the documents transmitted during July and August, there could be the possibility of payment delays following the closing of the administrative offices involved in the procedure.

In case of mobility extension, the economic coverage of the extra-period will be subject to availability of funds. Before departure, the student should enter their **account details** (bank account or card registered solely or jointly in the name of the student) in the university's online system. IBANs registered in the name of third parties only (e.g. parents, relatives, friends) are NOT accepted. Changes to the IBAN must be notified immediately.

**Should these details not be provided (or the inclusion of an IBAN registered in the name of a third party), funding shall not be disbursed.**

On the basis of financial availability, it will also be possible to receive an additional financial contribution commensurate with the credits earned.

Successful applicants will continue to receive any national allowances or scholarships of which they are beneficiaries.

Successful applicants for the *Azienda Regionale per il Diritto allo Studio Universitario* (D.S.U. Toscana) scholarships for academic year 2024/2025 may additionally request payment of the regional bursary for the duration of their exchange. For further information, consult their website ([www.dsu.toscana.it](http://www.dsu.toscana.it)).

## 9 – Acceptance/Forfeiture

Successful applicants will receive all communications, including selection outcomes, via their institutional e-mail (@student.unisi.it).

Successful applicants are required to respect the deadlines within which they must accept or forfeit their place. Applicants who not respond by the deadline will forfeit their place.

## 10 – Admissions Procedure at the Host University

Following acceptance, successful applicants must complete the application process of the host institution. In particular, attention should be paid to the requested language level, if any.

Successful applicants who already possess an undergraduate degree are urged to request a Diploma Supplement (in Italian and in English) from the relevant Students' office, as this documentation is often required during application. Successful applicants are also responsible for the submission of all the documentation required by the host institution in the manner that they specify. Following acceptance, successful applicants will receive the documents necessary to obtain a student visa and private health care, the costs of which are the student's responsibility.

Should the applicant not follow the procedures set out above, the University of Siena cannot be held accountable for refused admission to the host university. Furthermore, final admission is the decision of the host institution and the University of Siena cannot influence or modify this in any way.

The information and deadlines indicated in this notice are subject to change due to future updates by the host university. Should any changes occur, the University of Siena is not responsible for changes to the information contained in this notice.

## **11 – Responsibilities of grant recipients (mandatory also for virtual mobility)**

### **Before the mobility**

- Learning Agreement: grant recipients that plan to sit exams at the host institution must submit their plan of study to the relevant Students' office at least two months before departure. The Learning Agreement form may be downloaded from the Overseas dedicated webpage) The Students' office will send the Learning Agreement to the relevant Academic Board for formal approval of the proposed study plan. This must be obtained before the student's departure.
- Bank details: students are expected to upload their bank details (bank account or card registered solely or jointly in the name of the student) on the university's online system (<https://segreteriaonline.unisi.it/Home.do> > Home > Master data > Data bank account). Please note that some bank cards have a limit to the amount that can be credited. It is therefore necessary to check that you will not exceed this limit before entering the relevant information.
- Residence: for the students with residence abroad it is mandatory to enter their address in Italy as well (<https://segreteriaonline.unisi.it/Home.do> > Home > Master data > Permanent address)

### **During the mobility**

- A certificate of stay and travel ticket: upon arrival at the host institution, students must report to the relevant office (International Office, Study Mobility Office, etc.) to declare their arrival. The certificate must be signed, it must carry the seal of the host university and it must state the exact date of arrival at the host university. It should be sent, together with the travel ticket, following the indication in the Overseas dedicated webpage.
- Learning Agreement: students who must make changes to their agreed plan of study while abroad should fill in the "During the mobility" section of the document. This must then be signed by the host university and sent (including the Before Mobility section) by email to the relevant Students' office at the University of Siena. Changes may only be made within the first two months of the exchange.

### **After the mobility**

At the end of the mobility at the host institution, the student is required to submit the following documentation to the International Relations Department of the home university. following the indication in the Overseas dedicated webpage.

- an official Certificate of Stay signed by the host university specifying the actual duration of the study period. This must include the date of arrival and departure;
- a copy of the Transcript of Records, should the student have taken any exams, which should be sent to the relevant Students' office, as well;
- for students who will work exclusively on a research project connected to their thesis, a report by the student's tutor or supervisor in the host country on the activities carried out during the exchange.

Moreover, at the Overseas dedicated webpage, will be available a final Report which should be compulsorily filled.

Any student who does not provide the International Relations Department with the abovementioned documents will not receive the final instalment of the grant.

## **12 – Processing and Confidentiality of Personal Information**

In accordance with art 13 and pursuant to art 24 of Legislative Decree 196/2003, all personal data provided while applying for admission will be processed for the purposes of managing the selection procedure and any 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.

Signed,  
The General Manager  
Emanuele Fidora