



UNIVERSITÀ  
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**DISCLAIMER**

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(DR 195/2024, February 7<sup>th</sup>, 2024)

## CALL FOR INTERNATIONAL MOBILITY FOR NON-EU COUNTRIES A.Y. 2024/2025

**Time limit for the submission of applications on [TURUL](#)  
March 6, 2024, 1:00 pm**

Before the start of the mobility, each winning student is required to check well in advance within the portal Viaggiare Sicuri of the Ministry of Foreign Affairs and International Cooperation, the context of the destination country in which he/she will be spending the mobility period.



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## PART I – GENERAL INFORMATION AND ADMISSION CRITERIA

### Art. 1 - Announcement

Selections are announced for the selection of eligibility rankings for International Mobility to Non-EU Countries a.y. 2024/2025 for the spots related to the mobility exchanges provided for each School, which can be consulted at <https://ammissioni.Unifi.it/DESTINATION/> by choosing the menu International Mobility Non-EU Countries.

The *status* of winner relates exclusively to the selection of this Call for Applications: the actual performance of the mobility is subject to the student's acceptance by the partner institution, which may define constraints and limitations to the mobility itself.

### Art. 2 – Purpose of the international mobility to non-EU countries

International Mobility allows first, second and third-cycle students to spend a period at a non-EU foreign university that has signed a Cultural and Scientific Cooperation Agreement with the University of Florence. The list of locations can be found at <https://ammissioni.unifi.it/DESTINATION/> by choosing the menu International Mobility Non-EU Countries and filtering the School to which your study course pertains.

Mobility winners will be able to access the services offered to students regularly enrolled at the partner university without paying additional tuition fees beyond those at their home institution.

However, the host institution may require payment of a small amount to cover any costs for the use of some services in place at the host institution, applying equal treatment to the local students.



#### PLEASE NOTE

Some receiving institutions may require the payment of considerable amounts for fees or services. This information, **if notified to UNIFI by the host institution**, can be found at <https://ammissioni.unifi.it/DESTINATION/> in the relevant information sheet.

The planned activities to be undertaken abroad at non-EU Institutions can be the following ones:

- ✓ completion of a study period and exams at the end of the courses attended (the study period may also be supplemented by a period of internship, where provided in the study plan);
- ✓ completion of an internship period (NB Postgraduate internships are not allowed). If already known, the availability of the receiving institution to host interns is specified in the information sheet of each non-EU



Institution <https://ammissioni.unifi.it/DESTINATION/>. The concrete possibility of undertaking the internship, however, is always subject to the evaluation of the host institution, which may decide whether to accept the student or not.

In the event that the participant is interested in undertaking an internship in one of the non-EU institutions <https://ammissioni.unifi.it/DESTINATION/> where the availability to host interns is not specified within the notes, the student may contact the institution in order to verify the possibility to be hosted as an intern, and if accepted, he/she can undertake an internship-only mobility;

- ✓ elaboration of the thesis or part of the thesis on the basis of a work plan approved by the supervisor and the lecturer responsible at the host institution (including the number of credits to obtain abroad); bearing in mind that in some universities it is not permitted to carry out thesis activities unless they are linked to study activities corresponding at least to enrolment in a course and the acquisition of the credits envisaged by passing the relevant exam. It will be the student's responsibility to check whether this is the case or not at the host institution;
- ✓ development of planned activities within the framework of PhD programmes, in accordance with the procedures defined by the Teaching Board;
- ✓ development of scheduled activities in accordance with the post-graduate courses (Master) procedures;
- ✓ development of scheduled activities in accordance with the specialisation schools' procedures.

The activities to be carried out abroad must be indicated in the *Learning Agreement* and must be approved **before departure** both by the Course Board of the University of Florence and the foreign host institution. The approval will acknowledge the consistency of the study programme to attend abroad with the degree or qualification to be awarded at the University of Florence.

At the end of the mobility period, full recognition of activities positively completed abroad is guaranteed, if agreed in advance in the *Learning Agreement*.

### Art. 3 – Mobility Destinations

#### Art. 3.1 – Non-EU Institutions based on a cultural and scientific cooperation agreement

Mobility can be undertaken in one of the non-EU partner universities with which the University of Florence has signed a cultural and scientific cooperation agreement, which can be checked on the page <https://ammissioni.unifi.it/DESTINATION/> by choosing the menu *international mobility to Non-EU countries*.

Each candidate may only choose among the destinations of the UNIFI School to which his/her course of study belongs.

#### Art. 3.2 –UK Destinations

Following the Brexit agreement reached on 24 December 2020, the British government decided to discontinue the UK's participation in the Erasmus programme. Even though the UK will not participate in the Erasmus 2021-



2027 programme, the University of Florence intends to continue, as far as possible, its cooperation with those British universities that expressed interest in a continuation of exchanges through the signing of an inter-institutional agreement. These locations are included among the possible destinations in the Announcement. Among the available destinations there is also the University of Birmingham, partner of the EUniWell consortium (European University for Well-Being), the European University for Well-Being born from the cooperation of the University of Florence with other European universities and Birmingham. More information can be found on the EUniWell Project page <https://www.euniwell.eu/>.

#### Art. 3.3 – Destinations for students with disabilities and learning difficulties

So that disability and learning difficulty are not an obstacle to the possibility of facing a period of mobility abroad profitably, the **Unifi Include** service supports students with disabilities throughout their journey abroad and helps interested students to identify the tools, aids and services useful for fully enjoying their mobility experience within the host institution.

It is important for students in disadvantaged conditions to inquire in advance, before the deadline of the Announcement, about the presence of adequate services to support them at the chosen foreign university: together with **Unifi Include** and the School's International Relations Office, it is possible to find such information in time for an informed choice of the foreign destination.

For further information, contact Unifi Include at e-mail addresses:

`unifiinclude.dsa(AT)unifi.it`

`unifiinclude.disabilita(AT)unifi.it`

specifying in the subject line of the email "Call for Extra-EU International Mobility 24/25"

#### Art. 4 – Duration and type of mobility

The duration of the mobility is predetermined by the agreements signed between the University of Florence and the foreign locations, as indicated on page <https://ammissioni.unifi.it/DESTINATION/>

In order to promote quality mobility, it is necessary to point out the importance and the academic value of carrying out a mobility respectful of the number of months indicated in the agreement.

However, **in accordance with the foreign institution and UNIFI**, the mobility may be:

- ✓ reduced with regard to the duration provided for in the cooperation agreement;
- ✓ extended by the means of an appropriate request for an extension to be submitted only after the start of the mobility (the possibility of funding any extension is not guaranteed and will be verified in relation to the availability of funds).



The 2024/2025 mobility period may take place starting **from July 15, 2024**, and must necessarily end by **September 30, 2025**. In exceptional cases and only upon request of the School's International Relations Office, late conclusions of the mobility may be taken into consideration, which, however, may not end after December 31, 2025.

The overall duration of the stay at the host institution must be carried out continuously and without interruptions.

Students may only undertake the mobility period after:

- ✓ completion of the selection procedure
- ✓ the acceptance referred to in Article 9 below
- ✓ the approval of the study programme (*Learning Agreement*) by the competent teaching units
- ✓ the signing of the individual mobility contract.

Any student, particularly those who are unable to participate in long-term physical mobility, can combine a shorter physical mobility with a virtual component to take place at UNIFI (so-called **blended mobility**). Any mobility periods carried out virtually from Italy will not be covered by the scholarship.

At the end of the mobility (wholly abroad or *blended*) students must achieve a minimum of **1 credit for mobilities lasting 1 or 2 months and at least 3 credits for mobilities lasting 3 months or more**, or, for doctoral students, be supported by documentary evidence of research or training activity carried out abroad.



**PLEASE NOTE**

**Mobilities lasting less than 30 days are not eligible.**

## Art. 5 - Requirements for participation in the Call

### Art. 5.1 – Eligibility Requirements for the Call

Applications may be submitted by the University of Florence students who, regardless of their country of citizenship, meet the following requirements:

- ✓ regularly enrolled (including part-time) in a study program at the University (ex DM 509/99 or 270/2004) at the first, second or third level (including doctorates, master courses and specialization schools). Students enrolled in single courses and incoming mobility students at UNIFI cannot participate

and



- ✓ possess language proficiency in at least one foreign language in addition to Italian (see Language Requirements section), which, for the purposes of this Call only, doesn't need to correspond to the language of the location(s) listed among the student's preferences.

Students enrolled at the University of Florence but not resident in Italy **cannot carry out the mobility** period in a foreign university of their country of residence.

#### Art. 5.2 – Requirements for participation in the mobility

**Departure for non-EU international mobility is subject to regular enrolment at the University of Florence for the a.y. 2024/2025.** The student must therefore register **full-time** in the A.Y. 2024/2025 before the start of the mobility in compliance with the administrative deadlines as stated in the Manifesto degli Studi 2024/2025.

- ✓ **All students who will undertake the mobility in the first year of a master's degree program are required to enroll to the master's degree before the start of the mobility.** Newly BA graduated students must also notify to the Internationalization Unit - International Mobility - their new student ID number, which is different from the one active at the time of applying for mobility.
- ✓ **Students undertaking mobility in years other than the first year of a Bachelor, Master or single-cycle degree programme must enroll in the academic year 2024/2025 before the start of the mobility period and in accordance with the administrative deadlines specified in the Manifesto degli Studi 2024/2025. However, if the mobility period begins before the opening of enrolment for the a.y. 2024/2025, the enrolment for the a.y. 2023/2024 will be considered valid, even if enrolment for the a.y. 2024/2025 must be formalized, through payment of the university tuition fee, in compliance with the administrative deadlines as set out in the Manifesto degli Studi 2024/2025.**
- ✓ Students who won a mobility for the a.y. 2024/2025 and who intend to graduate in the special session of a.y. 2023/2024, their a.y. 2023/2024 enrollment will be considered valid. However, the mobility must be completed by the time the degree is awarded: the final degree cannot be awarded until the mobility period abroad is completed and before recognition by the Degree Program Council of the educational activity carried out at the foreign university. In case of non-graduation by the a.y. 2023/2024 special session, the student must formalize enrollment to the a.y. 2024/2025, and the activities taken abroad must be registered to the a.y. 2024/2025.

In order to undertake the mobility, non-EU students must be in good standing with the host institution in terms of residence permit and entry visa. The cost of the visa is borne by the student: it is recommended that students inquire well in advance at the relevant diplomatic offices about entry and stay requirements in the destination country. It should be noted that the possibility of undertaking the exchange is always subject to obtaining an entry visa, the application for which is the responsibility of the student. UNIFI is not responsible in case of procedural noncompliance by the student.



## Art. 6 – Language Requirements

Adequate knowledge of the language of the destination country (or English for minority language countries) is highly recommended.

This knowledge must be demonstrated by the student when applying at the receiving institution through a specific certification, the characteristics of which are defined by the receiving institution.

UNIFI's language requirement for the participation in this Call is NOT related to the language requirement that the candidate must instead demonstrate to the receiving institution in the timely manner specified by the institution itself.

### Art. 6.1 – Language requirements to be met at the time of online application to the Call on TURUL

As stated in Section 5.1, knowledge of at least one foreign language besides Italian is a mandatory condition for applying to this Call for Mobility. Foreign language proficiency must be self-declared and possessed by the applicant when completing the online application on TURUL. The self-declaration of language proficiency (language and level) assumes that:

- a) The applicant is in possession, at the time of participation in this Call for Applications, of a language certification issued by an appropriate external certification body, certifying that he/she has passed a language proficiency test (please note, mere certificates of attendance are not considered valid!). Recognized language certificates are listed in Attachment 1, certifications other than those listed in Attachment 1 may possibly be evaluated for ranking purposes.

or

- b) The candidate falls in one of the certification exemption cases, listed in Appendix 2 to this Call.



The candidate must not upload language certificates in TURUL or email them to the offices. When filling out the application on TURUL, each student only needs to indicate, in the appropriate section, the language(s) known and the required information, using the drop-down menu. The University will carry out spot checks on the self-certified information submitted by students, in accordance with Presidential Decree 445/2000, and may request to send by e-mail that certificates issued by external bodies and declared when filling out the application. Without prejudice to the provisions of Article 76 of D.P.R.445/2000, if the check reveals the untruthfulness of the information submitted, the declarant shall forfeit any benefits resulting from the measure issued on the basis of the untruthful declaration.





#### Art. 6.2 – Language requirements of foreign institutions

Foreign institutions, as part of their exchange admission requirements, require certified language proficiency with official certificates. It is the candidate's responsibility to verify at <https://ammissioni.unifi.it/destination> and with the support of the School's International Relations Offices, the existence of specific language requirements and to prepare the necessary documents to prove the required language proficiency within the deadlines set by the *partner* itself.

The indication of the language proficiency required by the host university refers, for most partners, to its educational offerings in general, so it is essential to check the language required for attending single courses that students intend to include in the *Learning Agreement*. Each student is required to carefully check the web pages of foreign universities where language requirements are indicated.

P For any further information, refer to the FAQ published at <https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extraue>



In the majority of cases, starting from January 1, 2021, British universities require specific language certificates to issue the invitation letter for visa purposes, depending on the duration of the exchange. We recommend that you carefully check the web pages of the host institutions and contact them directly for further information.



## PART II – SELECTION OF CANDIDATES

### Art. 7 – Submission of the Application

#### Art. 7.1 – How and when to submit the Application

The application for the Call can be submitted **exclusively online by logging on to the TURUL application at <https://ammissioni.unifi.it>**. The service will be active until **1:00 p.m. on March 6, 2024**. Beyond that deadline, the link will be deactivated, and students **will no longer be able to fill out the application, close it, or register for the Call. Applications received in a manner and timeframe other than those set out in this article will not be accepted.**

The student can apply only to those locations listed in correspondence with the School of affiliation of his/her Study Program, which can be consulted on the page <https://ammissioni.unifi.it/DESTINATION/> in the menu *International Mobility Non-EU Countries*.

To apply, the student must log into the TURUL application with SPID credentials and choose the competition "*Selection for the formation of rankings for non-EU international mobility a.y. 2024/2025*".

#### Art. 7.2 – Choice of the Destination

Once logged in to the application with his/her SPID credentials, the candidate will be able to see only those locations listed in correspondence with the School of affiliation of his/her Study Program and may indicate, in the appropriate section, the chosen destination, and a possible second destination.



#### PLEASE NOTE

Each candidate is required to read carefully the information in the factsheets of the relevant foreign universities, which can be consulted by clicking on the Link code next to the name of each Institution.

Before indicating the preferred location(s) in the application, the student **must check** in the web page <https://ammissioni.unifi.it/DESTINATION/> the following sections:

- ✓ *Notes and Institution Notes*, which contain important information about the academic offer of the foreign Institution, the subject area of the mobility, special admission or language requirements, and the possibility of carrying out an internship;



- ✓ *Subject area of the agreement* (ISCED Code) under which the mobility flow is envisaged (the ISCED codes are enclosed to the Call): it defines the coherence between the disciplinary field in which the cultural and scientific cooperation agreement was signed and its own Study Course (students applying whilst attending the BA's degree and leaving during the MA's degree, should consider the MA's degree Study Course);
- ✓ *Level*, if specified, (I cycle = bachelor's degree and single-cycle master's degree; Cycle II = master's degree and Level I Post Graduate degree; Cycle III = doctorate, specialization schools, Level II Post Graduate degree) of the receiving Institution's academic offer;
- ✓ *potential course restrictions*, indicated by the name of the UNIFI Study Course, showing the Study Courses to which that particular mobility flow is reserved;
- ✓ *level of language proficiency* required by the host institution for class attendance (see Art.6);
- ✓ *Application deadlines* and procedures of the host Institution, in specified.

When filling in the online application form, the applicant must also briefly describe the academic reasons for applying for the non-EU programme and the specific reasons that led him/her to choose the Institution. In the motivation section, he/she must indicate whether he/she will carry out the mobility for traineeship purposes.



#### PLEASE NOTE

The actual implementation of some mobilities can only be confirmed after the renewal of any agreement which expired before the start of the mobility. If the agreement with a given location has expired, or is about to expire or be renewed, this will be indicated in the relevant "Institution Notes" section, visible at the page <https://ammissioni.unifi.it/DESTINATION/>.

The receiving Institutions indicated within the Call, as well as the numbers of available places and language requirements, may be subject to change based on decisions of the host Institutions, not known at the time of publication of this Call. It is important for applicants to be informed that all data, as published, are to be considered conditional, and that the possibility of spending the period abroad is always subject to acceptance by the host Institution.

#### Art. 7.3 – Application closure and provisional Learning Agreement

Once the application is completed, Turul activates the Learning Agreement completion phase, which is mandatory for the acceptance of the application. **The obligation is valid only for the first destination while for the second one it is strongly recommended. This procedure (filling in the provisional Learning Agreement and closing it) must be done by the deadline of the Call, otherwise the application will not be registered. The Learning Agreement filled in at this stage has provisional validity and must be filled in again later, after the publication of the ranking and the host Institution assignment, according to the modalities and terms later communicated by the Offices.**



To receive support for the selection of the courses to be included in the provisional Learning Agreement, the candidate can refer to the School's International Relations Service at <https://www.unifi.it/vp-5218-servizirelazioni-internazionali-e-delegati-delle-scuole.html>

If the participant wishes to undertake a mobility for traineeship purposes, he/she must specify this in the provisional Learning Agreement.

After completing the application, including filling in the provisional Learning Agreement and closing it on TURUL, each candidate is invited to consult the status of his/her admission to the Call by logging in TURUL <https://ammissioni.unifi.it> and verifying in the section "your competitions" if the application was successful. Please note that TURUL application needs a few hours to update the operations performed. **Any problem must be reported through the "request assistance" service of the computer application.**



#### PLEASE NOTE

The assistance and support help desk for the online application will be open during working days and hours from the date of publication of the Call **until 1:00 p.m. two days prior to the deadline** for applications referred to in paragraph 7.1 of this article.

## Art. 8 – Selection of candidates

1. The eligibility ranking shall be made on the basis of the following criteria:

### a) evaluation of the candidate's career

The two elements that contribute to the calculation of the career-related score are:

- regularity in studies (**for a maximum of 35 points**);
- profit (**for a maximum of 35 points**).

Different factors are taken into account in the calculation of the career-related score, depending on whether the student is enrolled in bachelor's degree, master's degree, single-cycle master's degree, or III level courses.

- ✓ **For students enrolled in bachelor's degree, master's degree (excluding first year) and single-cycle master's degree programs:**
  - regularity in studies is calculated on the basis of the number of credits related to exams **passed and registered in the student's career by February 19, 2024**, corresponding to the years of enrolment;
  - profit is calculated on the basis of the weighted average.
- ✓ **For students enrolled in the first year of master's degree programs**
  - regularity in studies is calculated on the basis of the number of credits related to exams passed and registered in the student's career by **February 19, 2024**, corresponding to the years of enrolment;
  - profit is calculated on the basis of the bachelor's degree mark.



- ✓ **For those enrolled in the third cycle**, profit is calculated on the basis of the master's degree final mark (in case of Level I Post graduate degree, the graduation score of the three-year course of study will be considered).



**PLEASE NOTE**

Exams registered on ESSE3 after February 19, 2024, even if taken by February 19, 2024, will not be considered for scoring purposes. It is the responsibility of the student(s) to check, on his/her personal On-Line Services page, that the exams are correctly registered by that date. Only CFUs taken or recognized in the current career are considered.

If a student is spending a mobility in the current a.y. 2023/24 and the mobility is still ongoing whilst applying to the Call, he/she cannot apply for recognition of the activities taken abroad until the ongoing mobility is completed.

Applicants are advised to check on their GCS page that they meet the requirements for participation in the competition, in particular with the payment of the tuition fees. Students with non-EU citizenship are also recommended to check the validity status of their residence permit, which must remain valid for the entire duration of the mobility abroad, so to allow them to return to Italy without any complication.

**b) language proficiency**

As stated in Art. 5.1, knowledge of at least one foreign language other than Italian is a mandatory condition to apply for this Call for Mobility. The self-declaration of possession of the language proficiency declared in the online application on TURUL (language and level) implies that:

- a) The applicant is already in possession, when applying online on TURUL, of a language certificate issued by a competent external certifying body, certifying that he/she has successfully passed a language proficiency test (please note, simple certificates of attendance are not considered valid). Recognized language certificates are listed in Annex 1; certifications other than those listed in Annex 1 may possibly be evaluated for ranking purposes

Or

- b) The candidate is in one of the exemption cases listed in Annex 2 of the Call for Applications.



#### PLEASE NOTE

The applicant must list, via the drop-down menu in the Languages section, all the languages for which she/he requests for evaluation (whether they are certificates issued by external bodies, or knowledge related to the exemption cases listed in Annex 2, including passing the language test as part of the university course). Scores will be awarded **ONLY** to the languages declared by the applicant when filling out the application.

The candidate must not upload language certifications in TURUL nor email them to the offices.

The University will carry out spot checks on the self-certified information submitted by students, in accordance with Presidential Decree 445/2000, and may request to send by e-mail that certificates issued by external bodies and declared when filling out the application. Without prejudice to the provisions of Article 76 of D.P.R.445/2000, if the check reveals the untruthfulness of the information submitted, the declarant shall forfeit any benefits resulting from the measure issued on the basis of the untruthful declaration.

For each language declared by the applicant, it will be considered **only** the highest level. No scores are awarded for the knowledge of the Italian language.

The maximum score awarded for language proficiency is **15 points**, even in the case of multiple languages. For each language it will be awarded:

Language proficiency Certificate	Score
C2 (or mother tongue)	10
C1	9
B2	7
B1	5
A2	2
A1	1

#### c) motivation

In order to bestow on the score for the motivation, the President of each School appoints the selection commissions, which will be published on <https://ammissioni.unifi.it>

Motivation is awarded a **minimum of 8 points up to a maximum of 15 points** and is evaluated by considering:

- the coherence between application and motivation;
- the proposed program of study (provisional Learning Agreement).



**Please Note: Motivation lower than 8 points are considered as not eligible.**

2. In case of a tie, preference shall be given to the youngest candidate.



## Art. 9 - University ranking and acceptance of the destination

For the purposes of the ranking, a "**winning**" student is defined as a student who has an assigned destination; an "**eligible**" student is defined as a student who has not been assigned any destination.

Assignment of students to receiving Institutions is done in descending score order taking into account the preferences expressed (maximum two). If there are no available seats left within the indicated destinations, the student shall not be assigned any seat.

The rankings, one for each School, complete with merit scoring, destination and number of proposed months, will be announced starting from March 26, 2024, at <https://ammissioni.unifi.it>

All the procedures related to the selection process, including rankings and any shortlist, will be available to students on the section "your competitions". **The student will not receive any personal communication and it is his/her own responsibility to verify results, timelines and deadlines.**

To view the assigned destination, the student must log in to <https://ammissioni.unifi.it> within the deadlines indicated on the section "your competitions", and proceed as follows:

- ✓ In case the first destination indicated in the application has been assigned, the student must compulsorily accept the assigned destination

**!** **Please Note: Students who do not accept the location they indicated as their first destination are automatically excluded from the ranking as dropouts for non-EU international mobility a.y. 2024/2025.**

- ✓ If the assigned destination is the second one chosen by the student, he/she may:
  - A. accept the proposal;
  - or
  - B. select the option "*I want to remain on the ranking list*" pending a possible new assignment by sliding the ranking list, in the event that he/she does not wish to accept the proposed destination.The destination not accepted by the student, will not be reassigned to him/her in the sliding list.

**!** **Please Note: Students assigned to their second choice destination are required to complete an operation (A or B), otherwise they will be automatically excluded from the ranking as dropouts for non-EU international mobility a.y. 2024/2025.**

The rankings, one for each School, will proceed through shortlist until the allocation of available places **in relation to the preferences expressed by students when applying to the Call**. Information about the shortlist, timing and procedures, will be available through TURUL at <https://ammissioni.unifi.it> on the dedicated section.

**Students will not receive any personal communication.**



**PLEASE NOTE**

Each candidate **will have 3 working days (including the day of publication and the day of closing of the acceptance/rejection of the assigned destination) starting from the publication of the ranking/shortlist** to accept or reject the assigned destination at the first ranking or in the subsequent shortlist.

When accepting the destination, each student is required to indicate the duration **in months** of his/her mobility.

**Attention! The number of mobility months indicated by each student when accepting the destination in Turul is binding for the calculation of the assigned scholarship months specified on the financial contract (see art. 4 Duration and type of mobility).**

The estimated departure date, also to be indicated in Turul when accepting the destination, is approximate and may be changed later (when signing the financial contract).

The final list of awarded students, including the destination and the scholarship assigned, will be announced by a Rector's Decree to be published on the University website ([https://www.unifi.it/vp-10034-erasmus-plus.html#studenti\\_unifi](https://www.unifi.it/vp-10034-erasmus-plus.html#studenti_unifi)) starting from **June 2024** once the shortlists of all Schools have been completed.





## PART III – BEFORE THE MOBILITY

After the online acceptance phase of the destination, the winning students will receive support from the Schools' International Relations Offices (<https://www.unifi.it/cmpro-v-p-5218.html>), through Q&As sessions online and/or in presence, so to organize the period abroad according to the following mandatory steps.

### Art. 10 – Registration at the receiving Institution

After the online acceptance phase on TURUL, the School's International Relations Office <https://www.unifi.it/cmpro-v-p-5218.html> sends the nomination of the winning students to the receiving Institution. Students then must send the required documents (application form) to the receiving Institution, including any language certificates specifically required by the host universities.

Host Universities define deadlines related to:

- ✓ **Nomination** (receipt of names) of students who will spend a non-EU international mobility at their university. The Nomination is handled by the Schools' International Relations Offices <https://www.unifi.it/cmpro-v-p-5218.html>
- ✓ **Application** (application for admission) of the students nominated. This process is under responsibility of each student winner of a non-EU international mobility.

**If the host university's deadlines are prior to the conclusion of the selection process at UNIFI, departure in the First Semester 2024/2025 is not guaranteed.** In this case the student should consider leaving in the 2nd semester, regardless of the number of months indicated in the agreement. It is up to each student to inquire about the deadlines of the host university before applying to TURUL in order to consider a possible departure in the 2nd semester.

**The host university is ultimately responsible for the final acceptance of the student's application, based on the compliance with its own internal requirements and procedures.**

Before the start of the mobility, each student is required to check well in advance, within the portal Viaggiare Sicuri of the Ministry of Foreign Affairs and International Cooperation, the context of the destination country in which he/she will be spending the mobility period.

Please also note that health insurance and any other costs (including any fees and services) required for acceptance by the host institutions cannot be covered by the University of Florence.



## Art. 11– Instructions to fill in the Learning Agreement



### PLEASE NOTE

The Learning Agreement completed on TURUL when applying to participate in this Call for Applications is a provisional document: after the publication of the rankings and after the acceptance of the destination in Turul, as indicated in Art. 9, the student will receive directions from the the Schools' International Relations Office of his/her School <https://www.unifi.it/cmpro-v-p-5218.html> about the drafting of the final Learning Agreement to be sent to the host university.

The Learning agreement format can be found at <https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extraue> and is divided into *Learning agreement for Study* and *Learning agreement for traineeship*, depending on the type of mobility chosen by the participant.

In order to obtain the recognition of the activities taken abroad, and benefit from the grant provided, the activities must be indicated within the *Learning Agreement* upon evaluation of the coherence between the program to follow abroad and the degree or qualification to be obtained at the University of Florence. The aforementioned activities must be approved **prior to departure** both by the competent teaching bodies of the University of Florence and by the host institution.

The *Learning Agreement* must indicate both the activity to be taken abroad and the corresponding UNIFI activity to be recognized upon the student return from mobility.

It comprises the following steps:

- ✓ The *Learning Agreement (before the mobility)* must be completed and approved by all Parties (UNIFI and host university) before the departure. In the case of thesis research work, it is also necessary to attach the relevant letter from the UNIFI supervisor. The form is available at <https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extraue>
- ✓ *Changes to the Learning Agreement (during the mobility)* refer to any changes to the first Learning Agreement, which may be necessary during the mobility
- ✓ The *Transcript of Records (after the mobility)* is the certification of the exams taken abroad and/or statement of thesis research work or internship issued by the host university. In case of mobility for traineeship purposes only, the Participant must complete the *Transcript of Work (after mobility)*

The approved Learning Agreement must be adequate to the duration of the mobility and to the number of equivalent credits corresponding to the period of study at UNIFI (indicatively 60 credits for a full academic year, 30 credits for a semester).

Concerning the choice of the courses to be included in the *Learning Agreement*, it is strongly recommended that students refer to the School's International Relations Office.



Please note that there may be restrictions or prerequisites at the UNIFI Study Course level concerning the activities to take abroad, each School also may have internal Regulations governing student mobility within the courses pertaining to that School. It is therefore strongly recommended to contact the Schools' International Relations Offices for more details <https://www.unifi.it/cmpro-v-p-5218.html>  
The host university is ultimately responsible for the approval of the activities to be carried out abroad.

#### Art. 12 – Signing of the Financial Contract (individual mobility agreement)

Before the departure, it is **MANDATORY** to sign the financial contract (individual mobility agreement). It is not possible to sign the contract if the *Learning Agreement* has not been approved yet.

The financial contract will indicate, for each winning student, the amount of the Mobility Grant.

Each student will receive guidance on completing and signing the contract to his/her institutional email [name.surname@edu.unifi.it](mailto:name.surname@edu.unifi.it)

**Before departure, it is essential to be in compliance with the conditions listed in Art.5.2**

#### Art. 13 – Ministry of Foreign Affairs and International Cooperation Portal “Viaggiare Sicuri/Dove siamo nel Mondo”

The portal Viaggiare Sicuri provides citizens with general information on foreign countries, including information on the security conditions. The service, provided by the Italian Ministry of Foreign Affairs and International Cooperation, supplies information on conditions and possible risks to the safety of those people undertaking trips abroad, using reliable sources in order to allow informed and responsible choices.

Through the section “Dove siamo nel mondo”, it enables Italians who are temporarily travelling abroad to report - on a voluntary basis - their personal data, in order to plan rescue operations more quickly and accurately, thus enabling the Farnesina Crisis Unit to reach them more easily in the event of an emergency.



#### PLEASE NOTE

Students undertaking an international mobility period must register on the portal “Dove siamo nel mondo”, to find out more information please visit [www.viaggiare Sicuri.it](http://www.viaggiare Sicuri.it)



## Art. 14– Insurance coverage

The European Health Insurance Card (EHIC) issued by the Ministry of Health is not sufficient for health insurance coverage during a stay abroad in countries outside the European Union. **It is therefore ALWAYS necessary to subscribe a private insurance, that each student must arrange independently.**

Students undertaking an international mobility are also covered by the insurance policies underwritten by the University of Florence **for third-party liability and accidents**, which are also valid for those traveling abroad. Activities ascribable to leisure time, including those organized by associations or agencies that require an individual participation, are excluded from the insurance policies.

For more details, check the relevant webpage <https://www.unifi.it/vp-4165-assicurazioni.html>



### PLEASE NOTE

Students undertaking a non-EU international mobility must continue to pay their tuition fees at the University of Florence during their mobility abroad and are exempted from paying fees at the host university (with the exception of some fees for the use of e.g., services in place at the host institution, which local students also pay).

Please also note that health insurance and any other costs required for acceptance by the host institution cannot be covered by the University of Florence.



## PART IV – UPON RETURN FROM MOBILITY

### Art. 15 – Documents upon return

At the end of the mobility period the student must:

- ✓ send the **STATEMENT PERIOD OF MOBILITY (ARRIVAL/DEPARTURE)** to the Internationalization Unit - International Mobility (mail: outgoing.extraue(AT)unifi.it) **within 15 days after the conclusion of the mobility period**. The certificate is issued by the host Institution at the end of the mobility period abroad and provides the documentary evidence of the mobility completion certifying the exact period of stay at the host institution;



#### PLEASE NOTE

**Failure to submit the statement of the mobility period (arrival/departure) will invalidate the mobility and lead to the full return of the grant**

- ✓ **Within 15 days after the end of the mobility period**, send the travel documents (e.g., boarding card, visa fees) to the email outgoing.extraue(AT)unifi.it for the reimbursement of travel costs within the amount limits indicated in Art.16. The “Request for Reimbursement of Travel Expenses” form, which can be downloaded at <https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extraue>, must be sent also to the same e-mail address.  
In case the travel documents are in paper format, they must be sent by ordinary mail or delivered to UP Internationalization - International Mobility in Via della Pergola, 60, 50121, Florence
- ✓ only after having emailed the statement of the mobility period (arrival/departure) to the UP Internationalization - International Mobility, the student can submit to the School's International Relations Office (<https://www.unifi.it/cmpro-v-p-5218.html>) the request for recognition of the credits earned abroad, along with the **TRANSCRIPT OF RECORDS issued by the host university (or relevant certification for the thesis research work) or the TRANSCRIPT OF WORK (in case of internship mobility)**. Any delays from the student in submitting the request for recognition, if not ascribable to the student him/herself, must be agreed upon between the student and the School's International Relations Office;



As well known, participation in an international mobility program allows university students to spend a training period in a foreign university, offering the opportunity to take courses, use university facilities and obtain recognition for the activities undertaken. However, this training opportunity implies the commitment from the students to adhere to all the procedures, organizational arrangements and timetable of activities determined by the host Institution so to maximize the outcomes but also to allow a proper and efficient management of training and administrative activities by all the Parties involved. Therefore, it is important to emphasize that students intending to undertake a mobility program should evaluate not only its contents but also the academic and administrative regulations governing it to ensure its compliance.



## PART V – MOBILITY FUNDING

### Art. 16 – Financial support for mobility

The position within the ranking list (as within the Decree referred to in Article 9) entitles the applicant with the status of non-EU mobility student.

Financial support for mobility (so-called Mobility Grant) does not cover all expenses but it must be considered as a **contribution** to the increased expenses related to the stay abroad.

**To be eligible for the mobility grant, it is necessary that the student signs, prior to departure, the financial contract (see Art. 12)**

#### Art. 16.1 – Mobility Grant on UNIFI Funds

UNIFI will award the mobility grant to the winning students with a designated destination until funds are depleted and by allocating the funding to each School in horizontal progression, respecting the ranking list of each School (funding will be awarded to students occupying the first position in the ranking list of each School, then to students occupying the second position in the ranking list of each School, and so on).

The mobility grant assignment procedure will proceed up to the availability of the dedicated resources allocated by the University for the year 2024.

Therefore, it is possible that the merit ranking list of each School will include winning students with both a designated destination and a financial support, and winning students with a designated destination but without financial support. In the event that a student awarded with a financial support withdraws the mobility, the corresponding financial support will be assigned to the first student of the same School's merit ranking list and whose place in the ranking list is 'winner without financial support'.

The Mobility grant is tied to the effective stay at the host institution as well as to the recognition of credits in the student's career. The mobility grant is intended as financial support to partially cover the increased expenses incurred abroad and consists of a scholarship and reimbursement of visa and travel expenses:

- ✓ scholarship total amount:
- € 500 for "SHORT" mobilities (1 to 2 months) to all countries, without distinction;
- € 2.000 for biannual mobilities "SEM" (3-6 months) to Australia, Japan and USA / € 1.800 for biannual mobilities "SEM" (3-6 months) to other countries;
- € 4.000 for annual mobilities "Y" (7-12 months) to Australia, Japan and USA / € 3.600 per annual mobilities "Y" (7-12 months) to other countries.



- ✓ reimbursement of visa and travel expenses, to a maximum amount of € 800.00. The reimbursement is eligible only for one return ticket.

L'erogazione avverrà in due *tranche*:

- ✓ the scholarship after the signing of the financial contract, and provided that the student is in possess of an approved *Learning Agreement*
- ✓ the reimbursement of visa and travel expenses upon return from the mobility, based on the visa and travel costs actually incurred and upon presentation of receipts, tickets and boarding passes, according to the modalities indicated in Art. 15

UNIFI Departments may provide a supplement to the above grants with their own resources, even in the absence of specific calls and additional selection criteria, relying on the selection made by School committees.

#### Art. 16.2 –DSU Regional Agency Contribution

Students winning an international mobility spot and holding a scholarship from the Regional Agency for the Right to Study can receive an additional contribution that consists of an all-inclusive amount related to the months spent abroad. For more information, it is necessary to contact the Regional Agency for the Right to Study <https://www.dsu.toscana.it/sedi-e-contatti>



#### PLEASE NOTE

All the mobility periods carried out virtually from Italy will not be covered by any contribution.

#### Art. 17 - Return of financial contribution

Student mobility grants are linked to studies and/or activities carried out abroad.

The student must return the **full amount** of the grant provided in the following cases:

- ✓ withdrawal from the mobility period: if the student wishes to withdraw from the mobility, and therefore not leave for the a.y. 2024/2025, he/she must notify by email at [outgoing.extraue\(AT\)unifi.it](mailto:outgoing.extraue(AT)unifi.it) . Withdrawal from mobility is IRREVERSIBLE;
- ✓ stay less than the mandatory minimum period of 30 days (full refund);
- ✓ non-completion of any activity abroad and non-achievement of **at least 1 credit for mobility lasting less than 2 months and at least 3 credits for mobility lasting 3 months or more** (only the number of registered credits within in the career will be considered), according to the approved *Learning Agreement*. Credits can also be earned for the completion of the thesis work, upon acceptance of the Italian supervisor and identification of a foreign lecturer;





- ✓ for those enrolled in 3<sup>rd</sup> Level courses, non-submission of documented research or training activity undertaken abroad.

I contributi ricevuti sono soggetti all'obbligo di **restituzione parziale** in caso di riduzione del periodo all'estero rispetto a quanto previsto dal contratto, se la riduzione del periodo è tale da modificare la tipologia relativa alla durata della mobilità (short – semestrale- annuale).

Grants received are subject to the obligation of **partial return** in case of reduction of the period abroad compared to what originally specified in the financial contract, if the reduction of the period changes the type of mobility according to its duration (short/biannual/annual).

## PART VI – FINAL PROVISIONS

### Art. 18 - Processing of personal data

1. In compliance with the principles of legality, fairness, transparency, adequacy, relevance and necessity set forth in Art. 5, paragraph 1 of the GDPR (EU Regulation 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of individuals with regard to the processing of personal data, which provides for the protection of individuals with regard to the processing of personal data as a fundamental right) the University of Florence, as Data Holder, will process the personal data provided by candidates when registering for the selection procedure, exclusively to allow the procedure to be carried out in compliance with the relevant legislation in force. The information for the processing of personal data is published on the University website at *Home page* → *University* → *Data Protection*, at the following link: <https://www.unifi.it/vp-11360-protezione-dati.html>.

2. Upon completion of the procedure, the data, even in compliance with the purposes for which they are processed, can be transferred to countries outside the European Union, in compliance with Articles 45, 46 and 49 of the GDPR to ensure the effectiveness of the data candidate's rights under European data protection law.

### Art. 19 - Responsible for the procedure and contacts of the organizational unit

Pursuant to Law No. 241/90 and the University Regulations on Administrative Proceedings, the Responsible person in charge of the proceedings is Dr. Maria Orfeo - Director of the Educational Services Area.

For any **information related to this Call for Applications**, students can:

- ✓ use the facilities provided by the TURUL application under "*request assistance*" (attention, the assistance service will be active until 1 p.m. on March 4, 2024)



- ✓ call the Internationalization Unit- International Mobility Office tel. 055 275 6973 on Mondays, Tuesdays and Wednesdays from 9.30-12.30, Thursdays from 14.30- 17.00.

For any **information regarding receiving universities and the Learning Agreement drafting**, students can:

- ✓ contact the Schools' International Relations Services for support in the preparation of the study plan (the list of International Relations Services can be found at <https://www.unifi.it/cmpro-v-p-5218.html>);
- ✓ contact the Agreement coordinator professor, for any information regarding the activities to be carried out at the partner universities (the name of the Professor can be found on each School website (section International Mobility)).

Students with **disabilities** or **SpLDs** can receive support for the application procedure and for the mobility arrangements by contacting the Unifi Include service <https://www.unifi.it/vp-12229-unifi-include.html#dsa>

#### Art. 20 – Final Rules

For any matter not expressly regulated in this Call for Application, please refer to the information published on the University website Internet <https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extraue> and at <https://ammissioni.unifi.it>

For any matter not expressly regulated in this Call for Application, please refer to the information published on the University website <https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extraue> and at <https://ammissioni.unifi.it>

Florence,

The Director of Educational Services Area  
Dr. Maria Orfeo

*The Rector*  
*Prof. Alessandra Petrucci*