

**ACADEMIC YEAR 2020-2021**

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**INTERNATIONAL STUDENTS' EXCHANGE**  
**CALL FOR APPLICATIONS**

## **§ 1 – General Information**

The Scuola Normale Superiore offers student mobility positions for the academic year 2020/2021 regulated by international agreements with universities abroad. Hereinafter, such positions shall be referred to as *exchange positions abroad*.

The exchange positions abroad can be:

- Funded positions, i.e. study/research positions at an international institution funded by an SNS scholarship whose amount is calculated based on standard travel and living costs;
- 'Zero grant' positions, i.e. study/research positions at an international institution that can be assigned without scholarship.

The full list of available positions, complete with information about the amount of any eventual scholarship, can be consulted in Annex A of the present document.

## **§ 2 – Motivations**

The exchange positions abroad described in § 1 can be activated for one or more of the following activities, depending on the applicant's study cycle:

### Ph.D. Candidates:

- d) *Individual research activity* for writing the PhD thesis;
- e) *Internships* in a research laboratory or within a research group pertaining to the host institution, aimed at the achievement of specific objectives to be agreed in advance with the host institution;
- f) *Full-time study activities* with the attendance of courses and seminars at the host institution.

### Undergraduate and Master's Students:

- d) *Individual research activity* for writing the final dissertation;
- e) *Internships* in a research laboratory or within a research group pertaining to the host institution, aimed at the achievement specific objectives to be agreed in advance with the host institution;
- f) *Full-time study activities* with the attendance of courses and seminars in line with the SNS curriculum and student's obligations.

PLEASE NOTE: Undergraduate and Master's students can't be guaranteed that exchange activities performed abroad will be recognised by their Department at the University of Pisa. Any activity students wish to have recognised on their study curriculum at the University of Pisa must be agreed in advance with the relevant Department.

The projects described under letter b) must include the following information:

- Content and objectives of the project;
- Teachers/research groups involved in the host institution;
- Any equipment needed to perform the activity.

## **§ 3 – Prerequisites**

With the only exception of any specific limitation introduced by international agreements and listed in § 2 or Annex A, the exchange positions abroad described in this document are open to any Undergraduate, Master's, or Ph.D. student regularly enrolled at the SNS at the beginning of the mobility.

#### **§ 4 – Deadlines**

The deadlines for application to each position are listed in Annex A.

#### **§ 5 – How to Apply**

Applications must be sent online through the applicant's profile on the Ser.Se platform (see instructions in Annex B) by the deadline for the chosen destination. Each application must include:

- A motivation letter describing the activity to be performed abroad. For the positions described under letter b) in § 2, the motivation letter must detail content and objectives of the project, teacher/research group involved at the host institution, and any equipment needed to perform the activity;
- One or more supporting letters (or emails) by teachers or researchers of the host institution.

Each application will be automatically submitted for approbation to the applicant's supervisor. Applicants can also choose to add one or more supporting letters (or emails) by an SNS teacher of their area of study.

#### **§ 6 – Selection Criteria**

At each deadline, the Mobility Committees of the Faculty of Humanities, the Faculty of Sciences, and the Faculty of Political and Social Sciences will examine the applications received by their own students and determine a ranked list for the appointment of each position.

For '*zero grant*' positions, each Committee will also consider the allocation of funds, according to their own criteria and subject to availability.

In case the same position is requested by students from different Faculties, the applications will be evaluated by an interfaculty Mobility Committee presided by the SNS Director or his Delegate, and composed of the three committees' Chairpersons plus a student representative.

The evaluation of applications will take into account the compatibility of the programme proposed with the applicant's study curriculum, any expression of interest by the teachers of the partner institution and their availability to support the project, and the availability of all the necessary resources and equipment at the chosen institution.

The final approval of the ranked list drawn by the Committees is competence of the Director or his Delegate.

#### **§ 7 - Before Departure**

Each appointed position has to be confirmed by the host institution, which could request additional documentation and/or define a special procedure in order to complete the enrolment or request accommodation.

Candidates selected for an internship might be required to sign a specific agreement.

All selected applicants will be informed by the SNS Internationalisation Office, which will provide information about deadlines and procedures for the admission at the chosen institution.

Selected candidates will agree directly with the host institution the details concerning their arrival, making sure their chosen destination will be ready to welcome them.

Each selected candidate will be responsible for updating their SNS study plan with the activities to be carried out abroad during the mobility, in order to allow their full recognition in place of internal activities or in addition to them.

Full recognition will be authorised upon approval of the study plan by the competent bodies.

### ***§8 – Financial Details***

*Funded positions* – The amount of the scholarship assigned to each position is specified in Annex A and is deemed sufficient to cover the costs of the mobility. The scholarship is directly connected with the appointment of an exchange position abroad and no financial report is required. Its total amount depends on the total days of stay at the host institution. Winners of a scholarship are not allowed to request any additional funds for the same mobility to their Faculty's Mobility Committee. The scholarship will be paid in three different tranches:

- 1st payment (70% of the daily amount multiplied by the expected days of total stay): before departure;
- 2nd payment (the remaining 30%): upon submission to [international@sns.it](mailto:international@sns.it) of the following documents:
  - a) Scanned copy of the Exchange Mobility Presence Statement (Annex C) duly stamped and signed by the host institution and indicating the start date of mobility;
  - b) Information about the expected end date of mobility, in accordance with school terms at the host institution and with the suggestions from the international tutors;
- 3rd payment (amount per individual position): at the end of the mobility and upon submission of the final Exchange Presence Statement (Annex C) and the documentation described in § 11. In case the total days of stay are fewer than previously anticipated, the equivalent daily amount previously corresponded will be subtracted from this payment.

Exceptionally, and in case of necessity, successful applicants may agree with the financial offices a different frequency of payment.

*'Zero grant' positions* – These positions do not automatically include any financial allowance. Appointed candidates may apply for funding through the Mobility Committee of their Faculty.

**It is not possible to request any other form of reimbursement in addition to the scholarship assigned.**

Any available sum resulting from non-allocated funded positions may be used to create new positions or be distributed among 'zero grant' positions, according to the decision of the interfaculty Mobility Committee.

### ***§ 9 – Renouncement***

Any renouncement to an appointed mobility, with the only exception of those due to force majeure, must be communicated at least one month in advance.

Any unjustified renouncement or renouncement communicated too late will result in the exclusion from the participation to mobility calls for one year.

#### **§ 10 – Duties and Formalities**

During the mobility abroad, students must follow the rules of the host institution.

In case of mobility within the European Union, UE citizens must bring with them the TEAM Card for health coverage, or ask the local ASL for information on how to obtain health coverage in their destination country. Extra-UE citizens will be provided with a specific health insurance for the occasion.

In case of extra-EU mobilities, appointed candidates must request an entry visa with the support of the SNS Internationalisation Office and the staff of the host institution, and fulfil all the formalities necessary to the regularisation of their stay, including health coverage.

Before departure, appointed candidates are strongly recommended to contact the competent SNS office and ask for the certificate of insurance coverage against accidents and for civil liability. This document might be requested in the destination country.

#### **§ 11 – After Returning**

At the end of the mobility, selected candidates must submit the documentation released by the host institution complete with all the information necessary to register the activities performed in substitution of internal activities.

Candidates who received a scholarship must also provide in hard copy the original document stating the start and end date of the mobility, duly stamped and signed by the host institution (see Annex C).

The above-mentioned documentation is also necessary to obtain the final payment of the scholarship.

In any case, failure to submit the documentation listed in the present paragraph will result in the exclusion from participation to other mobility calls.

#### **§ 12 – Contacts**

For further information about the conditions provided by exchange agreements, procedures and fulfilments, interested students can contact the Internationalisation Office ([international@sns.it](mailto:international@sns.it)).

## Annex A

DESTINATIONS		NUMBER	LENGTH*	STUDY LEVEL	FACULTY	EVENTUAL CONTRIBUTION AND CONDITIONS OFFERED BY HOST INSTITUTION	DEADLINE	AMOUNT PER INDIVIDUAL POSITION	DAILY AMOUNT
Austria	Institut für Höhere Studien, Vienna	1	ACADEMIC SEMESTER	PhD	SPS	Fee exemption	1st semester: 23 March 2020	€ 1.000,00	€ 17,00
Canada	Université de Montréal - Faculté des Arts et des Sciences	1					2nd semester: 4 June 2020		
France	Ecole Normale Supérieure Parigi	4	MIN. 1 MONTH - MAX. 10 MONTHS	BA - MA PhD	LF/SMN/SPS	Free accommodation	1st semester: 23 March 2020	€ 120,00	€ 10,00
France	Ecole Normale Supérieure Lione	2					2nd semester: 4 June 2020		
France	Ecole Normale Supérieure Paris Saclay	1	ACADEMIC SEMESTER	BA - MA PhD	LF/SMN History/Maths	Free meals and accommodation	1st semester: 23 March 2020	€ 200,00	€ 0,00
Germany	Freie Universitaet Berlin	2					2nd semester: 4 June 2020		
Germany	Hamburg Institute for Social Research (HIS)	1	ACADEMIC YEAR (10 MONTHS)	MA/PhD	SPS	Fee exemption	23 March 2020	€ 500,00	€ 17,00
Germany	Humboldt Universitaet zu Berlin	2		ACADEMIC SEMESTER	PhD (1st and 2nd year)	SPS	Fee exemption	1st semester: 23 March 2020	€ 500,00
Germany	Eberhard Karls Universitaet Tuebingen	4	ACADEMIC SEMESTER	BA - MA PhD	LF/SMN	Grant covering meals and accommodation costs	2nd semester: 4 June 2020		
UK	Warburg Institute London	1					1st semester: 23 March 2020	€ 800,00	€ 17,00
Spain	Universidad Salamanca	1	ACADEMIC SEMESTER	BA - MA PhD	LF/SMN/SPS	Free meals and accommodation	2nd semester: 4 June 2020		
USA	Princeton University	2					1st semester: 23 March 2020	€ 2.000,00	€ 70,00
USA	New York University	2	ACADEMIC SEMESTER	PhD	LF/SMN/SPS	Fee exemption	23 March 2020		
USA	UCLA	1				Scholarship from the host Department	23 March 2020	€ 1.000,00	€ 17,00
USA	John Hopkins University Baltimore - Charles Singleton Center for the study of pre-modern Europe	1	ACADEMIC SEMESTER	PhD	LF/SMN/SPS	Fee exemption	23 March 2020		

\* the total amount of the scholarship for each candidate will be calculated based on the actual length of the mobility, as proved by the document attesting the mobility start and end date to be signed and stamped by the host institution. The maximum length allowed is ten months.

"ZERO GRANT" POSITIONS							
DESTINATIONS		NUMBER	LENGTH*	STUDY LEVEL	FACULTY	EVENTUAL CONTRIBUTION AND CONDITIONS OFFERED BY HOST INSTITUTION	DEADLINE
Austria	Institut für Höhere Studien, Vienna	1	ACADEMIC SEMESTER	PhD	SPS	Fee exemption	1st semester: 23 March 2020 _____ 2nd semester: 4 June 2020
Brazil	Universidade Federal do Rio Grande do Sul	2	ACADEMIC SEMESTER	PhD	SPS	Fee exemption	1st semester: 23 March 2020 _____ 2nd semester: 4 June 2020
Canada	Université de Montréal - Faculté des Arts et des Sciences	4	ACADEMIC SEMESTER	BA - MA PhD	LF/SMN/SPS	Fee exemption	1st semester: 23 March 2020 _____ 2nd semester: 4 June 2020
Chile	Pontificia Universidad Católica	2	ACADEMIC SEMESTER	PhD	SPS	Fee exemption	1st semester: 23 March 2020 _____ 2nd semester: 4 June 2020
France	Ecole Normale Supérieure Parigi	1	MIN. 1 MONTH MAX. 10 MONTHS	BA - MA PhD	LF/SMN/SPS	Free accommodation	1st semester: 23 March 2020 _____ 2nd semester: 4 June 2020
France	Ecole Normale Supérieure Lione	3	MIN. 1 MONTH MAX. 10 MONTHS	BA - MA PhD	LF/SMN/SPS	Free accommodation	1st semester: 23 March 2020 _____ 2nd semester: 4 June 2020
Japan	Tohoku University	1	ACADEMIC SEMESTER	BA - MA PhD	SMN	Fee exemption	23 March 2020
Japan	Tokyo University	2	ACADEMIC SEMESTER	BA - MA PhD	LF/SMN/SPS	Fee exemption	23 March 2020
Russia	HSE Institute Moscow	2	ACADEMIC SEMESTER	BA - MA PhD	SMN	Fee exemption	23 March 2020
Spain	Universidad Salamanca	1	ACADEMIC SEMESTER	BA - MA PhD	LF/SMN/SPS	Free meals and accommodation	1st semester: 23 March 2020 _____ 2nd semester: 4 June 2020
USA	John Hopkins University Baltimore - Charles Singleton Center for the study of pre-modern Europe	1	ACADEMIC SEMESTER	PhD	SPS	Grant covering accommodation costs	23 March 2020

\* the actual length of the mobility is proved by the document attesting the mobility start and end date to be signed and stamped by the host institution. The maximum length allowed is ten months.

## Annex B

### INSTRUCTIONS FOR APPLYING THROUGH SER.SE (<https://serse.sns.it/it/>)

The application form will be available in the ‘International Mobility Requests’ section of the user profile of each eligible student until the deadline indicated in Annex A.

Students can only apply to the positions available in their profile by filling the form and uploading PDF documents.

Upon submission, the application will be automatically sent to the student’s SNS tutor indicated at the beginning of the form for their approval.

After being approved and then validated by the Internationalisation Office, the application will be evaluated by the competent Mobility Committee.



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## Annex C

### EXCHANGE MOBILITY PRESENCE STATEMENT

**It is hereby certified that**

Mr/Mrs \_\_\_\_\_ has been registered, as an exchange student under the bilateral exchange agreement signed with the **Scuola Normale Superiore (Italy)**, at the following hosting institution

\_\_\_\_\_.

from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (*student's arrival date*)

**Date** \_\_\_\_\_

Name and position of the signing person: \_\_\_\_\_

*Signature of the Administrative Officer*

*Seal of the Institution*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (*student's departure date*)

**Date** \_\_\_\_\_

Name and position of the signing person: \_\_\_\_\_

*Signature of the Administrative Officer*

*Seal of the Institution*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A first scanned version of the present statement must be sent by email to [international@sns.it](mailto:international@sns.it) immediately after the arrival at the host institution, while the completely filled-in document, signed and stamped in original, has to be handed in by the student at the end of the mobility.