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SEMP MOBILITY FOR STUDY

A.Y. 2024/25

DEADLINE:

26TH JANUARY 2024



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§ 1 – General Information

The Swiss-European Mobility Programme (SEMP) allows SNS students to activate a mobility for study purposes at partner higher education institution in Switzerland. Successful candidates can attend courses and use the hosting institution's facilities, and are exempted from any tuition fees (with the only exemption of any eventual fees that local students are also required to pay). Students are guaranteed full recognition of the learning activities carried out abroad, on condition that they were previously approved through a specific Learning Agreement.

§ 2 – Eligible Mobilities

SNS students can activate a SEMP mobility for study for a maximum duration of 12 months in order to attend courses and seminars at the host institution to be inserted in the student's curriculum at the SNS and/or at the University of Pisa¹.

The mobility must start after the 1st August, 2024.

§ 3 – Funding

The SEMP scholarship offered by Swiss institution for a study mobility in presence consists in about 380 CHF per month. In addition to this scholarship, SNS students in SEMP mobility can be assigned a supplementary contribution of maximum 1,000.00 Euro per month on SNS institutional fundings. This contribution has been calculated based on living costs in Switzerland and consists in the reimbursement of accommodation and transport costs. Successful candidates will have to provide due reporting, in the absence of which the contribution initially assigned will be recalculated.

The total amount of the two contributions (SEMP + SNS) is deemed sufficient to cover all the expenses related to the mobility.

Students benefitting from the SNS contribution are not allowed to request additional grants to their Faculty's Mobility Committee.

The SNS contribution will be paid in two different installments:

¹ The validation of any activities by the University of Pisa is only possible for those destinations that have previously undersigned a specific multilateral agreement with the SNS and the University, as specified in [Annex A](#).

The validation of any activities by the Universities of Pisa or Florence is not guaranteed, and must be agreed in advance with the CAI of the relevant Department.

- an advanced payment of the 70% of the total maximum amount will be paid before departure;
- the final payment, equal to the balance due in light of the amount actually reported by candidates, will be paid upon submission of original receipts and of the Presence Statement.

In order to report their expenses, candidates will have to submit the original receipts, invoices and tickets for accommodation and transport costs to the Internationalisation Office, which will transmit them to the accounting offices.

§ 4 – Eligibility Criteria

In order to be eligible candidates for a SEMP Mobility for Study under the 2024 edition, SNS students must:

1. Be enrolled at the SNS at the second, third and fourth year of a “corso ordinario” or at the first, second, and third year of a Ph.D. course when submitting the application;
2. Plan a physical mobility in Switzerland;
3. Possess adequate language skills (see [§6](#) “Language Requirements”);
4. Submit a study plan illustrating the activities to be performed at the host institution (see [§8](#) “Activities to be Carried Out Abroad and Learning Agreement”);
5. Obtain the approval of the teacher in charge of the study plan (for students of the “corsi ordinari”) or the course coordinator (for Ph.D. students);
6. Commit to NOT graduate before the end of the mobility and the recognition of the activities carried out abroad.

§ 5 – Incompatibilities

Under the SEMP programme, students may activate a mobility for study, or for traineeship, during any study cycle (first- and second-level degree and Ph.D.) for a total duration that must not exceed twelve months in each cycle. Any earlier SEMP mobility activated during the same cycle must be taken into account for this calculation, with the only exception of virtual mobilities.

Successful candidates cannot activate, during the same period of a SEMP mobility, any other kind of mobility offered by the SNS.

§ 6 – Language Requirements

Potential candidates for a SEMP mobility must check the language requirements set by the host institution of their choice and listed in [Annex A](#), in order to be ready to meet them before departure.

When submitting their application, students may demonstrate to possess an adequate level in the language required either by attaching a language certificate or by self-declaration.

§ 7 - Destinations

SEMP mobilities can be activated towards any institution listed in [Annex A](#), which contains all the details regarding eligible study areas, number and type of positions available, and language requirements.

N.B. Regardless of the approval of a SEMP application by the SNS, it is still possible for successful candidates to be rejected by the institution of their choice. This may depend on different factors (deadlines not met, unconfirmed language skills, impractical study plans). Requirements may differ year by year and each host institution reserves the right to accept or reject an application.

§ 8 – Activities to be Carried Out Abroad and Learning Agreement

In order to benefit from a SEMP position, a specific study plan (known as Learning Agreement) must be approved by the host institution before the beginning of the mobility.

The Learning Agreement must be reviewed and approved by the study plan supervisor or the Ph.D. course coordinator of each candidate. Any activities to be carried out abroad must be included in the SNS study plan within the deadlines for its approval.

At the end of the mobility, any activities performed, courses attended and exams given abroad will be recognised based on the certification submitted.

Upon request, it is possible to make changes to the Learning Agreement while the mobility is in progress, as long as any changes are previously agreed with all the parts involved.

Students of the “Corsi ordinari” (Bachelor’s and Master’s) of the Faculties of Humanities and Sciences may plan activities to be recognised on their study curriculum at the University of Pisa only for those destinations that have signed a specific multilateral agreement with the Scuola and the University, as indicated in [Annex A](#). Recognition of the activities by the University is not automatic but must be authorised in advance by the CAI of the relevant Department.



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§ 9 – Documentation to be Submitted at the End of the Mobility

At the end of the mobility, SEMP students have up to 5 weeks to submit the Presence Statement signed and stamped by the host institution, and complete the actual dates of mobility. They must also prove to have requested the Transcript of Records.

Recognition of any activities performed abroad and listed in the Learning Agreement is conditional on the fulfilment of the above requirement. In absence of documentation, any grant already received will have to be reimbursed.

§ 10 – Deadlines and Application Procedure

Applications must be sent online through the SER.SE. platform (please see instructions in [Annex B](#)).

Candidates must attach a motivation letter and a language certificate, which, in this phase, may be replaced by a self-declaration (please see [§ 6](#)).

All applications will be automatically submitted to the approval of a supervisor and will have to be completed by 26 January 2024.

§ 11 – Selection Criteria

An interfaculty mobility Committee will evaluate all the applications received and create a ranked list for each destination.

In particular, the award criteria are the following:

- Up to 70 points out of 100 for the motivations expressed by each candidate in their motivation letter;
- Up to 30 points out of 100 for the year of enrolment assigned in this way:



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Year of enrolment when applying	Year of enrolment during the mobility	Score
1st year corso ordinario	2nd year corso ordinario	Not eligible
2nd year corso ordinario	3rd year corso ordinario	30
3rd year corso ordinario	4th year corso ordinario	20
4th year corso ordinario	5th year corso ordinario	15
5th year corso ordinario	After the end of the course	Not eligible
1st year Ph.D.	2nd year Ph.D.	30
2nd year Ph.D.	3rd year Ph.D.	20
3rd year Ph.D.	4th year Ph.D.	15
4th year Ph.D.	After the end of the course	Not eligible

Those students who already benefited from a previous SEMP mobility during the same study cycle or a previous study cycle will be deducted 20 points from the total score.

In the event of a tie, the youngest candidate will precede.

§ 12 – Acceptance, Withdrawal, and Replacement

At the end of the procedure, successful candidates will be contacted by the Internationalisation Office, and will have three days to officially accept the position, even via email, and to promptly ask for information about the application procedure for their destination.

Registering as SEMP student in the host institution once selected is the candidate's responsibility and must be done keeping in mind the deadlines set by each partner. Candidates will receive information on said deadlines by the Internationalisation Office.



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The list of successful candidates will be published on the SNS website, at the following address <https://www.sns.it/en/international-calls-and-rankings>.

In order to protect each candidate's privacy, the rankings will show the application number randomly assigned by Ser.Se in place of the candidate's name.

§ 13 - Practical Information

SNS students in outgoing mobility are always covered by an insurance policy against accidents and social liability and by an insurance policy granting health coverage abroad offered by the Scuola Normale Superiore.

Depending on their citizenship, some candidates might need a visa to enter their destination country.

§ 14- Contacts

For further information, interested students are welcome to contact the SNS Internationalisation Office (international@sns.it).



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ANNEX A

DESTINATIONS FOR THE FACULTY OF HUMANITIES

SUBJECT	STUDY CYCLE			AVAILABLE POSITIONS	MAX MONTHS	AGREEMENT WITH UNIPI	LANGUAGE REQUIREMENTS
	BA	MA	PHD				
Humanities	X	X	X	2	10	Yes	B2 French - English

N.B.: The maximum number of months refers to the single position.

The eventual recognition on the career at the University of Pisa is subject to the approval of the Department involved.

SUBJECT	STUDY CYCLE			AVAILABLE POSITIONS	MAX MONTHS	AGREEMENT WITH UNIPI	LANGUAGE REQUIREMENTS
	BA	MA	PHD				
History	X	X	X	1	10	Yes	B2 French – German - English
Art History	X	X	X	1	10		
Italianistics	X	X	X	1	10		

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SUBJECT	STUDY CYCLE			AVAILABLE POSITIONS	MAX MONTHS	AGREEMENT WITH UNIPI	LANGUAGE REQUIREMENTS
	BA	MA	PHD				
Humanities	X	X	X	1	10	Yes	B2 German - English

The eventual recognition on the career at the University of Pisa is subject to the approval of the Department involved.



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DESTINATIONS FOR THE FACULTY OF SCIENCES

SUBJECT	STUDY CYCLE			AVAILABLE POSITIONS	MAX MONTHS	AGREEMENT WITH UNIPI	LANGUAGE REQUIREMENTS
	BA	MA	PHD				
Mathematics	X	X	X	1	10	Yes	B2 French – German - English

The eventual recognition on the career at the University of Pisa is subject to the approval of the Department involved.

SUBJECT	STUDY CYCLE			AVAILABLE POSITIONS	MAX MONTHS	AGREEMENT WITH UNIPI	LANGUAGE REQUIREMENTS
	BA	MA	PHD				
All	X	X	X	1	10	Yes	B2 German - English

The eventual recognition on the career at the University of Pisa is subject to the approval of the Department involved.



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DESTINATIONS FOR THE FACULTY OF SOCIAL AND POLITICAL SCIENCES

SUBJECT	STUDY CYCLE			AVAILABLE POSITIONS	MAX MONTHS	LANGUAGE REQUIREMENTS
	BA	MA	PHD			
Political Sciences		X	X	2	10	B2 French - English

SUBJECT	STUDY CYCLE			AVAILABLE POSITIONS	MAX MONTHS	LANGUAGE REQUIREMENTS
	BA	MA	PHD			
Political Sciences and Sociology		X	X	1	10	B2 German - English



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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 candidate from the date of publication of the present document and until the deadline of application.

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 supervisor indicated at the beginning of the form for their approval, and then evaluated by the competent Committee, except if invalidated by the Internationalisation Office.