



SCUOLA
NORMALE
SUPERIORE

ENGLISH VERSION



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ACADEMIC YEAR 2025-26

**INTERNATIONAL EXCHANGES
CALL FOR APPLICATIONS**

Index

§ 1 - Scope and definition of the mobility positions offered by the present call . .	3
§ 2 – Motivations	3
§ 3 – Prerequisites	3
§ 4 – Deadlines	3
§ 5 – How to Apply	4
§ 6 – Selection Criteria	5
§ 7 – Financial details	6
§ 8 - Before Departure	7
§ 9 – Insurance Policies	8
§ 10 – Renouncement	8
§ 11 - After Returning	9
§ 12 – Contacts	9

ENGLISH VERSION

§ 1 - Scope and definition of the mobility positions offered by the present call

The Scuola Normale Superiore offers, for the academic year 2025-26, student mobility positions regulated by specific agreements with international universities. Hereinafter, such positions shall be referred to as “international exchanges”.

The full list of SNS partner institutions, together with information about the maximum duration of mobility eligible for a grant, and the grant amount for each single position, can be consulted in Annex A. Annex A also details an approximate number of positions available for each destination. However, the number of positions assigned will depend on the number of applications received and on the allocated budget.

§ 2 – Motivations

The international exchanges described under §1 can be activated for one or more of the following purposes, as long as allowed by the destination:

1. Individual research activity for writing the final dissertation or the Ph.D thesis;
2. Full-time study with the attendance of courses and seminars to be inserted in the student's curriculum at the SNS and/or at the University of Pisa or Florence.¹

§ 3 – Prerequisites

With the only exception of any specific limitations introduced by international agreements and listed in Annex A, international exchanges are open to students from the “corsi ordinari” or Ph.D. students regularly enrolled at the SNS at the moment of application and for the whole period of mobility abroad.

§ 4 – Deadlines

Applications must be submitted within the different deadlines set for each destination and study term:

¹ The validation of any activities by the University is only possible for those destinations that have previously undersigned a specific multilateral agreement with the SNS and the University. The validation of any activities by the University of Pisa or Florence is not guaranteed, and must be agreed in advance with the relevant Department.

ENGLISH VERSION

1. The first deadline is **31st January 2025**;
2. The second deadline is **6th June 2025**.

Detailed information on the deadline for the chosen destination and term is available in Annex A.

After each deadline, the Mobility Committees will assign the positions for the relevant term.

§ 5 – How to Apply

Applications must be sent online through the applicant's profile on the Esse3 platform by the deadline set for each destination and study term.

Each application must include:

1. A motivation letter describing the activities to be performed abroad, to be attached to the application on Esse3;
2. One or maximum two support letters (or emails) to be sent by teachers or researchers of the chosen host institution to the email address support.letters@sns.it within the deadline for application;
3. one support letter (or email) to be sent by an SNS teacher pertaining to the same study area as the candidate to the email address support.letters@sns.it within the deadline for application;
4. Autocertificazione della conoscenza linguistica necessaria per lo scambio.

PLEASE NOTE: Applications for international exchange positions at the École Normale Supérieure in Paris must include the forms redacted by the partner institution, complete with all the required signatures (and available in [Annex C](#)), to be attached to the application in Esse3.

ENGLISH VERSION

§ 6 – Selection Criteria

After each deadline, the Mobility Committee of the Faculty of Humanities, of Sciences, and of Social and Political Sciences, will examine the application submitted by their respective students and form a ranked list for each destination.

Candidates will receive a maximum score of 100 points divided as follows:

- Up to 25 points out of 100 are assigned by the administrative offices based on the following criteria:

Year of enrolment when submitting the application	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”	5
3rd year “corso ordinario”	4th year “corso ordinario”	10
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.	25
2nd year Ph.D.	3rd year Ph.D.	25
3rd year Ph.D.	4th year Ph.D.	15

ENGLISH VERSION

Year of enrolment when submitting the application	Year of enrolment during the mobility	Score
4th year Ph.D.	After the end of the course	Not eligible

- 15 points out of 100 are assigned by the administrative offices to candidates who have never participated in an international mobility during their current study cycle;
- Up to 60 points out of 100 will be assigned by the Mobility Committee of the candidates' Faculty based on criteria established by each Committee and detailed in Annex B.

Once the evaluation process is concluded and the Committees of the three Faculties have formed their own ranked list, an Interfaculty Mobility Committee – chaired by the Director or his Delegate and composed of the three Chairpersons from each Faculty's Committee and one student representative per Faculty – will be responsible for the formation of a single ranked list for each position in case of applications from students from different Faculties, and for the decision upon the total number and maximum duration of positions to be funded with the budget available.

To this end, the ranked list formed by the Committee of each Faculty will be examined without taking into consideration the scores already assigned and applications will be ranked according to the distribution among Faculties of mobility positions assigned in the last three years, to the possibility for candidates to apply again under future calls and to any other criteria the Interfaculty Committee may decide to adopt and consequently insert in the minutes of the meeting.

The final approval of the ranked lists proposed by the Committees as described above and the appointment of each position is competence of the Director or his Delegate.

§ 7 – Financial details

The amount of the scholarship assigned for each position is specified in Annex A to the present call and is deemed sufficient to cover the costs of the mobility. The scholarship is contingent upon the assignment of a mobility position and is based on the total number of days of mobility abroad. **PLEASE NOTE: The scholarship based on the daily grant amount does not require the presentation of receipts, it constitutes income and is therefore subject to IRPEF and IRAP taxation (ex art 50 paragraph 1 letter c of TUIR).**

ENGLISH VERSION

The cost of the round trip for the start and end of the mobility, the costs of any additional insurance policies made mandatory by the university of destination and the costs of any visa expenses related to immigration procedures in the destination country will be reimbursed upon submission of the original receipts to the Internationalisation Office and within the limits for each destination as specified in Annex A.

Winners of a scholarship are not allowed to request additional fundings to their Faculty's Mobility Committee.

The scholarship will be paid in different instalments:

1. An advanced payment of the 80% of the scholarship for the total period of mobility authorised by the Mobility Committee will be paid before departure;
2. The final balance composed of the remaining 20%, in case the mobility was completed for the originally foreseen duration, will be paid upon submission of the Exchange Presence Statement (Annex D) duly signed and stamped by the host institution and complete with the actual dates of permanence abroad. In case the total duration is shorter than originally authorised, the equivalent daily amount already paid will be deducted from this payment or a reimbursement of the exceeding amount will be requested;
3. The reimbursement upon submission of receipts for travel costs, mandatory insurance costs and visa costs will be paid upon submission of original receipts before or together with the final balance.

§ 8 - Before Departure

The Internationalisation Office will nominate selected candidates to the partner institutions, which reserve the right to reject the application, request additional documentation and/or define a special procedure for completing the registration or requesting an accommodation. Candidates are directly responsible for following said procedures.

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

Each selected candidate is required to fill in a Learning Agreement on Esse3, inserting in their study plan at the SNS and/or the University the activities to be carried out abroad during the mobility, to allow their full recognition in place of internal activities or in addition to them. Full recognition will be authorised upon approval of the Learning Agreement by the teacher responsible for it.

ENGLISH VERSION

Finally, selected candidates must read and comply by the instructions on safety abroad published on the SNS website.

Depending on their nationality and destination country, selected candidates may have to apply for an entry visa. In this case, the Internationalisation Office will provide the necessary documentation regarding their status at the Scuola Normale and the candidate will then need to collaborate with the administrative offices of the host institution in order to fulfil all the formalities necessary to the regularisation of their stay in the host country.

Some institutions may require a language certificate in order to activate the mobility (e.g.: an IELTS or TOEFL certificate is requested by most US institutions).

§ 9 – Insurance Policies

Selected candidates commit to read and accept the conditions of the services provided by the host institution.

The Scuola Normale offers to all its students in mobility abroad a basic health insurance including coverage in case of pandemics. In order for it to be effectively activated, selected candidates must promptly inform the Internationalisation Office of the actual date of departure and arrival and of any variations.

During their mobility, candidates are also covered by a specific insurance against accidents and for civil liability.

Before departure, selected candidates are strongly recommended to contact the competent SNS office to request the certificates of insurance coverage offered by the Normale. These documents might have to be shown in the destination country.

§ 10 – Renouncement

Any renouncement to an assigned mobility, with the only exception of any cases of *force majeure*, must be communicated at least one month before departure.

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

ENGLISH VERSION

§ 11 - After Returning

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

Selected candidates must also provide the document stating the official start and end date of the mobility, duly stamped and signed by the host institution (Annex D) and the original receipts for travel costs, mandatory insurance costs and visa costs.

The above-mentioned documentation is necessary to obtain the final payment of the scholarship and to be allowed to discuss the final thesis and obtain the SNS title.

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

§ 12 – Contacts

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