ACADEMIC YEAR 2019-2020

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INTERNATIONAL STUDENTS’ EXCHANGE
CALL FOR APPLICATIONS
§ 1 — General Information
The Scuola Normale Superiore calls for application to student mobility positions offered by the existing international agreements with foreign universities for the academic year 2019/2020. 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 a foreign university 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 a foreign university that can be requested even in absence of a 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 curriculum:

**Ph.D. Candidates:**
- **Individual research activity** for writing the PhD thesis;
- **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;
- **Full-time study activities** with the attendance of courses and seminars at the host institution.

**Undergraduate and Master’s Students:**
- **Individual research activity** for writing the final dissertation;
- **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;
- **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.

The projects described under letter b) must include the following information:
- Content and objectives of the project;
- Teachers/research groups involved at the foreign 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 foreign 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. However, applicants will still be able to add any of the attachments described above, and one or more supporting letters (or emails) by an SNS teacher of the same study area.

§ 6 – Selection Criteria
At each deadline, the Mobility Committees of the Faculty of Humanities, the Faculty of Sciences, and the Department 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 applied for by students from different Faculties, the applications will be evaluated by an interfaculty Mobility Committee presided by the SNS Director, or a Deputy Director, 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 Deputy Director.

§ 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 funding 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 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 foreign 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 less 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.

Reimbursement of any exceeding cost may be requested at the end of the mobility upon submission of a detailed financial report and proofs of payment, including travel tickets, boarding passes, or check-in codes. 
The right to a reimbursement will be verified on a case by case basis, and will be subject to availability of funds.

Any available sum deriving 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.
For all these reasons, appointed applicants are strongly recommended to keep any proof of payment related to the costs of their mobility.

§ 9 – Renouncements
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. Unjustified renouncements or renouncements 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 in the European Union, appointed candidates must bring with them the TEAM Card for health coverage, or ask the local ASL how to obtain health coverage in their destination country.
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, each appointed candidate will need to write a report about the activities performed, and send it to the SNS Internationalisation Office. Activities performed abroad in place of an internal activity and already authorised will be registered only upon submission of the documentation released by the host institution and providing all the necessary information.
Candidates to a funded position must also provide in original the 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 and to request an eventual reimbursement for exceeding costs.
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).

Pisa, date of digital signature

Prof. Mario Piazza

Document digitally signed as per art. 21, second paragraph, of Law N. 82 of 7 March 2005
### Annex A

#### FUNDED POSITIONS

<table>
<thead>
<tr>
<th>DESTINATIONS</th>
<th>AVAILABLE POSITIONS</th>
<th>LENGTH*</th>
<th>CANDIDATES ADMITTED</th>
<th>STUDY AREA</th>
<th>CONDITIONS OFFERED BY THE HOST INSTITUTE (for each positions)</th>
<th>DEADLINE FOR APPLICATION</th>
<th>AMOUNT PER INDIVIDUAL POSITION</th>
<th>DAILY AMOUNT</th>
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<td>ACADEMIC SEMESTER</td>
<td>P</td>
<td>Exemption from enrolment fees</td>
<td>25 March 2019</td>
<td>€ 1,000.00</td>
<td>€ 17.00</td>
</tr>
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<td>€ 120.00</td>
<td>€ 10.00</td>
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* The actual length of stays will result from the document stating the start and end date of the mobility, duly signed and stamped by the host institution. The maximum length allowed is ten months.
<table>
<thead>
<tr>
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<th>DEADLINE FOR APPLICATION</th>
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                                           | 2nd semester: 4 June 2019 |
| Brazil       | 2                   | ACADEMIC SEMESTER | O - P   | HUM/SCI/PSS          | Exemption from enrolment fees                                 | 1st semester: 25 March 2019  
                                           | 2nd semester: 4 June 2019 |
| Canada       | 4                   | ACADEMIC SEMESTER | O - P   | HUM/SCI/PSS          | Exemption from enrolment fees                                 | 1st semester: 25 March 2019  
                                           | 2nd semester: 4 June 2019 |
| Chile        | 2                   | ACADEMIC SEMESTER | P        | PSS                  | Exemption from enrolment fees                                 | 1st semester: 25 March 2019  
                                           | 2nd semester: 4 June 2019 |
| France       | 1                   | MIN. 1 MONTH MAX. 10 MONTHS | O - P   | HUM/SCI/PSS          | Free accommodation                                             | 25 March 2019             |
| France       | 3                   | MIN. 1 MONTH MAX. 10 MONTHS | O - P   | HUM/SCI              | Free accommodation                                             | 1st semester: 25 March 2019  
<pre><code>                                       | 2nd semester: 4 June 2019 |
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<td>HUM</td>
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<td>HUM</td>
<td>25 March 19</td>
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<td>25 March 19</td>
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<td>25 March 19</td>
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<td>SEMESTER</td>
<td></td>
<td>HUM</td>
<td>25 March 19</td>
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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 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.
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 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.