

## UNIVERSITÀ DI SIENA



### International Student Mobility Notice of Selection, academic year 2017/2018

#### 1 - Information

This document contains information regarding the selection process for the assignment of available spots to travel abroad during the second semester of the 2017/2018 academic year for the purpose of studying and/or conducting research at foreign universities with which the University of Siena collaborates. Possible destinations are specified in Attachment A.

#### 2 - Candidates

The opportunities outlined in this notice are available to:

- University of Siena students enrolled in the three-year undergraduate programmes (*Laurea Triennale*), in the two-years masters programmes (*Laurea Magistrale*) or in the “*ciclo unico*” (five-years programmes);
- University of Siena students enrolled in the “*vecchio ordinamento*” (preceding the Bachelor-Master system)
- University of Siena students enrolled in PhD Programmes.

Please note that not all partner universities accept graduate students.

Note: Some universities may not guarantee exemption from tuition fees for some courses. Exemption from fees is not guaranteed for certain types of courses, particularly post-graduate courses.

#### 3 - Requirements for Admission

During their time abroad, recipients must be able to prove their enrolled status at the University of Siena.

Applicants who have received a mobility scholarship for previous academic years will be considered, however priority will be given to students who have not yet received a mobility scholarship.

Admission requirements vary depending on the destination and are specified in Attachment A

#### 4 - Language Requirements

Students are required to take an exam in the language of their chosen country. The test will be on the May 22<sup>nd</sup> at 10:00 at the Language Center (Centro Linguistico) of the University in Piazza San Francesco, 8.

The date of the language examination may not be changed. Students who are not present during this testing period will not receive any points regarding language competency (see article 6).

The following students are excused from the examination or interview requirement:

- Students enrolled in the master programs in English who have chosen an Anglophone destination;
- Students who have previously passed language examinations;
- Students with certification of their knowledge of their chosen country's language (minimum level, B1).

## 5 - Application Preparation

Students are recommended to prepare applications with care. In particular, it is essential at this stage to verify that course offerings at the chosen university are appropriate for the student's academic needs.

Before submitting the application, students must consult the websites of the universities and verify the minimum requirements asked of potential exchange students (required language level, number and type of examinations taken, etc) as well as the enrollment deadlines for foreign students.

Such deadlines must be taken into consideration when selecting a host university, taking into consideration also the deadlines stated in this notice and the time-frame necessary to complete the evaluation process including application and language examination.

Following these procedures will enable selected students to successfully complete all aspects of the application process at the host university.

Accepted students will be expected to provide all documentation requested of them by the host university and by the International Relations Department. Students intending to decline the scholarship are urged to communicate this intent in a timely fashion.

The foreign universities require students to compile and mail all relevant registration forms (including application forms, accommodation forms, learning agreements, etc) before strict deadlines. Students are therefore encouraged, as stated above, to consult the host university's website to note all deadlines for the submission of aforementioned documentation.

## 6 - Selection of Students and Formulation of Rankings

The International Relations Committee will evaluate the applications and will proceed with the selection of candidates according to the documents provided by the applicants. The International Relations Committee will create a ranked list for each destination mentioned in this notice by assigning a point for each of the following qualities:

The application will be evaluated based on the sum of points from the following:

1. Academic Merit (max 30 points)
  - a. For all students enrolled in Level I courses (L1, L2, LC5, LC6, LM5, LM6):  
 $0.8 \times \text{average grades} + 0.2 \times (30 \times \text{credits received by the deadline})$ .
  - b. For all students enrolled in Level II courses (LM, LS):  
 $0.15 \times \text{average grades of the student} + 0.15 \times (30 \times \text{credits received by the deadline}) + 0.7 \times \text{mark on access degree (in thirtieths)}$
  - c. For all students enrolled in Level III courses (M1, M2, D2, S1, SP2, SP3, SP4, SP5, SP6):  
 $\text{mark on access degree (in thirtieths)}$
2. Understanding and knowledge of the foreign language pertaining to the course of study abroad and motivation of the candidate (mx 60 points). Language competency will be evaluated based on the table attached to this notice.

## 7 - Financial contribution

With the exception of those who will be travelling to a destination where housing expenses are covered or subsidized by the host university, an economic contribution (400 to 450 Euros per month<sup>1</sup>) may be granted to study-abroad students distributed as follows:

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<sup>1</sup> The amount of the financial contribution may vary, depending on the yearly assignment of funds by the Italian Ministry of Education

- 3 monthly installments within 30 days of receiving the Certificate of arrival at the partner University, recording the exact arrival date
- the final payment within 30 days of submission of the Certificate signed by the host university attesting to the actual duration of study with indication of both arrival and departure dates

In addition, all selected students will receive a financial contribution to cover part of travel expenses within 30 days of receipt of the Certificate of arrival and registration at the partner University, recording the exact arrival date.

## **8 - Acceptance or Refusal**

Students selected will receive all relevant information, including the results of the selection process, via email.

Recipients are urged to communicate their acceptance or refusal of the opportunity offered, meeting relevant deadlines. In the case that a student fails to respect these terms, the student forfeits all rights and the opportunity will be offered to the next-most eligible candidate.

Recipients will not forfeit access to study allowances and national scholarships of which they are beneficiaries.

Winners of the contest organized by the A.R.D.S.U. (*Azienda Regionale per il Diritto allo Studio Universitario*) for the 2017/2018 scholarship may ask that the regional scholarship be assigned to their studies abroad. For more information, consult the website [www.dsu.toscana.it](http://www.dsu.toscana.it) or contact 0577/760819 or [cghezzi@dsu.toscana.it](mailto:cghezzi@dsu.toscana.it).

The University of Siena may give a student's housing assignment to a foreign student studying in Siena during his time abroad. This procedure is mandatory for all students living in university housing and optional for those housed privately. The form used to indicate availability of the housing assignment is available among the forms published on the International Relations Department's webpage:

<http://www.unisi.it/internazionale/studio-e-lavoro-alleestero/studiare-alleestero/programmi-internazionali>

## **9 - Admissions Procedure at the Host University**

Following acceptance, recipients will be required to complete the application process of the host university, in particular for Anglophone destinations which require students to pass the TOEFL examination (unless otherwise indicated by the host universities), with a score which exceeds the minimum requirement of each university.

Third year undergraduate students are also encouraged to make a claim for a Diploma Supplement (in Italian and in English) which can be done in the appropriate student office as this documentation is often necessary for the completion of the application.

Recipients will also be responsible for the submission of the documentation required by the foreign university, in the manner specified by that university. Following confirmation of acceptance, recipients will receive the documentation necessary to obtain a visa and private health insurance, for which the student is financially responsible.

If recipients do not respect the procedures outlined above, the University of Siena cannot be held responsible for failure to receive admittance to the host university; therefore, final acceptance is contingent upon the decision of the host university and the University of Siena is not capable of influencing or modifying this decision.

The information and timeframes indicated in this notice are subject to change upon further updates from the host universities. If this occurs, the University of Siena will not be responsible for changes to information contained in this notice.

## **10 - Responsibilities of Scholarship Recipients**

### **Before Departure**

Scholarship recipients who intend to take examinations at the host university will be required to submit a Learning Agreement to their student office at the home university (The Learning Agreement can be downloaded at <http://www.unisi.it/internazionale/studio-e-lavoro-allestero/studiare-allestero/programmi-internazionali>). The office will send the plan of study to the committee of the department from whom the student needs formal approval before departure.

### **While Abroad**

Upon arrival at the host university, recipients will be required to report to the appropriate office (International Relations, Study Abroad, etc) to announce their arrival, recording the exact arrival date on the certificate of enrollment, which should then be sent to the International Relations Department via email ([internazionale@unisi.it](mailto:internazionale@unisi.it)) or by fax (0577 232392).

### **Upon Reentry**

At the end of the study-abroad period, the recipient must provide the International Relations Department of the home university with the following documentation in a single file to [internazionale@unisi.it](mailto:internazionale@unisi.it):

- Official certificate of enrollment signed by the host university attesting to the actual duration of study and indicating both arrival and departure dates;
- Copy of Transcript of Records in the event that the student has taken examinations;
- Completed Final Report form.

These forms can be downloaded at:

<http://www.unisi.it/internazionale/studio-e-lavoro-allestero/studiare-allestero/programmi-internazionali>

Students who have completed examinations while abroad must provide their respective academic offices with the Transcript of Records.

Students who do not provide the International Relations Department with the above mentioned documentation will not receive the final installment of the financial aid.

## **11 - Applications**

Applications may only be submitted online at <https://segreteriaonline.unisi.it> under the student's own profile.

Any certification of language competency must be attached to the application form.

Additionally, for each of the selected destination preferences (maximum 3), the candidate must describe in the appropriate field the motivation of the choice and an intended plan of courses and exams that he/she wishes to take at the host university.

Further details regarding application submission are indicated on the International Relations Department webpage.

The online application will be accessible from April 21<sup>st</sup> to May 15<sup>th</sup>, 2017.

## **12 - Handling of Personal Details**

In accordance with article 13 and article 24 of the D.L. 196/2003, personal information contained in the application will be used for selection purposes and for the assignment of grants. The interested parties may exercise at any time their rights outlined in article 7 of the D.L. 196/2003 with respect to the treatment of their personal information

**Siena, 21/04/2017**

**F.to  
Il Direttore Generale  
Marco Tomasi**

**All. 1**

University Language Center

**Table N. 1**

<b>Proficiency Rating for Candidates</b>	
International Certification, or suitability or language exam in Business	
A1	17 points
A2	19 points
B1	22 points
B2	26 points
C1	29 points
C2	30 points

**All. 2**

University Language Center

**Tabella N. 2**

<b>Proficiency Rating for Candidates</b>	
Language test designed to evaluate (only for selection)	
Beginner	8 points
Elementary	16 points
Pre-intermediate	18 points
Intermediate	20 points
Upper Intermediate	24 points
Advanced	27 points