

**CALL FOR STUDY PERIODS ABROAD
WITHIN THE COIMBRA GROUP SEN PROGRAMME
“MARIA ANTONIETTA CONFALONIERI”
ACADEMIC YEAR 2022/23**

To the memory of Maria Antonietta (Ettina) Confalonieri, who suddenly and tragically passed away in 2018. Ettina was an associate professor at the University of Pavia at the Department of Political and Social Sciences, covering important institutional roles within the University. As Delegate for International Mobility, she gave considerable impulse to student mobility programmes and promoted the University of Pavia's international exposure. She was one of the founding members of the Coimbra Group, the group of historic Universities in Europe: <http://news.unipv.it/?p=33003>.

ART. 1 – INTRODUCTION	1
ART. 2 – CANDIDACY REQUIREMENTS.....	2
ART. 3 – MOBILITY PERIOD	3
ART. 4 – PERMITTED ACADEMIC ACTIVITIES.....	3
ART. 5 – DESTINATIONS.....	3
ART. 6 – HOW TO APPLY	3
ART. 7 – SELECTION AND RANKING.....	4
ART. 8 – ACCEPTANCE OF THE MOBILITY PERIOD.....	7
ART. 9 – WITHDRAWAL	8
ART. 10 – INFORMATION ON THE TREATMENT OF PERSONAL DATA ACCORDING TO THE EUROPEAN GDPR	8
ART. 11 – RESPONSIBLE OF THE PROCEDURES OF THE PRESENT CALL FOR APPLICATION	8
ART. 12 – INFO	8

The English version of this call for applications is for publicity purposes only. For matters relating to enforcement of the call, resolution of disputes and for all legal purposes, only the Italian version is valid.

As part of the student exchange programme between the historical Universities belonging to the Coimbra Group, this call for applications allows students to carry out study activities or in preparation for their thesis at one of the Universities participating in the programme.

For the academic year 2022/23 the University of Pavia is making available a specific funds dedicated to cover scholarship for these mobilities.

The University reserves the right to increase the number of grants as additional funds become available. It is also possible to perform mobility without a contribution.

ART. 1 – INTRODUCTION

The current call states

- the requirements and procedures to apply for a study period in one of the partner Universities participating in the Coimbra Group SEN programme
- the criteria for the selection of candidates and for the allocation of mobility periods
- the modality of acceptance of the allocated periods.

Annex I defines

- the Universities participating in the programme, the number of available places for each University, the language requirements and any specific restrictions applied.

Annex II defines

- the requirements for the start of the mobility period
- the characteristics of the mobility period and the types of activities allowed
- the fulfilments of the "selected" students¹
- i contributi economici alla mobilità con relativi criteri di assegnazione
- le disposizioni e i principi che regolano la partecipazione al Programma Coimbra Group SEN.

Annex III

- recognised international language certifications
- the list of courses taught in English at the University of Pavia
- the list of study courses with a language requirement for enrolment verified by the University of Pavia.

Security provisions

It should also be noted that, if the Ministry of Foreign Affairs and International Cooperation does not recommend travel to the destination country or if the University of Pavia, after hearing the parties involved, considers the sending/staying of students in the destination country unsafe, the mobility period may be suspended, modified, interrupted, or cancelled.

All the information related to the current announcement will be published and constantly updated on the [International section of the UNIPV website](#).

Communications to candidates and selected students will be exclusively sent to their University e-mail address.

ART. 2 – CANDIDACY REQUIREMENTS

Eligible candidates: EU citizens and non-EU citizens **regularly enrolled**² for a.y. 2021/22 in a bachelor, master or one-single-cycle degree course at the University of Pavia.

Candidates must have:

1 Selected students = candidates who passed the selection process and were awarded a mobility period

2 Students proven to be enrolled for the academic year 2021/22 are those who have paid taxes and University fees for that academic year. If non-EU citizens, they should also hold their valid permit of stay. You can verify the status of your enrolment through the [Area Riservata](#) (after the login select "Segreteria" to check the presence of a green stamp/mark in correspondence of "Dettaglio iscrizione" for the academic year 2021/22)

- an adequate knowledge of the language of the host country, or of the instruction language of the chosen destination (see linguistic requirements by host Universities, indicated in Annex I)
- a weighted average mark of 26/30 or higher.

ART. 3 – MOBILITY PERIOD

The study period initially allocated will last for an indicative period of **one semester**, depending on the academic calendar of the host University.

The period shall be carried out indicatively **between 1st September 2022 and 30th September 2023**, unless the specific restrictions applied by some Universities that allow mobility in the second semester only, thus starting indicatively from January 2023 (see Annex I).

If the host Institution allows it, it will be possible to carry out partially a virtual mobility period, without physically moving to the host country.

ART. 4 – PERMITTED ACADEMIC ACTIVITIES

Except for limitations indicated by the host University and by deputy departments/faculties, periods abroad can consist of:

- attendance to courses and related exams
- activity in preparation of the thesis (with the exclusion of research activities inconsistent with a specific course of study), attending courses and seminars, bibliographic research, lab activities. BE AWARE: Not all Universities accept students who intend only to prepare the thesis, without taking courses.

ART. 5 – DESTINATIONS

It is possible to apply only to Universities belonging to the Coimbra Group. The lists of these Universities, which can be consulted in the [International section of the UNIPV website](#) and in Annex I to this call for applications, indicate the number of places available, the language requirements, any specific restrictions applied and other useful information.

Students with disabilities may check the support offered by the host Universities directly on their website or by requesting further information from the contact indicated in the file.

ART. 6 – HOW TO APPLY

Candidates must apply through the [Area Riservata](#), by logging in with their UNIPV credentials.

After the login, the candidate must:

1. verify the regularity of the enrolment for the a.y. 2021/22. Any irregular situations must be promptly communicated to the Segreteria Studenti and to the International Mobility Office and resolved within the deadline of the call for applications. There is no guarantee that the request will be solved on the same day, therefore any

problems reported the same day as the deadline of the call may not be solved in time for the submission of the application

2. select your current course of study

3. select from the menu "**Bandi di mobilità**" (under the item "Mobilità Internazionale"), select the Coimbra Group SEN 2022/23 application and choose the host Universities

4. compulsory attach:

❖ Learning Agreement³ completed and approved by the coordinator for international mobility (one for each of the chosen Universities, to be attached in a single PDF file)

❖ Motivation letter (one for each of the chosen Universities, to be attached in a single PDF file)

❖ Certificate of knowledge of the foreign language required by the host University as indicated in Annex I (except in the cases of exemption indicated in art. 7.2). **Proof of linguistic knowledge must be enclosed with the online application or, as a last resort, submitted at the interview, otherwise the candidate will be excluded from the selection**

5. at the end of the compilation, print in PDF the application (receipt of registration to the call)⁴.

Beware: after clicking "Stampa Ricevuta di Iscrizione al Bando" it will not be possible to amend/remove your application.

The online compilation will be active from Monday 2nd May 2022 until 12 noon on Wednesday 18th May 2022.

In the application the candidate can choose up to **three Universities** among those available (see art. 5). Candidates must pay particular attention to the features and requirements of each University:

- academic offer of the host Universities
- language requirements: teaching language, linguistic level, international linguistic certificate requested. **Students must anyway double-check information about language requirements on the host Institutions' webpage, as the information reported in the list of Universities are just indicative**
- specific restrictions applied by Universities (e.g., areas of study not allowed, mobility not allowed for certain courses of study).

ART. 7 – SELECTION AND RANKING

All candidates will undergo a selection process.

A single ranking list will be drawn up for all courses of study.

The selection Committee will allocate the available mobility periods in accordance with the order of the ranking list and considering the language skills of the candidates.

3 The Learning Agreement defines the activities that the student will carry out at the host University and those that the University of Pavia will recognise on return. As a general rule, the Learning Agreement must include at least 20 credits in activities to be recognised, except in the case of thesis preparation (or thesis preparation + exams) and except in special cases, to be evaluated individually

4 The document confirming the effective registration to the call is obtained by activating the button "stampa ricevuta iscrizione al bando"; after printing the receipt it will no longer be possible to modify or remove the application. On the other hand, "stampa promemoria iscrizione al bando" allows you to check the data related to your application: after printing it, it will still be possible to modify the application, or remove it and possibly re-compile it later; to confirm the final version, it will still be necessary to print the application receipt

1. Ranking

The ranking will be formed in descending order based on the overall score resulting from the sum of the following points:

max 200 points	max 100 points	merit grade <i>(calculated automatically considering the student career examinations)</i>
	+	
	max 100 points	evaluation of academic and personal motivation (study/research programme + motivation letter + language skills) <i>(decided by the selection committee)</i>

Merit grade

The merit grade will be calculated in relation to the **exams⁵ of the current course of study and whose marks will be registered** in the student career by the **1st of March 2022**; for those enrolled on a master degree, the previous bachelor (3-year degree) course will be considered too (graduation mark and 180 overall credits).

The merit grade will be calculated by applying the following formula:

- For students enrolled on a bachelor (3-year degree) or a one-single-cycle degree

$$\text{Weighted average exam marks} \times \frac{\text{CFU acquired}}{\text{CFU foreseen}^*}$$

- For students enrolled on a master degree

$$\frac{(\text{graduation mark bachelor}^{**} \times 30) \times 180 + (\text{weighted average marks present master} \times \text{CFU acquired present master} + 180)}{110 \times \text{CFU acquired present master}} \times \frac{\text{CFU acquired present master} + 180}{\text{CFU foreseen}^{**} \text{ present master} + 180}$$

* For CFU foreseen, it is meant those expected from the course of study, including the academic year 2020/21, adapted as follows:

- 60 CFU for each "regular" enrolment year
- penalization of 30 CFU for every year of "non regular" enrolment

** For those enrolled on a master course possessing a previous bachelor degree obtained abroad, in case the graduation mark is not present on the registered student career (Esse3) or it is not shown out of 110, a predetermined grade of 95/110 it will be attributed.

The merit grade thus calculated will be **"normalized" to 100**: the maximum attainable mark will therefore be 100.

Evaluation of academic and personal motivation

The committee will evaluate the academic and personal motivations through an interview.

The following will be discussed in detail:

⁵ For "exams" meaning the exams and the other teaching/training activities due by a specific course

- the proposed study/research programme
- motivation in relation to the chosen Universities
- the language skills.

The interview will take place **no later than 31st May 2022**. The date, time and modalities will be published in the [International section of the UNIPV website](#).

Candidates absent from the selection interview will be excluded.

In case of equal overall score, the position in the ranking will be determined giving precedence to those who, in order:

- 1) for seniority of University career will have fewer future opportunities to participate in international mobility
- 2) have a higher age.

The **publication of the rankings**, expected by June 7th, 2022, will be notified by communication to the candidates' UNIPV email address.

2. Language proficiency

Candidates will only be eligible for those Universities for which they have language proficiency, i.e., Universities with language requirements (language and level) that are compatible with those they possess.

Language proficiency may be awarded to:

1 - **mother tongue**: according to what foreseen by the Ministerial circular n. 5494 dated 29/12/1982, mother tongue persons are to be considered those who are capable to express themselves naturally and accurately in their mother tongue and that can be identified as holders of a citizenship of a Country for which the required language is the official language and/or having carried out their study career in the language of the Country. **Candidates belonging to this category will be automatically recognised the linguistic level C1**

2 - **candidates holding an international language certificate, or a certificate released by the Language Centre of the University of Pavia**, after passing a previous language test or the final exam of an extracurricular course organised by the CLA, corresponding or superior to the linguistic requirements requested by the chosen destination such as:

- **international linguistic certificates released not before the 1st of January 2019** (independently from the established official validity from the Certification Body) and reported in Annex III
- **certificates released by CLA on occasion of previous tests, starting from the session of 2019 and until the session of March 2022 included**
- **certificate issued by the CLA regarding attendance with passing of the final test of the following courses organized by the Language Centre:**
 - extracurricular course of Portuguese language of A2, B1, B2 or C1 level (active from the year 2019/20)
 - extracurricular English language course at B1, B2 or C1 level (starting from the year 2020/21)
 - extracurricular English language course for EDiSU colleges at A2, B1, B2 or C1 level (starting in the year 2018/19)
 - extracurricular French language course at B1 or B2 level (active from 2020/21)
 - extracurricular Spanish language course at A2 level (active from 2020/21)
 - extracurricular German language course at B1 level (active from 2020/21)

- **Esabac baccalaureate diploma (double Italian-French diploma), which will be considered as a level B2 in French language**

- **for less spoken languages only** (Hungarian, Lithuanian, Polish, Finnish, Swedish): a language certificate, which will be assessed on a case-by-case basis, proving competence in those languages

3 - **candidates enrolled in courses of the University of Pavia given entirely in English language**: they will be automatically considered eligible to those destinations in English language that requires the same level indicated for the access to the course of study (see Annex III)

4 - **candidates enrolled in courses of the University of Pavia that require the knowledge of the English language verified either through an international language certification or a test**: they will be automatically considered eligible to those destinations in English language that requires the same level indicated for the access to the course of study (see Annex III).

To prove the language proficiency, you will need to attach one or more of the documents listed below to your online application or present them at your interview:

1 - **mother tongue**: a self-declaration (the form is available in the [International section of the UNIPV website](#)) where the candidate declares and details the presence of the elements necessary to recognize his/her status of mother tongue as per the definition given above (citizenship, study, linguistic past, etc.)

2 - **candidates holding a certificate**: copy of an international language certificate, or a certificate released by the Language Centre of the University of Pavia. See Annex III

3 - **candidates enrolled in courses of the University of Pavia given entirely in English language**: NO declaration. The International Mobility Office will check this requirement

4 - **candidates enrolled in courses of the University of Pavia that requires the knowledge of the English language verified either through an international language certification or a test**: NO declaration. The International Mobility Office will check this requirement.

In the event that students belonging to the categories mentioned in points 3 and 4 wish to apply for Universities that require a higher level or knowledge of a language other than English, they must present a certificate/language certificate proving their knowledge of the language required by the host University.

It is furthermore clarified that, in order to be able to carry out the mobility, the recognition of the language and level obtained must also be accepted by the host University.

N.B.: Notwithstanding what required by the University of Pavia for the selection, in case the host University further requests a specific international language certificate (e.g., IELTS), it will be the responsibility of the candidate to obtain it on time, before the registration deadline fixed by the same University.

ART. 8 – ACCEPTANCE OF THE MOBILITY PERIOD

Between 13 and 12 noon on 17 June 2022, all selected candidates appearing in the ranking lists must accept or decline their assigned mobility period, through an online form, following the instruction that will be given by the International Mobility Office.

Those who have not accepted by the deadline will be considered definitively renounced.

It will not be possible to change the destination assigned.

The acceptance does not guarantee that the student will be able to take the mobility period: it will be possible only if the host University confirms the possibility to host him/her.

ART. 9 – WITHDRAWAL

The acceptance of the mobility period is a serious engagement taken by the candidate. Withdrawals should therefore be limited to justified causes.

The withdrawal from the mobility period should be done promptly writing to the International Mobility Office. It will lead to the repayment of the contribution already received.

ART. 10 – INFORMATION ON THE TREATMENT OF PERSONAL DATA ACCORDING TO THE EUROPEAN GDPR

The personal data of the candidates will be treated only for the purposes of the Coimbra Group SEN Program, eventually including communication to the host University, according to the regulations set by the European General Data Protection nr. 2016/679 art. 13.

ART. 11 – RESPONSIBLE OF THE PROCEDURES OF THE PRESENT CALL FOR APPLICATION

The responsible of the procedures of the present call for application is: Michela Cobelli – International Relations, International Mobility Office – Corso Carlo Alberto 7, 27100 Pavia – tel. +39 0382 986938 – e-mail michela.cobelli@unipv.it.

ART. 12 – INFO

Call, list of available destinations, information on how to apply

[International section of the UNIPV website](#)

Administrative info

International Relations, International Mobility Office

Corso Carlo Alberto 7, 27100 – tel. +39 0382 98 4004 | 4112 | 6948 | 4119 – e-mail: coimbrasen@unipv.it

Didactic information and guidance to the foreign Universities

International mobility coordinators

Name and contacts are published on the [International section of the UNIPV website](#)