



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

# **CALL FOR APPLICATIONS - OVERSEAS - A.Y. 2024/2025**

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## TABLE OF CONTENTS

ART. 1 GENERAL INFORMATION .....	3
ART. 2 EXCHANGE OBJECTIVES .....	3
ART. 3 STUDY PLAN AND CREDIT TRANSFER.....	4
ART. 4 PREREQUISITES .....	4
ART. 5 APPLICATION PROCEDURE.....	5
ART. 6 DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION .....	6
ART. 7 LANGUAGE SKILL ASSESSMENT.....	6
ART. 8 SELECTION CRITERIA .....	8
ART. 9 RESTRICTIONS AND INCOMPATIBILITIES .....	9
ART. 10 WHEN AND HOW TO ACCEPT AN EXCHANGE OFFER.....	9
ART. 11 FURTHER REGULATIONS.....	10
ART. 12 FINANCIAL CONTRIBUTION.....	10
ART. 13 FUNDING INCOMPATIBILITIES.....	12
ART. 14 DEADLINES .....	13
ART. 15 CONTACT DETAILS .....	14
INFORMATION MEETINGS .....	16
EXCHANGE OPPORTUNITIES A.Y. 2024/2025 .....	17

## ART. 1 GENERAL INFORMATION

The **Overseas** programme promotes student mobility outside of the European Union, providing opportunities for study periods of one year or one semester at partner universities with which the University of Bologna holds a collaboration agreement.

Students must remain enrolled at the University of Bologna<sup>1</sup> during their stay abroad and may not graduate, whether it be for their Laurea or for their Magistrale degree, before the exchange period abroad has ended.

Students can apply for a maximum of three partner universities. Specific information about each partner university or partner university consortium can be found in the information sheets. These information sheets include the number of exchange places, language requirements, courses available and, in some cases, admission restrictions for exchange students to certain departments or degree programmes. In most North American, Australian and Asian universities, students can only take undergraduate level courses (4 years of study in most cases), despite the fact that in general the exchange programme is open to Laurea Magistrale students as well, as are most exchanges.

Each student can apply for a maximum of three partner universities by writing a study project. Depending on their academic situation, students enrolled in a first cycle degree course can submit a project focused on their current study plan or a project referring to a master's degree course in which they intend to enroll in the academic year 2024/2025. In this second case, students will apply for "Carriera Futura" by specifying the Master's Degree course of their choice. Students who will be selected for the exchange will keep their exchange place only if - in the academic year 2024/2025 - they will enroll in the Master's Degree course they specified in the application for selection or to another Master's Degree which is compatible with the project which they submitted with their Overseas application.

The information sheets with details about the exchange places at each single partner university are enclosed to this Call and can be found on the following internet page: [www.unibo.it/en/overseas](http://www.unibo.it/en/overseas).

Please note that the data contained in the information sheets has been updated until the date of publication of this Call. It might happen that programme catalogues and/or admission requirements at partner universities will have changed by the time the University of Bologna will announce the winners; this is in the free right of partner universities and the University of Bologna cannot make formal objections to this, should this happen.

It should also be understood that the **status selected student** ('vincitore') only refers to the selection carried out with the present Call. After the selection process of the University of Bologna and even after the submission of the application documents which are required for the exchange, partner universities still have the right to deny admission to students. At any stage, the final decision about students' admission to the exchange places always lies with the partner university.

## ART. 2 EXCHANGE OBJECTIVES

The **Overseas** programme gives access to different kinds of educational activities:

- Courses with tests
- Research work for thesis
- Japanese and oriental language and culture programme
- Chinese language and culture programme
- Italian language assistant

### Attending courses and taking tests

The main purpose of the programme is to take a number of courses at a partner university that are compatible in content and learning outcome and can therefore replace courses of one's own degree programme. Students applying for this exchange profile, have to choose course units that are compatible with his/her study plan, attend lectures and take the tests. In some countries, students have to take a minimum number of credits per term (semester/quarter) in order to maintain their study Visa; this is the case for Australia, the United States, Canada, Colombia and New Zealand.

### Research work for thesis

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<sup>1</sup> Exceptions to this rule are students who in 2023/2024 will be in the last year of their degree programme and intend to graduate before 31 March 2025. These students can apply for the first semester only and may not present a new study plan for the a.y. 2024/2025.

Students enrolled for the academic year 2023/2024 in a Laurea Magistrale degree programme or in one of the last two years of a single-cycle Magistrale (Laurea Magistrale a Ciclo Unico) programme can choose to apply for one (or two, or three) of the partner universities in which they can do research to prepare their thesis. This can only be done at the following universities: Vassar College (ECCO, Stati Uniti), Universidad Nacional de Córdoba (Argentina), Universidad Nacional del Litoral (Argentina).

Students who are interested in other universities should know that there are several other funded exchange programmes specifically aimed at research work for the thesis, organised by the single Schools, which can be a valid alternative to the Overseas programme.

#### **Japanese and oriental language and culture programme**

Exchange places with the following Japanese universities are mainly intended for study of the Asian language and culture, with a distinct focus on the Japanese language and culture: Kansai Gaidai University, Kyoto University of Foreign Studies and Doshisha University. Further information can be found in the enclosed information sheets.

#### **Chinese language and culture programme**

Dalian University of Foreign Languages only offers courses in Chinese language.

The following universities offer Chinese language and culture programmes as well as courses from various Departments taught in English or Chinese: Peking University, China University of Political Science and Law, Zhejiang University.

#### **Italian language assistant**

In the following universities, students can apply for the role of Italian language assistant providing support during classes at the Italian Department: Dickinson College, Wellesley College, Wesleyan University, Vassar College and the Universidad Nacional de Cordoba. Course attendance is limited in most of these cases.

## **ART. 3 STUDY PLAN AND CREDIT TRANSFER**

Before starting the exchange, students have to submit a Learning Agreement to the Board of their degree programme. At their return, the Board will decide on the transfer of credits for courses passed successfully or other educational activities completed at the partner university and approve them according to the University's Teaching Regulations (art. 12).

## **ART. 4 PREREQUISITES**

Enrollment requirements:

1. **Students must be enrolled at the University of Bologna for the a.y.2023/2024, at least in the second year of either a first cycle degree programme (Laurea), or a single-cycle Master's degree programme (Laurea Magistrale a Ciclo Unico) or a Master's Degree (Laurea Magistrale).** It is mandatory to matriculate in a Master's Degree program by the deadlines set by each study course (check: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrol-for-first-single-cycle-or-second-degree-programme>) or to enrol to any year after the first year of matriculation by November 23, 2023.
2. An exception is made for students who, in academic year 2022/2023, are enrolled in the third year - or in a *fuori corso* year - of a first cycle degree course and are supposed to graduate by 31 March 2024. These students can participate in the selection by submitting their application for "carriera futura". In the AlmaRM application they will indicate the Master's Degree course they intend to enroll in and for which they will present the study project. In case they will be selected, these students will be accepted 'sub condicione' and will keep their exchange place if in the academic year 2024/2025 they will be enrolled in the master's degree course indicated in the project during the application phase or in another course compatible with the project they submitted with their application.<sup>2</sup>
3. Students who are enrolled or intend to enroll in two courses of study at the University of Bologna may only apply under one of the two active careers; therefore, they cannot apply for an exchange place on one career and for two other exchange places on another career. Please also note that it is not possible to choose a career that relates to the first year of a degree (as per point 1). Once the students have declared the academic career with which they intend to apply, the ALMA RM application

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<sup>2</sup> Students wishing to enroll in a limited-access Master's Degree course which implies a selection test are invited to carefully check the academic calendars of the partner universities to verify if they can actually leave for the exchange during the first semester, should they be successful. In fact, all exchange students who have chosen the "academic year" or "first semester" option must leave in a period between June and the end of August. In most cases, the selection tests for UNIBO's second-cycle degree courses take place between July and September.

will let them browse all the exchange offers which are open to their specific study course. The career chosen at the application stage will be the one on which the evaluation will be based and the subsequent exchange mobility will be carried out. All educational activities which will be carried out during the exchange will be recognized on the career which has been chosen for the application. Moreover, all credits acquired abroad will only be transferred to the single career which the students have selected for their Overseas application.

4. Bachelor Degree students who have opted for a part-time enrolment can only enter the application when they are formally enrolled in the third year of the part-time course (which corresponds to the second year of the full-time study course).
5. Students coming from other universities are allowed to apply only if they have already graduated from their home institution before the deadline date of the present call for applications. In their online application form, candidates will be asked to enter their graduation mark when they are applying for the Overseas program.
6. Some exchange opportunities are only available to students enrolled in Master's Degree programs; some other exchange offers are open exclusively to students who are enrolled in Bachelor's Degree programs. Therefore, it is strongly recommended to carefully read the partner Universities' information sheets.
7. All students must register to the 2024/2025 academic year in order to be eligible for the exchange. Students who have enrolled in their final year in a.y.2023/2024, including students who have not graduated within the time envisaged by their regular degree course (fuori corso), are an exception to this rule in case they want to graduate by 31 March 2025. Students who are in this situation must only apply for first semester exchanges and are exempted from submitting a study plan for 2024/2025.

#### Further requirements

1. At the time of application, candidates must already have obtained the level of language proficiency required by the universities they want to apply for. Language proficiency levels can be found in the information sheets of each partner university.
2. Applicants must meet the requisites set by the universities they want to apply for. Requisites are mentioned in the information sheets for each partner university specifically.
3. For each university, candidates are required to submit a study project with a course schedule and suggested matchings with courses from their own study plan or degree programme schedule.

PLEASE NOTE: year of enrolment pre-requisites may vary for some exchange destinations. In particular, only students who in a. y. 2023/2024 are (or will be) in their second or third year of a first cycle degree (Laurea) or Single Cycle Master's Degree (Laurea Magistrale) can apply for the University of California exchange. Students who are (or will be) in their fourth year of a Single Cycle Master's degree (Laurea Magistrale) can't apply for the University of California. The same restriction applies to students who have enrolled, or want to enrol, in a Master's degree Program as the University of California does not accept students who have already completed 4 years of University studies. In addition, the University of California places a limitation on the number of exchange students who will be allowed to take courses within the Business/Management and Economics majors: only 25 percent of the total number of awardees will be allowed to submit a study plan which includes courses/classes from the Business/Management and Economics majors.

## ART. 5 APPLICATION PROCEDURE

Applications must be submitted through the online platform AlmaRM. Students can apply for max. three exchanges. Applications must be submitted **from 11 October until 14 November 2023, h. 1:00 p.m.**

Applicants can save the application and return to it as often as they wish prior to submission. Completed applications have to be submitted by clicking "Invio"/"Submit" on the last page; otherwise, the application will not be taken into consideration. **Submitted applications cannot be integrated, altered or cancelled.** An automated confirmation message will be sent to the student's institutional email address ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)) after he/she will have submitted the application.

**Incomplete and/or incorrectly completed applications will be considered as null and void.**

## ART. 6 DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION

The following documentation must be submitted along with the online application. All accompanying documents must be uploaded in pdf format:

**1) a study project** in which the applicant outlines<sup>3</sup>:

- a) his/her academic goals for applying to the Overseas programme in general and the specific motivations which have led him/her to choosing the desired partner universities;
- b) a tentative course schedule (or a list of other planned learning units) and suggested matchings with courses or other learning units at the University of Bologna. Matchings do not necessarily have to be one on one. Many degree courses, depending on whether the Board approves, allow for course groupings and uneven matchings, for example: three courses abroad replacing two courses at this university.

The academic motivations and the learning activities proposed by the candidate (see points a and b) are the essential requirements of the project to be submitted. A project that does not specify either the academic motivations or a list of courses/teaching activities may not be considered eligible for evaluation. Important: the study project is, in this phase, only a proposal, not an official approval of the planned learning activities.

**It is the student's task and responsibility to check that the chosen universities have course listings that allow good matchings with the courses of his/her degree programme at this university.** Applicants for exchange places as language assistants or for thesis research work have to present a study project as well. Applicants for thesis research work have to enclose a letter of approval of their tutoring professor ("relatore"). Applicants should carefully read and adhere to the instructions outlined in the document 'Guidelines for the Overseas study project' published on the web page [www.unibo.it/en/overseas](http://www.unibo.it/en/overseas);

**2) language certificates if applicable**

**3) self-certification ("autocertificazione") of the completed courses, grades and credits obtained at another university, only in case the student has completed a degree at another university prior to enrolment at this university, or in case the student has transferred from another university; the self-certification form can be downloaded from the AlmaRM online application.**

**Mendacious declarations or use of false documents will incur in the criminal penalties outlined in art. 76 of D.P.R. 28.12.2000 n. 445.**

## ART. 7 LANGUAGE SKILL ASSESSMENT

The level of language proficiency required by each partner university and mentioned in the information sheets has to have been assessed and reached by the students before applying for the Overseas programme.

### ENGLISH

The partner universities situated in English-speaking countries as well as all the universities that offer English taught courses require TOEFL iBT, IELTS (Academic), or Cambridge certificates as proof of English language proficiency. The information sheets provide specific information on the exact minimum scores for each type of certification for each partner university. For the 2024/2025 issue of the Overseas call, TOEFL iBT Special Home Edition score reports and IELTS online will also be accepted at this stage. At a later time, in the event that the host institution does not accept the TOEFL iBT Special Home Edition or the IELTS online, students who have been selected for the exchange might have to take a new test (either standard TOEFL iBT, IELTS Academic, or Cambridge) to meet the host university's language certificate requirement. When they apply for the Overseas program, students must already have taken the test and be aware of the scores they obtained. Students must declare their scores in a specific section of the online application. Moreover, students must attach a scan of the score report of a valid TOEFL iBT / IELTS (Academic)/Cambridge certification. Only those who are not yet in possession of the TOEFL iBT, IELTS, or Cambridge score report can just declare the scores obtained in the appropriate section of the online application form. All students who will be selected for the exchange will then be required to submit a copy of the TOEFL iBT or IELTS score report. Please note that both the IELTS and TOEFL iBT language certifications are valid for two years: expired certifications will not be accepted. With regards to the Cambridge certifications, please note that only those which have been acquired within the two years preceding the date of application (24 months) are accepted. The two year validity of the certification are calculated from the actual date on which the language exam was taken <sup>4</sup>.

<sup>3</sup> Only students who are enrolled in an English taught degree course at the University of Bologna may submit their study project in English.

<sup>4</sup> Cambridge certifications acquired from November 2021 are eligible. If you have a Cambridge certification acquired in October 2021 you will need to apply by the month of October 2023.

Score reports/certificates which are older than two years will not be sent to the partner universities. For this reason, selected students who are in possession of TOEFL iBT or IELTS (Academic) certificates that, from date of submission of the Overseas application to the posting of the documents to the partner universities, will be older than 24 months will be required to take another test. This event could also occur in the case of Cambridge certificates for tests which have been taken more than 24 months prior to the posting of the application documents to the partner University, if a Cambridge certificate not older than two years is explicitly required.

### CHINESE

All applicants to Chinese universities (except for Zhejiang University, the City University of Hong Kong, Hong Kong Baptist University and Chinese University of Hong Kong) must show they have acquired a vocabulary of 500 words and the rudiments enabling them to manage simple daily situations in spoken and written Chinese.

Proof of language proficiency can be provided either by:

- having passed the Overseas language test at the Language Centre CLA, in Bologna. The calendar will be published on the web site [www.unibo.it/en/overseas](http://www.unibo.it/en/overseas);
- having passed the CLA language test for international mobility programmes in the two previous years, i.e. in either 2021/22 or 2022/23;
- presenting a copy of an HSK certificate level 2 or higher.

### JAPANESE

All applicants for Kansai Gaidai University and Doshisha University must show proof of a basic understanding of Japanese grammar in order to manage simple daily situations in spoken and written Japanese either by:

- having passed the Overseas language test at the Language Centre CLA, in Bologna. The calendar will be published on the web site [www.unibo.it/en/overseas](http://www.unibo.it/en/overseas);
- having passed the CLA language test for international mobility programmes in the two previous years, i.e. in either 2021/22 or 2022/23;
- presenting a copy of a Japanese Language Proficiency Test (JLPT), for the level required by the partner university.

Kansai Gaidai University and Doshisha University require also an English language score report as proof of English language knowledge as well. Detailed information for each partner university can be found in the information sheets.

### FRENCH, PORTUGUESE, RUSSIAN, SPANISH

The specific levels of language proficiency required by each university can be found in the information sheets.

Proof of language proficiency for the above-mentioned languages can be provided either by:

- having passed the Overseas language test at the Language Centre CLA, in Bologna. The calendar will be published on the web site [www.unibo.it/en/overseas](http://www.unibo.it/en/overseas);
- having passed the CLA language test for international mobility programmes in the two previous years, i.e. in either 2021/22 or 2022/23;
- presenting a language certificate from the Language Centre CLA for the required level. These certificates are valid for two years. Certificates bearing dates prior to 1 October 2021 will not be accepted;
- certificates issued by other institutes considered equivalent listed in the table published amongst the annexes on the web page [www.unibo.it/en/overseas](http://www.unibo.it/en/overseas) ("Language certifications").

For French, Portuguese and Spanish, students can prove their language proficiency by enclosing with their application a certificate obtained by the Language Center of a foreign university where they have spent a study period within the framework of institutional exchange programs (e.g., Erasmus). The certificate should specify the language level achieved and the skills acquired through the descriptors of the Common European Framework of Reference for Languages (e.g. B1, B2, C1 etc.). The language certified by the host university must be the same one which is spoken in the exchange Partner University country. The level indicated in the certificate must correspond to or be higher than the level required by the University for which the student is applying. Moreover, the certification must have been issued after 1 October 2021<sup>5</sup>.

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<sup>5</sup> Es. A Spanish certificate obtained during an Erasmus exchange at the Language Center of the host university in Spain may be used for application purposes. On the other hand, a Spanish certificate obtained during an Erasmus exchange at the Language Center of the host university in Germany cannot be used for application purposes.

## FRENCH AND SPANISH: RECOGNITION OF CURRICULAR LANGUAGE QUALIFICATION

Students applying to universities in French-speaking or Spanish-speaking countries can obtain the curricular language qualification (“idoneità linguistica”) when they pass the level required by their degree programme through the Overseas language test at the Language Centre CLA, also if the language qualification is scheduled in a later year of their study programme.

**IMPORTANT:** The Overseas language tests at the CLA Language Centre can be sat for maximum two languages and each test can be sat only once. Candidates have to pass the test with a level considered sufficient by the universities he/she wants to apply for; these levels are specified for each university in the information sheets.

## ART. 8 SELECTION CRITERIA

The selection is based on two criteria:

- a. the candidate’s academic record
- b. an assessment of the candidate’s study project by a committee formed by university professors.

Out of 100 points, the candidate’s study project accounts for maximum 40 and the academic record for maximum 60 points.

### Assessment of academic record

The two aspects taken into consideration are:

- the number of credits acquired (“la regolarità negli studi”): max. 30 points
- the weighted average grade (“il profitto”): max. 30 points

Various factors will be weighted, differently for 1<sup>st</sup> and 2<sup>nd</sup> cycle degree student, through a single algorithm applied to all cases evenly, leading to a result that represents at best the two factors mentioned above.

For students enrolled in at least the 2<sup>nd</sup> year of a 1<sup>st</sup> cycle degree (Laurea) programme, a single cycle degree (Laurea Magistrale a Ciclo Unico) programme or a 2<sup>nd</sup> cycle degree (Laurea Magistrale) programme:

- ✓ the number of credits acquired (“la regolarità negli studi”) is calculated according to the number of credits acquired in relation to their first year of enrolment;
- ✓ the weighted average grade (“il profitto”) is calculated according to the average, normalised according to the average grade for the Department concerned.<sup>6</sup>

For students enrolled in the first year of a 2<sup>nd</sup> cycle degree the prior academic records will be taken into account, that is, the record that enabled them to enrol in the 2<sup>nd</sup> cycle degree programme:

- ✓ the number of credits acquired (“la regolarità negli studi”) is shown by the date of graduation<sup>7</sup> and the number of years it took the candidate to graduate from his/her first-cycle degree;<sup>8</sup>
- ✓ the weighted average grade (“il profitto”) is calculated according to the graduation grade, normalised according to the average grade for the Department concerned.

In the case of two 1<sup>st</sup> cycle degrees, only the most recent one will be considered.

To set up the rankings, the same criteria will also be adopted for those students who are enrolled in the Bachelor’s, Master’s Degree and Single-Cycle Master’s Degree courses and have opted for the part-time enrolment. Also in these cases, the evaluation of the students’ careers is related to the year of first enrolment. **The assessment considers the data updated until the application deadline (14 November 2023).** Via the ‘Studenti Online’ application, students are invited to check that all educational activities have been registered by 14 November 2023; only the exams registered by that date will be considered for the assessment of the student’s career.

Academic records from foreign universities will be evaluated by a special committee.

<sup>6</sup> Medical courses are an exception to this rule: in these cases weighted average will be calculated according to the average grade for the medical Departments in which the students are enrolled;

<sup>7</sup> In order to adopt this criterium, the exam session, which is considered as one each academic year as per the official decision of 27/01/2015 in the framework of the approval of the amendments of Teaching Regulations by the University Board, has been divided, solely to this means, in the following periods:

- Period 1: from 1 April to 31 July (corresponding to the 1<sup>st</sup> graduation session in the prior Regulations)  
- Period 2: from 1 August to 23 December (corresponding to the 2<sup>nd</sup> graduation session in the prior Regulations)  
- Period 3: from 7 January to 31 March of the subsequent academic year (corresponding to the 3<sup>rd</sup> graduation session in the prior Regulations).

<sup>8</sup> The first year of enrollment of a student in an Italian university (*prima immatricolazione* as established by the Student Regulations) is the reference year for the assessment of this criteria. (Article 1 letter f of the Student Regulations issued with D.R.n.464 / 2013 of 06/06/2013 and subsequent amendments).



### Assessment of the study project

The study projects will be assessed by a committee appointed especially for the Overseas programme. The committee is divided into sub-committees formed by university professors who are experts in specific geographical areas and their universities. The selection sub-committees will evaluate the study projects pertaining their geographical area of competence. Each study project will be assessed with a score out of 40. This assessment is based on several criteria including:

- compatibility between the student's profile and his/her study project on one side and the course offerings, specific features and restrictions of the partner university on the other;
- compliance of the project and the learning outcomes of the courses found at the partner university with the learning outcomes of the student's degree programme;
- the prospected added value the student can argue the exchange in that particular partner university may impact on his/her field of study.

The committee reserves the right to declare a candidate unsuitable for the exchange programme in which case the project will be graded zero.

Applicants should carefully read and adhere to the instructions lined out in the document "Guidelines for the Overseas study project" published on [www.unibo.it/en/overseas](http://www.unibo.it/en/overseas).

For the exchange places of Teaching Assistant offered by Dickinson College, Wellesley College, Wesleyan University, Vassar College, and for the exchange place of Research Fellow offered by Vassar College, candidates will also have to do a mandatory interview with representatives from those universities. The dates in which the interviews will be held are advertised amongst the annexes on the web page [www.unibo.it/en/overseas](http://www.unibo.it/en/overseas).

At the end of the assessment, ranking lists ("graduatorie") will be drawn up for each university with the names of the selected students. In case of a tie on merit, priority will be given to the younger student.

## ART. 9 RESTRICTIONS AND INCOMPATIBILITIES

Students who have already been on exchange before with the Overseas programme may apply again, but not for the same partner university.

Students have to remain enrolled at the University of Bologna during their exchange abroad; they may not graduate during the exchange period, nor may they graduate at the partner university.

Applicants who at the time of application are enrolled in the third and last year of a 1<sup>st</sup> cycle degree (Laurea) as well as applicants who are running behind on the course schedule (*fuori corso*) and intend to graduate in the a.y. 2023/2024 should be aware that in the a.y. 2024/2025 they have to enrol in a 2<sup>nd</sup> cycle degree (Laurea Magistrale). Selected students wishing to enrol in a Master's degree Programme with restricted access and entry test are invited take the dates of the entry tests into account with their application, to make sure that these dates allow them to start their exchange in the first semester should they wish to do so. Selected students ("vincitori") who applied for full year or first semester will presumably start their exchange between July and the end of August, while the entrance tests generally are generally held from July until September.

## ART. 10 WHEN AND HOW TO ACCEPT AN EXCHANGE OFFER

**On 8 January 2024**, the ranking lists will be published on AlmaRM for each partner university separately. This is the only form in which the official results of the selection can be considered as legally conform. Applicants can get access to the results by logging in to AlmaRM with their UNIBO username and password. **Applicants will not be notified.**

**From 8 to 9 January 2024**, the selected candidates must, online through AlmaRM, formally accept the exchange place they have been selected for.

**Candidates selected for more than one exchange place will have to choose which one of the exchange places to accept. Accepting one exchange place will automatically lead to the cancellation from the other ranking lists.** Acceptance must be completed on line by h. **23.59 on 9 January at the latest.** Selected students who will not confirm acceptance of the offered exchange place by that deadline will be automatically and irrevocably cancelled from all ranking lists without further notification.

Please note that once the exchange place has been accepted, it will be no longer possible to modify this choice or ask the relevant office to make any change. Accepting one exchange place will automatically lead to the

cancellation from the other ranking lists in which you were previously selected or ranked as an eligible candidate. Once the exchange place has been accepted, no changes can be made, even if requested before the deadline set for acceptance (Jan. 10, 11:59 p.m.).

**From 10 to 11 January 2024** the candidates who, following the update of the ranking lists, turned out to have won an exchange place as well, must confirm acceptance of the offered exchange place, online through AlmaRM, within the deadline of **11 January, h. 23.59**. Those who will not have confirmed acceptance of the offered exchange place by that deadline will be automatically and irrevocably cancelled from all ranking lists without further notification.

#### **Further updates of the ranking lists**

After 11 January 2024 it may still be possible for eligible candidates to be offered an exchange place.

The Extra EU Mobility Office will scroll down the rankings of suitable candidates until and no later than 30 June 2024 and will proceed to assign exchange places only in the following cases:

- a partner institution is communicating an increase in exchange slots for UNIBO students once the rankings have already been published;

- one or more selected candidates is withdrawing from the exchange.

In both cases, eligible students whose ranking position allows them to step in as selected for the newly vacant exchange slots will be contacted by the Extra EU Mobility Office (AFORM).

through an e-mail message to the student's institutional email address (*name.surname@studio.bologna.it*). The above-mentioned email will specify the Partner Institution for which the exchange slot has become available and the deadline by which the student must confirm his/her willingness to accept or refuse this opportunity.

If the student does not reply by the deadline, the offered exchange place will be registered as rejected by the student and the Office will contact the next student on the list.

The possibility to re-allocate students on vacant exchange places depends on the moment when rejections by students or increases of student numbers by partner universities are communicated to the International Relations Office. Late communications may be too near or beyond the application deadlines set by partner universities. In some cases, therefore, it will be not be possible to re-allocate exchange places for the first semester or full year, but for the second semester only.

**In all cases, admission of students is decided by the host university, as per the exchange agreement.**

At the present time, it is not possible to foresee how many extra slots may be added to the rankings.

## **ART. 11 FURTHER REGULATIONS**

Students must remain enrolled at the University of Bologna during their exchange and pay their university fees. The only exception to this rule is applicable to those students who in 2023/2024 will be in the last year of their degree programme and intend to graduate before 31 March 2025. These students can apply for the first semester only and may not present a new study plan for the a.y.2024/2025.

Students are exempt from registration fees at the partner university, while all expenses for visas, travel, board, lodging and medical insurance have to be paid by the student. Some partner universities which are offering exchange opportunities as language assistant are covering board and lodge expenses. Please check the information sheets for further details.

**Exchange periods cannot be extended in the Overseas programme.** Students who have applied for a one semester period, as well as those who applied for full year cannot request an extension once they have accepted the exchange offer.

## **ART. 12 FINANCIAL CONTRIBUTION**

All selected applicants will receive a financial contribution. This contribution is intended as a partial compensation for the extra costs in which students will incur while abroad.

This financial contribution is established on the basis of the funding allocated by the Italian Ministry of University and Research (Ministero dell'Università e della Ricerca, MUR), according to the Ministerial Decree 1047 of 29/12/2017. The amount varies as shown in the table below according to the student's financial situation resulting from the ISEE certification.

ISEE bracket	Monthly amount financial contribution
ISEE ≤ 13,000	€ 850.00
13,000 < ISEE ≤ 21,000	€ 725.00
21,000 < ISEE ≤ 26,000	€ 600.00
26,000 < ISEE ≤ 30,000	€ 475.00
ISEE > 30,000	€ 350.00

Important: Students must provide a certification attesting the Equivalent Financial Situation Indicator (ISEE 2023) called “Attestazione ISEE per prestazioni per il diritto allo studio universitario”, following the instructions here below.

Students who have already submitted their ISEE certification for the calculation of the tuition fees (A.Y.2023/24) are not required to submit it again. The University will obtain these data internally from the Registrar’s Office.

Students who have not submitted their ISEE certification must access the ER-GO Online Application Form using their SPID or their UNIBO credentials and fill in the “*Dati personali*” and “*Dati economici*” sections. In the “*Dati economici*” section, they must enter the registration number of their DSU form (Dichiarazione Sostitutiva Unica) - provided by INPS.

If submitted specifically for this Call for Applications, the ISEE calculation and/or the documentation needed in order to prove the student’s financial situation will also be valid for the calculation of the tuition fees for the a.y.2023/2024.

The deadline for submitting the ISEE calculation is 30 October 2023 at 18:00. Beyond this deadline a €100 euro fine will apply, which will be debited at the time of the second instalment of tuition fees. After 15 November 2023 at 18:00, ISEE certifications will not be accepted any more, which means that the rate ‘ISEE > €30,000’ will apply automatically.

Students who do not have the registration number of their DSU form provided by INPS nearing the deadline may, on 29 and 30 October or on 14 and 15 November, enter the registration number of their request (‘numero di protocollo presentazione DSU’) mentioned in the receipt. The next steps are illustrated on page 3 of the Guida all'ISEE (ISEE Guide - Italian version).

### International Students

International students who only have income and assets abroad and cannot apply for the ISEE calculation must provide the documentation for the calculation of their financial situation as reported on the following page of the Unibo Web Portal: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>

International students can read a detailed explanation about the required documentation for their financial situation on the following UNIBO webpage: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/documentation-regarding-the-economic-situation-of-international-students>

Also international student cannot provide ISEE certification have to submit ER-GO Online Application Form and complete both sections “DATI PERSONALI and DATI ECONOMICI”.

It should be noted that all international students, even those who are entitled to a subsidized fixed contribution, must apply and produce documentation if they are interested in receiving an overseas contribution calculated on the basis of their economic status.

### Further Notice

Documentation provided autonomously without following the procedures outlined in the above-mentioned web page will not be taken into consideration.

Further information about the ISEE certification is available on the University's web portal at the following page: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>.

Students who fail to comply with the deadlines for providing the ISEE certification or whose documentation will be incomplete or not conforming to the indications outlined in this Call for Applications and on the above-mentioned webpage will automatically be attributed the highest ISEE bracket, i.e. ISEE > 30,000.

**IMPORTANT: the deadline for providing the ISEE certification does not correspond to the deadline for applying to the Overseas exchange programme. The application deadline for the Overseas exchange programme is 14 November 2023. Overseas applications must be submitted through the AlmaRM portal.**

The amount of the financial contribution will be based on the months spent abroad as resulting from the dates of arrival and departure stated by the host university in the Arrival and Departure Certificate.

The following rules will apply if the period does not correspond to whole months:

- A number of months X plus a period of 14 days or less will be rounded down to the number of months X;
- A number of months X plus a period of 15 days or more will be rounded up to the number of months X+1.

Students are invited to pay attention to their dates of arrival and departure, bearing in mind that also just one day could make a difference. Students are reminded that after having uploaded their Arrival and Departure Certificate in their Alma-RM page, no modifications can be made.

Payment will be made in two instalments:

- the first one will be paid at the beginning of the exchange (after having received confirmation from the partner university that the student has arrived), provided that the student has a validated Learning Agreement; the amount of the first instalment will be for three (3) months in case of a single semester exchange period and for 7 months in case of a two-semester exchange period;
- the second instalment will be paid at the student's return, provided that he/she will have requested transfer of the learning activities completed abroad, shown the transcript of records issued by the partner university and provided a certificate from the partner university that confirms the dates of his/her attendance; the amount of the second instalment will be the resting sum for the calculated total duration of the exchange.

In order to maintain the right to the financial contribution, students will have to spend at least three months at the partner university on a one-semester exchange, and at least eight months on a full-year exchange.

Students must also complete at least one transferable learning activity per semester or quarter, in order to maintain the financial contribution. If they fail to do so, they will have to pay back the financial contribution they received.

**Important:** The financial contribution will be delivered only once every study cycle. Exceptions to this are students enrolled in a single cycle degree (Laurea Magistrale a Ciclo Unico): they may receive the financial contribution two times during their degree.

## ART. 13 FUNDING INCOMPATIBILITIES

The Overseas programme does not allow double funding. Students who get the Overseas contribution may not receive other financial contributions in the same period. More specifically, the Overseas contribution is not compatible with:

- contributions for exchanges paid with University of Bologna funds, including contributions for the programmes for research for thesis abroad;
- study grants offered by other Italian or foreign institutions, if obtained via the University of Bologna;
- "teaching assistant" grants offered by the Dickinson College, Vassar College, Wellesley College, and Wesleyan University;
- grants for "research fellow" offered by the Vassar College;

- Jasso study grants paid by the Japanese government.

## ART. 14 DEADLINES

**11 October - 14 November 2023 1:00 p.m.:** submission of applications for exchange places

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**30 October 2023:** submission of the ISEE Certification. After this date, it will be possible to submit the certification by the mandatory deadline of 15 November 2023 by paying a late submission fee of €100, which will be debited at the time of the second instalment).

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**8 January 2024:** Publication of ranking lists

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**8-9 January 2024 23:59:** Selected candidates must confirm acceptance of their exchange place

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**10-11 January 2024 23:59:** Eligible candidates who have become selected students must confirm acceptance of their exchange place

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**IMPORTANT DISCLAIMER:** this English language version of the Call has been published for informative purposes only. In case of any dispute, the Italian version shall prevail in determining the spirit, intent, and meaning of the present Call.

## ART. 15 CONTACT DETAILS

This Call for applications is managed and coordinated by the Extra EU Mobility Office (Education and PhD programme Division - AFORM) of the University of Bologna. Students should contact the International Mobility Office by email, virtual counter or telephone

**Ufficio Mobilità - Settore Accordi e Mobilità Extra UE - AFORM**  
Via Filippo Re 4 - 40126 Bologna

Email: [aform.extraemobility@unibo.it](mailto:aform.extraemobility@unibo.it)

Virtual Help Desk:

<https://unibo.zoom.us/j/86581817375>

Opening hours:

Monday and Wednesday: 10:00 am - 12:00 am

Tuesday and Thursday: 2:30 pm - 4:00 pm

Telephone Help Desk

+39 051 2099424

Opening hours:

Tuesday and Friday: 10:00 am - 12:00 am

All correspondence with candidates or selected students for an exchange place will be exclusively through the student's institutional e-mail address, [name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it).

### RESPONSIBILITY FOR THE OPERATION

As per art. 4, 7 and 8 of law 241 dated 7 August 1990 (New norms governing administrative procedure and right of access to administrative documents) the person in charge of the operation is the manager of the Education and PhD programme Division, Dr. Alice Trentini. Candidates may exercise their right of access to competition proceedings, as foreseen under existing law. Claims should be addressed to the International Mobility Office, Via Filippo Re -4, Bologna, filling in the form which the Office will provide.

### (IN ITALIAN)

#### Data protection

Informativa ai sensi dell'art. 13 del regolamento UE 2016/679 (General Data Protection Regulation - GDPR)

Ai sensi dell'art. 13 del D. Lgs. 196/2003 (di seguito "Codice Privacy") e dell'art. 13 del Regolamento UE n. 2016/679 (di seguito "GDPR 2016/679"), recante disposizioni a tutela delle persone e di altri soggetti rispetto al trattamento dei dati personali, i dati personali forniti formeranno oggetto di trattamento nel rispetto della normativa sopra richiamata e degli obblighi di riservatezza.

#### Titolare del trattamento dei dati

Il titolare del trattamento dei dati è l'Alma Mater Studiorum - Università di Bologna, con sede in via Zamboni, 33 - 40126 Bologna - Email: [privacy@unibo.it](mailto:privacy@unibo.it), cui ci si potrà rivolgere per l'esercizio dei diritti di cui all'art. 7 del D.Lgs. 196/2003 e degli articoli dal 15 al 22 del Regolamento UE n. 2016/679. È responsabile del trattamento la Dirigente dell'Area Formazione e Dottorato, dott.ssa Alice Trentini.

#### Finalità del trattamento.

L'Università di Bologna procederà al trattamento dei dati forniti esclusivamente per fini istituzionali e nel rispetto della normativa in materia di protezione dei dati personali. In particolare il trattamento dei dati personali richiesti è finalizzato alla determinazione delle graduatorie per l'assegnazione dei posti scambio e del contributo economico.

#### Modalità di trattamento e conservazione

Il trattamento dei dati sarà svolto in forma automatizzata e/o manuale, nel rispetto di quanto previsto dall'art. 32 del GDPR 2016/679 e dall'Allegato B del D.Lgs. 196/2003 (artt. 33-36 del Codice) in materia di misure di sicurezza, ad opera di soggetti appositamente incaricati e in ottemperanza a quanto previsto dagli art. 29 GDPR 2016/679. Nel rispetto dei principi di liceità, limitazione delle finalità e minimizzazione dei dati, ai sensi dell'art. 5 21 GDPR 2016/679, i dati personali saranno conservati per il periodo di tempo necessario per il conseguimento delle finalità per le quali sono raccolti e trattati. Tali dati potranno essere trasmessi a soggetti esterni, sia per le procedure di valutazione dei candidati sia per il contributo economico o di ulteriori contributi a sostegno della mobilità.

**Diritti dell'interessato ai sensi dell'art. 7 del D.Lgs. 196/2003 e degli artt. 15 - 22 del Regolamento UE n. 2016/679**

L'interessato in ogni momento ha diritto di:

- a) chiedere la conferma dell'esistenza o meno di propri dati personali;
- b) ottenere le indicazioni circa le finalità del trattamento, le categorie dei dati personali, i destinatari o le categorie di destinatari a cui i dati personali sono stati o saranno comunicati e, quando possibile, il periodo di conservazione;
- c) ottenere la rettifica e la cancellazione dei dati;
- d) ottenere la limitazione del trattamento;
- e) ottenere la portabilità dei dati, ossia riceverli da un titolare del trattamento, in un formato strutturato, di uso comune e leggibile da dispositivo automatico, e trasmetterli ad un altro titolare del trattamento senza impedimenti;
- f) opporsi al trattamento in qualsiasi momento ed anche nel caso di trattamento per finalità di marketing diretto;
- g) chiedere al titolare del trattamento l'accesso ai dati personali e la rettifica o la cancellazione degli stessi o la limitazione del trattamento che lo riguardano o di opporsi al loro trattamento, oltre al diritto alla portabilità dei dati;
- h) revocare il consenso in qualsiasi momento senza pregiudicare la liceità del trattamento basata sul consenso prestato prima della revoca;
- i) proporre reclamo a un'autorità di controllo.

Bologna, 11 Ottobre 2023

Ufficio Mobilità - Settore Accordi e Mobilità Extra UE  
The Head of Education and PhD programme Division (AFORM)  
F.to Dott.ssa Alice Trentini

## INFORMATION MEETINGS

In order to obtain all official information about the Overseas programme students must carefully read the Call for Applications and the information sheets of each university. It is also important to attend the online information meetings which will be held in remote mode via the ZOOM application. (see below):

**From 10 to 19 October:** remote-mode information meetings via ZOOM.  
Each meeting will focus on specific geographic areas:

Wednesday 11 October h 14:30-16:00

Asia

<https://unibo.zoom.us/j/86581817375>

Thursday 12 October h 10:00-11:30

USA

<https://unibo.zoom.us/j/86581817375>

Friday 13 October h 10.00 - 11.30

Latin America and Mediterrean Region

<https://unibo.zoom.us/j/86581817375>

Tuesday 17 October h 10:00-11:30

Oceania

<https://unibo.zoom.us/j/86581817375>

Wednesday 18 October h 14:30 - 16:00

Africa and Eastern Neighbouring Countries

<https://unibo.zoom.us/j/86581817375>

Thursday 19 October h 10:00 - 11:30

Canada

<https://unibo.zoom.us/j/86581817375>



## EXCHANGE OPPORTUNITIES A.Y. 2024/2025

### ASIAN UNIVERSITIES

#### China

Peking University, Beijing, exchange places: 4  
China University of Political Science and Law, Beijing, exchange places: 2  
Dalian University of Foreign Languages, Dalian, exchange places: 5  
Zhejiang University, Hangzhou, exchange places: 2  
City University of Hong Kong, Hong Kong, exchange places: 2  
Chinese University of Hong Kong, Hong Kong, exchange places: 5  
Hong Kong Baptist University, Hong Kong, exchange places: 3

#### South Korea

EWHA Womans University, Seoul, exchange places: 4  
Korea University, Seoul, exchange places: 3  
Yonsei University, Seoul, exchange places: 3

#### Japan

Aoyama Gakuin University, Tokyo, exchange places: 3  
Doshisha University, Kyoto, exchange places: 2  
Kansai Gaidai University, Osaka, exchange places: 3  
Kyoto University of Foreign Studies, Kyoto, exchange places: 2  
Nagoya University, Nagoya, exchange places: 3  
Toyo University, Tokyo: exchange places: 6

#### Singapore

National University of Singapore, exchange places: 4

#### Vietnam

Hanoi University, Hanoi, exchange places: 2

#### India

Indian Institute of Science, Bengaluru, exchange places: 2  
Shiv Nadar University, Greater Noida (New Delhi), exchange places: 2

### AUSTRALIAN AND NEW ZEALAND UNIVERSITIES

#### Australia

Australia National University, Canberra, exchange places: 2  
Macquarie University, Sydney, exchange places: 3  
Monash University, Melbourne, exchange places: 4  
University of Melbourne, Melbourne, exchange places: 6  
University of Sydney, Sydney, exchange places: 5  
University of Technology Sydney, Sydney, exchange places: 6  
University of Wollongong, Wollongong, exchange places: 2

#### New Zealand

University of Auckland, Auckland, exchange places: 4

### NORTH AMERICAN UNIVERSITIES

#### Canada

Université de Montréal, Montréal, exchange places: 10  
Université du Québec, Montréal, exchange places: 3  
Concordia University, Montréal, exchange places: 6

University of McGill, Montreal, exchange places: 14  
University of British Columbia, Vancouver, exchange places: 3

### **United States**

College of Staten Island - CUNY, New York City, exchange places: 4  
Dickinson College, Carlisle, exchange places: 7 (courses) + 2 (language assistant)  
Eastern College Consortium (E.C.CO), exchange places overall: 4  
✓ Vassar College, Poughkeepsie - Wellesley College, Wellesley - Wesleyan University, Middletown  
Indiana University - B.C.S.P., exchange places overall: 9  
□ University of Chicago, Chicago - University of Illinois, Champaign, Urbana - Indiana University, Bloomington - University of North Carolina, Chapel Hill - University of Pennsylvania, Philadelphia, - University of Wisconsin, Madison  
University of California, exchange places overall: 35  
✓ Campus di Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, Santa Barbara, Santa Cruz, San Diego  
University of Oklahoma, Norman, exchange places: 4

### **EASTERN NEIGHBOURING COUNTRIES UNIVERSITIES**

#### **Armenia**

Yerevan State University, Yerevan, exchange places: 6

#### **Azerbaijan**

ADA University, Baku, exchange places: 4

### **AFRICAN UNIVERSITIES**

#### **Senegal**

Université Cheikh Anta Diop de Dakar, Dakar, exchange places: 2

#### **Republic of South Africa**

Stellenbosch University, Stellenbosch, exchange places: 3  
University of Pretoria, Pretoria, exchange places: 3  
University of Witwatersrand, Johannesburg, exchange places: 3

### **LATIN AMERICAN UNIVERSITIES**

#### **Argentina**

Universidad de Buenos Aires (UBA), Buenos Aires, exchange places: 6  
Universidad de Buenos Aires, Facultad de Ciencias Sociales, Buenos Aires, exchange places: 4  
Universidad Nacional de Córdoba, Córdoba, exchange places: 8  
Universidad Nacional del Litoral, Santa Fé, exchange places: 5  
Universidad Nacional de Cuyo, Mendoza, exchange places: 4  
Universidad San Andrés, Buenos Aires, Victoria, exchange places: 3

#### **Brazil**

Pontifícia Universidade Católica do Paraná, Curitiba, exchange places: 3  
Pontifícia Universidade Católica do Rio de Janeiro, Rio de Janeiro, exchange places: 2  
Universidade de São Paulo, San Paolo, exchange places: 3  
Universidade Federal de Minas Gerais, Belo Horizonte, exchange places: 2  
Universidade Federal do Rio de Janeiro, Rio de Janeiro, exchange places: 3  
Universidade Federal do Rio Grande do Sul, Porto Alegre, exchange places: 3  
Universidade Federal de Santa Catarina, Florianópolis, exchange places: 3

### **Chile**

Pontificia Universidad Católica de Chile, Santiago de Chile, exchange places: 8

Universidad de Chile, Santiago de Chile, exchange places: 4

Universidad de Valparaíso, Valparaíso, exchange places: 4

### **Colombia**

Universidad del Rosario, Bogotá, exchange places: 3

Universidad Nacional de Colombia, Bogotá, exchange places: 4

Universidad de Los Andes, Bogotá, exchange places: 2

### **Costa Rica**

Universidad Nacional de Costa Rica, San José, exchange places: 2

### **Mexico**

Universidad Nacional Autónoma de México, Ciudad de México, exchange places: 6

Tecnológico de Monterrey, Monterrey, Guadalajara, Estado de Mexico, exchange places: 3

Universidad de Monterrey, Monterrey, exchange places: 4

### **Peru**

Universidad Nacional Mayor de San Marcos, Lima, exchange places: 3

Pontificia Universidad Católica del Perú, Lima, exchange places: 3

## **MEDITERRANEAN UNIVERSITIES**

### **Israel**

Interdisciplinary Center Herzliya (IDC), Herzliya, exchange places: 3