



Decreto nr. 13095/2023
Prot. 282359 Nr. del 22/11/2023

**CALL FOR THE STUDENTS OF THE SCHOOL OF ENGINEERING
FOR THE PARTICIPATION IN THE SWISS EUROPEAN MOBILITY PROGRAM (SEMP)
A.A. 2024/2025**

**THE DIRECTOR OF INFORMATION DEPARTMENT AND
THE PRESIDENT OF THE SCHOOL OF ENGINEERING**

GIVEN the Swiss-European Mobility Program (hereinafter SEMP) which allows students to spend a period at a Swiss partner university, for one or two semesters, in accordance with the principles of the Erasmus Charter for Higher Education (ECHE) and prior activation of reciprocal mobility agreements, following the suspension of negotiations for Switzerland's accession to the Erasmus + program;

CONSIDERING that mobility to Switzerland is funded directly by the Swiss Federal Council in the Swiss European Mobility Program (SEMP);

GIVEN the commitment of the Swiss government to make its contributions to incoming students as part of a SEMP agreement;

WHEREAS the University has as attribution (article 12F of Law 390/91) for the promotion of student exchanges;

REGARDING the "guidelines to be adopted by the educational structures for the recognition of the didactic activities carried out by students in the frame of the Erasmus+ mobility program" approved by the Academic Senate in the session of 3 December 2003 and, in particular, article 10 which provides that these provisions may also apply in the event that student mobility takes place within the framework of any other EU interuniversity mobility program or any international cooperation agreement;

GIVEN the Statute of the University of Florence and, in particular, article 9;

GIVEN the Academic Regulations of the University and, in particular, articles 11 and 12;

GIVEN the Resolution of the Council of the School of Engineering of 17/10/2023 in which a mandate is given to the Director of the Department of Information Engineering to issue the call for applications for the formation of eligibility lists for the Swiss European Mobility programme (SEMP) 2024-2025;

WHEREAS the Department of Information Engineering is the oversight department for the School of Engineering;

GIVEN the resolution no. 387/2023 of the Council of the Department of Information Engineering on 16/11/2023 relating to the issuing of the aforementioned selection call;



DECREES

The issuance of the following call:

CALL FOR THE STUDENTS OF THE SCHOOL OF ENGINEERING FOR PARTICIPATION IN THE SWISS EUROPEAN MOBILITY PROGRAM (SEMP) A.A. 2024/2025

Art.1 Indiction

The selections for the formation of a list of eligible students for international mobility are announced as part of the Swiss European Mobility Program (SEMP) a.y. 2024-2025 for the Host Institution specified at the art. 4 of the present call. The mobility will take place in the academic year 2024-2025 and can only take place after completion of the selection procedure and after the completion of the bureaucratic formalities required by the foreign institution.

Art.2 Purpose of the mobility

1. The mobility period in the frame of SEMP programme is aimed at:

- ✓ carrying out a period of study and taking the exam at the end of the didactic units attended (the study period can also be integrated with an internship period, where provided by the didactic regulations);
- ✓ preparation of the degree thesis or part of it on the basis of a work plan approved by the supervisor and the responsible teacher in the host institution (including the quantification of credits earned abroad);

The mobility must be completed by 30 September 2025.

2. To obtain recognition of these activities, they must be indicated in the Learning Agreement after evaluating the consistency of the program that the student will follow abroad. The aforementioned activities will be subject to the approval of the Delegate for International Relations of the study course.

Art.3 Admission requirements

1. Applications for mobility may be submitted by students who, regardless of their country of nationality, and by the deadline of this call for applications:

- a. are duly enrolled, or declare their intention to enrol, on a full-time basis for the academic year 2024-2025, or are current with their university fees,
- b. are in possession of a linguistic certification at least equal to the linguistic knowledge required by the foreign branch

2. The undergraduate student is not required to renew enrolment for the academic year 2024-2025 in the event that the mobility is for the purpose of carrying out the thesis or a training period combined with the thesis work, as the CFUs to be recognised will be charged to the academic year 2023-2024.

3. The student in mobility may not obtain the final degree until the study period abroad has been completed and the activity carried out has been recognised.



Art.4 List of available Host Institution

NAME	CODE	ISCED	LANGUAGE OF INSTRUCTION	LEVEL	STUDY LEVEL	NUMBER OF STUDENTS	MONTHS
Lucerne University of Applied Sciences (HSLU)	CH LUZERN14	071	German English	B2	1, 2	4	5
Zurich University of Applied Sciences (ZHAW)	CH WINTERT03	071 061	German English	B2, C1	1, 2	6	5
Haute Ecole Spécialisée de Suisse occidentale (HES-SO)	CH DELEMON02	071	French German	B2	1, 2	1	5

When choosing your destination, it is recommended that you carefully examine the educational offerings of the foreign location and their compatibility with your study plan, the language requirements, the application deadlines and any entry and stay arrangements in the foreign country.

Art. 5 Procedures and limitation period for applications

1. In the application, addressed to the President of the School of Engineering, the candidate must declare, under his/her personal responsibility, in accordance with the decree of the President of the Republic n. 445/2000, the following:

- Surname and name
- Date and place of birth
- Number of Matricola
- Study Course in which the student is enrolled
- The possession of the requirements set out in Art. 3
- Indication of contact details and e-mail address
- Self-certification of knowledge of the language
- The indication of the preferred Institution (up to a maximum of two choices to be indicated in order of preference)
- The semester of the mobility

The application must be accompanied by the following documents:

- Learning Agreement
- Equivalence forms received from the reference teachers relating to the exams selected at the host institution (if applicable)
- Self-certification of the list of exams with grades, that the candidate has taken both in Bachelor and Master Degree study courses
- A motivational letter to the mobility



- Copy of a valid Identity Card/Passport
- Other documents deemed useful by the applicant for the purposes of the selection (for example, certificate of knowledge of the English language).

2. Applications must be completed according to the appropriate form available on the website of the Florence School of Engineering and sent by post to the President of the School itself - Via di Santa Marta, 3 - 50139 Florence.

The envelope containing the application must bear the words "Application for the selection of SEMP mobility 2024-2025". **Applications must be received no later than 08/01/2024 at 1.00 pm**

The following submission method is also allowed:

Electronically to the following e-mail address: international@ingegneria.unifi.it

The application must be signed and sent scanned together with a photocopy of an identity document of the applicant; in order to submit the application, candidates must be in possession of a personal email address. All documents attached to the e-mail must be in PDF format. The message must include in the subject the words: "Application for the selection of SEMP mobility 2024-2025"

Applications received after the deadline indicated above will not be considered admissible and candidates will not be admitted to the selection.

In all cases, failure to sign the application form will result in exclusion from the evaluation

Art. 5 Examining Commission

The Evaluation Commission will be appointed by the Director of the Information Engineering Department after the recommendation of the President of the School of Engineering and will be announced at the deadline of this call on the School of Engineering website <https://www.ingegneria.unifi.it/vp-449-programma-semp.html>

Art.6 Formation and approval of eligible students

The selection for the formation of eligible students will be carried out on the basis of the following criteria:

- a) Level of knowledge of the English language or of the language spoken in the country where the mobility takes place - **up to a maximum of 20 points;**
 - a. 10 points for a certificate level C2 or mother tongue
 - b. 9 points for a certificate level C1
 - c. 9 points for a certificate level B2
 - d. 5 points for a certificate level B1
 - e. 2 points for a certificate level A2
 - f. 1 point for a certificate level A1

In case of presentation of more certificates of knowledge of the language, the certificate with the highest level will be taken into consideration.

- b) Number of credits acquired at the expiry date of the call (regularity in studies is calculated on the basis of the number of credits relating to exams passed and recorded in the career by the deadline of the call, in relation to the year of enrolment) - **up to a maximum of 20 points;**
- c) Weighted average - **up to a maximum of 30 points;**



- d) Study program to be carried out abroad (teaching and exams, courses, internship activities and possible connection with the preparation of a thesis), motivation for mobility and congruence with the contents of the study program - **up to a maximum of 30 points.**

In case of equal scores, priority will be given to the candidate with a minor age.

The Administration reserves the right to carry out appropriate checks and verifications on the veracity of the self-declarations contained in the application.

The list of eligible students will be published on the School of Engineering website <https://www.ingegneria.unifi.it/vp-449-programma-semp.html>

Art. 7 Acceptance of mobility

Eligible students must formalize their acceptance to carry out the mobility before departure and in any case by signing a specific form that will be made available by the offices of the School of Engineering at the following link:

<https://www.ingegneria.unifi.it/vp-449-programma-semp.html>

It is the responsibility of the winning students to find out about the admission requirements and deadlines set by the host institution, carefully checking the university web pages where the admission requirements are specified. The actual departure of the winners is always subject to acceptance by the host institution.

Art. 8 Financial support for mobility

Students will receive a financial contribution paid by the Swiss Federation, according to the provisions of the host institution, which will directly inform the accepted student about the methods of disbursement of the contribution. The contribution is intended to cover part of the additional costs arising from staying abroad and does not intend to cover all the expenses that the student normally has to incur. The status of mobility student and the procedure relating to the allocation of the financial contribution is the responsibility of the host institution.

Art.9 Treatment of personal data

In compliance with the principles of lawfulness, correctness, transparency, adequacy, relevance and necessity pursuant to art. 5, paragraph 1 of the GDPR (EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 concerning the protection of individuals with regard to the processing of Personal Data, which provides for the protection of individuals with regard to the processing of personal character as a fundamental right) the University of Florence, as Data Controller, will process the personal data provided by the candidates at the time of enrolment in the selection procedure, exclusively to allow it to be carried out in compliance with the law in force on the matter. The information on the processing of personal data is published on the University website at Home page> University> Data protection, at the following link: <https://www.unifi.it/vp-11360-protezione-dati.html>

Art.10 Head of the Procedure

Pursuant to law 241/90, subsequent amendments and integrations, and the University



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regulation on administrative procedures, the person in charge of these procedures is the Responsible of International Relations Office of the School of Engineering - Laura Galli, laura.galli@unifi.it - Via di Santa Marta, 3 50139 Florence. For information, please refer to the International Relations Service of the School of Engineering - tel. 055 2758987 - e-mail: international@ingegneria.unifi.it

Art. 11 Final Rule

1. The call will be published at the University Registrar and posted on the website of the School of Engineering at the page <https://www.ingegneria.unifi.it/vp-449-programma-semp.html>

F.to Enrico Vicario
Direttore Dipartimento Ingegneria
dell'Informazione - DINFO

F.to Alessandro Fantechi
Presidente Scuola Ingegneria