



UNIVERSITÀ
DEGLI STUDI
FIRENZE

DINFO
DIPARTIMENTO DI
INGEGNERIA
DELL'INFORMAZIONE

Repertorio nr. 4446/2024
Prot. Nr. 74571 del 04/04/2024

**CALL OF THE SCHOOL OF ENGINEERING
FOR THE INTERNATIONAL MOBILITY
(STUDY/INTERNSHIP/FINAL PROJECT WORK)
YEAR 2023/2024**

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

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;

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;

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

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 a call for the selection of eligible students for International mobility for Study, Internship and/or Final Project Work towards Partners Institutions with which UNIFI agreements are available and/or individual student agreement have been approved or are in the process of being approved by the board of the study course, for which no scholarship from the University of Florence is foreseen;

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

GIVEN the resolution no.104/2024 of the Council of the Department of Information Engineering on 27/03/2024 related to the issuing of the call for the selection of eligible students for International mobility for Study, Internship and/or Final Project Work year 2023-2024;

DECREES

The issuance of the following call:

**CALL FOR THE SCHOOL OF ENGINEERING
FOR THE INTERNATIONAL MOBILITY
(STUDY/INTERNSHIP/FINAL PROJECT WORK)
YEAR 2023/2024**



Art.1 Indiction

For the purpose of promoting the international mobility of students of the School of Engineering towards partner Institution with which UNIFI agreements are active, available on the [site](#), and/or to partner Institutions with which individual student agreements are approved or in the process of being approved by the board of the study course, for which no type of scholarship by University of Florence is foreseen, the School of Engineering publish a call for the formation of the eligible students for International mobility for Study, Internship and / or Final Project Work. The mobility carried out will allow the recognition of credits by the board of the Study Course on the basis of the approval of study programs and / or internships / Final Project Work.

Art. 2 Purpose of the mobility

1. The mobility period in the frame of SEMP programme is aimed at:
 - a. 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);
 - b. 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);

Art.3 Admission requirements

Students who, regardless of the country of citizenship, and at the expiry date of this call can apply for international mobility:

- a) are regularly enrolled full time in the academic year 2023-2024, and are in compliance with university fees in accordance with the procedures established by the University.
- b) Have linguistic knowledge of a level at least equal to the language proficiency required by the foreign location

Art.4 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
 - 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 Host Institution and the semester in which the mobility took place or will take place

The application must be accompanied by the following documents:

- Copy of the agreement with host institution
- Learning Agreement / Internship/ Final project work program
- 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 International mobility 2023-2024".
Applications must be received no later than 10/05/2024 at 1.00 pm.



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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 International mobility 2023-2024”

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 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-451-altre-opportunita-di-mobilita.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:

- 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**;
 - 10 points for a certificate level C2 or mother tongue
 - 9 points for a certificate level C1
 - 7 points for a certificate level B2
 - 5 points for a certificate level B1
 - 2 points for a certificate level A2
 - 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.

- 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**;
- Weighted average - **up to a maximum of 30 points**;
- 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 on the truthfulness of the self-declaration contained in the application and in the Curriculum Vitae.

In the formation of the list of eligible students the commission will take into consideration any other funding received by students for the same mobility.

For the mobility period, the call is referring to the period between 1st January 2024 and 31 December 2024.

The list of eligible candidates will be produced within 30 days after the deadline of this announcement and published on the website of the School of Engineering <https://www.ingegneria.unifi.it/vp-451-altre-opportunita-di-mobilita.html>



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In case of total or partial renunciation by the winner, the grant will be awarded by drawing from the same list of eligible students. The student called as a replacement will be notified, through the institutional personal email, of the allocation of the contribution

Art. 7 Financial support for mobility

At the end of the mobility period, the eligible student on the ranking list may submit a request for reimbursement of expenses incurred during the study/internship/thesis period directly related to the performance of the activities. The reimbursable expenses are:

- housing expenses (receipt of home rental or lease agreement and payment receipt)
- travel expenses (ticket receipt with boarding passes)
- meal expenses (talking receipts related to meals).

Maximum reimbursable fee

- € 500 for short mobility (1-2 months) to all countries, without distinction;
- € 1,500 for six-month (3-6 months) mobility to all EU countries
- € 2,000 for six-month (3-6 months) mobility to Extra-EU countries
- € 2,500 for annual mobility (7-12 months) to EU countries
- € 3,000 for annual mobility (7-12 months) to Extra-EU countries

The reimbursement is conditional on the applicant's position in the list of eligible students referred to in Art. 6 and the actual availability of funding, which is not expressly ensured by this call.

Reimbursement will be disbursed in accordance with the regulations for missions, travel and expense reimbursement in R.D. No. 36/24.

Within 30 days after the end of the mobility period, the student undertakes to submit together with the expense slips also a brief report of the activity carried out

The module to ask for the reimbursement will be available at the International Relations Service of the School of Engineering to which all original documents of the expenses done must be attached.

Art.8 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.9 Head of the Procedure

Pursuant to law 241/90, subsequent amendments and integrations, and the University 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. 10 Final Rule

1. The call will be published at the University Registrar and posted on the website of the



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School of Engineering at the page: <https://www.ingegneria.unifi.it/vp-451-altre-opportunita-di-mobilita.html>

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

F.to Prof. Alessandro Fantechi
Presidente Scuola Ingegneria