

CALL FOR APPLICATIONS

ACADEMIC YEAR

2017-2018

CSH "Studi umanistici oltre i confini – Cross-border Studies in the Humanities"

The CSH Project _ Studi umanistici oltre i confini- Cross-border Studies in the Humanities approved by the Apulia Region (Italy) with the executive decision n. 9 of the 18th January 2017 published on B.U.R.P. n. 12 dated 26 January 2017 funded by the Apulia Region within the framework of the Cohesion Action Plan approved by Commission Decision C(2016)1417 of 3.03.2016. Public notice no. 8/2016 "Transnationality Actions of the Apulian Universities" - DGR n. 1942 of 30/11/2016, published on B.U.R.P. n. 140 of December 7, 2016 – CUP_F82I17000010008

University of Salento with the CSH Project offers **9 scholarships** for students from its Western Balkan (WB) partner Universities who want to complete an academic mobility at the University of Salento.

CSH partner Universities are the following ones:

- Universiteti i Vlorës "Ismail Qemali" (Vlora – Albania)
- European University of Tirana (Tirana - Albania)
- Sofia University "St. Kliment Ohridski" (Sofia - Bulgaria)
- University of Zadar (Zadar - Croatia)
- Ss. Cyril and Methodius University in Skopje (Skopje - FYROM)
- Universitatea din Bucureşti (Bucharest - Romania)
- Universitatea Babeş-Bolyai (Cluj-Napoca – Romania)

Available levels of mobility are the following ones:

- ▲ First cycle: Applicants need to be enrolled in a first cycle degree programme
- ▲ Second cycle: Applicants need to be currently enrolled in a second cycle degree programme (for second cycle exchange mobility) and hold a bachelor degree by the time of application (or before the start of the mobility).
- ▲ Doctorate: Applicants need to be currently enrolled in a doctoral programme (for doctoral exchange mobility).

Scholarships are available for the following mobilities Levels and academic areas

University	Level of mobility	Academic areas
European University of Tirana- EUT (Tirana – Albania)	First, second cycle and Doctorate	Archaeology, art history and arts
Universiteti i Vlorës "Ismail Qemali" (Vlora – Albania)	First, second cycle and Doctorate	Philology and language studies
Sofia University "St. Kliment Ohridski" (Sofia - Bulgaria)	First, Second cycle and Doctorate	Philosophy
University of Zadar (Zadar - Croatia)	First, second cycle and Doctorate	Philology and language studies
Ss. Cyril and Methodius University in Skopje (Skopje - FYROM)	First and second cycle and Doctorate	Philology and language studies
Universitatea Babeş-Bolyai Cluj-Napoca	First and second cycle and Doctorate	Philosophy, European languages and cultures
Universitatea din Bucureşti (Bucharest - Romania)	First and second cycle and Doctorate	Philosophy
Scholarships availables		9

Only mobilities from CSH WB partner Universities to the University of Salento are eligible.

Other resources resulting from unused scholarships, or scholarships partially-used, can be employed to provide additional scholarships, to be assigned according to the rank order of eligible students.

If you are enrolled at one of the Western Balkan partner universities belonging to the CSH partnership, you may apply for Credit transfer programmes (=exchange mobility).

First cycle, Second cycle and doctoral exchange students may spend a mobility period at the University of Salento where they will follow courses and/or work on their second cycle thesis or – in the case of doctoral students – their research projects or dissertations. Exchange grantees remain enrolled at the home university during the mobility period.

The activities to be carried out during the mobility are specified in a Learning Agreement or the Mobility Activity Plan (for doctoral students).

The **Learning Agreement (LA)** or the **Mobility Activity Plan (MAP)** have to be agreed on with the academic coordinator at the home university and uploaded to- the online application. Upon the grantee's return to the home university, the activities carried out at the host university in accordance with the LA or MAP, if successfully completed, have to be fully recognized by the home university as counting towards the student's study programme. The LA or MAP, together with a transcript of records issued by the host university for all ECTS completed, will serve as the recognition tools.

Selected students will be allowed to attend courses and take exams or to undertake internship activity. At the end of the mobility period, students' attendance will be certified in a Transcript of Records which will include the list of exams (if taken) results and credits awarded (ECTS) as well as any research activity performed.

During the period of mobility it's necessary to complete a registry of activities that must be validated by an internal referent.

Art. 1 Scholarship durations

Available mobility duration for Western Balkan students applying for mobility at the University of Salento is for a period of five months

<i>Level of mobility</i>	<i>Credit transfer programme duration</i>
<i>First cycle</i>	5 months
<i>Second cycle</i>	5 months
<i>Doctorate</i>	5 months

The Scholarship must be used by September 30, 2018

Art. 2 Amount of the scholarship

The scholarship will be recognized for a period of **5 months** with the following gross value

Monthly contribution for course attendance	Monthly contribution per stay
€ 280,00	€ 1.200,00

Scholarship beneficiaries will be requested to open a bank account as scholarships will be granted through bank transfer.

Art. 3 Travel expenses

The CSH project recognizes a maximum amount of €. 592,00 as reimbursement for travel expenses. All travel expenses must be demonstrated by payment documentations, invoice, boarding passes etc. For the recognition of the expenses, the boarding cards of aircrafts and tickets of trains must be produced for each leg of the round trip. In case of a boarding card or ticket for only the inward or outward leg of the journey being produced, the reimbursement for travel will be reduced by half.

Art. 4 Insurance and visa expenses

Exchange students must obtain at their own expenses a full insurance coverage (health, accident) with a validity for the entire duration of the individual mobility activities.

Mobile students have to cover visa related costs with their own funds.

In order to accelerate and facilitate the procedure for obtaining the visa, selected students are strongly advised to contact the Italian Consulates or Embassies in the concerned Countries as soon as they receive the official confirmation of being selected.

Art. 5 Tuition fees

CSH grantees do not have to cover any participation/tuition/registration fees at the host universities.

«IMPORTANT» Please be aware that the scholarship might be subject to taxation depending on the regulations of the respective host country. Scholarship holders will be informed about taxation policies by the host university in due time.

Art. 6 Applications - documents to be uploaded

Applications are to be submitted electronically by creating an online application account at the following link: <https://istanzeonline.unisalento.it/modulionline/-/modulo/view/CSH-Cross-border-Studies-in-the-Humanitie-II>

Only applications including all the required documents according to the level and type of mobility will be considered for a scholarship. Incomplete applications will be rejected.

The deadline for submitting electronic applications is: **31 march 2018** (h. 23.59 CET).

PLEASE NOTE:

- You have to upload scanned versions of all your original documents AND scanned versions of official translations of the documents into English (whenever the original documents are not already in English). Applications which do not include both the original and the translation of documents will be rejected.
- Host universities may ask for additional documents to be uploaded (in addition to the documents listed below). Check your host university's academic offer and upload any additional documents (if required). It is the responsibility of the applicant to make sure that all obligatory documents are uploaded.

Second cycle

Students enrolled in one of the CSH Western Balkan partner universities may apply for a second cycle exchange leading to a credit transfer provided that they have finished their undergraduate studies (BA or equivalent) before submitting the application in order to be eligible to apply.

Exceptional regulations for second cycle exchange applicants

Applicants for second cycle exchange mobility are asked in the online application to upload a bachelor degree certificate (or equivalent). However, if you are in the last year of your bachelor studies you will not have received your bachelor degree certificate by the time the call for applications closes. If you are in this situation, you may exceptionally apply for a second cycle exchange scholarship.

Instead of uploading the bachelor degree certificate in the online application, please upload a self-declaration indicating:

- that you are a student in the last year of your bachelor studies,
- how many ECTS you still need to earn for the bachelor degree certificate,
- the expected date when you will receive the bachelor degree certificate,
- your preliminary agreement to enroll in a second cycle degree programme at your home university before the start of your mobility period.



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If you are selected for a scholarship, you need to provide to the University of Salento the following documents as soon as you have them:

- Bachelor degree certificate as soon as you have received it and at any rate before the start of mobility. The host university may also specify a deadline by which you need to provide the missing degree certificate. Failure to comply with this requirement will lead to the cancellation of your grant.
- Certificate of enrollment in second cycle studies issued by your home university.

First cycle exchange- Documents to be uploaded

Type of document	Comments/details
Motivation statement	
Learning Agreement	
Curriculum vitae et studiorum (CV)	
Copy of passport or other identity document	
Recommendation letter by an academic (at least one), including signature and contact data of the referee	
Language certificate (if available)	
Transcripts of Records	
Proof of registration (document issued by home university stating that applicant is currently enrolled)	
Other (e.g. proof of disadvantaged situation, proof of pre-admission, etc.)	

Second cycle exchange - Documents to be uploaded

Type of document	Comments/details
Motivation statement	
Learning Agreement	
Curriculum vitae et studiorum (CV)	
Copy of passport or other identity document	
Recommendation letter by an academic (at least one), including signature and contact data of the referee	
Language certificate (if available)	
Bachelor's degree certificate (or equivalent)	
Transcripts of Records from previous degree	





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Proof of registration (document issued by home university stating that applicant is currently enrolled)	
Other (e.g. proof of disadvantaged situation, proof of pre-admission, etc.)	

Doctorate exchange

Applicants for a doctorate exchange mobility need to have finished their second cycle studies (or equivalent) by the time of application in order to be eligible.

Doctorate exchange - Documents to be uploaded

Type of document	Comments/details
Motivation statement	
Mobility Activity Plan	
Curriculum vitae et studiorum (CV)	
Copy of passport or other identity document	
Recommendation letter by an academic (at least one), including signature and contact data of the referee	
Language certificate (if available)	
Second cycle degree certificate (or equivalent)	
Transcripts of Records from previous degree (second cycle or equivalent) AND current PhD study programme	
Proof of registration (document issued by home university stating that applicant is currently enrolled)	
Other (e.g. proof of disadvantaged situation, proof of pre-admission, etc.)	



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Art. 7 Academic offer



The academic offer (courses catalogue) available at the University of Salento can be accessed at the relevant page of the webportal www.unisalento.it – please, read carefully the courses catalogue in order to find details about the academic courses you are interested in:

- available study fields and programmes of study
- specific admission requirements of the respective study programme
- any additional documents to be uploaded
- language of instruction and language requirements
- links to courses/ECTS/learning outcomes (in order to be able to fill in the Mobility Activity Plan)

«IMPORTANT» You can apply only for programmes of study indicated in the academic offer of the university of your choice

Art. 8 Language requirements

Students wishing to participate in the fellowship programme at the University of Salento must:

Have a sufficient knowledge of English language (at least B1 with reference to the Common European Framework of Reference for Languages or equivalent) certified or ascertained by an interview.

In absence of language certificates, candidates will be required to pass an oral interview aimed at ascertaining the knowledge of English.

The selections and the evaluations will be done by the selection committee also via conference calls.

Art. 9 Learning Agreement

Applicants for an undergraduate or second cycle exchange mobility need to upload a learning agreement (LA) in the online application.

The LA lists the courses/activities the applicant plans to do during your mobility. The LA needs to be produced by the applicant and approved by the home and – once the mobility starts – the host university. The document thus is a contract showing that all parties involved approve of the programme of study and/or research to be followed by the grantee during the mobility at the host university. Therefore, the LA is a central document in the application. Together with the transcript of records, which you will receive from your host university upon finishing your mobility, the LA ensures the academic recognition of the credits obtained during the mobility abroad once the grantee returns to the home university.

The template for the LA can be downloaded at the following web portal: <https://www1.unisalento.it/bandi-concorsi> section “borse di studio”.

When preparing the learning agreement, follow these steps:

Step 1: Become informed about the courses offered at the host university. In case you are planning to do research activities for your bachelor/master thesis during your mobility, find a supervisor at your host university.

Step 2: Choose only courses of relevance to your study programme at your home university.

Step 3: Choose the mobility period;

Step 4: Fill in the LA by listing courses of relevance to your study programme at the home University.

«IMPORTANT»: the minimum requirement is 3 ECTS for each month of your mobility. For example, if you apply for one academic year and the academic year at the host university lasts 10 months, the LA needs to list at least 30 ECTS. If you apply for one semester and the semester lasts 5 months, the LA needs to list at least 15 ECTS.

Step 5: Discuss the contents of the LA with your academic coordinator at your home university. The academic coordinator needs to agree to the selected courses/activities and number of ECTS as all courses/activities must be recognized at your home university after the mobility period.

Step 6: Your academic coordinator at your home university needs to sign and stamp the LA.

Step 7: The CSH contact person at your home university needs to sign the LA.

Step 8: You need to sign, scan and upload the LA in the online application.

«IMPORTANT» If you are selected for a scholarship, once you start your mobility, the LA also needs to be signed by the academic coordinator and CSH contact person at your host university. In case the LA needs to be changed during the mobility, page 2 (changes to the LA) needs to be filled in and signed by all parties.

Once you return to your home university, the home university is obliged to recognize all the credits earned which correspond to the courses/activities listed in the signed LA.

Art. 10 Mobility Activity Plan

Applicants for a doctorate exchange need to upload a Mobility Activity Plan (MAP) in the online application.

The MAP lists the research activities the applicant plans to do during the mobility. The MAP needs to be produced by the applicant and approved by the home and – once the mobility starts – the host university. The document thus is a contract showing that all parties involved approve of the

programme of study and/or research to be followed by the grantee during the mobility at the host university. Therefore, the MAP is a central document in the application. In the case of doctorate exchange applicants, the MAP also ensures the academic recognition of the study achievements abroad by the home university once the mobility has been completed.

The template for the MAP can be downloaded at the following web portal: <https://www1.unisalento.it/bandi-concorsi> section "borse di studio".

When preparing the Mobility Activity Plan, follow these steps:

Step 1: Become informed about the academic offer of the university you want to apply for.

Step 2: Choose only activities of relevance to your field of study, research and/or work at your home university.

Step 3: Discuss the MAP with your academic coordinator or supervisor or head of office/department at your home university. He/she needs to agree to the planned activities and sign and stamp the plan.

For doctorate exchange students only: Once you return to your home university, the home university is obliged to recognize all credits earned abroad which are listed in the signed MAP.

Step 4: The CSH contact person at your home university needs to sign the MAP.

Step 5: You need to sign, scan and upload the MAP in the online application.

«IMPORTANT» If you are selected for a scholarship, once you start your mobility, the MAP also needs to be signed by the academic coordinator/supervisor and CSH contact person at your host university. In case the MAP needs to be changed during the mobility, page 2 (changes to the MAP) needs to be filled in and signed by all parties.

Art. 11 Selection process & results

The CSH selection process consists of 4 STEPS.

STEP 1: Eligibility check

During step 1, the Local Management Team (LMT) at the home university checks the eligibility of the applications submitted by its students. In particular, it checks the completeness and authenticity of uploaded documents and whether the eligibility requirements are met.

If applications are found to be incomplete and/or ineligible (= formally not satisfactory), the reviewers need to clearly indicate the reason for rejecting an application. Rejected applicants will receive an official notification of rejection via email. This notification will include the reason/s for rejection.

The LMTs at the home Universities of the applicants guarantee an absence of any conflict of interest as well as transparency and equal treatment for all applicants.

STEP 2: Quality Assessment

Applications who pass step 1 are reviewed and rated by the LMT at the host university. The LMT will review the applications, check if the admission and language requirements are fulfilled and evaluate the applications in terms of their quality.

The rating takes into consideration a number of criteria which will be rated by the host university. In the calculation of the overall ranking, the criteria are given different weights (in %):

<i>Ranking criteria</i>	<i>% of the total ranking</i>
Quality of Mobility Activity Plan/Learning agreement	10%
Motivation statement	20%
Academic performance	40%
Language skills	15%
CV and additional activities	15%

Based on the rating of the individual criteria, an average value, i.e. the rating result, is calculated taking into consideration the different weight of the criteria.

In case an application is rejected, the reviewers need to clearly indicate the reason for rejection. Rejected applicants will receive an official notification of rejection via email. This notification will include the reason/s for rejection.

The LMT at the host university (Università del Salento – Lecce, Italy) guarantee an absence of any conflict of interest as well as transparency and equal treatment for all applicants.

STEP 3: Allocation of scholarships

Following the rating of applications in step 2, the allocation of the scholarships is carried out on the basis of the following criteria:

- ranking results
- distribution of scholarships per country, type of mobility, according to the budget approved by the Apulia Region
- balance of fields of study



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STEP 4: Announcement of selection results

The CSH consortium will notify applicants of the selection results of the call for applications through the publication on the web portal <https://www1.unisalento.it/bandi-concorsi> section "borse di studio".

Art. 12 Publication of the merit ranking

At the end of the selection procedure, the University shall publish the merit ranking of the applicants to whom scholarships have been granted, as well as those put on reserve, according to the procedures shown on the web portal of University <https://www1.unisalento.it/bandi-concorsi> section "borse di studio".

Selected applicants receive a nomination letter providing the details of the scholarship they have been awarded and general information concerning their mobility, including their rights and obligations as CSH grantees. Together with the nomination letter, selected applicants will receive the link to an online acceptance letter. By confirming online that they accept their nomination for a scholarship, the selected applicants also confirm their acceptance of the scholarship guidelines and pledge to take all the necessary measures to start and complete the mobility successfully and in accordance with all the stipulated administrative and academic requirements.

Art. 13 Renunciation to Scholarship and/or Interruption of Traineeship

If the scholarship beneficiary decides to interrupt the traineeship or renounce to the scholarship immediately after assignment, he/she is requested to inform the relevant home institution and the University of Salento and return to the University of Salento the amount of scholarship granted by the University of Salento and not used due to renunciation or interruption. Failure to comply with such conditions may lead to legal action.

Art. 14 Release / suspension scholarship

In the event of irregularities and discontinuous participation in the didactic activities and/or research planned, the Scientific Committee may decide upon the suspension of the scholarship.

Art. 15 People in charge of application procedure

The person in charge of the application procedure is Alessandro Quarta, coordinator of Centro Unico di Ateneo per la Gestione dei Progetti di Ricerca e il Fund Raising .

Art. 16 Treatment of personal data and confidentiality of data

In accordance with D. L. 196/2003 (Personal Data Protection Code) it is recognized that the processing of personal data of applicants, carried out only for institutional purposes, will be based on principles of fairness, legality and transparency in order to protect confidentiality. The applicant agrees that the Centro Unico di Ateneo per la Gestione dei Progetti di Ricerca e il Fund Raising publish the selection list on its website to the respective official list.

Lecce, 173 MAR. 2018

F.to Il Direttore del Centro Unico di Ateneo per la Gestione
dei Progetti di Ricerca e il Fund Raising
Prof. Francesco Paolo FANIZZI

