**SCHOLARSHIP FOR PERIODS OF RESEARCH ABROAD TO COMPLETE THE FINAL DISSERTATION –**

**DEPARTMENT OF LEGAL STUDIES OF THE UNIVERSITY OF BOLOGNA**

LEGAL NOTICE: Please be aware this English version has been created for information purposes only.

In the event of claims and legal disputes, the Italian version shall prevail.

The Department of Legal Studies of the University of Bologna is offering grants to students, who are

about to graduate, to carry out a research period abroad to write their final dissertation.

1. **WHO CAN APPLY**

Students who are about to graduate from the Bachelor in Employment and Business Relations

Consultant or Master’s degree in Legal Studies or Single Cycle degree in Law. For the purposes of this

call, a student is about to graduate or graduating when he has signed and agreed on, together with

his supervisor, the title and the scope of the final dissertation by completing the form attached to

the call.

Students who have graduated already, **no more than six months before** the moment of the

application. In this case, the research period will be aimed at the publication of an article

elaborating on the thesis topic. In this academic year two deadlines for submitting the application are provided:

**1st deadline**: **31st January 2025**

**2nd deadline: 28th April 2025**

The period of research abroad must begin no earlier than 60 days and no later than 6 months after

the deadline of the selection in which the student is participating (e.g.: for a selection with a deadline

of 31/01/2025 the departure must be no earlier than 01/04/2025 and no later than 1/07/2025).

On the basis of a justified request to be presented at the application stage, it is possible to leave after

**30 days** from the selection deadline, with no guarantee that the grant will be paid before departure.

The relevance of the participation and presence of the student in an international

laboratory/environment will be taken into account when evaluating the application.

**3. AMOUNT OF THE SCHOLARSHIP**

Scholarships vary from €1,000 to €3,100. Please note that the scholarships are not exempt from

taxation. No grant will be awarded for remote mobility.

Payment of the grant will be made in a single operation. Scholarships are intended as a partial

financial aid to the expenses related to the research period abroad, which cannot be less than 3

months and more than 6 months.

**4. ELIGIBILITY REQUIREMENTS AND EVALUATION CRITERIA**

The admission requirements are:

- minimum level B2 knowledge of English or another language in which the research is to be

carried out;

- a weighted average of the exams equal to or higher than 25/30

- For graduates, the final grade has to be equal to or higher than 105/110.

The minimum level B2 knowledge of English has to be attested by a certificate. Students enrolled in

Legal Studies don’t have to present any certificate.

In evaluating projects, the Commission will follow the following criteria listed in order of priority:

1. Study project submitted by the student (priority will be given to students who have never

carried out study abroad in a university context, students will have priority over graduates);

2. Curriculum of studies with average calculated according to the criteria decided by the

Academic Organs for admission to the final examination or final graduation grade. It should be noted

that credits accrued and recorded at the date of the deadline of the call will be counted.

The Commission will ensure the respect of the representativeness of different supervisors within the

list of successful candidates. There will be different ranking lists corresponding to undergraduate and

graduate candidates.

The overall assessment of the candidate will be expressed on a scale of 100, with the threshold for

eligibility set at 60/100.

In the event of a tie in merit between two or more students, the youngest age prevails.

**5. ELIGIBLE CANDIDATES**

Candidates who, although not successful and therefore awarded the scholarship, are found to be

eligible in the final ranking, will still be authorised to carry out their activities abroad in the location

and for the period indicated in the application form. The authorisation will guarantee the insurance

coverage, and will allow the student to acquire credits related to the preparation of the final test

abroad, provided that the administrative requirements have been met.

Successful and eligible candidates may request the full integration and recognition in their career of

the activities carried out abroad, declaring in their application the educational activity for which

recognition will be requested. This must be done in compliance with any internal course procedures

relating to the carrying out of internships/final exam preparation abroad.

**6. APPLICATION PROCEDURE AND SUBMISSION**

Applications to take part in the competition may be submitted from 20th December 2024 and must be

submitted no later than **31st January 2025 at 12.00**

exclusively by accessing the "Students Online" platform. To do so you must:

1. Access https://studenti.unibo.it/ using your University credentials;

2. Click on the "Announcements" button;

3. Select the call for applications "BANDO PER L'ATTRIBUZIONE DI PERIODI DI RICERCA

ALL'ESTERO ATTINENTI ALLA TESI DI LAUREA - CORSI DI STUDIO DEL DIPARTIMENTO SCIENZE

GIURIDICHE" of Bologna.

Please note that only students who meet the requirements of the call for applications will be able to

fill in the online application form.

In order to receive assistance or guidance in filling in the application online, students may contact

the Studenti Online Help Desk by telephone at the following number: +39(0)512099882 from Monday

to Friday, from 09.00 to 13.00 and from 14.00 to 17.00 or they may send an e-mail to

help.studentionline@unibo.it.

Communications relating to the application will be sent exclusively to the institutional address

name.surname@studio.unibo.it.

**7. DOCUMENTS TO BE ATTACHED TO THE APPLICATION**

In order to be considered, applicants must submit the following signed documents:

1. Curriculum vitae, in European format, dated and signed;
2. In the case of graduated students, also attach a copy of the thesis in .pdf format;
3. Attachment A, duly filled in and signed, containing the following information: name of the course of study to which the student belongs, total duration of the period abroad with indication of the start and end dates of the stay, country of destination and host institution, teacher and thesis advisor. N.B. If this information is not provided, the application will not be evaluated.
4. Detailed description of the project (written in Italian or English) relating to the thesis or to the period following the award of the degree, signed by the student and the Unibo thesis supervisor. The description of the project must contain the following points:

1) title of the project;

2) expected duration;

3) an abstract;

4) a description of the project objectives

5) the reasons for the choice of topic and location;

6) a description of the hosting research structure or group;

7) a description of the methodology that will be used in the project.

1. Declaration by the Unibo thesis supervisor, containing:

-Written approval of the thesis project or of the period of study following the award of the degree, with attestation of the usefulness of the activity at the proposed foreign Facility;

- Declaration of the institutional links or contacts made abroad in relation to the thesis project or the period of study following the award of the degree, indicating the name of the contact at the host structure who will follow the student in the thesis work abroad.

1. Declaration of possession of a minimum level B2 knowledge of English or another language in which the research is to be carried out. This knowledge can be demonstrated by:

1) Language qualification carried out at the University Language Centre;

2) International certification among those recognised by the Centro Linguistico di Ateneo at the following link: <http://www.cla.unibo.it/idoneita-linguistica/equipollenza-dei-titoli-1>

3) Being a native speaker, to be demonstrated by means of a duly translated certificate of a lower or higher secondary school diploma obtained in the country of origin;

4) Having obtained a first or second level degree whose language of instruction is that of the project.

1. Copy of a valid identity document (back and front).

**8. FINAL RANKING OF SUCCESSFUL APPLICANTS**

The ranking list shall be proposed by the Committee and approved by means of a measure issued by

the Head of AFORM – Area Formazione e Dottorato. It shall be published on the Notices, Tenders and

Competitions website at the following link: https://bandi.unibo.it/. The provision shall indicate the

student's matriculation number, the amount, the destinations and the periods of the course: it shall

also include the list of eligible candidates who were not awarded a scholarship.

**9. COMMUNICATION TO THE WINNERS AND MODALITIES OF ACCEPTANCE OF THE**

**SCHOLARSHIP**

Each winner shall receive notification of the amount awarded by email to the institutional address

(name.surname@studio.unibo.it), together with the attachments necessary for acceptance and

payment of the grant itself.

Winners must submit the documentation required for the accreditation of the grant, signed in

original and complete with a copy of a valid identity document, by sending it via their institutional email

address to: didatticasociale.dsg.international@unibo.it

**within the deadline of 7 working days**

from the sending of the e-mail notifying the allocation, otherwise the allocation will be lost.

The amount corresponding to the awarded grant will be disbursed to the winners in accordance with

the timelines necessary for the administration to complete the administrative paperwork, as well as

the necessary verifications.

**10. INSURANCE AND COMMENCEMENT OF ACTIVITIES**

The Order of the Head of AFORM - Training and Doctoral Area constitutes formal authorization to

ensure the insurance coverage of assignees and eligibility for travel and stay. In general, if the

assignee or eligible is a student, the insurance coverage will operate automatically as long as the

person is duly enrolled. If he/she is already a graduate student, the insurance premium will be borne

by the person concerned, currently in the amount of 1.64 euros, and must be deducted directly from

the amount of the Scholarship.

Health Coverage.

In the case of intra-EU mobility usually, basic health coverage is provided by the Participant's National

Health Service even during the stay in another EU country through the European Health Insurance

Card (EHIC). Please check the following website

https://www.salute.gov.it/portale/assistenzaSanitaria/homeAssistenzaSanitaria.jsp for the type of

coverage offered, especially in the case of mobility to pre-accession countries (Turkey, North

Macedonia, Serbia) as special health coverage must be activated to operate during the mobility

period.

Accident and liability insurance coverage.

The responsible party for the assumption of liability insurance coverage is Alma Mater Studiorum -

University of Bologna, with policy UNIPOLSAI n. nr. 72315 (scadenza: 31/10/2027)

Workplace injury insurance coverage operates for the Mobility Participant through INAIL under

management on behalf of the State.

**11. INCOMPATIBILITY**

You cannot benefit from more than one grant in relation to the same mobility period. A condition

of incompatibility is also having already been awarded a grant in the past for periods of research

abroad for the preparation and further development of the final dissertation.

**12. DOCUMENTS TO SUBMIT AT THE END OF THE PERIOD ABROAD**

Mobility abroad will be managed through the AlmaRM application. The winners will receive

instructions by e-mail from Settore servizi didattici di ambito giuridico.

At the end of the period abroad, and in any case within 30 days from the end of the mobility period

and within 10 days from the final date of possession of degree requirements (in order to carry out

the procedures for the recognition of the educational activity of thesis preparation abroad, where

applicable), students, both successful and eligible, must submit to AFORM - Settore servizi didattici di ambito giuridico:

- A dated and signed declaration from the person in charge of the host structure or head of the

laboratory where the activity took place, attesting to the actual carrying out of the activity abroad for

which the grant was awarded (Period Certificate);

- A short report on the research work carried out abroad written and signed by the student and

countersigned by his/her Unibo supervisor (Final Report).

These documents must be uploaded in .pdf format to the AlmaRM application. The winners will

receive the relative instructions and any templates by e-mail from the Settore servizi didattici di ambito giuridico.

**13. WAIVERS AND IMPEDIMENTS**

Any successful or eligible candidate who, for any reason, wishes to withdraw from the grant must

promptly inform AFORM - Settore servizi didattici di ambito giuridico by e-mail (sent from his/her

institutional account nome.cognome@studio.unibo.it) addressed to

dsg.international@unibo.it . If the scholarship holder does not complete the stay

abroad within the planned period, he/she shall be required to return the amounts already received.

He/she will lose the right to re-apply for the further deadlines of the present call or for the next call,

should one be issued.

If, at a date subsequent to the awarding of the scholarship, there should be any impediments to the

regular use of the scholarship (e.g. maternity, serious and documented illness), the person concerned

will still retain the right acquired to the scholarship. In this case, the person concerned shall inform

AFORM - Settore servizi didattici di ambito giuridico of the reason for the impediment, providing

adequate documentation. The right to use the bursary will be temporarily deferred and the person

concerned will be able to benefit from the bursary once the specific impediment has been overcome