

## **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**

- 1) 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.
- 2) 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.

Students will have priority over graduates.

### **DEADLINE: 22<sup>th</sup> April 2024**

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 22/04/2024 the departure must be no earlier than 22/06/2024 and no later than 22/10/2024).

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.

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 19 March 2024 and must be submitted no later than **22<sup>th</sup> April 2024 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](mailto:help.studentionline@unibo.it).

Communications relating to the application will be sent exclusively to the institutional address [name.surname@studio.unibo.it](mailto: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:

- (a) Curriculum vitae, in European format, dated and signed;
- b) In the case of graduated students, also attach a copy of the thesis in .pdf format;
- c) 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.
- d) 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.
- e) 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.
- f) 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:
  - Language qualification carried out at the University Language Centre;
  - 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>
  - 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;

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

g) 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](mailto: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 nr. 1-52380-65-171463068 (expiration: 31/10/2024). 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 "Area Sociale".

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 "Area Sociale":

- 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 "Area Sociale".

## **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 "Area Sociale" by e-mail (sent from his/her institutional account [nome.cognome@studio.unibo.it](mailto:nome.cognome@studio.unibo.it)) addressed to [didatticasociale.dsg.international@unibo.it](mailto:didatticasociale.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 "Area Sociale" 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.

