# CALL FOR STUDY GRANTS TO PREPARE THE FINAL THESIS ABROAD
## MASTER'S DEGREES OF THE DEPARTMENT OF MANAGEMENT
## BOLOGNA CAMPUS

*This summarised English version is made only for publicity purposes.*
*For resolving any dispute and for all legal purposes only the Italian version is valid.*

## GENERAL ELIGIBILITY REQUIREMENTS

Grants are reserved to near-graduates of the following Master's degrees which are offered by the Dept. of Management at Bologna campus:

- Direzione Aziendale – cod, 0897
- Economia e Professione - cod. 0900 / Economia, Consulenza e Professioni - cod. 5981
- Finanza, Intermediari e Mercati - cod. 0901
- International Management - cod. 5891
- Innovation and Organization of Culture and the Arts - cod. 0902

## DEADLINES AND GRANTS AMOUNT

Applications open on December 5, 2023 at 10 am. The deadline to apply is 29/04/2024 at 1 pm.

**The research period must start at least 60 days and no more than 8 months after the deadline.** *i.e. your mobility must start after June 29, 2024 and within October 29, 2024.*

Grants will be assigned for **research projects lasting more than 3 months and no more than 6**, only on-site.

The call provides for 12 grants, transferred in one instalment within the administratively required time, before departure. Amount varies according to the duration and the geographical destination:

- max € 2.500 (before students' tax obligations) for member states of the Council of Europe
- max € 3.000 (before students' tax obligations) for non-member states the Council of Europe

You cannot travel to your country of residence.
The scholarship is **incompatible** with other UNIBO grants awarded in relation to the same period and the same aim (prohibition of double funding).

## ASSESSMENT AND RANKINGS
The Board will assess, in order of **priority**:

1) Research/Study project;
2) Study records. Only credits earned and registered within the deadline of the call will be counted. Please notify the Board via the indicated e-mail address should you have a personalised study plan.

The maximum score is 100 points. 60 points is the minimum score to be included in the rankings. In case of tied places, the lowest financial condition prevails.

Eligible candidates will not receive a grant but may still be authorised to carry out their research abroad. The authorisation will guarantee insurance coverage and recognition of the activity in the UNIBO records.

**HOW TO APPLY**

Applications can be submitted **starting from**:

**DECEMBER 5, 2023 at 10:00**

and **no later than**:

**APRIL 29, 2024 at 13:00**

exclusively through the "Studenti Online" platform, following these instructions:

1. Log in at https://studenti.unibo.it/, using your @studio.unibo.it credentials;
2. Click on "Calls";
3. Select the call "CALL FOR STUDY GRANTS TO PREPARE THE FINAL THESIS ABROAD – MASTER'S DEGREES OF THE DEPARTMENT OF MANAGEMENT – BOLOGNA CAMPUS";
4. Click on "Next"

In order to receive assistance in filling in the online application, applicants 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 via e-mail to help.studentionline@unibo.it.

Please note that any communications relating to the Call will be sent exclusively to the institutional address name.surname@studio.unibo.it.

**WHAT TO UPLOAD**

Applicants **must** submit the following documents via Studenti Online - failure to comply will result in exclusion from the rankings.

- **CURRICULUM VITAE** signed and dated.

- **ALLEGATO A** signed and duly filled in every part.
  → Enclosed to Allegato A: back-and-front copy of a valid **ID**.

- **RESEARCH PROJECT INFO SHEET** signed (template provided in MS Word format).

- **STATEMENTS**

  **A written statement by UNIBO supervisor** highlighting the relevance of the mobility abroad to carry out the research project.
  → Enclosed to the statement by the UNIBO supervisor: **A written statement (or e-mail) of acceptance/invitation by the foreign institution/foreign referent person** mentioning a mobility period that is coherent in with the provisions of the Call. There are no templates for these statements.

Please note that this is a free mobility and UNIBO will not send any institutional nomination. Nonetheless, grant holders and eligible candidates will be able to download a certificate attesting that they are entitled to leave according to the call.

**ACCEPTING THE GRANT & WHAT TO DO NEXT**

Rankings will be published a few weeks after the deadline. Winners will also be informed via e-mail by didatticasociale.mobility@unibo.it at their institutional address *name.surname@studio.unibo.it*. They will have to **send back the provided acceptance documents within 10 working days**. Failure to comply will be considered a rejection of the grant.

Both grant holders and eligible candidates can get full recognition of the activities carried out abroad.
The mobility will be managed through the AlmaRM platform (https://almarm.unibo.it). Grant holders and eligible candidates will be informed via e-mail by didatticasociale.mobility@unibo.it about what to do. Following those instructions is compulsory in order to get full recognition of the activity carried out abroad and to maintain the grant received.
If the mobility period is not carried out, the grant must be returned.

Both grant holders and eligible candidates will be asked to state the end of their mobility through the AlmaRM platform within 30 days since the end of the mobility, and in any case within max 10 days before the deadline for fulfilling graduation requirements.

Any grant holder or eligible candidate who wishes to withdraw must promptly inform didatticasociale.mobility@unibo.it via e-mail.

Should any impediments to the regular use of the scholarship arise after accepting (e.g. maternity, serious and documented illness), the person concerned will still maintain the right to receive the grant. In this case, the person concerned shall promptly inform didatticasociale.mobility@unibo.it via e-mail providing adequate documentation. The mobility will be postponed and the grant amount will be paid once the impediment is over.