



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA  
AREA FORMAZIONE E DOTTORATO

## CALL FOR APPLICATIONS FOR STUDY GRANTS FOR THE PREPARATION OF THE THESIS ABROAD

Students/graduates belonging to the Degree Programmes of the  
Department of Pharmacy and Biotechnology – Bologna Campus

*This is an adapted translation in English of the original Call for Applications in Italian and it is made only for publicity purposes. For enforcing the call, resolving any dispute and for all legal purposes only the Italian version of the act is valid, and prevailing with regard to the exact interpretation of the rules contained within, also in case of potential disputes.*

### SELECTION, PURPOSES AND GENERAL ADMISSION

This call for applications aims at the award of study grants for the preparation of the thesis abroad for 2020 and is addressed to:

- 1) Students enrolled in the following First-Cycle, Second-Cycle and Single-Cycle Degree Programmes, for activities related to the preparation of the final examination abroad and the recognition of credits (CFU):
  - Single-Cycle Degree Programmes in Pharmacy (Bologna Campus) and Chemistry and Pharmaceutical Technologies;
  - Second-Cycle Degrees in Health Biology, Molecular and Cellular Biology, Molecular and Industrial Biotechnology, Pharmaceutical Biotechnology;
  - First-Cycle Degrees in Biotechnology, Genomics, Applied Pharmaceutical Sciences.
- 2) (*subordinately*) students about to graduate and graduates **in the last six months** of the aforementioned Degree Programmes, for activities related to the analysis of topics coherent with the thesis project.

These requisites must be satisfied before the deadline of the selection to which candidates apply; otherwise, they will not be able to proceed with the online application (see. art. 6). Graduates: the requisite related to the possession of the degree obtained in the last six month will be verified by the administrative offices once all applications are submitted. Candidates who do not satisfy the requisite will be excluded from the selection.

There are two deadlines for this call in 2020:

**9<sup>th</sup> March 2020, 5<sup>th</sup> October 2020**

The period abroad must not begin before 60 days and later than six months after the deadline of the selection to which candidates apply (e.g. 9<sup>th</sup> March 2020 → not before 9<sup>th</sup> May 2020 and not later than 9<sup>th</sup> September 2020). Candidates may ask to start the period abroad after 30 days from the deadline of the selection to which they apply, but they must give specific reasons during their



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application (see art. 7, point b). In this case, the payment of the study grant before the beginning of the period abroad is not granted.

The main purpose of the study grant is to contribute partially to the preparation or analysis of the thesis abroad. Only projects and thesis on topics with international relevance will be taken into account.

### BOARD

A Board composed by the following Professors will evaluate the selection: Paolo Bernardo Trost, Anna Minarini, Stefano Luciano Ciurli, Giorgio Gallinella, Patrizia Hrelia, Giovanni Perini, Annalisa Pession, Vincenzo Tumiatti.

Besides, a student representative in the FABIT Department Board will be invited to the evaluation.

### TOTAL AMOUNT AND SINGLE GRANTS

A total amount of **76,000€** was allocated by the FABIT Department Board for this Call. The amount of each study grant can vary from min. 1,100€ and max. 3,100€, including taxes that shall be paid by students. The amount will vary according to the destination and length of the period abroad, as well as the personal economic situation.

The study grant will cover **a min. 3 and max. 6 months** period abroad: nevertheless, candidates can stay abroad for more than 6 months provided that they ask for the whole period while submitting their application – the insurance will cover them even after the first 6 months, but they will not have an extension of the study grant. To this extent, candidates are asked to state the exact period abroad in Attachment A (see art. 7 point B).

If candidates who are granted a scholarship do not spend their period abroad or they stay less than requested in their application, the University of Bologna will ask them to give the grant back, proportionally to the period which has **not** been spent abroad.

Maximum total amount for each selection:

**1<sup>st</sup> Selection= 40,000 € - 2<sup>nd</sup> Selection 36,000 €**

If the total amount of the first selection is not totally used, the remaining part will be available for the second selection. If at the end of both selections not all money is spent, the remaining funds will be used for next year call.

Single grants will be based on destination and length of the period abroad, and according to the following maximum amount:

- € 516 each month, for Extra-EU destinations;
- € 400 each month, for EU destinations.

Those amounts shall be intended as comprehensive of taxes that shall be paid by students.



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### EVALUATION CRITERIA AND SPECIFIC ADMISSION REQUIREMENTS

While evaluating the applications, the Board will apply the following criteria (in priority order):

- 1) Candidate's Project: this must describe the activity to be carried out abroad, as well as personal reasons with reference to the project and to the choice of the foreign institution.
- 2) Curriculum Studiorum, average mark (calculated according to the criteria set by the University Bodies).
- 3) Priority to students who did not participate in study abroad experiences during their University Career.
- 4) Priority to students enrolled in Second-Cycle and Single-Cycle Degree Programmes.

#### Specific Admission Requirements

##### *Enrolled Students:*

- Degree Programmes in Biotechnology, Genomics, Applied Pharmaceutical Sciences:
  - Min. 100 CFU at the deadline for the selection to which candidates are applying;
  - Average Mark: 25 out of 30 or higher;
- Degree Programmes in Health Biology, Molecular and Cellular Biology, Molecular and Industrial Biotechnology, Pharmaceutical Biotechnology:
  - Min. 50 CFU (or the total amount of CFU foreseen at 1st year) at the deadline for the selection to which candidates are applying;
  - Average Mark: 28 out of 30 or higher;
- Degree Programmes in Pharmacy (Bologna Campus) and Chemistry and Pharmaceutical Technologies:
  - Min. 180 CFU at the deadline for the selection to which candidates are applying;
  - Average Mark: 24 out of 30 or higher.

##### *Graduates:*

Graduation mark: 105 out of 110 or higher.

Study Grants will be given primarily to students enrolled and then to graduates, according to the financial availability. To this extent, for each selection there will be two rankings, one for enrolled students and one for graduates.

The Board could fix a minimum score for candidates to be considered eligible for the grant (*idoneo*). The ranking will report students who are given the grant (*vincitori*) and students who are eligible but were not given the grant (*idonei*). All students who do not reach the minimum score set by the Board will be excluded from the selection.



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Eligible students that did not win the grant have no financial support but are entitled and authorized to go and spend their study period abroad. This authorization will give them the insurance for the period set in the ranking.

The evaluation will be expressed in points out of 100. Points obtained in each section will be published as well.

In case of a tie, the youngest candidate will prevail.

### APPLICATIONS

Applications must be submitted before the following deadlines

**9<sup>th</sup> March 2020 (1<sup>st</sup> Selection), 5<sup>th</sup> October 2020 (2<sup>nd</sup> Selection)**

only through "Studenti Online"

In order to submit their applications, candidates must:

1. Access "Studenti Online" <https://studenti.unibo.it/>, using the University Credentials;
2. Click on "Calls";
3. Select the following call: "Call for Applications for Study Grants for the Preparation of the Thesis Abroad – FABIT BOLOGNA";

For technical support on the website: Help Desk di Studenti Online, phone no +39(0)512099882 from Monday to Friday 9 AM – 1 PM and 2 – 5 PM ([help.studentionline@unibo.it](mailto:help.studentionline@unibo.it)).

**N.B.: any news or update will be sent only to your institutional e-mail address [name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it).**

NOTE:

- a. The application will be valid only if the online procedure is correctly followed;
- b. It is advisable to check your personal data on Studenti Online;
- c. Applications other than the online one are not admitted.

### APPLICATION DOCUMENTS

In order for their application to be valid, candidates must upload the following document (properly signed):

- a) European Curriculum vitae (date and signature required).
- b) **Attachment A**, filled in and signed in each part, containing the following information: **name of the Degree Programme, Registration Number, whole length of the period abroad (candidates must state the beginning and end dates), purposes of the period abroad, destination country, Supervisor, teaching activity to be recognised, declaration of previous study abroad**



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experiences, declaration of language assessment (English or the language of the country where the study period will be carried out), declaration of non-incompatibility. If not all documents are uploaded correctly or are partly missing, candidates will be excluded from the selection.

- c) Detailed Project (in Italian or English), with the following key points: I) Title; II) Duration; III) *Abstract*; IV) Description of the project's objectives; V) Reasons for the research and the choice of the foreign institution; VI) Description of the foreign institution or the hosting research group; VII) Description of the methods that will be used during the period abroad.
- d) Unibo Supervisor's Declaration (in a single .pdf document), as follows:
  - I. Written authorization of the project, stating the usefulness of the activity to be carried out in the host institution;
  - II. Declaration stating the institutional links: this must report the **name** of the contact person in the host institution as well as the **willingness to host the candidate**.
  - III. **Acceptance Letter** (date and signature required), on headed paper, issued by the person in charge of the host institution (university, lab, etc.)

Unibo offices will not send any formal nomination to host institutions: upon requests of the interested candidates a letter stating the award of the study grants or the eligibility for the period abroad can be issued.

Graduates: the Board may request additional documentation and a copy of the final thesis in .pdf format.

### RANKINGS

Rankings will be prepared by the Board and approved through an act signed by the Head of AFORM – Education Division and will be published at the following link: <https://bandi.unibo.it>. The act will state the registration number, the total score obtained (as well as the score of each section), the amount of the grant, destinations and study periods abroad. Rankings will also state eligible candidates (with no study grant but entitled to spend their study period abroad).

### ACCEPTANCE AND WITHDRAWAL

Winners will receive specific communication of their study grants through their institutional e-mail address ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)), together with all the documents needed for the acceptance, after the ranking be published.

The required documents, signed and accompanied by a copy of a valid identity document, must be sent or handed in to AFORM – Settore Servizi Didattici "Farmacia e Scienze Motorie" – Viale Carlo Berti Pichat 10, Bologna – 3° floor or via e-mail to [farbiomot.didattica@unibo.it](mailto:farbiomot.didattica@unibo.it)

**Within 7 working days**



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From the reception of the e-mail stating the amount of the study grants. Office hours:

**From Monday to Friday, from 9.00 AM to 1.00 PM**

Study grants will be accredited to students after 60 days from the publication of the rankings.

Students (both winners and eligible) who wish to withdraw can do it in any moment by sending an e-mail to [farbiomot.didattica@unibo.it](mailto:farbiomot.didattica@unibo.it). In case of withdrawal, students will not be able to send their applications for other calls for the same purpose.

### **INSURANCE AND BEGINNING OF THE ACTIVITIES ABROAD**

All students in the rankings (both winners and eligible) will be entitled to spend their study period abroad, according to the modalities expressed in the Act signed by the Head of AFORM – Education Division and will be covered from the insurance point of view.

Graduates will have to pay 1.04€ for the insurance: this amount will be withheld from the total study grant.

The insurance will cover only in the cases foreseen by the University Policy and does NOT substitute other insurance and coverages that may be asked by the countries where the study period will be carried out.

### **INCOMPATIBILITIES**

Defined by the University of Bologna Bodies (Board of Governors - *Consiglio di Amministrazione* 26/07/2016, Senato Accademico – *University Senate* 19/07/2016, Consiglio degli studenti – *Student Council* 16/07/2016).

Students cannot benefit from more than one study grant for the same purposes during the same mobility period.

### **ADMINISTRATIVE PROCEDURES FOR STUDENTS' MOBILITY**

All students in the rankings (both winners and eligible) can ask for the recognition of the activities carried out abroad, provided that they clearly stated it while submitting their application. The recognition will be done according to the procedures that each Degree Programme has set, with particular reference to the activities related to the final examination.

All students in the rankings (both winners and eligible) must follow the instructions contained in the "Scholarships for Final Thesis Abroad – Guide for Selected Students", explaining the procedure to be carried out through **AlmaRM** (<https://almarm.unibo.it>).

The "Scholarships for Final Thesis Abroad – Guide for Selected Students" will be sent to all students (both winners and eligible) through their institutional e-mail address ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)) after the rankings are published.

**The procedure through AlmaRM must be followed by graduates too, but they will not be asked to submit any Learning Agreement.**



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### **TRATTAMENTO DEI DATI PERSONALI (in Italian)**

Con riferimento alle disposizioni di cui al D.Lgs. 30/06/2003, n. 196, concernente la tutela delle persone e di altri soggetti rispetto al trattamento dei dati personali e in particolare alle disposizioni di cui all'art. 13, l'Alma Mater Studiorum – Università di Bologna – via Zamboni 33, 40126 Bologna, quale titolare dei dati inerenti al presente concorso, informa che il trattamento dei dati contenuti nelle domande di concorso è finalizzato unicamente alla gestione dell'attività concorsuale e che lo stesso avverrà con utilizzo di procedure informatiche e archiviazione cartacea dei relativi atti.

Si precisa, inoltre, la natura obbligatoria del conferimento dei dati e la conseguenza della non ammissione al concorso in caso di rifiuto di fornire gli stessi. I candidati godono dei diritti di cui all'art. 7 della citata legge tra i quali figura il diritto di accesso ai dati che li riguardano, nonché alcuni diritti complementari tra cui il diritto di far rettificare, aggiornare, completare o cancellare i dati erronei, incompleti o raccolti in termini non conformi alla legge, nonché di opporsi per motivi legittimi al loro trattamento.

### **PUBLICITY AND PROCEDURE SUPERVISOR**

This call for applications is available at the following link: <https://bandi.unibo.it>.

For any information or requests: [farbiomot.didattica@unibo.it](mailto:farbiomot.didattica@unibo.it), Phone No. +39 (0)51 20 95553 – Manuela Borsari.

The procedure supervisor is Dr. Maria Grazia Gioia, Head of AFORM – Settore Servizi Didattici “Farmacia e Scienze Motorie”.