



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 and Imola Campuses

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.

1. SELECTION, PURPOSES AND GENERAL ADMISSION

This call for applications aims at the award of study grants for the preparation of the thesis abroad for 2024 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 months 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 2024:

7th March 2024, 7th October 2024

For the first deadline: 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. 7th March 2024 → not before 7th May 2024 and no later than 7th September 2024). Candidates may ask to start their period abroad after 30 days from the deadline of the selection to which they apply, but they must give specific



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reasons during their application (see art. 6, point b). In this case, the payment of the study grant before the beginning of the period abroad is not guaranteed.

For the second deadline: The period abroad must not begin before **90** days and later than seven months after the deadline of the selection to which candidates apply (e.g. 7th October 2024 → not before 7th January 2025 and no later than 7th May 2025). Candidates may ask to start their period abroad after 30 days from the deadline of the selection to which they apply, but they must give specific reasons during their application (see art. 7, point b). If the period abroad start between November 2024 and January 2025 the payment of the study grant before the beginning of the period abroad is not guaranteed.

In case of proved needs, upon formal request the date of the beginning of the period abroad may be modified even after the publication of the ranking. In any case, the minimum duration of the period abroad cannot change and must correspond to the one previously authorized.

The period abroad must end by 31/12/2024 for applications for the first deadline and by 31/12/2025 for applications for the second deadline.

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.

2. BOARD

A Board composed by the following Professors will evaluate the selection: **Paolo Bernardo Trost, Patrizia Hrelia, Giorgio Gallinella** (Statutory Board Members); **Nadia Passerini, Vincenzo Tumiatti, Elena Maestrini, Stefano Ferroni, Stefano Fedi, Stefano Iotti** (Deputy Board Members).

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

3. TOTAL AMOUNT AND SINGLE GRANTS

A total amount of **100,000€** was allocated by the FABIT Department Board for this Call. The amount of each study grant will be determined by the Board and may 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).

According to art. 12 of this Call, the duration of the period abroad may be extended after the departure, in case this is needed for the project and is agreed with the host institution.



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If candidates who are granted a scholarship do not spend their period abroad or 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. If a candidate's duration of the period abroad is less than three months, they will be asked to return the entire scholarship.

Maximum total amount for each selection:

1st Selection= 55,000 € - 2nd Selection 45,000 €

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

- € 600 each month, for Overseas destinations;
- € 500 each month, for European destinations.

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

4. 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). The Board will take into account only the credits earned until the deadline of the selection to which candidates are applying.
- 3) Priority to students who did not participate in study abroad experiences during their University Career.
- 4) Priority to students enrolled in International Degree Programmes.
- 5) Priority to students enrolled in Second-Cycle and Single-Cycle Degree Programmes.

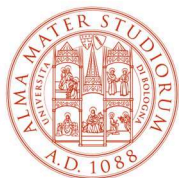
Specific Admission Requirements

Enrolled Students:

Degree Programmes in Biotechnology, Genomics, Applied Pharmaceutical Sciences:

- o Min. 100 CFU at the deadline for the selection to which candidates are applying;
- o Average Mark: 25.00 out of 30 or higher;

Degree Programmes in Health Biology, Molecular and Cellular Biology, Molecular and Industrial Biotechnology, Pharmaceutical Biotechnology:



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- 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: 28.00 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: 24.00 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 (winners – *vincitori*) and students who are eligible but were not given the grant (eligible – *idonei*). All students who do not reach the minimum score set by the Board will be excluded from the selection.

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 Board can decide to set a minimum score for the evaluation: if students do not reach that score, they will be not allowed to access the mobility abroad.

While evaluating the applications and establishing the amounts of the scholarships, the Board will take into account criteria that will ensure fair chances to the candidates of all the Degree Programmes, according to what established in the afore-mentioned points (1-5).

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.

5. CANDIDATES MARKED AS 'IDONEO'

Candidates who are in the ranking but do not obtain a scholarship, will be marked as 'IDONEO' and will be authorized to carry out their period abroad even if they are not entitled with a scholarship, according to their applications. This authorization implies that they get the insurance coverage (art.



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10) and will be able to ask for the recognition of the credits related to the preparation of their final examination abroad, provided that they comply with the procedures explained in art. 12.

6. APPLICATIONS

Applications must be submitted before the following deadlines

7th March 2024 (1st Selection), 7th October 2024 (2nd Selection), 1 PM

only through “Studenti Online”

In order to submit their applications, candidates must:

1. Access “Studenti Online” <https://studenti.unibo.it/>, using their SPID Credentials.
2. Click on “Calls”.
3. Select the following call: “Call for Applications for Study Grants for the Preparation of the Thesis Abroad 2024 – FABIT BOLOGNA”.

International students who do not hold an Italian ID Document and cannot have SPID credentials can access Studenti Online using their University Credentials.

For technical support on the website: Help Desk di Studenti Online, phone no +39(0)512080301 from Monday to Friday 9 AM – 1 PM and 2 – 5 PM (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.

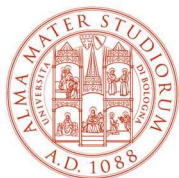
NOTE:

- 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.

7. 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, and – if applicable – the need for an anticipated start of the period abroad), purposes of the period abroad, destination country, Supervisor, teaching activity to be recognised, declaration of previous study abroad experiences, declaration of language assessment (English or the language of the country where the study**



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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), signed by the candidate and their Unibo Supervisor, 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.

8. RANKINGS

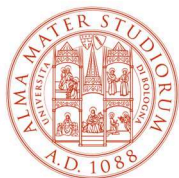
Rankings will be prepared by the Board and approved through an act signed by the Head of AFORM – Education Division and will be published at the following link: <https://bandi.unibo.it/agevolazioni/borse-mobilita>. The act will state the registration number, the total score obtained (as well as the score 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).

9. ACCEPTANCE AND WITHDRAWAL

Winners will receive specific communication of their study grants through their institutional e-mail address (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 – 3rd floor or via e-mail to 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.

Any change in the beginning/end of the mobility period must be motivated and communicated to farbiomot.didattica@unibo.it and to the UNIBO Supervisor at least 20 days before the actual date.

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.

10. 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. Particularly, in case of non-EU countries mobility, we suggest that candidates sign up for a travel health insurance autonomously.

11. INCOMPATIBILITIES

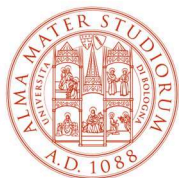
Defined by the University of Bologna Bodies (Board of Governors - *Consiglio di Amministrazione* 26/07/2016, Senato Accademico – *University Senate* 19/07/2016, Consiglio degli studenti – *Student Council* 16/07/2016).

Students cannot benefit from more than one study grant for the same purposes during the same mobility period. Furthermore, they cannot receive a study grant for the preparation of their thesis abroad if they already got one for the same purpose in the past.

12. 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>).



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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) 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.

Through AlmaRM students may also **request for the extension of their period abroad**, in case this is needed for the project and is agreed with the host institution. The extension will be approved through a formal act of the Head of AFORM (Education Division) and will extend also the insurance. The scholarship amount will not change.

13. AFTER THE MOBILITY PERIOD

At the end of the mobility period abroad – and in any case within the following 30 days – all participants must upload **a single pdf document** on AlmaRM (“Relazione Finale” section) containing:

- A declaration of the Unibo Supervisor – in headed paper of his/her Department – stating the actual experience (the professor shall indicate the beginning and end date of the mobility period).
- A headed paper declaration of the person in charge of the host institution, stating that the student has carried out his/her experience as agreed.
- A brief report of the student, signed by him/her and his/her Unibo Supervisor.

14. WITHDRAWAL AND IMPEDIMENTS

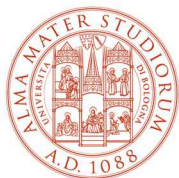
Candidates entitled with a scholarship who wish to withdraw, must send an e-mail to AFORM – Settore Servizi Didattici “Farmacia e Scienze Motorie” (farbiomot.didattica@unibo.it) from their institutional e-mail address (name.surname@studio.unibo.it). If the period abroad is not carried out in the agreed time, candidates must return the scholarship already obratined.

Should some impediments arise after the scholarship is awarded (maternity, documented illness) candidates will keep their right on their scholarship. The documentation regarding the impediment must be sent to AFORM – Settore Servizi Didattici “Farmacia e Scienze Motorie”: the scholarship will be temporarily suspended, but candidates may use it after the impediment is resolved.

15. PERSONAL DATA PROCESSING

According to the 30/06/2003 Legislative Decree no. 196, the Alma Mater Studiorum – Università di Bologna (via Zamboni 33, 40126 Bologna) is the Data Controller and Data Protection Officer. The data gathered through this application is aimed only at managing this application itself.

Personal data must be given to Alma Mater Studiorum – Università di Bologna: in case of candidates’ refusal to fulfil this obligation, they will be excluded from the procedure ruled by this call for applications. Candidates have the rights guaranteed by Art. 7 of the afore-mentioned law: they can



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access their data and can ask that they be amended, updated, or erased in case they are not correct or were not obtained according to the law.

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

For any information or requests: farbiomot.didattica@unibo.it, Phone No. +39 (0)51 20 95557 – Sara Giordani.

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