



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

AREA  
FORMAZIONE E DOTTORATO

**CALL FOR APPLICATIONS: SCHOLARSHIPS FOR RESEARCH PERIODS ABROAD FOR THE PREPARATION OR IN-DEPTH STUDIES OF THE FINAL EXAMINATION**

The call is intended for master students and graduated students from degree programmes related to the Departments DA, DEI, DICAM, DIN and DISI at Bologna campus

**FIRST CALL — YEAR 2024**

**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.

**GENERAL INFORMATION**

The call for applications aims to award scholarships to partially cover the expenses related to a research period at universities or higher education institutions or private bodies abroad, for the preparation or research on the final examination (thesis).

The call is intended for second cycle and single cycle degree students who are about to graduate ("laureandi") and second cycle and single cycle graduates within 6 months after graduation, belonging to the Departments DA, DEI, DICAM, DIN and DISI at Bologna Campus.

The budget is identified separately by each Department and therefore the rankings of selected and eligible (idoneo) candidates will be drawn up separately, based on the Department to which each candidate belongs to, by specific departmental commissions.

**ART.1 REQUIREMENTS**

The call is open to:

- **Students** enrolled for the a.y. 2023/2024 to the second year of Master's Degrees and to the fifth year of single-cycle degree (Campus Bologna) to the programmes:

**Department of Architettura – DA**

- LM Advanced design – code 9021 / 9256
- LMCU Ingegneria edile-architettura – code 0940 / 0067
- LM Ingegneria Edile-Architettura – code 5697
- LM Architecture and Creative Practices for the City and Landscape – code 5809

**Department of Ingegneria dell'Energia Elettrica e dell'Informazione "Guglielmo Marconi" – DEI**

- Automation engineering – code 8891
- Ingegneria dell'energia elettrica – code 8611 / 9066

**Responsabile del procedimento:** Dott.ssa Stefania Spada | stefania.spada@unibo.it

**AFORM - SETTORE SERVIZI DIDATTICI "INGEGNERIA-ARCHITETTURA"**

Viale del Risorgimento, 2 | 40136 Bologna | Italia | Tel. +39 051 2093947 | [ingarc.internazionale.bo@unibo.it](mailto:ingarc.internazionale.bo@unibo.it)



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- Ingegneria elettronica – code 0934
- Telecommunications engineering – code 8846 / 9205
- Advanced automotive electronic engineering – code 9238
- Electric Vehicle Engineering – code 5699

#### **Department of Ingegneria Civile Ambientale Chimica e dei Materiali – DICAM**

- Civil engineering – code 8211 / 8895
- Ingegneria chimica e di processo – code 0929 / 8896
- Ingegneria civile – code 0930
- Ingegneria per l'ambiente e il territorio – code 8894

#### **Department of Ingegneria Industriale – DIN**

- Ingegneria energetica – code 0935
- Ingegneria gestionale – code 0936
- Ingegneria meccanica – code 0938 / 5724

#### **Department of Informatica – Scienza e Ingegneria – DISI**

- Artificial intelligence – code 9063
- Ingegneria informatica – code 0937 / 5826

- **Graduated students** who have obtained their title in one of the aforementioned Master's Degree Courses, maximum six months before the deadline of the current call, and only for in-depth studies aimed at publishing an article on the topic of the final dissertation. The assignee of the grant is required to submit proof of publication to the administration. The publication can be both in paper journals and on-line magazines.

**It is relevant to note that the grant awarded as a student cannot be used as a graduate, meaning if the status of the assignee changes.**

Candidates should be in one of the two categories and the condition of student must be hold for the entire period of the exchange abroad.

The have to meet the requirements within the deadline of the call.

#### **ART. 2 PERIOD OF THE ACTIVITY**

The winners of the study grants must start their mobility by **October 3rd 2024**, with the exception of any possible derogation arranged by the competent bodies, and the exchange must last maximum **180 days**.

Whether the exchange's start date is prior to the date of the administrative provision (managerial decree) for assigning the contribution, the financial coverage of the scholarship as well as the formal authorization to carry out the period abroad start from the deadline of this call.

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### ART. 3 APPLICATION PROCEDURE

Under penalty of exclusion, the application can be submitted **exclusively through the platform “STUDENTI ONLINE”**, no later than:

**April 3<sup>rd</sup> 2024, at 1:00 pm**

To submit the application, candidates must:

1. Log in <https://studenti.unibo.it/> using your personal Unibo credentials (username and password);
2. Click on the tab “Calls”;
3. Select the option “ call for applications: scholarships for research periods abroad for the preparation or in-depth studies of the final examination” for the Department they are enrolled or graduated, as indicated in Art. 1.

Please note that only students who meet the requirements of the Call established in art. 1 will be enabled to proceed with the completion of the online application.

For technical assistance to complete the procedure, students may contact the Studenti Online Help Desk by phone at: +39 051 2080301 from Monday to Friday, from 09 a.m. to 01 p.m. and from 02 p.m. to 05 p.m. or send an e-mail to [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it)

Information about this call will be sent to the applicant’s unibo email address [...@studio.unibo.it](mailto:...@studio.unibo.it).

Please be aware that:

- a. Application is only submitted when the above described procedure has been finalized;
- b. Applicants should carefully check the personal data entered in their Studenti Online account;
- c. Under no circumstances candidates can apply via e-mail or by sending/handling paper forms.

### ART. 4 DOCUMENTS TO BE ATTACHED TO THE APPLICATION

To participate in the call, candidates must submit the following documentation:

1. **Application form**, signed;
2. **Curriculum vitae**, signed;
3. **Research project** (in Italian or in English), pointing out destination and period abroad. Project description should include the following information: a. Project title; b. Project expected length; c. Abstract; d. Project goals description; e. Reason for choosing the project topics and venue; f. Hosting institution or research group description; g. Research methods and techniques. Each part from point c) to g) shall not overcome 25 lines in terms of length (font and formatting to be freely chosen by the applicant).  
**Please note:** Notable changes to the project, after the deadline for the submission of the applications will make the candidate lose the grant and the status of selected/suitable.
4. **Declaration from the thesis’ supervisor with:**
  - 4.1) **Written approval of the project** stating why the work will benefit from an activity abroad;
  - 4.2) **Declaration specifying academic links or contacts with the foreign institution** regarding the research project, stating the institution is willing to host the applicant. This declaration should



include the name of the contact person that will supervise the candidate's research work abroad. Please notice: the Departments DA, DEI, DICAM, DIN and DISI will not send an official nomination of the candidate to the host institution. However, successful candidates will receive a letter from the own Department or International Mobility Office to certify that they've been authorized to perform their thesis preparation abroad. In this regard, it is noted that the relevant Department or the Engineering-Architecture Education Office are not required to send any formal nomination of the assigned student to the host institution, and that successful and eligible students will only be provided with a certification attesting to the status of winner /eligible for the procedure.

5. Only for students graduated at other universities: self-certification of the achievement of the bachelor degree, with indication of the final grade.

*The above statements are made pursuant to art. 46 DPR 445/2000 and must be resubmitted if the declared conditions change during the course of the scholarship.*

*In case of incomplete documentation, the application will not be taken into consideration.*

#### **ART. 5 GRANT AMOUNT**

Scholarship's amount will be set by the specific Evaluation Commission, considering the length of time and the cost of living in the Country of destination.

The study grants' amount will be set considering both the cost of living in the country of destination and the length of the stay (which, however, cannot exceed six months).

Each grant might vary from a minimum of **€ 1,000.00** up to a maximum of **€ 3,100.00**, net of charges to be paid by the Institution (IRAP, etc.). The obligation to respect the minimum and maximum thresholds cannot be waived.

The evaluation Commission considers the following amounts as appropriate to be granted for the stay abroad:

- € 450 as maximum monthly grant for living expenses.
- € 200 as maximum grant for travel expenses for a European destination.
- € 400 as maximum grant for travel expenses for an extra-European destination.

**In case of assignment to students of foreign nationality, destinations in the country of residence will not be accepted.**

The study grant will be paid before the assignee's departure, only if the departure date is scheduled in a timespan consistent with the required timing for administrative procedures to be carried out by the relevant offices. In the event that the offices receive the required documentation after the deadline set by this call, the study grant will be paid later.

If the scholarship winner is a graduate student, the sum of € 1.04 will be deducted directly from the amount of the scholarship for insurance coverage. The insurance covers the cases provided for by the Unibo Policy: it is NOT intended as a substitute for additional insurance foreseen in the host country.

#### **ART. 6 EVALUATION COMMISSIONS**

The evaluation of the projects will be carried out by evaluation commissions of each Departments DA, DEI, DICAM, DIN and DISI and nominated with Managerial Decree.

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Each commission will evaluate candidates from their departments:

**Department of Architettura – DA**

Members: Proff. Luca Guardigli, Andreas Sicklinger, Alessio Erioli  
Substitute Members: Prof.ssa Micaela Antonucci, Dott.ssa Carlotta Viani

**Department of Ingegneria dell'Energia Elettrica e dell'Informazione "Guglielmo Marconi" – DEI**

Members: Proff. Alberto Santarelli, Roberto Diversi, Leonardo Sandrolini  
Substitute Members: Prof.ssa Marina Barbiroli

**Department of Ingegneria Civile Ambientale Chimica e dei Materiali – DICAM**

Members: Proff. Luca Mantecchini, Francesco Tinti, Cristiana Boi  
Substitute Members: Proff. Valeria Vignali, Alessandro Dal Pozzo

**Department of Ingegneria Industriale – DIN**

Members: Proff. Michele Celli, Marco Bortolini, Nicola Sancisi  
Substitute Members: Proff. Antonio Barletta, Vittorio Ravaglioli

**Department of Informatica – Scienza e Ingegneria – DISI**

*Artificial intelligence – code 9063*

Members: Proff. Roberta Calegari, Mirco Musolesi, Paolo Torroni

*Ingegneria informatica – code 0937 / 5826*

Members: Proff. Luca Foschini, Marco Prandini, Federico Chesani

Substitute Members: Prof. Antonio Corradi

**ART. 7 EVALUATION CRITERIA**

Commissions will take into consideration thesis concerning topics with an international content and approach and, in any case, only projects in which the search for material and information abroad proves to be of particular importance or usefulness.

The Evaluation Commissions will set the scholarships amount according to the parameters mentioned in Art.5 and to other criteria, which include the following:

- research project;
- curriculum, evaluating: number of CFU (ECTS credits) completed up to the deadline of this call (compared to the total number of CFU for the year of enrollment); exams marks; final graduation mark for the Bachelor Degree (in Italy or abroad).

It will be primarily evaluated the research project over the student's academic curriculum.

Further criteria may be established by the evaluation commission.

Please notice that the evaluation commission will only be taking into account CFU earned from the current Degree Programme and not those earned in previous Degrees. Similarly, CFU earned for purposes other than getting the current Degree (e.g. credits earned for additional courses required by Collegio Superiore) will not be taken into account.

The overall evaluation will result in a score out of 100.

The study grants will be awarded on the basis of the ranking established by the commission.

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#### **ART. 8 RISK FACTORS**

In addition to the aforementioned criteria, the commission avails itself of the possibility to take into consideration the safety risks in the country and/or area where the mobility is planned, as it is at the time of the evaluation, as a further awarding criterion. For this purpose, the commission refers to the security updates published in the “country sheets” by the Italian Ministry of Foreign Affairs and International Cooperation on the website [www.viaggiasesicuri.it](http://www.viaggiasesicuri.it)

#### **ART.9 ELEGIBLE CANDIDATES**

Those students that are eligible in the final ranking list, even though they are not assigned the scholarship, will be authorized to go abroad for the period indicated in the application. The authorization will guarantee the insurance cover as indicated in Art. 12 of this call and will allow students to get the credits for the preparation of the final examination abroad recognized once they have successfully completed the period abroad, as far as the administrative procedures described in Art. 12 are complied with.

#### **ART.10 PUBLICATION OF THE RANKING LIST**

The five lists of eligible candidates (ranking lists) will be issued by the evaluation commissions and made available on the webpage: <https://bandi.unibo.it/>

The ranking lists will be officially approved AFORM’s Managerial Decree which includes the names of the grantees, the amounts of the grants, the destinations and periods of research.

#### **ART.11 GRANT NOTIFICATION AND ACCEPTANCE**

Successful candidates will be notified of the grant assignment and receive the forms to be filled out in order to accept the grant and get the payment on their official Unibo e-mail address ([...@studio.unibo.it](mailto:...@studio.unibo.it)).

In order to accept the grants, winners will be required to provide the International Mobility Office with the aforementioned form duly compiled and signed, together with a copy of a valid identity document per email ([ingarc.internazionale.bo@unibo.it](mailto:ingarc.internazionale.bo@unibo.it)) **within the deadline indicated in the notification e-mail, otherwise the grant will be lost.**

Candidates should be aware that, once the grant is assigned, the payment of the amount due will be subsequent to the date of publication of the Managerial Decree.

#### **ART.12 ASSURANCE AND BEGINNING OF THE ACTIVITY**

The Dean’s Decree is meant as a formal authorization for grantees and eligible students’ insurance coverage during the journey and stay abroad.

Students do not need to undertake any further action in order to get insurance coverage as long as they are properly enrolled at the University of Bologna.

Graduates who are no longer registered as students of the University of Bologna need to pay €1,04 as insurance premium: the amount will be withheld from the scholarship

Winning students must comply with the instructions given in the “Guide for winning students”, relating to the administrative formalities to be carried out through the AlmaRM platform (<https://almarm.unibo.it>), which are mandatory in order to recognize the activity of preparation of the final examination.

The Guide will be sent by e-mail to all winning students following the publication of the rankings.

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### **ART.13 FURTHER DUTIES AFTER THE ASSIGNMENT**

The winners must return both the form with their personal data, the methods of payment and fiscal deductions, completed and signed, when they accept the scholarship (cfr. Art.11).

In case of emergency situations, once the period abroad has started, assignees must register on the website "Dove siamo nel mondo" <https://www.dovesiamonelmundo.it/home.html>.

### **ART.14 DUTIES AT THE END OF THE EXCHANGE**

At the end of the research period abroad, within 30 days of their return to Italy, the assignee must submit, by uploading them on the website AlmaRM, the following documentation as proof of the regular execution of the activity:

- 1) **Certificate of Departure**, certifying the real period of the research project abroad covered by the scholarship;
- 2) **Declaration** signed by their Unibo thesis supervisor (relatore);

Moreover, they must complete **the recognition request** of the activities completed abroad on AlmaRm.

**In the event that the beneficiary of the study grant does not carry out the mobility within the foreseen period or does not produce the documentation requested above, they will have to return the sum received.**

### **ART.15 INCOMPATIBILITY**

In accordance with the resolutions of the Academic Bodies (Administration Commission 26.07.2016, Academic Senate of 19.07.2016 and Students Council of 16.07.2016) on the subject of incompatibility in the field of international mobility:

- it is not possible to finance the same mobility period with two or more scholarships issued by the University of Bologna or EU funds (prohibition of double funding, eg: Erasmus + and study grants for thesis abroad);
- it is not possible to benefit, during the same academic year, from two or more scholarships for mobility periods with the same purpose, if such periods coincide. If, during the same academic year, the two mobility periods are not overlapping, the incompatibility does not exist.

### **ART.16 SUSPENSION CLAUSE AND REVOCATION CLAUSE**

After the assignment of the study grant and before departure, the commission, in agreement with the student's supervisor, may suspend or revoke the scholarship and deny the authorization to leave, in the event that new safety updates published in the "country sheets" by the Italian Ministry of Foreign Affairs and International Cooperation on the website [www.viaggiare Sicuri.it](http://www.viaggiare Sicuri.it) reveal an aggravation of the safety risks in country and/or area where mobility is planned, compared to the situation at the time of the assessment of the application.

Students are advised to activate a valid insurance in the event of travel cancellation.

If, after the submission of the application, impediments to the regular use of the study grant occur (for example: maternity; serious and documented illness), the assignee will keep the right to the scholarship.

In this case, the assignee must communicate the cause of the impediment to the Engineering-Architecture Education Office ([ingarc.internazionale.bo@unibo.it](mailto:ingarc.internazionale.bo@unibo.it)) providing adequate documentation.

The right to use the study grant will be temporarily deferred and the assignee will be able to benefit from it at the conclusion of the specific impediment.

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#### **ART.17 PERSONAL DATA PROCESSING**

Information on the processing of personal data submitted with the applications is published on the Unibo Portal, at the webpage <https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/personal-data-processing> .

The Data Controller is identified in the Alma Mater Studiorum University of Bologna, located in Bologna, Via Zamboni n. 33.

#### **ART. 18 PUBLICATION**

This call is published on the University of Bologna website <https://bandi.unibo.it/> .

For information: [ingarc.internazionale.bo@unibo.it](mailto:ingarc.internazionale.bo@unibo.it) .

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