



AREA FORMAZIONE E DOTTORATO

**CALL FOR APPLICATIONS: SCHOLARSHIPS FOR FINAL THESIS RESEARCH ABROAD IN SECOND-CYCLE OR SINGLE-CYCLE DEGREES**

**FOR GRADUATING AND RECENTLY-GRADUATED STUDENTS**

**The call is intended for graduates and master students of degree programme related to the Department of “Industrial engineering” (DIN) at the Bologna campus**

**SECOND CALL — YEAR**

**Text and legal disclaimer**

This English translation has been created for information purposes. In the event of legal issues or claims, only the Italian version of this “Call of applications” will be taken into account.

**1. EVALUATION AND ELIGIBILITY CRITERIA**

The Department of DIN offers scholarships to spend study and research periods abroad aimed at preparing the final dissertation. The period is to be spent **in foreign universities or public institutions or research centres or private bodies.**

The “Call for applications” is open to:

- 1) **Second-cycle and single-cycle degrees students who are about to graduate** (so-called “laureandi”) from the Department of DIN (Bologna and campus) as a grant to spend a period abroad within foreign Universities/Higher Education Institutions/private Bodies in order to draw up the final project (thesis).
- 2) **Second-cycle and single-cycle graduates within 6 months after graduation (this condition should be hold when applying)** from the Department of DIN (Bologna campus) as a grant to spend a period abroad within foreign Universities/Higher Education Institutions /private Bodies in order to draw up a research-paper developing thesis-related topics.

Candidates should be in one of the two categories and therefore meet the aforementioned requirements at the moment of application, otherwise they will not to be able to go through the on line procedure (see art. 5).

Moreover, the personal status of graduating student (“laureando”) should be maintained throughout the whole research period abroad, meaning that graduation can occur only at the end of it.

The activity abroad must compulsorily begin by **June 30, 2020**, and will have to last peremptorily from a **minimum of 3 months** to a **maximum of 6 months**.

For periods abroad started before the date of the official President’s Decree assigning the grants, candidates should be aware that the official authorization, as well as the scholarship, will only cover the period after the closing date of this “Call for applications” (December 16<sup>th</sup>, 2019) and for the duration set by the selection Board.



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Thus, in order to determine the duration of the period abroad, the starting date cannot be set before the closing date of this application procedure.

### 2. SELECTION BOARD

The applications will be evaluated by a Board appointed by the Council of the Department of DIN, which will work according to self-determined criteria.

### 3. SCHOLARSHIP OVERALL BUDGET AND GRANTS AMOUNT

For thesis-abroad purposes, the Council of the Department of DIN has set a budget of €24,500.00 for the year 2019 to be made available in two "Calls for applications".

The amount will be divided at the discretion of the Evaluation Board in the two Calls for application that will open in the 2019 calendar year.

Scholarships amount will be set by the Evaluation Board, taking into account the period duration and the cost of living in the Country of destination.

In any case, each grant will be varying from a minimum of €1,000.00 up to a maximum of €3,100.00 (net after deduction of tax burdens such as IRAP, IRPEF). Under no circumstances assigned grants shall go beyond the given limits.

The evaluation Board 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.

The amount of the grant may therefore vary depending on the destination and the duration of the stay abroad.

### 4. EVALUATION CRITERIA

The Evaluation Board will set the scholarships amount according to the above mentioned parameters and to other criteria, which include the following:

- In order to be evaluated, projects should be clearly internationally-oriented. In particular, gathering research data abroad should be relevant to the thesis work.
- The evaluation process will assess projects as well as students' career (where projects evaluation will count more than careers).
- In order to examine the student's career, the following items shall be considered:
  - Number of CFU (ECTS credits) completed up to the moment of application (compared to the total number of CFU for the year of enrollment);
  - Exams marks;
  - Final graduation mark for the Bachelor Degree or GPA (if any).

Please notice that the Evaluation Board 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



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required by Collegio Superiore) will not be taken into account.

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

Grants amount will be set by the Board according to the aforementioned score, as well as according to research duration and Country of destination, as above specified in Art. 3 – Scholarship overall budget and grants amount.

### 5. ELEGIBLE CANDIDATES

Those students that are eligible in the final ranking list, even though they're 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. 10 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.

### 6. APPLICATION PROCEDURE

Application submission is possible from November 8<sup>th</sup> 2019 up to the deadline set on:

**December 16<sup>th</sup>, 2019 – h. 11:59 am**

**Applications can only be submitted online by using the students' "Studenti online" account.**

To submit the application, please do as follows:

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 "Borse di studio per tesi all'estero - LM DIN - sede di Bologna";

Applicants must be aware that **they need to meet admission requirements set out in art. 1**, otherwise they will **not be able to finalize the procedure**.

For technical assistance to complete the procedure applicants may contact Studenti Online Help Desk to be reached on the phone at the number +39 0512099882 (Monday-Friday, 9.00 am – 1.00 pm) or by e-mail ([help.studentionline@unibo.it](mailto:help.studentionline@unibo.it)).

As far as this "Call for applications" is concerned, any communication will be sent to the applicant's Unibo e-mail account ([name.surname@studio.unibo.it](mailto:name.surname@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.

### 7. DOCUMENTS TO BE ATTACHED TO THE APPLICATION

Applicants must enclose with the application the following documents properly signed, otherwise their request will be **rejected**:



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1. CV/résumé in European format.
2. Only for those who didn't earn their Bachelor Degree at the University of Bologna: self-certification (according to art. 46 - DPR. 445/2000) of having earned an Italian Bachelor Degree (Laurea) with final graduation mark (to be downloaded from Studenti Online if received from the University of Bologna). Candidates holding a Bachelor degree earned abroad may enclose Diploma Supplement (if EU) or Declaration of Value (DOV) reporting graduation mark or GPA (if any).
3. Attachment A, properly filled in and signed, including the following information:  
Name of the student's degree programme, duration of the period abroad, starting and ending dates, host Institution and host Country, name of the thesis supervisor at Unibo. Applications which fail to include this information will be rejected.
4. Detailed research project (written 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).

5. Supervisor's declaration containing:
  - 5.1) Written approval of the project stating why the work will benefit from an activity abroad.
  - 5.2) 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 Department of DIN will not send an official nomination of the candidate to the host institution. However, successful candidates will receive a letter from the Department of DIN or International Mobility Office to certify that they've been authorized to perform their thesis preparation abroad.
6. Attachment B (tax and social security data) duly completed and signed.

## 8. PUBLICATION OF THE RANKING LIST

**By January 31<sup>st</sup> 2020** the list of eligible candidates (ranking list) will be issued by the Evaluation Board and made available on the notice-board of the Department of DIN – Viale del Risorgimento, 2 40136 Bologna. It will also be published for 5 days on the Department website: <http://www.ingegneriindustriale.unibo.it/it> - "Highlights" section.

Any claims against the decisions of the Evaluation Board must be received within 5 days after the publication of the ranking list and should be sent by e-mail to the International Mobility Office of the Engineering and Architecture area ([ingarc.internazionale.bo@unibo.it](mailto:ingarc.internazionale.bo@unibo.it)).

After the 5 days deadline, the ranking list will be officially approved by a Decree of the Dean of the Department which includes the names of the grantees, the amounts of the grants, the destinations and periods of research.



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### 9. 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 ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)). Such a notification will occur as soon as the ranking becomes final and the Dean's Decree is published (see Art. 8 – "Publication of the ranking list").

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))

**not later than 7 working days** after receiving 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 Dean's decree.

### 10. INSURANCE AND ACTIVITY BEGINNING

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 €1.64 as insurance premium: the amount will be withheld from the scholarship.

### 11. INCOMPATIBILITY CLAUSES

General incompatibility principles set out by the Academic Senate on international mobility will apply to these scholarships. Indeed, on no account the same period abroad can be financed by multiple grants.

Moreover, having benefited from a scholarship for thesis research abroad in the past, as well as having been assigned one and having turned it down, shall prevent from getting a scholarship.

### 12. ADMINISTRATIVE PROCEDURES

Winner and eligible students must observe the instructions in the "Guide for winning and suitable students", related to the administrative tasks to be carried out through the AlmaRM platform (<https://almarm.unibo.it>). These instructions are mandatory for the purpose of recognition thesis preparation activity. The Guide will be sent via e-mail to all winners and eligible students following the publication of the ranking list

### 13. FINAL REPORT

As soon as the period abroad is completed, assignees should provide the International Mobility Office with a declaration from their supervisor stating they have effectively performed the research abroad. A pre-filled form of such a declaration will be sent to the students together with the official notification of the grant assignment.

Grantees not presenting that document shall pay back sums already received.

### 14. TURNING DOWN GRANTS AND IMPEDIMENTS

Grantees willing to turn down the assigned grant should notify the International Mobility Office by e-mail ([ingarc.internazionale.bo@unibo.it](mailto:ingarc.internazionale.bo@unibo.it)), attaching to the mail a copy of valid ID or passport.

Winners who do not spend the period abroad having received the scholarship shall pay back sums



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already received. Moreover, they will not be able to apply for the next “Call for application”. Should any temporary impediment occur after the application preventing the grantee from leaving (e.g. maternity, serious and certified illness), scholarship will be temporary put off as soon as that impediment disappears. In such a case, the grantee must inform the International Mobility Office of the impediment, providing appropriate documentation.

#### **15. PUBLICITY AND PERSONAL DATA PROCESSING**

With reference to the provisions of the Decree. 30.06.03 n. 196, on the protection of persons and other subjects regarding the processing of personal data and in particular to the provisions of art. 13, the University of Bologna – Via Zamboni 33, 40126 Bologna, as holder of the personal data relating to the present call, informs that the data contained in the application is exclusively aimed at the call and procedure management and the same applies to the use of computer procedures and data storage of the same documents. It also states the mandatory nature of data conferring and the exclusion from the call if one refuses to provide the same. Candidates have the rights under Art. 7 of the above mentioned Law which include the right of access to data concerning them, and some additional rights including the right to rectify, update or delete incorrect and incomplete data or data not collected in conformity with law, and to object for legitimate reasons to their treatment.

This “Call for applications” is to be published on the Department’s noticeboard – Viale del Risorgimento, 2 Bologna – as well as on its website.

For further clarifications, it is possible to contact the International Mobility Office (Sergio Monterotti: [ingarc.internazionale.bo@unibo.it](mailto:ingarc.internazionale.bo@unibo.it)).

The person in charge of the admin procedure related to this “Call for applications” is Dr. Lara Sorrentino (Admin Head of Settore Servizi Didattici Ingegneria e Architettura).

Bologna, 30<sup>th</sup> October 2019

Digital Signed  
The Manager  
(Daniela Taccone)