



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
CESENA CAMPUS BRANCH

**CALL FOR APPLICATIONS: SCHOLARSHIPS FOR RESEARCH PERIODS ABROAD FOR THE PREPARATION OR
IN-DEPTH STUDIES OF THE FINAL EXAMINATION
ACADEMIC YEAR 2023/2024
(Executive Provision rep. n. 1018/2024 - prot. n. 36669 of 12/02/2024)**

**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.**

1. SUBJECT, AIM AND REQUIREMENTS.

The call for applications has been issued in order to award study grants to carry out research periods abroad, aimed at preparing the final dissertation or writing an article on the topic of the final dissertation, to be later submitted for publication. The projects that will be taken into consideration for the award must address issues of international relevance or setting; in any case, the scholarship will be awarded only to projects where the search for material and information abroad proves to be of particular importance and usefulness.

The Call for applications is open to:

- **Students** enrolled in the following Master's Degrees:
 - Master's Degree Programme in Biomedical Engineering;
 - Master's Degree Programme in Electronic and Telecommunication Engineering for Energy;
 - Masters' Degrees of previous systems.
- **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.

The scholarships are intended to be a **partial financial aid** to support the expenses related to the stay abroad.

The number of grants awarded will vary in relation to the number of applications received, to the amounts awarded for each grant, and to the budget available, as it will be established by the Evaluation Committee, following the procedures indicated in point 5 of this Call.

For graduating students, the activity carried out abroad may be recognized in their career as type E "Final Examination Preparation Abroad", and for the number of corresponding credits established by the regulations of the Degree Programme.

Person in charge of the procedure: Stefania Spada | Cesena Teaching Services Unit | Office for the Degree Programmes in Engineering, Science and Architecture

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The mobility period abroad cannot last more than 6 months.

Mobility is not possible in the student's country of residence.

Departure for the period abroad must take place within 6 months from the deadline of the Call, with the exception of any possible derogation arranged by the competent bodies.

2. APPLICATION PROCEDURE.

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

March 13th 2024, at 1:00 pm

To submit the application, you need to:

1. log into <https://studenti.unibo.it/> using your personal Unibo credentials;
2. click on the “Calls” tab;
3. select the option “Grants for the final examination preparation abroad (DEI Master’s Degrees – Cesena Campus)” - “Borse di studio per tesi all’estero (lauree magistrali DEI-Cesena)”.

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 (0)512099882 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.

3. DOCUMENTS TO BE ATTACHED TO THE APPLICATION.

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

- a) **application form**, signed;
- b) **curriculum vitae**, signed;
- c) **detailed description of the research project** to be carried out abroad, signed by the student;
- d) **written approval of the dissertation project, signed by the thesis’ supervisor**, with the declaration of the usefulness of the research activity at the proposed host institution;
- e) **declaration from the thesis’ supervisor mentioning the institutional connections with the Host institution and the name of the contact person abroad**; the supervisor will have to state the commitment to follow the student in their research project.
- f) **the confirmation of the foreign Institution/University** to accept the incoming student, and its availability to support their research project. If this is not possible, the thesis’ supervisor will have to specify the reason;
- g) **self-certification of the exams taken** with indication of the passed exams, their grade and relative credits (to be downloaded from the website www.unibo.it – Online Services – Studenti Online – Certificates and Self-certifications);
- h) copy of a valid **identity document**.

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.

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4. GRANT AMOUNT.

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).

In any case, 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.

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.

5. EVALUATION COMMISSION AND AWARDED CRITERIA.

The evaluation of the projects will be carried out by a specific Evaluation Committee, appointed for this purpose for the entire year 2023, composed as it follows: prof. Claudio Fiegna, prof. Marco Tartagni, prof. Emanuele Domenico Giordano, Ms. Maria Smurro. Substitute Members prof. Stefano Severi, Prof. Enrico Paolini.

The amount of the scholarships will be determined by the Committee, which will assess the projects and curricula of the candidates, according to the established requirements, also taking into consideration additional contributions already awarded for the same activity.

In awarding the scholarships, the Committee will evaluate:

- the quality of the research project, considering both the activities that have been proposed and the adequacy of the host structure;
- the curriculum of studies, considering both the compatibility between the progression in the student's academic career and the final dissertation preparation (for graduating students), and the weighted average of the grades already obtained, or the final degree mark, as stated in the application form.

The Call will be aimed primarily at awarding grants for the preparation of the final dissertation abroad and, alternatively, for a further research period on the topic of the final dissertation, for newly-graduated students.

Further criteria may be established by the Evaluation Committee.

The projects must be accompanied by the written approval of a professor (thesis' supervisor), which highlights the usefulness of the mobility at the chosen University or other proposed foreign institution/body. The professor must also certify the institutional connections or contacts established abroad, in relation to the research period.

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As part of the merit assessment, it must be primarily evaluated the research project in relation to the student's academic curriculum.

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

6. RISK FACTORS.

In addition to the aforementioned criteria, the Committee 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 Committee refers to the security updates published in the "country sheets" by the Italian Ministry of Foreign Affairs and International Cooperation on the website www.viaggiare Sicuri.it.

7. SUSPENSION CLAUSE AND REVOCATION CLAUSE.

After the assignment of the study grant and before departure, the Committee, 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 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 Teaching Office for Engineering, Science and Architecture courses (campuscesena.internazionalizzazioneingegneria@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.

8. INCOMPATIBILITY.

In accordance with the resolutions of the Academic Bodies (Administration Board 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.

9. METHOD OF ALLOCATION OF SCHOLARSHIPS AND BEGINNING OF THE PERIOD ABROAD.

The scholarships will be awarded based on the evaluation carried out by the Committee.

Successful candidates will be notified by e-mail.

The winners of the study grants must, however, start their mobility **by 13 September 2024**.

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In case it becomes necessary to change the start/end date of the mobility, it will be necessary to promptly notify the Teaching Office for Engineering, Sciences and Architecture courses (campuscesena.internazionalizzazioneingegneria@unibo.it), with a reasonable time to permit the authorization of the change.

10. ALMARM REGISTRATION.

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.

11. FURTHER DUTIES AFTER THE ASSIGNMENT.

The winners must return both the form with their personal data, the methods of payment and fiscal deductions, and declaration of acceptance of the scholarship, duly completed and signed, with the exact indication of the start of the period abroad, at least 30 days before the departure.

In case of emergency situations, once the period abroad has started, assignees must register on the website “Dove siamo nel mondo” <https://www.dovesiamonelmondo.it/home.html> and communicate their address (or any further change during the period of stay abroad) to the Teaching Office Engineering, Sciences and Architecture courses (campuscesena.internazionalizzazioneingegneria@unibo.it).

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 Arrival and Departure**, certifying the real period of the research project abroad covered by the scholarship, and for which the scholarship was disbursed;
- 2) **Transcript of Records** by the host institution (or, if the host institution does not have a specific form for the dissertation preparation activity, a **final report** signed by the contact person), certifying the content of the activities carried out under their supervision;
- 3) 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.

For **newly graduated students**, the actual completion of the activity carried out abroad will be confirmed only when they submit **an article published in a magazine/newspaper/online**, since the scholarship’s aim for newly graduated students is strictly connected to the publication of an article.

Therefore, it is necessary to produce proof of publication as a regular execution of the activity.

If not so, students will be requested the refund of the sum received.

12. 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>.

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

The Data Processor for the exercise of the aforementioned rights is the Manager of the Cesena Campus Area.

Pursuant to Law 241/90, the person in charge of the procedure relating to the granting of the scholarships, which is the responsibility of the University, is Ms. Stefania Spada.

13.PUBLICATION.

This call is published on the website <https://bandi.unibo.it/> as well as on the websites of the Master's Degree Programmes of the Department of Electrical and Information Engineering «G. Marconi» - Cesena Campus.

For information: campuscesena.internazionalizzazioneingegneria@unibo.it.

The subject line of the message must be "Study grant for final dissertation preparation abroad ENGINEERING-DEI".

Cesena, 15 febbraio 2024

The Executive Manager
Leonardo Piano
Document digitally signed

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