



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 2022/2023
(Executive Provision rep. n. 4936/2022 - prot. n. 173895 del 28/07/2022)**

1. SUBJECT, AIM AND REQUIREMENTS.

A call for applications is announced for the award of scholarships to carry out research periods abroad aimed at preparing the final examination or an article, to be submitted for publication, concerning the topic of the final examination itself. Projects on issues of international content or setting will be taken into consideration and, in any case, only those in which the search for material and information abroad proves to be of particular importance and usefulness.

The Call for applications is open to:

- **students who are about to graduate** for the following Master's Degree Courses of the Department of Psychology «Renzo Canestrari»:
 - Master's Degree Course in Neurosciences and Neuro-psychological Rehabilitation;
 - Master's Degree Course in Clinical Psychology;
 - Master's Degree Course in Applied Cognitive Psychology;
 - Master's Degree Course in School and Community Psychology;
 - Master's Degree Course in Psychology of Wellbeing and Social Inclusivity;
 - Master's Degree Course in Work, Organizational and Personnel Psychology;
- **graduates** within 6 months after graduation from the expiry date of this call and only for in-depth studies aimed at publishing an article on the topic of the final examination of the aforementioned Master's Degree Courses. 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.

The grant awarded as a student cannot be used as a graduate, or if the status of the assignee changes.

Scholarships are intended as **partial financial aid** to expenses related to the study stay abroad.

The number of grants awarded will vary in relation to the number of applications received, to the amounts of each grant awarded and the budget available, as established by the Evaluation Commission, 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 "preparation of the final examination abroad" in type E, and for the number of corresponding credits established by the regulations of the Study Course.

The period of stay 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 of the expiry of the call, except for any exceptions arranged by the competent bodies in relation to the persistence of the health emergency.

2. APPLICATION PROCEDURE.

The application can be submitted **no later than 13th October 2023, at 12 a.m., only by using 'Studenti OnLine'**.

To submit the application, you need to:

1. log in <https://studenti.unibo.it/> using your personal Unibo credentials;
2. click on the "Calls" tab;
3. select the option "Scholarships for thesis abroad (master's degrees in Psychology)" - "Borse di studio per tesi all'estero (lauree magistrali di Psicologia)".

Please note **that only students who meet the requirements of the Call for applications 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:

1. **application form** drawn up on the appropriate form, signed;
2. **curriculum vitae**, signed;



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3. **description of the research project aimed at preparing the final examination** (maximum 600 words). The project description should present in detail the work to be carried out abroad, as well as the hypothesis of start/end dates of the stay abroad and should be signed by the student. This project must be accompanied by the written approval of the final examination supervisor, which indicates the usefulness of the stay at the universities and/or other proposed institutions;
4. **declaration by the supervisor of the thesis** containing:
 - a) **written approval of the thesis project** or of the study period following the Master's Degree, with certification of the usefulness of the activity at the proposed host institution;
 - b) **declaration relating to institutional connections or contacts undertaken abroad** in relation to the thesis project or the period of study following the Master's Degree, stating that the foreign institution is willing to host the candidate;
5. **self-certification of the exams taken** with indication of the relative credits in order to assess merit;
6. 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.

4. GRANTS AMOUNT.

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

In any case, each grant will 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 their country of residence will not be considered valid.

The scholarship will be paid to the winners before the departure if the times needed by the administration to carry out the bureaucratic fulfilments and the necessary checks are adequate in relation to the start of the mobility; otherwise, the payment of the scholarship will take place after the departure.

If the scholarship winner is a graduate, the sum of € 1,04 for insurance coverage will be deducted directly from the amount of the scholarship. The insurance covers the cases provided for by the Unibo Policy: it is NOT intended as a substitute for additional insurance provided by the host country.

5. EVALUATION COMMISSION AND AWARDING CRITERIA.

The evaluation of the projects will be carried out by a specific Evaluation Commission, appointed for this purpose, composed as follows: Ornella Montebanacci, Miranda Occhionero, Stefano Toderi; substitute: Raffaella Nori.

The amount of the scholarships will be determined by the Commission, which will assess the projects and curricula and the related awarding according to the requirements, possibly considering other contributions already received for the same activity.

In the awarding, the Commission will evaluate:

- the training programme considering both the proposed research activities and the adequacy of the host structure;
- the curriculum of studies, evaluating both the compatibility of the progress of the study path with respect to the development of the thesis (for non-graduated candidates), and the average of the marks of the exams taken, or the degree mark, as reported in the application.

The Call will be aimed primarily at the provision of scholarships for the preparation of the final examination abroad and, alternatively, for the in-depth study of the final examination abroad.

Further criteria may be established by the Evaluation Commission.

The projects must be accompanied by the written approval of a reference professor, which highlights the usefulness of the stay at the university and/or other proposed foreign institution/body. The professor must also certify the institutional connections or contacts made abroad in relation to the training experience.

As part of the merit assessment, the project must be evaluated as a priority with respect to the curriculum of studies. On the basis of the ranking formulated by the Commission, the scholarships will be awarded.



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6. RISK FACTORS.

In addition to the aforementioned criteria, the Commission avails itself of the possibility of considering the risk status of the country and/or area where the mobility is planned at the time of the evaluation of the application as a further evaluation 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.

7. SUSPENSION CLAUSE AND REVOCATION CLAUSE.

After the assignment of the scholarship and before departure, the Commission, after consultation with the supervisor of the graduating student, may suspend or revoke the scholarship and deny the authorization to depart, 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.viaggiasesicuri.it reveal an aggravation of the risk status of the 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 valid insurance in the event of travel cancellation.

If, after the submission of the application, there are impediments to the regular use of the scholarship by the winner (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 Management Office for Psychology, courses (campuscesena.didattica.psi@unibo.it) providing adequate documentation.

The right to use the scholarship 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 resolution of C.d.A. of 26.07.2016, S.A. of 19.07.2016 and Consiglio degli Studenti of 16.07.2016, on the subject of incompatibility in the field of international mobility:

- double funding is prohibited or it is not possible to finance the same mobility period with two contributions from the University of Bologna or from EU funds (double funding ban);
- it is not possible to benefit, in the same academic year, from two or more mobilities with the same purpose if these periods coincide. If in the same Academic Year the mobility periods don't coincide, the incompatibility is overcome.

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

Based on the evaluation carried out by the Commission, the scholarships will be awarded.

Successful candidates will be notified by e-mail.

The winners of the scholarship must, however, start their stay **by 13th April 2024**.

If it is necessary to change the start/end period, it will be necessary to notify the Management Office for Psychology, courses (campuscesena.didattica.psi@unibo.it), promptly and in time to allow 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.

Before the departure, the winners must return the forms relating to the personal data, the methods of payment and fiscal deductions and the one relating to the declaration of acceptance of the scholarship, duly completed and signed, with the exact indication of the start of the period abroad.

In case of emergency situations, once the period abroad has started, the assignee must register in the “Where we are in the world” - “Dove siamo nel mondo” <https://www.dovesiamonelmundo.it/home.html> website and communicate his/her address and any change to it during the period of stay abroad to the Management Office for Psychology courses (campuscesena.didattica.psi@unibo.it).

At the end of the research period abroad, within 30 days of returning to Italy, the assignee must upload the following documentation to AlmaRM (<https://almarm.unibo.it>), as proof of the regular execution of the activity:



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1. **declaration certifying the end of the period and the actual period of development of the activity** covered by the scholarship abroad and for which the scholarship was awarded;
2. the **Transcript of Records** of the host institution *or* the **final report signed by the foreign reference person or the declaration made by the thesis supervisor certifying the actual development abroad of the previously agreed activity**, if the host university doesn't have a specific format of Transcript of Records for thesis preparation activity;
3. complete **the recognition request** of the activities completed abroad on AlmaRM.

In the event that the beneficiary of the scholarship does not stay abroad within the foreseen period or does not produce the documentation requested above, he/she will have to return the sums received.

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

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

Conversely, the refund of the sum received in advance will be requested.

2. PERSONAL DATA PROCESSING.

Information on the processing of personal data provided with the applications for the call is published on the Unibo Portal [Information for students University of Bologna](#).

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

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

Pursuant to Law 241/90, the person in charge of the procedure relating to the investigation for the granting of the benefit, which is the responsibility of the University, is Dr. Stefania Spada.

3. PUBLICATION.

This announcement is published on the website <https://bandi.unibo.it/> as well as on the websites of the Master's Degree courses of the Department of Psychology «Renzo Canestrari» .

For information: campuscesena.didattica.psi@unibo.it. The subject of the message should be "Scholarship for final examination abroad PSYCHOLOGY".

The Manager
Dr. Leonardo Piano
(digitally signed)