



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA  
AREA DI CAMPUS DI FORLÌ

## **CALL FOR APPLICATIONS: SCHOLARSHIPS FOR RESEARCH PERIODS ABROAD FOR THE PREPARATION OR FURTHER DEVELOPMENT OF THE THESIS**

**(Established by Executive Order Rep. N. 5186 Prot. N. 0242581 of 01/09/2023)**

### **1. OBJECTIVE AND AIM**

The Department of Social and Political Science of the University of Bologna has launched a call for applications for the awarding of scholarships in order to carry out research periods abroad aimed at preparing the graduation thesis. Thesis projects having an international content or approach and, in any case, proving that the research and gathering of material and information abroad is of particular importance, utility and feasibility will be taken into account.

The call is open to the graduating students of the following master's degrees:

- o International and Diplomatic Sciences (9247-8050-8753);
- o Mass Media and Politics (8051);
- o International Politics and Markets (9226);
- o International Politics and Economics (5702);
- o Interdisciplinary Research and Studies on Eastern Europe (8049).

The scholarship is intended as **a partial financial aid** for the expenses connected to the stay abroad. The number of scholarships assigned may vary depending on the number of requests, the amounts granted for each scholarship and the available funds, based on the evaluation of the Commission in accordance with the criteria detailed at point 5 of the call.

The activity carried out abroad can be recognized as "Preparation for the final examination abroad" in type E, for the number of CFU established by the regulations of the Degree Course.

**The period of stay abroad may not exceed six months.**

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

### **2. DOCUMENTATION**

In order to apply, candidates must submit the following documents:

- a. application form ,Annex "A", duly completed and signed;
- b. dated and signed curriculum vitae;
- c. Research project with an in-depth bibliography. The project should detail research content and objectives, methodology, type of sources and data to be found, connection with the local reference person of the search to be carried out abroad, destination, and period. Those research projects for which the stay abroad is considered indispensable by the examining commission will be taken into account. The length of the project must be between 7,000 and 8,000 characters (excluding bibliography);
- d. Written approval of the thesis project by the supervisor. The supervisor must specify:
  - his/her commitment to monitor the student in the research aimed at writing the thesis;
  - the reasons and usefulness of the stay at the foreign university and/or other institution proposed;



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- the existence of institutional contacts with the host institution in relation to the submitted project, by providing information on the foreign contact person of the project as well as proof of availability of the host institution to receive the student;
- e. Form “B” (tax and social security data) duly completed and signed.

*The above statements are made in compliance with art. 46 DPR 445/2000 and must be resubmitted if the stated conditions change during the period of enjoyment of the scholarship.  
If incomplete documentation is submitted, the application will not be considered.*

### **3. APPLICATION PROCEDURES AND DEADLINES**

In order to apply, candidates must submit their applications by:

- **20 October 2023 at h 12.00 am**

exclusively through **Studenti Online**.

In order to access the platform, candidates must:

1. login at [www.studentionline.it](http://www.studentionline.it) by using their Unibo credentials;
2. click on ‘Bandi’;
3. select the call for applications of interest.

The system will automatically verify the participation requirement (Art. 1) and in case of positive feedback, it will be possible to continue the compilation of the online application.

In order to be supported or guided in the application procedure, candidates can call the Studenti Online Help Desk, ph. +39 0512080301 (from Monday to Friday from 9.00 to 13.00 and from 14.00 to 17.00) or can send an email to [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it).

For information on the activities laid down by the call, candidates can write an email to [didatticaforli.sps-sde@unibo.it](mailto:didatticaforli.sps-sde@unibo.it).

The communications related to the call for applications will be sent to the @studio.unibo.it student account.

The application will be valid only if the student completes the procedure reported above, with the requested documents. It is not possible to send the application via email or submit a hard copy to the office.

### **4. AMOUNT**

The overall amount of funds made available for this call is 20.000 euro and, in particular, € 10.000 for each intake. Funds unused during the 1<sup>st</sup> intake will be added to the funds allocated for the 2<sup>nd</sup> intake.

The amount of each grant will range between the minimum threshold of €**1,000** and the maximum threshold of €**3,100**, net of fees charged to the Institution (IRAP, etc). The obligation to respect minimum and maximum thresholds cannot be waived.

The amount of each grant is determined by taking into account both the conditions of life of the host country and the duration of the stay abroad (which, however, cannot exceed six months) and the stay must end by 30/06/2024.



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**In case of assignment to foreign students, destinations in their country of residence will not be considered valid.**

The grant will be paid before the departure of the beneficiary if the required documents have been received.

Please note that the insurance covers the cases provided by the University Policy and is NOT intended to replace additional insurances provided by the host country.

## **5. EVALUATION COMMISSION AND AWARD CRITERIA**

The evaluation of the applications will be carried out by the Commission composed of the following professors: Andrea Bassi (President), Brunetta Baldi, Paolo Terenzi.

The Commission will evaluate and select participants on the basis of the following criteria:

- the scientific validity of the project and the relevance of the bibliography.

The project will be awarded up to a maximum of 15 points:

- a maximum of 5 points: content of the project, its implementation and objectives;
- a maximum of 5 points: the necessity to go abroad (the duration of the stay abroad will be evaluated in relation to the time strictly necessary for carrying out the research);
- a maximum of 5 points: a letter of introduction from the thesis supervisor attesting the existence of a contact specifically initiated with the Host institution;
- student career (maximum 13 points):
  - weighted average (maximum 7 points); CFU gained compared to CFU to be gained (maximum 3 points); year of enrollment compared to the prescribed time to obtain the degree (maximum 3 points).
- linguistic knowledge (maximum 2 points).

The final score for each candidate will be expressed in thirtieths with an eligibility threshold of 18.

The Commission will draw up a ranking list for the assignment of grants. The grants will be allocated to the eligible candidates according to the order of merit (score achieved) until the entire budget is used up.

Only the projects for which the stay abroad will be considered of particular importance and usefulness, as stated and declared by the thesis supervisor, will be taken into consideration.

The stay abroad cannot start before the assignment of the scholarship.

## **6. RISK FACTORS**

In addition to the criteria listed above, the Committee may decide to consider the state of risk of the country and/or zone in which the mobility will take place as an additional evaluation criterion. For this purpose the committee refers to the security updates published in the catalogue of countries by the ministry of Foreign Affairs on [www.viaggiaresecuri.it](http://www.viaggiaresecuri.it).

## **7. CONDITIONS PREVENTING THE USE OF THE SCHOLARSHIP**

After the assignment of the scholarship and before departure, the Commission, in agreement with the thesis supervisor, may suspend or withdraw the scholarship and refuse to authorize departure in case the new security updates on [www.viaggiaresecuri.it](http://www.viaggiaresecuri.it) point out the worsening of the state of risk in the country and/or zone where the research activity is expected to take place.

Students are advised to activate an insurance in case of travel cancellation.



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In case, after submission of the application, particular conditions prevent the assignee to benefit from the scholarship (for example: maternity; serious and documented illness) s/he still retains the right to the scholarship. In that case, the student must communicate the reason for the impediment to the Management Office of SPS-SDE Programmes (providing adequate documentation via email to [didatticaforli.sps-sde@unibo.it](mailto:didatticaforli.sps-sde@unibo.it))

All rights to benefit from the scholarship will be deferred until the conclusion of the specific impediment.

### **8. INCOMPATIBILITY**

In accordance with the resolutions of the Academic Senate of 19.07.2016, Board of Directors of 26/07/2016 and Student Council of 15/07/2019 on incompatibility in the field of international mobility, it is not possible to benefit from more than one contribution from the University of Bologna in the same mobility period (no double funding).

### **9. ARRANGEMENTS FOR AWARDING GRANTS AND BEGINNING OF MOBILITY PERIOD**

Grants will be awarded on the basis of the evaluation carried out by the Commission. Successful candidates will receive a communication via e-mail.

It is possible to modify the departure date by submitting a formal request, also after the ranking publication. The maximum duration of mobility (6 months) as well as the modality of use of the mobility and amount of the scholarship declared at the stage of acceptance shall remain unchanged.

If necessary, changes in the start/return period may be proposed by promptly informing the Management Office of SPS-SDE Programmes (via e-mail at: [didatticaforli.sps-sde@unibo.it](mailto:didatticaforli.sps-sde@unibo.it)) and in due time to allow the authorization of the change.

### **10. ALMARM REGISTRATION**

Successful students must follow the instructions reported in the "Guide for Winning Students", regarding the administrative tasks to be carried out through the AlmaRM platform (<https://almarm.unibo.it>) which are mandatory for the recognition of thesis preparation activities. The Guide will be sent by email to all the winning students after the publication of the ranking list.

### **11. FURTHER POST-ASSIGNMENT REQUIREMENTS**

To face any emergency situations, once the period of mobility has begun, the student must register on the website "Dove siamo nel mondo" <https://www.dovesiamonelmondo.it/home.html> and communicate to the Management Office of SPS-SDE Programmes (e-mail: [didatticaforli.sps-sde@unibo.it](mailto:didatticaforli.sps-sde@unibo.it)) contact details abroad and any changes to them during the period of stay abroad.

At the conclusion of the research period abroad, the assignee must submit a declaration provided by the thesis supervisor attesting that the research period abroad has been made, according to the terms and methods that will be specified in the communication of assignment. The beneficiary that will not submit the above mentioned declaration will be required to return the amount received.

In case the beneficiary of the grant does not carry out the mobility abroad in the prescribed period (or for the duration scheduled) s/he will have to return the partial or total amount received.



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## **12. PROCESSING OF PERSONAL DATA**

The information on the processing of personal data provided with requests to participate in the call are published on the University Portal page: <https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy-and-legal-notes>

The Data Controller is identified in the Alma Mater Studiorum - University of Bologna, based in Bologna, Via Zamboni n. 33, 40126 Bologna.

The person in charge of the data collection and treatment is the Head of Forlì and Cesena Campuses. According to Law 241/90, the head of the administrative procedure is Giuseppina Ponzi - [giuseppina.ponzi@unibo.it](mailto:giuseppina.ponzi@unibo.it)

## **13. PUBLICATION**

This call will be published on the following website: <http://bandi.unibo.it>.

Signed The Head Office  
Dr. Leonardo Piano