



ACCF- FORLÌ AND CESENA CAMPUS

## **CALL FOR APPLICATIONS: SCHOLARSHIPS FOR RESEARCH ABROAD FOR STUDENTS FROM THE SCHOOL OF ENGINEERING, FORLÌ CAMPUS**

### **1 Object and aim**

The Director of the Cesena and Forlì campus, on a proposal from the head office of UOS Forlì of the Industrial Engineering Department, authorized via procedure rep. n. 8276/2019 prot. 263889, 28/10/2019 the publication of the Call for Applications for scholarships for study and research periods abroad for **Second-cycle degree students who are about to graduate** (so-called "laureandi") from the School of Engineering as a partial grant for expenses related to a stay abroad.

Consideration will be given to topics with an international context and, in any case, only to those projects in which research material and information abroad proves of particular relevance and utility. The scholarship may give academic credits according to the specific degree regulations.

The stay abroad cannot be longer than **6 months**.

**The mobility cannot be carried out in the same country of residence of the applicant.**

**The activity abroad must start compulsorily within 6 months from the publication of the ranking list.**

The scholarship is intended as a partial financial aid to the expenses of the stay abroad. The gross institution budget made available for this Call for Applications has a maximum of € 6.000, with financial backing from project BID18ING40 e BIDSC1940DIN - CA.EC.02.02.

The number of scholarships assigned may vary depending on the number of requests and the amounts granted for each scholarship by the Commission in accordance with the indications at point 5.

### **2 Requirements**

In accordance with the deadline of the Call for Applications, applicants must be second-cycle degree students who are about to graduate of the following courses:

- **Mechanical engineering, cod. 8771 and 8202;**
- **Aerospace engineering, cod. 8769;**

The student status and the regular enrollment to one of the degrees must be kept for the entire duration of the period abroad, in compliance with insurance policy regulations.

### **3 Application submission**

In order to apply, candidates must submit their applications **by November 18<sup>th</sup> 2019 h 12.00** 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 'Call for applications';
3. select the call for applications.



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In order to be supported or guided in the application procedure, candidates can call the Studenti Online Help Desk, ph. +39 0512099882 (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 administrative questions, candidates can write an email to [didatticaforli.ing@unibo.it](mailto:didatticaforli.ing@unibo.it) . Communications related to the call for applications will be sent to the @studio.unibo.it student account.

**The application will be considered 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.**

The following documents are requested for the application:

- completed **application form** duly signed (Annex A)
- **research project/learning agreement**, together with a thorough bibliography, duly signed. In the project candidates must indicate in details: content and objectives of the research, methodology, type of sources and data expected to find, connection with the local representative of the research to be carried out abroad, destination, period for the project development. Consideration will be given to those research projects where the stay abroad is deemed essential by the awarding Commission. Projects aimed at the following points are allowed :
  - collection of primary sources, data, information, field interviews (specify);
  - research in archives abroad;
  - research in collaboration with researchers or professors in universities or foreign institutions.
- **Letter of the referring professor** stating: 1) the commitment to follow the student in research and reasons supporting the stay abroad; 2) the institutional link and / or contact undertaken abroad in connection with the learning experience supported by formal agreement to be attached to the letter of professor (also an exchange of letters is sufficient, especially in the case in which the partner involved is a foreign university);
- **curriculum vitae**, duly signed and dated (which must be completed following the scheme attached to the call for applications)
- self-certification provided pursuant to section. 46 of Presidential Decree 445/2000 including a **list of exams**, marks, and average credits earned (you can download it from the University website, online services section, certificates and self-declarations), signed.

Moreover, in the application form (Annex A), applicants must indicate:

- possession of sufficient language skills of the language spoken in the hosting country, or of English whenever this may be sufficient to carry out the program;



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- **that they are not currently assignee or not having being the assignee of another scholarship<sup>1</sup>** issued for the same stay or the same purpose, duly signed.

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

In case of submission of incomplete documents in the application, the application will not be considered.

Italian and European Union citizens can self-certify academic and professional qualifications, according to the provisions of articles 46 and 47 of the D.P.R. 445/2000.

Citizens of States not belonging to the European Union, legally residing in Italy or authorized to stay in the State territory, must comply with the provisions of paragraphs 2 and 3 of article 3 of the D.P.R. 445/2000.

Outside of the cases mentioned, the states, personal qualities and facts are documented by certificates or attestations issued by the competent authority of the foreign State, accompanied by an Italian translation certified by the Italian consular authority which certifies compliance with the original, after having warned the person concerned of the criminal consequences of producing untruthful documents or deeds.

**The administrative offices reserves the right to carry out controls on the truthfulness of the statements. Without prejudice to the penalties provided for by art. 76 of the D.P.R. 445/2000, if from the control the non-truthfulness of the content of the declaration emerges, the declarant loses the grant award.**

### **4 Amounts**

The amount of individual grants will range between the minimum threshold of € **1,000** and the maximum threshold of € **3,100** (net of expenses at the Institution charge).

The allotment will vary depending on the distance of the destination, length of stay abroad (no longer than six months), the type of research planned and the cost of living in the selected country. International students will not be able to apply for period abroad in their country of residency.

If the stay is reduced in length, the Evaluation Committee will determined a reduction of the previously assigned amount.

The scholarships, limited in number, are intended as a partial financial contribution to the costs related to the stay abroad for a period not be longer than **6 months**.

The scholarship will be paid before the recipient's departure. In case of a delay in the submission of the requested documentation, the grant will be paid afterwards.

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<sup>1</sup> Scholarships for training periods abroad are **incompatible** with other grants (including grants Overseas and Erasmus+) obtained from any public or private body to carry out periods of study / research on the same stay and for the same purpose (prohibition of double financing).



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### **5 Evaluation Commission and award criteria**

The project evaluation will be carried out by a Committee appointed by the head office of UOS of the Department of Industrial Engineering, management order rep. n. 8276/2019 prot. n. 263889 del 28/10/2019 composed of the following professors: Enrico Corti, Fabrizio Giulietti, Alessandro Rivola, Enrico Troiani (substitute).

The Committee will evaluate the training program, the curriculum of studies, the place and duration of stay. In assessing the merit requirement, the project will be evaluated prioritizing the curriculum of studies.

A ranking will be drawn up by the committee and will be published on the following website: <https://bandi.unibo.it>

According to the ranking list made by the Committee, scholarships will be assigned following the merit order (achieved score) and until the available budget has been used up. With equal merit, the lowest household income prevails in accordance with the procedures provided by law on the Right to Education.

Only the projects for which the stay abroad will be deemed of particular importance and usefulness, as stated and declared by the referring professor, will be taken into consideration. The stay abroad will not be able to start before the allocation of the scholarship as indicated in the “publication of the ranking”.

### **6 Risk Factors**

In addition to the criteria listed above, the Committee makes use of the possibility 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.viaggiare Sicuri.it](http://www.viaggiare Sicuri.it).

### **7 Conditions preventing the use of the scholarship**

After the allocation of the scholarship and before departure, the committee, together with the referring professor, can suspend or withdraw the scholarship and refuse to authorize departure in case the new security updates published in the catalogue of countries by the Ministry of Foreign Affairs on [www.viaggiare Sicuri.it](http://www.viaggiare Sicuri.it) detected an increase in the state of risk of the country and / or zone to which the assignee is heading compared to situation at the time of evaluation.

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

### **8 Incompatibility and dismissal**

Scholarships for thesis abroad are incompatible with other grants (including grants Overseas and Erasmus+) obtained from any public or private body to carry out periods of study / research if relating to the same stay or the same purpose (prohibition of double financing).

Those who provide false statements or omit the information requested in this call will lose their right to receive the scholarship in accordance with art. 46 of Presidential Decree 445/2000

### **9 Publication of the rankings**

The results will be published on the website: <http://bandi.unibo.it>

The publication will substitute the individual communication of the result.



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For insurance purposes, the awarded **students will be allowed to start the stay abroad period only after the ranking is published.**

Assignees will nonetheless have to start the stay abroad **by 6 month from the publication of the ranking list.**

In case of the necessity to modify the date of departure/ return, this must be communicated to the Engineering Degrees Teaching Office, without modifying the duration of the period of stay abroad.

Assignees must submit the following documents **by 20 days prior to the start of the period abroad (failure to do so will result in the loss of the scholarship):**

- **personal and fiscal data and social security form**, duly completed. The form can be downloaded from the website: <https://bandi.unibo.it/> accessing the call for applications details
- **grant allocation declaration**, with the exact date of departure. The form can be downloaded from the website: <https://bandi.unibo.it/> accessing the call for applications details

Awarded candidates who, after the grant acceptance, cannot go abroad for personal reasons, must give written communication as soon as possible to [didatticaforli.ing@unibo.it](mailto:didatticaforli.ing@unibo.it).

**If the student fails to stay abroad during the period under consideration, the sums already paid must be returned. The grant shall be used exclusively for the project it has been assigned for.**

In those cases when particular conditions occur, after submission of the application, preventing the assignee to benefit from the scholarship (for example: maternity; serious and documented illness) the assignee still retains the right to the scholarship. In that case, the person must report the reason for the impediment to the Engineering Degrees Teaching Office, providing sufficient documentation via e-mail at: [didatticaforli.ing@unibo.it](mailto:didatticaforli.ing@unibo.it) with subject “Borsa di studio all’ estero”.

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

### **10 Additional allocation compliance**

At the conclusion of the research period abroad, the assignee must submit within 30 days a **declaration by his/her thesis supervisor/ academic tutor** complete with signature attesting the actual development of the activity abroad within 30 days. This declaration is an administrative requirement for the correct conclusion of the scholarship assignment and payment. Vice versa, the students will have to give the scholarship back.



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**If the student fails to stay abroad during the period under consideration, the sums already paid must be returned.**

We also invite awarded students to register on the Ministry of the Foreign Affairs website: [www.dovesiamonemondo](http://www.dovesiamonemondo) and communicate the foreign address and any variation of it via email to the Engineering Degree Teaching Office.

### **11 Recognition of the experience in the student career**

Upon conclusion of the period abroad, the awarded students who wish to have the period recognized in their student career must submit the relevant request to the Engineering Degree Teaching Office by the deadline and with the modalities required for their study plan.

### **12 Privacy and head of the process**

With reference to the provisions of the Decree. 30.06.03 n. 196 and GDPR UE n. 2016/679, 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 data relating to the present call, informs that the data contained in the application is aimed exclusively for 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 they refuse to provide the same.

Candidates have the rights delineated by law regarding personal data protection and treatment.

The person in charge of the data collection and treatment is the Head of Forlì and Cesena Campuses, p.le Solieri 1, 47121 Forlì. The head of the administrative procedure is Giuseppina Ponzi, Via G. della Torre n. 1, 47121 Forlì.

### **13 Publication**

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

**Legal Disclaimer.** Applicants should be aware that, for legal issues and possible claims, only the official Italian version of this Call will be taken into account. **English translation has been created only for informative purposes.**

Forlì 28/10/2019

Fto The Head Office  
Dr. Morena Gervasi