



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
AREA DI CAMPUS DI FORLÌ

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

DEADLINE

1st selection: February 28th, 2024 at 12.00 p.m.

2nd selection: October 31st, 2024, at 12.00 p.m.

1 Object and aim:

The Director of the Forlì campus authorized the publication of the Call for Applications for scholarships for study and research periods abroad for **Second-cycle engineering degree students (Forlì Campus) who are about to graduate** (so-called "laureandi") as a partial grant for expenses related to the stay abroad.

Consideration will be given to topics with an international context and, in any case, only to those projects where research material and information abroad prove to be of relevance.
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 period abroad must start within 6 months from the respective selection deadline and must end, preferably, in the year indicated, that is:

1st selection: February 28th, 2024 at 12.00 p.m.- departure and return in 2024

2nd selection: October 31st, 2024, at 12.00 p.m.- departure and return in 2025

The scholarship is intended as partial financial aid to the expenses of the stay abroad.

The number of scholarships assigned may vary depending on the number of requests and the amounts granted for each scholarship by the Commission following the indications at point 4.

2 Requirements:

According to the deadline of the Call for Applications, applicants must be second-cycle degree students **who are about to graduate** from the following courses:

- **Mechanical engineering, cod. 8771;**
- **Aerospace engineering, cod. 5723;**
- **Mechanical Engineering for Sustainability, cod. 5980;**

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:

ACFO - Settore Servizi didattici Campus di Forlì - Ufficio Gestione corsi di studio ingegneria
Via Montaspro n.97 | 47121 Forlì | Italia | Tel. + 39 0543 374400 | didatticaforli.ing@unibo.it



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To apply, candidates must submit their applications **by February 28th 2024, at 12.00 p.m. for the first selection and by October 31st, 2024, at 12.00 p.m. for the second selection (noon)**, exclusively through **Studenti Online**.

In order to access the platform, candidates must:

1. login at www.studentionline.it by using their Unibo credentials;
2. click on "Call for applications";
3. select the call for applications.

To be supported or guided in the application procedure, candidates can call the Studenti Online Help Desk, ph. +39 051 20 80301 (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.

For administrative questions, candidates can write an email to 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 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 detail: 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, the 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 supervising professor** stating: 1) the commitment to supervise the student in the research and reasons supporting the stay abroad; 2) the institutional link and / or contact undertaken abroad in connection with the learning experience;
- **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



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the University website, online services section, certificates, and self-declarations), duly signed.

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

- **possession of sufficient language skills** in the language spoken in the hosting country, or in English whenever this may be sufficient to carry out the program;
- **that they are not currently assignee or not having been assignee of another scholarship** issued for the same stay, 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 reserve 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 total amount the Department of Industrial Engineering had assigned to cover the call of applications selections corresponds to € 15.000.

The number 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 obligation to respect the minimum and maximum thresholds cannot be waived.

The amount will vary depending on the distance of the destination and length of stay abroad (no longer than six months) according to the following criteria:



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- € 516 as a monthly contribution for non-EU destinations;
- € 400 as a monthly contribution for EU destinations;

To exceed these amounts, particular situations must arise.

Please note: the scholarships are subject to IRPEF for the individual income tax return.

International students will not be able to apply for a period abroad in their country of residency. If the stay abroad is reduced, the Evaluation Committee will determine a reduction of the previously assigned amount.

The scholarships are intended as a **partial financial contribution to the costs** related to the stay abroad.

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 afterward.

5 Evaluation Commission and award criteria:

The project evaluation will be carried out by a Committee composed by 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.

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.viaggiasesicuri.it.

7 Conditions preventing the use of the scholarship



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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 catalog of countries by the Ministry of Foreign Affairs on www.viaggiasesicuri.it detected an increase in the state of risk of the country and / or zone to which the assignee is heading compared to the situation at the time of evaluation. Students are advised to activate insurance in case of cancellation.

8 Incompatibility and dismissal

In accordance with the resolutions of the Academic Bodies (Board of Directors of 26/7/2016, Academic Senate of 19/7/2016, Student Council of 15/7/2016) on the issue of incompatibility in the framework of the different international mobility projects:

- it is not possible to receive, in relation to the same period of mobility, more than one contribution (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.

Each winner will receive afterward communication of the assigned amount by email, at the institutional address (@studio.unibo.it).

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 their stay abroad **within 6 months from the respective selection deadline.**

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 by email at the Administrative Offices of Engineering Degrees (didatticaforli.ing@unibo.it) the following documents **within 5 days from the communication of the grant assignment (failure to do so will result in the loss of the scholarship):**

- **Declaration of acceptance of the scholarship**, with the exact date of departure,
- **Personal and fiscal data and social security form**,
- Copy of a **valid identity document**.

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.

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.



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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 and reasons connected to restricted measures in place due to COVID-19 health emergency) 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 with the subject "Borsa di studio all'estero".

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

10 Registration on AlmaRM

Assignees must follow the instruction contained in the "Guide for awarded students" regarding administrative compliance through AlmaRM platform (<https://almarm.unibo.it>), which are compulsory to obtain the recognition of the thesis preparation activity abroad. The guide will be sent via e-mail to all the awarded students after the ranking's publication.

11 Additional allocation compliance

At the conclusion of the research period abroad, the assignee must submit within 30 days a complete **declaration by his/her thesis supervisor/ academic tutor** with a signature attesting to the actual development of the activity abroad. 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.

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 Affair website: www.dovesiamonelmondo.it and communicate the foreign address and any variation of it via email to the Engineering Degree Teaching Office.

12 Privacy and head of the process

Information on: <https://www.unibo.it/it/ateneo/privacy-e-note-legali/privacy/informazioni-sul-trattamento-dei-dati-relativi-alla-gestione-dei-procedimenti-per-la-concessione-di-borse-di-studio-agevolazioni-e-servizi-per-il-diritto-allo-studio-da-parte-alma-mater-studiorum-universita-di-bologna>

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>

For information:

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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, December 2024

The Head Office
Dr. Leonardo Piano