



AREA DI CAMPUS CESENA E FORLÌ

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

**(Established by Executive Order Rep. 3719/2022 Prot. n. 0133994 of 13/6/2022)**

**1. OBJECTIVE AND AIM**

A notice of competition for the awarding of scholarships to carry out research periods abroad is published to allow the preparation of the degree thesis. Projects will be considered on issues of international content or approach and, in any case, only those in which the search for material and information abroad proves to be of particular importance, utility and feasibility.

The following categories of students may apply:

**Graduating students** of the Master's degree courses of the Department of Political and Social Sciences based in Forlì, namely:

- o International and Diplomatic Sciences;
- o Mass Media and Politics;
- o International Politics and Markets;
- o International Politics and Economics;
- o Interdisciplinary Research and Studies on Eastern Europe

The scholarship is intended as a **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 in accordance with the indications at point 5.

The activity carried out abroad could be recognized in career which "activity of preparation of the thesis abroad" in type E, and for the number of corresponding CFU and established by the regulations of the Course of Studies.

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

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

**2. DOCUMENTATION**

To take part in the competition, candidates must submit the following documents:

- a. Completed and signed Annex "A" application form;
- b. dated and signed curriculum vitae;
- c. Research project with in-depth bibliography. The project should detail: research content and objectives, methodology, type of sources and data to be found, connection with the local referent of the search to be carried out abroad, destination, period of development. Research projects for which permanence abroad is considered indispensable by the awarding commission. The length of the project must be between 7,000 and 8,000 characters (excluding bibliography);
- d. Written approval of the draft thesis by the thesis supervisor. The supervisor must specify: a) his/her commitment to follow the student in the research aimed at writing the thesis; b) the reasons and usefulness of the stay at the chosen foreign university and/or other subject proposed; c) the existence of institutional contacts initiated in relation to the submitted project with the indication of the foreign



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contact person of the project, together with the availability of the structure; where it is not possible to obtain precise documentation on, the referent of research should justify the reason;

e. replacement declaration of certification made pursuant to art. 46 of the DPR 445/2000 of the exams and relative grade (downloadable from the website [www.unibo.it](http://www.unibo.it) - on-line services - students - certificates and self-certifications);

f. declaration that he or she is not awarded another scholarship for the same mobility period, even for different purposes (to be stated on the application form);

g. A valid copy of the identity document.

*The above statements are made pursuant to art. 46 DPR 445/2000 and must be resubmitted if the stated conditions change during the use 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 July 15th 2022 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 'Call for applications';
3. select the call for applications.

The system will automatically verify the participation requirement (Art. 2) and in the case of positive feedback, will allow to continue with 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 administrative questions, candidates can write an email to [didatticaforli.sps-sde@unibo.it](mailto:didatticaforli.sps-sde@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.

### 4. AMOUNT

The amount of the grants should be determined taking into account both the conditions of life of the foreign country of destination than of the duration of the stay (which, however, cannot exceed six months). 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 obligation to respect minimum and maximum thresholds shall not be derogated.

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



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The grant will be paid before the departure of the beneficiary. In the event that the planned documentation has reached the offices late compared to the timing established by this notice, the liquidation of the scholarship will be disbursed later.

Please note that the insurance covers the cases provided by the University Policy: It is NOT intended to replace additional insurance 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 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;
- maximum 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 from the referent of the thesis in which the existence of a contact specifically initiated with the Host institution;
- student career (maximum 13 points):  
weighted average (maximum 7 points); CFU achieved compared to CFU to be achieved (maximum 3 points); year of registration in or out of course (maximum 3 points).
- linguistic knowledge (maximum 2 points).

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

The Commission will draw up a ranking list for the award of grants. The contributions will be allocated to the eligible according to the order of merit (score achieved) and until exhaustion of the budget allocated.

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.

### **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.viaggiaresecuri.it](http://www.viaggiaresecuri.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.viaggiaresecuri.it](http://www.viaggiaresecuri.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.



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

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 Social Sciences and Social Policies, Sociology and Economics Law Office, providing sufficient documentation via e-mail at: [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**

Defined by the University of Bologna Bodies (Board of Governors - Consiglio di Amministrazione 26/07/2016, Senato Accademico – University Senate 19/07/2016, Consiglio degli studenti – Student Council 16/07/2016). Students cannot benefit from more than one study grant for the same purposes during the same mobility period. Furthermore, they cannot receive a study grant for the preparation of their thesis abroad if they already got one for the same purpose in the past.

### **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 communication via e-mail.

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

If necessary, changes in the start/return period may occur by informing the Social Sciences and Social Policies, Sociology and Economics Law Office (via e-mail at: [didatticaforli.sps-sde@unibo.it](mailto:didatticaforli.sps-sde@unibo.it)) including the motivation, with timeliness and in time to allow the authorization of the change.

### **10. ALMARM REGISTRATION**

The winning students must follow the instructions 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 is invited to register on the website "Dove siamo nel mondo" <https://www.dovesiamonelmondo.it/home.html> and communicate via email to the Department of Political and Social Sciences and Sociology and



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Economics Law (email: [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 to the Department of Political and Social Sciences and Sociology and Economics Law (email: [didatticaforli.sps-sde@unibo.it](mailto:didatticaforli.sps-sde@unibo.it)) within 30 days a declaration attesting the actual development of the activity abroad. As evidence of the proper performance of the activity the following documentation should be submitted:

- statement of the actual performance of the activity covered by the scholarship abroad and for which the scholarship was awarded;
- statement, signed by the foreign contact person, stating the stay and the period spent abroad and the activity carried out under the supervision of the contact person;
- information sheet on the foreign office where the period of stay was carried out.

If the student fails to stay abroad during the period under consideration or for the duration established or does not produce the documentation requested above, the sums already paid (or part of them) must be returned.

## 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/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>

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> as well as on the websites of the individual Degree Programmes of the Department of Political and Social Sciences - Forlì Campus.

The Head Office  
Dr. Leonardo Piano