



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
AREA DI CAMPUS DI FORLÌ

CALL FOR STUDY GRANTS FOR STUDENTS AND/OR GRADUATES OF THE MASTER'S DEGREE PROGRAMMES OF THE SCHOOL OF ECONOMICS AND MANAGEMENT TO SUPPORT RESEARCH PERIODS ABROAD AIMED AT PREPARING AND DEEPENING THEIR THESIS

DEADLINE TO APPLY: JUNE 30TH 2023 AT MIDDAY

Prot. 124765 - Rep. n. 2667 del 09.05.2023

Note: The Italian language version of the document takes priority with regard to the exact interpretation of the rules contained within, also in the case of potential disputes.

1. Subject and purpose:

These guidelines for application regulate the award of scholarships to second-cycle degree courses graduating students of the School of Economics and Management (or, to recent graduates within 6 months from their graduation by the application deadline).

The scholarships are a contribution to develop a project abroad connected with the preparation of the thesis for students enrolled in the master's degree programmes. Only if funds are still available, scholarships can be awarded to recent graduates to allow an in-depth research period aimed at the publication of an article connected with the thesis.

The scholarships are intended as partial financial aid for the costs of the study period abroad.

The project cannot start until the grant has been awarded in accordance with point 9 below.

The Examining Board will evaluate only research projects for which the research stay abroad is deemed necessary (according to the declaration provided by the thesis supervisor).

2. Requirements:

Applications may be submitted by graduating students and recent graduates of the master's degree programmes in:

Economia e commercio cod.0905;

Economia e Management cod.9203;

Management dell'economia sociale cod. 8843.

Candidates must meet the status of student or graduate within 6 months at the deadline to apply.

Mobility is not possible in the own country of residence.

3. Application procedures and deadlines:

The application must be submitted by **June 30th, 2023** at midday exclusively on **Studenti Online**.

In order to apply, you have to:

1. Connect to www.studenti.unibo.it with your UniBo username and password;
2. click on the "Bandi" (i.e. call for applications) button;
3. select the call for application you are interested in.



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The system will automatically check the requirement connected with the degree programme you are enrolled in and if you meet the requirement, you will be able to submit the online application.

In order to receive assistance for the online application, you can contact the Studenti Online Help Desk by phone at the following number: +39 0512099882 (Monday to Friday from 9.00 a.m. to 1.00 p.m. and from 2.00 to 5.00 p.m.) or by e-mail at help.studentionline@unibo.it.

For information about the activities connected with the call for applications, you can contact didatticaforli.em@unibo.it.

All the communications connected with the present call for applications will be sent to the student UniBo e-mail address @studio.unibo.it.

The application will be valid only if the student completes all the procedures, uploading all the required documents. It is not possible to deliver the application in paper or send it by e-mail.

After the deadline, applications that are incomplete and/or submitted in a manner other than that provided for in the call will not be evaluated.

The following documents must be uploaded in the application:

1. **signed application form (ANNEX A);**
2. **a research project signed by the candidate** indicating in detail the work to be carried out abroad, including the methodological approach, references to scientific literature and the type of sources to be researched abroad, as well as the information about the place and period of stay;
3. **a document signed by the thesis supervisor** attesting:
 - the reasons and usefulness of the stay abroad for the student;
 - the connections with the foreign institution where the research period is carried out;
 - the name of the contact person abroad;
 - the commitment to assist the student in the research activities connected with the thesis.

If the document does not include all the above-mentioned elements, the application is not considered valid.

4. Signed curriculum vitae (with the date of signature);

Italian and EU citizens can self-certify their academic and professional qualifications, in accordance with Articles 46 and 47 of Presidential Decree 445/2000.

Non-EU citizens residing in Italy or authorised to reside in Italy must comply with the provisions of paragraphs 2 and 3 of art. 3 of Presidential Decree 445/2000

Apart from the cases mentioned above, conditions, personal qualities and facts shall be documented by certificates issued by the competent authority of the foreign State, accompanied by an Italian translation authenticated by the Italian consular authority, which shall certify its conformity to the original, after having warned the person concerned of the criminal consequences of producing untruthful acts or documents.



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The University has the right to check if the declarations are true. Besides the sanctions provided for by art. 76 of D.P.R. 445/2000, if the declaration is not true, the applicant will lose the right to receive the grant.

4. Amount of the scholarships:

The number of grants that will be awarded varies according to the number of applications received. The amount of each grant may vary from a minimum of 1.000€ to a maximum of 3.100€ (net of charges to be by the Institution), according to the place and length of the stay abroad (maximum 6 months). Mobility is not possible in the own country of residence.

The amount of each scholarship will be determined by the evaluating Board, after the project assessment and requirements evaluation.

The scholarship will be paid before the departure.

If the scholarship is awarded to graduate, 1.04€ of the scholarship will be used for the insurance. Please note that the insurance covers the cases provided for by the University Policy only: it is NOT a substitute for any further insurance required by the host country.

If the period abroad is shorter than what is indicated in the project, the amount of the scholarship will be reduced by the Board.

Scholarships are limited and intended as partial financial aid for the costs of the stay abroad.

5. Evaluating board and criteria

The evaluation of the projects will be carried out by a Board, nominated by the Dean of the Forlì Campus, made up of the following professors: Prof. Emanuele Menegatti, Mauro Carboni and Andi Duqi.

The Board will evaluate only the projects for which the stay abroad proves to be particularly useful, as declared by the thesis supervisor.

The Board will evaluate and select the candidates according to the following criteria:

- a) necessity to go abroad (that has to be certified by the thesis supervisor);
- b) the reliability and scientific relevance of the project.
- c) academic merit (related to the students' grades)

Points a) and b) are essential for the eligibility of the applications.

Priority will be given to students over recent graduates.

In case candidates receive the same score, priority will be given to the candidate with the lower family income, which will be checked in accordance with the current Diritto allo Studio regulation.

6. Risk factors

In addition to the above-mentioned criteria, in the evaluation process the Commission may also take into consideration the risk status of the place where the mobility is planned. The Board refers to the security updates provided for by the Italian Ministry of Foreign Affairs and International Cooperation and published at www.viaggiasesicuri.it.



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7. Suspension and revocation clause

In case of new security updates published at www.viaggiasesicuri.it highlighting a worsening of the risk status of the place where the mobility action is planned, the Board, in accordance with the supervisor, may revoke or suspend the grant and deny the authorisation for the departure even after the award of the grant and before the departure.

Students are advised to activate a valid insurance in the case the trip is cancelled.

In case it is not possible for the winner to start the mobility project (for example: maternity; serious and documented illness) it is possible to preserve the right to receive the scholarship. In this case, it is necessary to communicate the reasons why it is not possible to start the project to the Supervisor and to the administrative office for Economics and Management, P.le Della Vittoria n. 15, Forlì (email: didatticaforli.em@unibo.it) providing adequate documents. The right to receive the scholarship will be temporarily deferred until the specific problem has been overcome.

8. Incompatibilities

In accordance with the resolution of the Academic Senate on 26.07.16 double financing is prohibited, i.e. it is not possible to finance the same mobility period with two contributions deriving from the University of Bologna and other community funds.

9. Ranking list publication and beginning of the mobility period

The results of the selection will be published at <https://bandi.unibo.it/> within **July 14th, 2023**.

No personal communications will be sent.

The period abroad shall take place **starting from September 1st, 2023 and before February 28th, 2024**.

In order to receive the grant, the winners must submit the following documents within July 23rd, 2023, otherwise they will lose the grant:

- ~ **personal, fiscal and social security declaration:**
- ~ **declaration of acceptance**

It is possible to download the forms at <https://bandi.unibo.it/> entering the details of the call.

If a winner is not able to start his/her project abroad due to personal problems, he/she is required to send a written communication to the office as soon as possible declaring his/her impossibility.

Graduating students/recent graduates unable to complete the stay abroad in the established period are required to refund the scholarship received. The scholarship must be used exclusively for the research project.

In duly justified cases, it is possible to change the period of stay by sending a written communication by e-mail to didatticaforli.em@unibo.it (and to the supervisor too). The period can be postponed or anticipated for a maximum of 2 months, without affecting the total length of the stay.



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If it is necessary to change the starting/ending date of the mobility period, it is necessary to promptly notify the supervisor and send an e-mail to didatticaforli.em@unibo.it in time to be authorised.

10. Register on AlmaRM

The winners of the scholarships have to register at <https://almarm.unibo.it> following the instructions in the "Guide for Winning Students". The registration is compulsory in order to recognize the activity of the thesis preparation in the student career. The guide will be sent by email to all the winners after the publication of the ranking list.

11. Procedures to be completed after the end of the stay abroad:

In order not to lose the scholarship and to register the activity of the thesis preparation abroad in the student career, it is necessary to submit the following signed documents to the office 'gestione corsi di studio di Economia e Management' in p.le della Vittoria, 15-Forlì or by e-mail to didatticaforli.em@unibo.it **within 30 days after the end of their stay:**

- detailed report of the activity carried out (signed by the student);
- a declaration signed by the thesis supervisor stating the completion of the planned activities;
- a declaration signed by the host organisation certifying the period of stay and the activities carried out.

If you do not submit the documents in time, you will have to **return the amount of the scholarship**.

Moreover, since the purpose of the grant for graduates is the publication of an article, it is necessary for them to prove that the article has been published otherwise the total amount of the scholarship will have to be refunded.

12. Student career

In order to register the activity of the thesis preparation abroad in the student career, it is necessary to:

- register on **AlmaRM** as indicated at point 10;
- submit the documents indicated at point 11.

The stay abroad will be recognized, at the end of the activity, only for those who have submitted such documentation.

13. Deadlines summary

APPLICATION SUBMISSION	UNTIL JUNE 30TH,2023 MIDDAY
RANKING PUBLICATION	UNTIL JULY 14th, 2023
WINNERS' DOCUMENTATION SUBMISSION	UNTIL JULY 23rd, 2023



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DEPARTURE	STARTING FROM SEPTEMBER 1 st , 2023 AND BEFORE FEBRUARY 28 th , 2024
DOCUMENTATION SUBMISSION END OF STAY	WITHIN 30 DAYS AFTER THE END OF STAY

14. Personal data processing

Information about the processing of the personal data supplied with applications is available at [Personal data processing — University of Bologna \(unibo.it\)](https://www.unibo.it/it/risorse/privacy)

The Data Controller is Alma Mater Studiorum - University of Bologna, with registered office in Via Zamboni 33, 40126 Bologna.

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

Pursuant to Law 241/90 the person responsible for the procedure relating to the preliminary investigation for the granting of the benefit, which is the responsibility of the University, is Giuseppina Ponzi.

15. Publication

This notice is published at <https://bandi.unibo.it>

For administrative information tel. 0543 - 374632 - email: cristina.tassinari3@unibo.it