



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
CAMPUS DI RAVENNA

Text and legal disclaimer

The following English translation has been created for information purposes only. In the event of legal issues or claims, only the Italian version of this “Call of applications” will be considered.

Call for applications: 3 scholarships for preparation of the master’s thesis abroad – intended for already graduated students, within 6 months after the graduation and for students that are about to graduate (“laureandi”) from the Second cycle degree in Engineering of Building Processes and Systems – International curriculum of Historic Buildings Rehabilitation in Ravenna.

1. SELECTION AND ELIGIBILITY REQUIREMENTS

The call for applications is intended to award 3 scholarships to partly cover expenses of the students during their period spent abroad.

The call for applications is open for students that belongs to one of the following categories:

- A. Students regularly enrolled (“in corso”) in the academic year 2019/20 or 2020/21 of the Second cycle degree in Engineering of Building Processes and Systems – International curriculum of Historic Buildings Rehabilitation in Ravenna, that are in their final year of the course or students with status “fuori corso” of the same Master degree course.
- B. Students that already graduated from the Second cycle degree in Engineering of Building Processes and Systems – International curriculum of Historic Buildings Rehabilitation maximum 6 months before applying for the call.

The students must belong to one the categories (A or B) at the moment of application and the status of “student that is about to graduate” (“laureando”) must remain for the entire period of the stay abroad. The research period abroad must start **without delay by November 30, 2021** and have minimum duration of 3 months and maximum of 6 months.

2. SELECTION BOARD

Applications will be evaluated by the Board appointed by the Course Council including professors: Marco Pretelli, Ernesto Antonini, Giovanni Castellazzi.



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3. AVAILABLE FUNDS AND SCHOLARSHIP AMOUNT

The department has allocated a total amount of € 6,000 (gross amount) to be divided into 3 scholarships, each of € 2,000 (gross amount) regardless of destination and length of the stay.

4. EVALUATION CRITERIA

The Board will assess applications according to the following criteria:

- Topic of the final thesis and the program of the student's activity during the stay abroad
- Curriculum, number of taken exams and average grade for both regularly enrolled students "in corso" and students with the status "fourti corso". In case of same number of exams and equal average grade a student with status "in corso" prevails.

For the formulation of the merit ranking list, the thesis project will be evaluated as a priority with respect to the curriculum.

Only projects and topics for the final thesis concerning international contents, for which a research carried out abroad is particularly useful, will be taken into consideration.

The evaluation of curriculum will consider:

- Number of CFU (ECTS credits) completed up to the moment of application (compared to the total number of CFU for the year of enrolment)
- Final graduation mark for the bachelor's degree (or equivalent degree obtained abroad)

Only CFU earned from the current degree programme will be considered and not those earned in previous degrees. Similarly, CFU earned for purposes other than getting the current Degree (e.g. credits earned for additional courses required by Collegio Superiore) will not be considered.

The overall evaluation will result in a score out of 100.

5. ELIGIBLE CANDIDATES

Students that are eligible in the final merit ranking list, even though they are not assigned the scholarship, will be authorized to go abroad for the period indicated in their application. The authorization will guarantee the insurance cover as indicated in Art. 10 of this call, and will allow students to get credits for the preparation of the final examination abroad recognized once they have successfully completed the period abroad, under the condition that the administrative procedures has been completed as described in Art. 12.



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6. APPLICATION PROCEDURE

The deadline for applying is 15/04/2021 h 12:00(CET).

Applications can be submitted only online using the platform “studenti online”.

To submit the application:

1. Log in <https://studenti.unibo.it> using your personal Unibo credentials (username and password);
2. Click on the tab “Calls”;
3. Select the option “**Borse di studio per tesi all'estero**”.

For technical assistance to complete the procedure applicants can contact Studenti Online Help Desk by phone +39 051 2080301 (Monday-Friday, 9.00 am – 1.00 pm and 2pm – 5pm) or by e-mail help.studentionline@unibo.it

All communication related to the call will be sent to the applicant’s UNIBO mail address (name.surname@studio.unibo.it).

Please be aware that:

- a. Application is only valid if the above described procedure has been finalized successfully.
- b. Applicants should carefully check the personal data entered in their Studenti Online account.
- c. It is not possible to apply via e-mail or by sending/ handing paper forms.

7. DOCUMENTS TO BE ATTACHED TO THE APPLICATION

Applicants together with the application must submit the following documents, otherwise their request will be rejected:

1. CV/resumé in European format with date and signature
2. Attachment A, properly filled in and signed, including the following information: name of the student’s degree programme, duration of the period abroad, starting and ending dates, hosting Institution and host Country, name of the thesis supervisor at Unibo. Applications which fail to include this information will be rejected.
3. Detailed research project (written in Italian or in English) pointing out destination and period abroad. Project description, made by the student, should include the following information:
 - a. Project title.



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- b. Expected length of the project.
 - c. Abstract.
 - d. Project goals description.
 - e. Reason for choosing the project topics and hosting institution.
 - f. Description of the hosting institution or research group.
 - g. Research methods and techniques.
4. Supervisor's declaration containing:
- 4.1) Written approval of the project stating why the period abroad is beneficial for the work.
 - 4.2) Declaration specifying academic links or contacts with the hosting Institution regarding the research project, stating the Institution is willing to host the Applicant. This declaration should include the name of the contact person that will supervise the student's research work abroad.
5. Only for those who did not earn their bachelor's degree at the University of Bologna: self- certification (according to art. 46 – D.P.R. 445/2000) of having earned an Italian bachelor's degree (Laurea) with final graduation mark (to be downloaded from Studenti Online if received from the University of Bologna).
Students holding a bachelor's degree earned abroad may enclose Diploma Supplement (if EU) or Declaration of Value (DOV) reporting graduation mark or GPA (if any).
6. Attachment B (tax and social security data) duly completed and signed.

8. PUBLICATION OF THE RANKING LIST

List of eligible candidates (merit ranking list) will be issued by the Evaluation Board and will include the names of the winning students, the assigned scholarships, the destinations and periods of research.

9. NOTIFICATION OF THE WINNING STUDENTS AND METHOD OF ACCEPTING THE SCHOLARSHIP

All winning students will receive official information to their institutional e-mail address (name.surname@studio.unibo.it). The winning students must communicate acceptance of the scholarship by sending e-mail to the following email address: silvia.burattoni@unibo.it **not later than 7 working days** after receiving the notification e-mail.

Candidates should be aware that, once the scholarship is assigned, the payment of the amount due will be after the date of publication of the Dean's decree and will be carried out before student's departure.



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10. INSURANCE AND START OF THE ACTIVITY

Current students do not need to undertake any further action in order to get insurance coverage as long as they are properly enrolled at the University of Bologna. Graduates who are no longer registered as students will be asked to pay the insurance premium, whose amount will be withheld from the assigned scholarship.

11. INCOMPATIBILITY CAUSES

General incompatibility principles set out by the Academic Senate on international mobility will apply to these scholarships. The incompatibility principles state that it is not possible to finance the same period abroad from multiple scholarships. Moreover, having benefited from a scholarship for thesis research abroad in the past, as well as having been assigned one and turning it down, will prevent the student from getting a scholarship.

12. ADMINISTRATIVE PROCEDURES

The winning students and eligible students must follow the instructions in the "Guide for winning and eligible students", related to the administrative procedure to be carried out through the AlmaRM platform (<https://almarm.unibo.it>). These instructions are mandatory for the purpose of recognition of the thesis preparation activity. The Guide will be sent via e-mail to all winning and eligible students following the publication of the merit ranking list.

13. FINAL REPORT

As soon as the period abroad is completed, the students must provide a declaration from their supervisor stating they have effectively performed the research abroad. A pre-filled form of such a declaration will be sent to the students together with the official notification about the assigned scholarship. Students who do not submit this declaration will have to return full amount of the scholarship received.

14. TURNING DOWN SCHOLARSHIP AND IMPEDIMENTS

The winning student that for any reason wants to turn down the scholarship has to contact the office Settore Servizi Didattici Campus di Ravenna by sending an e-mail to the following e-mail address: silvia.burattoni@unibo.it attaching a copy of valid passport or ID. If students do not carry out the foreseen period of the stay abroad, they must return full amount of the scholarship already received.



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Moreover, they will not be able to apply for next “call for applications”.

In case that temporary impediments that prevent the student to carry out the period abroad (e.g. maternity, severe illness confirmed by a doctor) occur after the scholarship has been already assigned, the student will retain the right for the scholarship.

In such a case the student must contact the office explaining causes of the impediment and provide adequate documentation and his/her right for the scholarship will be temporarily deferred until the impediment disappear.

15. PUBLICITY AND PERSONAL DATA PROCESSING

With reference to the provisions of the Decree. 30.06.03 n. 196, 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 personal data relating to the present call, informs that the data contained in the application is exclusively aimed at 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 one refuses to provide the same. Candidates have the rights under Art. 7 of the above mentioned Law which include the right of access to data concerning them, and some additional rights including the right to rectify, update or delete incorrect and incomplete data or data not collected in conformity with law, and to object for legitimate reasons to their treatment.

This “Call for applications” is to be published on the webpage for calls of the University of Bologna (<https://bandi.unibo.it/>).

For further clarifications, it is possible to contact Silvia Burattoni (silvia.burattoni@unibo.it)
For assistance in preparing the application it is possible to contact the degree programme tutor (viktoria.hrabinova2@unibo.it)

The person in charge of the admin procedure related to this “Call for applications” is Patrizia Suprani (head of Settore Servizi Didattici Campus di Ravenna)