



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.*

**Second Call for applications: Scholarships for preparation of the master’s thesis abroad – intended for graduates within 6 months after graduation and for students who are about to graduate (“laureandi”) from the Second cycle degrees in Ingegneria dei Processi e dei Sistemi Edilizi (cod. 8829) and Offshore Engineering (cod. 9249) based in Ravenna campus.**

### **1. SELECTION AND ELIGIBILITY REQUIREMENTS**

The call for applications is intended to award scholarships to spend study and research periods abroad aimed at preparing/implementing the final dissertation.

The call for applications is open to students belonging to the following categories:

- A. Students regularly enrolled in the a.y. 2021/22 or 2022/23 “in corso” (second year) or “fuori corso” in the Second cycle degree in Ingegneria dei Processi e dei Sistemi Edilizi or in Offshore Engineering - Ravenna
- B. Graduates in the Second cycle degree in Ingegneria dei Processi e dei Sistemi Edilizi or in Offshore Engineering - Ravenna within 6 months after graduation

Candidates should be in one of the two categories (A or B) and therefore meet the aforementioned requirements at the moment of application and the status of “student who is about to graduate” (“laureando”) should be maintained for the whole research period abroad.

### **2. OPENING PERIODS OF THE CALL**

The call will be open according to the following schedule:

- **28 August – 20 October 2023 at 12h:** for stays abroad (minimum length 3 months – maximum length 6 months) starting no later than 20 April 2024.



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### 3. SELECTION BOARD

Applications will be evaluated by the following Evaluation Board: Alessandro Marzani · Nicholas Fantuzzi · Laura Govoni.

### 4. SCHOLARSHIP AMOUNT

The amount of each scholarship will be set by the Evaluation Board, from a minimum of €1,000.00 up to a maximum of €3,100.00. Under no circumstances assigned grants shall go beyond the given limits.

The Board considers the following amounts as appropriate to be granted for the stay abroad:

- € 450 as maximum monthly grant for living expenses
- € 200 as maximum grant for travel expenses for a European destination
- € 400 as maximum grant for travel expenses for an extra-European destination

The amount of each grant may therefore vary depending on the destination and the duration of the stay abroad.

### 5. 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 "fuori 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 significant, will be taken into consideration.

The evaluation of curriculum will consider the number of CFU (ECTS credits) completed up to the moment of application deadline (compared to the total number of CFU for the year of enrolment) and exam marks.

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 will not be considered.

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



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## 6. 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. 11 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. 13.

## 7. APPLICATION PROCEDURE

### **Application deadlines are:**

- **28 August – 20 October 2023 at 12h:** for stays abroad (minimum length 3 months – maximum length 6 months) starting no later than 20 April 2024.

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](mailto: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 valid only 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.



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## 8. DOCUMENTS TO BE ATTACHED TO THE APPLICATION

Applicants must submit the following documents together with the application, 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 with 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
  - b. Expected length of the project
  - c. Abstract
  - d. Project goals description
  - e. Reason for choosing the project topic 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. Attachment B (tax and social security data) duly completed and signed.

## 9. 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.



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## 10. NOTIFICATION OF THE WINNING STUDENTS AND METHOD OF ACCEPTING THE SCHOLARSHIP

All winnings 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](mailto:silvia.burattoni@unibo.it) as soon as possible and in any case **no 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.

## 11. INSURANCE

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 withhold from the assigned scholarship.

## 12. INCOMPATIBILITY

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.

## 13. 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.

## 14. FINAL REPORT

As soon as the period abroad is completed, students must provide a declaration from their supervisor stating they have effectively performed the research abroad. The report is to be



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submitted both via AlmaRM platform (<https://almarm.unibo.it>) and via e-mail to [silvia.burattoni@unibo.it](mailto:silvia.burattoni@unibo.it)

Students who do not submit this declaration will have to return full amount of the scholarship received.

#### 15. 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](mailto: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.

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.

#### 16. PUBLICITY AND PERSONAL DATA PROCESSING

The University intends to ensure correct and transparent processing of the personal data of students, employees and any other person who has relations with the University.

Information on the processing of personal data provided with the applications to this call are published on the University website <https://www.unibo.it/it/ateneo/privacy-e-notelegali/privacy/informative-per-studenti-sul-trattamento-dei-dati-personali>,

This “Call for applications” is available 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](mailto:silvia.burattoni@unibo.it))  
For assistance in preparing the application it is possible to contact the relevant degree programme tutor.

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.