



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

# **CALL FOR APPLICATIONS: FIELD WORK 2019/2020**

**International student mobility in development  
cooperation**

**LANGUAGE: This English version has been made for publicity purposes only. To resolve disputes and for all legal purposes, only the Italian version is valid.**

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## ART.1 GENERAL INFORMATION

### Purpose

The Field Work Programme promotes student mobility to developing and emerging countries. Students can spend a minimum of 2 months and a maximum of 6 months at non-governmental organisations (NGOs) or other entities active in decentralised, national or international development cooperation. Different kinds of learning activities can be implemented, according to the study plan:

- **Research for dissertation preparation**
- **Curricular internship**
- **Elective learning activities**

Through this programme, mobility abroad can be implemented in the framework of development cooperation in order to:

- strengthen skills and competences concerning intercultural sensitivity, multilingualism, the ability to adapt to different contexts and environments, the ability to work in a group and the ability to apply theoretical notions to a practical level;
- provide a chance to learn about sustainability in a constantly-changing, global, interconnected society;
- facilitate the exchange of knowledge and experience among UNIBO students and professionals working in development cooperation.

This programme arose from the memorandum of understanding (MOU) between UNIBO and the Network of NGOs of Emilia-Romagna (COONGER) in order to develop mobility experiences for UNIBO students with COONGER members through projects implemented in developing and emerging countries, in combination with curricula and specialisation programmes focusing on international cooperation.

In addition, the programme offers students mobility experiences held at NGOs or organisations active in development cooperation that aren't necessarily associated to COONGER.

### Countries eligible for the mobility period

The Field Work Programme allows for mobility to countries identified by the Organization for Economic Cooperation and Development in the 'Official Development Assistance Countries' category. The complete list is available at the following link:

[https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC\\_List\\_ODA\\_Recipients2018to2020\\_flows\\_En.pdf](https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC_List_ODA_Recipients2018to2020_flows_En.pdf)

## ART.2 ELIGIBILITY REQUIREMENTS

### General eligibility requirements

In order to apply, candidates must:

1. **be enrolled at the University of Bologna for the 2019/2020 A.Y. a second-cycle degree (laurea magistrale), or in at least the fourth year of a single-cycle degree programme (laurea magistrale a ciclo unico), or in at least the third year of a first-cycle degree giving access to healthcare professions (laurea triennale abilitante alle professioni sanitarie).** Enrolment must be completed within the deadline set by the individual degree programme (<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrol-for-first-single-cycle-or-second-degree-programme>) and, in any case, no later than **27 December 2019**.

2. During the mobility abroad, students must remain enrolled at the University of Bologna and can graduate only after the mobility abroad is concluded and the learning activity abroad has been recognised by the Board of the study programme.
3. already have the corresponding language proficiency (see the Language Requirements section and the fact sheets on pre-defined field work positions in Annex n.1 of this Call)
4. meet the requirements specified for each destination, as mentioned in the fact sheets for each pre-defined field work position in Annex n.1 of this Call.

Students enrolled in previous degree programme system (i.e. prior to Italian Ministerial Decree 509/99) are not eligible to apply.

## Language requirements

With this call for applications, UNIBO requires a **compulsory assessment of language skills**.

The required language (**ENGLISH, FRENCH, PORTUGUESE, SPANISH**) is mentioned in the relative fact sheet in Annex n.1 of this Call. Candidates must already be proficient in the applicable language at the time of the application.

In order to be able to apply, the **minimum language proficiency threshold required is B1** as described in the *Common European Framework of Reference for Languages* (CEFR) recognized by the Council of Europe.

For all the languages indicated above, competence must be demonstrated by one of the following methods:

- having passed one of the **language assessment tests** at the CLA University Language Centre of UNIBO (<http://www.cla.unibo.it/certificazioni-e-test-linguistici/test-per-scambi-internazionali/test-overseas-e-field-work>) scheduled for this call for applications. It will be possible to register online **from October 7, 2019** on <https://almarm.unibo.it/almarm/welcomeStudenti.htm> **NOTE:** The language tests at the CLA Language Centre of UNIBO can be sat for two languages at most and each test can be sat only once;
- having passed one of the **language assessment tests** at the CLA University Language Centre of UNIBO during the **2017/2018 or 2018/2019** academic years for participation in mobility programmes;
- possession of a **certificate of level B1 or higher** in the language requested by the host institution certifying attendance and advancement in a language course at the CLA University Language Centre of UNIBO. Certificates with dates prior to October 1, 2017 will not be accepted;
- **equivalent certificates** indicated in the table attached to this announcement (Annex 5);
- only for Field Work positions requiring English: enrolment in **study programmes taught entirely in English**.

## Specific Requirements: destinations and timeframe

This Call includes both pre-defined field work positions in the framework of the COONGER Convention, and undefined field work positions, which must be defined by the student.

The Field Work mobility must be implemented without interruptions, within the period **1 March 2020 and 31 March 2021**.

### • PRE-DEFINED FIELD WORK POSITIONS:

For each pre-defined field work position, a fact sheet is available which indicates the name of the COONGER network associate (NGOs or other bodies active in international cooperation) offering the position, the UNIBO Departments the position is open to, the number of open places, destinations, specific skills required, planned activities and language requirements. These forms are an integral part of the Call (see Annex 1).

A field work position opened to a Department means that position is open to any (single/first/second cycle) degree programme of that Department and which is eligible according to the General eligibility requirements/point 1 of this Call<sup>1</sup>.

Student candidates are recommended to pay attention to the Department/s listed in the fact sheet. Please see the "NOTE ON DEPARTMENTS" under Art. 3 of this Call.

**For further information concerning learning/educational activities and to verify the compatibility of Field Work positions with the study plan, please consult the relevant mobility office according to your study field/campus/department listed in the following link:**

<http://www.unibo.it/en/international/exchange-opportunities-at-Unibo/contacts-for-exchange-students-at-unibo/contacts-schools-international-relations-offices>

• **UNDEFINED FIELD WORK POSITIONS:**

It is possible to apply for positions that are not defined in the present Call. Activities must be carried out with NGOs or other bodies active in international development cooperation, in the countries indicated in the present Call (see Article 1). It is the candidate's responsibility to identify the institution and to define the activity compatible with her/his study plan.

For the purposes of this call for proposals, NGOs, associations or other bodies active in international development cooperation or the local development of eligible countries must include international development cooperation or local development as the main purpose in their charter (the charter is required during the submission of the application as defined in Art. 4 of this Call).

Suggestions for finding a host organisation are available in Annex n. 6 of this Call.

**For further information concerning learning/educational activities and to verify the compatibility of Field Work positions with the study plan, please consult the relevant mobility office according to your study field/campus/department listed in the following link:**

<http://www.unibo.it/en/international/exchange-opportunities-at-Unibo/contacts-for-exchange-students-at-unibo/contacts-schools-international-relations-offices>

**NOTE ON SECURITY:** The countries included in the list referred to in art. 1 of this Call for proposals may be countries or areas characterized by significant instability and insecurity, which should be avoided. Student candidates are also recommended to read the info sheets published on the web site of the Italian Ministry of Foreign Affairs and International Cooperation <http://www.viaggiasesicuri.it/#/home>. This web site provides for each country an updated info sheet which also includes a session dedicated to security.

During the assessment of eligible applications, the evaluation commission may decide to exclude applications to these countries or areas due to lack of security and the safety risk they pose to students. The evaluation commission may also decide to exclude applications whose research topic/activity and related implementation tasks are deemed to put the student's safety and security at risk.

Furthermore, even after the publication of the rankings, due to *force majeure* reasons and/or if the situation in any destination included in the list referred to in art. 1 of this notice changes and should its security and safety worsen, the administration (DIRI - Area Relazioni Internazionali/International Relations Division) will consult the Rector Delegate of the relevant geographical area and the host institution, and may ultimately decide to suspend the candidate's departure and/or request her/his immediate return if the field work activity has started already.

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<sup>1</sup> second cycle degree programmes; from the fourth year of enrollment of single cycle degree programmes; from the third year of enrollment of first cycle degree programmes giving access to healthcare professions (laurea triennale abilitante alle professioni sanitarie).

## ART. 3 APPLICATION PROCEDURE

**A total of 25 seats are available as part of this Call.**

**Each candidate can apply for only one field work position.**

### **PRE-DEFINED FIELD WORK POSITIONS (with COONGER members)**

Two consecutive phases are scheduled for application submissions:

- PHASE 1 (PRE-SELECTION): application to COONGER members
- PHASE 2 (SELECTION): on-line application through AlmaRM

#### **PHASE 1 (PRE-SELECTION)**

Each pre-defined field work position is described in the corresponding fact sheet in Annex n.1 of this Call.

Each candidate must submit his/her application by transmitting the documentation referred to in art. 4 of this Call to the relevant COONGER member according to the procedures and deadline indicated in the corresponding fact sheet in Annex n.1 of this Call.

The applications received will be evaluated by the relevant COONGER member association. Incomplete applications will not be considered eligible. Pre-selected candidates will be called for an interview directly by the COONGER member, according to the modality it has established (in loco or distance/online interview). Candidates who do not show up to the interview will be disqualified. The interview schedule will be established by the COONGER member in due time in order to subsequently allow candidates who have successfully passed the interview to continue in PHASE 2.

#### **PHASE 2 (SELECTION)**

Only candidates who have successfully passed the interview with the COONGER member association during PHASE 1 can continue to PHASE 2.

Applications must be submitted through the AlmaRM online platform. Applications can be submitted **from 9 October until 18 November 2019 at 11:00 am.**

Applicants can save their application and return to it as often as they wish prior to submission. Completed applications must be submitted by clicking "Invio"/"Submit" on the last page; otherwise, the application will not be taken into consideration. **Submitted applications cannot be supplemented, altered or cancelled.** An automated confirmation message will be sent to the student's university email address (name.surname@studio.unibo.it) after having submitted the application.

**Incomplete and incorrectly completed applications will be considered null and void.**

**NOTE ON DEPARTMENTS:** AlmaRM only shows the predefined positions which are open to the Department of the student candidate's study programme. As a consequence, this means that if a predefined position is not visible through AlmaRM, that predefined position is not open to the Department of the student candidate's study programme, therefore it's not possible to apply to that position.

### **UNDEFINED FIELD WORK POSITIONS**

The candidate is responsible for identifying the institution and defining the activity compatible with his/her study plan.

Annex 6 of this Call contains instructions to help candidates in their research for institutions.

Online applications are completed by connecting to the AlmaRM system. Applications can be submitted **from 9 October until 18 November 2018 at 11:00 am.**

Applicants can save their application and return to it as often as they wish prior to submission. Completed applications have to be submitted by clicking "Invio"/"Submit" on the last page; otherwise, the application will not be taken into consideration. **Submitted applications cannot be supplemented, altered or cancelled.** An automated confirmation message will be sent to the student's university email address (name.surname@studio.unibo.it) after having submitted the application.

**Incomplete and incorrectly completed applications will be considered null and void.**

# ART. 4 DOCUMENTS TO ENCLOSE WITH THE APPLICATION

## PRE-DEFINED FIELD WORK POSITIONS (with COONGER members)

### PHASE 1

Compulsory documentation for applications submitted to COONGER members, in PDF format:

1. **application form** duly completed and signed by the academic mobility coordinator. The template of this document is attached to this Call (See Annex 2)
2. **CV**
3. **letter of motivation**. The template of this document is attached to this Call (See Annex 3)

### PHASE 2

Only candidates who have successfully passed PHASE 1 (i.e. candidates who have been pre-selected after their interview with a COONGER member) can proceed to PHASE 2. These candidates must complete their online application through AlmaRM. The following documents must be uploaded in PDF format:

1. the letter of motivation submitted in PHASE 1
2. the language certificate, if applicable
3. the application form duly completed and signed by both the academic mobility coordinator<sup>2</sup> and the relevant COONGER member with which the interview of PHASE 1 one was conducted and passed
4. self-certification (“autocertificazione”) of the completed courses and grades and credits awarded at other universities (for students who have been awarded a degree at another university or who have transferred from another university); the self-certification form can be downloaded from the AlmaRM online application.

**Untruthful or inaccurate declarations or use of false documents will be subject to the criminal penalties stated in art. 76 of Italian Presidential Decree n. 445 dated 28.12.2000.**

## UNDEFINED FIELD WORK POSITIONS

Unlike pre-defined field work positions, for undefined field work positions there is no phase 1 and 2, but only a single phase. Following the identification of the hosting organization and the definition of the field work activity, candidates must complete directly their online application through AlmaRM. The following documents must be uploaded in PDF format:

1. **letter of motivation**. The template of this document is attached to this Call (see Annex 3)
2. **language certificate, if applicable**
3. **host organisation agreement** duly filled and signed by both the host organisation and the academic mobility coordinator<sup>3</sup>. The template of this document is attached to this Call (see Annex 4)
4. **charter of the host organisation** showing evidence of what requested in Art. 2 of the present Call
5. **self-certification** (“autocertificazione”) of the completed courses, grades and credits awarded at other universities (for students who have been awarded a degree at another university or who have transferred from another university); the self-certification form can be downloaded from the AlmaRM online application.

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<sup>2</sup> ACADEMIC MOBILITY COORDINATOR: for mobility for dissertation research, this role belongs to the dissertation supervisor; in all other cases, this role belongs to the study programme coordinator or to her/his mobility delegate within the Department.

<sup>3</sup> See footnote n. 2.

Untruthful or inaccurate declarations or use of false documents will be subject to the criminal penalties stated in art. 76 of Italian Presidential Decree n. 445 dated 28.12.2000.

## ART. 5 SELECTION CRITERIA

### **PHASE 1 (PRE-SELECTION) – applicable only to PRE-DEFINED field work positions (with COONGER members)**

Pre-selection is carried out by COONGER members active in development cooperation that have received applications, evaluating the candidate's:

- CV
- motivation letter

Maximum 20 points can be allocated. At least 11 points are necessary to pass the evaluation and to be invited for an interview with the corresponding COONGER associate organisation.

Interviews with invited candidates will focus on the candidate's:

- suitability for the context of the destination country
- relevance to the specific field work activities
- proficiency in the language listed in the fact sheet for the corresponding field work position

Final PHASE 1 short list: Maximum 20 points can be allocated. At least 11 points are necessary for inclusion in the short list. Short-listed PHASE 1 candidates will receive the duly filled in and signed application form from the corresponding COONGER member. Only candidates with the signed form can proceed to PHASE 2, i.e. the on-line application through AlmaRM.

### **PHASE 2 (SELECTION) – applicable to all eligible applications submitted through AlmaRM**

The selection of completed eligible field work applications submitted through AlmaRM focuses on:

- a. the candidate's academic record
- b. an assessment of the candidate's motivation letter by a committee whose composition is detailed below.

Out of 100 points, the candidate's motivation letter accounts for a maximum of 40 and the academic record for a maximum of 60 points.

#### **Assessment of the candidate's academic record**

Two factors are taken into consideration:

- academic consistency (max. 30 points)
- academic performance (max. 30 points)

Various factors will be weighed through a unique algorithm applied to all cases evenly, leading to a result that represents at best the two factors mentioned above.

For students enrolled in at least the fourth year of a single-cycle degree (Laurea Magistrale a Ciclo Unico) programme, or in at least the third year of a 1<sup>st</sup>-cycle degree (Laurea), or in a 2<sup>nd</sup>-cycle degree (Laurea Magistrale) programme following to the 1<sup>st</sup> year:



- ✓ “**academic consistency**” is calculated according to the number of credits awarded in relation to the year of enrolment;
- ✓ “**academic performance**” is calculated based on the average, standardised according to the average grade for the Department of the corresponding degree programme;

For students enrolled in the first year of a 2<sup>nd</sup>-cycle degree programme, prior academic records will be considered, that is, the record that qualified them for the 2nd cycle degree programme:

- ✓ “**academic consistency**” is calculated based on the date of graduation<sup>4</sup> and the number of years it took the candidate to graduate from his/her first-cycle degree programme
- ✓ “**academic performance**” is calculated according to the candidate’s final marks, standardised according to the average grade for the Department of the corresponding degree programme.

In the case of two 1<sup>st</sup>-cycle degrees, only the most recent one will be considered.

**The assessment considers records and marks awarded up to the application deadline (18 November 2019).** Students are invited to check the Studenti Online webpage to ensure all educational activities have been recorded.

Academic records from foreign universities will be evaluated according to the Guidelines approved by the Board of Governors (CdA) on 18/12/2018.

### Assessment of the motivation letter

The evaluation committee is composed of the geographical Rector Delegates and a representative of the COONGER network, as an expert in development cooperation. The evaluation committee will focus on:

- compatibility between the student’s profile and his/her motivation on the one hand, and the specific field work activities on the other;
- consistency of the motivation and the field activities to be carried out at the host organisation with the learning outcomes of the student’s degree programme;
- the potential added value of the experience that the student would acquire during the specific field work activity with regards to his/her field of study.

The committee reserves the right to declare an application unsuitable for the mobility programme by assigning zero points to the motivation assessment. An application also can be declared unsuitable according to the evaluation committee’s unquestionable judgment concerning the security conditions of the location where the field work is to be implemented.

At the end of the assessment, a short list (“graduatoria”) will be drawn up for each pre-defined field work position and an overall short list will be drawn up for undefined field work positions.

In case of a tie, priority will be given to the student younger of age.

## ART. 6 STUDY PLAN AND TRANSFER OF CREDITS

Prior to departure, students must submit a Learning Agreement to the board of their degree programme for the approval. Upon their return, the board will consider the educational activities carried out at the host organisation and approve or deny them according to the University Teaching Regulations (art. 12).

## ART. 7 RESTRICTIONS AND FURTHER REGULATIONS

<sup>4</sup> In order to adopt this criterium, the exam session, which is considered to be one each academic year as per the official decision of 27/01/1995 in the framework of the approval of the amendments to the University Teaching Regulations by the University Board, has been divided, solely for this means, into the following periods:

- Period 1: from 1 April to 31 July (corresponding to the 1<sup>st</sup> graduation session in the prior Regulations)
- Period 2: from 1 August to 23 December (corresponding to the 2<sup>nd</sup> graduation session in the prior Regulations)
- Period 3: from 7 January to 31 March of the subsequent academic year (corresponding to the 3<sup>rd</sup> graduation session in the prior Regulations)

During their field work mobility abroad, students:

- must remain enrolled at the University of Bologna
- cannot graduate before the end of the mobility
- therefore must also pay their tuition fees and finalise the enrollment at the University of Bologna

All expenses for visas, travel, board, lodging and medical insurance are to be paid by the student.

Mobility periods cannot be extended.

## ART. 8 WHEN AND HOW TO ACCEPT A FIELD WORK OFFER

**On 10 December 2019** the short lists ('graduatorie') will be published on AlmaRM. This is the only place that the results of the selection will be legally and officially listed. Applicants can access the results by logging in to AlmaRM with their UNIBO username and password. **Applicants will not be notified.**

**From 10 to 12 December 2019**, SELECTED candidates must formally accept the mobility position they have been awarded online through AlmaRM.

Acceptance must be completed on line by **h 1 p.m. on 12 December 2019 at the latest**. Selected candidates who do not accept the offered mobility place by the deadline will be automatically and irrevocably eliminated from the short list.

**From 16 to 18 December 2019**, candidates who have won a mobility place following the update of the short lists must formally accept the offered mobility position online through AlmaRM, within the deadline of **18 December, h 1 p.m.** Those who do not accept the offered mobility place by the deadline will be automatically and irrevocably eliminated from the short list without further notification.

### Further updates of the short lists

After 18 December 2019, it still may be possible for shortlisted candidates to be offered a mobility position. This may be the result of a winner who has already accepted a place deciding to cancel his/her mobility for some reason. In this case, the next student on the list will be contacted by the International Relations Division (DIRI) exclusively through an e-mail message to the student's university email address (*name.surname@studio.bologna.it*). The student must then accept or reject the offered mobility place by the deadline stated in that email. If the student does not reply by the deadline, the offered place will be registered as rejected by the student and DIRI will contact the next student on the list.

The possibility to re-allocate students to vacant mobility places depends on when student withdrawals are communicated to the International Relations Division. The implementation period for the field work activity must, in any case, be agreed upon with the host organisation. If a mobility place becomes vacant a long time after the publication of the initial short-list, the position may only be re-allocated if compatible with the deadlines of the host organisation.

## ART. 9 FINANCIAL CONTRIBUTION

All selected applicants will receive a financial contribution. This contribution is intended as a partial compensation for the extra costs students will incur while abroad.

The financial contribution is established on the basis of the funding allocated by the Italian Ministry of Education, University and Research (Ministero dell'Istruzione, dell'Università e della Ricerca, MIUR), according to the Ministerial Decree 1047 of 29/12/2017. The amount varies as shown in the table below according to the student's financial situation resulting from the ISEE certification.

ISEE	Monthly amount financial contribution
ISEE ≤ 13,000	€ 850.00
13,000 < ISEE ≤ 21,000	€ 725.00
21,000 < ISEE ≤ 26,000	€ 600.00
26,000 < ISEE ≤ 30,000	€ 475.00
ISEE > 30,000	€ 350.00

IMPORTANT: ISEE 2019 is required. This means that Students must provide a certification attesting the Equivalent Financial Situation Indicator (ISEE) called "Attestazione ISEE per prestazioni per il diritto allo studio universitario", according to the following instructions.

Students who have already submitted their ISEE certification for the calculation of the tuition fees of 2019/2020 a.y. are not required to submit it again. The University will obtain these data internally from the Registrar's Office.

Students who have not yet submitted their ISEE certification for the calculation of the tuition fees for 2019/2020 a.y. must access ER.GO website (direct link <https://servizionline.er-go.it/domande2/>) using their UNIBO credentials and fill in the "Personal Data" and "Economic Data" sections. In the "Economic Data" section, students must enter the INPS registration number ("numero di protocollo") of the Self Certification (DSU "Dichiarazione Sostitutiva Unica") (INPS-ISEE-2019-XXXXXXXX-00) in order to see data concerning ISEE.

The submission of ISEE and/or of the necessary documents for the checks on the student's economic situation is valid for both this Call and for the calculation of the tuition fees of 2019/2020 a.y.

The deadline for submitting the ISEE certification is 30 October 2019 at h 6:00 pm. After this date, it will be possible to submit the ISEE certification by 15 November 2019 at h 6:00 pm by paying a fee of € 100, which will be debited at the time of the second instalment of the financial contribution.

On 29 and 30 October (and on 14 and 15 November), anyone who does not have INPS registration number ("numero di protocollo") of the Self Certification (DSU "Dichiarazione Sostitutiva Unica") may enter the DSU Sender's Registration Number ("Protocollo mittente"), which can be found in the DSU submission receipt. To find out what the next steps are, **see the ISEE Guide** at the following link: [https://www.er-go.it/fileadmin/user\\_upload/mvm/BANDI\\_2019\\_2020/GUIDE\\_REGOLAMENTO/Guida\\_ISEE\\_2019-2020\\_2.pdf](https://www.er-go.it/fileadmin/user_upload/mvm/BANDI_2019_2020/GUIDE_REGOLAMENTO/Guida_ISEE_2019-2020_2.pdf).

**International students** who cannot apply for the ISEE calculation have to follow the procedures illustrated on the University's website and provide the documentation for the calculation of the student's economic condition, as reported on the following page: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/documentation-regarding-the-economic-situation-of-international-students>.

ISEE Certification provided autonomously by students in ways different from the procedure described above will not be taken into account.

Further information about the ISEE Certification is available on: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>.

Students who fail to comply with the deadline for providing the ISEE Certification, or who send incomplete documentation or documentation not complying with what is indicated in this Call or on the webpage mentioned above will result in a Field Work financial contribution equal to the one allocated to students with an ISEE > 30.000.

ATTENTION: The deadline for providing the ISEE Certification is different from the deadline for applying to the Field Work Call. The Field Work Call expires on 18 November 2019 and is accessible through the AlmaRM online application system.

**The financial contribution will be calculated in terms of months actually spent abroad and based on the dates of arrival and departure reported on the Certificate of Arrival and Departure.** If the period spent abroad does not correspond to a number of entire months, the following conventional rule will be applied:

- If a student has spent a certain amount of months *plus* up to 14 days abroad, the calculation will be rounded down (e.g.: 3 months and 14 days correspond to a 3-month scholarship);
- If a student has spent a certain amount of months *plus* from 15 days onward abroad, the calculation will be rounded up (e.g.: 3 months and 15 days correspond to a 4-month scholarship).

The dates of arrival and departure certified by the hosting institution will be used for the calculation of the actual months covered by the financial contribution.

**Payment** will be made in two instalments:

- the **first** one at the start of the mobility, after the certified arrival of the student by the hosting organisation and upon validation of the student's Learning Agreement. The first instalment amounts to the 50% of the planned duration.
- the **second** one after the student's return, after the certified departure of the student by the hosting organisation and after the student has submitted the documentation concerning the field work activity that was implemented. The final instalment amounts to the actual balance related to the actual period spent abroad.

**The contribution is due only if the mobility lasts not less than the half of the duration planned in the agreement** that will be signed before the departure. Besides, the contribution is due only if at least one learning activity is recognized, otherwise the contribution will have to be returned.

**IMPORTANT: Field Work financial contribution will be allocated to students only once every study cycle.**

## ART. 10 FUNDING INCOMPATIBILITIES

The Field Work programme does not allow dual funding. Students who obtain the Field Work contribution may not receive other financial contributions in the same period. More specifically, the Field Work contribution is not compatible with:

- Contributions for exchanges paid with University of Bologna funds, including contributions for the programmes for research for thesis abroad;
- Study grants offered by other Italian or foreign institutions, if obtained via the University of Bologna.

**IMPORTANT:** students who are eligible for and/or have been assigned an ER.GO scholarship may apply for a supplementary financial contribution for mobility through the same ER.GO institution (see the website [www.er-go.it/index.php?id=411](http://www.er-go.it/index.php?id=411)). The Field Work contribution and the ER.GO contribution cannot be added to each other. Therefore, ER.GO will decide the amount of its contribution according to the amount of the Field Work contribution.

## ART. 11 DEADLINES

**9 October - 18 November 2019, h 11:00 a.m.:** Submission of applications for mobility positions

NOTE for pre-defined field work positions: each pre-defined field work position has an intermediate deadline (usually set for the month of October 2019) – related to PHASE 1 – for application to the COONGER member that opened the position. Candidates must carefully check this deadline in Annex n.1 to this Call.

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**10 December 2019:** Publication of rankings

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**10 - 12 December 2019, h 1:00 p.m.:** Selected candidates must accept their mobility position

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**16 – 18 December 2019, h 1:00 p.m.:** Second-round selection candidates must accept their mobility position

## ART. 12 CONTACT INFORMATION

This Call for Applications is managed and coordinated by the International Relations Division (DIRI) of the University of Bologna, Latin America, Africa, Middle East and Western Balkans Unit

Via Filippo Re 4 - 40126 Bologna, Italy

email: [diri.area3@unibo.it](mailto:diri.area3@unibo.it) → if communicating by email, student candidates are recommended to specify FIELD WORK in the mail's title

Tel.: +39 051 2088103

Opening hours: Monday, Wednesday and Friday: 10:00 – noon;

Tuesday and Thursday: 2:30 – 4:00 p.m.

All correspondence with candidates or winners of a mobility position will take place exclusively via the student's university e-mail address, *name.surname@studio.unibo.it*.

**For information concerning learning/educational activities and to verify the compatibility of Field Work positions with the study plan**, please consult the relevant mobility office according to your study field/campus/department listed in the following link:

<http://www.unibo.it/en/international/exchange-opportunities-at-Unibo/contacts-for-exchange-students-at-unibo/contacts-schools-international-relations-offices>

## ART. 13 INFORMATIVE MEETINGS

To find out about the Field Work Programme, students must carefully read the Call for Applications and its attachments. It is also important to attend one of the information meetings. Date, time and place of the meetings are specified in annex 7.

## ART. 14 ANNEXES

1. Fact sheets – *pre-defined field work positions*
2. PHASE 1 application form - *pre-defined field work positions*
3. Motivation letter - *pre-defined and undefined field work positions*
4. Host organisation agreement – *undefined field work positions*
5. Language Certificates accepted for this Call
6. Suggestions for finding a host organisation - *undefined field work positions*
7. Information meetings

## PROCEDURE SUPERVISOR

As per art. 4 of law 241 dated 7 August 1990 (New norms governing administrative procedures and right of access to administrative documents), the person in charge of the operation is the manager of the International Relations Area, Dr Giovanna Filippini – +39 051 2099364 – giovanna.filippini@unibo.it

Candidates may exercise their right to access competition proceedings, as established under current law. Claims should be addressed to the International Relations Office, Via Filippo Re n. 4, Bologna, filling in the form which the office will provide.

**Policy statement as per art. 13 of Italian Legislative Decree dated 30.06.03 n. 196, "Code governing personal data".**

### **1. Purpose of processing.**

The University of Bologna will process all data it receives exclusively for institutional purposes, in compliance with applicable laws protecting personal data. In particular, the processing of the required personal data is designed to draw up ranking lists for the allocation of mobility positions and a financial assistance.

### **2. Processing method and persons involved**

Personal data are processed by the University of Bologna and ER.GO, using both electronic systems and hard copy registration, in full compliance with the laws governing the protection of personal data (Leg. Decree 196/03). Such data may be imparted to third parties for candidate assessment purposes and for the assessment of financial assistance, or for further contributions supporting mobility.

### **3. The processing entity:**

The Data Controller, in terms of data processed to draw up ranking lists for the allocation of mobility places and economic contributions, is the University of Bologna, Via Zamboni, 33, 40126 Bologna, to whom claims may be addressed by those exercising their rights under art. 7 of Leg. Decree 196/03. The Data Processor is the Manager of the International Relations Area, Dr Giovanna Filippini. The Processor for the data used in drawing up the financial contribution ranking list is ER.GO, the Regional Authority for the Right to Higher Education, Via Santa Maria Maggiore 4, 40121 Bologna.

### **4. Rights under art. 7 of Leg. Decree 196/2003:**

(Right of access to personal data and other rights)

1. The data subject has the right to obtain confirmation that his or her personal data exist, even if not yet recorded, and to request their communication in an intelligible form.
2. The data subject has the right to be told:
  - a) where his/her personal data were obtained;
  - b) why and how they are being processed;
  - c) for what reasons they are being processed electronically;
  - d) details about the data controller, the data processor and the representative delegated pursuant to article 5, section 2;
  - e) the entities and categories of entity/person to whom personal data may be divulged or who may come to know them as a designated representative within national borders, responsible party or appointee.
3. The data subject has the right to ensure that:
  - a) his/her data be updated, rectified or, when an interest arises, completed;
  - b) any illegally processed data shall be cancelled, rendered anonymous or blocked, including any details that need not be kept for the purpose for which they were originally collected and processed;
  - c) operations under letters a) and b) and the content thereof, are certified as having been made known to those to whom the data were in fact divulged, except where this proves impossible or would entail the use of mechanisms manifestly disproportionate to the right being protected.
4. The data subject has the right to object, entirely or in part:
  - a) on legitimate grounds, to his/her personal data being processed, even when still relevant to the purpose for which they were collected;
  - b) to his/her personal data being processed in order to be sent as advertising materials, or sold, or used for market research or commercial communications.