



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

# **CALL FOR APPLICATIONS: FIELD WORK 2023/2024**

## **Students' mobility in international development cooperation**

**IMPORTANT DISCLAIMER:** this English language version of the Call has been published for informative purposes only. In case of any dispute, the Italian version shall prevail in determining the spirit, intent, and meaning of the present Call.

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# ART. 1 GENERAL INFORMATION

## Purpose

The Field Work Programme promotes student mobility to countries identified by the Organization for Economic Cooperation and Development in the Official Development Assistance countries category. 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 student's study plan:

- **Research for dissertation preparation**
- **Curricular internship**

In addition, the mobility experiences implemented within the Field Work Programme aim 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 global citizenship and sustainability in a constantly-changing society that is increasingly global and interconnected;
- facilitate the exchange of knowledge and experience among UNIBO students and professionals working in development cooperation.

This programme stems from the memorandum of understanding (MOU) between UNIBO and the Network of NGOs of Emilia-Romagna (COONGER) aiming to develop international mobility experiences for UNIBO students in the framework of international cooperation projects implemented by the COONGER members, also in combination with curricula and specialisation programmes focusing on international cooperation.

In addition, this programme foresees student's mobility experiences at NGOs or organisations active in development cooperation that are not 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-of-ODA-Recipients-for-reporting-2022-23-flows.pdf>

# ART. 2 ELIGIBILITY REQUIREMENTS

## General eligibility requirements

In order to apply, candidates must:

1. **Be enrolled at the University of Bologna for the 2023/2024 A.Y. in 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<sup>1</sup> of a first-cycle degree giving access to healthcare professions (*corso di laurea abilitante alle professioni sanitarie*). Enrolment must be completed within the deadline set by the individual degree programme**

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<sup>1</sup> Or equivalent year of enrolment for part-time students.

(<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 23 November 2023.

2. Students who are enrolled or intend to enrol in two degree programmes at the University of Bologna can only apply under one of the two active careers; therefore, they cannot apply for one post on one career and for another post on another career. It is only possible to apply for 1 Field Work position. Once the students have declared the academic career with which they intend to apply, the AlmaRM application will display the Field Work positions open to that specific degree programme. The career chosen at the application stage will be the one on which the assessment will be based and the subsequent mobility will be carried out. All educational activities carried out and all credits acquired during the mobility will be recognized on the career that has been chosen for the application.
3. Students enrolled in a single-cycle degree programme (*laurea magistrale a ciclo unico*) or in a first-cycle degree giving access to healthcare professions (*corso di laurea abilitante alle professioni sanitarie*) who have opted for the **part-time enrolment** can only apply when they are formally enrolled in the seventh year of the part-time programme (which corresponds to the fourth year of the full-time programme) or in the fifth year of the part-time programme (which corresponds to the third year of the full-time programme), respectively.
4. 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 their degree programme.
5. Already have the necessary language proficiency (see the Language Requirements section below and the fact sheets on pre-defined Field Work positions in Annex no. 1 of this Call)
6. Meet the requirements specified for each destination, as mentioned in the fact sheets for each pre-defined Field Work position in Annex no. 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

At the time of application, all students must have adequate language skills in the working language required by the host organisation for the activities. The host organisation will verify and assess the adequate language skills of the candidate, see Art. 5.

## Specific requirements: destinations and timeframe

**This Call offers a total of 14 posts<sup>2</sup>.**

- 11 posts for the pre-defined Field Work positions in the framework of the MoU with COONGER
- 3 posts for the undefined Field Work positions, which must be identified by the student.

The Field Work mobility must be implemented without interruptions, within the period **18 March 2024<sup>3</sup>** and **31 March 2025<sup>4</sup>**.

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<sup>2</sup> Any increase in posts can be foreseen only for undefined positions.

<sup>3</sup> Departures before 18 March 2024 will only be considered if they are deemed sustainable and subject to evaluation by the University and the host institution. For pre-defined positions: If a host organisation has already indicated the possibility of starting before 18 March 2024, this is indicated in the fact sheet (Annex no. 1), however this possibility will only be confirmed once the post has been awarded to the winner.

<sup>4</sup> Students who in the academic year 2023/2024 are enrolled in the final year or *fuori corso* (past envisaged completion of time for the degree programme) and intend to graduate by 31 March 2025, must complete the Field Work mobility in the appropriate timeframe in order to obtain recognition of the Field Work activities in their study plan and fulfil all graduation obligations according to the regular deadlines. It is recommended that students in this situation check timing and deadlines with their Registrar's Office as early as at the application stage.

### 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 member (NGOs or other bodies active in international cooperation) offering the position, the UNIBO Departments the position is open to, the number of open posts, destinations, specific skills required, planned activities and language requirements. These fact sheets are an integral part of the Call (see Annex no. 1).

A Field Work position opened to a Department either means that such a position is open to any degree programme that mainly relates to that Department, according to point 1 of the General eligibility requirements of this Call, or that, if specified, only to some of the degree programmes related to that Department. Students are recommended to pay attention to the Department/s listed in the fact sheet and to any restriction.

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

<https://www.unibo.it/en/international/incoming-exchange-students/contacts-for-exchange-students-at-unibo/international-mobility-offices-contacts>

### UNDEFINED FIELD WORK POSITIONS:

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

NGOs, associations or other bodies active either in international development cooperation or in local development of countries that are eligible under this Call 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. 5 of this Call.

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

<https://www.unibo.it/en/international/incoming-exchange-students/contacts-for-exchange-students-at-unibo/international-mobility-offices-contacts>

## ART. 3 APPLICATION PROCEDURE

Applications must be submitted through the AlmaRM online platform. Students can apply for only one Field Work position. Applications can be submitted **from 24 October until 1 December 2023, at 13:00**.

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"; 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 PRE-DEFINED POSITION with COONGER members

- **DEPARTMENTS:** AlmaRM only shows the pre-defined positions which are open to the Department to which the candidate's degree programme mainly relates. As a consequence, this means that if a pre-defined position is not visible through AlmaRM, that pre-defined position is not open to the Department to which the candidate's degree programme mainly relates, therefore it is not possible for him/her to apply to that position.

- **INTERVIEWS:** those applying for pre-defined positions will be called for an interview with the COONGER member in order to continue the selection process (see Article 5).

## ART. 4 DOCUMENTS TO ENCLOSE WITH THE APPLICATION

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

After identifying the pre-defined Field Work position to apply for, candidates have to complete their online application by connecting to AlmaRM and uploading the following documents in PDF format:

1. **motivation letter.** The template of this document is attached to this Call (See Annex no. 2)
2. **curriculum vitae**
3. **self-certification (*autocertificazione*) of the completed courses, grades and credits** - only 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.
4. **application form** duly completed and signed by the academic coordinator for mobility<sup>5</sup>. The template of this document is attached to this Call (See Annex no. 3)

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

### UNDEFINED FIELD WORK POSITIONS

Following the identification of the host organization and the definition of the Field Work activity together with the identified host organisation, candidates have to complete their online application by connecting to AlmaRM and uploading the following documents in PDF format:

1. **motivation letter.** The template of this document is attached to this Call (see Annex no. 2)
2. **curriculum vitae**
3. **self-certification (*autocertificazione*) of the completed courses, grades and credits** – only 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.
4. **host organisation agreement** duly filled and signed by both the host organisation and the academic coordinator for mobility<sup>6</sup>. The template of this document is attached to this Call (see Annex no. 4)
5. **charter of the host organisation** showing evidence of what requested in Art. 2 of the present Call.

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

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<sup>5</sup> ACADEMIC COORDINATOR FOR MOBILITY: in the case of mobility for thesis research, this role is hold by the thesis supervisor; in the case of mobility for curricular internship, this role is hold by the coordinator of the degree programme or his/her delegate

<sup>6</sup> See footnote n. 5.

## ART. 5 SELECTION CRITERIA

### ASSESSMENT BY THE UNIVERSITY - applicable to all eligible applications submitted through AlmaRM for both pre-defined and undefined positions

The assessment by the University is based on two aspects:

- a. the candidate's academic record
- b. an assessment of the motivation, compatibility and compliance of the application. The assessment will be carried out by a University committee.

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

#### a) Assessment of the candidate's academic record

Two elements are taken into consideration to calculate the score:

- the number of credits acquired (*la regolarità negli studi*): max. 30 points
- the weighted average grade (*il profitto*): max. 30 points

Various factors representing at best the two elements mentioned above will be weighted.

For students enrolled in at least the 4<sup>th</sup> year of a single-cycle degree (*Laurea magistrale a ciclo unico*) or at least in the 3<sup>rd</sup> year of a first-cycle degree (*Laurea*) or in years following the first of a second-cycle degree (*Laurea magistrale*):

- ✓ **the number of credits acquired** (*la regolarità negli studi*) is calculated according to the number of credits acquired in relation to their first year of enrolment<sup>7</sup>;
- ✓ **the weighted average grade** (*il profitto*) is calculated according to the average, normalised according to the average grade for the Department concerned<sup>8</sup>.

For students enrolled in the first year of a second-cycle degree, the prior academic records will be taken into account, that is, the record that enabled them to enrol in the second-cycle degree programme:

- ✓ **the number of credits acquired** (*la regolarità negli studi*) is shown by the date of graduation<sup>9</sup> and the number of years it took the candidate to graduate from his/her first-cycle degree
- ✓ **the weighted average grade** (*il profitto*) is calculated according to the graduation grade, normalised according to the average grade for the Department concerned<sup>10</sup>.

In the case of two first-cycle degrees, only the most recent one will be considered.

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<sup>7</sup> The first year of enrolment (*prima immatricolazione*) of a student in an Italian university is the reference year for the assessment of this criteria (Article 1 letter f of the Student Regulations issued with Rectors' Decree no. 464 / 2013 of 06/06/2013 and subsequent amendments).

<sup>8</sup> Medical courses are an exception to this rule: in these cases, weighted average will be calculated according to the average grade for the medical Departments in which the students are enrolled.

<sup>9</sup> In order to adopt this criterium, the exam session, which is considered as one each academic year as per the official decision of 27/01/2015 in the framework of the approval of the amendments of Teaching Regulations by the University Board, has been divided, solely to this means, in 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).

<sup>10</sup> Medical courses are an exception to this rule: in these cases, weighted average will be calculated according to the average grade for the medical Departments in which the students are enrolled.

To set up the rankings, the same criteria will also be adopted for those students who are enrolled in the first-cycle, second-cycle and single-cycle degree programme and have opted for the part-time enrolment. Also in these cases, the assessment of the students' career is related to the year of first enrolment.

**The assessment considers the data updated until the application deadline (01 December 2023).** Via the 'AlmaEsami' platform, students are invited to check that all educational activities have been registered as of 01 December 2023; only the exams registered as of that date will be considered for the assessment of the student's career.

It should also be noted that the career assessment for students who have obtained abroad their degree giving access to the second-cycle degree programme (*Laurea Magistrale*) will be carried out by the administration offices in accordance with the guidelines approved by the Board of Governors' resolution dated 18/12/2018.

#### **b) Assessment of the motivation, compatibility and compliance**

For this assessment, a University committee will be set up, appointed by order of the Head of the Innovation Division before the deadline of the Call and composed of experts in the field of international development cooperation.

The committee will focus on:

- compatibility between the student's profile, his/her motivation and the specific Field Work activities;
- consistency of the motivation and the field work 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 a candidate unsuitable for the mobility programme by assigning zero points to the assessment of motivation/compatibility/compliance. An application also can be declared unsuitable according to the committee's unquestionable judgment concerning the safety and security conditions of the location where the Field Work is to be implemented (see Art. 7).

At the end of the ASSESSMENT BY THE UNIVERSITY, the selection process for pre-defined and undefined positions will follow different procedures, as described below:

- a PHASE 1 ranking (*graduatoria*) will be drawn up for each pre-defined Field Work position designating a maximum of 5 eligible candidates admitted to PHASE 2 (ASSESSMENT BY THE COONGER MEMBER) for each available post. The ranking can be emailed to candidates by the competent office.
- a final ranking will be drawn up for undefined Field Work positions.

In case of a tie on merit, priority will be given to the student younger of age (according to Law 127/97 as modified by Art. 2, Law no. 191 - art. 2 comma 9 of 16/06/1998).

## **ASSESSMENT BY THE COONGER MEMBER – PHASE 2 – only applicable for PRE-DEFINED FIELD WORK POSITIONS (with COONGER members)**

Candidates admitted to the PHASE 2 will be called to undergo an interview with the COONGER member, according to the modalities established by the latter (in-person or remote/online interview).

Candidates who withdraw from the interview within the timeframe indicated in the notice will be excluded from the selection process and will be replaced by the next eligible candidate in the PHASE 1 ranking.

Candidates who do not present themselves for the interview will be automatically excluded from the selection process. In this case, it will not be possible to proceed with replacements.



Interviews will be held from 11 January 2024 and in the course of the following ten days; the exact date and time<sup>11</sup> will be communicated by the competent office via e-mail between 28 December 2023 and 09 January 2024.

During the interview, the COONGER member will assess:

- suitability of the candidate profile for the context of the country of destination
- suitability of the candidate profile for the foreseen Field Work activities
- proficiency in the language listed in the fact sheet for the corresponding Field Work position

The COONGER member will assign from 0 to 50 points to the interview. Please note that the COONGER member is entitled to declare a candidate unsuitable for the mobility programme for which he/she applied, by assigning a score of zero in the evaluation of the interview.

At the end of PHASE 2, an overall ranking will be formulated for each pre-defined Field Work position which will list the winners of the Field Work position. The overall score awarded to the candidate is given by the sum of the score obtained by the candidate in PHASE 1 (ASSESSMENT BY THE UNIVERSITY) and the score obtained by the candidate in PHASE 2 (ASSESSMENT BY THE COONGER MEMBER) for a maximum of 150 points.

In case of a tie on merit, priority will be given to the student younger of age (according to Law 127/97 as modified by Art. 2, Law no. 191 - art. 2 comma 9 of 16/06/1998).

## ART. 6 STUDY PLAN, RECOGNITION OF LEARNING ACTIVITIES AND PRE-DEPARTURE TRAINING

Prior to departure, the students who have been awarded the mobility must submit a Learning Agreement to the Board of their degree programme (*Consiglio di Corso di Studio*) for the approval. Upon their return, the Board will consider the learning activities carried out at the host organisation and approve or deny them according to the University Teaching Regulations (Art. 12).

The proposed Learning Agreement must be consistent and compatible with the study plan submitted by the student according to the normal deadlines. Candidates applying for a pre-defined position or those applying for an undefined position with an imminent departure in March-April-May 2024 are invited to discuss the compatibility of the Field Work experience and its recognition with their study plan (see Purpose under Art. 1) with the relevant offices per field/campus/department<sup>12</sup> as early as at the application stage.

Successful candidates for a Field Work position are required to participate in the pre-departure training activities organised by the University and/or the host organisation.

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<sup>11</sup> Applicants should note that the interview may also be attended, at the discretion of the COONGER member, by expatriate personnel responsible on site for the project/site where the activities will take place; timetables will take into account the different time zones of the interviewers.

<sup>12</sup> <https://www.unibo.it/en/international/incoming-exchange-students/contacts-for-exchange-students-at-unibo/international-mobility-offices-contacts>

## ART. 7 SAFETY AND SECURITY

The countries included in the list referred to in Art. 1 of this Call may be countries or areas characterised by possible situations of instability and unsafeness.

For pre-defined positions, the country situation is constantly monitored by the Innovation Division together with the host organisation and if the situation does not allow it, the mobility may be cancelled at the sole discretion of the Innovation Division after consulting the Vice Rector for International Relations and the host organisation.

For undefined positions, mobility proposals to countries characterised by instability and unsafeness should be avoided. During the assessment of eligible applications, the Committee may decide to exclude applications to these countries or areas due to lack of security and the safety risk they pose to students. The Committee 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.

Applicants 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.viaggiare Sicuri.it/#/home>. This website provides for each country an updated info sheet which also includes a session about safety and security.

Furthermore, even after the publication of the rankings (pre-defined positions and undefined positions), due to *force majeure* reasons and/or if the situation in any Field Work destination changes and should its safety and security conditions worsen, the Innovation Division, after consulting the Vice Rector for International Relations, may ultimately decide to cancel the candidate's departure and/or request her/his immediate return if the Field Work activity has started already.

## ART. 8 RESTRICTIONS AND FURTHER 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, they must also pay their tuition fees and finalise the enrolment at the University of Bologna.

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

**Mobility periods cannot be extended.**

In view of the long waiting times recorded in recent years for passport issuance, it is recommended that those who do not yet have a passport or those whose passport is about to expire, consider applying for issuance as early as the time of application if they are applying for positions for imminent departure in March-April-May 2024. In these cases, the passport will be needed as early as February 2024 for the visa application and subsequent departure.

## ART. 9 WHEN AND HOW TO ACCEPT A FIELD WORK POST

**On 24 January 2024<sup>13</sup>** the rankings (*graduatorie*) will be published on AlmaRM. Selected candidates of a Field Work post will receive a communication by e-mail describing how to accept the mobility.

**From 24 to 26 January 2024**, Selected candidates of the Field Work post must formally accept the mobility on-line following the instructions received via e-mail.

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<sup>13</sup> Any postponements that become necessary will be published via AlmaRM.

Acceptance must be completed on line **by 26 January 2024, at 16:00 at the latest. Selected candidates who do not accept the offered mobility by the deadline will be automatically and irrevocably removed from the ranking without further notice.**

**From 29 to 31 January 2024**, the candidates who, following the update of the ranking lists, turned out to have won a Field Work post, must formally accept the offered mobility online through AlmaRM within the deadline of **31 January 2024, at 16:00. Those who do not accept the offered mobility by the deadline will be automatically and irrevocably removed from the ranking without further notice.**

#### **Further updates of the rankings**

After 31 January 2024, it may still be possible for eligible candidates to be offered the mobility. This may be the result of a winner who has already accepted the post deciding to cancel his/her mobility. In this case, the next student on the list will be contacted by the competent office 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 post by the deadline stated in that email. If the student does not reply by the deadline, the offered post will be registered as rejected by the student and the next student on the list will be offered the same post.

The possibility to re-allocate students to vacant mobility posts depends on the constraints posed by the fieldwork activities defined by the host organisation: if a mobility post becomes vacant a long time after the publication of the initial ranking, it may only be re-allocated if this complies with the deadlines set by the host organisation.

## **ART. 10 FINANCIAL CONTRIBUTION**

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

The financial contribution is established on the basis of the funding allocated by the Italian Ministry of University and Research (Ministero dell'Università e della Ricerca, MUR), 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.

<b>ISEE</b>	<b>Monthly amount financial contribution</b>
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:** Students must provide a certification attesting the Equivalent Financial Situation Indicator (ISEE 2023) called "Attestazione ISEE per prestazioni per il diritto allo studio universitario", following the instructions here below.

Students who have already submitted their ISEE certification for the calculation of the tuition fees of A.Y. 2023/2024 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 of A.Y. 2023/2024 must access [ER.GO website](#) using their SPID or their UNIBO credentials and fill in the "**Dati personali**" and "**Dati economici**" sections. In the "Dati economici" section, students must enter the registration number of their DSU form ("**Dichiarazione Sostitutiva Unica**") – provided by INPS.

If submitted specifically for this Call for Applications, the ISEE calculation and/or the documentation needed in order to prove the student's financial situation will also be valid for the calculation of the tuition fees for the a.y.2023/2024.

The deadline for submitting the ISEE calculation is 30 October 2023 at 18:00. After this date, it will be possible to submit the ISEE certification by 15 November 2023 at 18:00 by paying a fee of € 100, which will be debited at the time of the second instalment of tuition fees.

Students who do not have the registration number of their DSU form provided by INPS nearing the deadline may, on 29 and 30 October or on 14 and 15 November, enter the registration number of their request ('numero di protocollo presentazione DSU') mentioned in the receipt. To find out what the next steps are, see [Guida all'ISEE](#) (ISEE Guide - Italian version).

International students who only have income and assets abroad and cannot apply for the ISEE calculation must provide the documentation for the calculation of their financial situation as reported on the following page of the Unibo Web Portal: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>

International students can read a detailed explanation about the required documentation for their financial situation on the following UNIBO webpage: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/documentation-regarding-the-economic-situation-of-international-students>

Also international students who cannot provide ISEE certification have to submit [ER-GO Online Application Form](#) and complete both sections "DATI PERSONALI and DATI ECONOMICI".

It should be noted that all international students, even those who are entitled to a subsidized fixed contribution, must apply and produce documentation if they are interested in receiving a Field work contribution calculated on the basis of their economic status.

#### Further notes

Documentation provided autonomously without following the procedures outlined in the above-mentioned web page will not be taken into consideration.

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 deadlines for providing the ISEE Certification, or who send incomplete documentation or documentation not complying with what is indicated in this Call and on the webpage mentioned above will automatically be attributed the highest ISEE bracket, i.e. 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 01 December 2023 and the application must be submitted 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 host organisation 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 host organisation and upon validation of the student's Learning Agreement. The first instalment amounts to half of the planned duration.
- the **second** one after the student's return, provided that he/she will have requested the recognition of the learning activities, submitted the documentation concerning the Field Work activity that was implemented as well as the certificate of period certifying the actual period spent abroad. The final instalment amounts to the remaining sum for the calculated total duration of the period.

**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.

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

## ART. 11 FUNDING INCOMPATIBILITIES

The Field Work programme does not allow double funding. Students who obtain the Field Work contribution cannot receive other financial contributions by University of Bologna and/or European Commission for the same mobility period. More specifically, the Field Work contribution is not compatible with:

- Contributions for periods abroad 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.

## ART. 12 DEADLINES OVERVIEW

**24 October – 01 December 2023, h 13:00:** Submission of applications for the Field Work position

**30 October 2023:** submission of the ISEE Certification. After this date, it will be possible to submit the certification by the mandatory deadline of 15 November 2023 by paying a late submission fee of €100

**28 December 2023 – 09 January 2024 (ONLY FOR PRE-DEFINED POSITIONS):** communications to the candidates of PHASE 1 ranking and call for interviews with COONGER members of those candidates admitted to PHASE 2

**As from 11 January 2024 (ONLY FOR PRE-DEFINED POSITIONS):** interviews with COONGER members only for those candidates admitted to PHASE 2 for each pre-defined Field Work position

**24 January 2024:** Publication of the rankings for pre-defined positions and undefined positions

**24 – 26 January 2024, h 16:00:** acceptance of the post by the selected candidates

**29 – 31 January 2024, h 16:00:** acceptance of the post by those students who have become selected candidates after the update of the rankings

## ART. 13 CONTACT INFORMATION

This Call for Applications is managed and coordinated by the *Servizi a supporto di azioni per la Cooperazione allo sviluppo* Office, Local and Global Engagement Unit of the Innovation Division - University of Bologna

Via Filippo Re 4 - 40126 Bologna, Italy

e-mail: [arin.coopsvil@unibo.it](mailto:arin.coopsvil@unibo.it)

Telephone numbers: +39 051 2099078; +39 051 2082555

All correspondence with candidates and winners of a Field Work post 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 your 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. 14 INFORMATION SESSIONS

To find out about the Field Work Programme, students must carefully read the Call for Applications and its annexes. It is also important to attend one of the on-line information sessions listed in Annex no. 6.

## ART. 15 ANNEXES

1. Fact sheets – *pre-defined Field Work positions*
2. Motivation letter - *pre-defined and undefined Field Work positions*
3. Application form - *pre-defined Field Work positions*
4. Host organisation agreement – *undefined Field Work positions*
5. Suggestions for finding a host organisation - *undefined Field Work positions*
6. Information sessions

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### Person responsible for the procedure

As per Articles 4, 7 and 8 of Law 241 dated 7 August 1990 ("New norms governing administrative procedure and right of access to administrative documents") the person responsible for the procedure is the Head of Local and Global, Engagement Unit of the Innovation Division, Dott. Filippo Sartor

Candidates may exercise their right of access to competition proceedings, as foreseen under existing law. Claims should be addressed to the *Servizi a supporto di azioni per la Cooperazione allo sviluppo* Office, Via Filippo Re 4, Bologna, filling in the form that the Office shall provide upon request.

### (IN ITALIAN)

### Data protection

Informativa ai sensi dell'art. 13 del regolamento UE 2016/679 (General Data Protection Regulation - GDPR)

Ai sensi dell'art. 13 del D. Lgs. 196/2003 (di seguito "Codice Privacy") e dell'art. 13 del Regolamento UE n. 2016/679 (di seguito "GDPR 2016/679"), recante disposizioni a tutela delle persone e di altri soggetti rispetto al trattamento dei dati personali, i dati personali forniti formeranno oggetto di trattamento nel rispetto della normativa sopra richiamata e degli obblighi di riservatezza.

### Titolare del trattamento dei dati

Il titolare del trattamento dei dati è l'Alma Mater Studiorum - Università di Bologna, con sede in via Zamboni, 33 - 40126 Bologna - Email: [privacy@unibo.it](mailto:privacy@unibo.it), cui ci si potrà rivolgere per l'esercizio dei diritti di cui all'art. 7 del D.Lgs. 196/2003 e degli articoli dal 15 al 22 del Regolamento UE n. 2016/679. È responsabile del trattamento la Dirigente dell'Area Innovazione, dott.ssa Alice Corradi.

### Finalità del trattamento.

L'Università di Bologna procederà al trattamento dei dati forniti esclusivamente per fini istituzionali e nel rispetto della normativa in materia di protezione dei dati personali. In particolare il trattamento dei dati personali richiesti è finalizzato alla determinazione delle graduatorie per l'assegnazione dei posti scambio e del contributo economico.

#### **Modalità di trattamento e conservazione**

Il trattamento dei dati sarà svolto in forma automatizzata e/o manuale, nel rispetto di quanto previsto dall'art. 32 del GDPR 2016/679 e dall'Allegato B del D.Lgs. 196/2003 (artt. 33-36 del Codice) in materia di misure di sicurezza, ad opera di soggetti appositamente incaricati e in ottemperanza a quanto previsto dagli art. 29 GDPR 2016/679. Nel rispetto dei principi di liceità, limitazione delle finalità e minimizzazione dei dati, ai sensi dell'art. 5 21 GDPR 2016/679, i dati personali saranno conservati per il periodo di tempo necessario per il conseguimento delle finalità per le quali sono raccolti e trattati. Tali dati potranno essere trasmessi a soggetti esterni, sia per le procedure di valutazione dei candidati sia per il contributo economico o di ulteriori contributi a sostegno della mobilità.

#### **Diritti dell'interessato ai sensi dell'art. 7 del D.Lgs. 196/2003 e degli artt. 15 - 22 del Regolamento UE n. 2016/679**

L'interessato in ogni momento ha diritto di:

- a) chiedere la conferma dell'esistenza o meno di propri dati personali;
- b) ottenere le indicazioni circa le finalità del trattamento, le categorie dei dati personali, i destinatari o le categorie di destinatari a cui i dati personali sono stati o saranno comunicati e, quando possibile, il periodo di conservazione;
- c) ottenere la rettifica e la cancellazione dei dati;
- d) ottenere la limitazione del trattamento;
- e) ottenere la portabilità dei dati, ossia riceverli da un titolare del trattamento, in un formato strutturato, di uso comune e leggibile da dispositivo automatico, e trasmetterli ad un altro titolare del trattamento senza impedimenti;
- f) opporsi al trattamento in qualsiasi momento ed anche nel caso di trattamento per finalità di marketing diretto;
- g) chiedere al titolare del trattamento l'accesso ai dati personali e la rettifica o la cancellazione degli stessi o la limitazione del trattamento che lo riguardano o di opporsi al loro trattamento, oltre al diritto alla portabilità dei dati;
- h) revocare il consenso in qualsiasi momento senza pregiudicare la liceità del trattamento basata sul consenso prestato prima della revoca;
- i) proporre reclamo a un'autorità di controllo.

Bologna, 19 Ottobre 2023

Ufficio Servizi a supporto di azioni per la Cooperazione allo sviluppo – Settore Local and Global Engagement

LA DIRIGENTE

F.to Dott.ssa Alice Corradi