



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA



DEPARTMENT OF ECONOMICS

**CALL FOR SELECTION N. 2 YEAR: 2022
MOBILITY SCHOLARSHIPS FOR RESEARCH
MARCO POLO PROGRAMME**

**DEADLINE FOR THE SUBMISSION OF
APPLICATIONS**

22nd October 2022 at 1:00 pm

Decree of the Director of the Department
Rep. 119/2022
Prot. 1233 - 9/30/2022

The Director of the Department of Economics

- HAVING REGARD TO the University Statute of the Alma Mater Studiorum - University of Bologna, issued with D.R. n. 1203 of 13/12/2011 and, in particular, art. 2.5 relating to Internationalization;
- HAVING REGARD TO the Decree of the Ministry of Education, University and Research "Regulation laying down procedures for the accreditation of PhD courses and criteria for the establishment of PhD courses by accredited bodies", n. 45 of 08/02/2013;
- HAVING REGARD TO the UNIBO Regulation for fixed-term researchers, issued with D.R. n. 344 of 29/03/2011, and subsequent amendments;
- HAVING REGARD TO the UNIBO Regulation for research grants issued with D.R. n. 416 of 04/19/2011 according to Italian Law 240/2010, and subsequent amendments;
- HAVING REGARD TO the UNIBO Regulation on PhD courses, issued with D.R. n. 1468 of 05/12/2016, and subsequent amendments;
- HAVING REGARD TO the Regulation on the establishment of scholarships for the mobility of young researchers - Marco Polo Program, issued with D.R. n. 275 of 10/03/2017, published in the Extraordinary Supplement of the Official University Bulletin - n. 244 of 15/03/2017 and subsequent amendments;

decrees

Art. 1 – Definition of the Programme

Marco Polo Programme aims at distributing mobility scholarships, in order to promote research activities abroad for young UNIBO researchers.

Art. 2 – Hosting Institution

The scholarships are intended to finance research stays abroad at universities and public or private research centers (including sections and R&D centers of private companies) located in foreign countries.

Vatican City and the Republic of San Marino are not considered foreign countries.

Research stays in companies are excluded as well as the enrollment and attendance of study and / or training courses.

Upon request of the supervisor and approval of the Council of Department, it is possible to choose a maximum of two hosting structures for the indicated period, provided that they are located in the same geographical area.

Art. 3 – Selection eligibility requirements

Only those who hold one of the positions indicated below can apply:

- 1. fixed-term researcher:** holder of a contract stipulated with the University of Bologna according to the current Regulation in force, in application of art. 24, c. 3 of the law 29 December 2010, n. 240;
- 2. research fellow:** holder of a contract for research fellowship stipulated with the University of Bologna according to the current Regulation for research grants;

3. PhD student: student enrolled in a PhD course with administrative headquarters at the University of Bologna.

The Marco Polo scholarship cannot be awarded for stays in the country of birth, citizenship, residence and domicile of the PhD student.

PhD students must submit the application by the end of the legal duration of the PhD course. All stays covered by the application must end within the same deadline.

PLEASE NOTE: Research fellows and PhD students whose contract is financed with external resources thanks to agreements with third parties that include the possibility of transferring results and industrial property rights can access the Marco Polo scholarship if the research activity, agreed with the supervisor, to be carried out during the stay abroad, is not necessarily and directly aimed at the research project in progress.

The subjects described in points 2 and 3 who are in the situation described above must attach to the application the self-certification, prepared according to the model available on the intranet page:

<https://intranet.unibo.it/RisorseUmane/Web7/Pagine/ProgrammaMarcoPolo.aspx>

Candidates must meet the eligibility requirements for the selection by the expiry date of the call for selection and for the entire duration of the stay abroad.

The following three cases can occur:

1. if the beneficiary loses the eligibility requirement before the start of the stay, the application will not be considered valid. If the application has already been approved, the scholarship will be revoked.
2. If the beneficiary loses the eligibility requirement during the minimum period of three months of stay abroad, the scholarship is revoked.
3. If the eligibility requirement does not remain for the entire duration of the stay abroad, without prejudice to the minimum period of three months, the Department determines at its sole discretion whether to allow the continuation of the stay or to reduce the approved period.

Art. 4 – Submission of Marco Polo Application

The deadline for submitting applications is: **October 22nd 2022 at 1:00 pm** .

Under penalty of exclusion, candidates must submit the application for the scholarship, by the deadline indicated above, electronically, by logging on to the website:

<https://ricercatm.unibo.it/marcopolo/index.aspx>

Candidates must submit an application to the Department identified as follows:

- for fixed-term researchers: the relevant Department;
- for research fellows: the Department of the tutor;
- for PhD students: the relevant Department, as identified by the teaching staff of the doctoral course.

The following documents must be attached to the application, exclusively in pdf format:

- presentation of the research project to be developed abroad;
- Invitation letter of the foreign host Institution signed by the contact person at the same Institution, clarifying the period during which the Institution is willing to host the applicant;
- for PhD students: authorization of the coordinator of the PhD course, which must be ratified in the first useful session of the PhD Board;
- for research fellows: favorable opinion of the tutor;
- for fixed-term researchers: favorable opinion of the Director of the Department;
- for research fellows and PhD students whose contract is financed with external resources through agreements with third parties that allow the transferring of results and industrial property rights: self-declaration drawn up according to the model available on the intranet page:
<https://intranet.unibo.it/RisorseUmane/Web7/Pagine/ProgrammaMarcoPolo.aspx>

The Department reserves the right to carry out checks on the authenticity of the documents produced and on self-certifications

Applications not submitted via the online procedure, incomplete or not closed by the deadline of the call will be excluded from the selection.

Art. 5 – Candidates selecting procedures

The comparative evaluation procedure of the candidates is carried out by the Giunta (as per the resolution of the Department Council of 12 July 2017), after defining the evaluation criteria. The criteria are listed below:

- Excellent academic curriculum
- Inherence of the research project with the choice of the host institution
- Quality and academic relevance of the host institution
- Analytical work plan related to the study stay

The possibility for the winners of the Marco Polo scholarship to re-apply in the same calendar year is excluded.

Art. 6 Communication of the results and fulfillments before departure

In order to check the status of their application, applicants must log in to the Marco Polo site with their credentials and check whether the project has been approved or rejected by following the path "Applications submitted" → "Application status".

Individual communications will not be sent.

In order to apply for funding, the candidates winners of the selection must deliver the 'Marco Polo scholarship request form' to the Administrative office of the Department, available on the intranet page:

<https://intranet.unibo.it/RisorseUmane/Web7/Pagine/ProgrammaMarcoPolo.aspx>

PLEASE NOTE before departure, PhD students must send to UNIBO Office ARIC - the authorization issued by the PHD Board. For further information, please send an e-mail to: udottricerca@unibo.it

Art. 7 – Amount of the Marco Polo scholarship

Below the monthly amount, determined in relation to the geographical area of destination:

- 1) Europe and Africa area: € 1,150
- 2) Area America, Asia, Oceania: € 1,350

The total amount is proportionally reduced if the actual stay abroad is less than the authorized one, (given the minimum mandatory period of three months).

The scholarship granted can be increased only if the Department approves the request to extend the period.

The possibility of supplementing the amount of the scholarship with reimbursements of actual expenses for travel and accommodation expenses is excluded.

Art. 8 – Payment method of Marco Polo scholarship

The Marco Polo Scholarships are funded with University budget resources co-financed by the Departments with their own funds, without prejudice to any reporting or other constraints connected with these funds.

The scholarships will be paid according to the following methods:

- a) competitive research funding: for fixed-term researchers
 - the funding is made available to the beneficiary, upon approval of the report by the Department Council and in compliance with the rules on missions;
 - the funds must be used primarily for the reimbursement of travel expenses relating to the approved stay. Any remaining amounts will have to be used to cover expenses strictly related to research.
- b) post-graduate research scholarships: for research fellows and PhD candidates
 - the scholarship is paid by the Department in monthly installments;
 - the scholarships are exempt from income tax according to art. 4, paragraph 3 of law no. 210/1998 and are not subject to social security contributions.

The beneficiaries of the aforementioned scholarships enjoy the extension of insurance coverage against the risk of accidents and for civil liability, after completing the necessary administrative procedures.

Art. 9 – Starting date of the stay

The mobility scholarship application may concern:

- stays with an expected starting date even beyond six months from the deadline date of this call;
- stays that began before the call was issued, provided that the return is expected to take place after the expiry date of the call.

The beginning of the stay before the expiry of this call does not in any way give entitlement to the scholarship if the application is not approved by the Department.

Art. 10 – Duration of the stay

The duration of the stay must be included within this time range: a minimum of three months and a maximum of six months.

For periods of stay longer than three months, every month fraction of more than 15 days is considered as a complete month of stay.

Art. 11 – Change of the application after the approval

The beneficiary can submit a reasoned request for the following changes to the approved application before starting the stay abroad:

- significant advance / postponement of the departure and return dates indicated in the application;
- reduction of the months of stay abroad, provided that the stay will last not less than three months. Otherwise the incentive is revoked.

The Director of the Department decides on these requests, after obtaining the opinion of the tutor.

Art. 12 – Renounce to the scholarship

Candidates who intend to withdraw the application submitted or renounce to the scholarship must immediately communicate it with a written declaration signed in original. The statement can be delivered personally to the Administrative Office of the Department - Piazza Scaravilli 2 - 40126 Bologna in the following hours: from Monday to Friday from 9.00 to 12.00; or can be sent by registered mail or PEC to the following address: dse.dipartimento@pec.unibo.it.

Art. 13 – Check of the activity carried out abroad

Within 60 days from the end of the period of stay, under penalty of revocation of the incentive, the beneficiary must submit a scientific report on the research activity carried out and a certificate from the host Institution that clearly indicates the period of stay at the structure itself and a brief description of the activity carried out by the beneficiary.

The final report and the letter from the host institution must be uploaded into the Marco Polo application by accessing the website <https://ricercatm.unibo.it/marcopolo/index.aspx> using the institutional credentials and choosing the path "Applications submitted" from the menu → "View question". It is necessary to press the button at the top "Upload final report and letter from the host institution" and proceed to upload the documents. This documentation will be evaluated by the Department Board (Giunta di Dipartimento).

If the documents are not uploaded within the terms and if the Board expresses a negative evaluation, the scholarship paid is revoked and the beneficiaries are required to return the amount received.

Art. 14 – Incompatibility and prohibition of cumulation

The scholarships awarded according to this call are incompatible with mobility grants financed by other entities if they are aimed at covering the same period of stay abroad, even for different reasons.

The scholarships awarded according to this call cannot be combined with the increase in the PhD scholarship for activities abroad according to the current PhD regulations.

The scholarships awarded according to this call cannot also be combined with funds for international mobility (e.g. scholarships funded by the Erasmus Plus Studio and Erasmus Plus Internship program)

Art. 15 – Final rules

For other information not covered by this call, please refer to the Regulation establishing scholarships for the mobility of young researchers - Marco Polo Program, issued with D.R. n. 275 of 10/03/2017.

The submission of the application through the online procedure, according to art. 3, implies the acceptance by the candidate of the rules contained in this call and in the Regulation establishing scholarships for the mobility of young researchers - Marco Polo Program, issued with D.R. n. 275 of 10/03/2017.

Person in charge of the administrative procedures: Paola Mandelli

For further information on the Marco Polo program, consult the intranet page: <https://intranet.unibo.it/RisorseUmane/Web7/Pagine/ProgrammaMarcoPolo.aspx>

For clarifications on filling in the on line application, please send an e-mail to: marcopolo@unibo.it

For information on: publication / deadline of the call, evaluation criteria of the applications, selection results, changes of the application, payment of the scholarship, please contact the Department Administrative Office: dse.segreteria@unibo.it

Bologna, September 30, 2022

The Head of Department
Prof. Matteo Cervellati
(digitally signed)