



AREA SERVICE AREA MEDICA – CALL FOR N. 2 STUDY GRANTS FOR CLINICAL CLERKSHIP AT THE DEPARTMENT OF SURGERY AND DIVISION OF SURGICAL SCIENCE, COLUMBIA UNIVERSITY, NEW YORK, NY (U.S.A.) FOR STUDENTS ENROLLED IN MEDICINA E CHIRURGIA (cod. 8415) AND MEDICINE AND SURGERY (cod. 9210) – CALENDAR YEAR 2025

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**APPLICATION DEADLINE:
23 APRIL 2025 – 13:00 (Italian time)**

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SETTORE DIDATTICA E CARRIERE STUDENTI AMBITO MEDICO UFFICIO CORSI DI STUDIO

c/o Policlinico di Sant'Orsola, via Massarenti 9 – Pad. 11 | 40138 Bologna | Italia Responsabile del procedimento: Mario Martelli |
Tel. + 39 051 20808 83/99/35/64 | sam.corsidistudio@unibo.it



SECTION A – GENERAL INFORMATION

ART. 1 – PURPOSE

This document regulates the 2025 application procedure for the attribution of **2 study grants** for clinical clerkship at **Department of Surgery and Division of Surgical Science, Columbia University, New York, NY (U.S.A)**, dedicated to **students enrolled in the V or VI study year during A.Y. 2024/25, belonging to the Single Cycle Degree Programs of Medicina e Chirurgia (Bologna campus) and Medicine and Surgery.**

The amount of the study grant is **€ 1.700,00** (gross taxable amount).

ART. 2 – DESTINATION COUNTRY

The mobility will take place at **Columbia University, New York, NY (U.S.A)**. Applications from students with their residence or domicile, as registered on Studenti Online, in the destination Country where the Hosting Institution is located, **will NOT be accepted.** (see NOTE ON SELF-CERTIFICATION STATEMENTS on p. 8.)

ATTENTION

As specified in the Frequently Asked Questions page on the University Portal referred to in [art. 12](#) of this call, 'the extension of the University's insurance coverage does not operate in countries in a state of civil war, war, invasion, enemy acts, hostilities (even if there is no actual war going on). Therefore, it is necessary for the person concerned to inquire before departure by consulting the Ministry's website 'Viaggiare Sicuri'. (link: <https://www.viaggiaresicuri.it/home>).

It is also necessary for the candidate to view the "Protocol for activities conducted abroad by personnel and students of the University of Bologna", listed in Annex C of the present call.

ART. 3 – MOBILITY DURATION AND FINANCIAL SUPPORT

The duration of the mobility must be **8 weeks**: applications for shorter or longer periods of time will not be considered. No extension will be allowed.

The duration of the stay comprises the number of days between the departure date and the conclusion date of the mobility period, as indicated in the project attached to the application. The departure and return dates, public holidays, and any local and national holidays in the country/city where the host organization is located are included in the calculation.

The mobility will have to take place **between 01/09/2025 and 31/12/2025**; the period will have **to be approved by the Hosting Institution after candidate selection and winner nomination.**

Selected candidates who are enrolled in the 5th year of study for the academic year 2024/25 will be conditionally selected and may begin their mobility only after enrolling in the 6th year of study for the academic year 2025/26. In this case, enrollment for the 2025/26 academic year will be checked on July 31, 2025; therefore, it is necessary to ensure that tuition fees for the 2025/26 academic year are paid in time.

The mobility period will have to **end before graduation.**

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ART. 4 – WHO CAN APPLY

The grants are intended for those who, at the time of application, are **regularly enrolled and in good standing with the payment of fees** in the V or VI year of the degree programs of the School of Medicine referred to in [art. 1](#) of this call.

ART. 5 – INCOMPATIBILITY

While it is possible to take part in other international mobility programs promoted by the University, the periods **cannot overlap**, even partially, with the final dates agreed upon with the host institution after being selected for this opportunity.

Please note that the scholarships offered in this call are **not compatible** with other financial support provided by the University for the **same mobility period** (double funding is not allowed), nor with funds granted for **Student Educational Trips**. (Viaggi di Istruzione per Studenti).

ART. 6 – MOBILITY PROJECT

Applicants must enclose a **detailed project** with the **motivations** for carrying out the clerkship and their **learning objectives** for the activities they intend to carry out at the Host Institution using the **'Application Form and Mobility Project' form attached to this call for applications (Annex A)**.

The completed project must be enclosed to the application and must be signed by the candidate.

IMPORTANT NOTICE

The international learning experience abroad is to be carried out according to the availability of the Host Institution and to specific requirements set out by the Host Institution and/or rules and regulations of the Country where it is located.

Candidates must, in due time, gather all the necessary information about:

- any specific requirement and/or administrative procedure required by the host institution (e.g. application, documents to be submitted, etc.);*
- any rules and regulations about entering and staying in the host country, including health-related ones; candidates may enquire about this at the relevant Embassies or Consulates of the host country in Italy;*
- healthcare access in the host country; candidates may enquire about this at their local Italian National Health Service offices (ASL) or to the relevant Embassies or Consulates of the host country in Italy. In that regard, applicants can consult the "Protocol for activities conducted abroad by personnel and students of the University of Bologna", listed in Annex C of the present call.*

ART. 7 – CREDIT RECOGNITION

Students who carry out their proposed international learning experience abroad within this call for applications may apply for credit recognition. Please note that credit recognition is subject to approval by the Board of the Degree Programme on which the student is enrolled. For further information, please refer to the 'Contacts' section of this Call.

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SECTION B – APPLICATION, SELECTION CRITERIA, RANKING, ACCEPTANCE AND SUBSEQUENT ACTIONS

ART. 8 – APPLICATION DEADLINES AND REQUIREMENTS

Applications must be submitted exclusively via the 'Studenti Online' portal **within 23/04/2025, 13:00 (Italian time)**

In order to apply, applicants must:

1. Log on www.studenti.unibo.it with their institutional username and password;
2. click on 'Calls'
3. select the following call: **"Area Service Area Medica – Bando per n. 2 Borse di studio per attività di collaborazione clinica e scientifica presso il Department of Surgery and Division of Surgical Science, Columbia University, New York, NY (U.S.A.) a favore di studenti dei CdS in Medicina e Chirurgia (cod. 8415) o Medicine and Surgery (9210) - 2025"**

Only applicants who satisfy the requirements outlined in [art. 4](#) will be able to submit their application.

For **technical support** about the online application, candidates may contact the Studenti Online Helpdesk, see contact details in the 'Contacts' section on page 9 of this call.

Please check your registered contact details

Any notice or update about this call for applications will be emailed only to @studio.unibo.it institutional mailboxes. PLEASE NOTE that only applications submitted following the aforementioned procedure and with all the required documents will be considered; it is not possible to submit applications by email.

The following documents **exclusively in PDF format** must be uploaded when submitting applications:

- **Application form and Mobility Project (Annex A)** filled out using the form 'Domanda di partecipazione e Progetto di mobilità' attached to this call and according to the instructions in [art. 6](#) above; please note that the project must be signed by the applicant;
- **Self-certification statement about personal, financial and social security** information of the applicant, who must state also their chosen payment method (**Annex B**).

Before filling in Annexes A and B, please read the NOTE ON SELF-CERTIFICATION STATEMENTS - [Nota sulle dichiarazioni sostitutive di certificazione ex D.P.R. 445/2000](#) reported on page 8.

IMPORTANT: Incomplete applications will be disqualified.

ART. 9 – SELECTION CRITERIA

The study grant will be assigned following a public selection carried out by a Selection Board, composed by:

- Prof. Davide Pacini (President);
- Prof. Niccolò Daddi;
- Dott. Luca Di Marco (Secretary);
- Prof. Emanuela Angeli (Substitute Member).

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The Board will evaluate the applications submitted by candidates based on the learning activity type, project, and academic curriculum. Applicants will be ranked in descending order based on a total score obtained by the **sum of scores** in the following parts:

1. Learning experience project (up to a maximum of 30 points)
 - Quality and duration of the project, accuracy of the presentation and relevance to the Degree Programme.
2. Academic Curriculum (up to a maximum of 30 points)
 - Amount of credits (CFU) recorded within the application deadline of the selected call¹ in relation to the credits as planned by the Course structure diagram of the Degree Programme the candidate is enrolled in, according to the year of enrolment (to the nearest 0,01), up to **15 points**.
 - Average weighted mark verbalized by the application deadline of the selected call¹, (to the nearest 0,01), up to **15 points**.

Formula:

*Academic curriculum = [(no. CFUs verbalized / no. CFUs attainable) * 15] + [Weighted average * 15 / 30]*

3. First international mobility (10 points)
 - No international mobility funded by University, School of Medicine and/or Medical Service Area with calls for applications referred to a.y. 2022/23, 2023/24; 2024/25, 2025/26 or calendar years 2023, 2024, 2025). Eligibility will be checked by verifying that candidates have not accepted any international mobility with calls for applications funded by University, School of Medicine and/or Medical Service Area upon the deadline set for this call for applications.
4. Interview (up to a maximum of 30 points)
 - The interview will be held in English, and it will evaluate motivation and personal characteristics of the candidates in relation to activities to be carried out during the mobility.

Interviews will be held starting on 30/04/2025 at 08:00 remotely, through the **Microsoft Teams** app. In case of a high number of applicants, interviews will continue in the following days.

This call acts as a convocation: candidates who will fail to appear on the mentioned day and time, whatever the reason, will be excluded from the selection and subsequent ranking.

Technical Instructions of the interview

- Candidates will receive the link to connect to the MS Teams virtual room where interviews will be held on their institutional email (@studio.unibo.it);
- The candidates' setup for the online interview will have to include a functioning webcam, microphone, audio speakers/headphones;
- At the start of the interview, candidates will have to exhibit a valid ID to the Board;

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- Candidates will have to be reachable during the entire time slot dedicated to interviews. Technical malfunctions may interrupt the interview: the Board will attempt to contact the candidate three times; in case of no answer, the candidate will be marked absent and excluded from the ranking.

¹ In order to verify the aforementioned requirements, only credits recorded by the application deadline of the selected intake will be considered.

Only credits to be gained according to the School Teaching structure and for all Degree Programmes will be considered to assess the total amount of credits within the application deadline.

If the learning activity is made of modules (Integrated Course), credits related to each module will not be considered before the whole Integrated Course is duly recorded.

The credits are considered with reference to the first year of enrolment, notwithstanding that the candidate transferred from another Degree Programme. For example: students enrolled in the a.y. 2020/21 who transferred to another Degree Programme Year 1 in 2021/22 will be considered as enrolled in the a.y. 2020/21.

Exemptions:

For candidates who transferred from Degree Programmes to Single-, or Second-Cycle Degree Programmes, only the credits recognized by the current Degree Programme will be considered, according to the year of enrolment.

For students who have previous academic records abroad and have enrolled from year 2-6, the year of registration is to be considered the one they have enrolled in for 2023/24.

For students who have transferred from another Degree Programme in the same university or from another university, the only previously recorded credits to be considered will be the ones recognized in the current Degree Programme.

In case of previous academic record, due to withdrawal, loss of student status or second degree, previously recorded credits will not be considered for the purposes of this call for applications.

Credits obtained from single learning activities and additional learning requirements will not be considered.

In case of a **tie in score**, candidates with a lower registered ISEE will be preferred; in case of a persisting draw, candidates with a higher number of registered honours (Laude) will be preferred; if the draw persists, younger candidates will be preferred. The final ranking produced by the Board will be approved and the study grant awarded through an official Act by the Head of the Medical Service Area.

ART. 10 – RANKING PUBLICATION AND GRANT ACCEPTANCE

The act by the Head of the Medical Service Area approving the final ranking and the awardee's name will be published on Studenti Online; this will serve as official notice to all candidates.

Within 5 (five) calendar days from the ranking publication, including the day of the ranking publication (and in any case within the deadline indicated in the notification, **the awardee will have to signal their acceptance of the study grant** via email, at the address sam.corsidistudio@unibo.it. If the deadline is not respected, the grant will not be assigned.

In case the awardee does not carry out the mobility in the period covered by the call, they will have to refund the received amount of money.

ART. 11 – LEARNING AGREEMENT AND CREDIT RECOGNITION

Students carrying out the mobility according to the project presented in the application may apply for credit recognition of the activities carried out abroad. Credit recognition is subject to approval by the Board of the Degree Programme in which the student is enrolled. For further information, see the section 'Contacts' on p. 9 of this call.

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After their official acceptance, students will be registered on AlmaRM and will receive the necessary information from the Student Services Office – International Mobility Support, for what concerns mobility period certificate, Learning Agreement, and credit recognition.

ART. 12 – INSURANCE

The act by the Head of the Medical Service Area approving the final ranking and the awardees list represents the formal authorisation act activating insurance coverage for students whose applications have been approved with or without study grants. Insurance covers students during travel and mobility periods.

Insurance cover operates automatically for students who carry out their learning experience abroad (with or without grant) on condition that they maintain their regular enrolment status to one of the Degree Programmes listed in [art. 1](#) of this call for applications.

Please note that this insurance does not cover professional liability for medical or healthcare activities – if needed, additional cover must be purchased separately with no additional costs to be borne by the University. This insurance only covers institutional activities as related to this call for applications, it does not cover further voluntary activities.

More information on insurance coverage can be found on the following Portal pages:

- Student Insurance: <https://www.unibo.it/it/servizi-e-opportunita/salute-e-assistenza/assicurazione-studenti>;
- Frequently asked questions: <https://www.unibo.it/it/servizi-e-opportunita/salute-e-assistenza/assicurazione-studenti/faq-assicurazione-per-gli-studenti>

ART. 13 – SUSPENSION AND WITHDRAWAL

Should any condition arise after the application deadline that prevents grant holders from carrying out their planned international learning experience abroad (e.g. pregnancy, serious and documented illness), grant holders will maintain their right to the study grant until the condition is over, after approval of the Hosting Institution.

In this case, grant holders must notify the Degree programmes administration office – Medical Service Area (sam.corsidistudio@unibo.it) about their condition.

Grant holders who decide to **withdraw** from the planned international learning experience abroad must notify the Degree programmes administration office – Medical Service Area (sam.corsidistudio@unibo.it) about their decision as soon as possible; withdrawal notices must carry a copy of a valid ID as Annex. Grant holders who withdraw may be required to refund the study grant.

Please note that should the final mobility duration be **shorter** than planned, as evidenced by the comparison between the dates indicated in the application project (Art. 6 and Annex A) and those certified by the host institution at the end of the mobility (Art. 14), the grant may be recalculated and a (partial) refund as related to the planned but unused days of mobility may be required.

ART. 14 – LEARNING EXPERIENCE CONFIRMATION

At the end of the international learning experience abroad, the awardee must upload on AlmaRM the declaration of learning experience confirmation duly filled in and signed no later than 30 (thirty) days from the end date of the mobility. Grant holders who fail to submit their learning experience declaration must refund the study grant and will not have any credits recognised.

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PROCEDURE SUPERVISOR

Pursuant to Italian Law 7 August 1990, n. 241, the procedure supervisor for this call for applications is the Manager of the Degree Programme Management Office - Medical Area Service, Dr. Mario Martelli.

Any changes to the above terms and conditions will be published at <https://bandi.unibo.it/s/sam/area-service-area-medica-bando-columbia-2025>

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- **ANNEX A** – Domanda di partecipazione e Progetto di mobilità
 - **ANNEX B** – Modulo anagrafici e fiscali
 - **ANNEX C** – Protocollo per le attività condotte all'estero da personale e studenti dell'Università di Bologna
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PRIVACY STATEMENT ACCORDING TO ART. 13 OF LEGISLATIVE DECREE 196/2003 'CODICE IN MATERIA DI DATI PERSONALI' AND ART. 13 OF EU REGULATION NO. 2016/679 (GDPR)

Information on the processing of personal data provided with applications to participate in this call for applications is published on the University Portal at <https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/information-for-students>, section 'Processing for the purposes of providing services and activities related to the right to higher education'.

NOTE ON SELF-CERTIFICATION STATEMENTS ('DICHIARAZIONI SOSTITUTIVE DI CERTIFICAZIONE ex D.P.R. 445/2000')

On the subject of **self-certification statements**, applicants are reminded of the following:

a) Candidates with EU citizenship may produce self-declaration statements about academic and professional qualifications according to articles 46 and 47 of Italian D.P.R. 445/2000.

b) Candidates with non-EU citizenship who are compliant with Italian immigration rules, or who are authorised to stay on Italian territory, must follow the provisions stated in commas 2 and 3 of art. 3 of Italian D.P.R. 445/2000.

In addition to conditions a) and b) outlined above, personal statuses, individual qualities, and facts can be documented with certificates or declarations issued by the competent authority of the relevant foreign country. These certificates or declarations must be presented together with a sworn translation certified by the Italian Embassy or Consulate to be conforming to the original; before certifying conformity, the Italian Embassy or Consulate must warn the applicant about the legal consequences of producing false documents.

The University may perform background checks on candidate statements and self-declarations. In case of false declarations, applicants will be considered ineligible for the grant, in addition to facing legal penalties pursuant of art. 76 of Italian D.P.R. 445/2000.

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CONTACTS

For technical support about the **online application on Studenti Online**, candidates may contact the Studenti Online Help Desk by phone at: +39 051 2080301 from Monday to Friday, from 09:00 to 13:00 and from 14:00 to 17:00 or they may e-mail at help.studentionline@unibo.it.

For administrative support and **information about this call for application**, candidates may email the Degree programme management office – Medical Service Area at sam.corsidistudio@unibo.it.

For information related to **mobility period certificate, Learning Agreement, credit recognition**, candidates may email the Student Services Office - International Mobility Support at erasmus.medicine@unibo.it.

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