

**SERVICE AREA MEDICAL AREA – CALL FOR APPLICATIONS FOR N. 2 SCHOLARSHIPS FOR
TRAINEESHIP AT NAGOYA UNIVERSITY - SCHOOL OF MEDICINE (NAGOYA, JAPAN) FOR
MEDICINE AND SURGERY STUDENTS (CODE 8415) AND MEDICINE AND SURGERY (CODE
9210)**

YEAR 2025

This English version is provided for publicity purposes only. Please note that the official call for applications is written in Italian, and is published on <https://bandi.unibo.it/>. To the extent any translated part or element of this document conflicts with the Italian version, the Italian version controls and will prevail in case of legal controversies.

APPLICATION DEADLINE:

MARCH 24, 2025 – 1:00 PM

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SECTION A – GENERAL INFORMATION

ARTICLE 1 – PURPOSE

A call for applications is announced for the year 2025 for the awarding of n. 2 scholarships at Nagoya University – School of Medicine (Nagoya, Japan), aimed at carrying out training internships. The scholarship is intended for students enrolled in the V or VI year of the Single Cycle Master's Degree Programs in Medicine and Surgery (Bologna) or Medicine and Surgery for the academic year 2024/2025.

The amount of each scholarship is **€ 2,000.00** (gross taxable amount).

ARTICLE 2 – DESTINATION COUNTRY

The mobility will take place at Nagoya University – School of Medicine (Nagoya, Japan). Applications from students who, as declared on Studenti Online are residents or domiciled in the destination country where the host institution is located are **NOT** eligible.

WARNING

As specified on the FAQ page of the University Portal referred to in Article 12 of this call, "the extension of the University insurance coverage does not apply in countries experiencing civil war, war, invasion, hostile acts, hostilities (even if there is no active war). Therefore, the applicant must check the travel security website before departure" (link: <https://www.viaggiasesicuri.it/home>). Furthermore, the applicant must review the "Protocol for activities conducted abroad by staff and students of the University of Bologna," attached as Annex C, which is an integral part of this call.

ARTICLE 3 – DURATION OF MOBILITY AND FINANCIAL CONTRIBUTION

The duration of the stay abroad must be **12 weeks**: applications with a proposed stay of less than that will not be considered. Extensions are not allowed.

The duration of the stay corresponds to 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. Departure and return dates, public holidays, and any local or national holidays in the host country/city are included in the calculation.

The mobility period must take place within the timeframe agreed upon with the **host institution following the selection process** and must be completed no later than December 31, 2025.

To be eligible, the following conditions apply:

- Candidates enrolled in the **VI year** for the academic year 2024/2025 as of the application deadline: mobility period must be between **August 1, 2025, and December 31, 2025**.
- Candidates enrolled in the **V year** for the academic year 2024/2025 as of the application deadline: the proposed mobility period must be between **August 1, 2025, and December 31, 2025**. If selected, these candidates will be conditionally nominated and can only begin their

mobility after **enrolling in the 6th year for the academic year 2025/26**. The enrollment check for the academic year 2025/26 will take place on **July 31, 2025**, making it necessary to ensure timely payment of tuition fees.

The mobility must be concluded before graduation.

ARTICLE 4 – ELIGIBILITY

Scholarships are available to students who, at the time of application, are regularly enrolled and **in good standing with tuition fees** for the 5th or 6th year of the degree programs indicated in Article 1.

ARTICLE 5 – INCOMPATIBILITY

The scholarships offered are incompatible with other grants provided by the University or other institutions for the same mobility period (double funding prohibition).

The scholarships are also incompatible with training stays under agreements between the School of Medicine and Surgery and the Departments of DIMEC and DIBINEM with Brown University (USA), Columbia University (USA), Chinese University of Hong Kong (China), Korea University (South Korea), and CEDIMAT (Dominican Republic). Mobility to these partner universities will be subject to specific calls.

The scholarship is also incompatible with funds allocated for student educational trips.

ARTICLE 6 – MOBILITY PROJECT

Applicants must attach a **detailed project explaining their motivations** for the internship, the department they wish to attend, and their objectives, using the "**Application Form and Mobility Project**" form attached to the call (Annex A).

This project must be attached to the application and must be signed by the applicant.

WARNING

The actual execution of the training stay is subject to the availability of the host institution and the fulfillment of its requirements and/or the applicable regulations in the host country. Applicants must independently and in advance verify:

- Any specific requirements and/or administrative procedures required by the host institution (e.g., application submission, document submission, etc.).
- Any health and entry regulations in the host country by contacting the relevant diplomatic representations (Embassies and Consulates) in Italy.
- Health assistance in the host country by consulting their local health authority (ASL) or diplomatic representations.

For more details, see the "Protocol for activities conducted abroad by staff and students of the University of Bologna" (Annex C).

ARTICLE 7 – RECOGNITION OF EXPERIENCE

The training experience carried out abroad under this call may be recognized with university credits according to the decisions of the Degree Program Council. For more information, see the "Contacts" section of this call.

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

ARTICLE 8 – APPLICATION PROCEDURES AND DEADLINES

The application for the selection process must be submitted by **March 24, 2025, 13:00** , exclusively through the Studenti Online platform.

Application Steps:

1. Go to www.studenti.unibo.it and log in with your university credentials.
2. Click on "Bandi" (Calls for Applications).
3. Select the call titled: **"Area Service Area Medica – Bando per n. 2 Borse di studio per tirocini formativi presso Nagoya University - School of Medicine (Nagoya, Giappone) a favore di studenti dei CdS in Medicina e Chirurgia (cod. 8415) o Medicine and Surgery (cod. 9210) - 2025"**. Only students who meet the eligibility criteria outlined in Article 4 can proceed with the application.

For technical assistance in filling in the application form, please contact the Student Online Help Desk, see contact details in the 'Useful contacts' section on page 9 of this notice.

Please check your contact details

Communications relating to the competition will be sent to the student's institutional address @studio.unibo.it.

All communications regarding the selection process will be sent to the student's institutional email (@studio.unibo.it).

N.B. The application is valid only if the procedure is fully completed, including the required documentation. Paper or email submissions will not be accepted.

Required Attachments (in PDF format, or the application will be rejected):

- **Application Form and Mobility Project (Annex A)** – Must be filled out using the provided template and signed by the student.
- **Self-Certification Declarations (Annex B)** – These must document personal, tax, and social security information, as well as the chosen payment method.

Before filling out Annexes A and B, it is strongly recommended to read the "Nota sulle dichiarazioni sostitutive di certificazione" (p. 9).

IMPORTANT! : Incomplete applications will not be considered.

ARTICLE 9 – SELECTION CRITERIA

Scholarships will be awarded as a result of the public selection by the Selection Committee consisting of:

- Prof. Fabrizio de Ponti (President)
- Prof.ssa Elisabetta Poluzzi
- Prof. Emanuele Raschi
- Prof. Roberto Rlmondini Giorgini

The Committee will evaluate the applications based on the type of training activity, the project, and the academic curriculum. A ranking will be created in descending order based on the total score assigned to each candidate, which is determined by the sum of the following partial scores:

1. Project Validity (up to 30 points)
 - o Quality and duration of the project, accuracy of the presentation, and relevance to the academic pathway.
2. Academic Curriculum (up to 30 points)
 - o Number of university credits (CFU) obtained by the application deadline¹, compared to the total credits required by the curriculum for completed academic years.
 - o This will be rounded to the nearest hundredth and calculated using the following formula, with a maximum of 15 points.
 - o Weighted average of recorded grades by the application deadline, rounded to the nearest hundredth, and calculated using the following formula, with a maximum of 15 points.

¹ For the purpose of verifying the requirement for calculating the score based on the academic curriculum, only the credits recorded in the student's career by the deadline of the call for applications to which they are applying will be considered. In calculating the credits required to obtain the benefit, only those obtainable according to the educational organization of the School and for all Study Programs by the deadline of the call for applications will be considered.

If the educational activity is structured in modules (integrated exam), it will not be possible to take into account the CFUs (credits) related to individual components before the entire integrated course has been duly recorded.

The year of enrollment is determined starting from the year of first matriculation up to the current enrollment at the University of Bologna, regardless of the year of study in which the student is enrolled as a result of any recognition of previous academic careers.

For example: A student matriculated in the academic year 2023/24 who, in the academic year 2024/25, transfers or changes courses and is readmitted to the first year will be considered as having matriculated in the academic year 2023/2024 for merit evaluation purposes, rather than being assessed based on the admission year of the new Study Program.

Special Provisions:

For those transferring from Bachelor's Degree Programs to Single-cycle Master's Degree Programs, merit is calculated based on the number of credits or exams recognized in the chosen program, considering the year of study to which the student has been admitted.

For students who have studied abroad and have been admitted to years beyond the first, the first year of enrollment is determined based on the year of study they are enrolled in during the academic year 2024/2025.

In the case of a course change or transfer from another university, the credits obtained in the original program are considered valid only if they are recognized (even partially) in the destination program.

For students who enroll following a previous withdrawal, forfeiture, or for obtaining a second degree, any credits recognized from their previous academic career will not be considered valid for this competition.

Credits recognized from previous individual educational activities or those related to additional educational obligations are not considered valid.

Credits obtained by students at foreign universities, including through exchange programs, are taken into account only if they have been completed and recorded in the academic career by the deadline of the call for applications.

Formula: Academic Curriculum Score= $[(n. CFU \text{ verbalized} / n. CFU \text{ achievable} * 15)] + [Weighted \text{ average } 15 / 30]$

3. First International Mobility (10 points)

- No prior international mobility funded by the University, the School of Medicine and Surgery, and/or the Medical Area Service Area in the academic years 2020/21, 2021/22, 2022/23, 2023/24 or the calendar years 2021, 2022, 2023, 2024. Verification will ensure that the candidate has not accepted international mobility under these funding programs as of the application deadline.

4. Interview (up to 30 points)

- The interview will be conducted in English and will assess the candidate's characteristics and motivations concerning the activities planned during mobility.

The interviews will start on **March 31, 2025, at 11:30 AM** via Microsoft Teams (video and audio conference). If there is a high number of candidates, interviews may continue on subsequent days.

This call for applications serves as an official notice. Candidates who fail to attend at the specified time and place, regardless of the reason, will be excluded from the ranking.

Technical Guidelines for the Interview:

- Candidates will receive a link at their institutional email (name.surname@studio.unibo.it) to join the MS Teams virtual meeting;
- The candidate's workstation must be equipped with a webcam, microphone, and speakers/headphones;
- At the beginning of the interview, candidates must present a valid identification document;
- Candidates must remain available throughout the interview period. In case of technical issues, up to three contact attempts will be made. If the candidate does not respond or has connection problems, they will be considered absent.

In the event of a **tie in scores**, priority will be given to candidates with a lower ISEE (Equivalent Economic Situation Indicator) for the most recent academic year that was already presented; if the tie in scores is still present, priority is given to candidate with a higher number of honors (lode); and finally a younger age if the tie persists.

The approval of the final ranking list drawn up by the Commission and the appointment of the winners of the scholarships will be ordered by executive order of the Director of the Medical Service Area.

ARTICLE 10 – RANKING AND ACCEPTANCE

The administrative decision approving the ranking and appointing the scholarship recipients will be published on the "Studenti Online" platform, serving as official notification to the candidates.

Within **five calendar days** from the publication of the ranking on "Studenti Online" (including the publication date), and no later than the deadline specified in the notification, scholarship winners must send an email to sam.corsidistudio@unibo.it confirming their acceptance of the awarded scholarship. Failure to do so will result in the loss of the scholarship.

If a scholarship recipient does not carry out the mobility period within the designated timeframe, they must return any funds already received.

ARTICLE 11 – LEARNING AGREEMENT AND RECOGNITION OF ACTIVITIES CARRIED OUT ABROAD

Students (both scholarship recipients and non-recipients) who complete the study abroad period as per their submitted project can request the recognition of activities completed abroad. Recognition will follow the guidelines established by the relevant Degree Program Council. For further details, refer to the "Useful Contacts" section in this announcement.

Upon acceptance, students will be registered on the Alma RM platform and will receive instructions from the Student Services Office – International Mobility Support regarding: certification of the study period abroad, submission of the Learning Agreement, recognition of completed activities.

ARTICLE 12 – INSURANCE COVERAGE

The official administrative decision approving the ranking and appointing the scholarship recipients will serve as formal authorization by the Head of the Structure to ensure insurance coverage for both the selected candidates and eligible students during travel and their stay abroad.

Students (whether scholarship recipients or not) who undertake the study abroad period will be covered by insurance automatically, provided they are regularly enrolled in one of the eligible Degree Programs listed in Article 1.

However, professional liability insurance for healthcare activities is not included. This coverage remains the sole responsibility of the student.

Insurance coverage applies only to official activities related to this program and not to any voluntary activities undertaken by the student.

For more details on insurance coverage, please consult:

- [Student Insurance Information](#)
- [Frequently Asked Questions on Student Insurance](#)

ART. 13 – SUSPENSIVE CONDITIONS FOR THE USE OF THE SCHOLARSHIP, WITHDRAWAL, AND ABRIDGEMENT OF THE PERIOD

If, after submitting the application, obstacles arise that prevent the regular use of the scholarship by the recipient (e.g., maternity, a serious and documented illness), the recipient will retain the right to the scholarship, with the entitlement temporarily deferred until the specific impediment is resolved.

In such cases, the recipient must communicate the reason for the impediment to the Study Programs Office of the Medical Service Area (sam.corsidistudio@unibo.it).

Any candidate awarded the scholarship who decides to withdraw must promptly notify the Study Programs Office of the Medical Service Area (sam.corsidistudio@unibo.it), attaching a copy of a valid identity document. Withdrawal may result in the repayment of the amount received.

Additionally, if the actual mobility period is shorter than initially planned, the financial contribution may be recalculated, and repayment of the amounts corresponding to the unused mobility days may be required.

ART. 14 – CERTIFICATION OF ACTIVITIES CARRIED OUT

At the end of the period abroad, scholarship recipients must upload the certificate of **completed activities**, duly filled out and signed in all its parts, to Alma RM no later than 30 days from the date of return. Failure to provide certification of the activities carried out will result in the repayment of the awarded scholarship and will prevent the recognition of curricular activities included in the Learning Agreement.

RESPONSIBLE PARTY

Pursuant to Law No. 241 of August 7, 1990, the official responsible for the procedure related to the evaluation for granting the benefit, within the competence of the University, is identified as **Dr. Mario Martelli**, Head of the Study Courses Office of SAM – Medical Education Sector.

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

Attachments

Attachment A – Application Form and Mobility Project

Attachment B – Personal and Fiscal Information Form

Attachment C – Protocol for Activities Conducted Abroad by Personnel and Students of the University of Bologna

INFORMATION NOTICE PURSUANT TO ARTICLE 13 OF LEGISLATIVE DECREE 196/2003 “CODE ON PERSONAL DATA” AND ARTICLE 13 OF EU REGULATION No. 2016/679 (GDPR)

Information on the processing of personal data provided in the applications for participation in the call is published on the University Portal at the following link:

<https://www.unibo.it/it/ateneo/privacy-e-note-legali/privacy/informative-per-studenti-sul-trattamento-dei-dati-personali> , specifically in the section titled "Processing for the provision of services and activities for the right to education."

NOTE ON SUBSTITUTE DECLARATIONS OF CERTIFICATION pursuant to D.P.R. 445/2000

Regarding **substitute declarations of certification**, candidates are reminded of the following:

a) Italian and European Union citizens may self-certify academic and professional qualifications, as provided by Articles 46 and 47 of D.P.R. 445/2000.

b) Non-EU citizens legally residing in Italy or authorized to stay in the country must comply with the provisions of paragraphs 2 and 3 of Article 3 of D.P.R. 445/2000.

In cases not covered under points a) and b), personal status, qualities, and facts must be documented by certificates or attestations issued by the competent authority of the foreign state. These documents must be accompanied by an authenticated Italian translation, certified by the Italian consular authority, attesting to its conformity with the original. The applicant must also be warned about the legal consequences of presenting false documents.

The Administration reserves the right to verify the truthfulness of the declarations provided. Without prejudice to the sanctions established by Article 76 of D.P.R. 445/2000, if any false information is detected during verification, the applicant will forfeit the scholarship.

CONTACTS

For assistance with **completing the application on Studenti Online**, candidates can contact the Studenti Online Help Desk by phone at +39 051 2080301, available Monday to Friday from 09:00 to 13:00 and from 14:00 to 17:00, or send an email to help.studentionline@unibo.it.

For information regarding the **activities covered by the call**, candidates can contact the Study Programs Office of the Medical Service Area by sending an email to sam.corsidistudio@unibo.it.

For information regarding the **certification of the period abroad, submission of the Learning Agreement, and recognition of completed activities**, candidates can contact the Student Services Office – International Mobility Support by sending an email to erasmus.medicine@unibo.it.