



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA  
AREA SERVICE AREA MEDICA

## AREA SERVICE AREA MEDICA – STUDY GRANTS FOR INTERNATIONAL LEARNING EXPERIENCES ABROAD – 2023 CALL FOR APPLICATIONS

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### **APPLICATION DEADLINE:**

**First intake: 1 March 2023 – 13:00h (Italian time)**

**Second Intake: 31 July 2023– 13:00h (Italian time)**

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## SECTION A – GENERAL INFORMATION

### ART. 1 – PURPOSE

This document regulates the 2023 application procedures for **study grants** for international learning experiences abroad (e.g. thesis preparation, clerkship, etc.) aimed at supporting **students from Degree Programmes which refer to the School of Medicine**.

The total amount of funding available for this call for applications is **€ 104.615,00** (before School tax obligations).

Since the study grants will be awarded in two separate intakes, one in spring and one in autumn, the total amount of funding available (before School tax obligations) will be split as follows:

- € 60.000,00 for the first intake
- € 44.615,00 for the second intake, plus any residual amount from the first intake.

The amount of each study grant may range from a minimum of € 1.000,00 and a maximum of € 2.900,00 (after School tax obligations). The amount may increase in a linear fashion within this range on the basis of the number of the learning experience days, and on the difference between European and non-European countries, see Annex 1 – Tabella Importi.

### ART. 2 – ELIGIBLE COUNTRIES

Mobility projects whose Host Institution (where the training experience takes place) is located in the following countries are **INELIGIBLE**:

- Italy, Republic of San Marino, Vatican City;
- The candidate's country of residence or domicile, as declared on Studenti Online (see [on self-certification statements](#) on page 9).

Furthermore, please note that, for the purpose of determining the amount of individual grants within the limits set in [art. 1](#) of this call for applications, the following are considered:

- European countries: Albania, Andorra, Austria, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Kosovo, Hungary, Iceland, Ireland, Latvia, Liechtenstein, Lithuania, Luxembourg, North Macedonia, Malta, Moldova, Montenegro, Norway, Netherlands, Poland, Portugal, Principality of Monaco, United Kingdom of Great Britain and Northern Ireland, Czech Republic, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Ukraine,.
- Non-European countries: all countries not listed in the previous point.

#### 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.viaggiariesicuri.it/home>).

### ART. 3 – MOBILITY DURATION AND FINANCIAL CONTRIBUTION

In order to be eligible, mobility projects must last for a **minimum period of 30 (thirty) days or more** are eligible. The length of stay corresponds to the number of days between the date of departure and the date of completion of the mobility period, as stated in the project attached to the application. Departure and return

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dates, public holidays and any local and national holidays of the country/city where the Host Institution at which the mobility takes place is located are included in the calculation.

The **duration** of the mobility must not exceed six calendar months (including any extensions).

**Departure** must be compulsorily within the dates indicated in the table below (dd/mm/yyyy format):

<b>Intake</b>	<b>Application deadline</b>	<b>Departure earliest eligible date</b>	<b>Departure last eligible date</b>	<b>Return last eligible date</b>
<b>I Intake</b>	01/03/2023	01/04/2023	30/09/2023	31/03/2024
<b>II Intake</b>	31/07/2023	01/10/2023	31/03/2024	30/09/2024

The mobility period **must end before graduation**.

Some calculations regarding the length of the period and related notes regarding eligibility are given below as examples:

<b>Intake</b>	<b>Departure</b>	<b>Return</b>	<b>Duration (days)</b>	<b>Eligibility and rationale</b>
I	05/06/2023	02/07/2023	28	<b>INELIGIBLE</b> Dates fall within the specified departure period for the reference round, but the duration is less than the minimum of 30 days.
I	01/03/2023	30/06/2023	91	<b>ELIGIBLE</b> Dates fall within the indicated departure period for the reference round and the duration is between the minimum of 30 days and the maximum of 6 months. <i>Please note: departure and return dates, any Easter and 1th of May holidays are included in the calculation</i>
II	01/08/2023	30/09/2023	61	<b>INELIGIBLE</b> Departure date is prior to the first useful departure date for the reference round.
II	01/09/2023	29/02/2024	184	<b>ELIGIBLE</b> Dates fall within the indicated departure period for the reference round and the duration is 6 calendar months. <i>Please note: the grant amount is equal to that for 180 days</i>

#### ART. 4 – WHO CAN APPLY

The grants are intended for those who, at the time of application, are **students regularly enrolled and in good standing with the payment of fees** in the undergraduate, master's and single-cycle master's degree programs of the School of Medicine referred to in [art. 1](#) of this call.

#### ART. 5 – INCOMPATIBILITY

Beneficiaries of the study grants for international learning experiences abroad of this call for application cannot hold:

- other study grants awarded by the University or other Institutions in charge of exchange programmes for the same learning experience mobility period (= no double grants);
- grants for 'Viaggi di Istruzione per Studenti'.

In particular, they are incompatible with Medical Service Area calls for international mobility at Brown University, Chinese University of Hong Kong, Columbia University, Nagoya University referred to the year 2023.

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## ART. 6 – MOBILITY PROJECT AND HOW TO FIND A HOST INSTITUTION

Applicants must submit a detailed project of the activities they intend to carry out, stating the destination (Host Institution) and the duration of their mobility using the ‘**Application Form and Mobility Project**’ form attached to this call for applications (**Annex A**).

The project must be attached to the application and must be signed by the following:

- (compulsory) Signature of the **applicant**;
- (compulsory) Signature of a **project supervisor**, who must be a lecturer in the Degree Programme on which the applicant is enrolled at the University of Bologna;
- (compulsory) Signature of the **Host Institution**.

Applicants must independently find a Host Institution; in order to find one, applicants may refer to the international mobility contacts published on the website of their Degree Programme for guidance and academic support.

**Changing the host institution** stated in the application form is not allowed after the application form is submitted and the selection procedure has concluded. **Only one host institution** must be stated in the detailed project of the activities.

### IMPORTANT NOTICE

The international learning experience abroad is to be carried out according to the availability of the chosen host institution and to specific requirements set out by the host institution and/or rules and regulations of the country where the host institution 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.

## 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 ‘[useful contacts](#)’ section of this Call.

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## SEC. B – APPLICATION, SELECTION CRITERIA, RANKING, ACCEPTANCE AND SUBSEQUENT ACTIONS

### ART. 8 – APPLICATION DEADLINES AND REQUIREMENTS

Applications must be submitted only via the 'Studenti Online' portal by:

- **First intake: 1 March 2023 – 13:00h (Italian time)**
- **Second Intake: 31 July 2023 – 13:00h (Italian time)**

In order to apply, applicants must:

1. Log on [www.studenti.unibo.it](http://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 borse di studio per esperienze formative all'estero anno 2023 – Scuola di Medicina e Chirurgia**'

Only applicants who hold 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 '[useful contacts](#)' section on page 9 of this call.

**Please check your contact details**

**Any notice or update about this call for applications will be emailed only to [@studio.unibo.it](mailto:@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** 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, by a Professor of the applicant's degree programme and by the host institution's representative;
- 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](#) on page 9.

**IMPORTANT: Incomplete applications will be disqualified.**

### ART. 9 – ASSESSMENT CRITERIA

Applications will be assessed by the following Board:

- Prof. Giovanna Cenacchi (Chair);
- Prof. Gabriella Verucchi;
- Prof. Luca Scapoli;
- Ms. Eva Brugnettoni (Secretary);

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- Mr. Luigi Roberto Cesi (Substitute Secretary).

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

1. Learning experience type (up to a maximum of **30 points**)
  - Thesis preparation: 30 points
  - Learning experience unrelated to thesis preparation which lasts > 60 days: 24 points
  - Learning experience unrelated to thesis preparation which lasts ≤ 60 days: 18 points
2. Learning experience project (up to a maximum of **30 points**)
  - Quality of the project, accuracy of presentation and relevance to the Degree Programme.
3. Academic curriculum (up to a maximum of **30 points**)
  - Amount of credits recorded **within the application deadline** of the selected intake<sup>1</sup> 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** recorded by the application deadline of the selected intake<sup>1</sup> (to the nearest 0,01), **up to 15 points**.  
*Formula:*  
$$\text{Academic curriculum} = [(no. CFUs recorded * 100 / no. CFUs attainable) * 15 / 100] + [Weighted average * 15 / 100]$$
4. First international mobility (**10 points**)
  - No international mobility funded by University, School of Medicine and/or Medical Service Area in the three academic/calendar years preceding the year this Call for applications had been issued (calls referred to academic year: a.y. 2020/21, 2021/22, 2022/23; calls referred to calendar years: years 2020, 2021, 2022).

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<sup>1</sup> 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 2022/23.

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.

Credits obtained from learning experiences abroad will be considered only if obtained *by the application deadline of the selected intake*.

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In case of a **tie in score**, the candidate with the lowest (submitted) ISEE value as referred to the last a.y. where they are enrolled will prevail. In case of a further tie in score, the candidate with the biggest amount of honours (laude) will prevail. In case of a further tie in score, the youngest candidate will prevail.

The final ranking and the awardees list produced by the Board will be approved with an act issued 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 awardees list 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:

- a) **Applicants whose projects have been approved WITH a study grant ('VINCITRICE/ORE')** must email their official acceptance of the study grant to [sam.corsidistudio@unibo.it](mailto:sam.corsidistudio@unibo.it). Applicants who fail to notify their acceptance will lose their right to the grant;  
Study grant holders who do not carry out their international learning experience abroad as planned in their application must refund the grant.
- b) **Applicants whose projects have been approved WITHOUT a study grant ('IDONEA/O')** who wish to carry out their planned international learning experience at their own expenses must email their intention to do so to [sam.corsidistudio@unibo.it](mailto:sam.corsidistudio@unibo.it). This notice is required to apply for credit recognition as per [art. 11](#).

#### ART. 11 – LEARNING AGREEMENT AND CREDIT RECOGNITION

Students who carry out their proposed international learning experience abroad in conditions **a)** or **b)** of [art. 10](#) of this Call for applications may apply for credit recognition of the activities carried out abroad. Please note that credit recognition within this call for applications is subject to approval by the Board of the Degree Programme on which the student is enrolled. For further information, please see '[useful contacts](#)' section on page 9 of this call.

After their official acceptance, students will be registered on AlmaRM and will receive necessary information from the Student services office – International Mobility support ([erasmus.medicine@unibo.it](mailto:erasmus.medicine@unibo.it)) for what concerns: mobility period certificate; Learning Agreement; 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>;

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- 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.

In this case, grant holders must notify the Degree programmes administration office – Medical Service Area ([sam.corsidistudio@unibo.it](mailto: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](mailto: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, the grant may be recalculated and a (partial) refund may be required.

### ART. 14 – LEARNING EXPERIENCE CONFIRMATION

At the end of the international learning experience abroad, beneficiaries **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.

### 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, Ms. Sara Scurani.

Any changes to the above terms and conditions will be published at <https://bandi.unibo.it/s/sam/area-service-area-medica-bando-per-borse-di-studio-per-esperienze-formative-all-estero-anno-2023-scuola-di-medicina-e-chirurgia/>

### 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'.

For the Head  
of the Medical Service Area  
Ms. Daniela Taccone  
The Head of Medical Teaching Unit  
Ms. Silvia Samoggia  
(P.D. rep. 30/2023)  
(digitally signed)

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## ANNEXES

- **ANNEX 1** – Tabella importi
- **ANNEX A** – Domanda di partecipazione e Progetto di mobilità
- **ANNEX B** – Modulo anagrafici e fiscali

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## 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:

- 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.
- 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.

## USEFUL 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](mailto: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](mailto: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](mailto:erasmus.medicine@unibo.it).

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