



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
AREA SERVICE AREA MEDICA

**AREA SERVICE AREA MEDICA – STUDY GRANT 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 (8415) – 2023**

CALL FOR APPLICATIONS

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:
07 JUNE 2023 – 13:00h (Italian time)**

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SEZ. A – GENERAL INFORMATION

ART. 1 – PURPOSE

This document regulates the 2023 application procedures for **1 study grant** for clinical clerkship at **Department of Surgery and Division of Surgical Science, Columbia University, New York, NY (U.S.A.)** aimed at supporting **students attending the V year in the A.Y. 2022/23 from Medicina e Chirurgia Degree Programme (Bologna, cod. 8415)**.

The amount of the study grant is **€ 1.700,00** (after School tax obligations).

ART. 2 – COUNTRY OF DESTINATION

Students who, according to what stated on Studenti Online, have residence and/or domicile in the Country of destination (China), are **NOT eligible** for this call for application (see [Note on self-certification statements \('dichiarazioni sostitutive di certificazione ex D.P.R. 445/2000'](#) on page 8)

IMPORTANT NOTICE

As specified on the FAQ page of Portale di Ateneo and stated in art. 12 of this Call, “the extension of the insurance coverage of the Atheneum does not apply in Countries in condition of civil war, war, invasion, enemy acts, hostility (even if there is not a war in course)”. Therefore, it's important that the candidate consults, before departure, the website ‘Viaggiare Sicuri’ of the Italian Ministry. (link: <https://www.viaggiaresicuri.it/home>).

ART. 3 – MOBILITY DURATION AND FINANCIAL CONTRIBUTION

The **duration** of the project will be of **8 weeks**. No extension will be allowed. The mobility will take place **between September and October 2023**.

The duration of the stay comprises the 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 dates, public holidays and any local and national holidays of the country/city where the Host Institution of the mobility project is located are included in the calculation.

Study grant holders will have to have the period of the mobility confirmed by the Host Institution after being awarded.

The mobility project must be finished within the Course completion Degree.

ART. 4 – WHO CAN APPLY

The grant is intended for those students who, at the time of application:

- **Are regularly enrolled and in good standing with the payment of fees** in the V year of the degree program referred to in [art. 1](#) of this call
- Are fluent in English (to be ascertained during the interview)
- Have recorded within the application deadline at least one of the following learning activities:
 - 72463 TIROCINIO CLINICO A SCELTA IV ANNO - CHIRURGIA CARDIACA;
 - 72404 TIROCINIO DI AREA CHIRURGICA 1 - CHIRURGIA CARDIACA;
 - 91478 SECONDO TIROCINIO CLINICO A SCELTA V ANNO - CHIRURGIA CARDIACA;
 - 75109 TIROCINIO CLINICO A SCELTA V ANNO - CHIRURGIA CARDIACA



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ART. 5 – INCOMPATIBILITY

Beneficiaries of the study grant for clinical clerkship 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, this grant is incompatible with Medical Service Area calls for international learning experiences abroad, international mobility at Brown University, Nagoya University, Chinese University of Hong Kong China (Hong Kong, China), referred to the year 2023.

ART. 6 – MOBILITY PROJECT

Applicants must submit a **detailed project of the activities they intend to carry out, their motivations** about the application for this clerkship, stating the medical Unit they want to attend and with which purposes, 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 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 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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SEZ. 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 **07/06/2023 – 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. 1 borsa di studio per attività di collaborazione clinica e scientifica presso Department of Surgery and Division of Surgical Science, Columbia University, New York, NY (U.S.A.) a favore di studenti di Medicina e Chirurgia (cod. 8415) - 2023**'

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 8 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 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** (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**).
- **Curriculum vitae**.

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 8.

IMPORTANT: Incomplete applications will be disqualified.

ART. 9 – ASSESMENT CRITERIA

Applications will be assessed by the following Board:

- Prof. Davide Pacini (Chair);
- Dott. Luca Di Marco;
- Dott. Carlo Mariani (Secretary);
- Prof. Gaetano Domenico Gargiulo (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:



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1. Learning experience project (up to a maximum of 30 points)
 - Quality of the project, accuracy of presentation and relevance to the Degree Programme.

2. Academic curriculum (up to a maximum of 30 points)
 - Amount of credits recorded **within the application deadline** of the selected intake^A 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 intake¹ (to the nearest 0,01), **up to 15 points**.
Formula:
$$\text{Academic curriculum} = [(\text{no. CFUs recorded} / \text{no. CFUs attainable}) * 15] + [\text{Weighted average} * 15 / 30]$$

3. 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).

4. Interview (up to 30 points)
 - The interview will be held in English and will aim to verify skills and motivation of the applicants, in relation to the activities as related to this call.

Interviews will be held starting from **12 June 2023 at 09:00 (Italian time) at Biblioteca Possati, Policlinico Sant'Orsola, Pad.25, Via Giuseppe Massarenti, 9, 40138 Bologna BO** and will continue over the following days depending on the number of candidates taking part.

This publication serves as official notice to all candidates. Candidates who fail to attend the interview on the aforementioned day and time, with no exceptions, will be excluded from the final ranking.

^A 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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The Board will draw a final ranking summing the points gained from learning activity type, project and academic curriculum and the result of the interview.

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 the awardee must email their official acceptance of the study grant to sam.corsidistudio@unibo.it. Awardees 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.

ART. 11 – LEARNING AGREEMENT AND CREDIT RECOGNITION

Students who carry out their proposed international learning experience abroad according to the project proposed within 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 8 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) 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 application has been approved with study grant. Insurance covers students during travel and mobility periods.

Insurance cover operates automatically for students who carry out their learning experience abroad 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>



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(link: <https://www.viaggiariesicuri.it/home>).

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 as long as they have previously obtained an approval from the Host 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, 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-n-1-borsa-di-studio-per-attivita-di-collaborazione-clinica-e-scientifica-presso-department-of-surgery-and-division-of-surgical-science-columbia-university-new-york-ny-u-s-a-a-favore-di-studenti-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’.

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- **ANNEX A** – Application form and Mobility Project



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- **ANNEX B** – Self-certification statement about personal, financial and social security information

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.

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.

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.