



SCUOLA DI ECONOMIA, MANAGEMENT E STATISTICA

SCHOLARSHIP AWARD FOR THESIS PREPARATION ABROAD:
CALL FOR APPLICATIONS

Note: The Italian language version of the document takes priority with regard to the exact interpretation of the rules contained within, also in the case of potential disputes.

Art. 1 These guidelines for application regulate the award of scholarships to second-cycle degree courses graduating students of the School of Economics, Management and Statistics of Forlì Campus (or, to recent graduates within 6 months from their graduation by the application deadline, but with priority will be given to second-cycle graduands).

Art.2 The School of Economics awards scholarships to encourage students enrolled in second-cycle degree programmes to prepare their thesis abroad and to the publication of academic papers related to their thesis abroad (but priority will be given to thesis preparation). Candidates must meet the below cited requirements and possess the status of student or graduate when applying.

According to art. 8, the project cannot start before the scholarship is awarded.

The Examining Board will evaluate only research projects for which research stay abroad is deemed necessary (according to the declaration provided by the thesis supervisor).

Art. 3 To apply, candidates must submit the following supporting documents:

1. Application form (**Attachment A**);
2. A research proposal, defining in details the research subject, methodological approach and the main sources needed along with the geographical area/period in which the study will take place;
3. A written approval of the thesis project or educational activities by the thesis supervisor in which it is clearly stated that the stay at the selected foreign university and/or any other institution is necessary;
4. A declaration provided by the thesis supervisor indicating the existing contacts with the foreign institution involved in the project, indicating the name of the contact person in charge of the project/activity abroad;
5. Curriculum vitae;
6. Self-certified record of exams and marks in compliance with the art. 46 of the Decree of the Presidency of the Republic 445/2000 (for recent graduates it is necessary to upload a self-certification of the title of study together with the final mark and exams taken). It is possible to download the self-certification template from the web page www.studenti.unibo.it → online services → students → certificates and self-certificates;
7. Copy of a valid identity document;
8. A self-declaration of sufficient language skills to carry out the project in the language of the chosen country (or of the English language);
9. A declaration that the candidate has not been awarded any other scholarships for mobility programmes abroad for the same period (even for different purposes).

Art. 4 The applications must be submitted to the Vice President Office of the School of Economics Management and Statistics (Forlì Campus) - Piazzale della Vittoria, 15 – postcode: 47121 Forlì,
by midday of 31st October 2018

The applications can be delivered as follows:

- By hand to the Vice President Office n. T04 of the School of Economics Management and Statistics – Forlì Campus;
- By post (applications must **reach the office by midday of 31st October – the post stamp does not have any value**);
- By email : **Only by using a PEC account** at ems.fo.vicepres@pec.unibo.it



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- By fax at +39 051 2086323 (the time of receipt being taken as proof of posting)

The School of Economics, Management and Statistics – Forlì Campus do not accept responsibility for any damage to, delay or loss of documents resulting from force majeure, postal service or third parties' negligence.

Art. 5 The number of available scholarships may vary according to the number of applications received. The amount of each scholarship may vary from 1.000€ to 3.100€ (gross amount) depending on the chosen destination and the length of the stay abroad (that cannot be longer than 6 (six) months).

If the stay abroad is shorter than the period indicated in the application form, the Examining Board may ratify the reduction of the amount of the scholarship awarded.

The scholarships are partial, so they will not cover the outstanding amount for fees and living expenses.

Graduates awarded a scholarship are required to pay a compulsory insurance fee of 1,64€. This fee will be deducted from the amount of the scholarship.

Art. 6 In compliance with the regulations ratified by the Academic Organs (on 26/7/2016 , 19/07/2016 and on 15/7/2016) it is not possible to be awarded more scholarships for the same mobility period (double funding prohibition)

Art. 7 The evaluation of the projects and curricula, along with the scholarship amount, will be carried out by an Examining Board, appointed by the School of Economics Management and Statistics Board on February, 7th 2018, made up of Prof. Emanuele Menegatti (Chairman), Prof. Simona Zambelli, Prof. Mauro Carboni.

The criteria to award the scholarship are the following:

- a) **necessity to go abroad;**
- b) the **reliability and scientific relevance of the project.**

If the above-mentioned criteria are fulfilled, the Examining Board will proceed with the evaluation of students' records.

Art.8 The results of the selection will be published on the website of the School of Economics Management and Statistics <http://www.ems.unibo.it/it/motore-bandi#>! clicking on the relevant call for applications. This notice will replace any individual communication.

The winners of the scholarship have to start the mobility period abroad within 6 months from the posting of the ranking on the School of Economics Management and Statistics website. The ranking will be published within 30 (thirty) days from the deadline for application.

The Examining Board report is available at the Quality Assurance Office of the School of Economics Management and Statistics – Forlì campus - Piazzale della Vittoria, 15- Forlì. The scholarships will be awarded by the School of Economics Management and Statistics according to the final rankings.

The winners of the scholarship must submit the following documents **at least 20 days prior to the beginning of the project**, or they will lose their right to receive the scholarship:

- ~ **Personal, fiscal and social security declaration form, available at the School of Economics Management and Statistics website** <http://www.ems.unibo.it/it/motore-bandi#>! clicking on the relevant call for applications
- ~ **Acceptance form available at the School of Economics Management and Statistics website** <http://www.ems.unibo.it/it/motore-bandi#>! clicking on the relevant call for applications

If a winner is not able to start his/her project abroad due to personal problems, he/she is required to send a written communication to the office as soon as possible declaring his/her impossibility.

Graduating students/recent graduates unable to complete the stay abroad in the established period are required to return the scholarship amount received. The scholarship must be used exclusively for the research project. In duly justified cases, it is possible to change the period of stay by sending a written communication at the fax number +39 051 2086323 or by e-mail to ems.fo.vicepres@unibo.it. The period can be extended until a maximum of 2 months, without affecting the total length of the stay.

Art. 9 The winners of the scholarships must submit the following documents to the Office T04 of the Vice-Dean's Office of the School of Economics, Management and Statistics of Forlì or to the email address: ems.fo.vicepres@unibo.it , **by a month from the end of the stay (or they will have to return the scholarship)** in order to confirm the scholarship and to update the student's academic career:



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- Detailed report of the completed activities;
- Declaration by the thesis supervisor stating the completion of the expected activities;
- Declaration by the tutor in charge of the stay at the foreign hosting institution, clearly indicating the period spent abroad for the project and the activities carried out.

Art.10 The responsible for the procedure is Grazia Ciuffoli, administrative responsible for the School of Economics Management and Statistics – Forlì Campus – e- mail: grazia.ciuffoli@unibo.it tel.+39 0543.374659

Art.11 The personal data provided by applicants for the participation in the application process, will be processed respecting the personal data protection right and the rights to the privacy and personal identity, according to the legislative decree n. 196 of June 30th 2003. The data will be exclusively processed for the purposes connected to this call for applications. The treatment will be carried out both with IT systems and by hand with paper means.

The provision of your personal data is mandatory. If you refuse to do so, you could be excluded from the selection connected to this call for applications. The responsible for processing the personal data is Alma Mater Studiorum - University of Bologna, Via Zamboni 33, 40126 Bologna. The responsible for the exercise of the rights connected with art. 7 of the above mentioned decree is the Vice-Dean of the School of Economics Management and Statistics in Forlì - P.le Della Vittoria, 15 47121 Forlì.

The present call for applications is available on the School noticeboard and published on the School of Economics Management and Statistics website at <http://www.ems.unibo.it/it/motore-bandi#/>

For what not specifically established by these guidelines, relevant competition regulations will be applied.

For further administrative information: Cristina Tassinari – Office T04 - tel. +39 0543/374632

The Vice Dean

Prof. Massimo Spisni

ATTACHMENTS:

- ATTACHMENT A: APPLICATION FORM.



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ATTACHMENT A

APPLICATION FORM SCHOLARSHIP FOR THESIS PREPARATION ABROAD

To the Vice President of the School of Economics,
Management and Statistics – Forlì Campus
P.le Della Vittoria n.15
Forlì

I, the undersigned (surname and name) _____

, Student ID number _____ according to the Call for applications
prot. N. _____ issued on (date) ____ / ____ / ____

APPLY FOR

A scholarship to:

- prepare the thesis abroad
- prepare a research article/to complete an in-depth analysis of a topic related to my degree dissertation

For the period abroad starting from ____ / ____ / ____ to ____ / ____ / ____
at _____

DECLARE

according to the art.19,46 e 47 of the decree of the Presidency of the Republic 28/12/2000 n.445
connected to administrative documents, and aware of the penal sanctions in case of false
declaration, creation or use of false acts, as indicated at art. 6 of the above mentioned decree

To be _____ Citizen

Born in _____ Province _____ on ____ / ____ / ____

Residing in _____ Province. _____ Postal code _____

Address _____ N° _____

Tel. _____ Mobile phone _____



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e-mail _____

To be enrolled for the academic year _____ in the _____ year of the first/second Cycle (please delete the wrong option) degree in _____

_____ Matriculation n. _____

To hold a first/second cycle degree in _____

_____ obtained on ___/___/___ at the School of Economics Management and Statistics of Forlì Campus, with the following final mark: _____

I have not been awarded any other scholarship, according to art.3 - clauses 9 and to art.6.

To have an adequate knowledge of the _____ language of the country in which the research project will be carried out or of the English language.

- Number of ECTS credits completed, compared to the ones established by the study plan and **weighted** average of the marks: _____

Final thesis:

Title _____

Supervisor _____

Summary of the programme to carry out abroad:

a) University/Institution/Other foreign subject _____

_____ City and Country _____

b) Length of the stay (n. of days) _____

c) Starting from ___/___/___ to ___/___/___

and attach the following documents:

- educational curriculum vitae;
- research project, defining in details the research subject, methodological approach and the main sources needed along with the geographical area/period in which the study will take place;
- A written approval of the thesis project or educational activities by the thesis supervisor in which it is clearly stated that the stay at the selected foreign university and/or any other institution is necessary;



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- A declaration provided by the thesis supervisor indicating the existing contacts with the foreign institution involved in the project, indicating the name of the contact person in charge of the project/activity abroad;
- Self-certified record of exams and marks in compliance with the art. 46 of the Decree of the Presidency of the Republic 445/2000 (for recent graduates it is necessary to upload a self-certification of the title of study together with marks and exams taken)
- Copy of a valid identity document.

According to the art. 39 of the decree of the Presidency of the Republic of 28 December 2000-n.445, the signature of the application does not need to be authenticated.

Date _____

Signature _____