



SCUOLA DI SCIENZE POLITICHE – VICEPRESIDENZA DI FORLÌ

Call for the assignment of grants for research periods abroad for the thesis preparation

This English translation has been created for information purposes. For enforcing the call, resolving any dispute and for all legal purposes only the Italian version is valid.

Content and objective:

The School of Political Sciences-Forlì Campus offers grants to carry out a research period abroad for the thesis preparation, based on the decision taken by the Council of the School of Political Sciences on 6 March 2018 (rep. 9/2018). The research projects which require a mobility period abroad recognized as valuable, useful and feasible will be taken into account.

The grants are intended to partially cover the costs connected to the participation in the study periods abroad. The School of Political Sciences allocated the gross amount of € 10.000,00 to finance the grants within the budget BID18SCPOFO40 vincolo n.1400 – CA.EC.02.02.04.02. The number of the grants to be assigned will vary on the basis of the applications received and the amount of each grant as established by the Commission according to the methods described in the paragraph “Amount of the grant”.

Requirements

In order to apply, candidates must be students **enrolled on a second cycle Degree Programmes of the School of Political Science of the Forlì campus** at the application deadline.

Documents requested for the application:

Candidates are requested to submit:

- 1) The application form available on <http://www.scienzepolitiche.unibo.it/it/motore-bandi#!>
- 2) The **research project** with an in-depth bibliography specifying **contents and objectives** of the research, **methodology, sources and data to look for**, local contact person abroad, destination, period. The selection committee will take into consideration the research projects for which a period of study abroad is considered **indispensable**. The length of the project must be between **7.000 - 8.000** characters, bibliography excluded.
- 3) Thesis supervisor's letter approving the project and specifying : a) the availability to support the student during the research; b) the reasons and usefulness for the student to carry out a research period at the proposed host university/organization abroad; c) the existence of institutional contacts in relation with the project.



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- 4) The letter from the foreign university/organization/institution confirming the interest in hosting the student. In case it is not possible to obtain this letter, it is necessary to explain the reason.
- 5) Self-certification of the exams taken and marks obtained in compliance with article 46 of the Presidential Decree 445/2000 (downloadable from www.unibo.it – online services – students – certificates)
- 6) Language certificate¹ of the country of destination or of the English language (in the absence of language certificates, the exam results obtained also during the first cycle degree will be taken into account). The language certificates will be evaluated on the basis of the following criteria:
A1-A2 level= 0 points; B1 level= 1 point; B2–C1– C2 level= 2 points.
- 7) Declaration of not being or not having been awarded with any other grants for the same period or the same purpose.
- 8) Estimation of travel costs (economy class fares) and board expenses.

How to apply and deadline:

Applications must be delivered at the School of Political Sciences of the Forlì Campus, Via Giacomo della Torre n° 1 (Padiglione Gaddi) no later than **9 April 2018 at 12:00** in the following ways:

- by e-mail to the following e-mail address:
scienzepolitiche.vpfo.fax.86310@unibo.it. **Applications must be sent in a single PDF file; partial dispatches of the requested documents will not be accepted**
- or
- To the fax number **051 2086310**.

The date and time of receipt will be considered.

NB: The application shall be accompanied by an identity document.

The School of Political Sciences of Forlì is not responsible for any delays, loss, inconveniences due to unforeseeable circumstances or reasons of force majeure.

¹ University exams of language (also during the first cycle degree) or certificate awarded by an accredited language centre.



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Amount of the grant

Each grant will be varying from a minimum of **€1,000.00** up to a maximum of **€3,100.00** (net after deduction of tax burdens) depending on destination, length of the stay abroad (which cannot be more than 6 months), kind of the research and living conditions at the host country. Non-Italian students are not allowed to carry out the research period in their country of origin.

In case the research period has a length shorter than it was supposed to be, the Commission will establish a reduction of the grant previously assigned.

The grant is to be taken as a **partial coverage of the expenses** the student will incur during his/her stay abroad.

The amount will be paid before departure, financial year 2018 (BID18SCPOFO40 commitment of expenditure n.1400 – CA.EC.02.02.04.02). In case of delayed submission of the required documents, the payment of the grant will be processed at a later date.

Evaluation committee, assignment criteria and selection:

The evaluation of the projects will be carried out by a Committee appointed by the Council of the School of Political Sciences on 31/01/2017 and is composed of the following professors: Pierluigi Musarò, Francesca Fauri, Lorenzo Zambernardi.

The evaluation will be based on the following criteria:

- 1) scientific relevance of the research project and bibliography (max 15 points):
 - max 5 points: project content and objectives
 - max 5 points: necessity to go abroad (the length of the stay will be evaluated in connection with the time needed to conduct the research);
 - max 5 points: thesis supervisor's letter confirming that the contacts with the hosting institution have been taken;
- 2) student academic career (max 13 points)
 - weighted average grade (max 7 points); CFU obtained versus CFU to be obtained (max 3 points); year of enrolment (max 3 points)
- 3) language knowledge (max 2 points).

The overall evaluation will result in a score out of 30, with a minimum eligibility threshold of 18.

The final ranking for the assignment of grants will be published on the School of Political Sciences' website on the web page

<http://www.scienzepolitiche.unibo.it/it/motore-bandi#!>. Grants will be assigned to eligible candidates in order of merit on the basis of the score obtained, as long as the budget is available.

In case of equal score, the priority will be given to the student with a documented lower family income in compliance with the current regulation on the Right to Education.

Only the research projects for which the mobility period abroad is considered particularly valuable and useful, as attested by the thesis supervisor, will be taken into account.

The research period abroad for the thesis preparation cannot start before the grant is officially assigned, as explained in the paragraph "Publication of the ranking".



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Risk factors

In addition to the abovementioned criteria, the Commission will take into account the state of risk of the country/area where the mobility is planned at the moment when the application is evaluated. On this purpose, the Commission refers to the security updates published on the website of the Italian Ministry of Foreign Affairs and International Cooperation at www.viaggiaresecuri.it

Suspension clause and revocation clause

Following the assignment of the grant and before departure, the Commission - after hearing the opinion of the thesis supervisor - may decide to suspend or revoke the grant and deny the authorization to depart in case new updates on the website of the Italian Ministry of Foreign Affairs and International Cooperation at www.viaggiaresecuri.it prove the worsening of the state of risk in the country/area where the mobility is planned compared with the time when the candidature was evaluated.

Students are suggested to purchase a travel insurance in the event of the journey being cancelled.

Incompatibility

In compliance with the general principles set out by the Academic Senate of the University of Bologna regarding cases of incompatibility in the framework of international mobility:

- 1) it is not possible to receive more than one grant during the same mobility period;
- 2) it is possible to carry out more than one mobility period only if they are consecutive.

Publication of the ranking

The final ranking will be published on the School of Political Sciences' website on the page <http://www.scienzepolitiche.unibo.it/it/motore-bandi#!>. Such notice will replace the individual communication.

Successful candidates may receive a communication by email aimed at clarifying the way and timing of the research period abroad.

Successful candidates **are allowed to start the research period abroad only after the publication of the ranking.**

Successful candidates are expected to start the research period abroad **within 6 months** from the publication of the ranking on the website of the School of Political Sciences of Forlì.

In case the student needs to change the date of departure and return, s/he will have to inform the School of Political Sciences-Forlì Campus; in any case, the overall length of the stay must be unchanged.

Obligations following the assignment:

Successful candidates will have to fill out and return the forms to accept the grant and get the payment and deliver them at the Vice-Chairmanship of the School of Political Sciences-Forlì Campus at least 30 days before the departure, by indicating the exact starting date of the mobility period.



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Students are also invited to register at www.dovesiamonelmundo.it of the Italian Ministry of Foreign Affairs and International Cooperation.

Once the research period abroad has finished, grantees must deliver a report about the research activity signed by the thesis supervisor. The report must also include the attestation of the contact person abroad on the activity carried out (for example a certificate of attendance with the dates of beginning and end of the mobility), as well as the travel tickets. The report must have a length of 5.000-7.000 characters and will have to be delivered to the Vice Chairmanship of the School of Political Sciences of Forlì no later than 1 month from the end of the mobility.

If the grantee does not carry out the research abroad according to the planned period, the grant amount already received must be paid back.

Updating of the academic records

In order to receive the formal recognition of the thesis preparation abroad in the University academic records, students are expected to submit the documents indicated in the paragraph “Obligations following the assignment” to the Vice-Chairmanship of the School of Political Sciences-Forlì Campus, according to the terms and conditions set out in this call. This learning activity will be recognized after the end of the mobility period only to the students who have submitted the required

Information on personal data protection:

Personal Data will be processed according to the Italian Legislative Decree n. 196 of 30th June 2003 (Personal Data Protection Code). All personal data will be exclusively processed for managing the administrative procedure in the framework of the institutional purposes of the University of Bologna.

For further information tel. +39 0543 374123/25

Email: presidenza.spfo@unibo.it ; alessandra.capelli@unibo.it

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Vice-Dean
Prof. Paolo Zurla