



**CALL FOR APPLICATIONS FOR THE AWARD OF SCHOLARSHIPS TO CARRY OUT RESEARCH ABROAD PURSUANT TO FINAL THESIS  
ACADEMIC YEAR 2021/2022**

**ARTICLE 1 – PURPOSE OF THE CALL**

In the Academic year 2021-2022 this **call is made for applications for the award of scholarships to graduating students** enrolled in four-year degree courses (old and new university systems), Master's degree courses, and one-cycle degree courses at the University of Macerata. Its purpose is to support international mobility in **universities, research centers and international institutions or organizations** to carry out **research related to the final dissertation**.

Scholarship awards are intended to cover the costs of the time spent abroad writing the final thesis.

**Students must not benefit from other financial supports related to the same mobility period (double funding is not allowed).**

The present call for applications has been translated into English only for the purpose of dissemination. The Italian original call is the only valid version of the document as far as implementation, resolution of disputes and legal interpretation are concerned.

**ARTICLE 2 - GENERAL ELIGIBILITY REQUIREMENTS**

Students who meet the following requirements may apply for admission to this call:

1. For the **Academic year 2021-2022** they are regularly enrolled in the last year of one of the Degree Courses listed in Art. 1 above and are in good standing with the payment of tuition fees
2. They have a **weighted average of at least 27 on a 30-point scale**<sup>1</sup>
3. They do not benefit, in the same period, from other funds provided by other mobility programs
4. They have formally agreed on the topic of their final thesis with the **Thesis Supervisor** by submitting the relevant form attached to this call (Attachment 1)
5. They carry out their mobility in a country other than Italy and other than the country in which students reside during their studies
6. They commit to validate at least 1 foreign ECTS credits (the Italian *Crediti Formativi Universitari - CFU*) resulting from the mobility as an integral part of their curriculum and not as extra credits (see Art. 7 of this call)
7. They are enrolled within the regular duration of the course of study increased by one year (no more than one year out of course from the a.y. of reference).

<sup>1</sup> For this call, the mark is meant by rounding up to the whole mark.

### ARTICLE 3 - TERMS AND CONDITIONS OF ELIGIBILITY

Students must fill in the relevant online application form available at <http://iro.unimc.it> in the 'Students' section, 'Departing Students' subsection, 'Mobility for thesis research abroad' further subsection. The application must necessarily include **a) personal information, b) Student registration number, c) Tax code number, d) E-mail address. Failure to comply shall result in exclusion.**

Applications may only be made for one mobility scheme. If students submit **more than one application, only the last one shall be examined.**

Applicants must also attach the following documents to their online application:

1. Scan of a currently valid identity document. Failure to comply shall result in exclusion
2. Agreement with Thesis Supervisor on final dissertation topic (Attachment 1)
3. Self-declaration stating the student has enrolled with indication of the exams taken, marks awarded, number of ECTS and weighted average of academic performance (Attachment 2)
4. Research project countersigned by the Thesis Supervisor, specifying research goals, the reasons related to the choice of the location - including the possible need to find bibliographic material for the thesis not available in Italy, the expected activity plan, the duration of mobility, a proposal of *CFUs* for thesis research abroad, personal details of the person in charge of mobility at the host university (Attachment 3)
5. Any qualification assessing skills in the language of the country where research shall take place or **English language skills.** The requirement may be met by:
  - a. Proving the applicant has passed foreign language exams in undergraduate courses or master's degree courses which have been recorded by the application deadline for this call, **OR**
  - b. Holding an international language certificate issued no longer than 3 years before the deadline for this call by an official authority recognized by the Italian Ministry University and Research (*MUR*).

If non-Italian students wish to carry out research in a country where their language is officially spoken and skills in that language cannot be officially assessed, then their language level may be certified as follows:

- a) Students enrolled within ministerial quotas may submit a self-declaration stating they are native speakers of that language and/or they hold a secondary school qualification issued in that country
- b) Students enrolled outside the ministerial quotas may submit an official statement issued by a teacher of the language, or a lower or upper secondary school diploma issued in the country of origin together with a certified translation.

The Selection Board reserves the right to decide whether documents submitted by applicants falling into the above two categories can be considered valid for eligibility.

**Applications must be submitted no later than 1 pm of the following days (dd/mm/yyyy):**

- Tuesday **16/11/2021**
- Tuesday **14/12/2021**
- Tuesday **11/01/2022**

Candidates will receive an e-mail confirming the submission of the application. They must **print, sign, and scan the confirmation e-mail** and **send** it by e-mail to [cri@unimc.it](mailto:cri@unimc.it) in PDF<sup>2</sup> format no later than the following days (dd/mm/yyyy):

- Tuesday **23/11/2021**
- Tuesday **21/12/2021**
- Tuesday **18/01/2022**

<sup>2</sup> It is strongly recommended that students use their UNIMC e-mail account, which can be activated through the following web page: <http://mail.studenti.unimc.it/>. Some e-mail providers do not deliver e-mail sent by the University server or send it to the SPAM folder. Therefore, if a candidate supplies an e-mail address that is not their UNIMC account, the university will not be held responsible for the failure to deliver an automated e-mail for printing (which can result in disqualifying the candidate) nor for any eventual problems in communicating with the candidate. Please check the e-mail account you provide at least once a week to see if there are urgent messages from the International Mobility Office – even at the opening of the call.

If applications are incomplete or lack any of the required documents, the relevant office shall prompt students to amend their applications. Failure to comply shall result in exclusion. Applications may not be amended and are rejected if:

- 1) The form does not contain the applicant's signature
- 2) The applicant does not meet general eligibility requirements (Art. 2 above)
- 3) The application does not meet the deadline and/or is not submitted in line with specifications

**The University of Macerata shall check the information contained in the application. In case of misleading or false statements, any amount of money awarded shall be recovered.**

#### ARTICLE 4 – CANDIDATE RANKING

The scholarships will be awarded based on a ranking drawn up by the criteria set out below.

**A ranked list of candidates shall be made for each university Department based on the total score achieved by each candidate.**

For the purposes of this call, the mark is meant by rounding up to the whole mark.

Candidates may score up to **30 points** attributing the single scores as follows:

1. The weighted average of marks obtained in each exam recorded by the application deadline of this call **scores between 4 to 7 points:**
  - In a 30-point scale, a mark of 27 scores 4 points
  - In a 30-point scale, a mark of 28 scores 5 points
  - In a 30-point scale, a mark of 29 scores 6 points
  - In a 30-point scale, a mark of 30 scores 7 points
2. The number of recorded exams **scores between 1 to 3 points:**
  - 4 exams for master's degree courses: 1 point
  - 5 exams for master's degree courses: 2 points
  - 6 exams for master's degree courses: 3 points
  - 20 exams for one-cycle degree courses: 1 point
  - 21 exams for one-cycle degree courses: 2 points
  - 22 exams for one-cycle degree courses: 3 points
3. The mark obtained in the exam of the teaching in which the thesis was chosen **scores between 4 to 7 points:**
  - In a 30-point scale, a mark of 27 scores 4 points
  - In a 30-point scale, a mark of 28 scores 5 points
  - In a 30-point scale, a mark of 29 scores 6 points
  - In a 30-point scale, a mark of 30 scores 7 points
4. Participation in exchange projects (Erasmus+ for Study, Erasmus+ Traineeship or Mobility projects promoted by the University) **scores up to 4 points** (1 point for each completed project experience)
5. Participation in the 'Erasmus Buddy' project **scores up to 4 points** (1 point for each academic year of activity that was positively evaluated by the matched international student)
6. Knowledge of foreign languages **demonstrating knowledge of the language of the country** where the research will be carried out or of **English** (only one option is examined):
  - a. The weighted average of foreign language exams taken in undergraduate courses or master's degree courses which have been recorded by the application deadline for this call **scores between 1 to 5 points:**
    - In a 30-point scale, a mark of 28 scores 1 point
    - In a 30-point scale, a mark of 29 scores 3 points
    - In a 30-point scale, a mark of 30 scores 5 points
    - Other academic examinations with no grade score 1 point

- b. Holding an **international language certificate** assessing skills in the **language spoken in the country** where research shall be carried out or **English scores between 1 and 5 points**:
- Level A: 1 point
  - Level B: 3 points
  - Level C: 5 points
7. On the grounds of scoring if two or more candidates reach the same ranking, the award will be assigned to the candidate who has never obtained the scholarship
8. On the grounds of scoring if two or more candidates still reach the same ranking, the award will be assigned to the candidate with the lowest Revenue Financial Status Index (*ISEE*). The candidate's taxable band shall be established on the grounds of his/her claim for reduced tuition fees lodged to enroll in academic year 2021-2022
9. On the grounds of scoring if two or more candidates again reach the same ranking, the award will be assigned to the youngest candidate

The list of candidates will be published at <http://iro.unimc.it> in the 'Students' section, 'Departing Students' subsection, then 'Mobility for thesis-related research abroad' further subsection by the following days (dd/mm/yyyy):

- Thursday **09/12/2021**
- Friday **14/01/2022**
- Thursday **03/02/2022**

And it shall be considered as official notice to candidates.

No later than **7 days** after the publication of the ranking list of eligible candidates, the award winners must communicate their official acceptance or decline of the award by sending an e-mail to [cri@unimc.it](mailto:cri@unimc.it). After the deadline, if the candidates do not communicate their acceptance, the award winners will lose their right to the award by default and the scholarships will be awarded to the next-in rank candidates.

#### ARTICLE 5 – SCHOLARSHIPS

The financial contribution varies according to the duration of the mobility and the following criteria:

- Up to a maximum of € 900,00 for a minimum stay abroad of 1 month:

ISEE value	Contribution Band	Monthly contribution up to a maximum of
Up to € 15.000,00	I	€ 900
From € 15.001,00 to € 30.000,00	II	€ 850
From € 30.001,00 to € 40.000,00	III	€ 800
Over € 40.001,00 or without presenting a valid ISEE certificate	IV	€ 750

- Up to a maximum of € 1.600,00 for a minimum stay abroad of 2 months

ISEE value	Contribution Band	Monthly contribution up to a maximum of
Up to € 15.000,00	I	€ 800
From € 15.001,00 to € 30.000,00	II	€ 750
From € 30.001,00 to € 40.000,00	III	€ 700
Over € 40.001,00 or without presenting a valid ISEE certificate	IV	€ 650

- Up to a maximum of € 2.400,00 for a minimum stay abroad of 3 months

ISEE value	Contribution Band	Monthly contribution up to a maximum of
Up to € 15.000,00	I	€ 800
From € 15.001,00 to € 30.000,00	II	€ 750
From € 30.001,00 to € 40.000,00	III	€ 700
Over € 40.001,00 or without presenting a valid ISEE certificate	IV	€ 650

12 scholarships will be awarded.

According to the certified period of stay abroad, the financial contribution will be calculated on the basis of the *ISEE* presented to the Student Office upon payment of tuition fees for the relevant academic year, without prejudice to the conditions:

- To have acquired at least one foreign credit as provided for in Art. 2
- To be enrolled within the regular duration of the course of study increased by one year (no more than one year out of course from the a. y. of reference, as provided for in Art. 2)

The economic contribution will be considered as reimbursement of travel and subsistence expenses which must be documented based on the provisions of Art. 9 of this call.

**N.B.:** Students do not need to submit any *ISEE* declaration to the International Mobility Office. **It will be valid the one already submitted to the Student Office upon payment of the tuition fees.**

The contribution bands envisaged for fee reductions at the University of Macerata is taken into consideration. In the event of a change in these contribution bands, the ones defined by the Administrative Guide for Students for the relevant academic year will be considered.

Winning students will receive their financial contribution **only if they validate at least one foreign CFU** (see Art. 7 of this call).

#### ARTICLE 6 – ACTIVITIES APPROVED ABROAD

The educational activities that award winners are allowed to carry out abroad are:

1. **Study and research activities aimed at preparing the final dissertation** (in line with the research project approved by the Thesis Supervisor)
2. **Participation in seminars, conferences, and workshop** relevant to the preparation of the thesis

#### ARTICLE 7 – MOBILITY PROCEDURE

At least **one month before departure**, students must:

- Provide information on the departure date
- Sign the mobility agreement (after fulfilling previous requirements)
- Specify how the award shall be collected as reimbursement<sup>3</sup>
- Transmit to the Office the outcome of the approval of the research project by the study Course Council

<sup>3</sup> Students must promptly notify changes to payment arrangements specified on the form they have submitted.

**N.B.** Award winning students are responsible for collecting the documentation needed to obtain their residence permit or visa. For this purpose, all necessary information can be found on the website of the partner University or obtained from their Embassy/Consulate located in the host country.

**Upon departure**, students must have the following documents:

- A valid **passport** that does not expire during the mobility abroad
- **A Visa** to enter the foreign country (where required)
- **Two certificates of exchange student** (to be delivered to the International Mobility Office after supplying the departure date)
- **A Certificate stating the start and end dates of the mobility period** (provided by the International Mobility Office after having communicated the departure date) to be filled in and signed by the host institution staff
- **A valid private health insurance** covering the mobility period abroad (where required)
- **A European Health Insurance Card** (the Italian *TEAM*) - where required
- Any specific document required by the partner institution

Award winning students will be entirely responsible for the organization of their stay abroad (visa, travel, insurance, board, accommodation, enrolment in foreign language courses). They may contact the **Thesis Supervisor** for further information on academic, day-to-day, and organizational issues.

According to **Art. 9** of the *Regulations for the academic recognition of activities carried out by students on international mobility*, issued by Rectoral Decree no. 362 of 30 October 2020, students may **recognize a portion of credits between 50% and 80% of those envisaged for the final dissertation** as foreign *CFUs* for thesis research.

**Before departure**, the student must produce a **research project** containing a **proposal for CFUs** for thesis research abroad. The project must be approved by the **Thesis Supervisor** and then **obtain a favorable opinion from the study course Council**. At the end of the mobility, the Thesis Supervisor must ascertain the compliance of the research activity carried out abroad with the approved research project. Any deviations will be subject to the approval of the study course Council.

#### ARTICLE 8 – MOBILITY PERIOD

Mobility must be carried out:

- By **31 December 2022** for the **academic year 2021-2022**, according to the terms defined in Art. 2 above and on the grounds of evaluation.

At the partner institution, students must communicate their arrival by presenting themselves to the contact person mentioned in the thesis research project. The contact person will indicate the actual start date of their stay in a document provided by the University of Macerata. At the end of the mobility, students shall request the release of the document containing both the starting date and the end date of their stay.

#### ARTICLE 9 – PAYMENT OF GRANTS

The grant is awarded by two payments: the first after the communication of the date of departure, and the second upon returning from the programmed period of mobility.

Within **10 days from their return – in any case within 20 January 2023** – to receive the grant students shall supply the **International Mobility Office** with the following original documents stamped and signed by foreign university representatives (where required):

- **The certificate stating start and end dates of the mobility period which confirms both the period spent abroad and the actual execution of the Study Plan**
- **A report on the activities carried out abroad signed by the contact person at the host institution and countersigned by the Thesis Supervisor at the University of Macerata**

- **A statement provided by the Thesis Supervisor which ascertain the compliance of the research activity carried out abroad with the approved research project before departure**
- **Travel and subsistence documents**

The mobility grant will be paid in two instalments: the first 50% of the grant for the duration of the mobility, and the remaining 50% at the end of the mobility period after the students have validated the activities carried out abroad. The first amount will be disbursed within 30 days of signing the mobility contract and/or after receiving the certificate of the start of research activities, **based on the ISEE** for the academic year 2021-2022. If not available, the *ISEE* of the previous year will be considered. The Office will make the necessary updates in the event of differences in *ISEE* at the time of payment of the balance.

If students do not document their *ISEE*, the maximum value will be considered and the lowest financial aid will be awarded.

Travel expenses will be reimbursed at the end of the mobility and after the presentation of the relevant documentation.

Students who renounce their mobility after their departure and/or do not obtain at least one *CFU* are obliged to return the amounts already received.

Grants are exclusively awarded for the purpose of studying abroad. Therefore, they do not determine the establishment of any employment relationship. Award winners are not entitled to social security or welfare services in connection with the grant.

**Regardless of their length, months are conventionally counted as all 30 days. Students are required to complete 60 or 90 days of research activity.**

For students awarded an **ERDIS scholarship** (as per DPCM 09/04/01), there is an integration of the mobility grant provided by the Marche Region (ERDIS), without prejudice to the regulations in force<sup>4</sup>.

#### ARTICLE 10 – PERSONAL DATA PROCESSING

Personal data submitted by candidates with applications for participation in the selection procedure, pursuant to Legislative Decree of 30.06.2003 n. 196 and of the GDPR UE 2016/679, will be processed exclusively for the purposes of management of this procedure

#### ARTICLE 11 – INFORMATION AND CONTACTS

With regard to academic and training issues concerning the herein mobility program, as well as partner university requirements please contact the Thesis Supervisor.

For further administration details please contact the International Mobility Office (with premises in Via Pescheria Vecchia 8; opening times: Tuesday/Wednesday/Thursday from 10:30 to 13:00; Tel. No.: +0733 258 60404 – 6042 – 6067; Fax No.: +0733 258 6039; e- mail: [cri@unimc.it](mailto:cri@unimc.it)).

Given in Macerata.

The Rector  
*Prof. Francesco Adornato*

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<sup>4</sup> For further information, please contact **ERDIS Macerata** – A. P. O. Right to education – Via Piave 35, 62100 Macerata – tel. 0733/5620111.