



## **PUBLIC CALL FOR APPLICATIONS FOR THE AWARD OF SCHOLARSHIPS TO CARRY OUT RESEARCH ABROAD PURSUANT TO FINAL THESIS – ACADEMIC YEAR 2020/2021**

### **ARTICLE 1 – PURPOSE OF THE CALL**

In Academic year 2020/2021 this **public call is made for applications for the award of scholarships to graduating students** enrolled in four-year degree courses, Master's degree courses, single-cycle degree courses (Vecchio Ordinamento and Nuovo Ordinamento systems) at 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 support costs for time spent abroad to write the final thesis.

**Students must not receive 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 meeting the following requirements may submit their application for scholarship awards in this call:

1. For **Academic year 2020/2021** they are regularly enrolled in the last year of the Degree Courses indicated in Art. 1 above and in good standing with the payment of tuition fees;
2. Their academic performance reaches **no less than the weighted average of 27 on a 30-point scale<sup>1</sup>**;
3. They have formally agreed the topic of their final thesis with their **Thesis Supervisor** by submitting the relevant form attached to this call (Attachment 1).

### **ARTICLE 3 - SUBMITTING APPLICATION**

Students must fill in the relevant online application form available at <http://iro.unimc.it> in the 'Students' section, 'Departing Students' subsection, then 'Mobility for thesis-related 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.**

Please note that students may not apply for other mobility awards. If students submit **more than one application, only the last one shall be examined**.

Applicants must also attach (on-line) the following documentation to their 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);

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



4. Research project countersigned by the Thesis Supervisor, specifying: research goals; reasons related to the choice of location, including the possible need to find bibliographic material for the thesis not available in Italy; expected activity plan; duration of mobility; personal details of 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 of Education, University and Research (*MIUR*).

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

- (a) Students who are enrolled in the University of Macerata and are included in ministerial migrant 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 who are enrolled in the University of Macerata but are not included in ministerial migrant quotas may submit an official statement released by a teacher of the language, or a junior or secondary school qualification issued in the country they come from along with a certified translation.

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

**Applications must be submitted no later than 01:00 pm of the following days:**

- Thursday **28/01/2021**;
- Thursday **25/03/2021**;
- Thursday **20/05/2021**.

The candidate will receive an e-mail confirming the submission of the application: applicants must **print, sign and scan their e-mail** and **send** the scanned document by e-mail to [cri@unimc.it](mailto:cri@unimc.it) in PDF<sup>2</sup> format no later than the following days:

- Thursday **04/02/2021**;
- Thursday **01/04/2021**;
- Thursday **27/05/2021**.

If applications are incomplete or lack any of the required documents, the relevant office shall prompt students to amend their application. 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 scanned 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**

Scholarships shall be assigned on the grounds of the ranked list drawn up in agreement with the criteria set out below.

**A ranked list of candidates shall be made for each university department on the basis of 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

<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.



- 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 single-cycle degree courses: 1 point
  - 21 exams for single-cycle degree courses: 2 points
  - 22 exams for single-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 (such as 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 has gained the positive assessment on part of the matched international student);
- 6. foreign language skills **proving knowledge of the language of the country** in which the research activity shall be carried out or of **English** (only one option shall be 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 point;
    - in a 30-point scale, a mark of 30 scores 5 point;
    - externally assessed exam scores 1 point.
  - b. holding an **international language certificate** assessing skills in the **language spoken in the country** where research shall be carried out or in **English** scores between **1 and 5 points**:
    - Level A: 1 point;
    - Level B: 3 point;
    - Level C: 5 point.
- 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 *ISEE* (Revenue Financial Status Index). 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 2020/2021;
- 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:

- Wednesday **17/02/2021**;
- Wednesday **14/04/2021**;
- Wednesday **16/06/2021**

and it shall be considered as official notice to candidates.

Within no more than **7 days** after the ranked list of suitable candidates has been published, award winners must provide official acceptance or decline of the award by writing an e-mail to [cri@unimc.it](mailto:cri@unimc.it). After such deadline has expired, if candidates fail to serve notice of acceptance, award winners will lose entitlement to the award by default and scholarships will be awarded to next-in rank candidates.

#### ARTICLE 5 – AMOUNT OF SCHOLARSHIPS

The amount of the scholarship will vary according to the duration of the mobility period and is in line with the following criteria:

- up to maximum of € 900,00 for a minimum stay abroad of 1 month;
- up to maximum of € 1'600,00 for a minimum stay abroad of 2 months;
- up to maximum of € 2'400,00 for a minimum stay abroad of 3 months.

We intend to assign n. 12 scholarships.



The 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.

#### ARTICLE 6 – ACTIVITIES APPROVED ABROAD

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

- **Study and research activities aimed at preparing the final dissertation** (in line with the Study Plan approved by the Thesis Supervisor);
- **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>

**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:

- Valid **passport** that is not expected to expire during their stay abroad;
- **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);
- **Certificate stating beginning and end of mobility period** (to be delivered to the International Mobility Office after supplying the departure date) to be filled in and signed by host institution staff;
- **Valid private health insurance** covering mobility period abroad (where required);
- **TEAM (European Health Insurance Card in Italy)** (where required);
- Any specific document required by partner university.

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.

#### ARTICLE 8 – PERIOD OF MOBILITY

Mobility must be carried out:

- By 31<sup>st</sup> December 2021 for academic year 2020/2021, 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.

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



Within **10 days from their return – in any case within 20<sup>th</sup> January 2022** – (in order) 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 beginning 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 activities carried out abroad signed by the host representative institution and countersigned by the Dissertation Tutor at the University of Macerata;**
- **a statement provided by the Dissertation Tutor which certifies the compliance of the activity carried out abroad with the Study Plan approved before departure;**
- **travel and subsistence documents.**

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.

#### **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 Dissertation Tutor.

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*

Digitally signed document according to the Digital Administration Code and related rules