



CALL FOR APPLICATIONS FOR THE ALLOCATION OF FINANCIAL SUPPORTS TO CARRY OUT RESEARCH ABROAD PURSUANT TO FINAL THESIS – ACADEMIC YEAR 2023/2024

ARTICLE 1 – PURPOSE OF THE CALL

In the Academic year 2023-2024 this **call is made for applications for the allocation of financial supports 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**.

The financial supports are intended to cover the costs of the time spent abroad writing the final thesis.

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 2023-2024** 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**¹
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, other than the students' country of origin/nationality and other than the country in which students reside during their studies²
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).

¹ For this call, the mark is meant by rounding up to the whole mark.

² The International Mobility Office reserves the right to carry out appropriate checks on the truthfulness of the statements submitted.

ARTICLE 3 - TERMS AND CONDITIONS OF RECEIVING FINANCIAL SUPPORT

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*).

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

- Tuesday **14/11/2023**
- Tuesday **12/12/2023**
- Tuesday **09/01/2024**

Candidates will receive an e-mail confirming the submission of the application. They must **print, sign, and scan the confirmation email** and **send** it by e-mail to cri@unimc.it in PDF³ format no later than the following days (dd/mm/yyyy):

- Tuesday **21/11/2023**
- Tuesday **19/12/2023**
- Tuesday **16/01/2024**

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.

³ 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.

ARTICLE 4 – RANKING LIST

The financial contribution 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 contribution will be allocated to the candidate who has never benefited from it.
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 (*ISEEU*). 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 2023-2024.

9. On the grounds of scoring if two or more candidates reach the same ranking, the contribution will be allocated to the youngest.

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):

- Wednesday **06/12/2023**
- Friday **12/01/2024**
- Thursday **01/02/2024**

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. 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 financial contribution will be awarded to the next-in rank candidates.

ARTICLE 5 – FINANCIAL SUPPORT

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

ISEEU Value	Contribution Band	Monthly contribution up to a maximum of
Up to € 24,000.00	I	€ 900
From € 24,001.00 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 ISEEU certificate	IV	€ 750

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

ISEEU Value	Contribution Band	Monthly contribution up to a maximum of
Up to € 24,000.00	I	€ 800
From € 24,001.00 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 ISEEU certificate	IV	€ 650

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

ISEEU Value	Contribution Band	Monthly contribution up to a maximum of
Up to € 24,000.00	I	€ 800
From € 24,001.00 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 ISEEU certificate	IV	€ 650

The contribution bands correspond to those provided for fee reduction at the University of Macerata. Should these contribution brackets be changed, those defined by the Student Administrative Guide for the relevant academic year will be considered.

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

10 financial supports will be allocated.

According to the certified period of stay abroad, the financial contribution will be calculated on the basis of the *ISEEU* 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 financial contribution is paid out as reimbursement of travel and subsistence expenses upon supporting documentation of the original bills at the end of the stay.

Winning students will only be entitled to financial supports if they validate at least one foreign CFU (see Art. 7 of this call).

The disbursement of the financial contribution will take place in two solutions: the first 50% of the contribution foreseen for the duration of the mobility, and the remaining 50% at the end of the mobility period after the recognition of foreign CFUs for the research activities abroad. The first amount will be paid within 30 days of signing the mobility contract and/or after receiving the certificate of start of the research activity, **based on the *ISEEU*** for the academic year 2023-2024. If not available, the *ISEEU* of the previous year will be considered. The Office will make the necessary updates in the event of differences in *ISEEU* at the time of payment of the balance. If students do not document their *ISEEU*, the maximum value (€ 40,001.00) will be considered and the lowest financial support will be allocated.

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.

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

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

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 reimbursement⁴
- Transmit to the Office the outcome of the study Course Council's approval of the CFUs proposal contained in the research project (approved by the Unimc Thesis Supervisor)

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)
- A **Certificate of exchange student** (provided by the International Mobility Office after having communicated 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 representative
- 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 **30 September 2024** for the **academic year 2023-2024**, according to the terms defined in Art. 2 above and on the grounds of evaluation.

⁴ Students must promptly notify changes to payment arrangements specified on the form they have submitted.

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.

The contribution 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 9 October 2023** – to receive the financial contribution students shall supply the **International Mobility Office** with the following original documents stamped and signed by the host institution representative and the Thesis Supervisor

- **A Certificate stating start and end dates of the mobility period which confirms the research period spent abroad**
- **A report on the activities carried out abroad (see Annex 4 – Final Report Template) signed by the Mentor at the host institution and countersigned by the Thesis Supervisor at the University of Macerata. The Report will also contain a declaration of the Thesis Supervisor on the compliance of the research activity carried out abroad concerning the research project approved before departure**
- **Travel and subsistence documents**

ARTICLE 9 – 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 10 – 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 Hours: Tuesday/Wednesday/Thursday from 10:30 to 13:00; Tel. No.: +0733 258 2553; E- mail: cri@unimc.it).

Given in Macerata.

The Rector
Prof. John Mc Court