



CALL FOR APPLICATIONS FOR THE ALLOCATION OF FINANCIAL SUPPORTS TO CARRY OUT RESEARCH ABROAD PURSUANT TO FINAL THESIS – ACADEMIC YEAR 2026/2027

ARTICLE 1 – PURPOSE OF THE CALL

In the Academic year 2026/2027 this **call is made for applications for the allocation of financial supports to graduating students** enrolled in 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 contributions are intended to cover the costs of the time spent abroad writing the final thesis.

NB: The choice of destinations is subject to evaluation by the University, especially in the event of international emergencies or situations of instability that may cause delays, changes, or limitations in departures. This is to ensure the highest possible level of caution and safety. Students are strongly advised to regularly consult the website of the Ministry of Foreign Affairs and International Cooperation (<http://www.viaggiaresicuri.it>), as well as other official sources, to stay informed about the conditions in the host country.

The University reserves the right to authorise, restrict or refuse mobility to specific destinations where risk conditions, international emergencies or situations of instability persist or arise, and are such as to jeopardise the proper implementation of the planned activities or the safety of the student.

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 2026/2027** 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 grade of at least 27/30¹**.
3. They do not benefit, in the same period, from other funds provided by other mobility programs.
4. They have formalized the agreement with their **Thesis Supervisor** regarding the thesis topic by submitting the relevant form attached to this Call (Annex 1) and have identified the Mentor at the Host Institution and the host location where the research activities will be carried out abroad.
5. They carry out the mobility in a country other than Italy and other than the country of the student's nationality. Should particular personal circumstances arise, the student shall promptly notify the University, which reserves the right to assess each case and take a reasoned decision.

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



The host location where the research activities will be carried out must be clearly identifiable in the destination country and shall constitute the actual location where the research activities outlined in the research project will be carried out.

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). The calculation must take into account any changes of program, withdrawals, or previous enrollments.

NB: For the purposes of calculating the maximum allowable duration (standard duration of the program + 1 year), any program changes, transfers, withdrawals, or previous university careers are also considered. The count of academic years begins from the student's first enrollment in any university-level degree program, regardless of the current course of study. Examples:

- If a student initially enrolled in a three-year bachelor's program and then changed to another program after two years, the years already attended are still counted.
- If a student withdrew from their studies after one year and later enrolled in a new program, that initial year is still included in the total calculation.
- If a student transferred from another university or faculty, the years spent in the previous program are also included in the count.

Non-EU applicants may participate in this call as long as they have a valid residence permit and comply with the provisions in force in the host country.

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
2. Agreement with Thesis Supervisor on final dissertation topic (Annex 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 (Annex 2)
4. Research project countersigned by the Thesis Supervisor, providing detailed information on: the research objectives; the reasons for choosing the host institution, including, where applicable, the need to access bibliographic or research materials unavailable in Italy; the planned programme of activities; the duration of the mobility period; the proposed number of ECTS credits to be recognised for thesis research abroad; the name and contact details of the Mentor at the Host Institution (name and surname, position, and institutional e-mail address); and the identification of the host location where the research activities will be carried out (Annex 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).

The documentation attached to the application must be complete and legible. Where the documentation submitted is insufficient to verify the requirements declared by the applicant, the International Mobility Office may request additional supporting documentation, where permitted under this Call.



Applications must be submitted no later than 1 pm of Tuesday 09/12/2026 (dd/mm/yyyy).

Candidates will receive an e-mail confirming the submission of the application. They must **sign and scan the confirmation email** and **send** it by e-mail to arint.umi@unimc.it in PDF² format no later than Tuesday **16/12/2026** (dd/mm/yyyy).

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 – 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. Weighted average of examinations recorded by the application deadline:
 - weighted average of 27/30: 4 points
 - weighted average of 28/30: 5 points
 - weighted average of 29/30: 6 points
 - weighted average of 30/30: 7 points
2. Number of examinations recorded by the application deadline:
 - up to 3 exams for master's degree courses: 0 point
 - 4 exams for master's degree courses: 1 point
 - 5 exams for master's degree courses: 2 points
 - 6 or more exams for master's degree courses: 3 points
 - up to 19 exams for one-cycle degree courses: 0 point
 - 20 exams for one-cycle degree courses: 1 point
 - 21 exams for one-cycle degree courses: 2 points
 - 22 or more exams for one-cycle degree courses: 3 points
3. The Grade obtained in the course associated with the thesis, recorded by the application deadline:
 - Grade of 27/30: 4 points
 - Grade of 28/30: 5 points
 - Grade of 29/30: 6 points
 - Grade of 30/30: 7 points
4. Previous International Mobility (Erasmus+ for Study, Erasmus+ Traineeship or Mobility projects promoted by the University) scores **up to 4 points** (1 point for each completed documented experience)

² 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.



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**:
 - o weighted average of 28/30: 1 point
 - o weighted average of 29/30: 3 points
 - o weighted average of 30/30: 5 points
 - o Other academic examinations with no grade: 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**:
 - o Level A: 1 point
 - o Level B: 3 points
 - o 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 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 2026/2027. If this information is not yet available, the *ISEEU* for the previous academic year will be taken into consideration and subsequently updated, where necessary.
8. On the grounds of scoring if two or more candidates still 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 Thursday **14/01/2027** (dd/mm/yyyy) 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 arint.umi@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 CONTRIBUTION

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 € 26,000.00	I	€ 900
From € 26,001.00 to € 32,000.00	II	€ 850
From € 32,001.00 to € 40,000.00	III	€ 800
Over € 40,001.00 or without presenting a valid <i>ISEEU</i> 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 € 26,000.00	I	€ 800
From € 26,001.00 to € 32,000.00	II	€ 750
From € 32,001.00 to € 40,000.00	III	€ 700
Over € 40,001.00 or without presenting a valid <i>ISEEU</i> 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 € 26,000.00	I	€ 800
From € 26,001.00 to € 32,000.00	II	€ 750
From € 32,001.00 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 calculation must take into account any changes of program, withdrawals, or previous enrollments.

The financial contribution is paid out as reimbursement of travel, accommodation and subsistence expenses upon supporting documentation of the original bills at the end of the stay.

For the purpose of the payment of the final balance, students shall retain the documentation relating to the travel, accommodation and subsistence expenses incurred, in accordance with the procedures and operational instructions that will be provided by the International Mobility Office prior to departure. The documentation must enable the University to verify both the expenses incurred and the period of stay abroad.

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

The financial contribution will be paid in two instalments. The first instalment, corresponding to 50% of the expected contribution, will be paid within 30 days of receipt of the Certificate of Arrival, duly signed by the host institution, subject to the prior signing of the Mobility Agreement and completion of the required administrative procedures. The remaining 50% will be paid at the end of the mobility period, once the student has obtained recognition of the credits (CFUs) earned abroad for the research activities carried out. The first instalment will be calculated on the basis of the *ISEEU* for the 2026/2027 academic year. If this is not yet available, the *ISEEU* for the previous academic year will be taken into consideration. Any necessary adjustments resulting from differences in the *ISEEU* will be made when the final balance is paid. If the student does not provide an *ISEEU*, the maximum value of €40,001.00 will be applied and, consequently, the student will receive the lowest financial contribution.

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 630, 0 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 reimbursement³
 - 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)

Students shall promptly notify the International Mobility Office of any changes relating to the research project, the Host Institution, the Mentor at the Host Institution, the mobility period, or any other element relevant to the proper implementation of the mobility.

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.

Prior to departure, beneficiaries are required to verify any entry, residence, insurance and safety requirements applicable in the host country.

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.

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



ARTICLE 8 – MOBILITY PERIOD

For the 2026/2027 academic year, the mobility period may begin after the publication of the ranking list and must be completed by **30 September 2027**, in compliance with the duration and conditions set out in this Call for Applications.

Any changes to the mobility period must be communicated in advance to the International Mobility Office, which will assess their admissibility and, where necessary, consult the Thesis Supervisor.

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.

Within **10 days from the conclusion of the mobility– in any case within 15 October 2027** – 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: arint.umi@unimc.it).

Given in Macerata.

The Rector
Prof. John Mc Court