



ACCF- FORLÌ AND CESENA CAMPUS

**CALL FOR APPLICATIONS: SCHOLARSHIPS FOR RESEARCH ABROAD
FOR STUDENTS AND POST-GRADUATES FROM THE SCHOOL OF ENGINEERING -
CESENA AND FORLÌ CAMPUSES**

1 Object and aim

The Director of the Cesena and Forlì campus, on a proposal from the head office of UOS Forlì of the Industrial Engineering Department, authorized via procedure rep. n. 459/2019 prot. 904, 22/01/2019 the publication of the Call for Applications for scholarships for study and research periods abroad for the following 2 categories of students:

- 1) **Second-cycle degree students who are about to graduate** (so-called "laureandi") from the School of Engineering and Architecture as a partial grant for expenses related to a stay abroad;
- 2) Second-cycle **post-graduates within 6 months** from graduation from engineering courses of Forlì and **only for in-depth research** for the publication of an article related to the thesis topic.

Applicants must specify in the application which category they belong to and such conditions must be met throughout the stay abroad.

Consideration will be given to topics with an international context and, in any case, only to those projects in which research material and information abroad proves of particular relevance and utility.

The Scholarship may give academic credits according to the specific degree regulations.

The stay abroad cannot be longer than **6 months**.

The mobility cannot be carried out in the same Country of residence of the applicant.

The activity abroad must start compulsorily no later than 25th November 2019.

The scholarship is intended as a partial financial aid to the expenses of the stay abroad. The gross institution budget made available for this Call for Applications has a maximum of € 8.000, with financial backing from project BIDSC1940DIN – CA.EC.02.02.

The number of scholarships assigned may vary depending on the number of requests and the amounts granted for each scholarship by the Commission in accordance with the indications at point 5.

2 Requirements

In accordance with the deadline of the Call for Applications, applicants must be second-cycle degree students who are about to graduate or post-graduates within 6 months from graduation in one of the following courses:

- Mechanical engineering;
- Aerospace engineering;

2 Documentation and submission of research project

In order to apply, candidates must submit the following documents:

1. completed **application form** duly signed.
2. **curriculum vitae**, duly signed.



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3. **research project/learning agreement**, together with a thorough bibliography, duly signed. In the project candidates must indicate in details: content and objectives of the research, methodology, type of sources and data expected to find, connection with the local representative of the research to be carried out abroad, destination, period for the project development. Consideration will be given to those research projects where the stay abroad is deemed essential by the awarding Commission. Projects aimed at the following points are allowed :

a) collection of primary sources, data, information, field interviews (specify);

b) research in archives abroad;

c) research in collaboration with researchers or professors in universities or foreign institutions.

4. **Letter of the referring professor** stating: 1) the commitment to follow the student in research and reasons supporting the stay abroad; 2) the institutional link and / or contact undertaken abroad in connection with the learning experience supported by formal agreement to be attached to the letter of professor (also an exchange of letters is sufficient, especially in the case in which the partner involved is a foreign university);

5. **declaration of not currently being or not having being the assignee of another scholarship¹** issued for the same stay or the same purpose, duly signed.

6. **Only for graduates** (no more than six months): attach - to highlight the continuation (after the thesis) of the research - a draft of the contents of this publication to be produced, the title of the journal where it will go to propose and contacts specially initiated, duly signed.

7. self-certification provided pursuant to section. 46 of Presidential Decree 445/2000 including a **list of exams**, marks, and average credits earned (you can download it from the University website, online services section, certificates and self-declarations), signed.

8. self-certification regarding the possession of sufficient language skills of the language spoken in the hosting country, or of English whenever this may be sufficient to carry out the program (declare the following on the application form)

9. Details of **any other current contributions or working contracts**, signed.

10. A photocopy of a **valid ID**.

The above statements are made pursuant to art. 46 445/2000 and must be resubmitted if the conditions declared change during the use of the scholarship. In case of submission of incomplete documents in the application, the application will not be considered.

4 Procedures and terms for the application submission

Under penalty of exclusion, applications must be submitted via the institutional e-mail address (name.surname@studio.unibo.it) with subject "Borsa di studio all'estero" to:

ingarc.vpce.segrdidattica-fo@unibo.it and received by **February 22nd 2019 12:00 am** (times and dates refer to the ones indicated on the received e-mail).

Applications must be send in a **single .pdf format and via a single e-mail (documents partially forwarded will not be accepted)**;

¹ Scholarships for training periods abroad are incompatible with other grants (including grants Overseas and Erasmus+) obtained from any public or private body to carry out periods of study / research on the same stay and for the same purpose (prohibition of double financing).



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Offices will not be held responsible for delays, dispersions, inconveniences due to unforeseeable circumstances or majeure force.

5 Amounts

The amount of individual grants will range between the minimum threshold of € 1,000 and the maximum threshold of € 3,100 (net of expenses at the Institution charge).

The allotment will vary depending on the distance of the destination, length of stay abroad (no longer than six months), the type of research planned and the cost of living in the selected country. International students will not be able to travel towards their country of residency.

The scholarships, limited in number, are intended as a partial financial contribution to the costs related to the stay abroad for a period not be longer than **6 months**.

The scholarship will be paid before the recipient's departure. In case of a delay in the submission of the requested documentation, the grant will be paid afterwards. If the assignee is a graduate student, the insurance premium is at his/her charge. It will be directly deducted from the amount of the grant for € 1.64.

6 Commission evaluation and award criteria

The project **evaluation** will be carried out by a Committee appointed by the head office of UOS of the Department of Industrial Engineering, management order rep. n. 459/2019 prot. n. 9041 del 22.01.2019 composed of the following professors: Enrico Corti, Fabrizio Giulietti, Alessandro Rivola, Enrico Troiani (substitute).

The Committee will evaluate the training program, the curriculum of studies, the place and duration of stay. In assessing the merit requirement, the project will be evaluated prioritizing the curriculum of studies.

A ranking will be drawn up by the committee and will be published here: <http://www.ingegneriarchitettura.unibo.it/it/motore-bandi>

According to the ranking list made by the Committee, scholarships will be assigned following the merit order (achieved score) and until the available budget has been used up. With equal merit, the lowest household income prevails in accordance with the procedures provided by law on the Right to Education.

Only the projects for which the stay abroad will be deemed of particular importance and usefulness, as stated and declared by the referring professor, will be taken into consideration. The stay abroad will not be able to start before the allocation of the scholarship as indicated in the "publication of the ranking".

7 Risk Factors

In addition to the criteria listed above, the committee makes use of the possibility to consider the state of risk of the country and/or zone in which the mobility will take place as an additional evaluation criterion. For this purpose the committee refers to the security updates published in the catalogue of countries by the ministry of Foreign Affairs on www.viaggiare Sicuri.it.

8 Conditions preventing the use of the scholarship



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After the allocation of the scholarship and before departure, the committee, together with the referring professor, can suspend or withdraw the scholarship and refuse to authorize departure in case the new security updates published in the catalogue of countries by the Ministry of Foreign Affairs on www.viaggiare Sicuri.it detected an increase in the state of risk of the country and / or zone to which the assignee is heading compared to situation at the time of evaluation.

Students are advised to activate an insurance in case of cancellation.

In those cases when particular conditions occur, after submission of the application, preventing the assignee to benefit from the scholarship (for example: maternity; serious and documented illness) the assignee still retains the right to the scholarship. In that case, the person must report the reason for the impediment to the Campus Office, providing sufficient documentation via e-mail at: ingarc.vpce.segrdidattica-fo@unibo.it with subject "Borsa di studio all'estero".

All rights to benefit from the scholarship will be deferred until the conclusion of the specific impediment.

9 Incompatibility and dismissal

Scholarships for thesis abroad are incompatible with other grants (including grants Overseas and Erasmus+) obtained from any public or private body to carry out periods of study / research if relating to the same stay or the same purpose (prohibition of double financing).

Those who provide false statements or omit the information requested in this call will lose their right to receive the scholarship in accordance with art. 46 of Presidential Decree 445/2000

10 Publication of the rankings

The results will be published on the website of the School of Engineering and Architecture, <http://www.ingegneriarchitettura.unibo.it/it/motore-bandi#!>

Assignees may also be contacted via e-mail for clarifications upon the modes and times of the stay abroad.

For insurance purposes, the awarded **students will be allowed to start the stay abroad period only after the ranking is published.**

Assignees will nonetheless have to start the stay abroad before the **25/11/2019**.

In case of the necessity to modify the date of departure/ return, this must be communicated to the Campus Office, without modifying the duration of the period of stay abroad.

11 Additional allocation compliance

At the time of communication, assignees will be sent the modules for personal details, methods of payment and fiscal deductions, duly completed and signed, with the indication of the exact date of departure (at least 30 days before departure).

Students are also invited to sign in on www.dovesiamonelmondo of MAEC and communicate contact details abroad and every eventual variation of them via e-mail to the Campus Office.

At the conclusion of the research period abroad, the assignee must submit within 30 days a **declaration by his/her thesis supervisor/ academic tutor** complete with signature attesting the actual development of the activity abroad within 30 days. This declaration is an administrative requirement for the correct conclusion of the scholarship assignment and payment. Vice versa, the students will have to give the scholarship back.



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For the **newly graduate student** the correct conclusion of the activity will be confirmed when the **article published on the (online) journal** will be submitted, since the scholarship aim for this type of students is the publication of an article. Therefore, it is necessary to prove the article publication as an administrative requirement. Vice versa, the scholarship will be asked back.

If the student fails to stay abroad during the period under consideration, the sums already paid must be returned.

12 For students about to graduate

Assignees, if about to graduate, in order for the activity to be recognized, must submit the list of documents indicated in “Additional allocation compliance” to the Campus office following the procedures and deadlines indicated. The activity will be recognized, at the end of the period abroad, only to those who submit this documentation.

13 Advertising, privacy and head of the process

This call will be published on the website of the School.

With reference to the provisions of the Decree. 30.06.03 n. 196, on the protection of persons and other subjects regarding the processing of personal data and in particular to the provisions of art. 13, the University of Bologna-Via Zamboni 33, 40126 Bologna, as holder of the data relating to the present call, informs that the data contained in the application is aimed exclusively for the call and procedure management and the same applies to the use of computer procedures and data storage of the same documents.

It also states the mandatory nature of data conferring and the exclusion from the call if they refuse to provide the same.

Candidates have the rights under Art. 7 of Law which include the right of access to data concerning them, and some additional rights including the right to rectification, update or delete incorrect, incomplete or not collected data in conformity with law, and to oppose for legitimate reasons their treatment.

The head of the administrative procedure is Dr. Giuseppina Ponzi, via G. della Torre n.1, 47121 Forlì.

14 Publication

The call for applications will be published at: <http://www.ingegneriarchitettura.unibo.it/it/motore-bandi#!>

For informations:

Mail: ingarc.vpce.segrdidattica-fo@unibo.it

Legal Disclaimer. Applicants should be aware that, for legal issues and possible claims, only the official Italian version of this Call will be taken into account. **English translation has been created only for informative purposes.**

Forlì 23/01/2019

Fto The Head Office
Dr. Morena Gervasi



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