



## SCHOOL OF ENGINEERING AND ARCHITECTURE

### CALL FOR APPLICATIONS: SCHOLARSHIPS FOR RESEARCH ABROAD

#### FIRST CALL - F. Y. 2018

#### FOR STUDENTS AND POST-GRADUATES FROM THE SCHOOL OF ENGINEERING AND ARCHITECTURE - CESENA AND FORLÌ CAMPUSES

#### Object and aim

With reference to the accounting period for the year 2018, the first Call for Applications for scholarships for study and research periods abroad has been published for the following 2 categories of students:

- 1) **Second-cycle and single-cycle degrees students who are about to graduate** (so-called "laureandi") from the School of Engineering and Architecture (Cesena and Forlì campuses) as a partial grant to for expenses related to a stay abroad;
- 2) Second-cycle and single-cycle **post-graduates within 6 months** from graduation (from engineering course of Cesena and Forlì Campuses) 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 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 31<sup>st</sup> December 2018**

#### 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.
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);



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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: a) the commitment to follow the student in research and reasons supporting the stay abroad; b) 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 (it is sufficient also an exchange of letters, 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 scholarship<sup>1</sup>** 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. Details of **any other current contributions or working contracts**, signed.

9. 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.*

### **Procedures and terms for the application submission**

Applications must be received by **12:00 am of Tuesday, May 08<sup>st</sup> 2018** to following address:

School of Engineering and Architecture - Vicepresidenza di Cesena  
Application for scholarship for research abroad  
Via Cavalcavia 61, 47521 Cesena (Att. Maria Smurro)

Under penalty of exclusion, applications must be submitted by hand or by post or by e-mail ([ingarc.vpce.ufficio@unibo.it](mailto:ingarc.vpce.ufficio@unibo.it)) by scanning the signed documents. The date and time of receipt of the applications are established and proved:

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<sup>1</sup> Scholarships for training period 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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- in the case of submission by hand: the date and time indicated on the receipt signed by staff Office of the Vice-Chairmanship (as evidenced by the computer protocol);
- in the case of delivery by post: the date and time of the protocol of the Office of the Vice-Chairmanship at the time of the delivery (**not the stamp of the post office when sending the application**).

### Amounts

The amounts of individual grants will range between the minimum threshold of € 1,000.00 and the maximum threshold of € 3,100.00 (net of expenses at the Institution charge).

The allotment will vary depending on the distance of the destination, length of stay abroad, the type of research planned.

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**.

### Insurance aspects

To ensure insurance<sup>2</sup> for the assignees, it is necessary that the period of stay is duly authorized by resolution of the School Decree or the Vice-President, so the dates of the period of study abroad in the application for participation must be certain.

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.

### Commission evaluation and award criteria

The project **evaluation** will be carried out by a Committee appointed by the head office or by the Vice-President: two Committees for the Engineering courses at Cesena, one for Engineering courses at Forlì and one for Architecture Courses.

In assessing the merit requirement, the Committees will evaluate the training program, the curriculum of studies, the place and duration of stay.

Four separate and independent rankings will be drawn up: one for students enrolled in degree programs in Biomedical and Electronics Engineering based in Cesena, one for students enrolled in degree programs in Computer Science and Engineering based in Cesena, one for students enrolled in degree programs in Engineering based in Forlì, one for students enrolled in degree programs of Architecture.

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<sup>2</sup> The insurance covers the cases provided by the Policy of the University: it is NOT to be considered in lieu of additional insurance expected by Host country. For information about the type of insurance provided, you can contact the office in charge: APAT - Insurance Contracts Management Office, e-mail: [apat.ufficioassicurazioni@unibo.it](mailto:apat.ufficioassicurazioni@unibo.it)



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According to the ranking lists made by the Committees, scholarships will be assigned. With equal merit, the lowest household income prevails in accordance with the procedures provided by law on the Right to Education

### **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

### **Conditions preventing the use of the scholarship**

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 retain the right to the scholarship. In that case, the person must report the reason for the impediment to the Office of the Vice-Chairmanship and provide sufficient documentation.

The right to use of the scholarship will be temporarily postponed and the assignee will benefit at the conclusion of the specific impediment

### **Publication of the rankings**

The results will be published on the website of the School of Engineering and Architecture, section "Calls" in which will remain for at least 5 days.

Any comments to the Commissions must be received within 5 days from the publication of the list on the website of the School, after which the list will become final.

Candidates who result assignees will also be sent **communication via e-mail**.

Assignees will be allowed to start the period abroad only after final allocation occurred by Decree of the Vice-President.

### **Additional allocation compliance**

At the time of communication, assignees will be sent the modules for personal details, methods of payment and fiscal deductions. Within 10 days from the communication of the scholarship award, documents must be submitted to the Campus Office, duly completed and signed.

At the conclusion of the research period abroad, the assignee must submit to the Campus Office an activity report, complete with the signature of the supervisor attesting the actual development of the activity abroad.

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



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In case of emergency situations, once the period abroad has started, the student is required to register in the “Dove siamo nel mondo” <https://www.dovesiamonelmondo.it/home.html> website and communicate his/her address and any change to it to the Vice-Chairmanship office.

At the end of the period abroad **the student** is required to submit a **declaration by his/her thesis supervisor/ academic tutor** to the Vice-Chairmanship office attesting that the activity abroad has ended. 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.

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.

### **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. Stefania Spada. For information about the Call, please write to the following address: [ingarc.vpce.ufficio@unibo.it](mailto:ingarc.vpce.ufficio@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.**

Cesena, April 04<sup>st</sup> 2018

Prot. n. 728/V/5.2 Rep. n. 87/2018

The Vice-Chairmanship of the School of Engineering and Architecture  
Cesena Campus  
Professor Massimo Cicognani

ALMA MATER STUDIORUM • UNIVERSITÀ DI BOLOGNA  
VIA GENOVA, 181 – 47521 CESENA – PH. +39 0547 339130 – FAX +39 051 2086293  
VIA FONTANELLE, 40 – 47121 FORLÌ – PH. +39 0543 374401 – FAX +39 0543 374477  
VIA CAVALCAVIA, 61 – 47521 CESENA – PH. +39 0547 338311 – FAX +39 051 2086293  
e-mail: [ingarc.vpce.ufficio@unibo.it](mailto:ingarc.vpce.ufficio@unibo.it)