



## AREA RELAZIONI INTERNAZIONALI

### **Call for the award of 40 study grants for international students registering in First, Single and Second Cycle Degree Programmes at the Alma Mater Studiorum - University of Bologna, for A.Y. 2016-17 (Unibo Action 2) DEADLINE: 31 March 2016**

#### **ART. 1 - Subject, amount and duration.**

In order to promote the attendance of international students in its degree programmes, the University of Bologna has funded 40 study grants for international students registering for A.Y. 2016-17 to the First, Single and Second Cycle Degree Programmes at University of Bologna, divided as follows:

- 8 study grants for students registering in First Cycle and Single Cycle degree programmes;
- 32 study grants for students registering in Second Cycle degree programmes;

If the number of suitable candidates does not cover the available grants on one level, the remaining grants will be allocated to candidates of the other level.

Applicants may also be awarded any remaining grant of the Call for Application Unibo Action 2 - Renewal for A.Y. 2016-17, which will be proportionally divided, according to the ratio set in this Call for application, between students registering in First Cycle and Single Cycle degree programmes and students registering in Second Cycle degree programmes, giving preference to the latter.

International students are all those whose qualifications for admission to the chosen First, Single or Second Cycle degree programme were obtained in an institution outside of the Italian education system, in spite of the citizenship.

By registering is meant the first enrolment to the first year in the degree programmes. Enrolling in years following the first year, transferring from a degree programme to another or from a university to another, is not considered registering (art. 3, 13, 14 of the Regolamento Studenti, D.R. 464/2013).

Each study grant is awarded for one academic year and amounts to a total of €11,059, gross of all charges for the beneficiary's account.

#### **ART. 2 – Incompatibility.**

These study grants are not cumulative with study grants issued by the University of Bologna for the same purpose (including the study grants for students holding a residence permit for political asylum), study grants issued under the Erasmus Mundus Action 1 and Action 2 programme (External Cooperation Window), study grants issued by the Regional Board for the Right to Higher Studies (ER.GO), the Ministry of Foreign Affairs and International Cooperation (MAECI), the Collegio Superiore in Bologna, or with any exemptions from student fees for international students (Unibo Action 1).

The study grant is compatible with other forms of study support funded by ER.GO (such as fee exemption, housing services, etc.).

#### **ART. 3 – Admission requirements.**

Application is open exclusively to candidates who are in possession of all the following requirements:

- 1) the qualifications for admission to the chosen First, Single or Second Cycle degree programme were obtained in an institution outside of the Italian education system, after at least two years of attendance. If the qualification for admission is a one year title, the prior qualification will be considered too. Qualifications issued by institutions of the Republic of San Marino do not satisfy this condition. Applicants' citizenship is not considered;
- 2) they fulfil the access requirements foreseen for the chosen degree programme or will fulfil such requirements at the time of registration;
- 3) they are not students at the University of Bologna of First, Single or Second Cycle degree programmes. Important! Those whose student career ended within A.Y. 2014/15 for any reason are



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not considered students. Withdrawals from studies should have been completed before the publication of this call.

- 4) they have not already benefited from the study grant Unibo Action 2;
- 5) they are not 30 years or older on the deadline of this call.

### **ART. 4 Award criteria.**

For students registering in First Cycle and Single Cycle degree programmes:

the study grants are awarded on the basis of the current SAT (Scholastic Assessment Test) test results (all sections included). The test must be sat before 29 February 2016. The Redesigned SAT test (New SAT Test) is not accepted.

For students registering in Second Cycle degree programmes:

the study grants are awarded on the basis of the GRE (Revised General Test) test results (all sections included).

The lists are drawn up by a board which may give different weightings to the different sections of the tests according to the subject area of the candidates' chosen degree programme.

The achievement of a minimum score is not required.

**For all candidates, payment of the study grant is subordinate to the effective admission and registration in the chosen degree programme, or in another degree programme of the same cycle, and the possession of the maintenance requirements laid down in art. 8.**

### **ART. 5 - Presentation of applications: terms and methods**

Applications must be submitted **from 20 January 2016 at 12.00 pm to 31 March 2016 at 5.00 pm (CET), exclusively by Studenti Online.**

Anyone wishing to submit an application must:

1. register on [studenti.unibo.it](http://studenti.unibo.it) if not already in possession of a Unibo username and password (institutional credentials):
  - 1.1. connect to [studenti.unibo.it](http://studenti.unibo.it), access the "Register" section and register;
  - 1.2. fill in all the mandatory fields (in the case of foreign students not in possession of an Italian tax code number, go to "International students registration") and follow the instructions through to creation of the Unibo username and password. Important! The personal details of individuals registering on the site must correspond exactly to those indicated in their passport or identity card;
  - 1.3. following the first access, the PUK code must be changed with a personal password.It is important to remember the Unibo username and password and keep them permanently safe, as they will be required every time the holder accesses the personal profile on [studenti.unibo.it](http://studenti.unibo.it);
2. access [studenti.unibo.it](http://studenti.unibo.it), entering the Unibo username e password, and click the "Call" button;
3. select the call "Bando Unibo Azione 2 - Unibo Action 2 Call";

Only those students in possession of the requirements specified in article 3, points 3 and 5 of this call will be able to continue with the procedure of filling in the application online.

To complete the operation, applicants must:

1. check their contact information;
2. enter the required details;
3. upload the required documents in pdf format;

For assistance or guidance when filling in the application online, students can contact the Help Desk of Students Online, telephone n° +39 0512099882, from Monday to Thursday between 09.00 and 13.00



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and between 14.00 and 17.00, and on Friday between 09.00 and 13.00, or send an e-mail to [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it).

Important! The application will be deemed valid only if the student completes the foregoing procedure correctly. It is not possible to send an application on paper, by fax or by e-mail to the offices of the University.

Applicants must obligatorily attach with their application:

- 1) copy of their currently valid passport. EU citizens can attach copy of their identity document;
- 2) copy of the score report of the SAT test (for students registering for First Cycle or Single Cycle degrees) or GRE test (for students registering for Second Cycle degrees). The SAT or GRE tests must be complete with all sections and must have been sat not earlier than 5 years before, and not later than 29 February 2016 (SAT test) or 31 March 2016 (GRE test), otherwise they won't be considered.

**Next to this, it is mandatory for applicants to send the official score reports through the organizations in charge of the tests (CollegeBoard and ETS). The official scores must be received by University of Bologna no later than 15 April 2016. The official scores received beyond the mentioned deadline will not be considered.**

In order to send official score reports, applicants must use the recipient codes of the University of Bologna:

- for SAT: 6993
- for GRE: 7850

- 3) certificate confirming the qualifications suitable for admission to the chosen degree programme, along with the exams passed and relative grades. Students who by the deadline for presentation of applications have not completed their qualifications may present a certificate of registration along with the exams passed to date and relative grades. The award of the study grant is subject to the effective completion of the qualification prior to registration in A.Y. 2016-17.

EU citizens may present a self-certification.

The documents presented by the applicants must be written in English or Italian.

If the documents are written in any language other than Italian or English, they must be supported by a translation into English or Italian on unstamped paper. The translation may be done directly by the candidate.

It is not necessary in this phase to present an official translation into Italian, relative legalisation or the "declaration of value" of the study qualification.

Applications that are not properly filled in or complete with all the required documentation shall not be accepted.

### **ART. 6 – Establishment and approval of the list of applicants, application of preferences in the event of equal evaluations**

The lists of applicants are drawn up by a special Board and are approved by Decree of the Director. The lists are drawn up in decreasing order of points. On equal points, preference will be given to the younger candidate. The lists of applicants will be published in:

[unibo.it/it/ateneo/bandi-gare-e-concorsi](http://unibo.it/it/ateneo/bandi-gare-e-concorsi) and [studenti.unibo.it](http://studenti.unibo.it)

### **ART. 7 – Acceptance.**

Winners will be notified of the award of the study grant by e-mail.

No later than 10 days from the date of receipt of notice of award of the study grant, in order to confirm the acceptance assignees must send an e-mail to [internationaldesk@unibo.it](mailto:internationaldesk@unibo.it), under penalty of loss of the grant. Assignees must state their full acceptance without reserve of the study grant, at the conditions laid down in the call for applications. In this statement, they must provide express



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confirmation, under their own full responsibility, that they do not fall within any of the conditions of incompatibility laid down in article 2 of this call for applications. They shall also commit to notify the university of any variation in the declared information which may arise during the year.

### **ART. 8 – Method of payment of the study grant and maintenance requirements**

The study grant will be paid in 3 instalments. Payment procedures will start in October \*, March and July.

(\*) The payment of the first instalment, of €3,500 (gross of all charges for the beneficiary's account), is subject to the effective admission and registration of the student in the chosen degree programme, or in another degree programme of the same cycle and it is also subject to the delivery of the specific forms, duly filled in, provided to the student by the International Desk. In order to be admitted and to register, the student must comply with the provisions and deadlines in force, including the regulations laid down for enrolment in the Circular Letter of the Ministry of Education, University and Research concerning the access of foreign students to university degree programmes.

The payment of the second instalment of €3,500 (gross of all charges for the beneficiary's account), is subject to the acquisition of the credits laid down in the following table, within **20 February 2017**:

First enrolment A.Y.	CFU (ECTS) number for 2 <sup>nd</sup> Cycle D.P.	CFU (ECTS) number for 1 <sup>st</sup> Cycle D.P.	CFU (ECTS) number for Single Cycle D.P.
2016-17	10	10	10
2015-16 *	60	60	60
2014-15*		110	110

(\*) reference A.Y. in case of shortened programme (abbreviazione di corso).

The payment of the third instalment of €4,059 (gross of all charges for the beneficiary's account), is subject to the acquisition of the credits laid down in the following table, within **15 July 2017**:

First enrolment A.Y.	CFU (ECTS) number for 2 <sup>nd</sup> Cycle D.P.	CFU (ECTS) number for 1 <sup>st</sup> Cycle D.P.	CFU (ECTS) number for Single Cycle D.P.
2016-17	40	40	40
2015-16 *	90 or graduation within the A.Y.	90	90
2014-15*		140 or graduation within the A.Y.	140

(\*) reference A.Y. in case of shortened programme (abbreviazione di corso)

Students who have not complied with the requirements to obtain the payment of the second instalment by 20 February 2017, and who achieve the requirements for the payment of the third instalment, shall also be paid the second instalment. The payment procedure will start in July.

Credits accrued during A.Y. 2016-17 must be gained at University of Bologna (art. 16 University teaching regulations) or at other universities, within University of Bologna mobility programmes, and must be recognized. Payment procedures will start only after the completion of credit recognition processes.



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In case of shortened programme (abbreviazione di corso), credits accrued previously are taken into account only if recognized in the present degree programme; the A.Y. of first enrolment will be calculated according to the year of enrolment during A.Y. 2016-17.

Credits accrued in single course units which are not recognized, credits accrued completing Additional Learning Requirements ("OFA") or attending Italian Language Courses at the University Language Centre (CLA) or any other credit which are not useful for the qualification awarding, will not be taken into account.

Payment of the study grants is made by bank transfer to the Italian current account or prepaid credit card with IBAN registered or co-registered to the student-beneficiary.

### **ART. 9 – Withdrawal**

Applicants may withdraw by sending an e-mail to [internationaldesk@unibo.it](mailto:internationaldesk@unibo.it).

In case of withdrawals received by 31 July 2016, the grants will be allocated to the next suitable candidates in the same list of applicants.

### **ART. 10 – Information notice concerning data processing**

The personal data provided shall be processed in compliance with the principles and provisions of Italian Legislative Decree no. 196/2003 (Data Protection Act) and in any case exclusively for the purposes of this call for applications.

The data will be processed using electronic and manual (paper) methods. The provision of the requested data is compulsory for the purposes of processing your application.

The Data Controller is the University of Bologna, Via Zamboni 33, Bologna.

The Data Processor for the purpose of exercising your rights under article 7 is the Head of International Relations, Via Filippo Re 4, 40126 Bologna.

The Administration reserves the right to verify the truth of the information provided. Without prejudice to the penal sanctions laid down in article 76 of Italian Decree of the President of the Republic no. 445/2000, in the event of fraudulent information being discovered as a result of such verification, the applicant will forfeit the right to the study grant.

### **International Desk**

For information please contact the International Desk of the Alma Mater Studiorum – University of Bologna, Via Filippo Re 4, 40126 Bologna

Tel. +39 0512099055; +39 0512099510; +39 0512099529

Fax +39 0512086113

Email [internationaldesk@unibo.it](mailto:internationaldesk@unibo.it)

Office hours:

- Monday, Tuesday, Wednesday and Friday: from 9.00 to 11.15 am

- Tuesday and Thursday from 2.30 to 3.30 pm.

The procedure manager is Paola Candotti – Settore Sportello Utenti Internazionali, Via Filippo Re 4, 40126 Bologna.

### **Language**

This English version of the call is made only for publicity purposes. For enforcing the call, resolving any dispute and for all legal purposes only the Italian version is valid.

Bologna, 12 January 2016.

Signed by HEAD OF INTERNATIONAL RELATIONS OFFICE

Giovanna Filippini