

GUIDELINES FOR THE OVERSEAS STUDY PROJECT

The following guidelines for the Overseas study project are provided by the selection committee.

The Overseas study project should comprise all the universities the student wants to apply for (not more than three), with a general motivational part as well as *specific sections* for each university. The same document has to be uploaded as a pdf file for each university.

If the study projects includes one or more exchange places for thesis research work, this has to be motivated separately from the motivations for exchange places for course attendance in the study project. The student should also include an authorisation letter from his/her supervising professor for the thesis. This letter can be uploaded separately.

In all cases the study project has to be uploaded as a single document. If the application comprises exchanges for thesis research work and exchanges for course attendance, the separate motivations should therefore be blended into one single pdf file not heavier than 2 MB. Because of the 2 MB limitation copying images into the document is to be avoided.

Example: an application for Peking University (course attendance), Université de Montréal (course attendance) and Stellenbosch University (thesis research work) will comprise one general motivation for the two exchange places for course attendance, Peking and Montréal (and specific sections for each university) and another general motivation for the exchange for thesis research at Stellenbosch, to be blended into a single pdf document. This document has to be uploaded for all three universities. For Stellenbosch the authorisation letter from the supervising professor for the thesis has to be uploaded separately. The authorisation letter should be written on headed paper and signed and has to include the student's name and thesis subject, the name of the university the student is applying for and the supervisor's approval.

GUIDELINES ON FORMAT

The project should comply with the following formatting requirements:

1. The length of the project must *not exceed 1.500 words*. For projects that include the University of California, which are inevitably longer because of the sub-sections for single campuses, and for projects that include one or more exchange places for thesis research, 2.000 words are allowed.
2. Recommended interline spacing: *single space*.
3. Please use a *standard font*, such as Arial 11 or Times New Roman 12.
4. Reading will be made easier if there are *clearly marked sections*.
5. The contents must comprise:
 - A *general part* with academic, cultural and personal motivations for applying for the programme in general and for the geographical area(s) the universities are located in.
 - *Sections for each university specifically* (not more than three)
6. At the end of each section (or sub-section for each campus), a *listing of prospected course units* should be included. It is not needed to include course descriptions as these can be found on-line;

course titles are sufficient. The course list should be completed with suggested matchings with course units or other learning units from the study programme at the University of Bologna those courses can replace. Matchings do not necessarily have to be one on one. Many degree courses, depending on whether the Board approves, allow for course groupings and uneven matchings, for example: three courses abroad replacing two courses at the University of Bologna.

Here should be narratively exposed *why, from an academic point of view, these courses have been chosen and which are the specific characteristics that make these courses interesting.*

GUIDELINES ON PROJECT CONTENT

Projects are to be written in *Italian* or *English*, not necessarily according to the language of the partner university and not in any other language.

The various sections should be organised according to the following criteria.

• **Compatibility**

The reasons for choosing the partner universities and prospected courses should be explained in terms of how and why they are compatible from an educational and vocational point of view with the course schedule and characteristics of the degree course at the University of Bologna. It should emerge that these are pondered choices after having taken into account the information on restrictions and specific characteristics of Departments and programme catalogues, as well as information about the partner university in general.

• **Compliance**

The study project needs to comply with the student's course schedule at the University of Bologna in terms of learning outcomes, bearing, and course choice.

Most exchanges are designed for course attendance and credit transfer. Courses listed in study projects for this type of exchange do not necessarily have to have similar denominations or be offered by similar Departments. They do have to be similar where learning outcome is concerned, which should be to be compliant with the characteristics of the degree course at the University of Bologna. The student needs to prove that the outcomes of the prospected learning activities at the partner universities in terms of proficiency are comparable to the prospected learning outcomes of his/her own degree programme at the University of Bologna.

• **Prospeted added value**

Here the student can argue if and how the prospected exchange, in terms of professional and cultural enrichment, can have an impact of added value to his/her academic experience and profile. This added value may consist, for example, in the opportunity of attending courses and study or research environments which, with that specific form and content, are not catered for at the University of Bologna, but are of interest for your professional prospectives.

Further recommendations

- Projects should not be too much personally motivated. Personal reasons for applying for universities in a certain country or in a certain part of the world should be included, but in no case they should outweigh the academic reasons, considering the Overseas programme has been set up for mobility for study. If personal aspirations are overstated, the project might sound vague and unfocused.

- Copy and past of course descriptions or of general information about universities should be avoided. It is ineffective and suggests a lack of effort. Short quotations are fine, but only if functional to a properly argued issue.
- The study project counts considerably towards the students' place on the ranking list. One should spend time and effort at it, follow the guidelines and remember that the way in which one presents oneself and, foremostly, one's prospected course schedule may make make all the difference for getting through the selection.