GUIDELINES FOR THE OVERSEAS STUDY PROJECT

In order to write your study project, please follow these guidelines for the Overseas study project, ~~are~~ provided by the selection committee.

Applicants have to write <u>one single</u> study project, comprising all the universities for which the student wants to apply (not more than three), with a *specific section~~s~~* for each university. This document, including all the sections dedicated to the single universities for which the student wants to apply, has to be uploaded on the AlmaRM platform as a PDF file for each selected university.

GUIDELINES ON FORMAT

The project should comply with the following formatting requirements.
1) The project must include:
    - A **General Section,** describing briefly the student's academic, cultural, and personal purposes for applying for this programme and for a specific geographical area;
    - A **Section specifically dedicated to each selected partner university** (not more than three), in which a list of selected educational activities and a discursive explanation of the student's choices have to be provided. Applicants do not have to provide a description of the educational activities' contents: a list of educational activities to attend during the student's mobility period at the partner university that could substitute educational activities held at the University of Bologna will be enough. Students do not have to indicate one-to-one matches since the Boards of many Degree Programmes accept matches based on groups of educational activities, e.g.: three educational activities held at the partner university may be recognised as matching with two educational activities held at the University of Bologna.
    Exchange opportunities whose goal is carrying out thesis research activities work differently. For this kind of exchange opportunity, besides the study project, applicants have to include an authorisation letter by their supervisor.
    In case of exchange opportunities with different goals – e.g. thesis research activities and attendance of educational activities – applicants have to create <u>a single PDF file</u> (max. 2 MB) and upload it for each application. Please, consider the file's maximal dimensions: avoid including pictures of any kind in your application.

    Example: a student applying for the Peking University (course attendance), the Université de Montréal (course attendance), and the Stellenbosch University (thesis research activities) will write a single project, including a general motivation section for the two exchange places for course attendance – i.e. the Peking University and the Université de Montréal – and specific sections for these two universities. Besides, they have to write and another general motivation section for the exchange opportunity aimed at carrying out thesis research activities at the Stellenbosch

University, to be blended into a single PDF file. 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 for which the student is applying, and the supervisor's approval.

2) The length of the project must not exceed 1,500 words. Projects including e the University of California, having sub-sections for single campuses, can be longer. Similarly, projects including e one or more exchange places for thesis research, can feature a more articulated explanation. In both cases, 2,000 words are allowed.
3) Recommended interline spacing: single space. Please use a standard font, such as Arial 11 or Times New Roman 12.
4) Reading will be easier if there are clearly marked sections.

GUIDELINES ON PROJECT CONTENT

Projects are to be written in Italian, not in the language of the partner university. Only students enrolled in a Degree Programme completely held in English are allowed to write their project in English.

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 with the course schedule and characteristics of the degree programme at the University of Bologna from an educational and vocational point of view. Applicants have to demonstrate that they have taken into account the information on the restrictions, the prerequisites, and the specific characteristics of the partner Departments' programme catalogues, as well as information about the partner university in general.

There could be *restrictions* to both degree programmes which exchange students are not allowed to attend and programmes/courses with limited access. Further information on restrictions at the partner universities can be found at the following link: www.unibo.it/overseas.

As *prerequisites*, exchange students – especially students enrolled in their 3rd or 4th year and applying for universities in the USA, Canada, and Oceania – may be requested to have completed certain educational activities in order to access specific teaching units at the partner universities. Prerequisites are usually explicitly listed in the online course catalogues. Generally, partner universities are willing to assess courses completed at the University of Bologna as equivalent prerequisites. When students submit their Overseas application, they do not have to have already completed these educational activities, however, they have to make sure that these have been completed by the beginning of classes at the partner university, i.e. that marks have been registered by that date. Some partner universities require that marks have already been registered by the opening of the application process.

• Compliance

The study project needs to comply with the student's degree programme 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 denominations similar to the ones held at the University of Bologna or be offered by similar Departments. They do have to be similar in the expected learning outcome, which should comply with the characteristics of the degree programme at the University of Bologna. The student needs to prove that the outcomes of the prospected learning activities at the partner universities are comparable to the prospected learning outcomes of their own degree programme at the University of Bologna in terms of proficiency.

• Prospected added value

Students can argue if and how the prospected exchange can have an impact of added value to their academic experience and profile in terms of professional and cultural enrichment. For example, this added value may consist in the opportunity of attending courses and study or research environments whose specific form and content, are not catered for at the University of Bologna, but are of interest for their future professional career.

Further recommendations

• The motivation included in the project do not have to be excessively personal. Personal reasons for applying for universities in a certain country or in a certain part of the world should be included, but they should never outweigh the academic reasons, considering that the Overseas programme has been set up for mobility for study. If personal aspirations are overstated, the project might sound vague and unfocused.

• Applicants should avoid copying and pasting course descriptions or ~~of~~ general information about universities. It is ineffective and conveys a feeling of lacking effort. Short quotations are fine, but only if functional to a properly argued issue.

• The study project counts considerably in the students' ranking. It is advisable to spend time and effort at it, following the guidelines, and remembering that the way in which one presents oneself and, foremost, one's prospected course schedule may make all the difference for getting through the selection.