

Disclaimer: this is a translation of the Bando for international applicants. It has merely informational purposes but no legal value.

**CALL FOR APPLICATION N. 2
FOR THE ASSIGNMENT OF GRANTS FOR INTERNATIONAL MOBILITY OF STUDENTS
REGISTERED IN GLOBAL POLITICS AND INTERNATIONAL RELATIONS (GPR),
Master's degree LM-52, FOR RESEARCH ACTIVITIES RELATED TO THE
PREPARATION OF THE FINAL DISSERTATION**

**Expected student mobility:
starting from 01 February 2020 with a deadline of 31 July 2020**

Art 1 – Subject

Having regard to the Resolution of the Course Council in International Relations (LM-52) dated 16/10/2019 and Resolution of Department of Political Science, Communication and International Relations dated 11/12/2019, a selection is announced for the assignment of one or more grants for students registered in Global Politics and International Relations master's degree (LM-52), at the Department of Political Science, Communication and International Relations of the University of Macerata, in order to support the international mobility at universities, research centers and institutions or international organizations to carry out research activity for the final dissertation.

Art. 2 – Grant for the mobility

The grants in form of reimbursement for the purpose at the Art. 1, amount to:

- a maximum of 1.000,00 Euro for stay of a period equal to, or exceeding, one month;
- a maximum of 500,00 Euro for stay of a period equal to, or exceeding, 15 days.

The total amount of the disbursed grants, for the different financed projects, cannot overcome 3.000,00 Euro.

Art.3 – General requirements (eligibility)

Shall be eligible to participate:

1. the students duly enrolled on the first or the second year of the master's degree GPR, LM-52, at the Department of Political Science, Communication and International Relations.

Students must not receive other financial support related to the same mobility period (double financial support is not allowed).

Art. 4 – Applications: terms, mode and documents

Applications must be submitted through the form available on the following link: <http://spocri.unimc.it/it/didattica/mobilita-internazionale>.

Application must include the information listed below, failure to provide such information shall result in the exclusion from the selection process:

- a) personal data b) identification student number c) tax/fiscal code d) email adress.

Furthermore application must attach the documents listed below (failure to provide such documents shall result in the exclusion from the selection process):

- a) self-certification attesting the enrolment (2019/2020) with a list of exams taken and the achieved grades b) a detailed research proposal finalized to the dissertation, together with a plan of the activities to carry out c) certificate of knowledge/certification of the language of the



hosting country and/or of the language of the research activity d) Europass curriculum vitae, dated and signed e) letter of presentation by the dissertation tutor.

Previous abroad mobilities and other linguistic certifications (for the language of the country of destination) can be evaluated by the Commission.

The duly filled and signed applications must be sent via email to gpr.spocri@unimc.it strictly no later than 12 noon of 18/01/2020

Art. 5 - Selection procedure, assessment criteria and approval of the ranking list

The merit ranking list will be formulated as specified below. The student, to be evaluated, must have general requirements (eligibility) specified in Art.3.

The criterias to be considered are:

- weighted average of the exams taken up to the deadline of this call (up to 40 points)
- plan of the research activity (up to 40 points)
- curriculum and other linguistic certifications pertinent to the research activity (up to 20 points).

The merit ranking list will be published on the website <http://spocri.unimc.it/it/didattica/mobilita-internazionale> within the **23/01/2020**, with official communication value.

Selected students must send an official acceptance or renounce by e-mail to gpr.spocri@unimc.it within **25/01/2020**.

Failure to comply, the selected applicant will be excluded and the admission will be granted to the applicant ranking next in the list.

Art. 6 – Activities allowed at the hosting organization/country

The academic activities allowed during the mobility term of this call are:

- 1- study and research activity in support of the dissertation preparation (based on a work plan approved by the dissertation tutor);
- 2- participation in seminar, conference or workshop pertinent to the dissertation preparation;
- 3- pratical experiences (stage,internships, etc..) remarkable for the themes object of dissertation.

Art. 7 – Procedure for the mobility period

Within 2 weeks before the departure, the student must be present at the Office Didattica of the Department SPOCRI to:

- deliver the calendar and the final plan of the research activities, undersigned by the Dissertation tutor;
- communicate the grant collection procedures in form of reimbursement (students are required to promptly notify any change in the grant collection procedures indicated in the form delivered).

It will be in charge of the student to pick up the useful documentation to get visas or residence permits required by the country of destination. For this purpose, the necessary information can be retrieved on the website of the university partner or of the Diplomatic Authorities of own Country displaced in the hosting country.

At time of departure, the student must have the following documents:

- passport or other valid travel document bearing an entry visa, if required;





- Private Health insurance valid for the period of stay, if required;
- European Health Insurance Card (EHIC), if required;
- any specific documentation required by the hosting organization.

The organization of the stay is in charge of the student, which can consult the Dissertation tutor about didactic, logistic and organizational aspect.

Art. 8 – Mobility period

Mobility must be carried out from the 01/02/2020 and no later than 31/07/2020, as in the details indicated in the Art.2 and on the evaluation expressed by the Commission.

At the hosting organization the student must be presented to the contact person indicated in the thesis research project in order to communicate the arrival. At the departure the student must withdraw a document certifying the date of beginning of the stay at the hosting organization.

Art. 9- Payment of Grant in form of reimbursement

In order to collect the assigned grant as reimbursement, the student will have to deliver to the Office Didattica of Department SPOCRI, for the kind attention of Dott. Vittorio Carloni, mail: vittorio.carloni@unimc.it no later than **15 days from the return**, the following original documents duly printed and signed by the contact persons of the hosting organization:

- **a document filled and signed by the contact person of the hosting organization with the date of beginning and of ending of the stay;**
- **a report about the activities carried out, signed by the hosting contact person;**
- **a declaration by the Dissertation tutor that certifies the compliance of the activity carried out in accordance with the work plan approved before the departure;**
- **original travel documents;**
- **any other supporting documents for room and board during the stay abroad.**

Payment of the grant as reimbursement will pay in a lump sum, after checking the fulfillments and to cover the documented expenses with the provided supporting documents. The reimbursement can not exceed the maximum amount of the assigned grant.

Art. 10 – Personal data processing

The personal data provided are processed for the operations connected with enrollment and course attendance in compliance with the provisions of Regulation (EU) 2016/679, General Regulation on data protection - GDPR.

The personal data, whose collection is imposed from obligations of law, shall process only for the purposes connected to this call, through adequate tools to guarantee their safety and confidentiality, also automates and to memorize, to manage and to transmit the data themselves. Person responsible of the process is Ing. Patrizio Micucci.

Art. 11 - Communications and administrative reference

Regarding information about didactic issues, study mobility term and logistic issues at the hosting organization (application form, Visa) the contact person is Prof. Ernesto Tavoletti.

Regarding administrative information the contact person is dott. Vittorio Carloni, Office Didattica e Studenti, 0733/2582513, vittorio.carloni@unimc.it, and Dott. Giuliana Carassai, g.carassai1@unimc.it

Macerata, 16/12/2019

Head of the Department
F.to prof. Emmanuele Pavolini

