



CALL FOR APPLICATIONS - SCHOLARSHIPS FOR A STUDY-ABROAD PERIOD FOR MASTER'S DEGREE THESIS PREPARATION 2020/2021 ACADEMIC YEAR - FIRST EDITION

1. Purposes

The University of Milan is calling for applications for a study-abroad scholarship to be used to prepare all or a portion of the student's Master's Degree thesis while in residence at an international academic or research institution.

To be eligible for these scholarships, students must submit a detailed research proposal (see template in Annex A). Destinations are chosen at the student's discretion. Research may be conducted at any academic or research institution in the world, without any geographical limitations. For an application to be considered, the study-abroad period must constitute either the central, or a distinctive element of their thesis proposal; it must be essential to how their thesis is to be carried out or provide added value to their thesis. Scholarships will be awarded in a manner that ensures balanced representation amongst University faculties.

Candidates for the scholarships must be students enrolled in either a Master's degree programme or a single-cycle Master's degree programme, who will **earn their degree during the third session of 2019/2020 (February/April 20-21), during the first session of the 2020/2021 academic year (May/July 20-21) or during the second session of the 2020/2021 academic year (September/December 20-21)**

2. Admission requirements

To be eligible for this study-abroad period, the student must be duly enrolled at the University of Milan for the 2019/2020 academic year or the 2020/2021 academic year and continue to be enrolled throughout their study-abroad period. Students must also have a grade-point average falling in the upper range of the average votes earned over the past three years by the majority of students in the applicant's study programme, as reflected



in the “Grade-point average required to apply for the 2020-2021 International Thesis Preparation Scholarship”, posted to:

<https://www.unimi.it/it/internazionale/studiare-allestero/tesi-allestero>

Transfer credit for preparing one's thesis abroad, as part of the student's final exam, shall be awarded at the discretion of the Chair of the Academic Board of the student's own study programme. Criteria for transfer credits are established by the study programme. Please contact the academic office and the student desks for more information.

3. Scholarship amount and compatibility

The scholarship, which comes in the form of a € 800.00 monthly stipend, gross of all statutory expenses, will be awarded for a period ranging from two (2) months to six (6) months, and IRPEF [Personal Income Tax] -taxable as scholarships are considered to be equivalent to taxable wages (Article 50, paragraph 1, subpart [c] of the TUIR - Consolidated Law on Income Tax).

This study-abroad scholarship cannot be awarded to ‘Excellence’ scholarship recipients; on the other hand, any student receiving a tuition waiver for study abroad or an inter-regional study scholarship awarded under Ministerial Decree no. 755 of 04 September 2013 will be eligible to apply.

The total number of scholarships is predicated on the total number of monthly stipends available for disbursement under the current budget, and the total overall number of monthly stipends to be disbursed.

Scholarships will be disbursed as a lump sum once the winners have been announced and after completion of administrative procedures. That date is also the first date the study-abroad period may begin. Scholarships may not be used retroactively. Under no circumstances, the amount of the scholarships may be integrated by supplementary contributions.



4. Application procedure and deadlines; required documentation

Interested students must fill out and submit a scholarship application online. Students must enter their University log-in credentials and apply through the portal:

https://elixforms.unimi.it/rwe2/module_preview.jsp?MODULE_TAG=studenti_tesi_estero2020

To complete their online application, students will be required to upload the following documents in PDF format, unless otherwise stated:

1. **letter of acceptance** by the host institution, generated in accordance with the template annexed to the instant call for applications (Annex B). Letters signed in a manner other than as shown in the annexed form will be rejected;
2. **a certification of the applicant's proficiency** in the language used for business in the host country: the certification must be one recognised by the University, and issued within the past three (3) years (for more information please consult <https://www.unimi.it/it/studiare/competenze-linguistiche/altre-lingue-test-e-corsi> of the University's website). In lieu of this certification, applicants may submit a statement of language-proficiency level issued by the Milan campus' University Language Center: SLAM procedure link: <http://www.unimi.it/studenti/106829.htm>). Please note that a certification issued by UNIMI faculty will be insufficient for purposes of applying for the scholarship;
3. **reference letter** submitted for the applicant by the Chair of the Academic Board, or the Department Head for the applicant's home study programme, or by another faculty member in the same programme;
4. **Grade-point average certification** for the student's academic career, obtained through a screenshot taken on the UNIMIA system (which may also be submitted as a .jpeg); the certification must bear the applicant's student ID number;
5. photocopy of a valid ID;
6. **thesis proposal**, generated based on the template annexed to the instant call for applications (Annex A): the proposal must be approved and countersigned by the



professor acting as the applicant's thesis supervisor, and by the tutor at the host institution; please observe the following layout for the proposal:

- theoretical framework for the topic to be explored;
- statement of research objectives;
- description of the methodology to be used;
- nature of the sources to be utilised abroad (archives, interviews, databases, etc.);
- bibliography;

The thesis proposal may be submitted in English; in such case, an Italian-language version will not be required.

Applications must be completed and submitted by **no later than 12 p.m. on 5 October 2020** through the designated portal, using the following link:

https://elixforms.unimi.it/rwe2/module_preview.jsp?MODULE_TAG=studenti_tesi_estero2020



5. Online application instructions

All sections of the online application must be completed unless otherwise indicated. Before moving onto the next section, click on the “Save and continue” button. Applicants who wish to complete the application in a different sequence, or close the session and complete their application at a later time may instead click “Save”.

Once the application has been filled out, applicants may review and print a summary of their entries. Once reviewed, the applicant must download the file as a PDF, sign their application (with an ink or a digital signature), and then upload their signed application into the system.

A final confirmation screen will appear once the application has been submitted to the proper office for review. Additionally, the system will send two notices to the student’s official email address:

1. notice of application submission;
2. notice with the registration number assigned to the submitted application. The second notice may arrive a few hours after the first, and shall serve as official confirmation that the application had been duly received by the proper office.

6. Announcement of winners

Candidates will be selected by an ad-hoc committee, with balanced representation amongst the applicants’ own disciplines. The Committee will review the documents submitted by the candidates according to the following criteria (see point 7).

The results will be published on **9 November 2020** and posted on <https://www.unimi.it/it/internazionale/studiare-allestero/tesi-allestero>

7. Assignment criteria

For purposes of awarding the scholarships, a specific ranking will be generated based on the following criteria:



- a) thesis-proposal quality and originality (max. points awarded: 14);
- b) candidate's grade-point average, if higher than the average required for scholarship eligibility (max. points awarded: 4);
- c) foreign-language proficiency as required under point 2 of paragraph 4, *supra* ("Application procedure and deadlines; required documentation") of the instant call for applications (max. points awarded: 5);
- d) candidate motivations (max. points awarded: 7).

Students earning at least **21 points** will be declared eligible for a scholarship.

The scholarships will then be awarded, until all slots are filled, in a manner that ensures a balanced representation of the University's study programme areas.

8. Compliance required after the scholarship is awarded

Before leaving

Scholarship recipients must contact the International Mobility and Promotion Office to receive additional instructions on the online forms to be completed prior to their departure (no in-person visits to the Office will be required).

Study-abroad students are personally responsible for completing all paperwork and interviews that may be required for a student VISA, in accordance with the specific requirements applicable to the country of destination. The International Mobility and Promotion Office will be happy to provide assistance to students upon request.

Students may only depart once all such steps have been completed.

Mobilities approved may be cancelled, interrupted or rescheduled according to eventual restrictive measures adopted by the national Authorities or the host institutions to limit the spread of the Coronavirus.



On the student's return

At the end of their study-abroad research period, preferably within thirty (30) days' of their return, the scholarship winner will be required to upload the following documentation to a portal designated by the Office,

https://elixforms.unimi.it/rwe2/module_preview.jsp?MODULE_TAG=PresentazioneCertificateStay_TesiEsteroAA2021

and posted to <https://www.unimi.it/it/internazionale/studiare-alleestero/tesi-alleestero>:

- a. a “certificate of stay” from the host institution bearing the student’s date of arrival and of departure;
- b. a statement by the student’s thesis supervisor attesting that the research contemplated under the thesis proposal has been completed, and that the outcomes are reasonable given the project as proposed;
- c. a report in which the scholarship recipient provides their feedback on the study-abroad experience at the foreign institution; the survey is available on <https://www.unimi.it/it/internazionale/studiare-alleestero/tesi-alleestero>.

9. Relinquishing a scholarship

Should a scholarship winner, following the scholarship award, be unable to complete their study-abroad programme due to any personal issues, the student must submit a detailed notice of withdrawal from consideration within five (5) days to the Office (international.programmes@unimi.it) and return any funds received.

10. Repayments

Should the student be unable to use the scholarship in time to complete their Master’s degree on the timeline set forth in “Admission requirements”, *supra*, all scholarship funds must be returned.



Should a student remain abroad for a shorter period than the one stated in the application, the scholarship winner shall remit a pro-rated repayment of the last monthly stipends.

In case of cancellation or interruption due to causes of force majeure, the portion of the grant exceeding the period effectively spent abroad must be returned; refund of the expenses related to the causes of force majeure may be recognised by the University in accordance with the fund management rules

PERSONAL DATA PROCESSING

Pursuant to EU Regulation 2016/679 (“GDPR”) and Legislative Decree no. 196/2003 (as amended) regarding personal data protection, the Institution pledges to safeguard the confidentiality of all information submitted by the Participant: any data supplied shall be processed in strict accordance with the purposes for which they were collected, as needed for the student’s participation in the Programme. Information on implementation of these personal-data protection rules is available on the University’s website,

<http://www.unimi.it/ateneo/73613.htm> - path: www.unimi.it > University > Privacy.

Information regarding the instant call for applications may be requested via email: international.programmes@unimi.it.

Milan, 20 August 2020

Signed THE RECTOR
(Elio Franzini)

REF. NO. 0020994/20, 29/07/2020
PROG. 2942/2020



UNIVERSITÀ DEGLI STUDI DI MILANO