CALL FOR APPLICATIONS: 40 MOBILITY GRANTS AVAILABLE FOR THE COMPLETION OF THESIS WORK ABROAD YEAR 2017

Article 1

General conditions

The University of Pisa has opened a call for applications to assign 40 mobility grants (each worth €2,000 excluding administrative costs) to undergraduates who, in order to prepare their thesis, need to spend at least two consecutive months at a culturally and scientifically suitable institution, company, corporation or business with headquarters abroad.

Article 2

Requirements to participate

Eligible students are those enrolled in a Master’s degree programme or single-cycle degree programmes who, during the 2016/2017 academic year, are registered as a regular or supplementary-year student. Within the deadline of the call for applications, these students must have obtained at least:

60 credits from a Master’s degree programme
240 credits from a single-cycle five-year Master’s degree programme
300 credits from a single-cycle six-year Master’s degree programme

Students must:

a) be up to date with university and regional fee payments;
b) have been assigned a topic for the graduate thesis by the supervisor, in agreement with the academic regulations belonging to the student’s degree programme;
c) be in possession of a declaration (in electronic format, on a printed letterhead and signed and stamped by the supervisor) in which the supervisor attests the following:

1) The necessity, according to the objectives of the thesis, for the student to transfer abroad to one of the institutions outlined in Article 1.
2) The expected length of time spent abroad and the work programme that the student must carry out during this period, which must be of at least 2 consecutive months.
3) The institution, entity or company where the student will do the work including a description of its nature and features which will determine its scientific and cultural level.

4) The name, qualification and references of the tutor (full address, telephone, fax, e-mail, etc.) who will monitor the work of the student abroad.

The candidate must also present the Learning Agreement relative to the thesis work that will be carried out abroad, completing the section “Before the mobility” with all the necessary signatures. The study period abroad must start after the deadline of the call for applications. The final degree exam must be taken within the seventeenth month after the publication of the ranking list based on merit.

**Article 3**

**Application request**

The application form (exempt from stamp duty as declared in Article 11 of the attached Table of Presidential Decree 642/72), completed as an attachment to the current call for applications, must be accompanied by the thesis supervisor’s declaration including all the information requested in Article 2 section C, the completed and signed “Before the Mobility” section of the Learning Agreement as well as a photocopy of a valid and legal identity document. The absence of these documents will disqualify the applicant. The request, along with the relevant original documents, must be sent by post to the following address:

Direzione Ricerca e Internazionalizzazione
Unità Cooperazione Internazionale
“Domanda contributo Tesi Estero”
Lungarno Pacinotti 44
56126 PISA

Or submitted by hand at the “Sezione Protocollo” of the University of Pisa (opening hours: Monday to Friday from 9.00 to 13.00 and Tuesday and Thursday afternoons from 15.00 to 17.00), Lungarno Pacinotti 44.

**Deadline (without any possible postponement)**

8th May 2017

The date of submission of the application is determined by the stamp date of the “Sezione Protocollo” of the University of Pisa.
**Article 4**

*Criteria for determining the ranking of applicants*

Candidates in possession of the requisites mentioned in Article 2 will be ranked based on merit and according to the following criteria:

1) For every Master’s degree programme, first year students are ranked according to the final grade with which they enrolled in the Master’s degree programme. The grade 110 cum laude is considered 111.

2) For every Master’s or single-cycle degree programme, second or higher-year students are ranked by multiplying credits by grade received for each exam, and adding these numbers. These exams must have been taken during the period of 11th August 2015 to the 10th of August 2016. The grade 30 cum laude is considered 31. Only exams taken during the degree programme which account towards a final grade will be considered in this calculation.

Former degree programmes (ex law 509 and ex law 270) will be considered as a single degree programme.

The value of these classifications are converted to thousandths, setting one thousand to be the highest value of the course.

The final ranking is obtained by extracting from this list the values relative to applicants who meet the application requirements. They are ranked in descending order. If two applicants have an equal score, preference will be given to the younger applicant.

The distribution of the 40 grants will be carried out in the following manner:

a) One grant is reserved for each department (for a total of 20 departments) and it will be assigned on the basis of the above ranking. The remaining 20 grants will be assigned according to the order of the same ranking.

b) If a department does not appear in the overall rankings, the grant, which is not assigned, will be added to the remaining list of 20 grants that will be assigned according to the ranking.

**Article 5**

*Terms and procedures of the distribution of grants to successful applicants – repayment of grants*

Successful applicants of the process will be given prompt notice of the assignment of the mobility grant via email. If this is not possible, communication will be carried out via registered mail with acknowledgement of receipt.
Applicants must declare their acceptance of the grant within 15 days of receiving written communication of its assignment otherwise the grant will be withdrawn.

The payment of the grant is organised as follows:

- 80% is paid after the release of the rankings and acceptance from the successful applicants, in accordance with the accounting provisions of the university.
- The remaining 20% will be rewarded after the final degree exams (communicated via a signed and dated declaration, sent via email to: cooperations@unipi.it in a PDF file), provided that this occurs within the maximum amount of time indicated and after the relevant departments have sent the approval of deliberations on the final reports of the successful applicants to the International Cooperation unit of Internationalisation and Research division.

The grant money will be subject to the applicable tax regime.

Within 15 days of returning from abroad, the recipient of the mobility grant must submit to the department the Learning Agreement section “After the mobility”, completed with all the necessary signatures and a brief report, prepared on letterhead and approved by the thesis supervisor. This report must be accompanied by a signed declaration from the assigned tutor abroad, prepared on letterhead, in which the period of stay must be indicated (from… to…) as well as the work carried out for the preparation of the degree thesis. The department must verify the accuracy of the above-mentioned documents and send a copy of the deliberation accompanied by a copy of the report and the declaration of the tutor as well as the completed and signed “After the mobility” section of the Learning Agreement to the International Cooperation unit of the Internationalisation and Research division.

The student will be required to return the amount corresponding to the first instalment and will not be entitled to the second instalment in the following cases:

1. Failure to submit the declaration from the tutor abroad.
2. Failure to receive approval from the thesis supervisor.
3. Failure to submit the completed and signed “After the mobility” section of the Learning Agreement.
4. Failure to pass final exams within the prescribed period outlined in Article 2.
Art. 6
Additional financial support

The mobility grants are incompatible with:

- financial support provided for the same purposes with or without an application process by public or private entities
- mobility grants such as the “Erasmus LLP Programme” provided by the university

Mobility grants can be offered in addition to (provided that the periods spent abroad are consecutive and not coinciding):

- scholarships offered by the Regional Agency for the Right to Study in Pisa
- scholarships (referred to in the DR legislation of the 29th September 2011 no. 12012 and as amended) and the degree awards provided by the University of Pisa (referred to in the DR legislation of the 14th December 2006 no-01/21363).
- any international mobility grant offered by the university, funded by any means.

Article 7
Approval of the rankings

The ranking of successful applicants is approved by the Decree of the Rectorate and will be made available on the following website: https://www.unipi.it/index.php/studiare-allestero/item/1285-tesi-di-laurea-allestero.

Article 8
Eligible candidates

Following the withdrawal of the successful applicants, a definitive list will be formulated, subject to the deadline indicated in Article 2 and the minimum period of stay abroad. Those who meet the requirements can benefit from the grant of €2,000 in one single payment, on the condition that at the time of entry they have already graduated, they have completed the thesis preparation abroad in compliance with the requirements outlined in this announcement and have fulfilled the obligations outlined in Article 5.

Article 9
Announcement

The most recent call for applications is published on the following website: https://www.unipi.it/index.php/studiare-allestero/item/1285-tesi-di-laurea-allestero
N.B: TO COMPLETE IN BLOCK CAPITALS

This application is exempt from stamp duty as ordered by the obtainment of a study grant from Article 11 of the attached Table DPR 642/72.

To THE RECTOR
UNIVERSITY OF PISA
Student number: ………………………………………
The undersigned …………………………………… born in ……………………………. and resident at …………………………… Street name: …………………………….
House number: ……………………… Postcode: ………………………
…………………………Tel.: ……………………… Mobile: ………………………

Email: ……………………………………………Enrolled at ………………………
Year: ………………………………………

For the Academic Year: ………………………………………

REQUESTS:
to participate in the call for applications for the assignment of 40 mobility grants designed to support thesis preparation carried out abroad at
…………………………………………………… for a period of stay abroad from
…………………………………………………… to ………………………………………………

DECLARES HIS/HER PERSONAL RESPONSIBILITY TO:

- Remain up to date with payments of university and regional fees for the 2016-17 academic year

- Take the final degree exam by the seventeenth month after the final ranking list based on merit has been published.
- Take note of the exceptions to the grant application outlined in Article 6 of the call for applications.

DECLARES HIS/HER POSSESSION OF THE FOLLOWING REQUIREMENTS:
(Tick the appropriate box)

☐ Completion of at least 60 academic credits in a Master’s degree programme

☐ Completion of at least 240 academic credits in a single-cycle Master’s degree programme which lasts 5 years.
Completion of at least 300 academic credits in a single-cycle Master’s degree programme which lasts 6 years.

The undersigned must attach to this application:

1. Declaration from the thesis supervisor, under Article 2, paragraph 1, letter C of the call for applications.
2. The completed and signed “Before the Mobility” section of the Learning Agreement.
3. A photocopy of a valid and legal identity document.

Place and date ……………………………
Signature ………………………………………