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*[http://spocri.unimc.it/it/dipartimento/bandi/bandi2018/BandoricercatesiLM522018\\_protocollo.pdf](http://spocri.unimc.it/it/dipartimento/bandi/bandi2018/BandoricercatesiLM522018_protocollo.pdf)*

**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**

**The period of the mobility is 01/12/2018-03/06/2019**

**Art 1 – Subject**

Having regard to the Delibera del Consiglio della classe in Relazioni internazionali (LM-52) of 06/12/2017 and of 19/09/2018, 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.
2. the students who have not already used this grant in the past;
3. the students who not use scholarships for mobility provided by the University of Macerata (such as scholarships for Erasmus Plus study mobility, Erasmus Plus Traineeship mobility, extra-eu mobility and extra Erasmus) at the same time as the mobility period and for the same location.

**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 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 (with information about duration of mobility, of the location and the contact person)  
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 [didattica.spocri@unimc.it](mailto:didattica.spocri@unimc.it) strictly no later than 12 noon of 07/11/2018.

#### **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 reasearch 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 16/11/2018, with official communication value.

Selected students must send an official acceptance or renounce by e-mail to [didattica.spocri@unimc.it](mailto:didattica.spocri@unimc.it) within 20/11/2018.

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 U.O. 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**

The mobility must be carried out from the 01/12/2018 and no later than 3/06/2019, 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 U.O. Didattica of Department SPOCRI, for the kind attention of Dott.ssa Marzia Giammaria, 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**

Pursuant to art. 13 of D. Lgs. N. 196/2003, “Codice in materia di protezione dei dati personali”, we inform that the personal data of the participants to the selection, acquired in the respect of the applicable regulation, will be object of treatment in accordance with the legislation prescribed by the quoted Code.

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 Dott.ssa Marzia Giammaria.





**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.ssa Margherita Scoppola.

Regarding administrative information the contact person is dott.ssa Giuliana Carassai, U.O Didattica e Studenti, 0733/2582513, giuliana.carassai@unimc.it.

Macerata, 25/09/2018

Head of the Department  
F.to prof.ssa Elisabetta Croci Angelini