



# CALL FOR APPLICATIONS - SCHOLARSHIPS FOR MASTER'S DEGREE THESIS PREPARATION ABROAD 2023/2024 ACADEMIC YEAR - SECOND EDITION

DEADLINE: 24/06/2024, 2 p.m.

## 1. Purposes

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

To be eligible for this scholarship, students must submit a detailed research proposal (see template in Annex A). Destinations are chosen by students. Research may be conducted at any academic or research institution in the world, without any geographical limitation. For an application to be considered, **the period abroad must represent either a central or a distinctive element of the thesis proposal**; it must be an essential part of how the thesis is going to be carried out or provide added value to the thesis. Scholarships will be awarded in a way 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 **graduate within the second session 2024/2025 (October/December 2025)**.

The mobility period shall last at least 2 months and a maximum of 6 months, extendable up to nine months after submission of a reasoned motivation approved by the thesis supervisor.

## 2. Admission requirements

To be eligible for this study-abroad period, students must be duly enrolled at the University of Milan for the academic year 2023/2024 and keep the enrolment status throughout their mobility. Students must also have a grade-point average falling in the upper range of the average grades 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 2023/2024 International Thesis Preparation Scholarship", posted to:

<https://www.unimi.it/en/international/study-abroad/thesis-abroad>

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). Moreover, please be advise that grants will contribute to the formation of the overall income. Any extension of the stay approved (up to a maximum mobility period of nine months in total) is not covered by any financial contribution.

This scholarship can be also awarded to 'Excellence' scholarship winners; moreover, 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 also be eligible to apply.

**Periods of mobility financed by different programmes shall not be allowed at the same time.**

Considering the current budget, the total number of scholarships available for this call for applications is 125 monthly grants (equal to 20 scholarships of 6 months).



The scholarship will be credited onto La Statale Card. It is therefore necessary that the candidates, if selected, activate their university badge as a Flash Up Studio La Statale prepaid card. More information about this is available at <https://www.unimi.it/it/studiare/servizi-gli-studenti/badge-carta-la-statale>

Scholarships will be disbursed as a lump sum once the winners are announced and after the administrative procedures as detailed in section 8 of this call for applications are completed. Under no circumstances, the amount of the scholarships may be integrated by additional contributions. **Mobility periods can start not earlier than September, 30th 2024.** Under no circumstances can the scholarship be retroactive.

#### 4. Application procedure and deadlines; required documentation

Candidates 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\\_estero2324ed2](https://elixforms.unimi.it/rwe2/module_preview.jsp?MODULE_TAG=studenti_tesi_estero2324ed2)

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 working language used in the host country: the certification must be recognised by the University, and issued within the past three (3) years (for more information please refer to <https://www.unimi.it/it/studiare/competenze-linguistiche/altre-lingue-test-e-corsi>).

In place of this certification, applicants may also submit a statement of language-proficiency level issued by the Milan campus' University Language Centre (SLAM).



For more information: <https://www.unimi.it/en/study/language-proficiency/language-tests-and-courses-mobility-calls>

For the sole purpose of this Call for applications, SLAM's proficiency statements are considered as valid when obtained no more than **four years** before the time of application.

If the level of the language needed for your application expressly appears on your UniMi career, you can submit a screenshot of it in pdf-format.

Students who have already taken the English Placement Test with SLAM or their language proficiency test and do not have a level statement, should contact SLAM via the Informastudenti services ("TEST DI LINGUA" section) and request a language proficiency statement of the test they took and passed.

Students who are enrolled in degree programmes entirely taught in English, or attend curricula taught in English, are considered to automatically meet their English language requirement up to the level required for admission to their degree programme. **These students will have to self-declare their English-language proficiency through Annex C.** Students with a higher language proficiency are required to prove it as set forth in Annex A for their study area. Students whose **mother-tongue** is the language they need to certify are also required to follow the same procedures described in this paragraph.

Finally, students who do not hold the above certifications/statements can obtain a language proficiency statement free of charge with **EU Academy** (<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>).

3. **reference letter** submitted for the applicant by the Chair of the Academic Board, or the Department Head of 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 portal (which may also be submitted as a .jpeg); the certification must bear the applicant's student ID number;
5. scan of a valid **ID / passport**;
6. **thesis proposal**, using the template attached to this 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.

The candidates are required to specify their personal motivation in the online procedure by showing the mobility's academic and scientific relevance related to the thesis project.

**Applications must be completed and submitted by no later than 24/06/2024 at 2 p.m.** through the designated portal, using the following link:

[https://elixforms.unimi.it/rwe2/module\\_preview.jsp?MODULE\\_TAG=studenti\\_tesi\\_estero2324ed2](https://elixforms.unimi.it/rwe2/module_preview.jsp?MODULE_TAG=studenti_tesi_estero2324ed2)

**Uncompleted applications or applications not submitted through Elixform platform will not be accepted.**



## 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 is filled out, applicants may review and print a summary. Once reviewed, applicants must download the file as a PDF, sign their application (with an hand- or a digital- signature), and finally upload their signed application onto 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 institutional e-mail address:

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

## 6. Announcement of winners

Candidates will be selected by an ad-hoc Committee, with balanced representation amongst the subject areas according to the applications received. The Committee will review the documents submitted by the candidates according to the following criteria (see paragraph 7).

The results will be published, unless otherwise communicated, by **July, 19<sup>th</sup> 2024** at <https://www.unimi.it/en/international/study-abroad/thesis-abroad>

## 7. Assignment criteria

For the purpose of awarding the scholarships of this call, a specific ranking list will be generated based on the following criteria:

- a) thesis-proposal’s 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) language proficiency as required under point 2 of paragraph 4 (“Application procedure and deadlines; required documentation”) of this call for applications (max. points awarded: 5);
- d) candidate’s motivations (max. points awarded: 7).

Students receiving **at least 21 points** are considered eligible for a scholarship.

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

In case of ex-aequo candidates, the younger candidate will have priority.

## **8. Compliance required after the scholarship is awarded**

### **Before leaving**

Scholarship winners will be contacted by 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 are required).

Study-abroad students are personally responsible for completing all the paperwork and interviews that may be required for a student VISA, in accordance with the specific requirements applicable to the destination country.

Students may only depart once all the required steps are completed and without prejudice to measures that may restrict mobility introduced by national or international authorities<sup>1</sup>.

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<sup>1</sup> Mobility to countries or areas considered at risk by the Ministry of Foreign Affairs and reported on the website <https://www.viaggiare Sicuri.it/find-country>, must be screened and approved by the Office before departure.



All selected students are insured against accidents and civil liability towards third parties. Any health insurance is the students' responsibility.

**Under no circumstances can a change of destination be authorized.**

At the end of their study-abroad research period, preferably within thirty (30) days of their return, the scholarship winners are required to upload the following documentation onto the following portal:

[https://elixforms.unimi.it/rwe2/module\\_preview.jsp?MODULE\\_TAG=PresentazioneCertificateStay\\_TesiEstero](https://elixforms.unimi.it/rwe2/module_preview.jsp?MODULE_TAG=PresentazioneCertificateStay_TesiEstero)

The link is also published on <https://www.unimi.it/en/international/study-abroad/thesis-abroad>:

- 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 UNIMI 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 recipients provides their feedback on the study-abroad mobility at the foreign institution; the survey is available on <https://www.unimi.it/en/international/study-abroad/thesis-abroad>.

## 9. Withdrawing a scholarship

Should a scholarship winner be unable to complete their research programme abroad due to any personal issues, following the grant award, they must submit a detailed notice of withdrawal within five (5) days to the Mobility office (Informastudenti > International > Tesi Estero) and return any funds received.



## 10. Refunds

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", above, 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 documented 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 through [Informastudenti](#) by selecting the category BANDO TESI ALL'ESTERO - THESIS ABROAD CALL FOR APPLICATION"



UNIVERSITÀ DEGLI STUDI DI MILANO

Milan, May 13<sup>th</sup> 2024

Signed THE RECTOR  
(Elio Franzini)

Prot. 0019476/24  
P. Ass. 4678687 del 13/05/2024  
Rep. 3398/2024