

## CALL FOR INTERNATIONAL RESEARCH

### DEGREE THESIS ABROAD

Academic Year 2022/23

#### Art. 1 General information

The goal of this call is to finance scholarships for students regularly enrolled at the University of Rome “Tor Vergata”, academic year 2022/23, within the normal duration of the course plus one year (DM 1047 dated 29/12/2017).

The main purpose of the program is to allow a research period for the preparation of the degree thesis (only for master or single cycle degree) in European or non-European countries at universities or non-university structures (such as private and public institutions, laboratories, libraries, research institutions, archives, etc.).

Against this background,  
THE UNIVERSITY OF ROME “TOR VERGATA” DETERMINES TO ALLOCATE NO. 35 SCHOLARSHIPS  
FOR THESIS RESEARCH ABROAD IN EUROPEAN AND EXTRA-EUROPEAN COUNTRIES

The number of scholarships may be increased based on available funds.

#### Art. 2 Requirements for eligibility

Students wishing to be eligible for this call grant must be assigned of a thesis project and fulfill the following general requirements at the time of application.

1. To be regularly enrolled in the a.y. 2022/23 at University of Rome Tor Vergata within the regular duration, plus one year, of the study cycle.  
Students enrolled at 22/23 with a “cautionary” enrollment (domanda cautelativa) cannot apply.  
The student must be “laureando” (majoring), it means to be next to get the graduation and to be enrolled at least at the 5<sup>th</sup> year of a one cycle degree or at the 2<sup>nd</sup> year of a master degree course;
2. to have earned at least **180** if enrolled at one cycle degree and the **75% of the credits of the 1<sup>st</sup> year** if enrolled at master degree within the submission deadline. For those students enrolled in dual or joint degree courses the commission will assess the eligibility on a case-by-case basis.
3. To maintain a GPA of no less than **24/30 by the date of 31/07/2023**.

Proficiency in the language of the host country (or, as an alternative, in a vehicular language used in the host country) is required. Students must provide documentary evidence of the language proficiency by submitting one of the following documents:

- a certificate issued by a nationally and/or internationally recognized school;
- a self-declaration stating that the applicant has taken a language proficiency test in the language of the host country (or in a vehicular language) at the University of Rome “Tor Vergata”;
- a document certifying permanent residence of more than three months, for study or training purposes, in a country where the language of the host country (or a vehicular language) is spoken.

During their stay abroad, students must be properly enrolled at the University of Rome “Tor Vergata” and will earn their degree (master or one-cycle degree) only after their return to the home university.

Foreign graduating students enrolled at the University of Rome “Tor Vergata”, whose citizenship is that one of the hosting country, are not eligible for the grants allocated to their residence country.

### **Art. 3**

#### **Incompatibility**

- During their stay abroad, students must be properly enrolled and up to date with payments, and they will earn their degree (Bachelor or Master or One-cycle) only after their return to the home university.
- Those students that already won the grant in the past cannot apply again.
- Foreign graduating students at the University of Rome Tor Vergata are not eligible for the grants allocated to their residence country.

The grant will not be allocated to students who, at the moment of their departure and during the whole stay, benefit from the following scholarships for the same purposes:

1. Aid granted by public or private institutions;
2. Erasmus Plus grants;
3. Other mobility scholarships from any other bodies of the University of Tor Vergata;

### **Art. 4**

#### **Application procedure and deadline**

Applications shall be submitted exclusively online, by filling out the application form available at: <http://mobint.uniroma2.it/extra/candidatura/default.aspx>

Deadline is **September 15, 2023 (12,00 – Midday, Roma GMT)**.

**WARNING!** Incomplete or untrue or not validated submissions will automatically cancel the candidacy.

To apply the student must fill in all the sections of the online application and attach all the documents required for the mobility. The application is only online.

After the first access to the web platform an editable draft can be saved and modified or completed in the course of further sessions. The application can be submitted only after the

validation. After the validation it won't be possible to change or edit or cancel the application. After the submission of the application an automatic email will be sent to the student to confirm the correct sending.

Research mobility requires that the students carry out a research period in a European or non-European country deemed appropriate for their thesis project. The choice of destination can be made among any University or any other public or private body, by Relator approval.

Compulsory documents for the application are:

- thesis project and motivation letter;
- reference letter by the thesis supervisor of the University of Rome "Tor Vergata";
- any invitation letter or document demonstrating the contacts with the hosting institution;
- any certificates proving language proficiency (see art. 2 of this call);

### **PLEASE NOTE**

Under art. 71 of the Presidential Decree no. 445/2000, the university administration will carry out the necessary checks, including sample checks, especially in those cases of reasonable doubts about the truth of applicants' statements contained in the application form.

### **Art. 5**

#### **Selection process and evaluation criteria**

The selection of candidates with the relating assignment of scholarships will be entrusted to a specific Interdisciplinary Commission appointed by Rectoral Decree.

The overall evaluation is formulated in hundredths. The Interdisciplinary Commission will select the candidates' applications based on the following evaluation criteria:

- academic curriculum at 31/07/2023 (average, grade of the last title obtained, ECTS);
- didactic-scientific motivation and research project;<sup>1</sup>
- linguistic competence (where already acquired).

Motivations / projects and language skills will weigh no more than 50 points on the overall evaluation.

The academic curriculum will be assessed on the basis of the following formulas:

$$\left[ \frac{\text{Minimum}(\text{amount of ECTS earned, maximum amount of ECTS earnable during the whole study course based on candidates' year of enrolment}^{**})}{\text{maximum amount of ECTS earnable during the whole study course based on candidates' year of enrolment}^{**}} \right] \times \min[1, \text{number of years expected for the title attainment} / (\text{current academic year} - \text{year of enrolment} + 1)] \times (\text{weighted average mark} / \text{weighted average exam mark for students enrolled in the same study course}^{**}) \times 50.$$

**\*\*** The calculation of the weighted average for students enrolled in the same study course shall include all students regularly enrolled in the said course as of 31/07/2023 independently of the year of enrolment.

Only the exams registered on the DELPHI platform will be taken into consideration.

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<sup>1</sup> Only theses in which the search for material and information abroad will be considered necessary or of particular relevance or utility will be considered eligible.

## Art. 6

### Grant amount and disbursement of the grant

The grants are allocated to the students as a financial partial support.

The grantees will be exempted to pay tuition fees at the host University and will continue to pay enrolment fees at University of Rome “Tor Vergata”.

The grant is financed by the Ministry of University and Research (MUR) and will be assigned in accordance with the Ministerial Decree no. 1047 dated 29.12.2017 (Fondo Sostegno Giovani - FSG). The monthly amount of the grant will be defined according to the ISEE declaration as shown in the following scheme:

SLOT	ISEE	Monthly amount in € for European countries	Monthly amount in € for extra-European countries	Monthly amount for USA and Japan
I	ISEE ≤ 13,000	€ 800	€ 900	€ 1,100
II	13,000 < ISEE ≤ 21,000	€ 700	€ 850	€ 950
III	21,000 < ISEE ≤ 26,000	€ 600	€ 750	€ 850
IV	26,000 < ISEE ≤ 30,000	€ 450	€ 550	€ 650
V	ISEE > 30,000	€ 350	€ 350	€ 350

\* By law, students who do not fall within the normal duration of the course plus one year will be automatically excluded from funding.

\*\* As regards the determination of the family composition, the indicator of the income situation, the indicator of the financial situation and the methods for filling the form relating to the request for benefits for the right to study, as well as for any other matter related to the calculation of ISEE, this call refers to the Prime Ministerial Decree no. 159 dated 5.12.2013 “Regulation concerning the revision of the methods of determination and the fields of application of the Indicator of the Equalized Economic Situation - ISEE”.

ATTENTION: It's required the ISEE-U certification of 2023.

If the ISEE won't be presented, the amount of the grant will correspond to the V slot.

- To apply this call, **students residing in Italy**, upon enrollment for the academic year 2023-2024 have to authorize the acquisition of the valid ISEE certification (relating to the facilitated benefits for the right to study) on the DELPHI platform, before departure.

- **For international students non-resident in Italy**, for the purpose of disbursement of the contribution, can submit to the University the ISEE Parificato (also called Scheda Raccolta Dati), issued by the CAF and handed to the Welcome Office when enrolling. The stability law of 11 DECEMBER 2016 n. 232, provides in Article 1, paragraph 261:

“Nel caso di studenti aventi la cittadinanza di Stati non appartenenti all’Unione europea, e non residenti in Italia, per i quali risulta inapplicabile il calcolo dell’ISEE del nucleo familiare di appartenenza ai sensi dell’articolo 8, comma 5, del regolamento di cui al decreto del Presidente del Consiglio dei ministri 5 dicembre 2013, n.159 l’importo del contributo onnicomprensivo annuale è stabilito dalle singole università statali, anche in deroga ai criteri individuati nei commi da n.255 a 258 del presente articolo”.

Foreign citizens who are not resident in Italy **cannot use the self-certification institution in any way.**

Foreign students from one of the European Union countries not resident in Italy, for the purpose of disbursement of the contribution, will be able to submit an ISEE Parificato.

### **ISEE Parificato**

As can be seen from the resolution of the “Consiglio di Amministrazione” of 10/11/2020, having as its object the introduction of a control and verification system of ISEE equalized (data collection form for university equalized indicator) - all non-EU students for whom it is inapplicable the calculation of the ISEE pursuant to art. 8, paragraph 5, of Prime Ministerial Decree 159/2013 may request the compilation of the data collection form for the university equalized indicator at the CAF (The CAF identified by the University or other if this is not indicated) to which all the documentation containing the information necessary for the determination of the income statement or the original certification issued by the authorities of their country of origin \* and translated into Italian, validated by the Italian diplomatic authority competent for the territory in the same country of origin of the student (art.33 of Presidential Decree no. 445 of 28/12/2000).

Students with a DISCOLAZIO scholarship are also required to submit the data collection form and will be subject to checks on what they have been declared. The MIUR contribution is not compatible with any DISCOLAZIO funding provided to support mobility.

The certificate of ISEE PARIFICATO must appear on the DELPHI university platform at the same time as the regularization of the enrolment, as required by this Call of participation.

Grant duration is calculated based on starting and ending dates of the mobility as indicated in the Certificate of Study Abroad. Every month shall be calculated of 30 days. In case of incomplete months, the grant shall be calculated by multiplying the number of days of the incomplete month by 1/30 of each monthly unit cost.

Students have to pay attention to the dates that are written in the Arrival/Departure Certificate, issued by the hosting institution, due to this certification represents the basis for the calculation of the real months spent abroad and therefore of the grant amount.

In case of mistakes the grantees have to correct them before sending the documents to the office. The grantees will receive the grant in two installments.

1. The first one at the beginning of the stay abroad, more exactly after the Arrival Certificate and the Learning Agreement signature by the hosting institution. It will be equal to 70% of the total amount.

2. The remaining 30% will be paid at the end of the mobility period prior reception of the final documents.

**Before the mobility starts the grantee has to:**

1. sign the mobility agreement (acceptance of grant with the supposed mobility period);
2. sign the Code of Conduct;
3. sign the Learning Agreement;
4. have residence permit valid for the whole mobility;
5. comply with the Lazio Disco requirements.

**At the end of mobility, within 15 days from return, the grantee must take to the office:**

1. Arrival/Departure Certificate certifying his/her stay abroad;
2. a report on the activities carried out.

The Mobility for study must end by January 2024.

The grant can be withdrawn if:

- The grantee is not regularly enrolled for a.y. 2023/24 at the Università degli Studi di Roma "Tor Vergata";
- The host University doesn't accept activities on the learning agreement;
- The grantee is not regular with other public entities (like Discolazio).

**Return of the grant already paid**

The grantee shall return the mobility grant if:

1. the mobility documents required at the end of mobility are missing within 15 days from return;
2. the mobility period is less than 1 month;
3. no credits recognition.

**PLEASE NOTE**

Grantees who will not return the grant as stated in the previous list won't be able to get their degree.

**Art. 7**

**Approval of the activity carried out**

Selected students will consult the Relator of the thesis and sign the Learning Agreement before departure (also by the Erasmus referring teachers), in view of the recognition of the research activity carried out. In this case, the research activities carried out at the partner foreign institutions will be recognized by the individual Study Program Councils of the University of Rome "Tor Vergata" after the period of stay abroad according to regulations referred to each course Secretary.

## **Art. 8**

### **Term of validity**

The mobility to prepare the degree thesis has a duration of minimum **1 month** and maximum of **2 months**.

During their stay abroad, the grantees will be regularly enrolled at University of Rome "Tor Vergata", paying fees to this institution for the a.y. 2022/23.

## **Art. 9**

### **Allocation and acceptance of the grant**

The list of selected grantees and the relating destinations will be published on the University of Rome "Tor Vergata" website, in the section Area Internazionale > Studiare e lavorare all'estero > Call for International Mobility for study and research.

This is the only manner of publication regarding the selection outcome. Selected grantees will not receive any winning notification by emails.

Selected grantees must accept the grant within the 7th day after the publication of the above-mentioned list.

To receive the grant, selected grantees need to formally accept it. In case of non-acceptance, the grant will be allocated to the next qualified grantee in rank order.

## **Art. 10**

### **Privacy**

The processing of personal data requested by this call is aimed at managing the Program, for the selection procedures and for the eventual procedure for assigning and disbursing the contribution and will have in accordance with the provisions of the "General Data Protection Regulation" (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 and to Legislative Decree 196/2003, as amended by Legislative Decree 101/2018.

The Data Controller is the University of Rome "Tor Vergata", Via Cracovia 50 CAP 00133 Rome, PEC [direzione.generale@pec.uniroma2.it](mailto:direzione.generale@pec.uniroma2.it). The Data Protection Officer is based in Via Cracovia 50, 00133 Rome, e-mail [rpd@uniroma2.it](mailto:rpd@uniroma2.it), PEC [rpd@pec.torvergata.it](mailto:rpd@pec.torvergata.it) The e-mail address, to which questions relating to data processing may be addressed, is: [privacy@uniroma2.it](mailto:privacy@uniroma2.it).

Participants are entitled to the rights provided for by EU Regulation 2016/679 and, in particular, they may request access to personal data concerning them, rectification, or, if their extremes occur, cancellation or limitation of treatment, or oppose to the their treatment.

The interested student, at the time of submitting his application, will give consent to the processing of his personal data as established on the Information provided by the Data Controller (University of Rome Tor Vergata), called "Information pursuant to art. 13 of EU regulation 679/2016 for the processing of personal data of students who intend to participate in international mobility programs for study (erasmus "overseas, research thesis abroad) or internship (erasmus + traineeship) in non-European countries", present on the platform Organizer.

**Art. 11**  
**Office in charge of the procedure**

Pursuant to the law no. 241 dated 7.8.1990, the person in charge of the procedure for the procedures under the exclusive competence of the university is Dr. Chiara Montanari.

For further information, after having carefully read this call, the student can address directly to the following office:

Student Mobility Office

Via Cracovia, 50 – building D, floor 0, room 002

Tel. 06/72593509

e-mail: [students.exchange@international.uniroma2.it](mailto:students.exchange@international.uniroma2.it)

Please note:

this version in English is informative only, for each regulation it is necessary to refer to the Italian version.

The Rector  
Professor Nathan Levialdi Ghiron