

CALL FOR APPLICATIONS

GRANTS FOR GRADUATE STUDENTS WORKING ON THESIS RESEARCH ABROAD

Academic Year 2017/2018

IN REGARDS TO the attached table n. 1 of the Ministerial Decree n. 552/2016, in which the Ministry of Education, University and Research allocates a fund to promote international mobility of university students for the Academic Year 2017/2018;

GIVEN that the goal of this grant is to support students wanting to work on their thesis abroad;

THE UNIVERSITY OF ROME TOR VERGATA DETERMINES TO ALLOCATE 28 GRANTS TO MASTER AND SINGLE-CYCLE DEGREE GRADUATING STUDENTS ENROLLED IN THE 2017/2018 ACADEMIC YEAR AND WANTING TO WORK ON THEIR THESIS ABROAD

The grants are allocated to different AREAS OF DESTINATION:

n. 16 grants for extra-European destinations

n. 12 grants for European destinations

The allocation to different AREAS OF DESTINATION is not exclusive and does not preclude the possibility to award a grant from one area to another, if the number of winners does not reach the number of grants available for each area. It is implicit that the grant amount moving from one area to the other must be at least equivalent to the minimum financial contribution established by art. 5 of the present call.

Art. 1

Requirements for eligibility

Grants are allocated to Master and Single-cycle degree GRADUATING STUDENTS.

Graduating students wishing to be eligible for this grant must fulfill the following requirements at the time of application:

- a) Be properly enrolled and up to date with University fees and local taxes;**
- b) Have a thesis proposal approved by a University supervisor;**
- c) Not be a recipient of any other international mobility scholarship from the European Union or the University of Rome Tor Vergata at the same time;**

- d) For **Master degree** graduating students: having earned at least **45 credits** within the submission deadline;
- e) For **Single-Cycle degree** graduating students: having earned at least **180 credits** within the submission deadline;
- f) Maintain a **GPA of no less than 24/30**;
- g) Language 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 providing 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 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.

PLEASE NOTE: applicants must fulfill the above-mentioned requirements at the time of application.

Foreign graduating students at the University of Rome Tor Vergata are not eligible for the grants allocated to their residence country.

Art. 2

Application procedure and deadline

Applicants must submit applications no later than

DECEMBER 20, 2017 at 12pm (GMT+1)

The applicant must **send by email** at students.exchange@international.uniroma2.it (putting as object "THESIS RESEARCH ABROAD 2018") the completed application form along with the required documentation within the above-mentioned deadline, it is obligatory for the applicant to verify the delivery of the e-mail.

Applicants must attach the following documents to their application:

1. **Application form** (Attachment A)
2. **Motivation letter about the chosen destination;**
3. **Research project** with a precise description of the work to be carried out abroad indicating the destination and the period of stay abroad;

4. **Letter from the thesis supervisor** in which he/she demonstrates the opportunity of the proposed research in the chosen destination and the coherence of the stay abroad with the drafting of the thesis;
5. **Records of the contacts made relating to the project** (host institution, name of the contact person, address, e-mails, etc.) and possibly the invitation letter;
6. **Copies of language proficiency certificates**, in accordance with Article 1 of the present call;
7. 1 a photo in jpeg format.
8. **Copy of a valid identity document.**

WARNING! Incomplete submission of required documents will not be accepted. Under the art. 71 of the Presidential Decree 445/2000, the Administration will carry out the necessary checks, including sample checks; included are those cases of reasonable doubts about the truth of applicants' statements contained in the application form.

Art. 3

Selection process and evaluation criteria

The selection of applications and the allocation of the grants are entrusted to an Interdisciplinary Commission appointed by the Rectoral Decree.

The Commission will take into account the following basic criteria:

- a. Relevancy of the proposed research in the chosen destination for the purpose of drafting the thesis. For this purpose, the Commission will assess the motivation letter, the research project, the supervisor's letter and the invitation letter (required documents in art.2). Value: 30%.
- b. Applicant's academic curriculum and his/her GPA, calculated using this formula: $\text{Sum of (Mark x credit points for subjects)} / \text{Sum of (Total credit points for subjects)}$. Value: 50%. The scores awarded will be given in a range of 18 to 30.
- c. Language skills. Value 20%

Art. 4

Incompatibility

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:

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

Art. 5

Grant amount and Disbursement of the grant

The maximum amount of the grant will be:

* Euro 1.500,00 (one thousand five hundred) for Extra-European destinations;

* Euro 800,00 (eight hundred) for European destinations;

The grant is not of a flat-rate nature, but it must be considered as a coverage of the costs incurred and duly documented and justifiable by the grant winner. The eligible costs are: travel, VISA and International Insurance if necessary, meals, accommodation, photocopies, books for the drafting of the thesis and other expenses related to the activity of research.

The disbursement of the grant will take place in two instalments: the cost of the flight tickets will be reimbursed before the student's departure, after presenting the receipt (travel agency, electronic ticket), while the remaining costs will be reimbursed after student's return, after presenting the **original** receipts of other expenses (original sale receipts, invoices, boarding passes).

The disbursement of the second instalment is dependent upon the presentation of a document certifying the stay abroad (concerning the activities performed) and to a report of the activities carried out by the grantee signed by the grantee and his/her supervisor within 15 days of his/her return.

PLEASE NOTE: at the end of the stay, the winner of the grant is asked to bring the documentation certifying the period of stay and a report on the activities carried out, under penalty of non-payment of the second instalment, with the obligation of repaying the first instalment given by the university.

In case of remaining funds, the number of grants will be increased.

Art. 6

Term of validity

The **total period of the stay abroad** must be no less than **15 consecutive days** and it must take place **after the grant allocation** and no later than December 31, 2018 (deadline to return to the home university).

Art. 7

Allocation and Acceptance of the grant

The list of selected grantees and destinations will be published by the end of January 2018 on the **University of Rome Tor Vergata website, in the section Area Internazionale > Studiare e lavorare all'estero > Borse per Tesi all'estero** and on the board of the above-mentioned office.

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

PLEASE NOTE: Selected grantees must accept the grant within seven consecutive days of the publication of the above-mentioned list by presenting themselves in room 555 (located on the fifth floor of the Central Administration - Rettorato) and signing the acceptance form, or by sending by email at students.exchange@international.uniroma2.it the above-mentioned signed form.

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.

In the event of inconsistency or discrepancy between the English version and the Italian version of this publication, the Italian language version shall prevail.

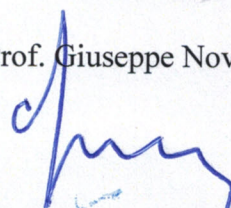
Art. 8

Office Responsible for the procedure

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