

**Please note: This English version of the Call is made only for publicity purposes. For enforcing the Call, resolving any dispute and for all legal purposes only the Italian version is valid.**

## **CALL FOR THESIS RESEARCH ABROAD**

**Academic Year 2024/2025**

### **Art. 1 General information**

The goal of this Call is to fund scholarships for students regularly enrolled (Master's or single-cycle degree courses) at Tor Vergata University of Rome for the academic year 2024/2025, within the normal duration of their course program plus one additional year (as outlined in Ministerial Decree 1047 dated 29/12/2017).

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

**TOR VERGATA UNIVERSITY OF ROME IS ALLOCATING 35 SCHOLARSHIPS FOR THESIS RESEARCH ABROAD IN EUROPEAN AND NON-EUROPEAN COUNTRIES**

The number of scholarships may be increased based on the availability of funds allocated by MUR for the year 2023 based on M.D. n. 809, 07/07/2023.

### **Art. 2 Requirements for eligibility**

Students wishing to apply for this Call must meet the following general requirements at the time of application:

1. Be regularly enrolled in the A.Y. 2024/2025 at Tor Vergata University of Rome within the regular duration of their study program, plus one year (no more than one year beyond the standard duration).

Students enrolled in the 2024/2025 academic year with a precautionary enrollment (domanda cautelativa) cannot apply.

The student must, by the application deadline:

2. Provide proof of the thesis assignment.
3. Have earned at least **180 ECTS if enrolled in a single-cycle degree course, and 50% of the credits for the 1<sup>st</sup> year if enrolled in a master's degree program.**
4. Maintain a **GPA of no less than 24/30 as of 31/03/2025.**

Proficiency in the language of the host country (or, alternatively, in the bridge language used in the host country) is required. Students must provide documentary evidence of 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 the bridge language used in the host country) at the home University.

**PLEASE NOTE:** The mobility period must end at least 45 days before the graduation date.

### **Art. 3**

#### **Limitations and incompatibilities**

During their stay abroad, students must be properly enrolled at Tor Vergata University of Rome and they will only earn their degree (Bachelor's, Master's, or Single-cycle) **after returning**.

The grant will not be awarded to students who, at the time of their departure and during their whole stay, are receiving other scholarships for the same purposes:

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

### **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>. The deadline is **April 18, 2025 (12,00 – Midday, Roma GMT)**, under penalty of exclusion.

Untruthful or incomplete applications will be automatically excluded.

The interested student must complete all required sections online and attach the requested documents. The submission of any paper documents is not required for the application. Once the first access to the platform is made, it will be possible to save a draft of the application and modify and add to it in multiple sessions. The application will only be considered submitted to the offices once the "submit" button is pressed for validation. After validation, it will no longer be possible to add, modify, or cancel the application. At the end of the process, the system will automatically send an email to the address provided by the student to notify them that the application has been successfully uploaded. Any anomalies should be reported to the Help Desk service of the application system, as indicated on the platform.

Research mobility requires that 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 between a university or non-university institutions (such as private entities, public institutions, laboratories, libraries, research organizations, archives, etc.) in agreement with the thesis supervisor.

Compulsory documents for the application are:

- Letter of recommendation from the thesis supervisor confirming that the mobility abroad and the selected destination are of particular relevance and usefulness for the research and thesis development.
- An invitation letter or documentation demonstrating established contacts with the hosting institution.
- Any certificates proving language proficiency (see art. 2 of this Call).

Under art. 71 of Presidential Decree no. 445/2000, the university administration reserves the right to 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 based on a 100-point scale. The Interdisciplinary Commission will select the candidates' applications based on the following evaluation criteria: academic curriculum as of 31/03/2025 (average grade, grade of the last obtained title, ECTS credits);

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

$$\left[ \frac{\text{Minimum}(\text{amount of earned ECTS credits, maximum amount of earnable ECTS credits during the whole study course based on candidates' year of enrolment}^1)}{\text{maximum amount of earnable ECTS credits during the whole study course based on candidates' year of enrolment}^1} \right] \times \min[1, \text{number of expected years for degree completion} / (\text{current academic year} - \text{year of enrolment} + 1)] \times (\text{weighted average mark} / \text{weighted average exam mark for students enrolled in the same study course}^1) \times 100.$$

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

In case of a tie, the youngest candidate will be awarded the scholarship.

### **Art. 6**

#### **Grant amount and disbursement**

The scholarship is monthly and linked to the actual physical mobility and participation in research activities. Therefore, in the case of virtual mobility, no financial contribution will be provided.

The grant is funded by MUR and will be allocated in accordance with Ministerial Decree no. 1047 dated 29/12/2017 (Fondo Sostegno Giovani - FSG). The monthly amount of the grant will be defined according to the ISEEU declaration, as outlined below.

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<sup>1</sup> 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 31/03/2025, regardless of their year of enrolment.

SLOT	ISEEU	Monthly amount in € for European countries	Monthly amount in € for extra-European countries	Monthly amount for USA and Japan
I	$ISEEU \leq 13.000$	€ 800	€ 900	€ 1.100
II	$13.000 < ISEEU \leq 21.000$	€ 700	€ 850	€ 950
III	$21.000 < ISEEU \leq 26.000$	€ 600	€ 750	€ 850
IV	$26.000 < ISEEU \leq 30.000$	€ 450	€ 550	€ 650
V	$ISEEU > 30.000$	€ 350	€ 350	€ 350

### University ISEE (ISEEU):

A valid University ISEE (ISEEU) declaration, as displayed in the online Student Services personal area (<http://delphi.uniroma2.it>), submitted for the purposes of determining tuition fees for the academic year 2024/2025, is required for this assessment. This declaration must be correctly acquired within the Tor Vergata University of Rome IT database.

In the case of students with foreign income, the *Data Collection Form* for the University Equivalent Indicator (ISEEU Equivalent) that they have submitted for the determination of university fees and contributions for the academic year 2024/2025 will be used, and it has already been correctly acquired within the university's electronic database.

The absence of a valid ISEEU or ISEEU parificato certification on the Delphi platform will result in a grant amount equivalent to that allocated to students with an ISEEU exceeding €30.000.

The grant duration is calculated based on the mobility start and end dates 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 are responsible for verifying the accuracy of dates that are written in the Arrival/Departure Certificate, issued by the hosting institution, as this certification determines the basis for the calculation of the real months spent abroad and, consequently, 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.

- The first one (70% of the total amount) will be disbursed at the beginning of the stay abroad, more exactly following receipt of the Arrival Certificate and the signed Learning Agreement from the hosting institution.
- The remaining 30% will be paid once the recognition request has been submitted, along with the documentation related to the educational and training activities carried out and the certificate of the period confirming the student's actual stay at the host university or institution.

The amount of the second installment is equal to the balance or adjustment for the actual period of thesis research abroad.

Before starting their mobility period, the grantees have 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<sup>2</sup>;
4. obtain a residence permit valid for the whole mobility duration;
5. comply with the Lazio Disco requirements.

At the end of their mobility period, within 15 days of returning from abroad, the grantees must submit the following documents to the office:

1. Arrival/Departure Certificate certifying their stay abroad;
2. A report on the activities carried out during the mobility period.

### **Return of the mobility grant**

The student must return the mobility grant in the following cases:

- 1) Failure to submit the required documentation at the end of the research period within 15 days from the return;
- 2) Period of stay shorter than the minimum required, which is 1 month;
- 3) Period of stay shorter than the one specified in the Mobility Agreement, limited to the portion of the mobility grant not used;
- 4) If the student does not graduate in the academic year 2024/2025.

**Please note:** Failure to return the requested amounts will result in the suspension of the student's academic career.

### **Art. 7** **Approval of completed activities**

It will be the responsibility of the selected students to agree with their Supervisor on the research activity and to complete the Learning Agreement, which will be approved by the Supervisor and signed by the Erasmus+ coordinator of the Macroarea before departure, in preparation for the recognition of the completed activity.

The research activity carried out abroad will be recognized by the individual Study Program Boards of the University of Rome Tor Vergata.

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<sup>2</sup> The Learning Agreement form is the essential document for the completion of the mobility, which must be approved and signed by the home institution, the host university, and the student themselves before departure. Any substantial changes to the activities, the dates of execution, and any extensions of the mobility must be agreed upon in writing by the parties (University, student, and host university).

### **Art. 8** **Mobility duration**

The mobility period for degree thesis preparation must be between a minimum of **1 month** and a maximum of **3 months**.

The winners, during their period abroad, must be regularly enrolled at the University of Rome Tor Vergata and, therefore, the payment of university fees must be up to date for the relevant academic year (not on a provisional basis).

### **Art. 9** **Allocation and acceptance of the grant**

The list of winners will be published on the **website of the University of Rome Tor Vergata** at the following link (section Call for Thesis Research Abroad 2024/2025):  
[https://web.uniroma2.it/it/percorso/area\\_internazionale/sezione/borse\\_di\\_studio\\_per\\_la\\_mobilita\\_in\\_ternazionale\\_per\\_studio\\_e\\_ricerca](https://web.uniroma2.it/it/percorso/area_internazionale/sezione/borse_di_studio_per_la_mobilita_in_ternazionale_per_studio_e_ricerca).

**Written communications will be sent to the winners regarding the procedures to follow for accepting the scholarship.**

Formal acceptance of the scholarship is a necessary condition to benefit from it. In case of non-acceptance, the next candidate on the list will be selected.  
Students who are eligible but not selected as winners may still carry out the mobility on a “zero grant” basis, being treated in all other respects as scholarship winners.

### **Art. 10** **Privacy**

The processing of personal data requested by this Call is aimed at managing the Program, for selection procedures, and for any assignment and disbursement of the contribution, and will be carried out in accordance with the provisions of the "General Data Protection Regulation" Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, and Legislative Decree 196/2003, as amended by Legislative Decree 101/2018.

The Data Controller is Tor Vergata University of Rome, 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 have rights under EU Regulation 2016/679, including the right to access, rectify, erase, or restrict processing of their personal data, and to object to its processing.

The student interested in carrying out a research period for the purpose of writing their thesis at universities or non-university institutions in European countries, at the time of submitting their application, must review the information provided by the Data Controller (University of Rome Tor Vergata) titled "Privacy Notice pursuant to Articles 13 and 14 of Regulation (EU) 2016/679 for users who intend to register for admission tests and state exams, for users intending to enroll in study programs, as well as for students, graduates, postgraduates, interns, and doctoral students at the University of Rome Tor Vergata," available on the Organizer platform, as well as at the following link: <https://utov.it/s/privacy>. On the other hand, those intending to carry out a research period for the purpose of writing their thesis at universities or non-university institutions in non-European countries, at the time of submitting their application, must give consent to the processing of their personal data as outlined in the Privacy Notice provided by the Data Controller (University of Rome Tor Vergata), titled "Privacy Notice pursuant to Article 13 of EU Regulation 679/2016 for the processing of personal data of students intending to participate in international mobility programs for study (Erasmus+, Overseas, Thesis research abroad) or internships (Erasmus+ Traineeship) in non-European countries," which is also available on the Organizer platform.

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

Pursuant to law no. 241 dated 07/08/1990, Dr. Marcela Mirabela Salavastru, Head of the Erasmus+ Mobility Office is designated as the contact person for the procedures under the exclusive competence of the university.

For further information, after carefully reading this Call, students can address directly to the following office:

Erasmus+ Mobility Office

Via Cracovia, 50 - Building C, First floor

Tel. 06/7259 2225/2573/2555

e-mail: [mobilitastudenti@erasmus.uniroma2.it](mailto:mobilitastudenti@erasmus.uniroma2.it)