



**Università  
degli Studi  
di Ferrara**

**IUSS**  
Istituto Universitario  
di Studi Superiori  
IUSS-Ferrara 1391

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**CALL FOR THE ALLOCATION OF MOBILITY SCHOLARSHIPS FOR PERIODS AT  
FOREIGN EUROPEAN AND EXTRA EUROPEAN INSTITUTIONS  
RESERVED FOR PHD STUDENTS ENROLLED IN THE XXXV, XXXVI, XXXVII CYCLES  
RESEARCH PHD COURSES WITH ADMINISTRATIVE HEADQUARTERS AT  
THE UNIVERSITÀ DEGLI STUDI DI FERRARA**

Through the “Fund for the support of young persons and to encourage student mobility”, year 2018

## **ACADEMIC YEAR 2021/2022**

### **ADMISSION NOTICE**

*Call approved with*

*Rector Decree n. 620/2022 Prot n. 156970 dated 02/05/2022*

*Call is published in the University Web Register*

*Rep- n. 298/2022 Prot. n. 157067 dated 02/05/2022*

*Errata corrige of the starting date of the funded mobility period*

*Rector Decree n. 656/2022, Prot n. 158855 dated 05/05/2022*

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**Applications must be sent to the account**

[phdmobility.int@unife.it](mailto:phdmobility.int@unife.it)

**Within and not further than h. 12.00 CET on Friday May 30<sup>th</sup>, 2022**

**Incomplete applications and/or applications received after the deadline  
will not be taken into consideration**

The University guarantees equal opportunities between women and men for applying for this call. The use of the masculine gender to indicate people is only due to the need for simplicity of the text.



## Art. 1 – Aim

This call aims to award further mobility financial support, in the form of fellowships, to Ph.D. Students enrolled in Research Doctorate Courses at Ferrara University, pursuant the Italian D.M. 45/2013, in order to support periods of mobility at Universities or Research Centers or Enterprises engaged in highly qualified research activities, in both EU Countries and extra EU Countries

Mobility grants will be awarded for a total amount of € 50.000,00. Mobility contributions are financed with funds relating to art. 1 of the Italian D.M. 29 December 2014, no. 976 (Fund for the support of young persons and to encourage student mobility).

Funded mobility periods must compulsorily end no later than **September 30<sup>th</sup>, 2023**, and must have a minimum duration of 3 consecutive months, without interruption of the period.

Selected students will be exempt from paying any enrollment fees at the host institution, but will have to pay those provided by the University of Ferrara regularly.

Host Institutions may however require payment of insurance costs or other services they offer.

The financial contributions related to this call are compatible with the scholarship for attending the research doctorate and with any reimbursement of mission costs, including reimbursements assigned for the support of mobility abroad for students enrolled in the PhD programs provided by IUSS.

The contribution assignments for mobility periods are governed by this call in accordance with the methods, criteria and terms set out below.

## Art. 2 – Admission requirements

PhD students who can participate are those enrolled in a doctoral course with Administrative Headquarters at the University of Ferrara, and who regularly paid their taxes.

In order to apply for financial support, PhD students must meet the following requirements:

- To be regularly enrolled in a research doctorate program at the University of Ferrara and to have paid the relevant taxes;

Requests for financial support by PhD students who are enrolled in courses with Administrative Headquarters in other University are not accepted, even if the students attend the University of Ferrara due to specific agreements.

## Art. 3 – Features of the mobility periods for the allocation of the scholarships and subsequent approval

The mobility financial support is granted for scientific significant work relevant with the research that students undertook within the PhD Course they are enrolled in. Such periods CANNOT BE SHORTER than 3 MONTHS without any interruption.

During the mobility stay, PhD Students can take the following activities:

- a) Courses attendance and exams;
- b) Lab attendance, under authorisation of the Host Institution and the University of Ferrara;
- c) Research activity aimed to the doctoral thesis preparation.

Essential condition for doing the mobility period is that the study program to carry out abroad is written in the Learning Agreement, which must be undersigned before departure by the PhD student, by his Tutor and by the Coordinator of the PhD Course in which the PhD student is enrolled, and also by the Scientific Tutor of the hosting foreign Institution.



At the end of the study period abroad, the PhD student will have to present a certificate issued by the foreign Institution, declaring the activity he performed there, so that the Board will decide whether to recognise the activities carried out and bestow the relevant number of credits.

The Board of the PhD Course will decide the Scientific Tutor for each PhD Student. During the internship, the PhD Student is required to carry out the activities that the Scientific Tutor approved.

At the end of the internship period, the PhD student can ask to apply for credits related to the activity carried out abroad. It is possible to recognize up to 5 credits/month of internship.

#### Art. 4 – Financial support

Eligible Ph.D. Students will be assigned a monthly grant, which is **distributed for periods that last at least three months for a maximum of six monthly payments for each period abroad.**

We underline that the mobility grant is meant to be a financial integration in order to cover part of the foreign stay costs. It is not meant to cover all expenses Ph.D. Students will have to face during the mobility period. The grant is compatible with the Ph.D. scholarship and with possible mission reimbursements.

Please be advised that **not all eligible candidates might receive this financial support** due to the amount of the relevant fund.

The total available amount is € 50.000,00.

The monthly grant is determined according to the Candidate's ISEE (*ISEE per dottorato di ricerca*), independently from the destination or the duration of the mobility period. Candidates must show the necessary documents when applying for this contribution.

The presentation of the ISEE form is a mandatory requisite for the application, as well as evaluation criterion in order to bestow the grant. The lack of this document will result in the automatic discard of the request.

The monthly amount is determined as follows:

ISEE	Monthly amount	Maximum of months that can be financed
≤ 30.000 Euros	700 Euro	Up to a maximum of 6 months
> 30.001 Euros	350 Euro	Up to a maximum of 6 months

In order to use this grant, the mobility period can start from **Monday June 20<sup>th</sup> 2022** and must end within **Friday September 30<sup>th</sup>, 2023**. Within the same deadline, Candidates must give to IUSS Office all documents assessing the period spent abroad, together with the training and research activities they carried out.

Without prejudice to the fact that participation in this call for applications necessarily requires a mobility period to spend abroad of not less than 3 months, in the event that the actual duration of the mobility should be less than the minimum foreseen period, as a result of causes that are justified and independent of the will of the assignee, the grant may be paid for the actual duration of the mobility, only if it exceeds at least 2 months.



## Art. 5 How to apply for the funding request

The call is available at the [Doctorate web page](#) (*Contributi finanziari per soggiorni presso Istituzioni estere UE ed extra UE a.a. 2021/22 – Fondo Giovani 2018*)

Applications must be presented by Candidates to IUSS Office mandatorily within and no further than the deadline set on **Monday May 30<sup>th</sup>, 2022** (at 12.00, Italian hour, CET).

Applications must be sent via e-mail to [phdmobility.int@unife.it](mailto:phdmobility.int@unife.it). Late applications or those sent in a different way than the sending to the above mentioned email address, will not be taken into consideration.

Fellowship Applications must include a valid ID document, have to be presented by filling-in the relevant enclosed forms, as they are an integral and substantial part of this call, and must report:

- a. Applicant's personal data;
- b. Ph.D. Course and relevant Department;
- c. Description of the activity Applicants intend to carry out during the mobility period, and the expected results. Applicants have to write the reasons of the work they will carry out, as it has to be coherent with their Doctoral project and thesis;
- d. The reasons of the Applicants choice of the foreign Institution and the duration of the mobility;
- e. Main information and characteristics of the hosting institution where Applicants will spend their period abroad;
- f. Declaration by the Hosting Institution Chief declaring the willingness to cooperate in the research project and in all other activities specified in the mobility request and to host the Applicant;
- g. The Applicant Scientific Tutor's signature approving the mobility period.

The forms that Applicants must present **within and no further than the deadline of Monday May 30<sup>th</sup>, 2022 at h, 12,00 (Italian hour, CET)** by sending them to the account [phdmobility.int@unife.it](mailto:phdmobility.int@unife.it) is the following:

1. Request to be assigned the fellowship
2. Applicant's ID;
3. Declaration by the Hosting Institution Chief declaring the willingness to cooperate in the research project;
4. Applicant's "*ISEE per dottorato di ricerca*";
5. Learning Agreement.

## Art. 6 – Candidates' selections

At the end of the Call, the Director of the Istituto Universitario di Studi Superiori – IUSS Ferrara 1391 will appoint a Committee with at least one Member for each Scientific Area. The Committee will draw up a ranking list of the applications received, according to the criteria listed below, which relate to the candidate's income, certified knowledge of the language and the scientific contents of the application.

The ranking will be expressed in hundredths, according to the following criteria:

### Criterion A – income

0 < ISEE ≤ 13.000	<b>55 points</b>
13.000 < ISEE ≤ 21.000	<b>50 points</b>
21.000 < ISEE ≤ 26.000	<b>45 points</b>
26.000 < ISEE ≤ 30.000	<b>40 points</b>



30.000 < ISEE ≤ 40.000      **35 points**

40.000 < ISEE ≤ 50.000      **30 points**

ISEE > 50.000                      **25 points**

Criterion B – Fellowship or other equal financial support

Lack of fellowship or other equal financial support for attending the Ph.D. Course      **5 points**

Criterion C – Language skills related to the country the mobility will take place or the language that will be used for carrying out the work.

The score will be calculated on linguistic certifications presented by the applicants, which are comparable to the levels highlighted in the table shown below:

Linguistic Competence Indicator Regarding the language of the host country or the language that will be used to carry out the work	
A1	1 point
A2	2,5 points
B1	5 points
B2	7 points
C1	9 points
C2	10 points

Criterion D – Scientific characteristics and relevance of the period abroad with respect to the ongoing doctoral course and the research project for the doctoral thesis      **up to 30 points**

**Art. 7 – Selection results**

At the end of the selection procedure, the ranking list will be published at the Doctorate web page.

Fellowship will be granted according to the rank that Candidates have obtained in the above-mentioned list. There will be no further communication about the selection results.

**Within 7 days after the selection results publication**, Ph.D. Students that have been assigned the fellowship must **ACCEPT** the grant by using the relevant form that is available at the Doctorate web page.

Upon acceptance the assignees will be taken over by the Internationalization Office to proceed with the signing of the mobility agreement (financial contract) and receive instructions on the documentation to be delivered at the end of the mobility period. Selected applicants will be contacted by the Internationalization Office via email from the address [outgoing.mobility@unife.it](mailto:outgoing.mobility@unife.it), which is the reference account for information on mobility after the grant assignment.

**IMPORTANT: the period abroad can only begin after the signature on the mobility agreement.**



In the event of an applicant's **WITHDRAWAL** to the fellowship, he has to ask the IUSS Office the relevant form to fill-in. Applicants can request the form to [phmobility.int@unife.it](mailto:phmobility.int@unife.it).

### **Art. 8 – Health and Insurance coverage**

If the mobility period will be carried out in extra EU Countries the “Tessera Europea di Assistenza Malattia (TEAM)” (European Card for Health Assistance) that is released by the Health Ministry is not sufficient. Therefore, it is recommended to take out a private health insurance.

All students enrolled at the University of Ferrara hold Accident Insurance and Civil Responsibility coverage, which is included in the enrolment fees, already. These Insurance Policies are valid both in Italy and abroad. Please find more info about the abroad insurance cover at the link: <http://ateneo.unife.it/ufficio-sicurezza-ambiente/infortuni/infortuni-studenti>

Please note that these policies cover only accidents that may occur during the authorized education/ internship activities. Therefore it is advisable to take out a private insurance policy to cover accidents that are not related to the study activities.

### **Art. 9 – Documents to present at the end of the mobility period**

Upon definitive return from the stay covered by the scholarship, PhD students will be required to present the following documents to the Internationalization Office, and a copy to the IUSS Office: certificate of attendance, the Learning Agreement fully filled-in and with original signatures, and any certification of the exams taken and/or the research training activities that were carried out.

PhD Students must present all documents **within 15 days** of return. Candidates failing to comply will have to reimburse the whole bestowed amount.

### **Art. 10 – Personal data**

Personal data are processed with IT tools and on paper in compliance with adequate security measures pursuant to and in compliance with EU Regulation 679/2016. The management and storage of collected personal data take place on servers located within the University and/or on external servers of suppliers of some services necessary for the technical-administrative management. The mentioned suppliers are duly appointed as Data Processors pursuant to art. 28 of the GDPR, and they could become aware of the personal data of the interested parties only for the sole purpose of the requested service.

### **Art. 11 – Info and contact persons**

For further information, please contact IUSS Office by sending an e-mail to: [dottorato@unife.it](mailto:dottorato@unife.it).

The administrative proceedings Responsible in charge is the Head of IUSS Office, Mr. Maurizio Pirani, according to the Italian Law 241/90.



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PERIODS AT FOREIGN EUROPEAN AND EXTRA EUROPEAN  
INSTITUTIONS RESERVED FOR PHD STUDENTS ENROLLED IN THE  
XXXV, XXXVI, XXXVII CYCLES RESEARCH PHD COURSES WITH  
ADMINISTRATIVE HEADQUARTERS AT THE UNIVERSITÀ DEGLI  
STUDI DI FERRARA**

FONDO GIOVANI 2018

APPLICATION FORM

**TO BE SENT TO THE IUSS OFFICE**

[phdmobility.int@unife.it](mailto:phdmobility.int@unife.it)

**No later than 12.00 (Italian time CET) of Monday 30th May, 2022**

Section 1

APPLICANT

Family Name	Name	Birth Date

<i>Department of affiliation</i>	<i>Telephone no.</i>	<i>E-mail address</i>

<i>Ph.D. Course in</i>	
<i>Tutor</i>	
<i>Tutor's Department</i>	
<i>Ph.D. Course Cycle</i>	
<i>Fellowship holder</i> <i>(if so, please specify which kind of fellowship)</i>	

Section 2

FEATURES OF MOBILITY

INDICATION OF THE TYPES OF ACTIVITIES PLANNED:

a)	<input type="checkbox"/>	Attendance of training activities / courses and possible passing of the related exams.
b)	<input type="checkbox"/>	Attendance at laboratories, authorized by both the host institution and the University of Ferrara
c)	<input type="checkbox"/>	Research activities aimed at preparing the doctoral thesis.



INFORMATION RELATING THE STAY ABROAD MOBILITY

Facility or laboratory where you intend to spend the period abroad	
Country Structure / institution / foreign laboratory	
Language used during the period of attendance at the foreign facility / institution / laboratory	
Scientific manager of the project at the foreign facility / organization / laboratory	
Total months of stay abroad without interruptions, with indication of the period (from day / month / year__ to day / month / year) <b>Funded stays must compulsorily end no later than 30 September 2023 and must have a minimum duration of 3 consecutive months, without interruption of the period.</b>	

DESCRIPTION OF THE DOCTORAL PROGRAM CARRIED OUT AND / OR OF THE RESEARCH PROJECT OBJECT OF THE DOCTORAL THESIS

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DESCRIPTION OF THE ACTIVITIES THAT ARE PLANNED TO CARRY OUT DURING THE STAY AND EXPECTED RESULTS

*Max 4.500 characters*

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DESCRIPTION OF THE TYPE OF COLLABORATION WITH THE FOREIGN RESEARCH BODY AND SIGNIFICANT CHARACTERISTICS OF THE HOST STRUCTURE, WITH REASONS FOR THE CHOICE OF THE SELECTED FOREIGN RESEARCH BODY

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**Attachments:**

(under penalty of exclusion of the application)

- Identification document of the applicant;
- Declaration by the person in charge of the host structure certifying the willingness to welcome the doctoral student, to carry out the indicated research;
- ISEE document of the applicant;
- Learning Agreement.

Ferrara, \_\_\_\_ day /month/year \_\_\_\_\_

Applicant's signature

\_\_\_\_\_

Seen:

The Scientific Responsible and / or the Tutor of the Applicant  
(Name and Surname - Signature)

\_\_\_\_\_