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Call for application
Reimbursement for mobility periods abroad for preparation of degree thesis
for Students enrolled in BA/MA programs of the SPGI Department
A.Y. 2018/2019

(NB. This is a partial translation of the call for application issued in Italian. Please refer to the Italian version for any doubt. The Italian text is the only official one)

Art. 1 - General Information

This Call for Application aims at promoting Students Mobility through the allocation of specific resources for the final thesis preparation and follow-up. The beneficiaries of this call are grad students enrolled in a BA or MA degree of the Department of "Political Science, Law and International Studies (SPGI)" who want to spend a period of research for their final thesis work abroad **from February to 31st October 2019**. The available Department funds, equal to € 15.000,00 (gross amount) dedicated to this Call will be given **by 30th September 2019** or until the exhaustion of the funds. In case the funds are exhausted before the deadline of the Call, the Department will promptly communicate it on the Department web site www.spgi.it

Art. 2 – Admission requirements

Eligibility requirements for students:

1. Regular enrollment in a Bachelor/Master's degree of the SPGI Department;
2. In compliance with tuition payment;
3. To be involved in a BA/MA degree thesis project with the SPGI Department;
4. To present a detailed thesis project of research abroad (methodological approach, scientific sources...)
5. To hold an Invitation Letter from the contact professor abroad;
6. Not beneficiary of any other University grant for the same activity;
7. Not resident in the country selected for the mobility.

Art. 3 – Application procedure

Applicants will submit and hand in personally the **application form in Annex 1 (the form is only in Italian; an English translation is however provided)** with all the required documents (art. 2) signed by their thesis supervisor to the Didactic Office of the Department (Ms Eleonora Turrini), via del Santo 28, first floor, room 02 012, from Monday to Friday from 08.30 to 13.00.

Candidacies will be assessed in chronological order, as soon as they are submitted. Results will be communicated to each candidate on his/her institutional mail address within five working days from the application submission.

The mobility period must be concluded by **31st October 2019**.

The University of Padua will provide students insurances for Accident on the Job and for Third Party Liability required by the Italian Law for internships (see the web site www.unipd.it/assicurazione). Healthcare in the EU, Iceland, Norway and Liechtenstein is guaranteed only for emergencies with the Sickness Insurance European Card (TEAM) released by the Health Ministry. For non-EU countries, students are kindly invited to contact their own ASL. Non-EU students are as well invited to contact their own ASL (for further details see the website http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Assistenza%20sanitaria).

Students are also required to take care of their own VISA release, any insurance integration, updating their personal and banking data on Uniweb.

Art. 4 – Fellowship/Funding

Students will receive a reimbursement of **1000,00 € (gross amount) maximum for the BA final thesis**, and of **2000,00 € (gross amount) maximum for the MA final thesis**. The reimbursement criteria are based on the Regolamento Missioni di Ateneo, Decreto Rep. 1699/2018 del 23/05/2018. The contribution will be paid in one instalment **at the end of the mobility period**, providing the submission of the original receipts of the travel, food and accommodation expenses **by the 4th November 2019**.

As regards the reimbursement, eligible means of transport are: trains, metros, bus, collective taxis for the airport and other regular scheduled services. If the ticket does not have the price, it must be attached to a declaration of the Travel Agency that released it. Travel Agency booking fees, duly documented, are also eligible.

For trains and suburban buses, the economical budgetary policy should be adopted: if possible, students will have to use the economy class and take advantage of promotions.

Also for national/international flights, only the economy class is eligible. The reimbursement will be made after the submission of the original tickets or the e.tickets together with the boarding passes (original or resulting from the web check-in). If the ticket does not have the price, it must be attached to a declaration of the Travel Agency that released it. Booking fees, duly documented, are also eligible.

As regards food expenses, food consumption as well as only food bills are eligible.

All expenses, in order to be reimbursed, have to be documented by a fiscal receipt in the name of the reimbursement beneficiary that contains:

- Name of the Service Provider;
- Amount;
- Name of the guest;
- Meals if any.

Should the documentation be uncomplete of some elements or released in a language different from English, French, Spanish or German, an integrative declaration by the reimbursement beneficiary is required (DPR. 445/2000), provided a clear connection between the submitted documents and the mission.

The student will also have to submit a declaration by the Project Coordinator of the Hosting Institution certifying that the research activities abroad have been effectively carried out.

The fellowship will be paid by bank transfer on a bank account in the student's name (the personal and bank data will be the same registered in the Uniweb reserved area).



Art. 5 – Final Rules

The SPGI Department Director, prof. Elena Pariotti is responsible for administrative proceedings (in accordance with art. 4 of the Law 7th August 1991, n. 241). Candidates have the possibility to access the administrative documents related to the Call for Application.

Personal Data are treated according to the General Data Protection Regulation (GDPR, UE 27th April 2016, n. 679). Students can find the complete regulations on the web page www.unipd.it/privacy

For further information, contact leonora.turrini@unipd.it



ANNEX I

**CALL PER IL RIMBORSO DI PERIODI ALL'ESTERO FINALIZZATI ALLA
STESURA DI TESI DI LAUREA E LAUREA MAGISTRALE**

MODULO DI DOMANDA

La presente domanda va consegnata, secondo quanto indicato all'art. 3 del bando, presso l'Ufficio Offerta Formativa del Dipartimento di Scienze Politiche, Giuridiche e Studi Internazionali, via del Santo 28 – primo piano, stanza 02 012 – 35123 Padova, dal lunedì al venerdì dalle 8:30 alle 13:00 e comunque **entro e non oltre il giorno 30 settembre 2019 ore 13:00**, all'attenzione della dott.ssa Eleonora Turrini.

L SOTTOSCRITT_ _____ n.matr. _____

Nat_ a _____ il _____

Residente in via _____ n° _____

CAP _____ Città _____ Prov. _____

Tel. _____ Cell. _____

SI IMPEGNA a verificare che i dati anagrafici, fiscali e bancari da utilizzare per il pagamento siano quelli inseriti nell'area riservata in Uniweb, e a comunicare tempestivamente eventuali errori o cambiamenti di tali dati.

L sottoscritt_ **DICHIARA**

- Di essere iscritt_ regolarmente per al corso di Laurea/Laurea Magistrale _____
- Di essere in regola col pagamento delle tasse universitarie
- Di essere assegnatari_ di una tesi di laurea/laurea magistrale da parte del docente _____, docente presso il dip. SPGI, sul seguente argomento _____
- Di **non** essere residente nel Paese in cui intende svolgere la ricerca per tesi
- Di **non** aver già ottenuto alcuna altra borsa di studio erogata dall'Ateneo per la medesima attività

CHIEDE

di partecipare alla call per l'assegnazione di borse di studio per tesi di laurea/laurea magistrale all'estero, da svolgersi presso:

ISTITUZIONE, ENTE O AZIENDA: _____

PAESE OSPITANTE: _____

Per un periodo dal _____ al _____

SI IMPEGNA A

- Non interrompere il periodo all'estero o cambiare tesi se non per cause di forza maggiore certificata (calamità naturali, scioperi nazionali, etc.)
- Presentare le pezze giustificative in originale e la lettera d'invito del docente referente presso l'ente, l'Istituzione o l'azienda ospitante
- Svolgere l'attività di studio per stesura della tesi a tempo pieno; l'eventuale attività di ricerca è ammissibile nella misura in cui costituisca parte del suddetto studio
- Consegnare la documentazione necessaria ai fini del pagamento, conforme all'art. 4 del bando, **entro e non oltre il 4 novembre 2019**

Allega inoltre la seguente documentazione:

- Lettera di invito che attesti la disponibilità alla supervisione da parte di un tutor/docente dell'Istituzione ospitante
- Progetto dettagliato relativo al lavoro da svolgere all'estero, comprensivo di approccio metodologico prescelto e di fonti da reperire, firmato dal relatore
- Fotocopia di un documento di identità

L sottoscritt_ autorizza il trattamento dei propri dati personali, in base al GDPR **2016/679** – Regolamento Europeo sulla Protezione Dati.

L sottoscritt_ dichiara sotto la propria responsabilità, ai sensi degli artt. 46 e 47 D.P.R.445/2000 che i dati sopra riportati corrispondono al vero, pienamente consapevole che le dichiarazioni mendaci, l'indicazione di dati non corrispondenti al vero e l'uso di atti falsi sono puniti ai sensi degli artt. 483, 495 e 496 del Codice Penale con specifiche sanzioni penali e con la perdita dei benefici eventualmente conseguiti (artt. 75 e 76 del D.P.R 445/2000).

Dichiara infine di aver preso visione dell'informativa sulla privacy ai sensi del GDPR **2016/679** – Regolamento Europeo sulla Protezione Dati al link http://www.unipd.it/sites/unipd.it/files/2018/Informativa_Pica.pdf

Padova, _____ Firma studente/essa _____

Il Relatore, _____, preso atto, attesta quanto dichiarato.

Firma Relatore _____



Translation

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Please fill in this form and submit it to the Didactic Office, SPGI Department, via del Santo 28 – first Floor, Ms Eleonora Turrini, room 02 014 (according to art. 3 of this call for application).

Deadline: 30th September 2019, h. 1.00 pm.

Provide: Name, enrolment number, birth place, birth date, permanent residence and/or residence in Padua, phone/cellphone, e-mail.

Your position as SPGI BA/MA degree Student: MA course of enrollment; Regular enrollment fees situation; involved in a thesis research project under the supervision of a SPGI professor; not beneficiary of any other University grant for research activities; not resident in the country selected for the research activity.

Further information: Selected Institution for the research activity abroad, Country and Mobility period.

With this form you apply to participate in the selection for the allocation of grants for final thesis research activity abroad at the conditions set forth in the Call for applications.

Along with the information above, you enclose: Invitation Letter from an Academic Supervisor abroad, Detailed Final Thesis Research Project, copy of passport or ID document.

(you give your permission to the use of the personal data provided, in accordance with GDPR 2016/679)