



CALL FOR APPLICATIONS

RESEARCH MOBILITY RESERVED FOR STUDENTS ENROLLED IN A PHD PROGRAMME A.Y.2024/2025

**Period of opening of the application window:
07 OCTOBER 2024 – 30 MAY 2025**

This call is an open call with no ranking. The application window may be closed before 30 May 2025 due to depletion of the funds available for the provision of mobility grants for PhD students.

As soon as the candidate has chosen the location of their research project abroad in agreement with their supervisor and has all the necessary documentation for the application, they must apply on Esse3 in the section dedicated to international mobility. If the candidate meets the participation requirements and the application is complete with all the required documentation, they will be considered eligible for mobility.

The application must be submitted on Esse3 at least 1 month before the start of the planned research mobility abroad.

ART.1 - REQUIREMENTS FOR ADMISSION TO THE COMPETITION

To participate in this call for applications, the student must:

- a) be duly enrolled in a doctorate course XXXVIII; XXXIX, XL with administrative headquarters in Udine. If the applicant is entitled to the financial contribution, the money will be transferred as long as the applicant has paid the doctorate enrolment fees;
- b) be up to date with the payment of university fees and being enrolled in the administrative venue of University of Udine;
- c) have identified, together with their supervisor, a public or private foreign host organisation of an adequate scientific, cultural and/or technical level, willing to host the doctoral student and to assign a tutor for the period of activity;
- d) maintain the status of doctoral student for the duration of the mobility. Obtaining the doctoral degree during the mobility period will result in forfeiture of the grant and the return of the sums received.
- e) not receive any other financial contribution from University of Udine for the research period abroad, except for the doctorate financial contribution bonus for the period abroad.

ART. 2 - WHERE THE MOBILITY TAKES PLACE

Mobility can take place in any European or non-European country. The research mobility in non-European countries can be done as long as the PhD student checks the sanitary and safety conditions of the hosting country in compliance with the instructions provided by the Ministry of Foreign Affairs on the website viaggiaresicuri.it.

Every PhD student must check the instructions provided by the Ministry of Foreign Affairs on viaggiaresicuri.it and on the websites of the Italian consular representations before the departure and during the stay. The PhD student must also check the conditions and the documents required in case of visa and/or residence permit issuance by the hosting country. The research mobility will not be admitted in those non-European countries which are not recommended by the Ministry of Foreign Affairs on viaggiaresicuri.it.



ART. 3 - DURATION AND PERIOD OF STAY ABROAD

The mobility must take place in the period from **04 November 2024** to **30 September 2025** (when the research period must end).

The minimum continuous period of mobility is 3 months.

ART. 4 - SUBMISSION OF THE APPLICATION

The online application desk will be available from 07 October 2024 to 30 May 2025 h.13.30 p.m.

The application must be submitted at least 1 month before the actual start of the planned research mobility abroad.

A student may submit only one application to take part in the call for applications.

To apply, the student must:

1. access Esse3 with their own credentials;
2. select the "Mobility Calls" item;
3. select "Mobility announcement for doctoral research students a.y.2024-2025";
4. complete the online application form (select "fill in the form");
5. choose the only destination "Generic foreign research location", giving preference to "1" and indicating in the "Notes field" the name of the host organisation where the research will be carried out;
6. attach the required documents (Research project and Letter of acceptance);
7. Make the application final by selecting "Print application receipt". The printout confirms the closure of the application and makes the data no longer editable. The receipt must be sent to the Mobility and International Relations Office by e-mail to: federica.fabbro@uniud.it.

The following documents must be attached to the online application in pdf format:

- a) fully completed and signed **research project** (attachment 1, template on the University website page: opportunities abroad/mobility of PhD students);
- b) **letter of acceptance of the host institution** filled in and signed by the host institution (attachment 2, form page of the University website: opportunities abroad/mobility of PhD students). A letter or e-mail from the contact person of the foreign organisation, in English or Italian, attesting to its willingness to host the PhD student and indicating the assignment of a tutor for the period of activity defined in the research project is also acceptable.

ART. 5 - FINANCIAL CONTRIBUTION

Successful applicants for research mobility abroad will receive a financial contribution of € **500.00 gross** per month. This will cover **only three months** spent abroad.

ART. 6- IMPORTANT INFORMATION FOR SUCCESSFUL CANDIDATES

If the application is valid, after acceptance of the mobility grant, the doctoral student will receive an information e-mail from SPES to help them carry out all the administrative and teaching procedures required by the programme.

The award of financial assistance is always conditional upon:

- the formal acceptance of the student by the foreign host institution through the stipulation of the Learning agreement for PhD Research (student, University of Udine, host institution);
- the PhD council's authorisation of the research period abroad;



- the signing of the financial agreement between the student and the University of Udine;
- the student obtaining any residence permits and visas, if the student is a non-EU student and/or travelling to non-EU countries.

Payment of the financial contribution to the student shall be made exclusively by crediting the bank account in the name of the beneficiary (or jointly).

The amount of the mobility grant will be paid in one instalment.

Mobility can only start after all the required documentation has been submitted to ASTU - Mobility and International Relations Office.

ART. 7 - ORGANISATIONAL CONTACT OFFICE

The information and organisation office for the mobility programme for PhD students is the Area Servizi agli studenti - Ufficio Mobilità e Relazioni Internazionali, via Gemona 92, 33100 Udine.

For information contact: federica.fabbro@uniud.it; tel. 0432 556277

ART. 8 - PROCEDURE MANAGER

Pursuant to Article 4 of Law 241 of 7 August 1990 "New rules on administrative procedures and the right of access to administrative documents", the person in charge of the procedure is Mrs Cristina Disint, director of the and Student Services Area at the University of Udine.

Candidates are entitled to exercise their right of access to the documents relating to the competition procedure in accordance with Articles 1 and 2 of Italian Presidential Decree no. 352 of 23 June 1992 (Regulations governing the procedures for exercising and cases of exclusion from the right of access to administrative documents, implementing Article 24, paragraph 2, of Law no. 241/90, containing new rules on administrative procedures and the right of access to administrative documents) and subsequent amendments and additions. The request must be sent to the Direzione Risorse Umane e Affari Generali, via Palladio 8, 33100 Udine, by filling in the appropriate form which can be downloaded at the address: <http://www.uniud.it/it/servizi/servizi-comunicazione/accesso-agli-atti>

ART. 9 – PERSONAL DATA PROCESSING AND FINAL PROVISIONS

Pursuant to EU Regulation 2016/679 and of Italian Legislative Decree no.196/2003 we hereby inform you that the personal data collected within the current procedure will be necessary in order to manage the candidates' selection procedure, the mobility itself, the financial contribution and for the purposes connected to the services provided by University of Udine. University of Udine is the data controller. At any moment, the interested party may request the access, the rectification, the cancellation and the limitation of the data processing, compatibly with the University's institutional purposes. The interested party may always file a complaint to the Italian Data Protection Authority. The complete policy is available on the University website: <https://www.uniud.it/it/it/pagine-speciali/guida/privacy>.

Please note that, in accordance with article 71 of Italian Presidential Decree 445 of 28 December 2000, the Administration reserves the right to carry out appropriate checks, including spot checks, and in all cases where there are well-founded doubts as to the truthfulness of declarations in lieu. In addition to the criminal liability provided for by law, the making of false declarations to the university administration shall result in automatic and irrevocable exclusion from the selection process.

ART. 10 - PROCESSING OF PERSONAL DATA

The personal data contained in the applications for participation in this call will be managed in accordance with the requirements of Italian Legislative Decree no.196 of 30 June 2003 "Code



for the protection of personal data" and Article 13 GDPR 679/16 EU Regulation on the protection of individuals with regard to the processing of personal data.

Udine, see protocol date

The Rector
Prof. Roberto Pinton



Annex 1

APPLICATION FORM FOR RESEARCH MOBILITY A.Y. 2024/2025

PHD CANDIDATES

ATTENTION: You must fill in the document in full, **sign it, have it signed by the supervising teacher and attach it to the online application in pdf format.**

PHD STUDENT DATA

SURNAME	
FIRST NAME	
STUDENT NUMBER	
PHD COURSE IN	
SUPERVISING LECTURER AT THE UNIVERSITY OF UDINE (indicate first name and surname)	
I DECLARE THAT I AM NOT BENEFITING FROM ANY OTHER MOBILITY GRANT PROVIDED BY THE UNIVERSITY OF UDINE FOR THE PERIOD OF RESEARCH ABROAD, EXCEPT FOR THE DOCTORAL GRANT BONUS FOR THE PERIOD ABROAD	

HOST BODY

NAME OF HOST ORGANISATION	
CITY AND COUNTRY	
MOBILITY PERIOD	n. months(indicate how many months from a minimum of 3)
	preferably from to.....

RESEARCH MOBILITY PROJECT

BRIEF DESCRIPTION OF THE RESEARCH MOBILITY ACTIVITY AND OBJECTIVES ABROAD (e.g. methodologies used, expected results)	
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Pursuant to UE regulation 2016/679 and to Italian Legislative Decree 196/2003; the undersigned declares to have read the privacy policy understanding its contents and authorizes the Mobility and International Relations Office to use the personal data for the uses permitted by law.

Date

Student signature

.....

Signature of supervising teacher

.....



Annex 2

**LETTER OF ACCEPTANCE
FOR STUDENT'S PhD RESEARCH**

The undersigned, (*name of authorized representative*)

declares his/her intention to accept Mr/Ms (*name of the Phd student*)

enrolled at Università degli Studi di Udine in the PhD course

to spend a research and study period at the (*name of the host organization/institute/department/university*)

from (*month/year*) to (*month/year*)

to (*brief description of the research, collect data, references, carry out lab experiments, etc.*):

thanks to a scholarship initiative launched by Università degli Studi di Udine in AY 2024-2025 to enable PhD students conducting their researches abroad.

Thus, (*name of authorized representative*)

approves the PhD research program previously agreed with the Student's Supervisor of the Università degli Studi di Udine.

Should Mr/Ms (*name of the Phd student*)

be granted the PhD research Scholarship, the Institute/Department will timely provide Mr/Ms (*name of the Phd student*)

with the supervision of Prof. (*name and surname of the tutor/supervisor*)

free access to the students' facilities, labs and libraries to enable him/her to carry out his/her PhD research program.

At the end of the research and study period, (*name of the host organization*)

shall issue a certificate of stay.

The undersigned (*name of authorized representative*)

acknowledges that Mr/Ms (*name of the Phd student*)



will be provided with a scholarship by Università degli Studi di Udine over his/her stay period at the *(name of the host organization)*

The Phd student will be covered by the necessary civil liability coverage and coverage against accidents by the Università degli Studi di Udine. Should national or local rules in the host country require for further insurance coverage, Mr/Ms *(name of the Phd student)*

..... shall personally abide by aforementioned rules as specified by *(name of the host organization)*.....

Date:

Name and Surname of the authorized representative:

.....

Signature of the authorized representative and stamp:
