



**CALL FOR APPLICATIONS
FOR THESIS RESEARCH A.Y.2024/2025**
Application opening period:
20 September 2024 - 30 May 2025

This call is an open call with no ranking. The application time may come to an end before 30 May 2025 if the funds for thesis research grants are no longer available.

How to proceed:

- check participation requirements (see art. 1);
- find a supervising professor willing to help identifying an available foreign company or institution where to carry out the thesis research and have the Letter of Acceptance signed (annex 2);
- apply on Esse3 (see art. 4).

If the candidate meets the participation requirements and the application is valid, he/she will be considered eligible for the thesis research.

The application must be submitted on Esse3 at least one month before the start of the thesis research.

ART. 1 - ADMISSION REQUIREMENTS

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

- be regularly enrolled (maximum 1 year behind in the course schedule) in a Master's degree course or single-cycle Master's degree course for the academic year 2023/2024 or 2024/2025 at the University of Udine;
- be up to date with the payment of tuition fees;
- in case of an inter-university degree course, be enrolled at the University of Udine;
- must not have taken, and undertake not to take, any other mobility periods abroad for the academic year 2024/2025. This is not required for students enrolled in double degree master's degree courses;
- be assigned a dissertation topic by a professor of University of Udine entitled to act as supervisor;
- have identified, together with the supervisor, a foreign, public or private host institute of an appropriate scientific, cultural and/or technical level, willing to host the graduate student and to assign a tutor for the period of activity;
- have never benefited from a mobility grant for thesis research within the same cycle of studies (master's degree or single-cycle master's degree);
- maintain the 'student' status for the duration of the thesis research. Graduating during the thesis research will result in the forfeiture of the grant and the reimbursement of the sums received.

ART. 2 - WHERE THE MOBILITY TAKES PLACE

Mobility for thesis research can take place in one of the European countries indicated in the note (see list of European countries)¹ or non-European countries.

The thesis research mobility in non-European countries can be done as long as the 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 viaggiasesicuri.it

Every student must check the instructions provided by the Ministry of Foreign Affairs on viaggiasesicuri.it and on the websites of the Italian consular representations before the departure and during the stay. The student

¹ The European countries: Austria, Belgium, Bulgaria, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom, except Italy.



must also check the conditions and the documents required in case of visa and/or residence permit issuance by the hosting country.

The thesis research mobility will not be admitted in those non-European countries which are not recommended by the Ministry of Foreign Affairs on viaggiasesicuri.it.

ART. 3 - DURATION AND PERIOD OF STAY ABROAD

The thesis research must be carried out in the period from **14 October 2024 to 30 September 2025**.

The minimum continuous period of mobility is 1 month. The maximum continuous period of mobility is 4 months.

ART. 4 - SUBMISSION OF THE APPLICATION

The online application time will be available from 20 September 2024 to 30 May 2025 at 13.00 p.m. and must be submitted at least one month before the start of the thesis research.

The student may only submit one application.

To apply, the student must:

1. access Esse3 with their own credentials;
2. select "Mobility Notices";
3. select "Call for thesis research a.y.2024-2025";
4. fill in the online application form (select "fill in the form");
5. choose the generic destination of the country where the thesis research will be carried out, giving preference "1" for example to "Belgium - Generic foreign thesis research location" and indicating in the "Notes field" the name of the host institute where the thesis research will be carried out. If the country is not in the list choose the 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 (Dissertation Research Project and Letter of Acceptance);
7. submit the application by selecting "Print application receipt". Printing confirms the end of the application and makes the data no longer editable.

The application receipt must be sent to the International Relations Office by e-mail to: federica.fabbro@uniud.it

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

- a) thesis research project, filled out and signed (attachment 1, word template on the University website page: opportunities abroad/mobility for thesis research)
- b) letter of acceptance from the host institute filled out and signed by the host institute (attachment 2, word page template on the University website: opportunities abroad/mobility for thesis research). It is also acceptable to use a letter or e-mail from the contact person of the foreign organisation, in English or Italian, certifying their willingness to host the graduate student, and assigning a tutor for the period of activity defined in the thesis project.

ART. 5 - FINANCIAL CONTRIBUTION

Successful candidates for thesis research abroad will receive a gross financial contribution of:

- **€ 600.00 gross per month** for thesis research in a listed European country (Art. 2)
- **€ 800.00 gross per month** for thesis research in non-European country.



ART.6- IMPORTANT INFORMATION FOR SUCCESSFUL CANDIDATES

If the application is valid, the student will receive an information booklet via e-mail on SPES for the completion of all the administrative and teaching procedures required by the programme.

The allocation of the financial contribution is always contingent on:

- formal acceptance of the student by the foreign host institute through the stipulation of the Learning agreement for Thesis Research (student, University of Udine, host institute);
- signing of the financial agreement between the student and the University of Udine;
- the student's obtaining of any residence permits and visas if a non-EU student and/or if the student is travelling to a non-EU country.

The payment of the financial contribution is made exclusively through bank transfer on the beneficiary's account or joint account.

The amount of the mobility grant will be paid as a lump sum within the first month abroad.

The thesis research can only begin once all the required documentation has been submitted to DIDS - Office for Mobility and International Relations.

ART. 7 - ORGANISATIONAL CONTACT OFFICE

The Information and Organisation Office for the Thesis Research Programme is the Area Servizi agli Studenti - International Relations Office, via Gemona 92, 33100 Udine.

For information contact:

Mrs Federica Fabbro

Telephone:0432 556277

E-mail: federica.fabbro@uniud.it

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, head of the Area servizi agli studenti of University of Udine.

Candidates are entitled to exercise their right of accessing the documents regarding 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 Human Resources and General Affairs Department, via Palladio 8, 33100 Udine, 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 - PROCESSING OF PERSONAL DATA FINAL PROVISIONS

Personal data contained in applications for participation in this call for applications will be handled in accordance with the requirements of Legislative Decree no.196 of 30 June 2003 "Personal Data Protection Code" and with Article 13 GDPR 679/16 EU Regulation on the protection of individuals with regard to the processing of personal data. This data will be necessary 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>.

The results of the ranking will also be made public in compliance with the regulations on administrative transparency pursuant to Article 26, para. 2 and Article 27 of Italian Legislative Decree 33/2013.

Please note that, pursuant to Article 71 of Presidential Decree 445 of 28 December 2000, the Administration reserves the right to carry out appropriate checks, including spot-checks, and in case of justified doubts regarding the truthfulness of the substitute declarations.

In addition to the criminal liability provided for by law, making false declarations to the university administration will lead to automatic and irrevocable exclusion from the selection.

Udine, see protocol date

The Rector
Prof. Roberto Pinton



**THESIS RESEARCH PROJECT
A.Y.2024-2025**

ATTENTION: please fill in the document in full, sign it and attach it to the online application in pdf

STUDENT DATA

SURNAME	
FIRST NAME	
STUDENT NUMBER	
TYPE OF STUDY COURSE	<input type="checkbox"/> Master's degree <input type="checkbox"/> Single-cycle master's degree
COURSE OF STUDY IN	
UNIUD SCUOLA SUPERIORE STUDENT (SUPE)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>I DECLARE THAT I HAVE NOT HAD OF AND UNDERTAKE NOT TO HAVE ANY OTHER MOBILITY PERIODS ABROAD FOR THE ACADEMIC YEAR 2023/2024. THIS REQUIREMENT IS NOT MANDATORY FOR STUDENTS ENROLLED IN DOUBLE DEGREE MASTER'S DEGREE COURSES</p> <p>I DECLARE THAT I HAVE NEVER BENEFITED FROM A MOBILITY GRANT FOR THESIS RESEARCH DURING THE MASTER'S COURSE OR THE SINGLE-CYCLE MASTER'S DEGREE IN WHICH I AM ENROLLED.</p>	

HOST ENTITY

HOST NAME	
CITY AND COUNTRY	
THESIS RESEARCH PERIOD	no. months(indicate how many months from a minimum of 1 to a maximum of 4)
	preferably from to

THESIS RESEARCH

NAME OF SUPERVISOR	
PROVISIONAL TITLE OF THE DISSERTATION	



BRIEF SUMMARY OF THE THESIS RESEARCH PROJECT AT THE HOST ORGANISATION	
EXPECTED DATE (MONTH AND YEAR) OF THESIS DEFENSE	

Pursuant to art. 13 GDPR 679/16 EU Regulation (protection of persons and of other subjects regarding the processing of personal data), the undersigned declares to have read the privacy policy and to have understood its contents. The undersigned authorises University of Udine to process the personal data for the uses permitted by law.

Date

Student's signature

Supervisor's signature



Annex 2

**LETTER OF ACCEPTANCE
FOR A MASTER STUDENT'S THESIS RESEARCH**

The undersigned, (*name of authorized representative*)
declares his/her intention to accept Mr/Ms (*name of the student*)
enrolled at Università degli Studi di Udine in the master degree course (*name of the master degree 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 master students to conduct their thesis researches abroad.

Thus, (*name of authorized representative*)
approves the master thesis research program previously agreed with the Student's Thesis Supervisor of the Università degli Studi di Udine.

Should Mr./Ms. (*name of the student*)
be granted the Master Thesis Scholarship, the Institute/Department will timely provide Mr./Ms. (*name of the student*)
with the supervision of Prof./Dr. (*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 master thesis 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 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*)

He/she 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 further insurance coverage, Mr./Ms. (*name of the student*)
shall personally abide by the 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:

