



CALL FOR APPLICATIONS - SCHOLARSHIPS FOR A STUDY-ABROAD PERIOD FOR MASTER'S DEGREE THESIS PREPARATION 2024/2025 ACADEMIC YEAR - FIRST EDITION

1. Purposes

The University of Milan is calling for applications for a study-abroad scholarship to be used to prepare all or a portion of the student's Master's Degree thesis while in residence at an international academic or research institution.

To be eligible for these scholarships, students must submit a detailed research proposal (see template in Annex A). Destinations are chosen at the student's discretion. Research may be conducted at any academic or research institution in the world, without any geographical limitations.

It is essential that the project submitted by each candidate clearly demonstrates that the study-abroad period is **the central and distinctive element of their thesis project**, either being essential for its completion or adding value to it.

In order to ensure a fair distribution of resources, the university funding allocated to the initiative is initially divided among the disciplinary areas based on the average number of graduates from the last three academic years.

Candidates eligible for the scholarship are those enrolled in master's degree programs or single-cycle master's degree programs who expect to complete their degree by **the third graduation session of the 2024/2025 academic year (February/April 2026)**.

The duration of the study-abroad stay is a minimum of two months and a maximum of five months, extendable up to nine months upon submission of a justified request and with the approval of the thesis supervisor.



2. Admission requirements

To be eligible for this study-abroad period, the student must be duly enrolled at the University of Milan for the 2024/2025 academic year and continue to be enrolled throughout their study-abroad period. Students must also have a grade-point average falling within the upper range of the average grades earned over the past three years by the majority of students in the applicant's study programme, as reflected in the "Grade-point average required to apply for 2024/2025 International Thesis Preparation Scholarship", posted at:

<https://www.unimi.it/it/internazionale/studiare-allestero/tesi-allestero>

An essential requirement for submitting the application is that the candidate possesses adequate language skills. Specifically, **a minimum of B1 level is required in the language(s) of study/work** used at the host institution.

The level of language proficiency is determined according to the Common European Framework of Reference for Languages (CEFR - Common European Framework of Reference for Languages - <https://www.coe.int/en/web/language-policy/home>).

3. Scholarship amount and compatibility

The scholarships, each in the amount of €800.00 per month, gross of legal obligations, are awarded for periods of **at least 2 months and a maximum of 5 months**. The scholarships **contribute to the total taxable income and are subject to income tax (IRPEF), being considered as employment income (Article 50, paragraph 1, letter c of the Italian Consolidated Income Tax Code - TUIR)**.

Any months of extension granted beyond the five months (up to a maximum of nine months of total mobility) are not to be covered by any financial contribution.



The mobility scholarship is compatible with the Excellence Scholarship, with contributions for stays abroad, and with the interregional mobility scholarships provided by Ministerial Decree No. 755 of September 4, 2013.

Simultaneous participation in mobility periods funded or activated under different programs and/or agreements is not allowed. In the case of overlapping periods, the scholarship amounts corresponding to the overlapping periods must be repaid.

Taking into account the available annual budget, the total number of scholarships available for this call is equivalent to 265 monthly payments, which correspond to 53 five-monthly grants distributed proportionally as follows, based on the number of graduates in the three years preceding the calendar year of the issuance of the call, expressed as a percentage:

FACULTY	Av. Number of graduates over the past 3 years (2021-2023)	% of graduates	Funding	Number of monthly instalments	Number of 5-month grants
LAW	654,67	12,29%	28.275	33	7
MEDICINE	692,00	12,99%	29.887	34	7
VETERINARY MEDICINE	188,67	3,54%	8.148	9	2
AGRICULTURAL AND ENVIRONMENTAL SCIENCES	305,67	5,74%	13.202	15	3
PHARMACEUTICAL SCIENCES	431,67	8,11%	18.644	21	4
SCIENCES AND TECHNOLOGY	885,67	16,63%	38.252	44	9
SPORTS SCIENCES	182,00	3,42%	7.861	9	2
POLITICAL, ECONOMIC AND SOCIAL SCIENCES	797,33	14,97%	34.437	40	8
SMLC	265,33	4,98%	11.460	13	3
HUMANITIES	922,33	17,32%	39.835	46	9
TOTAL	5325,33	100,00%	230.000	265	53

**values shown are rounded-up*

*** the calculation of the number of 5-month scholarships is rounded up and considers the cost derived by applying IRAP (regional production tax)*



Any unassigned scholarships will be distributed based on the criteria used during the allocation phase of the funding, namely the number of graduates in the three years prior to the calendar year in which the Call for applications was published, expressed as a percentage.

The scholarship will be credited to La Statale Card. Therefore, selected candidates must activate their university card as a Flash Up Studio La Statale prepaid card. More information about this is available." More information about this is available at <https://www.unimi.it/it/studiare/servizi-gli-studenti/badge-carta-la-statale>

Scholarships will be disbursed as a lump sum once the winners have been announced and after the completion of administrative procedures. Scholarships may not be used retroactively. Under no circumstances may the scholarship amount be supplemented with additional contributions. **Mobility periods can begin as of March 1st, 2025**. Under no circumstances may the scholarship be retroactive.

4. Application procedure and deadlines; required documentation

In order to apply for the selection process, interested candidates must complete and submit the application online via the dedicated platform, accessible through the following link, entering with their university credentials:

https://elixforms.unimi.it/rwe2/module_preview.jsp?MODULE_TAG=studenti_tesi_estero2425ed1

In the online procedure, applicants will be required to upload the following documentation in PDF format, unless otherwise stated:

1. **Letter of Acceptance**, signed by both the tutor and the international relations office (or equivalent administrative office) of the host institution, drafted according to the template attached to this call for applications (Annex B). Letters without signatures or signed in a manner different from the one specified in the attached template will be rejected.



2. **Certification of a minimum B1 level**, confirming the candidate's language skills in the working language used in the host country, namely:

a) An official certification recognized by the university. A list of accepted certifications is available at the following link:

<https://www.unimi.it/it/studiare/competenze-linguistiche/altre-lingue-test-e-corsi>;

Certifications are valid if obtained no more than five years prior to the application submission date;

b) A Language Certificate, issued by the University Language Service (SLAM) confirming a minimum B1 level in the working language. For the purpose of this call, SLAM certificates are valid if obtained within the last five years;

c) Screenshot of the academic record from Unimia, provided that the requested language level is explicitly stated. Whether this is from an officially recognised certification or a SLAM-verified level, in this case its validity is unlimited.

Students who have already taken the English Placement Test with SLAM or their language proficiency test and do not have a level statement, should contact SLAM via the Informastudenti services ("TEST DI LINGUA" section) and request a language proficiency statement of the test they took.

Students who are enrolled in degree programmes entirely taught in English, or attend curricula taught in English, are considered to have the language proficiency corresponding to the entry requirement for their degree program. These students must self-certify their knowledge of English using the "Annex C" form.

Students with higher language proficiency levels are required to prove it as set forth in Annexe A for their study area.

Students whose **mother-tongue** is the language they need to certify are also required to follow the same procedures described in this article.



Students who do not hold the above certifications/statements can obtain a language proficiency statement free of charge with OLS's (Online Linguistic Support) services, certificate via the platform:

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

3. **Reference letter for the candidate**, signed by the thesis supervisor;
4. **Transcript of grade-point average** for the student's academic career, obtained via a screenshot taken on the UNIMIA system (which may also be submitted as a .jpeg); the certification must bear the applicant's student ID number;
5. **A photocopy of a valid ID**;
6. **The thesis proposal**, in either Italian or English, generated based on the template annexed to the call for applications (Annex A): the proposal must be approved and countersigned by the professor acting as the applicant's thesis supervisor, and by the tutor at the host institution; please observe the following layout for the proposal:
 - Theoretical framework of the topic to be addressed;
 - Statement of research objectives;
 - Explanation of the methodology;
 - Nature of the sources to be collected abroad (archives, interviews, databases, etc.);
 - Bibliography;

The online application procedure also requires the submission of a “**personal motivations supporting the application**,” in which the candidate must thoroughly explain the **relevance of their choice of host institution in relation to the thesis project and the educational motivations behind the experience abroad**.

Applications must be completed and submitted by **no later than 2:00 p.m. (Italian time) on January, 24th 2025** through the online platform, using the following link:

https://elixforms.unimi.it/rwe2/module_preview.jsp?MODULE_TAG=studenti_tesi_estero2425ed1



Uncompleted applications **will not be accepted**.

5. Online application instructions

All sections of the online application must be completed unless otherwise specified. Before moving on to the next section, click on the “Save and continue” button. Applicants who wish to complete the application in a different sequence, or close the session and complete their application at a later time may instead click “Save”.

Once the application has been filled out, applicants may review and print a summary of their entries. Once reviewed, the applicant must download the file as a PDF, sign their application (with an ink or a digital signature), and then upload their signed application into the system.

A final confirmation screen will appear once the application has been submitted to the proper office for review. Additionally, the system will send two notifications to the student’s official email address:

1. notice of application submission;
 2. notice with the registration number assigned to the submitted application.
- The second notice may arrive a few hours after the first, and shall serve as official confirmation that the application has been successfully received by the appropriate office.

6. Announcement of winners

Candidates will be selected by an ad-hoc committee, with balanced representation amongst the applicants’ own disciplines. The Committee will review the documents submitted by the candidates according to the following criteria (see point 7).

The results will be published within **February, 18th 2025** and posted on <https://www.unimi.it/it/internazionale/studiare-allestero/tesi-allestero>

7. Assignment criteria

For purposes of awarding the scholarships, a specific ranking will be generated based on the following criteria:



- a) thesis-proposal quality and originality (max. points awarded: 15);
- b) candidate's grade-point average, if higher than the average required for scholarship eligibility (max. points awarded: 6);
- c) foreign-language proficiency as required under point 2 of paragraph 4, *supra* ("Application procedure and deadlines; required documentation") of the instant call for applications (max. points awarded: 4);
- d) candidate motivations (max. points awarded: 5).

Students earning at least **21 points** will be declared eligible for a scholarship.

The scholarships will then be awarded, until all slots are filled, in a manner that ensures a balanced representation of the University's study programme areas.

In case of *ex aequo* candidates, the younger candidate will take priority.

8. Compliance required after awarding the scholarship

Before leaving

Scholarship recipients will be contacted by the International Mobility and Promotion Office to receive additional instructions on the online forms to be completed prior to their departure (no in-person visits to the Office will be required).

Study-abroad students are personally responsible for completing all paperwork and interviews that may be required for a student VISA, in accordance with the specific requirements applicable to the country of destination.

Departure can only take place after the completion of the required formalities and subject to any mobility restrictions imposed by national or international authorities¹.

¹ Mobility to countries or regions considered at risk by the Ministry of Foreign Affairs and listed on the website <https://www.viaggiasesicuri.it/find-country> must be evaluated and approved by the Office before departure.



Under no circumstances will a change of destination be authorized.

Students participating in mobility programs are insured for accidents and third-party liability during their official activities. Any medical insurance coverage, if needed, will be the responsibility of the student.

Upon the student's return

At the end of their study-abroad research period, preferably within thirty (30) days of their return, the scholarship winner will be required to upload the following documentation to a portal designated by the Office,

https://elixforms.unimi.it/rwe2/module_preview.jsp?MODULE_TAG=PresentazioneCertificateStay_TesiEstero

and posted to <https://www.unimi.it/en/international/study-abroad/thesis-abroad>:

- a. a “certificate of stay” from the host institution, indicating the student’s date of arrival and of departure;
- b. a statement by the student’s thesis supervisor attesting that the research contemplated under the thesis proposal has been completed, and that the outcomes are reasonable given the project as proposed;
- c. a report in which the scholarship recipient provides their feedback on the study-abroad experience at the foreign institution; the survey is available on <https://www.unimi.it/en/international/study-abroad/thesis-abroad>.

The recognition of activities carried out abroad for the preparation of the thesis in relation to the final exam is the responsibility of the student's degree program, according to the procedures defined by the program itself. For further details, students should refer to the Academic Offices.



9. Scholarship withdrawal

Winning candidates who, after accepting the scholarship, are unable to carry out the project abroad due to personal reasons must inform the Office in writing within 5 days, providing the reasons for their withdrawal (Informastudenti > Internazionale > Bando Tesi Estero), and return any funds received, according to the procedures outlined by the Office.

10. Refunds

In the case of a stay shorter than the one declared in the application, the scholarship recipient will be required to reimburse the scholarship amounts received, proportional to the period not spent abroad. In the event of cancellation or interruption due to force majeure, or situations that are unforeseeable and beyond the control of the parties, the scholarship corresponding to the period of mobility not completed will be requested for return. However, reimbursement may be considered for any documented extraordinary expenses incurred in relation to the cause of the interruption.

PERSONAL DATA PROCESSING

Pursuant to EU Regulation 2016/679 (“GDPR”) and Legislative Decree no. 196/2003 (as amended) regarding personal data protection, the Institution pledges to safeguard the confidentiality of all information submitted by the Participant: any data supplied shall be processed in strict accordance with the purposes for which they were collected, as needed for the student’s participation in the Programme. Information on implementation of these personal-data protection rules is available on the University’s website, <http://www.unimi.it/ateneo/73613.htm> - path: www.unimi.it > University > Privacy.

Information regarding the instant call for applications may be requested through [Informastudenti](#) by selecting the category BANDO TESI ALL'ESTERO - THESIS ABROAD CALL FOR APPLICATION”



UNIVERSITÀ DEGLI STUDI DI MILANO

Milano, December, 9th 2024

Signed THE RECTOR
(Marina Brambilla)

Progressivo: 0052698/24
Data Progressivo: 09/12/2024
Repertorio Progressivo: 7563/2024