



CALL FOR APPLICATIONS - SCHOLARSHIPS FOR A STUDY-ABROAD PERIOD FOR MASTER'S DEGREE THESIS PREPARATION: FAQ (Frequently asked questions)

- **Who is eligible for the scholarship?**

Any student enrolled in a Master's degree programme, or single-cycle Master's degree programme, duly enrolled in the University of Milan, and remaining enrolled throughout their time studying abroad, meeting all grade-point average requirements as specified in the annex to the Call for Applications, is eligible to apply. Those who have already graduated may not apply.

- **Can students enrolled on an “off-track” basis apply?**

Yes, these students can enrol, provided they meet the grade-point averages required for their own Master's degree programme, or single-cycle Master's degree programme.

- **Must students have taken a certain number of exams in order to apply for the scholarship?**

No, there is no minimum requirement in terms of exams taken, or credits (CFU) earned in order to apply. That said, upon submitting an application, students must affirm they intend to earn their degree during one of the graduation sessions expressly listed in the Call for Applications.

- **Is there a minimum grade-point average (GPA) requirement?**

Yes, there is a minimum GPA requirement. The Committee may round up a student's GPA under some circumstances (e.g. 25.8 may be rounded to 26); however, where the gap is greater, rounding will not be used.

- **Is language-proficiency certification absolutely required to apply?**

Yes: applications submitted without a language-proficiency certification will be automatically rejected.

Self-certification (Annex C) is only allowed for students who are attending courses or curricula taught entirely in English with exclusive reference to the English language and the minimum level required to access the course.

- **Does the student need to identify the host institution where they will study abroad? Must a student have secured the support of a UNIMI supervisor for their Master's degree thesis before submitting their application?**

Yes: with the help of their UNIMI supervisor, the student must identify the most suitable host institution for their Master's thesis preparation. The student must then reach out to one or more representatives at the host institution in order to secure admission as a study-abroad student. The host institution, in the foreign country, must fill out and sign a letter of intent (the template for which is annexed to the Call for Applications).



- **Must a student have submitted an official graduation request to the Student Registrar before applying for the scholarship?**

No, a graduation application is not a prerequisite to applying for this scholarship. For more information on this procedure, please contact the Student Registrar for your own Master's degree programme.

- **How is transfer credit awarded for study-abroad experience?**

Once back in Italy, the student intending to graduate must reach out to the Academic Office or the Student Registrar for their study programme, where they may be granted an option to earn extra credits for their study-abroad experience as part of their thesis defence.

- **Which entity is authorised to sign the letter of intent?**

The letter of intent requires the signature of two parties, both of whom must be part of the host institution or university. The first, the **authorized representative**, is the instructor or tutor who will supervise the student throughout their study-abroad period, providing support, and guiding their research. The second is the **administrative representative** for the host institution: this may be a staff member from the International Relations Office, or an administrative director (department head, research-centre director, etc.).

The signature of the first party proves that the student has met the academic requirements for acceptance at the foreign institution, whilst the signature of the second party confirms, as an administrative matter, that they will have access to the laboratories and/or facilities where their research internship will be conducted.

- **Who have to sign the reference letter?**

Reference letter can be signed by the Chair of the Academic Board, the Department Head for the applicant's home study programme, or by another faculty member in the same programme, including the thesis' supervisor.

- **May students submit their scholarship applications from abroad? Are there any restrictions regarding the start date for the study-abroad period?**

Yes: the application is submitted online, so students need not be physically in Milan at the time they apply. That said, the study-abroad period funded by the scholarship must begin after the winners are announced, and once all paperwork and administrative processing required under point 8 of the Call for Applications have been completed. Therefore, an application may not be submitted for any study-abroad completed prior to the winners being announced, with respect to the total number of monthly stipends requested.

- **Is the number of monthly stipends requested at the time the application is submitted binding?**

Correct: once the application period has closed, no modifications will be permitted. Any extension of the stay approved by the thesis supervisor (up to a maximum mobility period of nine months in total) is not covered by any financial contribution.

A student may, of course, decide to return home earlier than anticipated. In such cases, at the time the Certificate of Stay (i.e. the official document attesting to the exact length of the



study-abroad period) is returned to the office, the student will be required to reimburse the amount of any stipend for months which were not actually spent abroad.

- **Are there any time limits for the study-abroad period?**

No, students are free to negotiate the study-abroad period best suited to complete their research project with the host institution, without any particular restrictions, other than earning their degree by the deadlines contemplated under the Call for Applications.

- **Can a request for supplemental funds, other than those contemplated in the Call for applications, be made?**

No, it cannot. Under no circumstances is any supplemental funding available.

- **How are the total number of months calculated?**

For purposes of calculating the total number of stipends, one (1) month and sixteen (16) days shall be sufficient for two (2) monthly stipends. Thus, for students receiving four (4) monthly scholarship stipends, an actual stay – as certified in the Certificate of Stay – at the host institution equal to three (3) months and sixteen (16) days cumulatively would be required.

- **How and when is the scholarship disbursed to the winners?**

Scholarship award winners will be requested by the bursar's office to submit wiring instructions for direct deposit of the scholarship funds. Please note that students will not be able to receive their scholarship funds **any earlier than two (2) months following the winners being announced**, subject to additional delays at the end of the financial year (between early December and late January), to allow time for all paperwork and administrative processing to be completed. The scholarship funds will be disbursed as a lump sum.

- **How many scholarships are available for the current Call for Applications?**

Rather than a specific number of scholarships, a global amount has been allocated to the study-abroad funding. The funds are then disbursed by the Award Committee in a manner that ensures a balanced representation amongst the various study areas represented by the scholarship applicants within each Call for Applications.

- **Is the scholarship subject to taxation?**

Yes, the scholarship, which comes in the form of a € 800.00 monthly stipend, gross of all statutory expenses, will be awarded for a period ranging from two (2) months to six (6) months, and IRPEF [Personal Income Tax] -taxable as scholarships are considered to be equivalent to taxable wages (Article 50, paragraph 1, subpart [c] of the TUIR - Consolidated Law Income Tax). **Please note that the amount received is part of the calculation of annual family and/or individual income and therefore it may happen that, following the receipt of the scholarship, the student can no longer be considered tax-dependent on parents, thus losing the benefits that derive from this requirement.**

- **If a student is not awarded a scholarship, might they still study abroad, at their own expense?**



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Yes, an international-internship application may be filed with COSP's (University Study and Career Guidance Service) internship office (<https://www.unimi.it/it/studiare/stage-e-lavoro/stage-e-tirocini>)