



Rectoral Decree n. 3221

**CALL FOR THE ALLOCATION OF SCHOLARSHIPS ABROAD FOR THE PURPOSE OF PREPARING THE MASTER'S DEGREE THESIS**

**ACADEMIC YEAR 2024/2025**

**THE RECTOR**

WHEREAS The Statute of the Libera Università Maria Ss. Assunta issued by decree Rector's Decree No. 2582 of May 12th, 2022;

WHEREAS Article 20 of the Academic Regulations of the Libera Università Maria Ss. Assunta, issued by Rectoral Decree No. 3073 of July 18nd, 2024;

WHEREAS The General Regulation of the University, approved by Rector's Decree No. 1717 of October 28, 2016, and subsequent amendments and additions;

**DECREES**

**Art. 1**

**Purpose and number of scholarships**

LUMSA (Libera Università Maria Santissima Assunta) announces the call for the allocation of **40 scholarships** aimed at preparing the master's thesis at academic institutions, research organizations, or companies located abroad (European/non-European).

The research period abroad must make a central and significant contribution to the final drafting of the thesis.

Scholarships are allocated based on available funding and are distributed across departments in proportion to the number of students regularly enrolled in master's and single-cycle degree programs, as outlined below:

DEPARTMENT	NUMBER OF SCHOLARSHIPS AVAILABLE
Department of Law, Economics, Politics, and Modern Languages (GEPLI)	11
Department of Human Sciences - Communication, Education, and Psychology	25
Department of Law, Economics, and Communication	4

**Art. 2**

**Student Eligibility Requirements**

Students who meet the following requirements can apply for the scholarship:



- Students regularly enrolled at LUMSA and in line with the tuition fees, with deadlines prior to the submission of the application for the academic year 2024/2025;
- Master's degree students enrolled at their second or third year (first year beyond the prescribed time) or Single-cycle master's degree students enrolled at fifth or sixth year (first year beyond the prescribed time) with the intention of completing the degree by the last graduation session of the 2024/2025 academic year (March/April 2026).

Furthermore, it is a condition that the thesis supervisor approves the activities to be carried out abroad as useful for the writing of the thesis (through the specific form referred to in Article 3 – **“Letter of Support from the Thesis Supervisor”** attached to the call). Moreover, the student must have an invitation letter from the institution/organization where the thesis research period will take place (see the specific form referred to in Article 3 **“Letter of Acceptance for a Master's Thesis Research”**).

### **Art. 3**

#### **Application Procedures, Deadlines, and Required Documentation**

Applications must be submitted through the mi@lumsa website (<https://servizi.lumsa.it/Start.do>) **starting from 19/02/2025 at 3:00 PM and no later than 16/04/2025 at 11:59 PM.**

Should the number of scholarship requests exceed the actual availability, LUMSA reserves the right to allocate additional scholarships based on remaining funds.

During the application process (see the instructions on page 6 of the call), it is mandatory to upload the following documents:

- **Attachment 1: “Letter of Acceptance for a Master's Thesis Research”** drafted on the official letterhead of the hosting institution and signed by their person in charge, only in PDF format, using the template provided in Attachment 1 of this call
- **Attachment 2: “Letter of Support from the Thesis Supervisor”** only in PDF format, approved and countersigned by the thesis supervisor, published together with the call.

These documents must be uploaded during the application process. They cannot be submitted after the application has been presented.

The files must be renamed with Surname-Name-attachment number.pdf (for example, Rossi-Mario-Attachment1.pdf)

The application process is entirely online, and therefore, the submission of paper documentation to the International Office is not required. Incomplete applications, those missing the required documentation, or those submitted after the deadline will be excluded.

### **Art. 4**

#### **Finding the hosting Institution**

The candidate must independently find an institution/organization/research institute/university/company, etc., willing to host them and allow them to carry out research activities useful for writing the master's thesis.



### **Art. 5**

#### **Amount and Disbursement of the Scholarships**

The scholarship covers a mobility period of at least 2 months, for which the student will award 12 credits and a mobility support scholarship of €1.400 in total. Any additional period will not be covered by financial support nor will it allow the acquisition of additional academic credits.

The scholarship is disbursed in two instalments: the first, amounting to 1.000€, is paid before departure upon receipt of travel documents confirming the arrival date at the host country, while the remaining 400€ is paid upon completion of the period abroad, with no possibility of requesting or granting additional financial support.

The payment of the second instalment will be made upon submission of the following documentation:

- a) A statement from the thesis supervisor confirming the actual completion of the research activities abroad as outlined in the thesis project and the recognition of the required credits.
- b) A statement from the contact person at the host institution confirming the period of stay abroad.

Should the period of stay abroad be shorter than that declared at the time of application, the corresponding reduction in the awarded amount will be calculated (please note that the daily scholarship amount is 24€, and this amount will be calculated by the actual number of mobility days reported in the statement from the contact person at the host institution).

Throughout the entire period of mobility abroad, students will remain officially enrolled at LUMSA and, as such, must continue to pay the tuition fees for the academic year corresponding to the mobility period.

### **Art. 6**

#### **Allocation Criteria and announcement of the ranking**

The application is usually assessed within one working week from the submission of the application, based on the presented documentation and available funds. All eligible applications will be accepted in chronological order, subject to available funds and taking into account the distribution of scholarships among the different departments offering the University's degree programs (see Article 1).

Furthermore, as merit-based selection criteria, candidates must meet the following requirements at the time of application:

- At least 72 credits if enrolled in a master's degree program
- At least 180 credits if enrolled in a single-cycle master's degree program

**PLEASE NOTE:** It is the responsibility of the student to verify, before submitting the application, that the exams taken during the January/February 2025 session have been recorded.

Students who are awarded the scholarship must promptly notify the International Office of any changes to the information provided in the form attached to the application, regarding the thesis title, destination, and period of stay abroad. In such cases, the awarded contribution will be confirmed following the evaluation of the request.



The scholarship will be revoked if the thesis is supervised by a different advisor than the one who signed the declaration attached to the application form, unless the change is due to reasons beyond the candidate's control.

### **Art. 7** **Post-award Procedures**

#### Before departure

Selected students must promptly contact the International Relations Office at the email address [international@lumsa.it](mailto:international@lumsa.it), to receive further instructions.

The student must personally complete the procedures for obtaining a consular visa, if required based on their personal situation, according to the specific requirements applied in the destination country.

For health insurance coverage during the stay abroad in EU countries, Iceland, Liechtenstein, and Norway, in general, it is sufficient to carry the valid European Health Insurance Card (EHIC) issued by the Ministry of Health.

For more information:

<https://www.salute.gov.it/portale/cureUE/dettaglioContenutiCureUE.jsp?lingua=italiano&id=624&area=cureUnioneEuropea&menu=vuoto>

Students who will carry out their mobility in non-European countries must independently arrange for private health insurance before departure.

Non-EU students who are not residents in Italy and do not hold the European Health Insurance Card (EHIC) must obtain private health insurance valid in the country where the mobility will take place.

LUMSA provides liability and accident insurance for the entire duration of the mobility, as required by current regulations. The terms and conditions of this insurance can be requested from the International Relations Office if needed.

#### Upon return

Upon completion of the research period abroad, within 30 days, the student is required to submit to the International Relations Office:

- a) A declaration from the thesis advisor confirming the actual completion of the research activities abroad as outlined in the thesis project and the recognition of the expected credits.
- b) A statement from the contact person at the host institution abroad confirming the period of stay abroad.



**Art. 8**  
**Person responsible for the procedure**

Pursuant to the Law No. 241 of August 7, 1990, and subsequent amendments and additions, the person responsible for the procedure of this call is Dr. Claudia Cogoni, International Relations Office, (Direzione dei Servizi Accademici agli Studenti – Dr. Bruna Marro), Via di Porta Castello 44 - 00193 Rome, e-mail: [c.cogoni@lumsa.it](mailto:c.cogoni@lumsa.it) - Tel. 06-68.422.985

Rome, 18 February 2025

**The Rector**  
Prof. Francesco Bonini



## GUIDE TO THE CORRECT SUBMISSION OF THE APPLICATION FORM

The compilation of the application and the submission of all documents necessary for the participation in the call must be done **EXCLUSIVELY ONLINE** by following these steps:

1. Click on the following link to start your application: <https://servizi.lumsa.it/Start.do> and log in with your login credentials;
2. Click on the top right of the menu and select "International Outgoing Mobility" and then "Mobility Calls".
3. Select "EXCHANGE PROGRAMS" and click on "Bando Ricerca Tesi all'Estero 2024/2025"
4. A summary of all the steps of your application is available once you have entered the Call for Mobility page.  
**ATTENTION:** It is very important to follow all steps and make sure there is a green tick confirming the steps are correct.
5. To begin the application, you must click on "fill out the form" on the right at the bottom of the main page.
6. Check the two items related to the requirements to participate in the call;
7. Select item "1" from the drop-down menu marked "RICERCA TESI ESTERO – a.a.2024/2025" and click on "Enroll."
8. Enter, in the "More Information" field, the session in which you plan to graduate (month + year)
9. Once you are certain that the data entered is correct, proceed by attaching the documents listed at art.3 of the call. The documents must be uploaded compulsorily in PDF format and cannot exceed the size of 5MB;  
**DO NOT WORRY**, even if you have uploaded the mandatory attachment the lock related to the "upload enrollment attachments" activity will always remain open.
10. Cliccare sul bottone "ISCRIVIMI AL BANDO E STAMPA RICEVUTA" per generare il modulo di candidatura da voi compilato in formato PDF.
11. The submission of the application can be considered complete.

**PLEASE NOTE:** The PDF form, that will be automatically generated once the process is completed, should NOT be signed or sent to the International Office. It will only be a proof for the applicant of correct submission of the application.