

*not for legal purpose*

**CALL FOR APPLICATIONS TO 400 MONTHLY INSTALMENTS FOR SCHOLARSHIPS TO ATTEND SPECIALISATION PROGRAMMES OR ACTIVITIES ABROAD**

**THE RECTOR**

HAVING REGARD TO	Law no. 476 of August 13, 1984, providing regulations about scholarships and PhDs in Universities
HAVING REGARD TO	Art. 5 of Law no. 398 of November 30, 1989, providing regulations about academic scholarships
HAVING REGARD TO	Law no. 161 of October 30, 2014
HAVING REGARD TO	Interministerial Decree of April 19, 1990 establishing the minimum amount of scholarships as well as of the limits and sources of personal income to benefit from the scholarship
HAVING REGARD TO	Presidential Decree of 2000, no. 445, and further amendments and integrations
HAVING REGARD TO	CUN (Italian acronym for <i>Consiglio Universitario Nazionale</i> , National University Council) Online Form no. 14 of January 23-24, 2008, on the allocation of Master's Degrees to CUN areas;
HAVING REGARD TO	Rector's Decree no. 1080 of May 4, 2023, which issued the University Regulations to allocate scholarships for postgraduate activities abroad as per Law of November 30, 1989, no. 398
HAVING REGARD TO	the resolution of the Board of Governors no. 430 of December 19, 2023, approving the University's single annual budget estimate for the year 2024, with which the amount of € 516,000.00 was allocated to the account A.C.01.02.030.010 "Scholarships for specialisation courses abroad";
HAVING REGARD TO	Directorate Decree No. 172/2024 of January 18, 2024, allocating the budget for the year 2024;
HAVING REGARD TO	the Directorate Decree No. 1191/2024 of March 07, 2024, allocating the sum of € 516,000.00 functional to the issuance of the present call for applications;
HAVING REGARD TO	the resolution of the Academic Senate no. 89 of March 26, 2024, by which the number of months of scholarships and their allocation by National University Council subject area was determined.

**DECREEES**

**ART. 1 – Subject of the competition and amount of the scholarships**

It is announced a competition based on exams and qualifications for candidates holding a Master's Degree or a single cycle Master's Degree, completed at Sapienza University of Rome for the allocation of 400 monthly instalments for scholarships to attend specialisation programmes or activities at international Universities outside Italy, or excluded the candidate's native country in the event of non-Italian applicants to the call. The duration of the scholarship is from six to twelve months, for a monthly amount of € 1,290.00.



## ART. 2 – Allocation of the Scholarships

Each CUN disciplinary area is assigned a number of months according to the following table:

**Tab. 1 – Correspondence of Degree Classes to CUN Areas**

CUN DISCIPLINARY AREAS		Number of months	CLASSES OF MASTER'S DEGREE, SINGLE CYCLE MASTER'S DEGREE OR EQUIVALENT PURSUANT TO INTERMINISTERIAL DECREE OF JULY 9, 2009 Assignment of the Master's Degree classes pursuant to Ministerial Decree no. 270/04
CUN 1	Mathematics and Informatics	12	LM-16 Finance; LM-17 Physics; LM-18 Computer Science; LM-32 Computer Systems Engineering; LM-40 Mathematics; LM-43 Information Technology Methods for the Humanities; LM-44 Mathematical Modelling for Engineering; LM-55 Cognitive Sciences; LM-66 Computer Systems Safety; LM-82 Statistics; LM-83 Actuarial, Financial and Economic Statistics; LM-91 Methods and Techniques for the Information Society; LM-93 E-learning and Media Education; LM-DATA
CUN 2	Physics	17	LM-11 Conservation and Restoration of the Cultural Heritage; LM-17 Physics; LM-40 Mathematics; LM-44 Mathematical Modelling for Engineering; LM-53 Material Engineering; LM-54 Chemistry; LM-58 Universe Sciences; LM-79 Geophysics;
CUN 3	Chemistry	16	LM-8 Industrial Biotechnologies; LM-9 Pharmaceutical, Veterinary and Medical Biotechnologies; LM-11 Conservation and Restoration of the Cultural Heritage; LM-13 Pharmacy and Industrial Pharmacy; LM-22 Chemical Engineering; LM-53 Material Engineering; LM-54 Chemistry; LM-69 Agriculture; LM-70 Food Science; LM-71 Industrial Chemistry; LM-75 Environmental and Land Sciences;
CUN 4	Earth Sciences	15	LM-10 Conservation of Environmental and Architectural Heritage; LM-11 Conservation and Restoration of the Cultural Heritage; LM-17 Physics; LM-35 Environmental Engineering; LM-60 Natural Sciences; LM-72 Navigation LM-74 Geology; LM-75 Environmental and Land Sciences; LM-79 Geophysics; LM-80 Geography;
CUN 5	Biology	38	LM-6 Biology; LM-7 Agrarian Biotechnologies; LM-8 Industrial Biotechnologies; LM-9 Pharmaceutical, Veterinary and Medical Biotechnologies; LM-13 Pharmacy and Industrial Pharmacy; LM-21 Biomedical Engineering; LM-41 Medicine; LM-42 Veterinary medicine; LM-46 Dentistry and Orthodontics; LM- 47 Sport e leisure management; LM-54 Chemistry; LM-55 Cognitive Sciences; LM-60 Natural Sciences; LM-61 Nutrition; LM-67 Sport Science for prevention and rehabilitation; LM-68 Sport Sciences ; LM-69 Agriculture; LM-70 Food Science; LM-73 Environmental and forestry sciences; LM-75 Environmental and Land Sciences; LM/SNT1 Nursing and Midwifery Sciences; LM/SNT2 Health Professions of Rehabilitation Sciences; LM/SNT3 Health Professions of Technical Sciences; LM/SNT4 Health Professions of Prevention Sciences; LM/GASTR
CUN 6	Medicine	24	LM-6 Biology; LM-9 Pharmaceutical, Veterinary and Medical Biotechnologies; LM-41 Medicine; LM-46 Dentistry and Orthodontics; LM-51 Psychology; LM-61 Nutrition; LM-67 Sport Science for prevention and rehabilitation ; LM-68 Sport Sciences; LM-69 Agriculture; LM-70 Food Science; LM/SNT1 Nursing and Midwifery Sciences; LM/SNT2 Health Professions of Rehabilitation Sciences; LM/SNT3 Health Professions of Technical Sciences; LM/SNT4 Health Professions of Prevention Sciences;
CUN 7	Agricultural and veterinary sciences	12	LM-3 Landscape architecture; LM-7 Agricultural biotechnologies; LM-9 Pharmaceutical, Veterinary and Medical Biotechnologies; LM-42 Veterinary medicine; LM-48 Regional, Urban and Environmental Planning; LM-61 Nutrition; LM-69 Agriculture; LM-70 Food Science; LM-73 Environmental and forestry sciences; LM-86 Livestok management; LM-GASTR
CUN 8	Civil Engineering and Architecture	24	LM-3 Landscape Architecture; LM-4 Architecture and Architectural Engineering; LM-10 Conservation of Environmental and Architectural Heritage; LM-12 Design; LM-23 Civil Engineering; LM-24 Construction



			Engineering; LM-26 Safety Engineering; LM-35 Environmental Engineering; LM-48 Regional, Urban and Environmental Planning;
CUN 9	Industrial and Information Engineering	16	LM-12 Design; LM-18 Computer Science; LM-20 Aerospace and Astronautic Engineering; LM-21 Biomedical Engineering; LM-22 Chemical Engineering; LM-25 Automation Engineering; LM-26 Safety Engineering; LM-27 Telecommunications Engineering; LM-28 Electrical Engineering; LM-29 Electronic Engineering; LM-30 Energy and Nuclear Engineering; LM-31 Management Engineering; LM-32 Computer Systems Engineering; LM-33 Mechanical Engineering; LM-34 Naval Engineering; LM-35 Environmental Engineering; LM-43 Information Technology Methods for the Humanities; LM-44 Mathematical Modelling for Engineering, LM-53 Material Engineering; LM-66 Computer Systems Safety; LM-71 Industrial Chemistry; LM-72 Navigation; LM-91 Methods and Techniques for the Information Society; LM-DATA
CUN 10	Antiquities, Philology, Literary Studies, Art History	95	LM-1 Cultural Anthropology and Ethnology; LM-2 Archaeology; LM-5 Library studies; LM-11 Conservation and Restoration of the Cultural Heritage; LM-14 Modern Philology; LM-15 Ancient Philology, Literature and History; LM-19 Information and Publishing Systems; LM-36 Asian and African Languages Literature; LM-37 Modern American and European Languages and Literature; LM-38 Modern Languages for Communication and International Cooperation; LM-39 Linguistics; LM-43 Information Technology Methods for the Humanities; LM-45 Musicology and Musical Heritage; LM-49 Tourism Development and Management; LM-52 International Relations; LM-64 Religion; LM-65 Performing Arts and Multimedia Productions; LM-84 History; LM-85 Education; LM-89 Art History; LM-92 Communication; LM-93 E-learning and Media Education; LM-94 Interpreting and Specialized Translating;
CUN 11	History, Philosophy, Pedagogy and Psychology	54	LM-1 Cultural Anthropology and Ethnology; LM-5 Library Studies; LM-14 Modern Philology; LM-15 Ancient Philology, Literature and History; LM-19 Information and Publishing Systems; LM-45 Musicology and Musical Heritage; LM- 47 Sport e leisure management ; LM-49 Tourism Development and Management; LM-50 Development and management of education services; LM-51 Psychology; LM-55 Cognitive Sciences; LM-57 Adult and Continuing Education; LM-64 Religion; LM-65 Performing Arts and Multimedia Productions; LM-67 Sport Science for prevention and rehabilitation; LM-68 Sport Sciences; LM-78 Philosophy; LM-80 Geography; LM-84 History; LM-85 Education; LM-87 Social Services and Policies; LM-88 Sociology and Social Research; LM-89 Art History; LM-92 Communication; LM-93 E-learning and Media Education;
CUN 12	Law Studies	27	LMG/01 Law; LM-38 Modern Languages for Communication and International Cooperation; LM-47 Sport e leisure management; LM-52 International Relations; LM-56 Economics; LM-62 Political Science; LM-72 Navigation; LM-77 Management; LM-81 Development Co-operation; LM-87 Social Services and Policies; LM-90 European Studies; LM/SC-GIUR
CUN 13	Economics and Statistics	22	LM-16 Finance; LM-31 Management Engineering; LM-40 Mathematics; LM- 47 Sport e leisure management ; LM-49 Tourism Development and Management; LM-50 Development and management of education services; LM-56 Economics; LM-59 Advertising and Communication for the Public and Private Sectors; LM-62 Political Science; LM-63 Public Administration; LM-76 Environmental and Cultural Economics; LM-77 Management; LM-81 Development Co-operation; LM-82 Statistics; LM-83 Actuarial, Financial and Economic Statistics; LM-87 Social Services and Policies; LM-88 Sociology and Social Research; LM-90 European Studies; LM-91 Methods and Techniques for the Information Society; LMG/01 Law; LM-GASTR; LM/SC-GIUR
CUN 14	Political and Social Sciences	28	LM-19 Information and Publishing Systems; LM-52 International Relations; LM-56 Economics; LM-57 Adult and continuing education; LM-59 Advertising and Communication for the Public and Private Sectors; LM-62 Political Science; LM-63 Public Administration; LM-78 Philosophy; LM-81 Development Co-operation; LM-87 Social Services and Policies; LM-88 Sociology and Social Research; LM-90 European Studies; LM-91 Methods and Techniques for the Information Society; LM-92 Communication;



### **ART. 3 – Admission Requirements**

To participate in the call, candidates must have the following requirements under penalty of exclusion:

- a) a Master's Degree or a single cycle Master's Degree or equivalent to the same degree class, required for the corresponding disciplinary area and obtained at Sapienza University of Rome within the last degree session of the academic year 2022-2023
- b) age no older than twenty-nine at the date of publication of the call (this is to be intended that that after the midnight of the twenty-ninth birthday, the candidate is considered not eligible due to age limit). It is excluded any modification in the age limit provided for by the regulations in force;
- c) knowledge of the language required by the host institution;
- d) possession of formal documentation provided by the international University chosen by the candidate, as per the following art. 5. In the event the acceptance shall not be confirmed the candidate will be excluded from the competition due to the lack of one of the admission requirements.

The programme and the activities shall be strictly relevant to the disciplinary area they refer to and to the candidate's past academic career.

### **ART. 4 – Incompatibility**

The scholarship is **not compatible** with the following situations:

- a) previous benefit from scholarships for specialisation programmes and activities abroad
- b) enrolment without any scholarship in PhDs, Specialisation Schools or Advanced Professional Courses in Italian universities: the winners of this competition shall either obtain the suspension of their attendance to the programme before leaving or waive the enrolment. Such suspension or waiver shall be communicated to [dirittoallostudio@uniroma1.it](mailto:dirittoallostudio@uniroma1.it)
- c) enrolment, with a scholarship awarded by Sapienza or other Italian universities, for PhDs, Specialisation Schools or Advanced Professional Courses: the winners of this competition must waive the enrolment in the programmes before their departure
- d) ownership of any other scholarship awarded at any title, as at the start date of the postgraduate scholarship. Exception made for scholarships awarded by Italian or international institutions which are useful to integrate the training and research activity of scholarship holders with periods spent abroad, including any scholarship provided, by the host institution where will be conducted the activities
- e) gross overall personal income higher than € 7,750.00 with reference to the solar year of use of the scholarship. The personal income is defined by property income and by any kind of regular emoluments, except those occasional.

Any incompatibility must be corrected before the departure, under penalty of forfeiture of both the scholarship and the benefits obtained, as well as the obligation to return any amount received.

Public employees who benefit from the scholarship of this call may also apply for an extraordinary leave for study reasons without grants, provided for candidates admitted to PhD courses by article 2 of Law of August 13, 1984, no. 476. The period of extraordinary leave can be calculated for career progression as well as for retirement and social security contributions.



## ART. 5 – Application and Deadlines

### **Candidates can apply once for one CUN area to which their degree corresponds (see Tab 1)**

In the event that the candidates' degree class corresponds to more than one CUN disciplinary area, they shall still choose only one CUN disciplinary area, under penalty of exclusion from the competition.

Applications must be submitted by **July 18, 2024**, under penalty of exclusion.

The application, drafted according to the form attached to the call for applications (Attachment A), must be sent **in pdf format** to [protocollosapienza@cert.uniroma1.it](mailto:protocollosapienza@cert.uniroma1.it) **exclusively via the candidates' personal and certified email (PEC)**. Submission from institutional certified email addresses to public or private companies, public bodies, relatives, third parties, etc, will not be accepted.

Applications submitted to Sapienza in different modalities other than the abovementioned will not be accepted.

Transmission and reception validity of the certified email is certified by the acceptance and delivery receipt sent by the email provider pursuant to art. 6 of Presidential Decree of February 11, 2005, no. 68.

**The subject of the certified email must be: “CONCORSO PERFEZIONAMENTO ESTERO 2024 – AREA DISCIPLINARE CUN ...(*Insert CUN Area*) – *Candidate Name and Surname* – *Students ID Number*”**

Besides Attachment A, candidates must also attach to the application the following documents in pdf format, under penalty of exclusion:

1. formal documentation provided by the international University chosen by the candidate, (or a statement on headed paper of a professor from the same institution), stating the candidate's acceptance, or intention to accept, to the programme or the specialisation activity.

The formal documentation shall state:

- a) in case of a study programme, its name, duration and study plan
- b) in case of a specialisation activity, one of its programmes;

2. a self-certification of the candidate's qualifications and publications, contents descriptions, an abstract and all details of the journal and the ISBN, ISMN, ISSN or DOI codes drafted according to the **Attachment B**

The documents in the previous points 1 and 2 shall be translated into Italian if originally in a language other than English.

All candidates are conditionally admitted, until verification of their requirements, and may be excluded any time by means of a grounded measure.

The Administration reserves the right to verify the truthfulness of self-certifications and to take forfeiture measures against any candidates who have made untrue declarations. They will therefore forfeit any benefit obtained due to submission of untrue documentation,



and shall return all the sums received, if any, without prejudice of the provisions of art. 76 of Presidential Decree no. 445/2000 and of articles 483, 485 and 486 of the Penal Code.

#### **ART. 6 – Competition Procedures**

The competition will be assessed on the bases of candidate's qualifications and exams which will be at Sapienza University of Rome.

To assess the candidates' qualifications and exams, an Examination Committee will be appointed by the Rector for each disciplinary area, composed of three/five professors, among which at least one Full Professor to chair the Committee.

Each Committee can assign maximum 100 points to the candidates, as follows:

<b>Degree Final Mark</b>	<b>Up to 30 points</b>
110 <i>magna cum laude</i>	30
110	28
109-108	24
107-105	22
104-100	10
Lower than 100	5

#### **Publications up to 5 points:**

- up to 2 points per each publication *in extenso* on journals, books, international volumes;
- up to 1 point per each publication *in extenso* on journals, books, national volumes;
- up to 0.5 points per each abstract of "speeches" in congresses/conferences.

#### **Other qualifications up to 15 points:**

- 5 points per each PhD or Specialisation Course;
- 2 points per each specialisation programme, Advanced Professional Course or *post-lauream* scholarship for masters graduates awarded by universities or public/private bodies of at least six-month duration.

The Committee may request candidates to show the self-declared qualifications and publications during the qualification assessment or interview.

#### **The remaining 50 points will be assigned upon interview.**

The Examination Committee, after ascertaining the qualification of the international academic institution located abroad, as well as the suitability of the submitted course and programme with the candidate's previous academic career and chosen disciplinary area, will communicate the date of interview to the suitable candidates.

The list of candidates admitted to the interview will be published in the *Albo Pretorio Concorsi* section at [web.uniroma1.it/trasparenza/bandi\\_trasparenza](http://web.uniroma1.it/trasparenza/bandi_trasparenza) as well as at [www.uniroma1.it/it/pagina/borse-di-perfezionamento-allestero](http://www.uniroma1.it/it/pagina/borse-di-perfezionamento-allestero) and communicated to the certified email address used by candidates to send their application.

The interview will be aimed at ascertaining the candidates' inclination and background in the disciplinary area of choice required to attend the courses/activities of the international academic institution, as well as their proper knowledge of the required language.

Candidates must show a valid ID during the interview.

To pass the interview candidates must obtain a minimum of 35 points.



#### **Art. 7 – Publication of the provisional and final ranking list**

The decision of the Examination Committee is final.

On the basis of the points obtained by each candidate, the Committee will draft a general ranking of qualified candidates according to which it will assign the monthly scholarship, until availability of places.

The provisional rankings will be published within three months after the deadline of the call for applications, considering the suspensions of the educational activity provided for by the academic calendar, in the *Albo Pretorio Concorsi* section at [web.uniroma1.it/trasparenza/bandi\\_trasparenza](http://web.uniroma1.it/trasparenza/bandi_trasparenza) as well as at [www.uniroma1.it/it/pagina/borse-di-perfezionamento-allestero](http://www.uniroma1.it/it/pagina/borse-di-perfezionamento-allestero).

No scholarships shorter than six months can be awarded.

In case of waiver or forfeiture of the assigns, another eligible candidate will succeed, within the solar year following the publication of this call for applications, according to the ranking decreasing order and until availability of places. In the event of remaining amounts due to of lack of suitable candidates, these will become resources for the University financial status.

The provisional ranking shall become final if no request for its revision is submitted after 5 (five) natural and consecutive days from the date of publication.

The Right to Education Unit - grants and benefits publishes a special notice stating that the provisional ranking list has become final. In the event of requests for revision, the Right to Education Unit - grants and benefits publishes a notice specifying the date by which the final ranking list will be published.

#### **Art. 8 Request to rectify the provisional ranking list**

Against the provisional ranking list, the student who has participated in the competition may submit, through certified e-mail address used to send the application for participation in the competition procedure, a request for correction of errors and/or omissions, which must be delivered to the Right to Education Unit - grants and benefits that has issued the call for applications no later than 5 (five) natural and consecutive days from the publication of the provisional ranking list.

A request for rectification received after the aforementioned deadline is null and void. The request must clearly and punctually state the reasons for the request to rectify the ranking list.

As a general rule, the Selection Board shall examine the substance of the request within 5 (five) natural and consecutive days of its submission. If the application is accepted, a notice shall be drawn up and published with the new ranking list, which shall be final. No further appeals are envisaged.

In the event that more than 5 days are necessary for the evaluation of the requests received, a special notice will be published on the institutional website with details of the publication of the final ranking list.

The publication of the final ranking list constitutes, for all purposes, notification to the interested parties of the outcome of the rectification request.

#### **ART. 9 – Payment of the Scholarship**

The payment of scholarship will be made in two instalments:

- the first instalment, equal to 2/3 of the scholarship's amount, at beginning of the activity
- the second instalment, equal to 1/3 of the scholarship's amount, at the end of the activity.



#### **a) Acceptance of the Scholarship and Payment of the First Instalment**

After publication of the ranking, the candidates ranked in suitable positions are required by the competent office to confirm their acceptance via the same certified email address of the application **within 30 days** and under penalty of forfeiture. To accept, they must include in the email:

1. a self-declaration that they have never benefited from any scholarships for third-cycle programmes abroad as well as their commitment not to benefit, for the entire duration of this scholarship, from any other scholarships awarded at any title
2. a self-declaration that their gross overall personal income, with reference to the solar year of entitlement of scholarship, will not exceed € 7,750.00
3. self-declaration that they are not enrolled, at the start of the third-cycle programme or postgraduate activity abroad, in any specialisation school, advanced professional course, PhD or, if they do not hold any scholarship, that they are committed to suspend their attendance
4. the formal documentation issued by the foreign or international academic institution located abroad or a declaration, on letterhead, of a professor of the institution candidates will attend stating **the actual start date and duration of the programme or the specialisation activity (start and end day/month/year)**, to make the scholarship effective

#### **b) Payment of the Second Instalment**

For the payment of the second instalment, at the end of their stay abroad, the winner must send to [dirittoallostudio@uniroma1.it](mailto:dirittoallostudio@uniroma1.it) a certificate issued by the international institution stating the start and end dates of their attendance to the programme or activity.

Payment of scholarship is subject to the **actual duration of the third-cycle programme or postgraduate activity abroad**.

Fractions higher than fifteen days will be considered equal to a month, for payment purposes.

The self-certifications submitted will be verified pursuant to the regulations in force.

#### **ART. 10 – Procedures for the Entitlement of Scholarships**

Scholarships are not retroactive and can be paid starting from the day after successfully passing the interview for a minimum duration of six months. The beginning of the relevant activity is allowed within the solar year following that of publication of the call.

The entitlement of a scholarship must be sequential, cannot be divisible and does not entail a work relationship, as it is aimed at the cultural education of scholarship holders; a scholarship does not provide either any social security contributions or any assessment for juridical or economics careers and is exempt from personal income tax.

Winners will have to subscribe at their own expense any insurance policy required by the international institution.

Throughout their attendance, scholarship holders shall maintain the requisites as per art. 3 above and avoid the incompatibilities as per art 4. Failure of the prescribed requisites will entail the forfeiture of the scholarship and the obligation for the concerned party to promptly inform Sapienza and reimburse, partially or in full, the sums already received.

Winners shall attend the programmes abroad or specialisation activities without interruptions in the institutions chosen. Scholarship holders cannot be involved in educational activities under any circumstance.





In the event scholarship holders should not complete the six-month minimum period of stay abroad, they shall return in full the sums received and therefore will not be paid the second instalment.

**ART. 11 – Postponement of the Start Sate**

Any postponements of the scholarship's start date or discontinuance of its entitlement will be allowed to winners falling under conditions provided for by Legislative Decree of March 26, 2001, no. 151 and further amendments and integrations (maternity and *puerperium*), provided that the foreign institution which the scholarship holder is assigned to issues a formal authorisation to postpone the start date or discontinue attendance; such document as well shall be officially translated into Italian.

Candidates who are under said conditions as at the date of reception of the letter for scholarship award shall submit a declaration issued pursuant to Presidential Decree no. 445/2000, indicating the periods of mandatory leave pursuant to Legislative Decree of March 26, 2001, no. 151 and further amendments and integrations (maternity and *puerperium*).

**ART.12 - Person in Charge of Administrative Procedures**

In compliance with articles 4, 5 and 6 of law no. 241/90, the person in charge of administrative procedures is Maria Teresa Raffa, Education Welfare Unit, email [dirittoallostudio@uniroma1.it](mailto:dirittoallostudio@uniroma1.it).

**ART.13 – Personal Data**

The personal data provided are processed in compliance with the regulations in force, as per the attachment.

THE RECTOR



## ANNEX

INFORMATION PURSUANT TO ART. 13 OF THE EU REGULATION N. 679/2016 OF 27.04.2016 "GENERAL DATA PROTECTION REGULATION" AND OF D.LGS. N. 196/2003 "CODE ON THE PROTECTION OF PERSONAL DATA", AS AMENDED BY D.LGS. N. 101 OF 10.08.2018, LAYING DOWN PROVISIONS FOR THE ADAPTATION OF NATIONAL LEGISLATION TO THE EUROPEAN REGULATION

### Data processing controller

The data controller is the University of Rome "La Sapienza", in the person of the pro tempore legal representative office domicile at Aldo Moro square n. 5, postal code 00185 -Rome

Contacts: [rettricesapienza@uniroma1.it](mailto:rettricesapienza@uniroma1.it)

Certified email: [protocollosapienza@cert.uniroma1.it](mailto:protocollosapienza@cert.uniroma1.it)

### Data Protection Officer contacts:

responsabileprotezionedati@uniroma1it

Certified email (PEC): [rpd@cert.uniroma1.it](mailto:rpd@cert.uniroma1.it)

### Appointee Contact details

Email: [direzione.arof@uniroma1.it](mailto:direzione.arof@uniroma1.it)

### Processing purpose and legal basis.

The processing of personal data requested from the Data Subject is conducted in accordance with Article 6 letter e) of EU Regulations 2016/679, for the following purposes: use of contributions, facilities and services relating to the right to university study. in compliance with the current legal framework. The data will be used exclusively for the institutional purposes provided for, under the provisions of laws, regulations or contractual rules.

### Data provision and consequences of refusal to provide data

The provision of data is mandatory. Any refusal to provide data may result in failure to perform a task in the public interest. Failure to provide data implies the impossibility for the Data Controller, the Supervisor and for the persons in charge of conducting the data processing operations and, therefore, the impossibility of providing the related services and/or payments and/or facilities requested. In particular, failure to provide data precludes the establishment and continuation of the relationship with Sapienza University of Rome.

The personal data provided are processed in compliance with the principles of lawfulness, correctness and transparency, provided by law, also with the help of computer and telematic tools to store and manage the data themselves, and, in any case, in such a way as to guarantee the security of the data subject and to protect the maximum confidentiality of the data subject.

### Nature of strictly necessary personal data to pursue the described purposes

The personal data are collected and processed as follows:

- personal data (name, surname, place and date of birth);
- student ID number;
- data related to University career;
- data necessary for the purposes of providing scholarships;
- data provided each time by users in relation to the specific service requested.

### All recipients/categories of data recipients

The Data may be communicated to third parties, in accordance with current national and European legislation, in particular to the University's internal offices.

### Retention period

Applications for participation in the competition will be kept 5 years from the date of the last act in the file. The call for competition and the documents relating to the procedure for completion of the competition will be kept unlimited.



### **Rights of the data subject**

Please note that the data subject may ask the Data Controller for **access** to personal data pursuant to art. 15 of the Regulations, the **correction** of the same pursuant to art. 16 of the Regulations, the **cancellation** of the same pursuant to art. 17 of the Regulations (where the latter does not conflict with the current legislation on the storage of data and the need to protect, in the event of legal disputes, the University and the professionals who have processed them) or the **restriction** of processing pursuant to art. 18 of the Regulations, or they can **oppose** their processing pursuant to art. 21 of the Regulations, in addition to exercising the right to data **portability** pursuant to art. 20 of the Regulations.

### **Modalities for the exercise of rights and complain to the Data Protection Authority**

Without prejudice to the above, the data subject can assert their rights pursuant to articles 15-22 of the GDPR using the contact data indicated on p. 1 of this policy. For further information, please consult the **Vademecum for the Exercise of Rights** published on the <https://www.uniroma1.it/it/pagina/settore-privacy> web page in the appropriate section "Exercise of rights regarding the protection of personal data".

In case of violation of the provisions of the Regulations, the data subject also has the right to make a **complaint** with the Supervisory Authority pursuant to art. 77 of the Regulations. In Italy this function is exercised by the Guarantor for the Protection of Personal Data (<https://www.garanteprivacy.it>).

**Participation in the competition in the modalities described in this call implies knowledge of the above information.**



**ATTACHMENT A**

TO THE RECTOR OF SAPIENZA UNIVERSITY OF ROME

Academic Programmes and Education Welfare Area

**Education Welfare Unit**

Certified email: [protocollosapienza@cert.uniroma1.it](mailto:protocollosapienza@cert.uniroma1.it)

The undersigned (surname and name) .....  
born in ..... (province.....) on.....  
Tax Code..... resident in .....  
(prov.....) Student ID number.....  
street ..... (ZIP code .....)  
telephone number....., e-mail address .....  
Certified email .....  
(with reserve to promptly communicate any changes)

**REQUESTS**

to participate in the competition for the award of no. .... monthly scholarships to attend third-cycle programmes or postgraduate activities abroad reserved to the CUN area no. .... (please also indicate the title) .....

The undersigned, moreover, aware of the criminal sanctions provided for in case of false declarations

**DECLARES, pursuant to Presidential Decree no. 445/2000:**

1. to have the .....citizenship;
2. to hold the master's degree, single cycle master's degree or equivalent belonging to ..... class ..... corresponding to the .....CUN Area and to have achieved it as of ..... with final mark of ..... from Sapienza University of Rome, Faculty of .....
3. to know the language/s required by the host institution hospitality and would like to conduct the interview in the following language .....
4. not to have previously benefited from any other scholarship to attend third-cycle activities;

**UNDERTAKES**

- a) not to benefit simultaneously from other scholarships awarded at any title, except those awarded by Italian or international institutions in order to integrate the training of



scholarship holders with periods of study abroad, and in case to waive such scholarships

- b) if holder of scholarships for PhDs, PhDs in co-tutorship, specialisation schools or advanced professional courses, to waive the enrolment in the above programmes/activities before the departure
- c) to perform third-cycle activities in a country other than that of origin
- d) to communicate whether their gross overall personal income exceeds the amount of € 7,750.00 in the year of entitlement of scholarship and to return the relating amounts already received

The declarant expressly agrees to the provisions of letters a), b), c) and d) and is aware that failure to keep the commitments undertaken, will result in forfeit the right to the scholarship and the relating benefits obtained, if any, with the consequent obligation to return any sums already received.

The undersigned attaches hereto:

1. the formal documentation provided by the international University chosen by the candidate (or a statement, on headed paper, of a professor of the same institution), showing the candidate's acceptance, or intention to accept, the postgraduate activity or the third-cycle programme.  
The above formal documentation shall include:
  - in case of a third-cycle programme, its name, duration and study plan
  - in case of a postgraduate activity, its programme.
2. Attachment B including the self-certification with the list of the acquired qualifications and publications, including the description of their contents, an abstract and all details of the journal and the ISBN, ISMN, ISSN or DOI codes
3. translation into Italian of the documentation issued by the international institution as per point 1 (*only required if the document has been issued in a language other than English*)

*It is not necessary to undersign this application as it is sent via the candidate's certified email*

**PLEASE NOTE:**

The declarant is criminally liable in case of false declarations (art. 76 of Presidential Decree of December 28, 2000, no. 445). The declarant forfeits the benefits achieved, if any, in case of untrue declarations (art. 75 of Presidential Decree of December, 2000, no. 445).



## Attachment B

The undersigned (surname and name) .....  
born in .....(prov.....) on.....Tax Code.....  
resident in ..... (prov.....) Student ID number .....

**DECLARES, pursuant to Presidential Decree no. 445/2000:**

- **to have the following QUALIFICATIONS**

### **Qualification 1**

Name of the qualification achieved \_\_\_\_\_  
Name and type of the issuing educational or training institution \_\_\_\_\_  
\_\_\_\_\_  
Date of achievement \_\_\_\_\_  
Main subjects/professional skills which are the subject of study \_\_\_\_\_  
\_\_\_\_\_  
Grade (if expressed) \_\_\_\_\_

### **Qualification 2**

Name of the qualification achieved \_\_\_\_\_  
Name and type of the issuing educational or training institution \_\_\_\_\_  
\_\_\_\_\_  
Date of achievement \_\_\_\_\_  
Main subjects / professional skills which are the subject of study \_\_\_\_\_  
\_\_\_\_\_  
Grade (if expressed) \_\_\_\_\_

### **Qualification 3**

Name of the qualification achieved \_\_\_\_\_  
Name and type of the issuing educational or training institution \_\_\_\_\_  
\_\_\_\_\_  
Date of achievement \_\_\_\_\_  
Main subjects / professional skills which are the subject of study \_\_\_\_\_  
\_\_\_\_\_  
Grade (if expressed) \_\_\_\_\_

### **Qualification 4**

Name of the qualification achieved \_\_\_\_\_  
Name and type of the issuing educational or training institution \_\_\_\_\_  
\_\_\_\_\_  
Date of achievement \_\_\_\_\_  
Main subjects / professional skills which are the subject of study \_\_\_\_\_  
\_\_\_\_\_  
Grade (if expressed) \_\_\_\_\_

*(please declare all the qualifications achieved, by adding up other sets of "Qualifications", if required, or by cancelling those not filled-in)*



- to have the following PUBLICATIONS

**Publication 1**

Title of publication \_\_\_\_\_  
Authors \_\_\_\_\_  
Publisher \_\_\_\_\_  
Date of publication: \_\_\_\_\_  
Abstract \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Code (ISBN/ISMN/ISSN/DOI) \_\_\_\_\_

**Publication 2**

Title of publication \_\_\_\_\_  
Authors \_\_\_\_\_  
Publisher \_\_\_\_\_  
Date of publication: \_\_\_\_\_  
Abstract \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Code (ISBN/ISMN/ISSN/DOI) \_\_\_\_\_

**Publication 3**

Title of publication \_\_\_\_\_  
Authors \_\_\_\_\_  
Publisher \_\_\_\_\_  
Date of publication: \_\_\_\_\_  
Abstract \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Code (ISBN/ISMN/ISSN/DOI) \_\_\_\_\_

**Publication 4**

Title of publication \_\_\_\_\_  
Authors \_\_\_\_\_  
Publisher \_\_\_\_\_  
Date of publication: \_\_\_\_\_  
Abstract \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Code (ISBN/ISMN/ISSN/DOI) \_\_\_\_\_

*(please include all publications, by adding up other sets of "Publications", if required, or by deleting those not filled-in)*

PLEASE NOTE:

The declarant is criminally liable in case of false declarations (art. 76 of Presidential Decree of December 28, 2000, no. 445). The declarant forfeits the benefits achieved, if any, in case of untrue declarations (art. 75 of Presidential Decree of December, 2000, no. 445).