



AREA DI CAMPUS CESENA E FORLÌ

**Call for applications for n. 1 scholarship for curricular internship within the School of Economics, Management–Campus of Forlì
Alma Mater Studiorum – University of Bologna**

Deadline 22/07/2019 ore 12.00

The School of Economics and Management - Campus of Forlì of the Alma Mater Studiorum - University of Bologna, in accordance with the provisions of the "Regolamento Generale di Ateneo per lo svolgimento dei tirocini" (issued with DR no. 1655/2014 of 12.11.2014) , makes available 1 curricular internship of 300 hours with a scholarship in favor of the students of its Degree Courses, international curriculum held in english regularly enrolled within the internship activation.

1. Internship features

The internship will be performed under the Department Management of the University of Bologna in Forlì. The internship objectives are the following:

- Learn to create and manage plans for presenting business projects to potential external investors / partners
- Acquire *project management* skills: manage projects based on already established objectives according to time period and resources at hand
- Acquire interpersonal skills, knowledge and skills in the field of entrepreneurship and startup context.

The internship will be done under the supervision of a delegate of the Director of the Business Sciences Department of the University of Bologna and it will consist of:

- Help *project leaders* of the Basement Club in projects management and development, assist them on the development and draft of entrepreneurial proposals and business plans for potential partners/companies/startup/entities;
- Organize and manage the action plan for each project in terms of deadlines and resources: management of the different stakeholders of the Basement Club and back-office activities;
- Being responsible for the communication of the Basement Club activities with international students;
- Create presentations, materials ad hoc tools in English, trying to standardize processes in an effective and efficient way, through the supervision of the coordinators of the Basement Club;
- Promotion, in English, on the activities of the Basement Club through all the communication channels (email, newsletter, website, Facebook page and events);

2. Requirements



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All candidates are required to:

- Have a strong interest of the entrepreneurship context
- Have time management, organizational, managerial and relational skills;
- Have a fluent knowledge of English language (both written and spoken)
- Have an excellent knowledge of the Office package (Word, Excel, Power Point)
- Enrollment at the time of the internship's activation at one of the following curricula in English activated by the School of Economics and Management, Forlì: Degree course in Economia e Commercio, **Management Curriculum**; Master's Degree Course in Economia and Management, **Business and Administration** and **Food System Management Curriculum**.

3. Application to the selection procedure

In order to participate to the selection procedure candidates must register to the mandatory deadline of the **22/07/2019 within 12.00** exclusively through the Studenti Online platform by completing the following steps:

1. connect to Studenti Online on the website www.studenti.unibo.it using ones' own credentials;
2. click on the "Calls" section;
3. select this call and fill in the online application form;

In order to participate to the selection procedure candidates must upload the following supporting documents in .pdf format:

- 1) curriculum vitae (that has to be written as the format in attach);
- 2) self-certification form containing exams, scores and ECTS, available on the Studenti Online website;
- 3) certificates proving study/work experiences abroad (optional);
- 4) motivational letter lettera motivazionale containing the purpose of the internship project (academic and professional reasons, congruence between the educational path and the internship offer);
- 5) a front/back copy of a valid ID document (ID card, driving license or passport - both sides);

a) Italian and European Union citizens can self-certify academic and professional qualifications, according to the provisions of articles 46 and 47 of the D.P.R. 445/2000.

b) Citizens of States not belonging to the European Union, legally residing in Italy or authorized to stay within the State territory, must comply with the provisions of paragraphs 2 and 3 of article 3 of the D.P.R. 445/2000.

Outside of the cases mentioned in points a) and b) personal qualities and facts are documented by certificates or attestations issued by the competent authority of the foreign State, accompanied by an Italian translation certified by the Italian consular authority which attests to the compliance with the original, after having warned the interested party of the criminal consequences of the production of documents and untruthful documents.

The Administration reserves the right to carry out checks on the truthfulness of the statements.



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To be assisted or guided in completing the application online, candidates can contact the Studenti Online Help Desk at: +39 0512099882 (Monday to Friday, from 9.00 to 13.00 and from 14.00 to 17.00) or send an e-mail at help.studentionline@unibo.it.

The application will be valid only if students fulfill the above procedure, completed with the required documentation. It is not possible to send the application in paper format or via e-mail to the offices.

To request further information about the call, candidates may contact grazia.ciuffoli@unibo.it.

4. Selection procedure and evaluation criteria

The Examining Board is composed of Prof. Massimo Spisni, Dott. Claudio Dall'Agata and Armando Bottazzo, deputy members Dott. Marco Biasin and Ms. Grazia Ciuffoli. The evaluation will consider:

- university career, grades ad ECTS within candidate study plan;
- curriculum vitae;
- motivational letter;
- the interview that will be also held in English during which the Examining Board will evaluate candidates' knowledge of the context in which the internship will take place and competences.

After the interview session, the selection procedure closes. The Examining Board will draw up a final ranking on the basis of the requirements above expressed. In the case of candidates with equivalent score, the priority is assigned to the youngest applicant.

The date of the interview will be published in the <https://bandi.unibo.it> website within the 12.07.2019 and it will take place in the period 19/07/2019 -31/07/2019. This publication will serve as unique mean of public notice for all candidates without further communication.

Upon reasoned request, the Examination Board may grant, at its discretion, the interview via Skype. Candidates interested in having the interview via Skype must send a motivated request to the email address grazia.ciuffoli@unibo.it.

The final ranking will be published in the <https://bandi.unibo.it> website.

5. Scholarship amount

The trainee will receive a scholarship of 500 euros for every 100 hours of internship gross of all the expected costs, to be paid by the institution and payee, which will be paid at the end of the internship itself by the Campus of Forlì, as well as the recognition of the credits included in each study plan. The amount of the scholarship will be calculated based on the actual number of hours performed.

6. Winner nomination

The winner nomination will be ordered with the provision of the Executive Area Manager of Forlì and Cesena Campus, based on the merit ranking formulated by the Examining Board, after verifying



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the regularity of the documents. The winner will be notified by email to the student's institutional address @studio.unibo.it.

7. Acceptance

The winner must send an email of acceptance to grazia.ciuffoli@unibo.it within the mandatory term of 10 days from the notification date, attaching the personal data and tax document forms relating to the payment of the scholarship.

8. Personal data

Personal data will be collected by the University, through the application form filled up for this call. The data collected will be processed in accordance with the principles and provisions on the protection of personal data and the protection of privacy established by Legislative Decree 30.06.2003 n. 196 and the GDPR EU n. 2016/679, and in any case exclusively for the purposes indicated in this call and for the times strictly necessary for this purpose.

The responsible of the proceeding regarding the benefit release, under University competence, is represented by Dott.ssa Giuseppina Ponzi, Via G. della Torre n. 1, 47121 Forlì.

9. Publication

The current call is published on the <https://bandi.unibo.it> website.