

# **Call for Applications for the assignment of scholarships for curricular internships to students enrolled in Master's degree courses of the Department of Political and Social Sciences, Forlì Campus**

## **DEADLINES**

**1<sup>st</sup> round: 01 FEBRUARY 2023, 12:00h (CET)**

**2<sup>nd</sup> round: 01 APRIL 2023, 12:00h (CET)**

## **1. SELECTION, AIMS AND GENERAL ADMISSION REQUIREMENTS**

In order to promote direct and hands on knowledge of the labour market as well as to support the professional prospects of students, the Department of Political and Social Sciences - Forlì Campus launches a Call for Applications for the assignment of **scholarships for curricular internships in Italy or abroad**.

Applications may be submitted by students who:

- are enrolled in the academic year 2022/23 in the Master's degree programmes in:
  - Mass Media and Politics (LM-MMP);
  - International and Diplomatic Sciences (LM-SID);
  - International Politics and Markets/International Political and Economics (LM-IPE);
  - 2nd year of Interdisciplinary Research and Studies on Eastern Europe 8049 (LM-MIREES);
- have obtained at least 40 CFU by the call deadline;
- possess the language skills required by the host organisation.

Being enrolled in one of the aforementioned degree programmes and holding the student status are necessary requisites throughout the whole duration of the internship.

The internship may be carried out in Italy or abroad within public or private bodies, organisations that already have a valid agreement for internships with the University of Bologna — or that are willing to formalise their collaboration with the University by registering with the Internship online service and signing an agreement for carrying out internships activities according to the Internship Regulation of the University of Bologna (see attachment "Procedura Nuove Aziende" for further details).

In the Internships - Student Access website, it is possible to consult the list of organisations having a valid agreement with the University of Bologna.

The internship must have a minimum duration of 200 hours (extendable to a maximum of 240 hours) corresponding to one 8 CFU activity — or a duration of 400 hours (extendable to a maximum of 480 hours) corresponding to two 8 CFU activities.

Internships will be recognised as part of the student's elective credits (TAF D); for the master's degree IPE the 8 CFU may be included in the categories TAF F or TAF D.

Internships must be completed by 31/12/2023 regardless of the round when the application was submitted.

The scholarship aims at providing partial financial contribution to cover the costs associated with the internship.

The Commission will consider the internship proposals on the basis of their consistency with, as well as the relevance and usefulness to the educational objectives of the applicant's study programme.

In the event of proven difficulties in carrying out the internship during the period authorised by the Internship Commission, it will be necessary to inform the Internship Office and the Management

Office of SPS Degree Programmes via e-mail: with a formal request, in agreement with the host organisation, it will be possible to change the period, provided that the internship is carried out by 31/12/2023.

## **2. COMMISSION**

The selection procedure will be carried out by an Internship Commission composed of the following Professors: Eugenia Baroncelli, Marco Borraccetti, Renata Lizzi; Francesco Raschi (deputy member).

## **3. SCHOLARSHIP**

The Council of the Department of Political and Social Sciences has allocated 17.000€ total for the year 2023 to award scholarships consistent with the aims of this Call. Should further funds be available, the Department reserves the right to increase the available budget.

The overall budget will be divided across two rounds and the following maximum contributions will be attributed to each of them as follows:

- 1st round: 8.500€;
- 2nd round: 8.500€.

Funds not allocated in the first round will be made available for the second round.

Individual grants will be allocated on the basis of the destination and duration of the internship. Individual grants may vary from a minimum of 1.000€ to a maximum of 3.100€, depending on the destination and duration of the internship.

These amounts are understood to be gross of charges payable by the student and the University. Please note that the grants are also subject to IRPEF for the purposes of tax returns.

Those who fail to complete the minimum number of internship hours and, therefore, fail to obtain the number of CFU related to this activity will be required to return the scholarship.

## **4. EVALUATION CRITERIA AND ADMISSION REQUIREMENTS**

In assessing applications, the Commission will abide by the following criteria:

1. internship project submitted by the applicant (maximum 60 points), which must detail:
  - 1.1 the type of activity to be carried out in Italy and abroad, agreed with the host organisation, and how it will be carried out;
  - 1.2 objectives of and reasons for the internships project, including why the given host organisation was chosen and the activity's relevance to the study programme;
  - 1.3 applicant's curriculum vitae;
2. applicant's record of studies (weighted average and no. of acquired CFU). It should be noted that the Internship Commission will consider only those CFU obtained and recorded by the deadline of the round of selection in which the applicant participates (maximum 40 points).

The minimum threshold for eligibility is set at 50 points overall.

In the event of a tied ranking, preference will be given to the youngest candidate.

Based on the aforementioned criteria, the Internship Commission ranks the submitted applications and awards grants to the winning applicants, according to the available budget.

## **5. ELIGIBLE (but not winning) CANDIDATES**

Candidates who, although not successful and therefore not awarded the scholarship, are eligible in the final ranking list, may set up their internships by contacting the Internship Office: the standard procedures envisaged for the activation of curricular internships will be followed (signing of a partnership agreement with any new companies/organisations, updating of the study plan, publication of the internships offer, authorisation of the Internship Commission and final report upon approval of the final documents of the internship - see attachment "Procedura Nuove aziende").

## 6. HOW TO APPLY

Applications must be submitted no later than the following deadlines:

**1<sup>st</sup> round: 01 FEBRUARY 2023, 12:00h (CET)**

**2<sup>nd</sup> round: 01 APRIL 2023, 12:00h (CET)**

exclusively via the 'Studenti Online' portal.

To use this portal please:

1. log on to <https://studenti.unibo.it/>, using your University of Bologna credentials;
2. click on the "Bandi" button;
3. select the call named "BANDO BORSE TIROCINIO SPS FORLI". Note that **only those students who meet the requirements mentioned at art. 1 of this Call will be allowed by the system to submit their application.**

For assistance on the online application procedure, students may contact the Help Desk of Studenti Online:

- by phone at: +39(0)512080301, from Monday to Friday, between 0900-1300 and 1400-1700;
- or via e-mail at: [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it).

Also note that:

- the application is only valid if the student completes the above-mentioned procedure;
- it is advisable to check the contact details provided on Studenti Online;
- it is not possible to submit the application in paper format or by e-mail;
- communications related to this Call will be sent exclusively to the applicant's institutional e-mail address ([nome.cognome@studio.unibo.it](mailto:nome.cognome@studio.unibo.it)).

## 7. DOCUMENTS TO BE ATTACHED TO THE APPLICATION

Applicants must submit the following documentation, under penalty of exclusion:

3. Annex A, complete and signed;
4. curriculum vitae in European format, dated and signed, including information on language skills;
5. transcript of records.

## 8. PUBLICATION OF THE FINAL RANKING

The final ranking of applications will be proposed by the Internship Commission and approved by the Forlì Campus Administrative Manager. It will be published on the "Bandi, Gare e Concorsi" page of the University website, at the following link: <https://bandi.unibo.it/agevolazioni/borse-mobilita>.

The ranking will indicate the matriculation number of successful applicants, the score obtained, the amount of the individual grant(s) awarded, as well as the internship's destination(s) and timeframe. The ranking will also include the list of eligible candidates, who have not been assigned any scholarship.

## 9. NOTIFICATION OF WINNERS AND TERMS FOR ACCEPTING THE SCHOLARSHIP

After the provision of the Forlì Campus Manager is issued, successful applicants will receive notification of the scholarship assigned via their institutional e-mail address ([nome.cognome@studio.unibo.it](mailto:nome.cognome@studio.unibo.it)), together with the attachments required for accepting the scholarship and receiving the payment.

Successful applicants must send the required documents by e-mail to the Management Office of SPS Degree Programmes: [didatticaforli.sps-sde@unibo.it](mailto:didatticaforli.sps-sde@unibo.it).

**within the deadline of 3 working days**

from the date of the e-mail notifying the result. **Failure to send the required documents and acceptance within the given date will imply the loss of the benefit.**

Any changes to the start/end dates of the internship, as authorised by the Internship Commission, must be justified and communicated by e-mail to the the Internship Office and the Management Office of SPS Degree Programmes at: [didatticaforli.sps-sde@unibo.it](mailto:didatticaforli.sps-sde@unibo.it) — always in agreement with the host organisation, in order to guarantee the appropriate insurance cover.

## **10. INSURANCE AND COMMENCEMENT OF ACTIVITIES**

The set-up of the internship, for both successful and eligible applicants, is subject to the completion of the partnering agreement and the final authorisation of the internship programme by the Internship Commission. The internship cannot begin before the approval of the Internship Commission and before the approval signature of the internship programme by the host organisation on the dedicated online portal.

For both successful and eligible applicants, it is always the formal authorisation by the Internship Office that guarantees INAIL and liability insurance coverage during the internship.

**Note that this insurance will cover only those cases provided for by University Policy: it is NOT intended as a substitute for any additional insurance required by the host country. In particular, in the case of internships in non-EU countries, it is suggested to stipulate an additional travel/health insurance coverage, which is entirely at the expenses of the person concerned.**

## **11. INCOMPATIBILITIES**

The general principles on incompatibility defined by the Academic Bodies (Board of Directors of 26/07/2016, Academic Senate of 19/07/2016, Student Council of 16/07/2016) in the case of international mobility apply to this Call and scholarships. Standing rules establish that one cannot benefit from more than one grant in relation to the same mobility period.

## **12. ADMINISTRATIVE FULFILLMENTS FOR THE ACTIVATION OF THE INTERNSHIP**

The internship(s) will be automatically included in the study plan of successful applicants who send their scholarship acceptance (depending on the duration agreed with the host organisation, the activity will be included in the group TAF D or in TAD F — for LM IPE).

Successful candidates must get in touch with the Internship Office for the formal activation of the internship. The Internship Office will reach the contact person of the host organisation, in order to activate the internship programme — or initiate a new agreement with those host institutions that are not partners with the University of Bologna yet. Note that it is always the Internship Commission that, once per month, examines proposals of new partnership agreements and, in the event of a positive assessment, allows their finalisation.

### 13. ADMINISTRATIVE FULFILLMENTS AT THE END OF THE INTERNSHIP

At the end of the internship, students must upload on “[Tirocini - Accesso Studenti](#)” the documents indicated at the section “What to do at the end of the Internship period” on:

- for the Masters’ degree MMP: <https://corsi.unibo.it/magistrale/MassMediaPolitica/tirocini-curricolari>
- for the degree SID: <https://corsi.unibo.it/magistrale/ScienzeInternazionaliDiplomatiche/tirocini-curricolari>
- for the Masters’ degree IPE: <https://corsi.unibo.it/2cycle/InternationalPoliticsEconomics/curricular-internship>
- for the degree Masters’ MIREES: <https://corsi.unibo.it/2cycle/mirees/curricular-internships>

### 14. WITHDRAWAL AND IMPEDIMENTS

Successful students who, for whatever reason, wish to renounce the scholarship shall promptly notify [didatticaforli.sps-sde@unibo.it](mailto:didatticaforli.sps-sde@unibo.it). In this case, the scholarship will be redirected to the highest-ranking eligible candidate in the published ranking list.

In the event that a student interrupts the internship before its end, s/he will be requested to refund the amount already received. The possibility of scrolling the ranking list will be assessed.

If the scholarship beneficiary does not complete the internship within the agreed timeframe, s/he must return the advance payment already received.

### 15. MANAGEMENT AND PROCESSING OF PERSONAL DATA

Information on the management and processing of personal data provided during application procedures are published on the University website at: <https://www.unibo.it/it/ateneo/privacy-e-note-legali/privacy/informazioni-sul-trattamento-dei-dati-relativi-alla-gestione-dei-procedimenti-per-la-concessione-di-borse-di-studio-agevolazioni-e-servizi-per-il-diritto-allo-studio-da-parte-alma-mater-studiorum-universita-di-bologna>

The person in charge of the procedure is the Coordinator of the Educational Services of the Forlì Campus, Giuseppina Ponzi.

The Campus Manager delegate  
digitally signed  
Giuseppina Ponzi

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