



AREA DI CAMPUS RAVENNA E RIMINI

Rep. 10004 – Prot. 326288 Tit III cl. 12 Fasc. 141

Abstract of the Call for Application for study grants for traineeships abroad addressed to students enrolled in the second year of Business Administration and Management – curriculum in Service Management (SEM)

(this abstract is translated into English just for publicity purposes. For any application and/or dispute resolution and/or for any legal purpose only the Italian version must be taken into consideration).

Art. 1 Subject

The Head of the Ravenna and Rimini Campus, Alma Mater Studiorum – University of Bologna offers 2 grants of € 2.500 each (before tax) in order to support students doing a curricular internship abroad. Beneficiaries are students enrolled in the second year of the Second Cycle Degree in Business Administration and Management – curriculum in Service Management (SEM). The grant will partly cover expenses for a traineeship abroad for a maximum of 6 months and is incompatible with other scholarships, grants and benefits having the same purposes.

The internship abroad will be considered as a curricular internship of 6 credits (150 hours) or 12 credits (300 hours) in accordance with students' study plan as elective course or additional extra credits. In order to obtain the acknowledgement of the internship, candidates are recommended to select in their study plan all the elective courses available, including the curricular internship for 6 or 12 credits.

In case applicants are successful, in order to get the scholarship, internship has to be run in the framework of an agreement between the University of Bologna and the hosting institution (enterprise, public body, private company, etc...) and an internship plan agreed between the parties.

Students can apply for internships only through the website <https://tirocini.unibo.it>

For further information on how to apply, the Internship Committee and the deadlines for applying, please check: <https://corsi.unibo.it/2cycle/ServiceManagement/curricular-internship> and <https://www.unibo.it/en/campus-rimini/campus-services/internship/internship>.

Art. 2 Admission requirements

Applicants must find the host organization abroad independently and define the programme with the organization. The host organization must indicate its acceptance of the trainee in a written approval.

The selection process will be implemented by a Selection Committee appointed who will evaluate the internship projects and their relevance with the programme.

In case of a tie between two or more candidates in the ranking list, priority will be given to candidates with a lower family income, according to the Authority for the Right to Higher Education.

Art. 3 Application procedure

Applicants shall submit the Application form as **Annex 1** addressed to:

Ufficio Scienze Economiche, Aziendali e Sociali
ACRR - Settore Servizi didattici "Campus di Rimini"
Alma Mater Studiorum – Università di Bologna
Via Angherà, 22 – Rimini

deadline: 20th March, 2020 – 12.00 pm



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either

- handing in the original copy to the above mentioned office (office hours: Monday to Friday, 8.30 am - 2.30 pm)

or

- by email as an attachment to campusrimini.didatticaseas@unibo.it with the object: "Application for 2 scholarships for an internship abroad – SEM students" (it is suggested to request the acknowledgement receipt).

All candidates have to verify the correct receipt of the email. The office disclaims any responsibility in case of misplaced delivery or misunderstanding.

Applications handed in or sent by email after the deadline will not be accepted.

Documents required for the application **Annex 1** (or the application will be invalid):

1. curriculum vitae duly dated and signed;
2. self-certificate with the transcript of records (studentonline);
3. draft of the project in English stating hosting organization and period of the traineeship (1 page max);
4. written approval of the internship project by the hosting organization;
5. copy of the identity card or the passport.

Controls will be done according to the Italian law DPR 445/2000 art. 76 and in case of false declarations the candidates will have to renounce and return the grant.

Art. 4 Acceptance procedure

Results will be available on the web site <http://bandi.unibo.it>

Selected candidates need to confirm acceptance of the grant within 10 days from official notification indicating starting and ending dates of the period abroad (for insurance purposes) or the assignment shall be invalid. They will receive instructions on how to fill in the formal acceptance declaration and the fiscal form.

The beneficiaries will have to start and end their internship abroad in the period indicated in the internship plan.

Art. 5 Payment of the contribution

The contribution will be paid before departure and shall be used during the period abroad. At the end of the internship period, the Office will check with the Internship office of the Rimini Campus the correct implementation of the internship through the Daily journal and other documents submitted by the beneficiary. As a result, if the student will not run the internship, he/she will have to refund the whole amount of the scholarship.

Art. 6 Withdrawal or suspension

The beneficiaries who, for any reason, waive the contribution shall give written notification in due time, in order to allow the replacement of candidates. Case be of maternity or serious illness certified the beneficiaries will have to delay the departure. The beneficiaries who will not fulfill their stay abroad will have to return the full amount.



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Art. 7 - Evaluation Committee

The evaluation committee has been proposed by the degree programme faculty on the 11th October 2019 and has been appointed by the Head of the Ravenna and Rimini Campus (rep. 8999/2019, prot. 292395, 21/11/2019) as follows: professors Marco Visentin, Selena Aureli, Giulia Baschieri (substitute Emanuele Bacchiega).

Art. 8 Privacy

The personal data provided shall be processed by the Alma Mater Studiorum - Università di Bologna Via Zamboni n. 33, 40126 Bologna in compliance with the principles and provisions of Italian Legislative Decree n. 196/2003 (Data Protection Act) and the European Law GDPR UE n. 2016/679 and in any case exclusively for the purposes of this call for applications. The data will be processed using electronic and manual (paper) methods. The Data Controller is the University of Bologna - Rimini Campus. The Data Processor for the purpose of exercising your rights is the Head of the Ravenna and Rimini Campuses and according to the Italian Law 241/1990 the procedure in charge of Dr. Filippo Pigliacelli for Rimini Campus.

For any further information:
SEM Programme Coordinator
cdl.sem@unibo.it
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