



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA  
AREA DI CAMPUS DI RIMINI

*(This abstract is translated to 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)*

**Abstract of the Call for applications for 1 grant for an internship abroad for final examination (300 hours, maximum duration 6 months) addressed to students enrolled in the second year of the second cycle degree Programme in Business Administration and Management – curriculum Service Management (SEM) a. y. 2022/23**

**ART. 1 – Subject**

The Head of Ravenna and Rimini Campus of University of Bologna offers **1 grant** for the amount of **€ 1.500** (gross taxes), in order to support students doing an internship of 300 hours to prepare the final dissertation abroad.

The grant is addressed to students regularly enrolled in the second year for the 2022/2023 of Business Administration and Management – curriculum Service Management (SEM).

The grant will be paid to partially cover expenses; the financial aid is not compatible with other benefits for the same purpose.

The internship shall last no longer than 6 months and end within the deadline for the final dissertation requirements.

The internship will be possible only by signing an agreement between the University of Bologna and the host organization and by signing an internship programme among the parties.

The selected candidate will have to use the University's internship application <https://tirocini.unibo.it> and follow the procedure and the deadlines indicated on the website <https://corsi.unibo.it/2cycle/ServiceManagement/internship-for-final-dissertation> According to the study plan, the internship will be recognized as “Internship abroad for final dissertation” for 12 credits and the study plan will be updated with these 12 credits and 3 credits for final dissertation.

**ART. 2 – Admission Requirements**

Applicants must find the host organization independently and define the internship programme in English with the organization. The internship programme has to be also approved by the supervisor of the final dissertation. The selection process will be implemented by a Selection Committee appointed who will evaluate the internship project and its relevance with the degree programme and will prioritize the project over the applicant's career.

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**

The online application shall be submitted within **28<sup>th</sup> April 2022 – 12 pm (CET)** on “StudentiOnline”.

In order to apply, the candidate shall:

1. log in [www.studenti.unibo.it](http://www.studenti.unibo.it) with the Unibo account username and password;
2. select the button “bandi” (call for applications);
3. select the call for applications “tirocinio per tesi all'estero (SEM)”.

In order to receive assistance all candidate can contact the Help Desk Studenti Online at: +39 0512080301 Monday through Friday, from 09:00 am to 1:00 pm and from 2:00 pm to 5:00 pm or via e-mail at: [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it)

The application will be valid exclusively in case the applicant has completed the above mentioned procedure and has attached all the required documents.

No documents will be accepted when either sent via email, via regular mail, handed in or sent after the deadline.

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

1. detailed project of the internship (in English) describing the activities to be carried out, the motivations for choosing the host organization, the aims of the project (about one page);



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA  
AREA DI CAMPUS DI RIMINI

2. self-certificate of exams passed from studenti online (credits registered within the deadline of this call will be taken into consideration);
3. curriculum vitae;
4. written approval of the internship project by the host organization;
5. written approval of the internship project by the thesis supervisor;
6. copy of the identity card or passport.

Without prejudice to the penal sanctions laid down in article 76 of Italian Decree of the President of the Republic no. 445/2000, in the event of fraudulent information being discovered as a result of such verification, the applicant will forfeit the right to the benefit.

#### **ART. 4 – Evaluation committee**

The Evaluation Committee appointed by the the Head of Ravenna and Rimini Campus of University of Bologna - D.D. Rep. n. 1543/2023 Prot. n. 0064534 tit. III cl. 12 del 09/03/2023 is as follows: Professors Marco Visentin, Emanuele Bacchiega, Giulia Baschieri.

The successful applicants will be defined by the Evaluation Committee and the results will be available on the websites <http://bandi.unibo.it> .

#### **ART. 5 - Assignment of the grant**

The selected candidate shall confirm acceptance of the grant within 10 days from official notification to [campusrimini.didatticaseas@unibo.it](mailto:campusrimini.didatticaseas@unibo.it) indicating starting and ending dates (for insurance purposes) or the assignment shall be invalid. The candidate will receive instructions on how to fill in the formal acceptance declaration and the fiscal form.

The candidate shall start and end the internship abroad in the period indicated in the internship programme.

#### **ART. 6 – Payment of the grant**

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 the correct implementation of the internship through the daily journal with the list of activities signed by the tutor of the company and other documents. As a result, if the student will not run the internship, he/she will have to refund the whole amount of the scholarship.

#### **ART. 7 - Withdrawal**

The beneficiary who, for any reason, waives the contribution shall give written notification to [campusrimini.didatticaseas@unibo.it](mailto:campusrimini.didatticaseas@unibo.it) in due time, in order to allow the replacement of candidates. Case be of maternity or serious illness certified the beneficiary will have to delay the departure. The beneficiary who will not fulfill the internship abroad will have to return the full amount.

#### **Art. 8 – Information notice concerning data processing**

The personal data provided shall be processed in compliance with the principles and provisions of Italian Legislative Decree no. 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 the procedure in charge of Dr. Filippo Pigliacelli for Rimini Campus, according to law 241/90.

For further information, please refer to: [cdl.sem@unibo.it](mailto:cdl.sem@unibo.it)  
Tel +39 0541 434119

The Head of the Rimini Campus