



AREA DI CAMPUS RAVENNA E RIMINI

Call for application for nr. 2 scholarships for an internship abroad addressed to students enrolled in the Second cycle degree Programme in Business Administration and management – curriculum in Service management
University of Bologna, Rimini Campus

DEADLINE: 28/03/2019 - h.12.00 (Italian time)

The Italian language version of the act is prevailing with regard to the exact interpretation of the rules contained within, also in case of potential disputes

ART. 1 – Subject

The Head of Ravenna and Rimini Campus of University of Bologna, has established **n. 2 scholarships** for the amount of **€ 2,500.00** (before tax), in order to support students doing a curricular internship abroad. Scholarships are provided to cover the expenses abroad (like travel and accommodation expenses), according to the projects presented by the students

Scholarships are addressed to students enrolled in the second year of the Second Cycle Degree Programme in **Business Administration and management – curriculum in Service Management (SEM)**. The scholarship is incompatible with other grants provided by the University of Bologna 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 on the study plan.

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 and/or 12 credits. Students are allowed to select up to 36 credits in total as electives. Changes to the study plan are possible **only from January 14th to February 1st, 2019** at Studenti Online website (<https://studenti.unibo.it/>).

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 our university's website.

For further information, please check: <https://corsi.unibo.it/2cycle/ServiceManagement/curricular-internship>.

ART. 2 – Admission Requirements

Candidates 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 and will evaluate the internship projects and their relevance with the program.

In the event of equal points, the benefit will be granted to the youngest applicant.

ART. 4 Application procedure



AREA DI CAMPUS RAVENNA E RIMINI

Applicants shall submit the attached application form (**Annex 1A**), available on the web site, by **regular mail** to:

Ufficio Scienze Economiche e Sociali - ACRR - Settore Servizi didattici "Campus di Rimini" - Alma Mater Studiorum – Università di Bologna, Via Angherà, 22 – 47921 Rimini

- Or delivered **in person**;
- Or by **email** to ems.rn.candidature@unibo.it , with the object “**Call for application for nr. 2 scholarships for an internship abroad - SEM** (It’s suggested to include the acknowledgement of receipt).

The candidate has to verify the correct receipt of the email. The Office is not responsible for any mistakes in the reception.

Deadline: 28/03/2019 - h 12.00 (Noon - Italian time).

Applications received beyond this term, and applications received by other methods, shall not be considered.

Applicants must attach to the application form the following documents:

- CV
- Transcript of records (self-certification – to be downloaded online services);
- Detailed project of the internship (in English) describing the training project, the hosting organization and the length (1 page max)
- A written approval of the internship project by the hosting organization
- Copy of the ID;

ART. 5- Assignment

The list of successful applicants will be available on the web page of the degree program www.servicemanagement.unibo.it .

Selected candidates need to confirm acceptance of the grant within 10 days from official notification, by sending the declaration of acceptance duly signed and fiscal declaration received, or the assignment shall be invalid.

ART. 6 – Acceptance

The benefit will be paid before the departure. 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 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

In case of withdrawal, students must submit written communication to the office in order to assign the scholarship to another candidate.

Art. 8 – Information notice concerning data processing



AREA DI CAMPUS RAVENNA E RIMINI

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.

For further details: cdl.sem@unibo.it

Tel +39 0541.434119

The Head
Dr. Paolo Vicini