

Call for applications for the assignment of grants to the students who carried out curricular internships in the academic year 2016/2017

This English translation has been created for information purposes. For enforcing the call, resolving any dispute and for all legal purposes only the Italian version is valid.

Article 1 – Object and aims

The University of Bologna launches a call for the assignment of n. 200 grants of 1200,00 euro (gross) each to the students who carried out a curricular internship promoted by the University in the academic year 2016/2017, starting from 01/11/2016. The grants will be financed by funds assigned to the University of Bologna by the Ministry of Education, University and Research in compliance with the Ministerial Decree 1044/2013 and 552/2016.

In the case of students who have already received a grant from the receiving organization, the grant offered by this call will be reduced accordingly.

Article 2 – Requirements

In order to apply, it is necessary to hold **all the requirements** listed below:

- a) Being enrolled in a first/second/single cycle degree programme of the University of Bologna for the academic year 2016/2017;
- b) Having completed a curricular internship of at least 3 months between 01/11/2016 and 31/10/2017 of the academic year 2016/2017 in public or private institutions , with the assignment of at least 6 credits (CFU);
- c) Not being liable to disciplinary measures.

Article 3 – Ranking list

The grants will be assigned on the basis of the following criteria:

- 1) Regularity of studies
- 2) Weighted average grade
- 3) Economic conditions.

The ranking will be completed in decreasing order by aggregating the following scores:

- Regularity of studies

1 - enrollment for a number of academic years lower or equal to the regular length of the degree programme

0,5 - enrollment for a number of academic years equal to the regular length of the degree programme, increased by one

0 enrollment for a number of years higher than the regular length of the degree programme, increased by one.

- Weighted average grade of the exams

The points will be assigned by applying the following formula: MEDIA VOTI STUDENTE/30

- Economic condition

The points will be assigned as follows:

1 – ISEE lower or equal to € 23 000,00

0,8 – ISEE comprised between € 23 000,01 and € 33 000,00

0,5 – ISEE comprised between € 33 000,01 and € 50 000

0 – ISEE higher than € 50 000,00.

Failure to submit the ISEE statement 2017 will imply the assignment of 0 points.

In case of equal scores, the following preference criteria listed in order of priority will be applied:

- Having obtained all the credits required to submit the graduation application;
- Number of “cum laude” weighted on the basis of the number of credits of the corresponding exams.

Article 4 – How to apply

The application form available online (**All. 1**) at

<http://www.unibo.it/Portale/Studenti/Borse+di+studio/Premieborse/borse.htm> shall be addressed to

Al Magnifico Rettore dell'Università di Bologna,
AFORM - Ufficio Coordinamento Tirocini
Largo Trombetti, 1 - 40126 Bologna

in the following ways:

- By courier service or registered mail A/R to AFORM - Ufficio Coordinamento Tirocini - Largo Trombetti, 1 - 40126 Bologna (BO)
- By PEC to scriviunibo@pec.unibo.it by indicating “**Bando Tirocini curriculari 2016/17**” in the subject line.
N.B. to send the application to the PEC address it is necessary to hold a personal PEC address.
- Delivery at **AFORM - Ufficio Coordinamento Tirocini Largo Trombetti, 1 - 40126 Bologna**

The office is open to the public in the following schedules:

	Morning	Afternoon
Monday	09,00 – 11,15	Closed
Tuesday	09,00 – 11,15	14,30 – 15,30
Wednesday	09,00 – 11,15	Closed

Thursday	Closed	14,30 – 15,30
Friday	09,00 – 11,15	Closed
Saturday	Closed	Closed
Sunday	Closed	Closed

For information:

Phone: 051 2099322

Email: convenzioni.tirocini@unibo.it

The deadline to apply is 21 December 2017. In case of applications sent by courier/mail, **the date of receipt** by Ufficio Coordinamento Tirocini or Ufficio Protocollo will be taken as proof of posting. To deliver the application by hand it is necessary to check the opening hours of the internship office. The applications delivered in ways other than those indicated in the call or received after the deadline will not be taken into account.

The application shall include the following mandatory documents:

- 1) Application form (All. 1) where to declare the regularity of studies, curriculum attendance, number of credits recognized and the economic conditions;
- 2) Attestation of internship attendance (All. 2) including the amount of grant received, if due.
- 3) Attestation ISEE 2017.

Attention: in order to verify the economic conditions of the applicant it is necessary to submit the attestation ISEE 2017. In case the applicant has already applied for the no tax area/contribution on the basis of ISEE this information will be acquired directly by Ufficio Coordinamento Tirocini.

Non-EU students need to submit the documents related to their economic conditions and properties issued by the relevant authorities in the country where the income was produced. The documents must be translated into Italian and legalized by the Italian diplomatic authorities with territorial jurisdiction or, if required, apostilled in compliance with the current regulation.

In case the Italian Embassy encounters difficulties in issuing such certification, it can be replaced by a certificate in Italian issued by the Embassy/Consulate of the applicant's country of origin located in Italy, legalized by the Prefecture with territorial jurisdiction.

For information on how to translate and legalize non-Italian documents, it is possible to consult the website of the Italian Ministry of Foreign affairs at tinyurl.com/cauyy14

The documentation will have to contain:

- Family status declaration;
- The occupation of each member of the family unit in 2015, including brothers/sisters of legal age. In case of members who do not have an income, an unemployment declaration is needed, stating the amount of any unemployment benefit received;
- How many months each family member worked in 2015 (indicating whether it refers to a period of less or more than six months);

- Income in 2015 of each family member of legal age, including brothers/sisters and other cohabiting relatives, or the amount of the of the overall family unit;
- Floor area of the family home and of any other building owned by the family in 2015. If your family does not have any property, you must submit a document issued by the competent authority certifying that no one in the family has a real estate;
- The amount of the eventual residual bank loan at 31/12/2015 on the family home and/or other properties
- The assets amount at 31/12/2015 for each family member in legal age.

All the income and asset values must be expressed in Euro according to the average exchange rate of the year 2015, provided for by law.

Article 5 – Assignment

The grants will be assigned by managerial provision according to the ranking order and will be paid in one single instalment by the University Administration.

Article 6 – Acceptance

Successful candidates will be notified of the grant assignment to the institutional email box of the University of Bologna. Within 10 days of the receipt of the communication, the beneficiaries must confirm their acceptance of the grant at the conditions set out in this call for applications.

Article 7 – Ranking and appeals

The provisional ranking will be published on the website of the University of Bologna www.unibo.it, section “Avvisi”, approximately in March 2018. Any appeal must be received within 20 days after the publication of the ranking list by e-mail to the Rector at convenzioni.tirocini@unibo.it . Appeals received after this term will not be taken into account. Following the evaluation of appeals and by 60 days from the deadline to submit the appeal, the final ranking will be published.

Article 8 – Personal data

Personal Data will be processed according to the Italian Legislative Decree n. 196 of 30th June 2003 (Personal Data Protection Code). All personal data will be exclusively processed for managing the administrative procedure related to this call.

Data processing will be made by means of electronic or paper media. The data conferring is mandatory and the refusal to provide them can imply the exclusion from the selection.

The data controller is Alma Mater Studiorum – Università di Bologna located in Bologna, Via Zamboni n. 33. The responsible persons for exercising the right referred to in article 7 are the Manager of the Libraries and Study Service Division and the Manager of the Education Division.