



## SCUOLA DI SCIENZE POLITICHE – VICEPRESIDENZA DI FORLÌ

### **CALL FOR ASSIGNMENT OF A GRANT TO AN INTERNSHIP PERIOD AT THE EUROPEAN SOCIAL OBSERVATORY (OSE)**

#### **Content and objective:**

The School of Political Sciences-Forlì Campus, in the context of its internationalization initiatives, offers to one of its graduates a gross grant amount of € 1500,00 with a view to carrying out an internship at the Brussels based European Social Observatory (OSE).

#### **Internship period, tasks and activities:**

The internship period will last from 15th January to 15th April 2015 (3 months) and will take place in Brussels.

The internship aims at improving the interns' knowledge of the EU institutions, their functioning and their activities and objectives in social and economic policies. In line with the activity of the host institution, the intern will be involved in research projects and dissemination of knowledge. This will help her/him to improve her/his understanding of the analysis of EU integration and to know how research projects are organized and implemented. The intern will understand how to work in an international research environment through her/his involvement in day-by-day activity of the research institute. She/he will also improve her/his knowledge of the main communication tools that are part of the dissemination strategy of the host institution.

The intern will be involved in research projects carried out by the host institutions and will interact with the research team. Desk research - consistent with literature reviews, collection and analysis of EU official documents - will be paralleled by the analysis of quantitative indicators and the participation at workshops and conferences in Brussels. Then the intern will be involved in the activities for the dissemination of the research products delivered by the host institutions. She/he will be involved in the implementation of the communication strategy based on the publication of the institute's newsletters; and the preparation of the news to be diffused through social networks.

#### **Requirements and incompatibility:**

In order to apply graduates must have:

a- completed their Second cycle degree programme in:

- International and Diplomatic Affairs (*Laurea Magistrale in Scienze Internazionali e Diplomatiche*);
- Criminology for Investigation and Security (*Laurea Magistrale in Scienze Criminologiche per l'investigazione e la sicurezza*);
- Interdisciplinary Research and Studies on Eastern Europe (MIREES);
- Mass Media and Politics (*Laurea Magistrale in Mass Media e Politica*).



## SCUOLA DI SCIENZE POLITICHE – VICEPRESIDENZA DI FORLÌ

at the date of beginning of the internship no later than 12 months before with a graduation mark  $\geq 105/110$  cum laude;

b- A knowledge of English language of at least B2 level, according the Common European Framework of References for Languages, certified through at least one of the following requirements:

- A valid certificate of English knowledge
- A study experience abroad (Erasmus, Overseas or equivalent) in an English language University
- An internship experience of at least 3 months in an Anglophone country
- A Bachelor degree obtained from an English language University
- Being native English speaker

c- A knowledge of French language of at least B2 level, according the Common European Framework of References for Languages, certified through at least one of the following requirements:

- A valid certificate of French knowledge
- A study experience abroad (Erasmus, Overseas or equivalent) in a French language University
- An internship experience of at least 3 months in an Francophone country
- A Bachelor degree obtained from an French language University
- Being native French speaker

Applications from graduates who have already been awarded a grant for the same purpose in the same period will not be accepted.

Application from graduates who have already been awarded a grant for a post-lauream internship by the School of Political Sciences-Forlì Campus will not be accepted.

### **Documents requested for the application:**

Each candidate must submit:

- 1) The application form
- 2) A motivation letter (min. 3000 characters – max 6000 characters)
- 3) A curriculum vitae
- 4) The graduation certificate (completed with the graduation mark and the exams marks).

### **How to apply and deadline:**

Applications must be delivered:



## SCUOLA DI SCIENZE POLITICHE – VICEPRESIDENZA DI FORLÌ

- personally at the Vice Presidency Office of the School of Political Sciences-Forlì Campus (from Monday to Friday h. 9.30-13.00am), via Giacomo della Torre 1 (Padiglione Gaddi);
- sent by ordinary mail together with an ID document, at the following address: Scuola di Scienze Politiche-sede di Forlì, via Giacomo della Torre 1, 47121 Forlì (FC), writing on the envelop “*Call for application Internship OSE*”
- sent by e-mail in a single PDF file at the following e-mail address: [presidenza.spfo@unibo.it](mailto:presidenza.spfo@unibo.it) together with an ID document, writing on the email object “*Call for application Internship OSE*”

no later than **12.00 Midday** of **9<sup>th</sup> December 2014**.

The date and time of receipt are attested as follows:

- in the case of personal delivery of the application: the date and time reported on the receipt issued by the staff of the School of Political Science of the Forlì Campus who accepts the application;
- in the case the application is sent by ordinary mail: date and time of receipt;
- in the case the application is sent by email: date and time of receipt.

Neither incomplete applications nor late submissions will be considered.

### **Evaluation, assignment criteria and selection:**

The Examining Commission will assess the applications according to the following criteria:

- Curriculum vitae
- Academic career
- Motivation and consistency between his/her background and the tasks and activities of the internship
- Language knowledge (English and French).

At the end of the assessment procedures the final ranking will be published on the School of Political Sciences’ website [[www.scienzepolitiche.unibo.it](http://www.scienzepolitiche.unibo.it)]. The selected candidate will also be informed by email.

Interviews will take place on **Friday 12<sup>th</sup> December 2014** at **15.30** in **Sala Riunioni** – School of Political Sciences-Forlì Campus, via Giacomo della Torre 1 (Padiglione Gaddi), and will be carried out in English and French.

Failing to attend the interview will be considered as withdrawal.



## SCUOLA DI SCIENZE POLITICHE – VICEPRESIDENZA DI FORLÌ

### **Obligations following the assignment:**

Within 5 days of the date of publication of the assignment, the selected candidate is requested to deliver his/her declaration of acceptance of the internship grant personally at the Vice Presidency Office of the School of Political Sciences-Forlì Campus (from Monday to Friday h. 9.30-12.00am), via Giacomo della Torre 1 (Padiglione Gaddi) or by e-mail at the following e-mail address: [presidenza.spfo@unibo.it](mailto:presidenza.spfo@unibo.it).

In case of renunciation the internship grant will be assigned according to the merit ranking published.

### **Grant:**

In order to cover part of the expenses connected to the internship, the School of Political Sciences-Forlì Campus will allocate a gross grant amount of € 1500,00.

The internship grant will be paid in one instalment from March 2015 and is conditional on the presentation of the documents and forms requested for processing the payment.

**In the case that the student does not carry out the internship (entirely or partially) the amount paid must be returned.**

### **Information on personal data protection:**

Personal Data will be processed according to the Italian Legislative Decree n. 196 of 30<sup>th</sup> June 2003 (Personal Data Protection Code). All personal data will be exclusively processed for the purposes of the execution of this Call.

Personal data will be processed both in electronic form and on paper. The supply of data is mandatory and the failure to do so will imply the applicant's exclusion from the selection.

Alma Mater Studiorum - University of Bologna, legally based in Via Zamboni n.33, 40126 Bologna (Italy) is the Data Controller for the processing of the personal data. The Vice President of the School of Political Sciences-Forlì Campus is the Authority responsible for the exercise of the rights set up by Art. 7 of the above mentioned Decree.

*For further information:*

- *Please contact Prof. David Natali during normal office hours;*
- *For questions about the administrative procedures, please contact Dott.ssa Mariadele Di Blasio, Internship and Placement Office: [tirocini.spfo@unibo.it](mailto:tirocini.spfo@unibo.it); +39 0543 37 41 45.*

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The Vice President  
Prof. Paolo Zurla