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Call for grants for compulsory internships abroad for SPGI Department MA students of the SPGI Department A.Y. 2018/2019

(NB. This is a partial translation of the call for application issued in Italian. Please refer to the Italian version for any doubt. The Italian text is the only official one)

Art. 1 - General Information

This Call for Application aims to promote Student Mobility through the allocation of specific resources for learning mobility and a better cooperation between higher education institutions and enterprises. It also promotes the definition of an institutional framework to recognize educational activities (ECTS system). The beneficiaries of this call are students enrolled in a MA degree of the Department of Political Science, Law and International Studies (SPGI) whose study plan includes a mandatory curricular traineeship. The available funds, equal to € 15.000,00 (gross amount), dedicated to this Call will be given **by the 13th September 2019** or until the exhaustion of the funds in the same chronological order application will be submitted. In case the funds are exhausted before the deadline of the Call, the Department will promptly communicate it on the Department web site www.spgi.it

Art. 2 – Admission requirements

Eligibility requirements:

1. Regular enrollment in a Master's degree of the SPGI Department;
2. Being in compliance with tuition payment;
3. Submission of a traineeship project for abroad signed by the internship referent of the MA course;
4. Not being beneficiary of any other University grant for traineeship;
5. Not being resident in the country selected for the traineeship

Students admission will be subject to the requirements mentioned above and the internship activity has to be coherent with the study plan. The grant allocation will be subject to the approval of the hosting Institution abroad.

Art. 3 – Application procedure

Applicants are required to fill out the documents provided by the Career Service Office to start traineeships, as indicated by the **Career Service Office** (for further details see <https://www.spgi.unipd.it/ufficio-stage-servizio-distaccato-presso-il-dipartimento>), no later than **15 days before the traineeship activity starts**. At the same time applicants are required to submit application form in **Annex 1** (the form is only in Italian; an English translation is however provided) signed by their course traineeship referent of the MA to the Didactic Secretariat of the Department (Ms Eleonora Turrini), **via del Santo 28 – first floor, room 02 012, Padova from Monday to Friday from 08.30 to 13.00**.

Applications will be assessed in chronological order, as soon as they are submitted. Results will be communicated to each candidate on his/her institutional mail address.

The mobility may last from one to three months and it may be concluded by 31st October 2019.

The University of Padova will provide students insurances for Accident on the Job and for Third Party Liability required by the Italian Law for internships (see the web site www.unipd.it/assicurazione). Healthcare in the EU, Iceland, Norway and Liechtenstein is guaranteed only for emergencies with the Sickness Insurance European Card (TEAM) released by the Health Ministry. For non-EU countries, students are kindly invited to contact their own ASL.

Non-EU students are as well invited to contact their own ASL (for further details see the website http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Assistenza%20sanitaria).

Students are also required to take care of their own VISA release, any insurance integration, updating their personal and banking data on Uniweb.

Art. 4 – Fellowship/Funding

Students will receive a stipend of **480,00 €** (gross amount)/per month for a **maximum of three months**. The stipend will be paid in one instalment at the end of the traineeship period, provided the submission of the required **internship certificate and final report** to the Career Service Office (for further details see <https://www.spgi.unipd.it/ufficio-stage-servizio-distaccato-presso-il-dipartimento>).

The fellowship will be paid by bank transfer on a bank account in the student's name (the personal and bank data will be the same registered in the Uniweb reserved area).

To entirely receive the fellowship, students are required to:

- Not interrupt the traineeship mobility (except for reasons of *force majeure*)
- Submit the required documents no later than 10 days after the end of the traineeship (however by **10th November 2019**)

In case of interruption, students will not receive the stipend for the period they don't stay abroad.

Art. 5 – Final Rules

SPGI Department Director, prof. Elena Pariotti is responsible for administrative proceedings (in accordance with art. 4 of the Law 7th August 1991, n. 241). Candidates have the possibility to access the administrative documents related to the Call for Application.

Personal Data are treated according to the General Data Protection Regulation (GDPR, UE 27th April 2016, n. 679). Students can find the complete regulations on the web page www.unipd.it/privacy

For further information students can contact eleonora.turrini@unipd.it



ANNEX I

**CALL PER L'ASSEGNAZIONE DI BORSE DI STUDIO PER STAGE
OBBLIGATORI ALL'ESTERO**

MODULO DI DOMANDA

La presente domanda va consegnata, secondo quanto indicato all'art. 3 del bando, presso l'Ufficio Offerta Formativa del Dipartimento di Scienze Politiche, Giuridiche e Studi Internazionali, via del Santo 28 – primo piano, stanza 02 012 – 35123 Padova, dal lunedì al venerdì dalle 8:30 alle 13:00 e comunque **entro e non oltre il giorno 13 settembre 2019 ore 13:00**, all'attenzione della dott.ssa Eleonora Turrini.

L SOTTOSCRITT_ _____ n.matr. _____

Nat_ a _____ il _____

Residente in via _____ n° _____

CAP _____ Città _____ Prov. _____

Tel. _____ Cell. _____

SI IMPEGNA a verificare che i dati anagrafici, fiscali e bancari da utilizzare per il pagamento siano quelli inseriti nell'area riservata in Uniweb, e a comunicare tempestivamente eventuali errori o cambiamenti di tali dati.

DICHIARA

- Di essere iscritto regolarmente al corso di Laurea Magistrale _____
- Di essere in regola col pagamento delle tasse universitarie
- Di **non** aver ottenuto alcuna altra borsa di studio erogata dall'Ateneo per stage all'estero
- Di **non** essere residente nel Paese in cui intende svolgere lo stage

CHIEDE

di partecipare alla Call per l'assegnazione di borse di studio per stage obbligatori all'estero, da svolgersi presso

ISTITUZIONE, ENTE O AZIENDA: _____

PAESE OSPITANTE _____

Per il periodo dal _____ al _____

SI IMPEGNA A

- Svolgere lo stage per un periodo che va da un minimo di un mese ad un massimo di tre, **entro il 31 ottobre 2019**
- Non interrompere lo stage se non per cause di forza maggiore certificata (calamità naturali, scioperi nazionali, etc.)
- Consegnare il **progetto formativo** all'ufficio **Career service** del Dipartimento di Scienze Politiche, Giuridiche e Studi Internazionali, via del Santo 28 – primo piano, stanza 02 014 – 35123 Padova, o alla sede centrale dell' Ufficio Career Service, presso Palazzo Storione, riviera Tito Livio 6, 35123 Padova, contestualmente alla domanda (e comunque almeno 15 gg prima dell'inizio dello stage e **non oltre il 13 settembre 2019**)
- Consegnare la **documentazione finale** al massimo 10 gg dopo il termine dello stage (e comunque **non oltre il 10 novembre 2019**) all'ufficio Career Service, in modo da poter garantire il rispetto dei tempi per il pagamento finale e la registrazione dei CFU

Allega inoltre la seguente documentazione:

- Autocertificazione relativa al Corso di Laurea Magistrale con l'elenco degli esami finora superati e i crediti ottenuti (da Uniweb)
- Progetto formativo
- Fotocopia di un documento di identità

 sottoscritt_ autorizza il trattamento dei propri dati personali, in base al **GDPR 2016/679** – Regolamento Europeo sulla Protezione Dati.

 sottoscritt_ dichiara sotto la propria responsabilità, ai sensi degli artt. 46 e 47 D.P.R.445/2000 che i dati sopra riportati corrispondono al vero, pienamente consapevole che le dichiarazioni mendaci, l'indicazione di dati non corrispondenti al vero e l'uso di atti falsi sono puniti ai sensi degli artt. 483, 495 e 496 del Codice Penale con specifiche sanzioni penali e con la perdita dei benefici eventualmente conseguiti (artt. 75 e 76 del D.P.R 445/2000).

Dichiara infine di aver preso visione dell'informativa sulla privacy ai sensi del GDPR **2016/679**– Regolamento Europeo sulla Protezione Dati al link http://www.unipd.it/sites/unipd.it/files/2018/Informativa_Pica.pdf.

Padova, _____

Firma _____

Il Referente stage, _____, preso atto, attesta quanto dichiarato.

Firma Referente _____



Translation

Call for application for the allocation of grants for curricular traineeships abroad for Students enrolled in MA courses of the SPGI Department

A.Y. 2018/2019

Please fill in this form and submit it to the Didactic office, SPGI Department, via del Santo 28 – first Floor, room 02-012, Ms Eleonora Turrini (according to art. 3 of this call for application).

Deadline: 13th September 2019 at 1.00 pm.

Provide: Name, enrolment number, birth place, birth date, permanent residence and/or residence in Padua, phone/cellphone, e-mail.

Your position as SPGI MA degree Student: MA course of enrollment; Regular enrollment fees situation; not beneficiary of any other University grant for traineeship; not resident in the country selected for the traineeship.

Further information: Selected Institution for the traineeship abroad, Country and Mobility period.

With this form you apply to participate in the selection for the allocation of grants for curricular traineeship abroad at the conditions set forth in the Call for applications.

Along with the information above, you enclose: Autocertificazione (self certification) with the list of passed exams in the MA degree and credits, Training Project, copy of passport or ID document.

(you give your permission to the use of the personal data provided, in accordance with GDPR 2016/679)