



**Call for applications for the awarding of grants to students taking part in curricular internships in the a.y. 2019/20, 2020/21, 2021/22<sup>1</sup>**

**THE RECTOR**

**Having regard to:**

- the Decree of the Italian Ministry for Education, University and Research no. 270 of 22 October 2004 “*Modifiche al regolamento recante norme concernenti l'autonomia didattica degli Atenei, approvata con decreto del Ministero dell'Università e della Ricerca Scientifica e Tecnologica 3 novembre 1999 n. 509*” and, specifically, Article 10(5)(d) and (e);
- Law Decree no. 76 of 28 June 2013 “*Primi interventi urgenti per la promozione dell'occupazione, in particolare giovanile, della coesione sociale, nonché in materia di imposta sul valore aggiunto (IVA) e altre misure finanziarie urgenti*”, converted into Law no. 99 of 9 August 2013, and, specifically, Article 2(19), (11), (12), (13) and Article 12(1)(f);
- Ministerial Decree no. 1044 of 17 December 2013 “*Attribuzione risorse per tirocini curriculari ai sensi del decreto legge 28 giugno 2013, n. 76, art. 2 commi 10, 11, 12 e 13*”;
- Ministerial Decree no. 552 of 6 July 2016 - FFO 2016, in particular Article 2(2) and related notes;
- Ministerial Decree no. 738 of 8 August 2019, “*Criteri di ripartizione del Fondo di Finanziamento Ordinario (FFO) delle Università Statali e dei Consorzi interuniversitari per l'anno 2019*”, and in particular Article 9;
- the note of the Minister for Education, University and Research no. 18387 of 9 December 2019, “*Indicazioni operative per l'attuazione degli interventi relativi alla programmazione triennale delle Università 2019-2021, al Fondo Giovani e ai tirocini curriculari*”;
- the Statute of the University of Verona issued by Rectoral Decree no. 4965 of 24 June 2020 and published in the Italian Official Journal (*Gazzetta Ufficiale*) no. 191 of 31 July 2020;

**HEREBY DECREES AS FOLLOWS:**

**Art. 1 – Call for applications**

1. A *Call for applications* is hereby announced for the awarding of grants to students enrolled in the academic years 2019-20, 2020-21, 2021-22 in Bachelor's, Master's and Single-cycle/Combined Bachelor+Master's degree programmes, who have completed a curricular internship in companies or public institutions, in Italy or abroad.
2. The grant will be awarded for internships carried out on site, remotely from home, or in a blended mode (i.e. a mix of working from home and in the office).
3. Until all the available funds are allocated, grants shall be awarded to students who meet the requirements of Article 2 of this *Call*, subject to any requests for changes by the Ministry in relation to financial reporting procedures.
4. There shall be two types of grants, which provide *funding* or *co-funding* opportunities for students to support their internship, based on the following:
  - if the applicant has not been paid by the Host Company/Organisation for their internship, a maximum of €400 gross per month shall be awarded to each applicant (*funding* option);
  - if the applicant has been paid by the Host Company/Organisation for their internship, an amount equal to the monthly sum received from the Host Company/Organisation, up to a maximum of €200 gross per month, shall be awarded to each applicant (*co-funding* option).
5. The grant will be subject to IRPEF taxation, according to the regulations in force.

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<sup>1</sup> **Please note:** this is a translation of the original document ‘Selezione per l'assegnazione di un contributo per tirocini curriculari A.A. 2019-20, 2020-21, 2021-22’ in Italian. In case of any divergence of interpretation, the Italian text shall prevail.



6. Following the publication of the lists of eligible applicants (*graduatoria*), grants will be paid to the selected applicants on the bank account they have indicated, until all available funds have been allocated.

7. Please note that this Call is **not** open to applicants in relation to: internships whose Host Organisations are University of Verona Structures; internships carried out as part of the internship programme of Fondazione CRUI, the Erasmus+ Traineeship and Worldwide mobility programmes; all internships for which the student has already received a financial contribution from the University. In addition, internships for degree programmes providing a professional qualification, Health Professions courses, and the Single-cycle/Combined Bachelor+Master's degree programme in Primary Education Sciences are also excluded.

## Art. 2 – Admission requirements and application deadlines

### 1. Applicants must:

- have completed and registered in their student exam record, in the academic year **2019-2020**, a curricular internship – with the University of Verona as the Home Institution - of a minimum duration of 3 months, corresponding to at least 6 CFU credits, as a student regularly enrolled in a Bachelor's, Master's or Single-cycle/Combined Bachelor+Master's degree programme at the University of Verona in the academic year 2019-2020.

Please note that only internships that started on or after 01/10/2019, have lasted at least 3 consecutive months (4 full weeks) and have been completed by 30/09/2020 will be considered;

or:

- have completed and registered in their student exam record, in the academic year **2020-2021**, a curricular internship - with the University of Verona as the Home Institution - of a minimum duration of 3 months, corresponding to at least 6 CFU credits, as a student regularly enrolled in a Bachelor's, Master's or Single-cycle/Combined Bachelor+Master's degree programme at the University of Verona in the academic year 2020-2021.

Please note that only internships that started on or after 01/10/2020, have lasted at least 3 consecutive months (4 full weeks) and have been completed by 30/09/2021 will be considered;

or:

- have completed and registered in their student exam record, in the academic year **2021-2022**, a curricular internship - with the University of Verona as the Home Institution - of a minimum duration of 3 months, corresponding to at least 6 CFU credits, as a student regularly enrolled in a Bachelor's, Master's or Single-cycle/Combined Bachelor+Master's degree programme at the University of Verona in the academic year 2021-2022.

Please note that only internships that started on or after 01/10/2021, have lasted at least 3 consecutive months (4 full weeks) and have been completed by 30/09/2022 will be considered.

2. Applications (i.e. application form and relevant attachments) must be submitted during the following windows:

- from 20/12/2021 to 20/01/2022 for internships completed and recorded before 30/09/2020
- from 01/04/2022 to 02/05/2022 for internships completed and recorded before 30/09/2021
- from 15/09/2022 to 15/10/2022 for internships completed and recorded before 30/09/2022

Please note that the above deadlines shall apply, subject to any changes that may be established by the Ministry. Please check the *Call* web page regularly for any relevant changes.



### Art. 3 – How to apply

1. Applications are to be made by completing the relevant application form attached to this *Call* (see Annex 1). The form is also available at: <https://www.univr.it/it/concorsi/studenti/stage-e-tirocini>

2. The following documents **must be attached** to the application form:

a) receipt and/or proof of payment of the grant paid by the Host Company/Organisation, indicating the amount paid. Alternatively, a declaration issued by the Host Company/Organisation that no contributions were paid must be attached (see Annex 2 of this *Call*);

b) an ISEE statement for University Study (attestazione reddituale I.S.E.E. per Prestazioni per il Diritto allo Studio Universitario, as set out in Prime Ministerial decree no. 159 of 5 December 2013) for the year in which the internship took place, **only** for those who have **not** submitted a DUB - Benefits application form.

Please also note:

- for internships carried out in the academic year 2019-2020, ISEE 2019 as shown in the applicant's DUB - Benefits application form (if submitted for the relevant academic year) will be used as the baseline; alternatively, the applicant's ISEE statement for University Study (attestazione reddituale I.S.E.E. per Prestazioni per il Diritto allo Studio Universitario) will be taken as a reference;

- for internships carried out in the academic year 2020-2021, ISEE 2020 as shown in the applicant's DUB - Benefits application form (if submitted for the relevant academic year) will be used as the baseline; alternatively, the applicant's ISEE statement for University Study (attestazione reddituale I.S.E.E. per Prestazioni per il Diritto allo Studio Universitario) will be taken as a reference;

- for internships carried out in the academic year 2021-2022, ISEE 2021 as shown in the applicant's DUB - Benefits application form (if submitted for the relevant academic year) will be used as the baseline; alternatively, the applicant's ISEE statement for University Study (attestazione reddituale I.S.E.E. per Prestazioni per il Diritto allo Studio Universitario) will be taken as a reference;

3. Applications that are missing one or more attachments in letters a) and b) above, or submitted after the application deadlines will be automatically rejected.

Where an applicant has not indicated their ISEE band and has not submitted a DUB - Benefits application form, the highest ISEE band will apply.

4. The application form (Annex 1) completed and signed, must be sent, together with the relevant attachments, from the applicant's University e-mail address ([name.surname@studenti.univr.it](mailto:name.surname@studenti.univr.it)) to the University's Certified email address - PEC ([ufficio.protocollo@pec.univr.it](mailto:ufficio.protocollo@pec.univr.it)), by attaching the file in PDF format. Please put the following in the subject line of your email: "Domanda contributo tirocinio curriculare A.A.2019-20 2020-21 2021-2022".

5. The University accepts no responsibility for the loss of communications due to inaccurate information provided by the applicant, nor for the lack of or late communication of changes in the contact details given in the application, nor for any postal or telematic errors not attributable to the University itself.

### Art. 4 - Lists of eligible applicants (*graduatorie*)

1. Applicants are admitted to the selection process if, at the time of applying, they meet the requirements set out in Article 2 of this *Call*.

2. A list of eligible applicants (*graduatoria*) shall be drawn up for each academic year:

- one by March 2022 for applications submitted by 20/01/2022;

- one by June 2022 for applications submitted by 02/05/2022;

- one by October 2022 for applications submitted by 15/10/2022.



3. The Selection Committee, appointed by the Rector through a specific decree, will assess the applications and draw up the lists of eligible applicants.
4. The lists will be drawn up on the basis of the following criteria:
  - **CFU credits obtained during the normal duration of the programme** by the application deadline, based on the exams that were regularly recorded in the Student's exam record;
  - **weighted average mark of the examinations**, based on the exams that were regularly recorded in the Student's exam record by the deadlines indicated in Art. 2(2), or by the end of the degree programme;
  - **financial situation of the applicant**, to be checked on the basis of their ISEE income statement.
5. The University of Verona will award the grants to the selected applicants on the list until all the available funds are allocated.
6. The total amount allocated by the Ministry will be equally divided between the three academic years. If the amount allocated to one of the application windows is not fully used, any remaining amount will be redistributed equally to the subsequent application windows.
7. Where two or more applicants have an equal score, priority will be given to students who have completed their degree programme. Should the situation remain unchanged, priority will be given to the youngest applicant (see Law no.127/97, Art.3(7) and subsequent amendments).

#### **Art. 5 – Checks on personal statements**

1. The University of Verona reserves the right to carry out appropriate checks on the truthfulness of any statements made by applicants. In the case of false or misleading statements, the applicant will incur the criminal penalties set out in the Italian Criminal Code and the relevant special laws, and will lose any benefits obtained on the basis of that false declaration.

#### **Art. 6 – Processing of personal data**

Pursuant to Art. 13 of EU Regulation 2016/679 (hereinafter: 'Regulation'), the processing of personal data provided by applicants or otherwise acquired by the University of Verona is aimed solely at carrying out the selection process, for the performance of tasks of public interest or connected with the exercise of public powers vested in the Data Controller (Art. 6(1)(e) of the Regulation); the processing will be carried out at the University by authorised staff, using procedures, including computerised procedures, in the ways and within the limits necessary to pursue the aforementioned purposes.

The Data Controller is the University of Verona, with headquarters in Via dell'Artigliere 8, 37129, Verona, PEC-certified email address: [ufficio.protocollo@pec.univr.it](mailto:ufficio.protocollo@pec.univr.it), email: [privacy@ateneo.univr.it](mailto:privacy@ateneo.univr.it). The University's Data Protection Officer (DPO) can be contacted at the following e-mail address: [DPO@ateneo.univr.it](mailto:DPO@ateneo.univr.it).

The submission of data is necessary in order to ascertain the applicant's requirements and the qualifications they actually hold: failing to provide information in this regard means the application may not be considered. The list of eligible applicants will be communicated only to the Italian Constitutional Court; no further dissemination or communication to third parties is envisaged, except in order to comply with legal provisions or requests by judicial and supervisory bodies. The data will be kept for the period of time necessary to carry out the procedure and to comply with the law.

Data may be transferred abroad by individual data controllers in compliance with legal requirements. Data Subjects have the right to obtain from the University, where appropriate, access to their personal data as well as rectification or erasure of such data or the restriction of the processing concerning them, and to object to the processing (pursuant to Articles 15 and following of the Regulation).



UNIVERSITÀ  
di **VERONA**

If a Data Subject considers that the processing of personal data relating to him or her as performed here infringes the Regulation, he or she has the right to lodge a complaint with the Italian data protection authority - "Garante per la protezione dei dati personali" (Art. 77 of the Regulation).

THE RECTOR  
(Prof. Pier Francesco Nocini)

This document was signed with a digital signature and registered in the University of Verona protocol system pursuant to Art.s 23-bis and 23-ter et seq. of Legislative Decree no. 82/2005 and subsequent amendments.



**ANNEX 1 - Call for applications for the awarding of grants to students taking part in curricular internships in the a.y. 2019/20, 2020/21, 2021/22.**

Università di Verona  
Direzione didattica e Servizi agli studenti  
U.O. Stage e tirocini

**APPLICATION FORM**

(PLEASE COMPLETE THIS FORM BY COMPUTER)

I, the undersigned (name, surname) \_\_\_\_\_

tax ID number (codice fiscale) \_\_\_\_\_

Student ID no. (matricola) \_\_\_\_\_

telephone number \_\_\_\_\_

mobile phone number \_\_\_\_\_

**HEREBY REQUEST AS FOLLOWS:**

I wish to take part in the *Call for applications* for the awarding of grants to students taking part in curricular internships in the a.y. 2019/20, 2020/21, 2021/22.

To this end,

*aware of the criminal sanctions with regard to false or misleading statements, as referred to in Art. 73 and following of Presidential Decree no. 445 of 28 December 2000, for the purpose of this application*

**DECLARE AS FOLLOWS:**

- I have carried out a curricular internship of \_\_\_\_\_ months (duration)  
from (start date) \_\_\_\_\_ to (end date) \_\_\_\_\_  
at \_\_\_\_\_ (name of the Host  
Company/Organisation)  
in \_\_\_\_\_ (place)

for a total duration of \_\_\_\_\_ (hours) as a student enrolled in the a.y. \_\_\_\_\_ (academic year) in the \_\_\_\_\_ (1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> ...) year of a:

Bachelor's  Master's  Single cycle/Combined Bachelor+Master's degree

In \_\_\_\_\_

*(please include the title of your degree programme)*



- upon completion of the above internship, I have been awarded no. \_\_\_\_\_ CFU credits by the University (*please enter amount of University credits*);
- for the above internship, I have received a payment of € \_\_\_\_\_ . \_\_\_\_\_ (*amount*) from the Host Organisation. Please find here-in attached the relevant proof of payment and/or declaration;

OR

- I have NOT received any payments from the Host Organisation for the above internship. Please find here-in attached the relevant declaration – Annex 2.
- I am part of a household, whose ISEE for University statement (*attestazione reddituale I.S.E.E. per Prestazioni per il Diritto allo Studio Universitario*) is as follows:  
ISEE \_\_\_\_\_
- I am aware that any grants shall only be paid via bank transfer to the following bank account:

<b>Country code</b> <i>(2 characters)</i>	<b>CIN EUR</b> <i>(2 alphanumeric characters)</i>	<b>CIN</b> <i>(1 alphabetic character)</i>	<b>ABI</b> <b>(National Bank Code)</b> <i>(5 alphabetic characters)</i>	<b>CAB (Branch Code)</b> <i>(5 alphabetic characters)</i>	<b>Account number</b> <i>(12 alphanumeric characters)</i>

Owner/Co-owner \_\_\_\_\_

**PLEASE NOTE: the applicant MUST be the owner or co-owner of the bank account.**

Bank \_\_\_\_\_

Branch \_\_\_\_\_

- I have read and understood the *Call for applications* and abide by the rules contained therein;
- I am aware that the information entered in this form will be processed for purposes relating to the institutional tasks of the administrations concerned, and that this information may also be communicated to other public bodies on the basis of laws or regulations, or in any case where this is necessary for the performance of their institutional activities.

Date \_\_\_\_\_ Signature \_\_\_\_\_



**ANNEX 2 - Call for applications for the awarding of grants to students taking part in curricular internships in the a.y. 2019/20, 2020/21, 2021/22.**

**ITALIAN VERSION, please see page 10 for English version**

Università di Verona  
Direzione didattica e Servizi agli studenti  
U.O. Stage e tirocini

(DA COMPILARE A COMPUTER)

**DICHIARAZIONE AZIENDA /ENTE OSPITANTE**

Il /La sottoscritto/a \_\_\_\_\_ (cognome e nome),

nato a \_\_\_\_\_ (prov. \_\_\_\_\_) il \_\_\_\_\_ codice

fiscale \_\_\_\_\_ in qualità di legale rappresentante dell'impresa /ente:

\_\_\_\_\_

C.F. n. \_\_\_\_\_ Partita I.V.A n. \_\_\_\_\_

con sede legale nel comune di \_\_\_\_\_ (prov. \_\_\_\_\_)

Via \_\_\_\_\_ n. \_\_\_\_\_

CAP \_\_\_\_\_

Tel. \_\_\_\_\_

E - mail \_\_\_\_\_

**DICHIARA**

di aver ospitato nella sede del comune di \_\_\_\_\_ (prov. \_\_\_\_\_)

via \_\_\_\_\_ n. \_\_\_\_\_ CAP \_\_\_\_\_

tel. \_\_\_\_\_ mail \_\_\_\_\_

in qualità di stagista lo/la studente/ssa \_\_\_\_\_  
(cognome e nome)

nato/a a \_\_\_\_\_ (prov. \_\_\_\_\_) il \_\_\_\_\_

codice fiscale \_\_\_\_\_

matricola \_\_\_\_\_





dal giorno \_\_\_\_\_ (gg/mm/aaaa) al giorno \_\_\_\_\_(gg/mm/aaaa)

- di **NON** aver erogato allo studente alcun contributo economico per il periodo svolto
- di avere erogato allo studente un contributo mensile dell'importo di € \_\_\_\_\_ (di cui lo studente allega ricevuta)

data \_\_\_\_\_

(firma del titolare o legale rappresentante  
dell'impresa/ente ospitante)

\_\_\_\_\_

**IMPORTANTE: Allegare copia in fronte retro di un valido documento di riconoscimento del sottoscrittore**



**ANNEX 2 - Call for applications for the awarding of grants to students taking part in curricular internships in the a.y. 2019/20, 2020/21, 2021/22.**

Università di Verona  
Direzione didattica e Servizi agli studenti  
U.O. Stage e tirocini

(PLEASE COMPLETE THIS FORM BY COMPUTER)

**DECLARATION BY THE HOST COMPANY/ORGANISATION REPRESENTATIVE**

I, the undersigned \_\_\_\_\_ (*surname and name*),

born in (*place of birth*) \_\_\_\_\_

on (*date of birth*) \_\_\_\_\_

tax ID no. \_\_\_\_\_

**CEO/legal representative of:**

\_\_\_\_\_ (*Host Company/Organisation name*)

Company's tax ID no. \_\_\_\_\_

VAT code \_\_\_\_\_

with headquarters in (*place*) \_\_\_\_\_

Full address

\_\_\_\_\_

Post code \_\_\_\_\_

Tel. \_\_\_\_\_

Email address \_\_\_\_\_

**HEREBY DECLARE AS FOLLOWS:**

**The Student**

\_\_\_\_\_ (*student's surname and name*),

born in (*place*) \_\_\_\_\_ on (*date*) \_\_\_\_\_

tax ID no. \_\_\_\_\_

Student ID no. \_\_\_\_\_



has completed his/her internship at our company/organisation.

The internship took place in (*place*) \_\_\_\_\_

Full address

\_\_\_\_\_

Post code \_\_\_\_\_

tel. \_\_\_\_\_ Email address \_\_\_\_\_

from (*start date*) \_\_\_\_\_ (dd/mm/yyyy)

to (*end date*) \_\_\_\_\_ (dd/mm/yyyy)

**I ALSO DECLARE AS FOLLOWS:**

- the intern **HAS NOT RECEIVED** from our company/organisation any payments for their internship;
- the intern **HAS RECEIVED** from our company/organisation a monthly payment of € \_\_\_\_\_ (*the intern will attach the relevant proof of payment to this form*)

Date \_\_\_\_\_

(*Signature of the CEO or legal representative of the  
Host Company/Organisation*)

\_\_\_\_\_

**PLEASE NOTE: a copy of a valid ID document (both sides) of the above person must be attached to this form.**