THE RECTOR

GIVEN the Ministry of Education, University and Research Decree no. 270 of 22/10/2004 on “Amendments to the regulations governing universities’ educational autonomy, approved by Ministry of Education, University and Scientific and Technological Research Decree no. 509 of 3/11/1999” and in particular Art. 10, para. 5, letters d) and e);

GIVEN Decree Law no. 76 of 28/6/2013 on “Initial urgent measures to promote employment, especially youth employment, social cohesion as well as matters concerning value added tax (VAT) and other urgent financial measures” converted to Law no. 99 of 09/08/2013 and in particular Art. 2 para.s 19, 11, 12, 13 and Art. 12, para. 1, letter f);

GIVEN Ministerial Decree no. 1044 of 17/12/2013 on “Attribution of resources for curricular internships pursuant to Decree Law no. 76 of 28/06/ 2013, Art. 2 para.s 10, 11, 12 and 13”;

GIVEN Ministerial Decree no. 552 of 06/07/2016 - OFF 2016, and in particular Art. 2, para. 2 and related notes;

DECREES

ART. 1 – PURPOSE OF THE SELECTION

1. A selection is hereby announced to award a financial contribution to Bachelor’s and Master’s degree students who have undertaken a curricular internship in a public or private entity in Italy or abroad.
2. These contributions will be awarded to students who fulfil the requirements of Art. 2 – unless the Ministry gives notice of any changes to the accounting procedures – until all the available funds have been issued.
3. The monetary amount awarded to students shall be determined according to each student’s application for either funding the internship undertaken (if the candidate did not receive any contribution from the host entity) or co-funding the internship taken (if the candidate already received a contribution from the host entity).
   - For co-funding, awards are for a maximum of €200 gross/month per candidate. Co-funding is intended to provide an equal contribution to that given by the host entity.
   - For full funding, awards are for a maximum of €400 gross/month per candidate.
4. These contributions are subject to IRPEF tax in accordance with the law.
5. Contributions will be deposited into students’ nominated bank accounts following the publication of the merit ranking lists, until all the available funds have been issued.

ART. 2 – ADMISSION REQUIREMENTS

1. On the “Application for curricular internship contribution” form attached to this announcement (Attachment 1), candidates must self-declare they fulfil the following criteria:
   - They were regularly enrolled as a Bachelor’s or Master’s degree student at the University of Verona for the academic year for which they are making the request (2016-2017 or 2017-2018);
   - They undertook a curricular internship of at least three months, worth at least 6 CFU, during the 2016-2017 or 2017-2018 academic year. Internships are eligible for this award if they are undertaken starting from 01/10/2016 and finishing by 30/09/2018 and are for at least three months’ duration;
ART. 3 – APPLICATIONS AND RULES FOR SUBMISSION

1. Applications must be received by:
   - 27th April 2017 for internships that are completed and registered by 31/3/2017
   - 19th October 2017 for internships that are completed and registered by 30/9/2017
   - 19th April 2018 for internships that are completed and registered by 31/3/2018
   - 11th October 2018 for internships that are completed and registered by 30/9/2018

The above deadlines hold true unless the Ministry indicates otherwise. Any changes to the application deadlines will be published as a notice on the same web page as this announcement.

Applications must be made only by means of the “Application for curricular internship contribution” form (Attachment 1 of this announcement). The application form is published on the Internships and Work Experience Office page of the university website (www.univr.it/stagelavoro) and is also available from the Office itself at Via Campofiore 19/b, Verona.

2. The “Application for curricular internship contribution” form must be accompanied by the following documents:
   a) a copy of a valid personal identity document
   b) receipt of payment and/or attestation of payment of the host entity’s contribution, stating the amount issued, OR a statement from the host entity attesting no contributions were made (Attachment 2 of this announcement).
   c) ISEE income statement for University Bursary Services pursuant to Prime Ministerial Decree no. 159 of 5/12/2013. For applications submitted in the 2017 solar year, the ISEE 2017 will be used. Statements issued before 1st January 2017 will not be considered.
   For applications submitted in the 2018 solar year, the ISEE 2018 will be used. Statements issued before 1st January 2018 will not be considered.

3. Applications will be automatically excluded if:
   - They lack any of the attachments specified in a, b and c of the paragraph above.
   - They are received after the deadline.

If the correct ISEE statement (attachment c) is missing from the application, the candidate will be placed in the highest economic band.

4. The completed and signed “Application for curricular internship contribution” form, together with the required attachments, must be submitted to the Internships and Work Experience Office by one of the following means:
   a) By the applicant in person, at the reception desk of the Internships and Work Experience Office – Via Campofiore, 19/b – 37129 Verona, during its opening hours to the public (Wednesday and Thursday, 10 am–1 pm) or by another person with a delegation letter from the applicant, who must additionally bring a copy of a valid personal identity document of the applicant.
   b) By post, addressed to: The Rector of the University of Verona – Via dell’Artigliere, 8 – 37129 Verona, stating on the envelope: “Application for financial contribution for curricular internship”; the date stamped by the post office sending the application will not be taken into account;
   c) From the applicant’s own institutional email account (name.surname@studenti.univr.it) to the address ufficio.protocollo@ateneo.univr.it, attaching the files in PDF format only and also including a copy of a valid personal identity document. The subject of the email should be: “Application for financial contribution for curricular internship”;
   d) From the applicant’s own institutional email account (name.surname@studenti.univr.it) to the address ufficio.protocollo@pec.univr.it, attaching the files in PDF format only. The subject of the email should be: “Application for financial contribution for curricular internship”;

5. The university administration takes no responsibility for the loss of documents due to incorrect information by the candidate, or missing or delayed notification of a change of the address indicated in the application, nor for any postal, electronic or telegraph errors that are not due to the administration itself.
ART. 4 – MERIT RANKING LISTS

1. Students are eligible to apply if, at the time of application, they meet all the requirements specified in Art. 2 of this announcement.
2. Two merit lists will be drawn up each academic year: one by May 2017 and one by November 2017 for applications submitted by 27/4/2017 and 19/10/2017 respectively; then one in May 2018 and one in November 2018 for applications submitted by 19/4/2018 and 11/10/2018 respectively.
3. The Commission, appointed by the Rector by special provision, will evaluate the applications and draw up the rankings.
4. The rankings will be formed based on the following criteria:
   - **Candidate’s progress in their study programme** as of the application deadline, based on the exams that have been registered and considering the number of CFU achieved within the normal duration of the programme.
   - **Weighted average exam mark** as calculated on the date of the application deadline based on the exams that have been registered by the date specified in Art. 3(1).
   - **Economic situation** of less advantaged students, as identified from the ISEE income statement for University Bursary Services.
5. The University of Verona shall award a financial contribution to the students in the merit ranking lists until all the available funds have been issued.
For the purposes of awarding financial contributions, if students have the same number of points in the merit list, precedence shall go to students who have completed their Bachelor’s degree exams. If the points are still equal at this point, priority will be given to the younger student (ex Law 127/1997 Art. 3(7) and subsequent amendments and additions).

ART. 5 – VERIFICATION OF DOCUMENTS

1. The University of Verona reserves the right to perform checks to verify the truthfulness of candidates’ application documents. If such investigations reveal any declarations to be false, the applicant will be excluded from any benefits they may have been awarded on the basis of the false information, notwithstanding the provisions of the penal code and special laws relevant to the matter.

ART. 6 – TREATMENT OF DATA

1. Pursuant to the Code for the protection of personal data (Legislative Decree no. 196 of 30/6/2003), the processing of applicants’ personal data is carried out by the University of Verona exclusively for institutional use and shall therefore be carried out in a way that is correct, legal and relevant to the purpose.
2. For matters not specified in this announcement, please refer to the relevant laws.

RECTOR
(Prof. Nicola Sartor)