

DEPARTMENT OF POLITICAL SCIENCE,
LAW AND INTERNATIONAL STUDIES

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Call for applications for thesis and internship abroad scholarships A.Y. 2023/2024

The Italian language version of the act “Call per l’assegnazione di borse di studio per stage e tesi all’estero 2024” is prevailing with regard to the exact interpretation of the rules contained within, also in case of potential disputes.

Art. 1 General information

The Department of Political Science, Law and International Studies of the University of Padua is calling for applications for scholarships to support students who go abroad to carry out the curricular internship or an internship aimed at writing their thesis.

The call is addressed to students enrolled in the Master’s degree programs of the Department of Political Science, Law and International Studies (SPGI).

The amount of funds, € 20.000,00, will be allocated **following the chronological order of the applications’ submission, within budget. Activities must begin after the 10th of January 2024 and be carried out within the 31st of December 2024.**

In case of unavailability of the funds, an announcement will be promptly published in the Department’s web page www.spgi.unipd.it.

Art. 2 Admission requirements and selection criteria

In order to be eligible for the call for applications, applicants must possess the following requirements at the time of application:

- being duly enrolled in a Master's degree program of the SPGI Department;
- having regularly paid the due tuition fees;
- **having submitted the internship project or a thesis research proposal coherent with the academic study plan, approved and countersigned by the stage Coordinator for the Master's degree program or, in case of thesis, by the thesis supervisor and Academic Director of the Master's degree program;**
- do not simultaneously take advantage of other financial grants for thesis or internship abroad granted by the University of Padua;
- not being resident in the country where the thesis research / internship takes place.

The scholarship will be disbursed after the verification of the student's acceptance from the host institution / the thesis's supervisor approval, and of the coherence with the student's academic study plan.

Art. 3 Application procedure

Applications may be submitted to the Career Service no later than **November 8, 2024**, for internship periods with ECTS credits or aimed at thesis writing **starting from January 1, 2024, and ending no later than December 31, 2024**.

For application, it is necessary to submit, alternatively, depending on the case:

- the form named "Stage" with the academic Tutor's approval signature (a teacher chosen from the Master's degree program) and send it to the Educational Secretariat at the address didattica.spgi@unipd.it; the Secretariat will take care of obtaining the approval signature from the stage Coordinator for the Master's degree program;
- and the forms named "Thesis and Thesis Supervisor" with the signature of the supervisor and the Academic Director of the Master's degree program.

Simultaneously, it will be necessary to submit the internship initiation documentation with academic credits or initiation documentation for thesis writing as per the instructions of the Career Service (see: <https://www.unipd.it/en/internships-abroad>).

The documentation must be sent at least **15 working days before the internship start date to the address stage@unipd.it**.

Each candidate will be informed of the selection outcome via institutional email after verification with the Career Service of the completeness of all documents submitted.

The **stage** duration ranges from a **minimum of one month to a maximum of three, which can be funded**, and **must end no later than December 31, 2024**.

For the thesis, the awarded amount is one-time and not related to the duration of stay within 2024.

The University of Padua will ensure insurance coverage for accidents at work and civil liability for students during internships or thesis work, upon the signing of an agreement with the hosting organisation and approval of the training project.

To review the insurance policies and coverage limits, please refer to the website www.unipd.it/assicurazione.

For health insurance coverage during stays abroad in European Union countries, Iceland, Liechtenstein, and Norway, it is generally sufficient to carry the European Health Insurance Card (EHIC) issued by the Ministry of Health. For countries outside the European Union and those without bilateral agreements on healthcare, students are advised to seek information from their local health authority.

Attention: non-EU citizen students enrolled and covered by the National Health Service (SSN) are encouraged to contact their local health authority (ASL) for information regarding health insurance coverage abroad.

Additional specific information for each country can be found on the page http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Assistenza%20sanitaria; for broader coverage, please consult your local health agency (Ulss) or insurance company.

It is the responsibility of the student to handle visa issuance procedures, if necessary according to the legislation of the host country; take care of any additional insurance requirements; and ensure that personal and banking information is up-to-date in Uniweb.

Art. 4 Scholarship amount and payment

It is foreseen a funding of:

- **€500.00 (gross amount) per month for a maximum of 3 months in case of internship abroad,**
- **€500.00 (gross amount) as a one-time payment in case of thesis abroad.**

The payment will be made in a single instalment for theses, while for internships, 80% will be paid upon departure and the remaining 20% upon return, upon delivery, as a binding precondition, of the appropriate internship completion documentation to the Career Service (see: <https://www.spgi.unipd.it/en/teaching/current-students/lessons-exams-and-internships/internships>).

For activities ending after 30/11/2024, the balance will be disbursed by March 2025.

The scholarship will be disbursed on the basis of the personal data and bank details the student declares in their personal area in UNIWEB. Therefore, the student has to verify all data provided through UNIWEB and update them if necessary.

Grants will be exclusively paid on the beneficiary's bank account (or joint account).

In order to receive the scholarship, the student must comply with the following conditions:

- do not interrupt the mobility except for reasons of certified force majeure;
- send the final documentation by email to stage@unipd.it within 10 days from the end of the internship.

In case of interruption, the portion of the grant exceeding the period effectively spent abroad will not be paid.

Art. 5 – Final provisions

In accordance with Article 4 of Law No. 241 of August 7, 1990 (New rules on administrative procedures and the right of access to administrative documents) and subsequent amendments, Professor Sergio Gerotto, Director of the SPGI Department, is appointed as the Responsible for the Administrative Procedure.

Candidates have the right to access the documents related to the competition procedure in accordance with the procedures outlined in the current Regulation for the exercise of the right of access to data, information, and administrative documents held by the University of Padua.

Pursuant to Article 13 of EU Regulation 2016/679 – General Data Protection Regulation, and in relation to personal data, the "Controller" of the processing is the University of Padua, located at Via 8 Febbraio, 2 - 35122 Padova. The complete information is available from the Controller of the processing or on the page www.unipd.it/privacy.

The personal data of the candidates will be processed, in paper or electronic form, solely for the purposes of this procedure and the acts connected and consequent to this announcement, in compliance with current regulations.

Padua,

The Head of the SPGI Department
Prof. Sergio Gerotto