



**Call for applications for students of the University of Bergamo regularly enrolled in the academic year 2019/2020 and attending the first or second year of the Master's Degree course "Planning and Management of Tourism Systems" for participating in internship and mobility activities within the "INCOME – Innovative Cooperation Business-HEI learning model for Tourism" project**

## **ART. 1 – PURPOSES AND BENEFICIARIES**

### **Project description**

The INCOME Tourism project aims at developing a new learning approach based on a cooperative learning process joining higher education and tourism businesses applied to soft skills – here defined as a combination of skills that enable people to effectively navigate the working environment – to be incorporated in Tourism Bachelor and Master's degrees.

Although some efforts can be found in different higher education contexts, there is still the need and potential to bring academia and industry together in a new cooperative learning model to get a curriculum focusing on soft skills and with learning outcomes adapted to the real, evolving and demanding needs of the industry, which is the ultimate purpose of INCOME Tourism.

The project will contribute to improve the quality and relevance of higher education, key priorities of the EU Agenda for the modernization of Higher Education and Education and Training 2020, based on a long-term partnership of academia, business and educational partners from different European countries.

### **Activities to be performed**

Coherently with project objectives, the present call will select 12 students for the following activities to be performed:

1. *Participating in the pilot internship (pilot testing) in one of the companies involved in the project*

Student will participate in a pilot internship (pilot testing) in one of the companies involved in the INCOME project with the purpose of enhancing essential soft skills for tourism. In details:

- Guida Viaggi, Events and Communications sector (workplace: Milan and Monza)
- Gruppo Gattinoni, Travel Agencies and Tour Operator sector (workplace: Milan)
- TH Resorts, Accommodation sector (workplace: Milan)
- Codesa, Restaurant sector (workplace: Milan or La Thuile, Aosta Valley)
- PKF hotelexperts, Hospitality consultancy (workplace: Milan)
- Sacbo, Air Transportation sector (workplace: Orio al Serio, Bergamo)

Tutors from university and the companies will follow, support and monitors the student in the activities performed. The pilot internship will last at least 40 days and will start approximately at the end of November 2019. Modes and timing will be arranged with university and company's representatives.

During the pilot internship the student commits to:

- Participate in the different meetings and workshops that will be carried out during the development of the project, both to meet with the tutors of the companies and with the tutors from the University,



- Prepare an intermediate report on activities performed,
- Prepare a final report and do an oral presentation at the end.

*2. Participating in the mobility established in the project*

Student will participate in the mobility that will take place at the Duale Hochschule Baden-Württemberg Ravensburg (Germany), project partner. Mobility will involve students from all the university of the INCOME project and will be expected to be in March 2020 (duration: 1 week).

*3. Participating in the roadshow*

Student will participate in the roadshow organized by the University of Bergamo and will share his/her experience during specific events.

*4. Attending Master's Degree lessons*

Student is highly recommended to attend (or to have attended) the following teaching units included in the Study Plan of Planning and Management of Tourism Systems Master's Degree:

- 44137-ENG Tourism Management (Tourism Industry and Tourism Service Management modules), prof. Roberta Garibaldi
- 44142-ENG Destination Management, prof. Andrea Macchiavelli
- 44141-MOD1 Tourism and social media marketing, prof. Daniela Andreini

Further details will be provided in advance as to allow students to perform all the activities previously mentioned. The responsible is prof. Roberta Garibaldi. Mobility is subject to participation in pilot internship (pilot testing) in one of the companies involved in the INCOME project.

## **Mobility grants**

The University of Bergamo will provide each student with a mobility grant for a sum of € 500,00 euro (exempt from taxation) to cover mobility expenses (return trip to the host location, local transport, and subsistence) at Duale Hochschule Baden-Württemberg Ravensburg (Germany), project partner, to be devoted to selected students. The mobility grant will be disbursed in two tranches, the first equal to 75% of the total amount (375,00 euros) following the acceptance of the scholarship, the second 25% (125,00 euros) upon the end of the mobility period carried out abroad, prior to the confirmation of the performance of the activities carried out.

The grant will cover:

- Travel expenditures: return trip to the host location in economy class and local transports to reach the host location up to a maximum of 295,00 euros
- Subsistence: for 6 consecutive days at the host location up to a maximum of 210,00 euros.

Costs related to accommodation (at the Youth Hostel Ravensburg, with Bed & Breakfast option) will be covered by the University of Bergamo.

## **ART. 2 – NECESSARY REQUIREMENTS**

Applicants must meet the following requirements:

1. To be regularly enrolled for the a.y. 2019/2020 in the first or second year of the master's degree course Planning and Management of Tourism Systems,
2. To have proficiency in Italian (mother tongue or level C1 of the Common European Framework of Reference for languages),
3. To have proficiency in English (level B1 of the Common European Framework of Reference for languages),
4. To have willingness to carry out all the activities foreseen by the project and explained in art.1 of the call,



5. To not participate in mobility activities within other Erasmus + projects.

### ART. 3 - METHODS AND TERMS FOR SUBMISSION OF APPLICATIONS

Interested students should download the application form available on the link: <https://www.unibg.it/universita/amministrazione/concorsi-e-selezioni/bandi-studenti-e-laureati>.

The same application, filled in and signed, must be delivered:

- via email at the address [lingue@unibg.it](mailto:lingue@unibg.it) indicating the subject "Project INCOME" with attached the scanned annexes signed along with the copy of a valid identity document,
- via certified email at the address [lingue@unibg.legalmail.it](mailto:lingue@unibg.legalmail.it), indicating the subject "Project INCOME" with attached the scanned copy of the annexes signed along with a copy of the valid identity document,
- personally, to the Department of Foreign Languages, Literatures and Cultures, Piazza Rosate, 2 Bergamo, in a sealed envelope addressed to:  
Università degli Studi di Bergamo, Dipartimento di Lingue, Letterature e Culture Straniere -  
Piazza Rosate, 2 24129 Bergamo  
Attn. Ms. Nicoletta Foresti  
Subject: "Project INCOME".

no later than **20/11/2019 at 12.00** together with the following documentation:

1. Application duly completed and signed,
2. Curriculum Vitae, European format in English,
3. Copy of valid Identity document,
4. Letter of motivation with the reasons for the intention to participate in the project and carry out the pilot internship (with his/her preference concerning the company) and mobility,
5. Italian language certifications, if available,
6. English language certifications, if available.

**Applications received after the deadline or for which the above delivery arrangements have not been complied with shall not be considered.** The University assumes no responsibility for cases of failure or late delivery of the application, as well as for all subsequent communications related to the selection procedure, attributable to fact of third parties, fortuitous case or force majeure. Applications that do not contain all parts of the requested documentation will not be accepted.

### ART. 4 - EXAMINING COMMISSION

The Evaluation Commission will be nominated by the Director of the Department of Foreign Languages, Literatures and Cultures, after the deadline for the submission of applications and subsequently made known on the University website page:

<https://www.unibg.it/universita/amministrazione/concorsi-e-selezioni/bandi-studenti-e-laureati>.

The Evaluation Commission can avail itself of the above-mentioned companies' representatives.

### ART. 5 - EVALUATION CRITERIA

The selection will be based on the following criteria:

1. Evaluation of the Curriculum Vitae et studiorum **up to a maximum of 30 points** distributed as follows:



- Coherence of the Curriculum Vitae with the objectives and topics of the project "INCOME" (max 10 points);
  - Study and / or professional experiences abroad (max 10 points);
  - Other qualifications, language certifications, etc.
2. Evaluation of the results obtained from the online test Skill View®, which will be carried out during the interview (**up to a maximum of 10 points**).
  3. Interview aimed at ascertaining the motivation, the preparation (on the topics described in art.1 of this call) to address the themes of the "INCOME" project, the attitude and willingness to participate in all the activities of the project indicated by the call for applications and the knowledge of English, **up to a maximum of 60 points**.

Only the candidates who have obtained a score of 18/100 in the evaluation of the Curriculum Vitae et studiorum will be invited to the interview.

The minimum score for eligibility is 80/100. In case of equal merit, the younger candidate will take precedence.

The selection interview is established for the day 22/11/2019 at 11.00 a.m. hours at the University's building of Piazza Rosate 2.

## ART. 6 - RESULTS

The ranking of the selected candidates, beneficiaries of the mobility grants will be published on the web page <https://www.unibg.it/universita/amministrazione/concorsi-e-selezioni/bandi-studenti-e-laureati>.

Students awarded mobility grants must inform in written the Department of Foreign Languages, Literatures and Cultures e-mail: [lingue@unibg.it](mailto:lingue@unibg.it) their acceptance no later than 7 days from the publication of the selection results.

Those who do not send the communication by the due date will be considered as having renounced.

In case of non-acceptance or withdrawal, other candidates will take over according to the order of the ranking.

Such communication will have the value of official communication, the successor candidate is therefore required to respect the terms indicated, under penalty of forfeiture of the right to assignment.

In case the student beneficiary of the mobility grant do not take part to the mobility activities in the framework of the project, she/he must refund to the University of Bergamo the full amount of the grant received

Non-EU students holding a valid residence permit in Italy who should apply for a entry Visa to one of the host Countries, will be granted only after obtaining the Visa required.

The insurance policy for accidents and civil liability charged to the University guarantees the insurance coverage to each beneficiary during the training activities abroad. For travel insurance and for health coverage, each beneficiary must provide him/herself with the insurances. Each student beneficiary of the grant should bring with her/him the T.E.A.M. -European Health Insurance Card.



## **ART. 7 – RECOGNITION OF FORMATION ACTIVITIES**

Participation in the in internship and mobility activities within the INCOME project will allow students to gain the 5CFU of the traineeship scheduled in the Study Plan of Planning and Management of Tourism Systems Master's Degree. For the recognition of CFU students are required to strictly follow the online procedures for traineeships (<https://www.unibg.it/studia-noi/frequentare/tirocini-studenti/tirocinio-italia>).

## **ART. 8 - PERSON IN CHARGE FOR THE PROCEDURE**

According to Law 241/1990, Ms. Nicoletta Foresti, is nominated administrative person in charge for the Department of Foreign Languages, Literatures and Cultures.

## **ART. 9 - TREATMENT OF PERSONAL DATA**

According to Legislative Decree of June 30, 2003 no. 196 and the EU Regulation 2016/679, the personal data acquired will be processed in compliance with the current regulations and used for the purpose of managing the personal position. Responsible for the protection of personal data is G.R.C. Team S.r.l. The data controller is the University of Bergamo.

## **ART. 10 - RESPONSIBLE FOR THE PREVENTION AND CORRUPTION**

The University of Bergamo has approved the three-year plan to prevent corruption, according to Law 190 of 06.11.2012 and the national anti-corruption plan (P.N.A) approved by the National Anti-Corruption Authority (A.N.A.C.).

The Board of Directors of the University of Bergamo has nominated as Responsible for the prevention and corruption the General Manager, dott. Marco Rucci.

The reports of irregularities in the proceedings might be sent to the e-mail address: [prevenzione.corruzione@unibg.it](mailto:prevenzione.corruzione@unibg.it).

## **ART. 11 - NOTES AND WARNINGS**

Possible changes and additions to the contents of this decree will be acknowledged by the publication on the website <https://www.unibg.it/universita/amministrazione/concorsi-e-selezioni/bandi-studenti-e-laureati>.

Eventuali variazioni ed integrazioni del contenuto del presente decreto saranno rese note mediante pubblicazione nel sito web <https://www.unibg.it/universita/amministrazione/concorsi-e-selezioni/bandi-studenti-e-laureati>.

In case that the submitted documentation results false, indication of data that does not correspond to the truth and the use of false documents - without prejudice to the penal sanctions provided by the criminal code and by special laws on the subject and as provided by the articles 75 and 76 DPR 445/2000 - the candidate will be automatically excluded from the selection and will lose all the benefits gained.



**UNIVERSITÀ  
DEGLI STUDI  
DI BERGAMO**

Dipartimento  
di Lingue, Letterature  
e Culture Straniere

Additional information might be asked at:

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THE HEAD OF THE DEPARTMENT OF  
FOREIGN LANGUAGES, LITERATURES AND CULTURES  
PROF. Rossana Bonadei

Bergamo, 30 ottobre 2019

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