Call for the applications of students from the ADRIA region

RC ADRIA 2021 Internship Programme
(a part of EIT RM HUB – REGIONAL CENTER ADRIA)

Content

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1. Project information

Project name:	10009 - RIS Education & Entrepreneurship. RIS Education & Entrepreneurship
Lead Partner:	EIT RM - CLC East
RIS Task Partner Patron:	University of Zagreb, Faculty of Mining, Geology and Petroleum Engineering (UNIZG-RGNF)

2. About RC ADRIA

EIT RawMaterials Hub – Regional Center Adria started operating in 2018, as a hub for the stakeholders of the mineral raw materials, primary focused on Slovenia and Croatia with the outreach to West Balkan countries.

The presence of EIT RawMaterials in the Western Balkans is essential due to the richness of primary and secondary raw materials in the region and is well-aligned with the European Union (EU) communication on enlargement perspective and enhanced EU engagement with the Western Balkans.

EIT RawMaterials Hub – Regional Center Adria works as an interface between the regional environments and EIT RawMaterials, providing access to information about projects and activities supported by EIT RawMaterials. One of the main objectives of the hub is to encourage networking and the exchange of ideas, but also to offer support to potential new partners of the EIT RawMaterials Community. For all regional stakeholders, businesses, education institutions, research organisations and local authorities, it represents informational "one-stop-shop" for EIT RawMaterials knowledge transfer and an excellent opportunity for all regional stakeholders to know more about EIT RawMaterials and to become a member of the world's largest raw materials community.

One of the activities of the hub is also an implementation of the **Adria Internship Programme**, focused on students of the raw-materials-related master's studies in the ADRIA region and Italy, and the host- organisations from the same geographical areas. As a founding partner and representative of RC ADRIA, UNIZG-RGNF is responsible for the Call for the applications of organisations from the ADRIA region. Call for the applications of organisations from Italy is under the jurisdiction of the EIT RawMaterials Hub – Regional Center Southern Italy, managed by ENEA – Italian National Agency for New Technologies, Energy and Sustainable Economic Development.

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3. Purpose of the Call for the applications of students

The purpose of this Call is to **recruit students from the ADRIA region, willing and eligible to become 2021 ADRIA Interns and implement the internship in a duration of one, two or three months.**

The Call for the applications of students from Italy will be published additionally, during the first half of 2021.

All the students applying to be considered as interns in the 2021 ADRIA Internship Programme must comply with the following requirements:

- submit a complete application with the attachments required by this Call,

- meet the eligibility conditions for becoming an ADRIA intern,

- be willing to carry out the internship exclusively in the organisations listed in the 2021 ADRIA pool of organisations,

- be willing to provide necessary information and/or to have an (online) interview with the representatives of the chosen organisations during the selection procedure.

4. Application process

The applications of the students are accepted starting from

2nd of March 2021 until the 15th of November 2021 (until 23:59 CET).

The applications are submitted exclusively via an online form accessible through the profile webpages of ADRIA organisations listed in the 2021 ADRIA pool of organisations.

The steps of the application process are the following:

1) Exploring the 2021 ADRIA pool of organisations

   Students are invited to explore the list of organisations that have applied to become hosts in the 2021 ADRIA Internship Programme, thus selecting the organisation(s) that are most aligned with their needs and preferences. We encourage the students to take this step seriously because there are many organisations that have joined with the aim to recruit future employees.

2) Selecting the preferred and additional options

   Student **must choose at least one organisation** from the list to be considered for internship by the Programme management board.

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This activity has received funding from the European Institute of Innovation and Technology (EIT), a body of the European Union, under the Horizon 2020, the EU Framework Programme for Research and Innovation

There is also a possibility to select one or two reserve options, but it is not mandatory. Only the organisations from the 2021 ADRIA pool of organisations can be selected by the students for their internship.

It is anticipated that the list of organisations will be continuously updated until November 2021. Therefore, if the organisation that the student is targeting is not currently on the list, student should visit the webpage regularly throughout the year.

3) Filling out the Application form

The **Application form must be filled out and submitted online**, and can be accessed at https://www.eitrawmaterials-rcadria.eu/rcadriainternship/application/intern?host=1#step1.

In the form, students must provide all required data and specify the organisation(s) that they are applying for.

After a successful submission of the application, each student will receive an automatic confirmation of delivery.

Only complete applications (containing all required documents as attachments), submitted via an online form and within deadlines, will be considered.

4) Uploading the required documents

When filling out the Application form, the students are obliged to enclose (upload) the following documents (in *.pdf format):
- scan of the acquired bachelor's degree
- scan of an official confirmation of the student's enrolment in the master's study programme
- scan of an official Grade Point Average (GPA) calculation
- scanned evidence of B2 or higher English language proficiency (see point 5 (2) for additional information)
- signed motivation letter (see point 5 (3) for additional information)
- scan of the student's passport (non-EU citizens) or ID (EU citizens).

Optionally, the students can also enclose:
- scan of the written and signed recommendation of a university professor but <u>only</u> in the case if the student's GPA is below the required threshold (see point 5 (3) for additional information)
- publications or evidence of academic awards (if any).

5. Evaluation

5.1 Criteria

After receiving the application of a student, UNIZG-RGNF will conduct an evaluation based on the three main criteria groups:

1) Administrative criteria

The completeness and clarity of the submitted application are assessed. In this phase, potential clarifications might be requested from the applied student by the UNIZG-RGNF.

2) Eligibility criteria

To participate in the RC Adria Internship Programme, the student must meet the following requirements for which the proof has to be submitted during the application process:

- Student should have a bachelor's degree from a relevant scientific field. [1]
- Student must be enrolled in the master's study programme of the relevant scientific field. [1]
- The university at which the student will acquire his master's degree needs to be located within the Adria region of East & South-East Europe (ESEE) i.e., in Albania, Bosnia and Herzegovina, Croatia, Kosovo, Montenegro, North Macedonia, Serbia or Slovenia.
- Within the bachelor's study programme, the applicant should have had obtained a minimum average grade (GPA) required by the ADRIA Internship Programme.

   Minimum GPA accepted depends on the grade system applied in an individual country and is the following:

Country of study	Minimum GPA
Albania	7.5
Bosnia and Herzegovina	8.5
Croatia	3.5
Kosovo	3.5
Montenegro	8.5
North Macedonia	8.0

[1] Core study programmes accepted by the ADRIA Internship Programme are mining engineering, geology and geological engineering, metallurgy, waste management (raw materials), geotechnical engineering.
It should be noted that other fields of study are not excluded (e.g., chemistry, environmental engineering, geography, ecology, economics, mechanical engineering etc.). However, an evidence of a relation between the interests/study field of the student and the Strategic objectives of EIT RawMaterials must be provided in the motivation letter, which is an object of further evaluation.

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Country of study	Minimum GPA
Serbia	8.5
Slovenia	8.0

If an applicant does not meet the GPA threshold, she/he can still be eligible for Internship, but must submit one written and signed recommendation from a mentor, teacher, or supervisor from the student's home university. The signee of the statement must describe the circumstances based on which he/she can recommend the student in question.

In the absence of the written recommendation, a student with a GPA lower than the required minimum cannot be awarded with the internship.

- **Student should prove a minimum B2 English language proficiency level.**

  To ensure equal accessibility of all ESEE students, the ADRIA Internship Programme is administrated in English. It means that the calls, agreements and reports of students must be written in English. Therefore, a minimum B2 English language proficiency level is needed to effectively participate in the Programme and needs to be proven by the applicant.

  There are several types of evidence which are accepted as sufficient in terms of confirming language proficiency:
    i. If the student passed an English language exam within his/her bachelor's study programme and it can be seen from the GPA submitted, the student is considered to have satisfied the required minimum.

  In any other case, a student must enclose:
    ii. a scan of the official certificate issued by a competent legal entity, stating the student's English language proficiency level,
    OR
    iii. a signed statement with a short history of the student's English language learning process (is it formal or informal, how long etc.). The statement must clearly state that the student's current English proficiency is at B2 level.

The evaluation based on the eligibility criteria is carried out immediately upon receiving the application of the potential Intern, but after confirming the completeness of the received application.

If all eligibility criteria are met, the applicant will be considered for Internship in the chosen organisation(s).

Special conditions:

Students who have participated in the 2019 and/or 2020 ADRIA Internship Programme as formally accepted Interns have a right to re-apply in 2021 only if the cumulative duration of the previously carried out ADRIA internships does not exceed 2 months. One student can be awarded an ADRIA internship in the maximum cumulative duration of 3months.

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3) Ranking criteria

Once the eligibility of the student is confirmed, it does not automatically mean that the student will be awarded an internship. Since there will probably be more applications than one for a specific organisation, the scoring of the individual elements of the application is carried out, as presented in the table below.

The purpose of the assessment is to create a ranking list of students meeting the eligibility criteria. The ranking list is created for an individual company, not the internship programme in general.

The applicants with the highest score will have a priority in the "matching" process with the preferred organisation i.e., in awarding the internship contract. It means that a higher ranked student will have an advantage when deciding on who will be awarded an internship. However, **the final decision is with the organisation and depends on its current needs**.

STUDENT'S APPLICATION ASSESSMENT - RANKING		
Element scored	Scoring	Note
Grade Point Average (GPA)	☐ 5.0 (600 points) ☐ 4.5 – 4.9 (500 points) ☐ 4.0 – 4.4 (350 points) ☐ 3.5 – 3.9 (200 points)	The scoring principle is presented for a grade system 1-5. Equivalent values for other grade systems will be applied where appropriate.
Number of years of studying within prescribed deadlines or otherwise	☐ within deadlines (150 points) ☐ one (1) year of prolongation (50 points) ☐ two (2) or more years of prolongation (0 points)	The criterium is applied to the bachelor's study programme.
Awards or publications	☐ Rector's Award or other academic award (150 points) ☐ academic paper suggested for the award but not rewarded (50 points) ☐ published scientific or professional paper (150 points) ☐ none (0 points)	The evidence of an award or a publication must be enclosed to the application in order to award points.
A letter of motivation	☐ contains all required parts, structured and well written in sound English, signed (100 points) ☐ does not contain all required parts OR not well structured OR not written in sound English (50 points) ☐ does not contain all required parts AND not well structured AND not written in sound English (0 points)	A good motivation letter must provide an overview of the student's skills and interests (in relation to the EIT RawMaterials strategic objectives), but should also be aligned with the following instructions: Try to provide an example of your previous experience related to working in teams, participating in projects,

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STUDENT'S APPLICATION ASSESSMENT - RANKING		
Element scored	Scoring	Note
		accepting professional / educational challenges, conducting a research, presenting and promoting your ideas in an unfamiliar environment, working in real-life professional surroundings, other internships you might have participated in etc. Try not to repeat the information that you already provided in the Application form. Describe the reasons behind your decision to apply for Internship, state your expectations of being an Intern, explain how you will use the benefits of participating in the Internship for your further development as a young professional, share your opinion about the potential of the internship concepts to impact the educational and business sectors.

5.2 Outcomes of the evaluation

The students will be informed about the status of their application through each step of the evaluation process.

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6. Selection ("matching") process

6.1 Procedure and timeframe for the selection

Each organisation decides on the frequency of reviewing the applications received and has the right to decide on the selection at any time throughout the year. **However, the last decision must be made before November 15th 2021.**

6.2 Outcome of the selection process

If an organisation accepts the student as an intern, an **Internship Scholarship Agreement** between the student and the Faculty of Mining, Geology and Petroleum Engineering at the University of Zagreb will be signed. The agreement will define the obligations and rights of the accepted Intern.

7. Obligations of the Interns

The Intern is obliged to:

1) **Implement the awarded internship** in line with the Programme requirements, the Internship Scholarship Agreement, and the internal rules of the host-organisation, while achieving the following learning outcomes:

   A)   Problem solving
   - o   identifying set of methods and procedures for specific tasks/cases
   - o   evaluating success rate of various methods and procedures
   - o   application of theoretical knowledge to a specific practical project tasks/case
   - o   conduction of specific project tasks/case independently

   B)   Engineering skills
   - o   identifying professional responsibilities towards environment, health and safety
   - o   evaluating sustainability of the proposed methods and procedures
   - o   identifying rationale and pragmatic solutions to a specific project tasks/case

   C)   Communication skills
   - o   using appropriate terminology when writing and speaking
   - o   active listening

   D)   Teamwork
   - o   taking responsibility and carry out agreed tasks,
   - o   negotiation, asserting one's own values and respecting others.

2) **Notify UNIZG-RGNF** about any changes affecting the eligibility of the student to participate in the Programme (e.g., signing a permanent employment contract, inability to be present physically in the premises of the host organisation, acquiring a master's degree etc.)

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3) **Report to UNIZG-RGNF** about the course of the internship.
The reporting is carried out as follows:

Duration of the Internship awarded	1 month	2 months	3 months
MID-TERM REPORT delivery deadline	No mid-term report needed.	No mid-term report needed.	48th day of implementation of the approved internship.
FINAL REPORT delivery deadline	5 (calendar) days after the last day of the approved internship		

The templates and the scope of the reports are defined by the ADRIA Internship Programme management board.

4) **Evaluate** the experience of working with the supervisor.
The evaluation is carried out on a form designed by UNIZG – RGNF. The deadline for the delivery of the evaluation form is 5 (calendar) days after the last day of the approved internship.

5) **Communicate with the staff of UNIZG-RGNF** and provide the information about the course of internship, as requested.

All activities need to be completed by the 31st of December 2021.

8. Rights of the Interns

8.1 Financial support

The Interns will receive funding via UNIZG-RGNF, who is a Task Partner Patron (a KIC partner participating in the project). All selected students will sign the Internship Scholarship Agreement with the UNIZG-RGNF, thus formally accepting an Internship in the minimum duration of one month or two months or three months (considering that the Internship must be completed in 2021).

   a. Purpose of the financial support

If the internship is implemented physically, the Interns will receive a monthly lump-sum to cover their every-day and accommodation costs.

In case of an online internship (only in special circumstances) the lump-sum is to cover the online internship related costs such as the Internet connection, equipment for video and audio communication via Internet (headphones, microphone, web cam…), printing and basic office material, potentially needed licence for a specific professional software, telephone communication costs, other required hardware such as external hard drives or memory sticks etc.

IMPORTANT NOTICE:

The primary manner of conducting the internship includes **physical presence of an intern in the premises of the host – organisation**. The implementation of the internship as remotely organised work (online) is enabled by this call ONLY in justified circumstances and under explicit confirmation of UNIZG-RGNF. **The intention of implementing an online internship must be communicated to UNIZG-RGNF by the host-organisation before such internship commences.** Any actions which are not in line with this request can be a basis for the cancelation of the Collaboration Agreement and Internship Scholarship Agreement and the return of the received financial compensation.

   b. Maximum amount of the financial support

Financial support to the selected Interns will be categorized as "scholarship" and will not exceed 500 € per Intern per month i.e., 1500 € for the maximum Internship duration of three months.

The amount in question will be awarded as a monthly lump sum, without any additional cost justification needed, as presented in the following table.

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Internship location	Maximum monthly scholarship (in EUR)
Internship implemented in the place of study	250,00
Internship implemented in the radius up to 50 km outside the settlement where the intern studies	300,00
Internship implemented in the radius larger than 50 km outside the settlement where the intern studies	400,00
Internship implemented in the location outside the country of the intern's study	500,00
Internship carried out on-line	250,00

8.2 Other rights

Each student has the right to:

- **terminate her/his participation in the 2021 ADRIA Internship Programme** before the signing of the Internship Scholarship Agreement, by sending a written request to the UNIZG-RGNF (application withdrawal)*, without any consequence*,
- **report dissatisfaction** with the programme management or the host-organisation / supervisor by directing a written complaint to UNIZG-RGNF,
- **request advisory** form UNIZG-RGNF in case of open issues with the programme implementation,
- **cancel the ongoing Internship Scholarship Agreement** for valid reasons reported to the UNIZG-RGNF, thus returning the financial support received within the deadline defined by the UNIZG-RGNF after the request for cancellation is received.

The following person can assist you in case of any questions, complaints, or requests:
Name: Petra Grgasović
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In Zagreb, March 2021

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