

RIS INTERNSHIP CALL FOR ORGANISATIONS

Open from 28/02/2022 to 31/10/2024

19.04.2023.



University of Zagreb
**FACULTY OF MINING,
GEOLOGY AND PETROLEUM
ENGINEERING**



**National Technical
University of Athens**



**MISKOLCI
EGYETEM**
UNIVERSITY OF MISKOLC



**TECHNICAL UNIVERSITY
OF KOŠICE**



**Politechnika
Wrocławska**



**Italian National
Research Council**

KAVA Reference (Number, Acronym, Full Title): 21003 - RIS-Internship. RIS Internship programme: broadening University-Business Cooperation

Coordinating partner opening the Call: University of Zagreb – Faculty of Mining, Geology and Petroleum Engineering (UNIZG – RGNF)



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1. Project information

1.1 Short description

[RIS Internship programme](#) runs as an approved EIT RM KAVA project from the 1st of January 2022 until the end of 2024. The territorial coverage includes the initial pilot region (Albania, Bosnia and Herzegovina, Croatia, Montenegro, North Macedonia, Serbia, Slovenia) and the newcoming East European RIS countries: Bulgaria, the Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Poland, Romania and Slovakia. Participants from Spain, Portugal and Italy are welcome as well!

Overall objective of the project is to implement a sustainable and structured **RIS Internship Programme for East European RIS and EIT-Raw-Materials-labelled students**, thus increasing students' entrepreneurial and business skills, broadening the University-Business Cooperation activities in the RIS region, boosting the employment of the RM graduates within the hosting organizations and leveraging the regional brain drain.

During the next three years of project implementation...

- ... 367 students will conduct an internship in 300 companies.
- ... 21 matchmaking events for students and hosting organizations will be organised.
- ... 637 individuals (students and industrial supervisors) will be trained.
- ... strategy enabling semester mobilities from RIS Universities toward EIT labelled master programmes will be developed and implemented.
- ... internship-related best practice will be identified, together with other available funding schemes and national programmes ensuring the financial sustainability of the programme.

1.2 Project Consortium

RIS Internship Consortium gathers ten partnering institutions, eight of which are registered in RIS countries:

- University of Zagreb - Faculty of Mining, Geology and Petroleum Engineering (UNIZG-RGNF)
- National Technical University of Athens (NTUA)
- Technical University of Kosice (TUKE)
- Technische Universität Bergakademie Freiberg (TUBAF)
- University of Liège (ULiege)
- University of Miskolc (UM)
- Wroclaw University of Science and Technology (WUST)
- Slovenian National Building and Civil Engineering Institute (ZAG)
- Spanish National Research Council (CSIC)
- National Research Council of Italy (CNR)

2. About the RIS Internship Programme

2.1 Organisation and structure of the Programme

The lifecycle of RIS Internship Programme starts with launching the Calls for applications. Within the project duration, Calls for applications are envisaged as follows (the Programme managers maintain the right to change the schedule):

Table 1. Preliminary dates of the calls planned (can be changed during the project implementation)

Calls	Launching of the Call (start date)		Duration of the Call (end date)
	Date	Responsible partner	
Call for organisations	28/02/2022	UNIZG-RGNF	until 31st October 2024
Call for students 2022	01/06/2022		until 31st October 2022
Call for students 2023	01/02/2023		until 31st October 2023
Call for students 2024	31/01/2024		until 31st October 2024

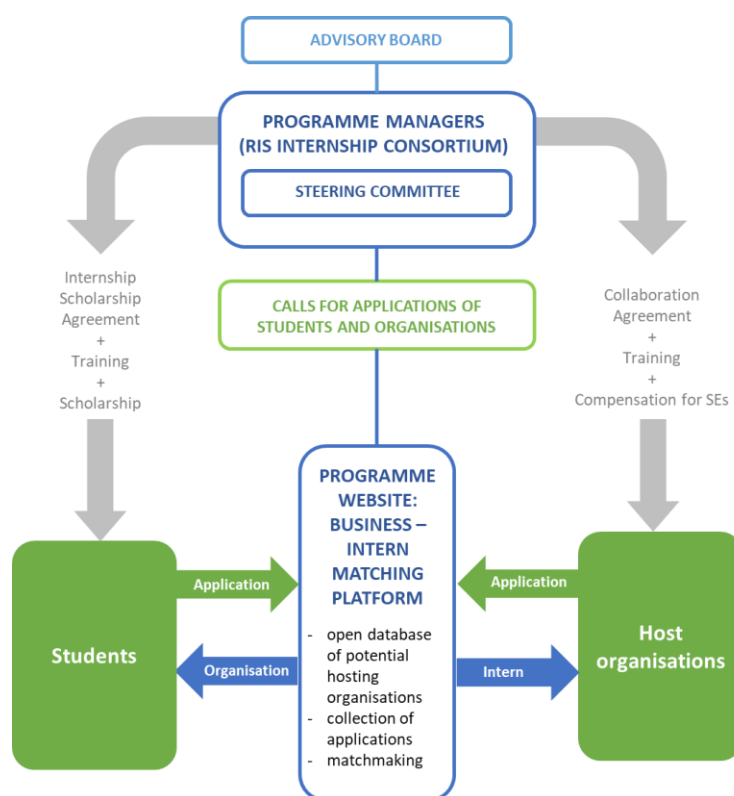


Figure 1. Scheme of the RIS Internship Programme Concept

All calls will be published on the Programme website - a Business - Intern Matching Platform (Figure 1).

Organisations apply via an [online application form](#) available on the website, throughout the whole project duration (2022-2024). Applied and approved organisations enter the open database ([Pool of organisations](#)), providing all relevant information online for the potential interns to explore.

The database is managed and maintained by the RIS Internship project coordinator (UNIZG-RGNF).

Students can read the descriptions of all organisations and see the details of internship opportunities and submit their application for the most suitable one (and up to two alternative options). Student's application is forwarded to the organisation of his/her first choice, **which has a decision deadline of 14 days**. After a match between a student and an organisation is made, two contracts are signed: one between the Programme management (UNIZG-RGNF) and the student, and the second one between UNIZG-RGNF and the hosting organisation. Before the internship implementation, both the student and the supervisor are directed to an **obligatory online training (webinars)** prepared by the Consortium. Immediately after the completion of the trainings, **a competency assessment (testing)** is carried out.

After the completion of an individual internship, the respective supervisor answer **a survey** assessing the cooperation with the student and other elements of the Programme. The results are used to monitor and improve the quality of the programme.

Matchmaking of the students and organisations is managed by the RIS Internship project coordinator (UNIZG-RGNF) via an **interactive online platform**. An interactive online platform is launched **on 1st February 2023.**, with the main purpose to relax the administration procedures and digitalize the matchmaking process. When the [online application form](#) is submitted, the organisation's representative – contact person - receives an **email with login details (personalized link and password)** to create the organisation's account on the platform. The designated contact person is automatically the profile administrator and is able to edit the organisation's data that will be publicly visible in the Pool. All correspondence is directed to the organisation's contact person. Under **Responsible person**, is the person authorized to sign the agreement at certain organisation (e.g. director) and this is automatically inserted into the contract - Collaboration agreement. **Information related to the responsible person are not disclosed publicly.**

Regardless of the launch of the online platform, the human factor is still crucial, thus the communication triangle student-organisation-project coordinator should be maintained through the entire process of internship implementation. Due to the early start of an open call for students and simultaneous enabling of the online platform, further upgrade is needed. Thus, in the period from March to April we are planning to upgrade the platform with additional functionalities to support the parallel and expected increase in the number of applications – students or organisations wise – after intensifying our programme promotional activities.

2.2 Programme history

The foundations of the RIS Internship Programme were created through a pilot programme launched in 2019 by EIT RawMaterials Hub Regional Centre Adria, called [ADRIA Internship](#). The Programme was implemented by one of the hub partners - the University of Zagreb, Faculty of Mining, Geology and Petroleum Engineering (UNIZG-RGNF), with the key objective to improve professional opportunities for the students of sector related studies in the ADRIA region (Albania, Bosnia and Herzegovina, Croatia, Kosovo, Montenegro, North Macedonia, Serbia, Slovenia), with a tendency of expansion.

Within this scope, the Programme has been carried out in 2019 and 2020. In 2021, geographical coverage of the Programme extended also to Italy (thus beginning a transfer from ADRIA to RIS region).

During the three years of pilot programme implementation, around 70 individual internships were completed in total duration of 113 months, involving more than 43 different organisations.

3. Purpose of the Call for application of organisations

The purpose of this Call is to **create a pool of potential host-organisations in 2023, registered on the territory of Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Montenegro, North Macedonia, Poland, Romania Serbia, Slovakia, Slovenia, including also other territories covered by RIS hubs ADRIA, Baltic, Greece and Košice, or other RIS eligible countries such as Spain or Portugal.**

All the organisations applying to be listed in the RIS INTERNSHIP pool of organisations must:

- meet the conditions for becoming a RIS Task Partner (if micro-enterprises)
- be willing to host at least one RIS Intern between February 2023 and end of 2024
- provide all necessary information for the open-access pool of organisations.

The 2021 ADRIA pool of organisations is organised as a group of online profile pages of the participating organisations and can be accessed via [link](#).

BY SUBMITTING AN APPLICATION AS AN ANSWER TO THIS CALL; THE ORGANISATION DOES NOT TAKE OVER ANY OBLIGATIONS BUT EXPRESSES A WILL TO BE A PART OF THE [BUSINESS – INTERN MATCHING PLATFORM](#). THIS CAN BUT DOESN'T HAVE TO RESULT IN HOSTING ONE OR MORE RIS INTERNS WITHIN THE ORGANISATION, BASED ON THE CORRESPONDING COLLABORATION AGREEMENT.

4. Application process

The applications of organisations are accepted from the **28th of February 2022 until the 31st of October 2024 (until 23:59 CET)**.

The applications are submitted exclusively via an online form available at [link](#).

Only the applications submitted in the defined period and form will be considered.

The online application form consists of parts

- **PART 1 - General information about the organisation** (registered name, location, VAT number, type, legally responsible person, website of the organisation (URL), short description of the organisation, contact person, logo, IBAN);
- **PART 2 - Information related to the eligibility criteria** – field of activities and resources;
- **PART 3 - Information about the offered internships** that will be published in the open database of hosting organisations at the Programme website (number of internship placements available in the organisation, months in which the internships take place in 2023, preferred duration of an individual internship, permanent employment possibilities, main location(s) where the internship will take place¹, own equipment needed by an intern, preferred educational background of the intern(s), required skills and competences, description of the assignments/tasks, possibility to host students with disabilities...);
- **PART 4 -Approvals and consents** - check-boxes only.

Preparing the required information prior to filling in the application process will enable a faster and more efficient application process.

5. Evaluation and matching process

After receiving the application of an organisation, UNIZG-RGNF in cooperation with other Consortium partners will conduct an evaluation based on the eligibility criteria.

5.1 Eligibility criteria

Eligibility criteria for organisations are as follows:

- Organisation is registered as a private or public legal entity in one of the countries covered by the **Programme (Bulgaria, Croatia, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Montenegro, North Macedonia, Poland, Romania Serbia, Slovakia, Slovenia), territory covered by RIS HUBs ADRIA, Baltic, Greece and Košice) or other RIS eligible countries such as Spain or Portugal.**

¹ Primary manner of conducting the internship includes physical presence of an intern in the premises of the hosting organisation. The implementation of the internship as remotely organised work (online) will be possible ONLY in justified circumstances and under explicit approval of the RIS Internship Consortium. The intention of implementing an online internship must be communicated to the Consortium by the hosting organisation before such internship commences. Any actions which are not in line with this request can be a basis for the cancellation of the Collaboration Agreement and Internship Scholarship Agreement and the return of the received financial compensation.

- Organisation is registered for economic, educational, research and/or other activities and acts primarily in the following sectors: mining, geo-sciences and geotechnology, material science, extractive waste management, metallurgy and recycling. However, other sectors will also be considered (case-by-case) if there is a strong and evident connection between the activities regularly carried out by the legal entity and the objectives of the project (Internship) and the [EIT RawMaterials strategy](#).
- Organisation is willing and able to carry out all actions and tasks included in the Collaboration Agreement to be signed within the Programme (is available [here](#))

5.3 Timeframe for processing the applications

Table 2. Timeframe for processing of the applications received

Activity	Deadline
Confirmation of the application receipt	Immediately after admission
Assessment of the application (validation of eligibility)	7 days after the receipt of the application
Forwarding the application to the organisation of 1 st choice	Immediately after application is assessed as eligible (except in the cases of waiting list)
Decision of acceptance/rejection by the organisation of first choice	14 days upon receipt of application
Decision of acceptance/rejection by the organisation of second choice*	14 days upon receipt of the application
Decision of acceptance/rejection by the organisation of second choice*	14 days upon receipt of the application
Possible start of the internship upon acceptance by the organisation	Anytime (based on the agreement between the student and organization; only if both intern and supervisor completed the competency assessment and signed the agreements) After the agreement with the student, the organisation enters the start and end date of the internship in their profile. Then internship can be created.

5.4 Matching with a student

The applications of organisations will be assessed using the eligibility criteria for organisations (see 5.1). All applied organisations approved according to these criteria will enter the [open database of hosting organisations](#) and will be able to receive applications from students. There are no obligations for the organisation stemming from its entry to the database. Therefore, each organisation keeps the right not to admit any of the applied students if circumstances do not allow it.

If the criteria are not met, the organisation will be informed by UNIZG-RGNF about the reasons of the application dismissal and further options of re-submission.

Online applications for the students will be enabled from the 1st of February 2023 at latest, i.e. when the Call for applications of students will be published. Students will apply for a specific organisation, application being received by UNIZG-RGNF. After a student applies for a respective organisation, the contact person in your organisation will be notified and additional information from the student's application will be shared for consideration. The organisation has the possibility to accept the student applied, require an interview and/or dismiss the application.

If an organisation accepts an internship proposed, a RIS Internship Collaboration Agreement is signed between the organisation and UNIZG – RGNF. This agreement regulates the details of the internship, rights and obligations of the organisation hosting a student.

6. Obligations of approved hosting organisations

In accordance with the RIS Internship Collaboration Agreement that will be signed for each internship individually, **an organisation will be obliged to:**

1. accept a student for internship in the minimum duration of one month (up to three months), as stated in the signed Collaboration Agreement,
2. assign a trainer/supervisor to each admitted intern and ensure that the supervisor successfully completes a training envisaged within the project,
3. ensure an efficient implementation of internship activities, having in mind an educational background of the student,
4. undertake all necessary measures to protect the safety and personal rights of the student while conducting an internship,
5. to submit an evaluation of the Intern upon the Internship completion,
6. to provide all the data related to the progress of the Internship, following the possible requests made by the UNIZG-RGNF during the internship implementation
7. to inform the UNIZG-RGNF about any changes of circumstances in which the internship takes place,
8. to promote the RIS Internship Programme on its webpage and social media accounts,
9. to perform all internship activities in the county where the legal entity (organisation) is registered,
10. to complete all internship activities by the 31st of December of the year in which the internship has started.

6.1 Pre – internship training of the supervisors

The training will be implemented as a short, recorded webinar, followed by a simple competency assessment based on the webinar.

Main targets of the training for internship trainers is to build skills:

- to set up a working assignment for the intern in a structured way;
- to direct the intern towards reaching learning outcomes defined in WP1;
- to efficiently supervise the intern and his/her progress;
- to recognise appropriate personal skills and socio-civic competences to be used and developed with the student;
- to evaluate student's performance;
- to successfully manage potential conflict
- to catalyse the adjustment of the intern to the working culture/environment prevailing in the organisation.

6.2 Post – internship survey for the supervisors

Evaluation surveys for the supervisors are prepared as online forms. which will be available on the project website. Answers must be delivered to the Consortium within 5 calendar days from the end date of an individual internship. These results will be used to improve the quality of the internships and will be communicated to the student also.

Each supervisor will be asked to assess the quality of:

- information about the Programme provided prior to their application / beginning of the internship,
- training material provided at the beginning of the internship,
- relationship with the intern and the progress achieved during the internship,
- support of the Programme administration during the internship implementation
- impact of the internships implemented through the Programme on the organisation (improvement of the capacities, other benefits...).

An evaluation is done by the supervisor in both qualitative and quantitative terms.

More detailed information will be provided to the approved applicants before June 2022.

7. Rights of the approved hosting organisations

Each organisation will have the right to:

- 1) terminate its participation in the RIS Internship Programme before the signing of the Collaboration agreement, by requesting a removal of its profile webpage from the open pool of organisations, without any consequences,
- 2) change data in their profile in Pool of organisations, as long as this change of data does not lead to the organisation becoming ineligible (i.e. residence of the organisation has been transferred to non-eligible country, organisation does not work in the field of raw materials anymore),
- 3) reject the proposed internships (applications submitted) if none of them meets the needs of the organisation,
- 4) report dissatisfaction with the programme management or the hosted intern,
- 5) request advisory from UNIZG-RGNF in case of open issues with the programme implementation,
- 6) cancel the ongoing Collaboration agreement for valid reasons reported to the UNIZG-RGNF.

8. Additional information and contact

In case of any questions, complaints, or requests you can:

- contact us via the form at [link](#)
- explore the programme website at [link](#)