

RIS INTERNSHIP CALL FOR ORGANISATIONS

Open from 01/02/2025 to 31/12/2025

11.02.2025.



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



National Technical
University of Athens



MISKOLCI
EGYETEM
UNIVERSITY OF MISKOLC



Italian National
Research Council



Politechnika
Wroclawska



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](#)

The RIS Internship project was run under the EIT Raw Materials programme from the 1st of January 2022 until the 31st of December 2024. It was based on a successful [ADRIA Internship programme](#) (2019-2021) launched by EIT RawMaterials Hub Regional Center Adria that included **Albania, Bosnia, and Herzegovina, Croatia, Montenegro, North Macedonia, Serbia, and Slovenia**. The territorial reach of the new project was extended to the newly joint East European RIS countries: **Bulgaria, the Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Poland, Portugal, Romania, and Slovakia**. Other RIS countries, **such as Spain, Portugal, Italy, Ukraine, Turkey, and Cyprus** were eligible as well!

During the RIS internship programme implementation (2022 to 2024), 447 students applied for internship and the number of organisations in our pool increased from 53 initially to 113 by the end of the project, offering maximum more than 150 open positions for internship. 195 individual internships were completed, involving more than 50 different organisations.

The main purposes of the **new Internship programme remains the same**, only the eligibility criteria for students and organisations will be much wider:

- to improve professional opportunities for the students of raw materials and adjacent sector related studies in Europe,
- to enable early cooperation between the students and the industry, thus familiarizing the future young professionals with real-life challenges,
- to establish valuable connections between the educational institutions and the industry, thus helping to build more market-compliant educational programmes in the future.

The new RIS Internship project aims to continue implementing a sustainable and structured **RIS Internship Programme for European 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. The level of candidates will be extended from **master to bachelor's and PhD study programmes in the RM or related sector at European universities**. More information will follow in the Eligibility Criteria section.



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)
- Wrocław 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 the 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	01/02/2025	UNIZG-RGNF	until 31st December 2025
Call for students 2025	15/02/2025		until 31st December 2025

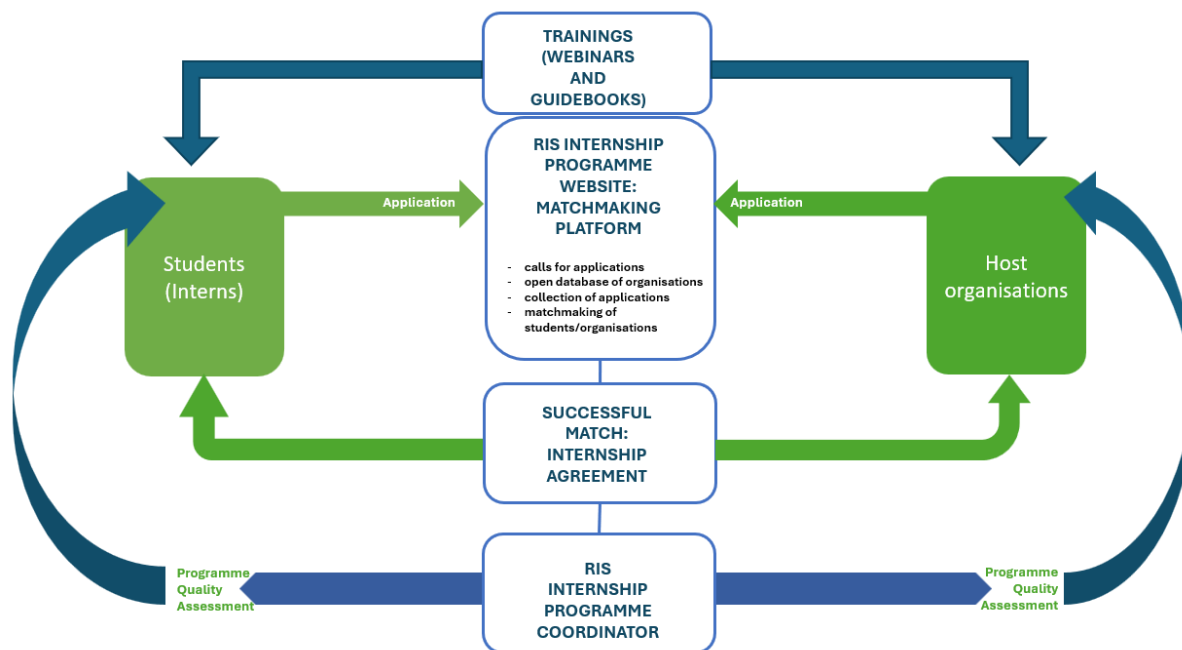


Figure 1.1. Scheme of the RIS Internship Programme Concept - regular

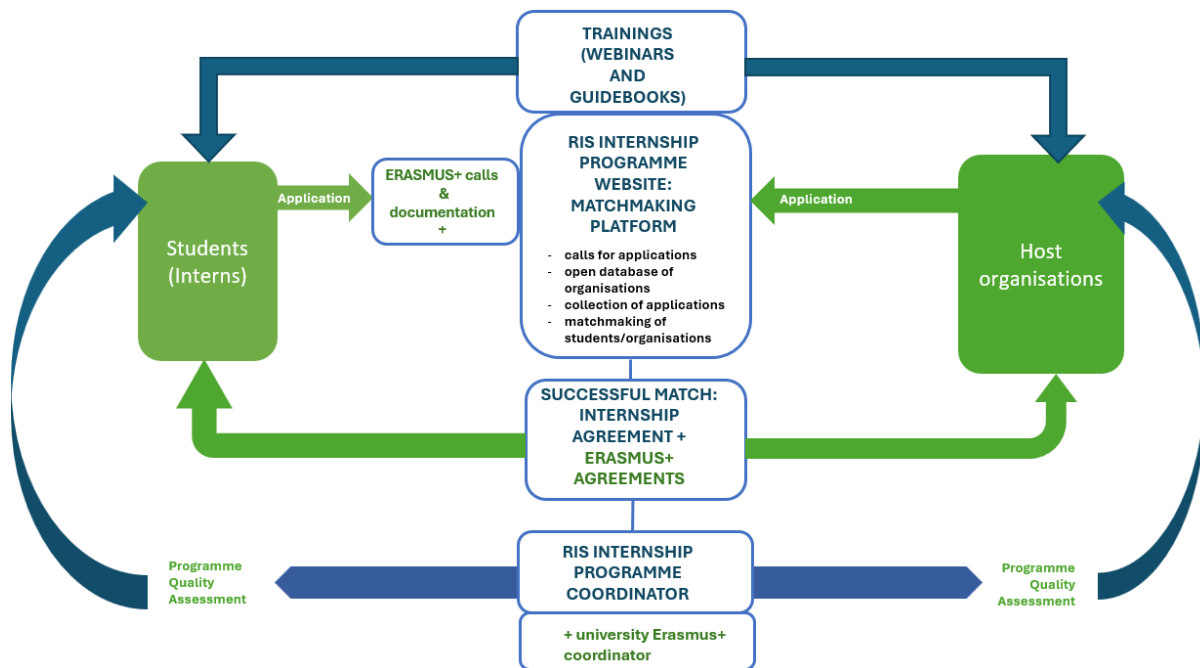


Figure 2.2. Scheme of the RIS Internship Programme Concept – combined with Erasmus+ calls for students. The concept is that student applies on Erasmus+ call and RIS internship call, so he/or she can find appropriate organisation and agree for internship implementation.

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, 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**. We are strongly suggesting also a short interview with the student before making a match more internship. After a match between a student and an organisation is made, **one contract is signed between the host organisation and the student/intern**. Before the internship implementation, both the student and the supervisor are advised to prepare for internship by taking part in **online training (webinars)**, 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 programme coordinator (UNIZG-RGNF) via an **interactive online platform**. 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.**

3. Purpose of the Call for application of organisations

The purpose of this Call is to upgrade the existing **a pool of host-organisations which was built during the three years of RIS internship project implementation (2022 – 2024)**, registered on the territory of RIS region: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Montenegro, North Macedonia, Poland, Romania Serbia, Slovakia, Slovenia, or other RIS eligible countries such as Spain, Italy or Portugal. **In the continuation of RIS internship programme from 2025, the eligible territory for host organisations and students will be all European countries.**

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

- be willing to host at least one RIS Intern between January and December 2025
- provide all necessary information for the open-access pool of organisations
- accept financial obligation of annual fee to be visible and active in the platform:

Companies	Definition EC 2003/361/EC	Annual platform fee
Micro Enterprises	< 10 employees Annual turnover < 2 M€	250 € + VAT
Small Enterprises	< 50 employees Annual turnover < 10 M€	500 € + VAT
Medium Enterprises	< 250 employees Annual turnover < 50 M€	750 € + VAT



Large Enterprises	> 250 employees Annual turnover > 50 M€	1000 € + VAT
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BY SUBMITTING AN APPLICATION AS AN ANSWER TO THIS CALL; THE ORGANISATION ACCEPT THE FINANCIAL OBLIGATION OF ANNUAL FEE FOR USING 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 INTERNSHIP AGREEMENT.

4. Application process

The applications of organisations 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, size and type, legally responsible person, website of the organisation (URL), short description of the organisation, contact person, logo);
- **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 on the Programme website (number of internship placements available in the organisation, months in which the internships take place in 2025, 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.

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 Internshipcoordinator.

ELIGIBLY CRITERIA

- Organisation is registered for economic, educational, research and/or other activities and acts primarily in the following Raw Materials sectors: mining, geo-sciences, and geotechnology, material science, extractive waste management, metallurgy and recycling. However, other sectors will also be considered (case-by-case), **with emphasis on Renewable energy sector**. 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 Internship 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 until December 2025 (based on the agreement between the student and organization; only if both intern and supervisor 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. 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 for the application dismissal and further options for re-submission.

Online applications for the students will be enabled from the 15th of February 2025 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 Agreement](#) is signed between the organisation and student . This agreement regulates the details of the internship, rights and obligations of the organisation hosting a student.

5. Obligations of approved hosting organisations

In accordance with the RIS Internship 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 six months**), as stated in the signed Internship Agreement,
2. assign a trainer/supervisor to each admitted intern and ensure that the supervisor successfully completes the training envisaged within the project,
3. ensure an efficient implementation of internship activities, keeping in mind the 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 inform the UNIZG-RGNF about any changes of circumstances in which the internship takes place,
7. to promote the RIS Internship Programme on its webpage and social media accounts
- 8. to perform all internship activities in the county where the legal entity (organisation) is registered,**
9. to complete all internship activities by the 31st of December of the year in which the internship has started.



5.1 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. This training is not obligatory, but it is advised to be visited to get familiar with the concept of this programme and internship.

Main targets of the training for internship trainers are 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.

5.2 Post – internship survey for the supervisors

Evaluation surveys for the supervisors are prepared as online forms. which will be available through automatic e-mails. 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.

6. 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 Internship 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 outside Europe, organisation does not work in the specified fields anymore, etc.),
- 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 Internship agreement for valid reasons reported to the UNIZG-RGNF.

7. Additional information and contact

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

- contact us via the form at [link or directly to kristina.koret@rgn.unizg.hr](#)
- explore the programme website at [link](#)

