RIS INTERNSHIP – CALL FOR APPLICATION OF STUDENTS

RIS Internship Programme 2025
Open from 15/02/2025 – 31/12/2025

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

Content

1. Project information

1.1. Short description and background

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 remain 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)
- 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. RIS Internship programme

2.1. Organization and structure

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	31/12/2025
Call for students 2025	15/02/2025		31/12/2025

All calls will be published on the Programme website (Figure 1).

First, organisations can apply throughout year 2025 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 programme coordinator.

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). Once the student's application is approved as eligible, the student is advised and directed to complete **online training (webinar and questionnaire)** prepared by the Consortium. The student's application is forwarded to the organization of his/her first choice, which has a decision deadline of 14 days. Matchmaking of the students and organisations is managed by the RIS Internship Consortium via an interactive online platform.

After a match between a student and an organisation is made, a **Contract is signed between a student and host organisation (**RIS Internship Agreement**).**

If a student wishes to secure a scholarship**, a student can apply on Erasmus+ call for traineeships (as stipulated at their University) and choose**

1. Contract is signed between a student and host organisation (RIS Internship Agreement).
2. Organization provide Acceptance confirmation for Erasmus+ traineeship eligible students
3. Erasmus+ traineeship eligible students are further directed to apply for Erasmus+ traineeship funding at his University

After the completion of an individual internship, an evaluation report is submitted by an intern to the Programme managers (using a predefined questionnaire). Both the intern and the respective supervisor answer an online evaluation survey assessing their cooperation and other elements of the Programme. The results are used to monitor and improve the quality of the programme.
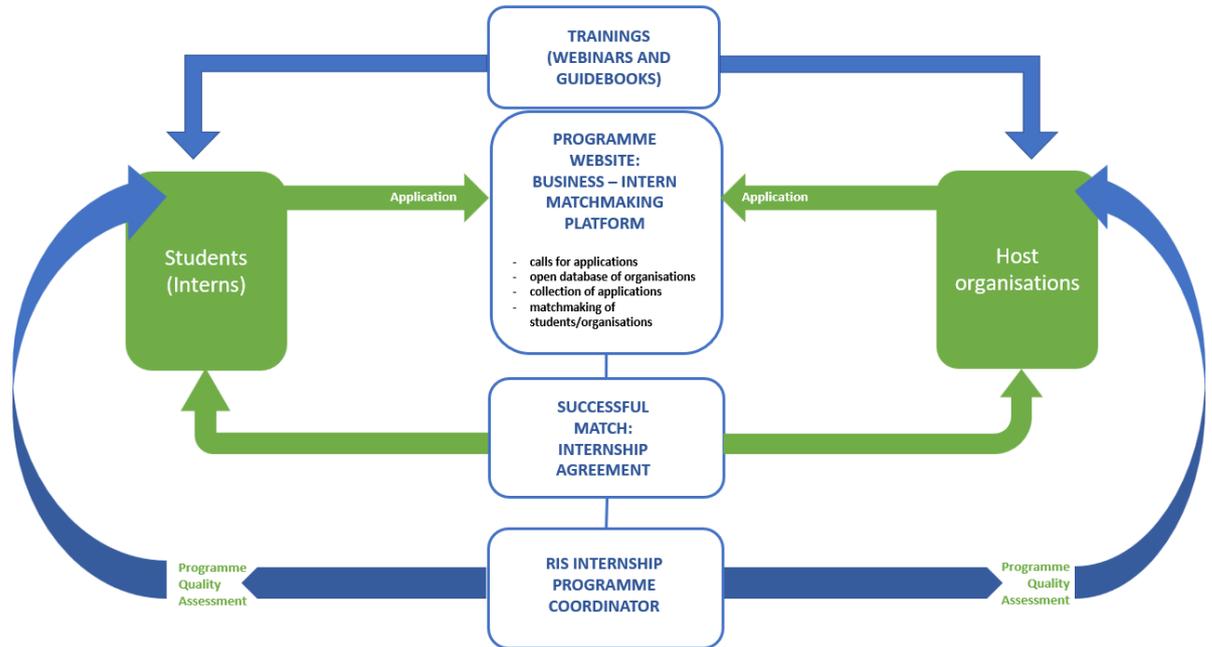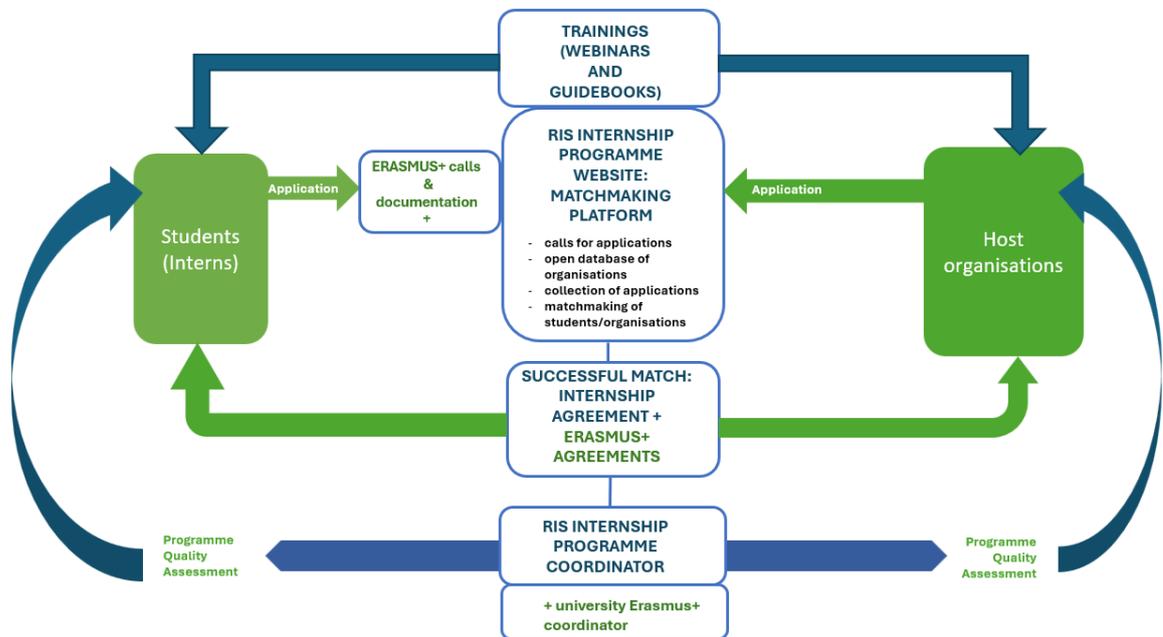
Figure 1. Scheme of the RIS Internship - regular

Figure 1.2. 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 in RIS Internship Pool of organisations and agree for internship implementation.

2.2. Purpose of the Call

The purpose of this Call is to **recruit students from whole Europe willing and eligible to become 2025 interns and implement the internship in a duration of from one to six months**

All the students applying to be considered as interns in the 2025 RIS 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 a RIS Internship intern,

- be willing to carry out the internship within the year 2025 exclusively in the organisations listed in the 2025 Pool of organisations,

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

Important: Students have to answer the call and apply during the year in which they would like to implement their internship). **Their application is valid only in the respective year and the internship has to be completed in that same year (by the 31st December at the latest)**.

3. Application procedure

3.1. Manner of application

The applications of the students are accepted starting from

15th February to 31st December 2025

The applications are submitted via an online form accessible on Apply now and the list of available organisations can be seen in the 2025 Pool of organisations.

The steps of the application process are the following:

a) Exploring the 2025 Pool of organisations

Students are invited to explore the list of organisations that have applied to become hosts in the 2025 RIS 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.

b) Selecting the preferred and additional options – no need to apply right away

Student **must choose at least one organisation** from the list to be considered for internship by the Programme management board. There is also a possibility to select one or two reserve options, but it is not mandatory. Only the organisations from the Pool of organisations can be selected by the students for their internship. The **list of organisations will be continuously updated.** Therefore, if the organisation that the student is targeting is not currently on the list or if they currently don't see a good match among the organisations in the Pool, student can apply for the 'waiting list' – whereby their application will enter the database and they will receive email whenever a new hosting organisation enters the Pool. Application is considered completed only after at least one organisation is selected.

c) Submitting the Application form

The **Application form must be filled out and submitted online** and can only be accessed at the website. Once the student clicks Apply now, he/she will be redirected to the interactive platform and receive credentials (username and password) upon submitting the application form. With these credentials, the applicant will be able to enter his/her profile at any time and modify personal **data only before they are verified.** The status of application can be checked at any point. After each step, applicant will be informed via email. Only complete applications (containing all required documents as attachments), submitted via an online form and within deadlines, will be considered.

d) 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 an official confirmation of the student's enrolment in the study programme (bachelor`s, master or PhD in the Raw Materials or adjacent sector linked to it, also renewable energy sector included – from EU universities)
- scan of an official Grade Point Average (GPA) calculation
- CV in any form
- scan of the student's passport (non-EU citizens) or ID (EU citizens).

Optionally, the students can also enclose:
- scanned evidence of B2 or higher English language proficiency
- certificate proving computer skills

- 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 3.2.b. for additional information)
- publications or evidence of academic awards (if any).

3.2. Evaluation - criteria

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

a) 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.

b) Eligibility criteria

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

- **Student must be enrolled in the bachelor`s, master`s or PhD study programme of the relevant scientific field.** [1] **Student must not have graduated before or during the course of the Internship.**
- **The university at which the student will acquire his degree needs to be located within the European Union.** Eligibile are also students enrolled in one of the EIT labelled Master programmesEMerald, AMIR, SINReM, TIMREX as well as students from Albania and Bosnia and Herzegovina.
- Within the bachelor's study programme, the applicant should have had obtained a **minimum average grade (GPA)** required by the RIS Internship Programme. Minimal required GPA is defined in relative terms and is **60% of the maximum possible GPA** that a student could achieve during a bachelor's study programme completed (e.g. in a grade system 1-5, 3 is the minimum **required GPA). Evidence to be accepted: a GPA certificate issued by an institution that implemented the study programme.**

  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 have a minimum B2 English language proficiency level.

  Even though the certificate is not required to participate in the internship itself and the internship can be performed in local language, it is necessary for the intern to have at least B2 level because the Internship programme is administered in English. It means that the calls, agreements and reports of students must be written in English. It will be appreciated if the students encloses certain evidence of English proficiency.

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). The student will be informed about the eligibility of his/her application **up to 7 days after submitting the application.**

3.3. Selection – ''matching'' process

a) Procedure and timeframe for the selection

Each organisation has 14 days to make the decision about accepting the applicant (accept/reject). By clicking *Under review*, organisations may prolong the decision deadline until noticed. This means they are interested in accepting the student but need to make more internal arrangements beforehand.

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 1st choice	Immediately after application is assessed as eligible (except in the cases of waiting list)
Decision of acceptance/rejection by the organization of first choice	14 days upon receipt of application
Decision of acceptance/rejection by the organization of second choice*	14 days upon receipt of the application
Decision of acceptance/rejection by the organization of second choice*	14 days upon receipt of the application
Possible start of the internship upon acceptance by the organization	Anytime until December 2025(based on the agreement between the student and organization; only if both intern and supervisor signed the agreement)

*only in cases where the applicant a) indicated other choices and b) has been rejected by the organisation of first choice.

b) Outcome of the selection process

If an organisation accepts the student as an intern, an Internship Agreement between the student and the host organisation will be signed. The agreement will define the obligations and rights of the accepted Intern.

c) Training process for interns – competency assessment

Once the application is assessed as eligible, the applicant is advised to go through the training webinar (30 minutes long) after which they take a short test. The applicant has 7days to complete the competency assessment

Please note: Student has the right to terminate his/her participation in the RIS Internship Programme (withdraw application) only **before** the signing of the Internship Agreement, by sending a written request to the Programme managers (application withdrawal).

3.4. Obligations of the intern

The Intern is obliged to:

1) **Implement the awarded internship** in line with the Programme requirements, the Internship 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) At least five days before the commencement of the Internship, student is advised to attend the online training for interns and **pass the competency assessment test.**

3) **Evaluate** the experience of working with the supervisor as well as experience with the programme in general. 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.

All activities need to be completed by the 31st of December 2025.

The following person can assist you in case of any questions, complaints, or requests:
Name: Kristina Koret
Phone number: +385 5535 729
Email address: kristina.koret@rgn.unizg.hr / info@ris-internship.eu

In Zagreb, December 2024

4. ANNEX – Preview of application form

PART 1 PERSONAL AND CONTACT DETAILS	
First name of the student:	*Please insert your first (and middle) name.*
Last name of the student:	*Please insert your last name(s).*
Gender of the student*:	*Please select ONE appropriate option.* ☐female ☐male ☐other ☐ prefer not to disclose
Date of birth:	*dd/mm/yyyy*
Country of citizenship:	*Drop down menu - Select*
Address of current residence:	*Please insert the address of your permanent residence (country, city, street and street number).*
Student's email:	*Please insert a valid e-mail address.*
Student's phone number:	*Please insert a valid phone number with a country number.*
How did you learn about this internship programme?	☐ social networks ☐ programme website ☐ from a friend / other person

	☐ other (please specify): _____

* Commission's activities on gender equality in Horizon Europe will be fully respected in the selection procedure.

PART 2 APPLICANT'S STUDY DETAILS	
The name and address of the university where the student is currently enrolled:	*Please insert the full name of the university and its official address (country, city, street and street number).*
The name of the study programme currently attended by the student / year of study:	*Please insert the name of the study programme and the current year of study (e.g. Master's study programme in Mining Engineering / 2nd year).*
Grade Point Average (GPA) achieved so far (if applicable):	*Minimum GPA achieved has to be at least 60% of the maximum GPA value*
Are you enrolled in one of EIT-labelled Raw Materials Master study programmes?	☐ yes ☐ no
If yes, please write which one: *Non-obligatory field; only opens to the students who click yes in the previous question*	
Academic awards received *Non-obligatory field*	*Please insert the name and date of the academic award received, if any.*
Articles/publications *Non-obligatory field*	*Please insert the full title of the publication (with a link to access the publication and/or DOI) or **upload the publication directly**, if any.*
Upload publications/certificates (optional) *Allowed filetypes: pdf, doc, docx, zip. Maximum file size: 10 mb. Limited to 5 files.* Drag & drop your file OR choose file	

PART 3 INTERNSHIP RELATED SKILLS, INTERESTS AND PREFERENCES	
English language proficiency	*Please select ONE level of your English language proficiency (according to CEFR – Common European Framework of Reference for Languages).* ☐ B2 (the minimum required) ☐ C1 ☐ C2
Computer skills (software)	*Please list all professionally relevant software in which you can independently carry out simple tasks and operations (e.g. Microsoft Office, AutoCAD, ArcGIS, ArcMap, GEOrient etc.)*
Preferred organization:	*Select organizations from the dropdowns based on your preferences.*

(drop down menu of organisations for Options 1, 2, 3. For the 'waiting room' they have to click on the statement).	*Option 1:* *Option 2:* *Option 3:* ☐ Waiting room; I wish to be informed by email when the new organisation enters the Pool.
Preferred duration of the internship:	*Please select ONE option referring to the desired duration of your Internship.* ☐1 month ☐ 2 months ☐ 3 months ☐ 6 months ☐ All options are acceptable.
Preferred time of the internship:	*Please select all the options referring to your preferred time of internship (multiple answers are possible).* ☐ January 2025 ☐ February 2025 ☐ March 2025 ☐ April 2025 ☐ May 2025 ☐ June 2025 ☐ July 2025 ☐ August 2025 ☐ September 2025 ☐ October 2025 ☐ November 2025 ☐ December 2025
Motivation letter (max. 1500 characters with spaces)	*Please explain your motivation for participation in the internship programme, explain the choice of the organisation, indicate some of your expectations etc.*