Call for being an Intern in the RC ADRIA 2019 Internship Programme (a part of EIT RM HUB – REGIONAL CENTER ADRIA)

1. Project information

<table>
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<tr>
<th>Project name:</th>
<th>EIT RM HUB – REGIONAL CENTER ADRIA</th>
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<tbody>
<tr>
<td>Lead Partner:</td>
<td>GeoZS</td>
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<tr>
<td>RIS Task Partner Patron:</td>
<td>UNIZG-RGNF</td>
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2. Project description

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

EIT RawMaterials presence 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 recent European Union (EU) communication on enlargement perspective and enhanced EU engagement with the Western Balkans. EIT RawMaterials Hub – Regional Center Adria will work as an interface between regional environments and EIT RawMaterials, enabling information about EIT RawMaterials projects and activities. One of the main objectives of the EIT RawMaterials Hub – Regional Center Adria is to encourage networking, project ideas exchange and offering support to potential new partners of the EIT RawMaterials Community. For all regional stakeholders, business, education institutions, research organisations and local authorities it represents informational “one-stop-shop” for EIT RawMaterials knowledge transfer. At the same time, it connects local raw materials communities with their international EIT RawMaterials counterparts.

EIT RawMaterials Hub – Regional Center Adria represents 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.

Adria Internship programme is focused to RM students of MSc study in the ADRIA region (Mining, Geosciences, Metallurgy; Waste Management), who will be able to do the internship programme in the ADRIA companies recruited via this call.

3. Expected role of the Interns

Selected Interns from the ADRIA region (Slovenia, Croatia, Bosnia and Herzegovina, Serbia, Montenegro, North Macedonia and Albania) are expected to implement the following Internship related activities:

- to sign the Internship Scholarship Agreement with UNIZG-RGNF, thus formally accepting an Internship in the minimum duration of one month (up to three months maximum)
- to work with a mentor/supervisor in the host - organisation in order to achieve the following learning outcomes:
A) Leadership skills 
   a. efficient planning of the student activities (Gant chart) 
   b. setting up appropriate point of student evaluation (Milestones) 
   c. setting up reachable goals/tasks (Outputs/Deliverables) 

B) Communication skills 
   a. clearly explaining tasks and time frame 
   b. using appropriate terminology when writing and speaking 

C) Engineering skills 
   a. clearly explaining professional responsibilities toward environment, health and safety 
   b. demonstrating use of specific methods and work-procedures 

D) Evaluation skills 
   a. giving constructive feedback information 
   b. evaluating student performance 

E) Teamwork 
   a. take initiative and leading others 
   b. operating in a range of supportive roles within teams 
   c. negotiating, asserting one’s own values and respecting others. 

- to submit an evaluation of the Supervisor upon the Internship completion 
- to submit Mid-term and Final reports in line with the Programme requirements 
- 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.

All activities need to be carried out by the 31th of December 2019.

4. Conditions for financial support

a. Maximum amount of financial support

The Interns will receive funding via UNIZG-RGNF, the Task Partner Patron (a KIC partner participating in the project). All selected students will sign the Internship Scholarship Agreement with UNIZG-RGNF, thus formally accepting an Internship in the minimum duration of one month and up to three months (considering that the Internship has to be completed in 2019). The Interns will receive a monthly funding of 500 € to cover their every-day and accommodation costs.

Before signing of the Agreement, the student will have to comply with the Interns selection criteria.

b. Criteria for calculating the exact amount of the financial support

Financial support to the selected Interns will be categorized as “scholarship” and will be reported based on actual costs incurred. Financial support will not exceed 500 € per Intern per month, i.e. 1500 € for maximum Internship duration of three months.
c. Selection process and the criteria for giving financial support

Selection process

The selection process for Interns in the 2019 Adria Internship Programme consists of four key steps and the related criteria sets:

1) Screening of the applicant through the Eligibility criteria with an objective to enter the student in the Potential Interns’ Database.

2) Ranking the student (in the Potential Interns’ Database) according to the Ranking criteria.

3) Assessing the compatibility between the legal entities from the Potential Task Partners’ Database and the students from the Potential Interns’ Database for the purpose of making a “match” and proposing the Internship to the parties matched (applying the Compatibility criteria).

4) Obtaining a written consent of the “matched” organisation and student(s), confirming that both parties accept the proposed Internship and will approach to the signing of the Collaboration Agreement / Internship Scholarships Agreement (the Acceptance criteria).

Eligibility criteria

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

1) Applicants should have a Bachelor’s Degree from a relevant scientific field (Mining, Geo-sciences, Metallurgy, Waste management or related fields).

2) A student has to be enrolled in the last year of the Master's study programme in the relevant scientific field (Mining, Geo-sciences, Metallurgy, Waste management or related fields).

3) The university at which the student will acquire his Master’s degree needs to be within Adria region of East & South-East Europe (ESEE) i.e. has to be located in Albania, Bosnia-Herzegovina, Croatia, Kosovo, Montenegro, Macedonia, Serbia or Slovenia.

4) Within each of the degree programs applicant should have had obtained a minimum average grade of 3.50.

5) A minimum B2 English language proficiency level is obligatory.

The evaluation based on the evaluation criteria is carried out immediately upon receiving the application of the potential Intern.
If all eligibility criteria are met, the student will enter the Potential Interns’ Database and further assessment will be done based on the ranking and compatibility criteria.
**Ranking criteria**

Once they entered the Potential Interns’ Database, the students are evaluated based on the following:

- **Grade Point Average (GPA)** - maximum 600 points, i.e. 60%. The maximum number of points is awarded to the candidates with the cumulative GPA of all passed exams 5.0.
- **Number of years of studying within prescribed deadlines or otherwise** - maximum 150 points, i.e. 15%. The maximum number of points is awarded to the candidates who were regularly enrolled in each year of study.
- **Awards or publications** - maximum 150 points, i.e. 15%. Recipients of the Rector’s Award or other academic award will get 150 points, academic paper suggested for the award but not rewarded is worth 50 points, while candidates with the published scientific or professional paper are awarded 150 points.
- **A letter of motivation** - maximum 100 points, i.e. 10 %.

The applicants with the highest score will have a priority in the "matching" process with the companies i.e. in awarding the internship contract. However, whether the student will be selected or not (or when) depends also on the needs of the companies that apply in our database and how your profile fits those needs, which is being evaluated using the compatibility criteria.

**Compatibility (quality) criteria**

These criteria are aimed at optimising the results of connecting the organisations and the students through the internship programme, thus assuring the quality of the Internship, both for the Interns and the Supervisors, while considering the project objectives and the defined learning objectives.

There are two compatibility (quality) criteria:

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<th>Name of the criterium</th>
<th>Objects of the assessment within the criterium</th>
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<td>STUDENT (from the Potential Interns’ Database)</td>
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<tr>
<td>Field compatibility</td>
<td>Fields of education</td>
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<tr>
<td>Specific competencies</td>
<td>Specific skills &amp; knowledge</td>
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The two aforementioned criteria are evaluated in the following way:

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<th>Name of the criterium</th>
<th>The assessment principle within the criterium</th>
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| Field compatibility         | The field in which the student (from the database) acquired his Bachelor’s Degree and the field of the current Master’s study programme are compared to the registered activities of the organisation (from the database). The level of compatibility is rated 0-3:  
  0 – no matching elements  
  1 – a certain but limited overlapping of the analysed elements  
  2 – a more significant overlapping of the analysed elements  
  3 - an overall matching of the analysed elements is identified |
| Specific competencies       | The complementarity between the specific skills and knowledge of the student (from the database) is compared to the specific needs of the organisation (from the database). When assessing the skills and knowledge of the student the information from the application forms are being used.  
  The level of compatibility is rated 0-3:  
  0 – no matching elements  
  1 – one matching element  
  2 – two matching elements  
  3- three or more matching elements |

A maximum number of points that can be achieved in the compatibility criteria assessment is 6.
A minimum number of points needed to propose the internship to a certain organisation from the Potential Task Partner’s Database and the student from the Potential Interns’ Database is 3.

The evaluation based on the compatibility criteria is carried out after the organisation enters the Potential Task Partners’ Database, and is done for each student in the Potential Interns’ Database until the organisation reaches the self-defined number of Interns it is willing to host through the Programme in 2019. The output of the compatibility evaluation is a list ranking the students according to their suitability for an individual organisation from the Potential Task Partner Database. In other words, the evaluation according to the Compatibility criteria will result in a list of possible “matches” ranked from the best one (a highest number of points) to the ones with the minimum number of points (3).

**Acceptance criteria**

After the aforementioned list of “matches” is created for a specific organisation, the highest ranked “match” will be proposed to both parties (the organisation and the student). Each will have to accept the proposed Internship. If one of the parties refuses, a next “match” on the list of the organisation is proposed until both parties accept the Internship. If the internship is accepted, a Collaboration Agreement / Internship Scholarhip Agreement will be signed.
If none of the proposed “matches” are accepted by both parties, the evaluation procedure (through the compatibility and acceptance criteria) will be repeated for any new student that enters the Potential Interns’ Database.

A flow chart of the evaluation and selection processes is attached below!

5. Application

All applications must be submitted using the questionnaire available via this link: https://www.rgn.unizg.hr/en/online-application-for-adria-internship-programme.

Mandatory attachments to students’ application have to contain:

- your Bachelor’s Degree,
- the official confirmation of the student’s enrollment in the last year of the Master’s Study Programme,
- the official Grade Point Average calculation for Bachelor’s and Master’s study programmes,
- an evidence of the student’s English language proficiency (a certificate or an evidence that university English courses were taken and passed),
- a scan of the initial pages of the student’s passport (non-EU countries) or an ID card (EU countries)
- a scan of the evidence of any possible academic awards (e.g. Rector award) or publications (published scientific or professional papers).
- a signed motivation letter (a one-pager) stating the student’s contact information, key skills and interests and the reasons for applying the programme.

6. Submission of application / contact details for more information

The answers submitted via link https://www.rgn.unizg.hr/en/online-application-for-adria-internship-programme will be delivered to UNIZG-RGNF automatically upon your submission. In order to consider your application, it has to be submitted to UNIZG – RGNF by the 15th of November 2019 at 12:00 CET.

The following persons can assist you in case of questions:
Name: Petra Grgasovic
Phone number: +385 1 5535 977
Email address: petra.grgasovic@rgn.unizg.hr
THE MATCHING (EVALUATION AND SELECTION) PROCESS DIAGRAM

ORGANISATIONS

An application of an ORGANIZATION is received by the UNIZG-RGNF

→ An application is assessed by applying the Eligibility criteria

→ The organization is included in the Potential Task Partners Database

→ The organization and the students are assessed by the Compatibility criteria

→ A list of ranked "matches" is created

1. Organisation – student 1
2. Organisation – student 2
3. Organisation – student 3
4. Organisation – student 4

STUDENTS

An application of a STUDENT is received by the UNIZG-RGNF

→ An application is assessed by applying the Eligibility criteria

→ The student is included in the Potential Interns Database according to the rank achieved

→ Students are ranked by applying the Ranking criteria

→ The student is included in the Potential Interns Database according to the rank achieved

Note: A higher ranked student has an advantage in case their match with a specific organization achieves the same amount of points as the other students' (see the following steps)

A Collaboration Agreement and Internship Scholarship Agreement are signed

A match "1. Organisation – Student 1" is proposed to both parties

→ IF REFUSED

→ IF ACCEPTED

A match "2. Organisation – Student 2" is proposed to both parties...

→ IF REFUSED

→ IF ACCEPTED