



DR nr. 1424/2023 - Prot nr. 281400/III/13 of 21/12/2023

## **Call for the financing of internships in non-EU Countries for the Worldwide Internships project Academic Year 2023/2024**

### 1. PREAMBLE

Pursuant to the current decrees and administrative and financial regulations, the Educational Programmes and Student Services Area - Career Service Office – Internships Abroad Unit of Ca' Foscari University of Venice is offering students the chance to attend a curricular internship in a non-EU Country during the academic year 2023/2024, with partial coverage of the mobility through ministerial financing. The financing available can cover approximately 60 internships (for a maximum duration of 3 months each), without prejudice to different budget availability and up to the termination of the available fund.

### 2. ACTIVITY AND PURPOSES

The WORLDWIDE INTERNSHIPS Project provides students enrolled in Bachelor's and Master's Degree Programmes the opportunity to access a remunerated internship (at least 25 hours per week) to develop specific professional and cross-sectional skills and put their university knowledge into practice.

They might be employed by different entities located outside of the European Union to develop their professional project and move their first steps in the international labour market.

### 3. PARTICIPATION REQUIREMENTS

Upon the submission of the application form, the candidate should possess the following requirements:

- Be regularly enrolled in a Bachelor's Degree Programme or in a Master's Degree Programme at Ca' Foscari University of Venice for the academic year 2023/2024;
- Enjoying the student status for the whole duration of the internship (students CANNOT graduate during their internship period);
- Having a weighted score average equal to or higher than 25/30;
- Upon the submission of the application form, having accrued and recorded at least:
  - 72 ECTS for applicants enrolled in Bachelor's Degree Programmes;
  - 24 ECTS for applicants enrolled in Master's Degree Programmes;
- Recognising the ECTS accrued with the abovementioned internship under one of the following: internship credits, additional credits, free-choice credits, or credits replacing an exam/workshop/seminar<sup>1</sup>;
- Not exceeding the age of 32;
- Having a certified (at least B2) knowledge of the language required for the internship<sup>2</sup>. Language skills should be assessed during the application stage through one of the following methods:
  - International certification (also obtained through study/training programmes abroad carried out in the University period)
  - Certificate issued by the University Language Centre (CLA)
  - Certification issued by a collaborator and linguistic expert (CEL) or a professor of Ca' Foscari University of Venice attesting the level of language knowledge attained through one or more exams successfully passed and recorded

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<sup>1</sup> If the candidate is awarded a grant, they should contact the Campus or the Secretary Office of the Department to which the course they are enrolled in belongs. At this stage, prior written authorisation from the relevant lecturer or department is sufficient.

<sup>2</sup> The main language of the internship cannot be Italian, as it is a mobility abroad that also implies the improvement of one's language skills, related to the destination country or to the foreign language.

- Study plan (downloadable in the Dedicated Student's Area) reporting the language exams and/or eligibility tests successfully passed with a clear indication of B2 or higher language knowledge
  - OLS certification (language *assessment*) obtained following a previous Erasmus + internship or study mobility programme
  - ONLY IN CASE ENGLISH IS THE LANGUAGE REQUIRED TO ACCESS THE INTERNSHIP: enrolment in a Bachelor's/Master's Degree Programme course fully taught in English at Ca' Foscari University of Venice
  - ONLY IN CASE ENGLISH IS THE LANGUAGE REQUIRED TO ACCESS THE INTERNSHIP: university title obtained following a Bachelor's/Master's Degree Programme course fully taught in English
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- For autonomous Italian students residing in Italy or autonomous international students residing in Italy: ISEE (Equivalent Economic Status Index) valid for entitlement to security benefits for the right to University studies, valid on the date of the application submission<sup>3</sup>.
  - For non-autonomous Italian students residing in Italy or non-autonomous international students residing in Italy: equivalent ISEE<sup>4</sup>

#### 4. IDENTIFICATION OF THE HOST ENTITY

The internships can be carried out in foreign entities exclusively having registered offices outside of the European Union.

The internship can be found through personal contacts or by using the contacts available on the University website: [www.unive.it/stage-estero](http://www.unive.it/stage-estero) > Find an internship.

The activities offered by the host entities should allow the student to develop professional and cross-sectional skills in line with the teaching objectives of the study course in which the student is enrolled.

Upon the submission of the application, the student should attach a single formal confirmation of acceptance (letter on letterhead with or without a stamp or formal email) on behalf of the host entity.

The letter should indicate:

- the tutor's contacts
- the activities and the aims of the placement
- the internship dates
- the foreign language required during the placement stage

The Internships Abroad Unit does not provide a standard form of the document and does not express any judgment about the contents of the acceptance email/letter from the host entity.

Consequently, the candidate should ensure that said document includes all the details specified in the previous section.

Should the candidate selected as winner presented an entity which has not yet signed an agreement with the University, the student should submit two copied of the agreement to the Internships Abroad Unit according to the guidelines submitted during the initial stage of the internship and, in any case, by 1 month from the internship starting date<sup>5</sup>.

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<sup>3</sup> The ISEE 2024 is required (alternatively, for the applications submitted by 29th February 2024, the ISEE required at the time of enrolment for the 22/23 A.Y. will be accepted). For further information please go to: <https://www.unive.it/pag/47928/>

<sup>4</sup> For further information please go to: <https://www.unive.it/pag/47928/>

<sup>5</sup> For further information please go to: <https://www.unive.it/pag/17181/> > Before the internship

## 5. INTERNSHIP DURATION

The internship duration goes from a minimum of a continuous period of 2 months (in case the host entity closes for special issues, the closure periods should be covered by extending the internship duration accordingly). Internships must **start between 1<sup>st</sup> February 2024 and 31<sup>st</sup> October 2024**.

The financing for the months of a possible extension is subject to the approval of the Internships Abroad Unit according to the financial availability, which will be calculated at the end of 2024.

## 6. INTERNSHIP EXECUTION

The internship will be financed only if it takes place physically, namely in presence at the host entity.

The students are invited to verify the entry requirements of the host country, in particular the need to obtain the appropriate visa/permit of stay.

They are also invited to verify the internship conditions autonomously and assess any health, financial and general risks of any kind that might arise during the performance of their internship abroad.

## 7. FINANCIAL SUPPORT

This call will allocate approximately 60 grants for the WORLDWIDE INTERNSHIPS.

Without prejudice to the budget availability and regardless of the internship execution mode, the single contribution amount was defined based on the indications provided by the Ministry of University and Research - MUR, with the following table showing the ISEE specified under Article 3, which should be submitted by the candidate:

ISEE	Monthly contribution
from ≤ 13,000 to ≤ 30,000	600 €/month for a continuous period of max. 3 months
from 30,000 to ≥ 50,000 and above	400 €/month for a continuous period of max. 3 months

The candidate will be entitled to the abovementioned internship contribution, exclusively:

- after the submission of this document, according to the instructions provided here: <https://www.unive.it/pag/7964/>
- after verification of the veracity of the students' economic and asset information and data, which will be carried out by the University and the competent authorities, as stated in the applicable law
- if they have been selected as winners

The contribution will be distributed to the winners in a single payment by one month from the beginning of the internship and will be exclusively delivered to the University Account Card (CartaConto), to be mandatorily activated upon the confirmation of the internship.

Failure to complete the agreed internship period will result in the repayment of the grant.

## 8. APPLICATION SUBMISSION

The application can be only done in first-in mode, namely at any time of the year. The grants will be awarded up to the termination of the available budget and in compliance with the admission requirements stated above.

The applications and attached documentation can be submitted to the Foreign Internship Unit **by 10:00 am (CET) on 30/09/2024**, exclusively through the application form available here <https://www.unive.it/pag/37717/>.

Access to the web page can be done by entering the University credentials<sup>6</sup>.

The following documents must be attached to the application form:

- Motivational letter in Italian and the language required for the internship (or another reference language), specifying the student's interests, talents, and highlighting the consistency between the academic subjects and the internship project. Candidates who do not speak Italian can submit the letter only in the language required for the internship
- Student's resume in Italian and the language required for the internship (or another reference language)<sup>7</sup>. Candidates who do not speak Italian can submit the resume only in the language required for the internship
- Language certification, at least B2 knowledge (see Article 3)
- Acceptance letter/Email received from the host entity
- Letter/Email for the recognition of additional ECTS, sent by the relevant professor (only if the candidate has already recorded the ECTS of a previous internship)
- Any other language and/or IT certifications, training courses, etc.

Students are strongly advised to submit their applications at least one (1) month before the starting date of the internship abroad (by reference to the date noted in the application form).

It is possible to apply to the project only once.

#### PLEASE NOTE

The candidates whose application forms are:

- incomplete or wrong;
- written on forms other than those provided by the University;
- containing false statements

will be immediately EXCLUDED from the list.

After being awarded the grant, students cannot change the selected Host Entity unless there are valid reasons – on behalf of the Host Entity – which should be discussed with the staff of the Internships Abroad Unit.

#### 9. CANDIDATE SELECTION PROCEDURE

The financing requests will be evaluated based on their chronological order of reception. The evaluation will consist of the verification of the admission requirements and assessing the letter of the Host Entity. The candidates will be communicated the outcome of their requests via mail and provided any relevant information related to the internship.

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<sup>6</sup> The online form allows you to submit an application only once, so please be careful when filling it in, as you will not be able to change or cancel your application later.

<sup>7</sup> The following resume formats will be accepted: European format, chronological resume, infographic resume.

The Internships Abroad Unit commits in providing an answer approximately within (1) one month from the date of the request, in line with the staff work and the University closing dates.

The present call has been translated from Italian into English: in the event of any kind of question and/or difference, the Italian version shall prevail over the English translation.

#### 10. PROCESSING AND CONFIDENTIALITY OF PERSONAL DATA

Pursuant to and for the purposes of Regulation (EU) 2016/679 (GDPR), containing the General Data Protection Regulation, both parties, in their capacity as data controllers, hereby acknowledge that the personal data of the legal representatives and the Contact Persons of the agreement indicated in Article 4 above shall be processed exclusively for the performance of all operations and activities related to this agreement and to comply with legal requirements concerning the management of the agreement. The data shall be kept for the entire duration of the agreement itself and thereafter within the terms provided for ordinary prescription. The processing will be carried out in automated and/or manual form, using methods and tools in compliance with the security measures set out in Article 32 of the GDPR, by specially authorised persons, in compliance with the provisions of Article 29 or by external persons appointed as data processors pursuant to Article 28 of the GDPR who carry out instrumental or ancillary activities. Apart from these cases, the data will not be communicated to third parties or disseminated, except in cases specifically provided for by national or European Union law.

#### 11. REFERENCE OFFICE AND CONTACTS

For further information please refer to:

Ca' Foscari University of Venice

Career Service Office –Internships Abroad Unit

Phone: 041 234 7565

Email: [stage.estero@unive.it](mailto:stage.estero@unive.it)

Website: <https://www.unive.it/pag/17148/> > List of funded internships

Appointment reservation: <https://www.unive.it/pag/20061/>

SIGNED BY THE RECTOR

Prof.ssa Tiziana Lippiello