



D.R. nr. 113/2024 - Prot. Nr. 50270/III/13 of 12/02/2024

## **Call for the financing of internships in non-EU Countries for the Global Internships Programme 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 its recent graduates the chance to attend an internship in a non-EU Country during the academic year 2023/2024, with partial coverage of the mobility through university financing.

The financing available is for 10 placements in presence (for a minimum duration of 2 and 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 programme provides Bachelor's degree and Master's degree recent graduates the opportunity to access a remunerated internship 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:

- Having graduated from Ca' Foscari University of Venice and being able to start the internship within 12 months from graduation;
- Final degree mark: at least 105/110;
- Not exceeding the age of 32;
- Having a certified (at least B2) knowledge of the language required for the internship<sup>1</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
  - 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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<sup>1</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.

#### 4. IDENTIFICATION OF THE HOST ENTITY

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

To search for the host entity, the candidate may use one of the following methods:

- autonomous research
- search among the affiliated bodies through the link <https://www.unive.it/pag/17186/> > Elenco aziende convenzionate. It is up to the candidate to independently search for the contacts of the institution to send his/her application.
- examining the internship offers available at this link <https://www.unive.it/pag/17186/> > Internships Abroad Offers. It is up to the candidate to independently search for the contacts of the institution to send his/her application.

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

Upon the submission of the application, the candidate 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 contacts
- the activities and aims of the placement
- the internship dates
- the foreign language required during the internship

The Internships Abroad Unit does not provide a standard form of the document and does not express any judgement about its content: 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, he/she should submit the document 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>2</sup>.

#### 5. INTERNSHIP DURATION

The internship duration goes from a minimum of a continuous period of 2 months to a maximum of 6 months.

In case the host entity closes for special issues, the closure periods should be covered by extending the internship duration accordingly.

**The internship must take place between 01/03/2024 and 31/12/2024.**

The internship can be carried out full-time or part-time (at least 25 hours per week).

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<sup>2</sup> For further information please go to: <https://www.unive.it/pag/7198/> > Before the internship

## 6. INTERNSHIP EXECUTION

The internship can be executed exclusively in physical way, that is to say entirely in person at the host partner.

The candidates are invited to verify autonomously:

- the internship conditions and assess any health, financial and general risks of any kind that might arise during the performance of their internship abroad;
- the entry requirements of the host country, in particular the need to obtain the appropriate visa/permit of stay;
- the need of purchasing a private health insurance.

## 7. FINANCIAL SUPPORT

Having considered art. 6 of the present call, the financial support will be provided only for placements taking place in physical way.

Without prejudice to the budget availability, the present call allocates approximately 10 grants, each covering **minimum 2 and maximum 3 months**.

The monthly contribution amounts to Euro 700,00 gross.

The candidate will be entitled to the abovementioned internship contribution, exclusively if he/she has been selected as winner and will set up the internship by complying with the arrangements provided by the Unit.

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 either to the University CartaConto or to a current account of which they are holders or co-holders.

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 [www.unive.it/gip](http://www.unive.it/gip). Access to the web page can be done by entering the University credentials<sup>3</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 upload the motivational letter in the foreign language only.

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<sup>3</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.

- Student's resume in Italian and the language required for the internship (or another reference language)<sup>4</sup>. Candidates who do not speak Italian can upload the resume in the foreign language only
- Language certification, at least B2 knowledge (see Article 3)
- Acceptance letter/Email received from the host entity
- Any other language and/or IT certifications, training courses, etc.

Candidates 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).

#### 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

9.1 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.

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.

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<sup>4</sup> The following resume formats will be accepted: European format, chronological resume, infographic resume.

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

SIGNED BY THE RECOTR

Prof. Tiziana Lippiello