



# **EU4EU - European Universities for the EU**

Erasmus+ traineeship Program for higher education students

## *Call for Host Organizations*

*v. 22 September 2020*

### **Premise**

EU4EU - European Universities for the EU - is the program founded and coordinated by EuGen (European Generation), which offers companies the chance to employ trainees for free within their staff thanks to scholarships for internships funded by the Erasmus + program.

The program is promoted by EuGen in collaboration with EU4EU national consortia leaders: University Sapienza of Rome - IT, Campus Iberus - ES, University of Lille - FR and Informo - HR), and 47 sending Universities participating in the EU4EU Consortia.

Since 2015 EuGen has developed a database of Host Organizations that have hosted around 1400 interns within this Program. Applications to become Host Organizations are currently open. The related procedure is described below.

Erasmus + is the EU Program active in the fields of education, training, youth and sport which supports the international mobility of students and future graduates in Program Countries, with the aim of improving the level of transversal and professional competences, with special reference to their relevance for the labor market and their contribution to the creation of a cohesive society.

### **1. The Call for Host Organizations**

This is a Call for Organizations and Companies based in Europe to host trainees awarded Erasmus + scholarships in 2021-2022.

Candidate trainees are new graduates or students enrolled in any cycle of studies of any course of study at one of the Universities from Italy, Spain, France and Croatia



mentioned below, for internships lasting from 2 to 6 months.

## **2. Timing and deadlines**

Host Organization can register any time on [www.eu4eu.org](http://www.eu4eu.org).

The Matching Phase with trainees is from 2 November 2020 to 14 December 2020 8pm CET.

The internship period is between 1 February 2021 and 31 May 2022.

The duration of the internship can range from 2 to 6 months.

Period and duration of the internship may vary and must in any case be agreed upon individually between Host Organization and Trainee.

In the event of a 6-months internship request, the jury reserves the right to limit the contribution to a maximum of 4 months, should this measure be necessary to assign to suitable candidates all of the scholarships provided.

During the internship participants may request an extension of the period of the contribution. The extension will be granted after checking the budget available for scholarships.

## **3. Focus of the traineeship and educational objective**

Internships have a specific focus on EU-funded project planning and management and the implementation of activities. The focus is mandatory only for candidates from French Universities. For candidates from all other Universities it is one of the preference criterions in the awarding of scholarships.

The expected educational objective for internships offered to all trainees is the development of professional skills useful for:

- seizing EU funding opportunities,
- presenting financing proposals,
- managing and implementing project activities promoting the development of transversal skills, including but not limited to: project management, project design, digital skills, web and graphic design, marketing, communication, social media management, business and administration. These significantly enrich curriculum profiles and can easily be spent in other professional sectors, raising the prospects of employment for participants.

## **4. Trainees**

Trainees are recent graduates or students enrolled in any cycle of studies (degree, first and second level master's degree, research doctorate) of any course of study of any of the 47 Universities participating in EU4EU national Consortia. The most common courses of study in past years have been Communication and Media, Economics and Business, Marketing, International Relations, Law and Political Science, Scientific Research and Human Rights. Trainees require a minimum B1 level of English to be



eligible.

Universities participating in EU4EU national Consortia are currently the following:

<b>Italy</b>	<b>Spain</b>	<b>France</b>	<b>Croatia</b>
Politecnico delle Marche	Universidad de Alicante	Sciences Po de Lille	Business School PAR, Rijeka
Università della Tuscia	Universidad de Burgos	Uni La Salle	Libertas International University, Dubrovnik
Università di Bari	Universidad de Cantabria	Université de Bordeaux Montaigne	Polytechnic of Požega
Università di Cagliari	Universidad de Castilla, Ciudad Real	Université de Bordeaux	Polytechnic of Šibenik
Università di Catania	Universidad de La Laguna	Université de Caen	School of Economics and Management Zagreb
Università di Foggia	Universidad de La Rioja	CY Cergy Paris Université	University of Applied Sciences Baltazar Zapešić
Università di Napoli Federico II	Universidad de las Islas Baleares	Université de La Rochelle	University of Applied Sciences Vern, Zagreb
Università di Padova	Universidad de Lleida	Université de Lille	University of PULA
Università di Parma	Universidad de Santiago de Compostela	Université de Pau	Zagreb University of applied sciences
Università di Perugia	Universidad de Zaragoza	Université de Science Po de Rennes	
Università di Roma Sapienza	Universidad Pompeu Fabra, Barcelona	Université de Tours	
Università di Roma Tor Vergata	Universidad Pública de Navarra		
Università di Teramo	Universidad Rovira i Virgili, Tarragona		

## 5. Eligible Host Organizations

Host Organizations can be any public or private organization active in the labour market, for example a public or private, small, medium or large enterprise (including social enterprises); a public body at local, regional or national level; a social partner or other representative of working life, including chambers of commerce, craft, professional associations and trade unions; a research institute; a foundation; a school/institute/educational center at any level, from pre-school to upper secondary education, including vocational education and adult education; a non-profit organization, association, NGO; a body providing career guidance, professional counseling and information services; a Program Country HEI awarded with an ECHE.



The following types of organizations are not eligible as Host Organizations for student traineeships: EU institutions and other EU bodies, including specialised agencies (the exhaustive list is available on the website [ec.europa.eu/institutions/index\\_en.htm](http://ec.europa.eu/institutions/index_en.htm)); organizations managing EU programmes, such as national agencies (in order to avoid a possible conflict of interest and/or double funding).

Host Organizations must be based in one of the Erasmus + Program Countries (EU countries + North Macedonia, Iceland, Liechtenstein, Norway, Turkey, Serbia).

Organizations / Companies based in the UK are admitted to participate as Host Organizations for the traineeships that will take place in 2021/2022.

Host Organizations must be formally registered in the country of mobility.

## **6. Duties of the Host Organizations**

Host Organizations must:

- Register to EU4EU Platform, keep information up to date and meet the deadlines of the project;
- Not to delegate the management of the account on the EU4EU Portal to subjects external to the Host Organization and not to share username and password of the account with subjects or consultants external to the organization, unless EuGen has expressly approved it in written form upon motivated request.
- Provide the trainee with a tutor who is operative in the same location;
- Assign tasks to the trainee that are consistent and in line with EU policies and activities;
- Provide the trainee with information needed to perform his/her duties and an appropriate workplace;
- Encourage trainees' development of skills and experiences as agreed in the Letter of Availability<sup>1</sup> and the Learning Agreement<sup>2</sup>;
- Complete the evaluation questionnaire annually administered by EuGen to assess the quality of the project, results and impact of the project;
- Support EuGen in the promotion of the project;
- Organize inspection visits at the operational headquarters upon request from EuGen.

## **7. Conditions of the traineeship**

Participation as a Host Organizations is free of charge. Host organizations have no

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<sup>1</sup> Letter of Availability: document automatically generated through a webform in the Portal. The Host Organization must sign it and send it to the student by email. The student must attach it to his/her application.

<sup>2</sup> Learning Agreement: this document will be signed by the Host Organization after the ranking is published and before the trainee starts the traineeship. The trainee will send it to the Host Organization by email.



costs and do not receive financial support from the project.

Trainees receive a grant set by Erasmus + Agencies according to the country of origin and of destination. Specific costs for participants with disabilities and from a disadvantaged socio- economic situation can be paid by the project.

Trainees are insured against workplace accidents and third party civil liability.

Trainees follow office working hours, unless otherwise agreed and reported in the Learning Agreement with the Host Organization.

Host Organizations host only those candidates they evaluated positively during interviews. There is no obligation to host a minimum number of trainees. Host Organizations can upload maximum 15 Letters of Availabilities per year (between the 2nd November 2020 and the 1st November 2021), regardless of the period of the mobility.

Organizations and trainees agree dates, working hours and tasks in the Letter of Availability and in the Learning Agreement.

In order to respect the Erasmus+ trans nationality principle of the traineeship, trainees cannot do an internship in the same Country where their University is based. The internship must be done abroad.

Please note: due to the COVID-19 Pandemic containment measures, internships may be undertaken remotely through any kind of virtual/online activity that further the aim of the traineeship organized by the Host Organization.

## 8. Application as Host Organization

Applications to become Host Organizations must be submitted exclusively online through the EU4EU Portal. Guidelines to the Portal for Host Organizations and the Matching Phase are available on [EU4EU Portal](#) home page.

More information material for Host Organizations is available [here](#).

Applications on the [EU4EU Portal](#) to host trainees in 2021 are open.

Applications are assessed by the EuGen evaluation committee, which will decide (without the possibility of appeal) on the admission of eligible Host Organizations based on the information provided during registration on the EU4EU Portal with reference to the following requirements:

- Economic and organizational reliability and sustainability,
- Presence and availability of a tutor,
- Logistical conditions for trainees,
- Consistency of planned tasks with European funding and other activities related to European programming.

All candidate Host Organizations will receive the results of the application at the e-mail address of the **contact person** indicated in the application form.

Results will be communicated before the starting of the Matching Phase.



Host organizations that apply during the Matching Phase will receive results as soon as possible.

Host Organizations that are positively assessed will be admitted to the Matching Phase, to select trainee(s).

## 9. Selection procedures (Matching phase)

**The *Matching Phase* is open from 2 November to 14 December 2020.**

Host Organizations admitted to the Matching Phase will view in the Portal the profiles of eligible candidate trainees. More information is available in the Guidelines to the Portal for Host Organizations and the Matching Phase on [EU4EU Portal](#) home page.

Candidate trainees in the Portal meet the formal requirements to participate, but have not obtained the scholarship yet.

Host Organizations will schedule web interviews with the candidate trainees they pick out. To arrange selection interviews, Host Organizations can contact the candidates, and candidates can propose themselves for interviews to the Host Organizations they pick out.

Once a Host Organization has selected the right candidate for the traineeship, one of its representatives must sign the Letter of Availability and send it to the trainee without delay.

To complete the candidacy for the scholarship, candidates must submit the Letter of Availability signed by the Host Organization.

Candidate trainees participate in public notices at a national level, and will be evaluated in competition with other students.

A higher score on the ranking list will be assigned to candidate trainees that:

- have a focus on European projects in their CV, motivational letter and in the tasks included in the letter of availability;
- prove consistency between their curriculum profile and the tasks included in the letter of availability;
- have higher language skills.

In the event of a tie between two or more candidate trainees, the ranking priority is established based on the order of arrival of the applications, checking the date and time of receipt in the online application system. This implies that the sooner the candidate receives and uploads the letter of availability, the better chance he/she has of being awarded the scholarship.



Late or incomplete applications will be excluded.

## **10. Communication and publication of selection results**

The ranking will be published on EuGen website ([www.eu-gen.org](http://www.eu-gen.org)) and EU4EU Facebook page @EU4EUnetwork.

Host Organizations will be notified whether or not the traineeship is confirmed according to the results of the rankings.

## **11. Scrolling of the ranking**

If one or more successful candidates forego the mobility grant, the committee reserves the right to proceed with periodic scrolling of the ranking.

In the event of non-acceptance or relinquishing of the scholarship by the candidate, the Host Organization can contact EuGen ([info@eu4eu.org](mailto:info@eu4eu.org)) to ask for help with hosting another trainee.

## **12. Extraordinary application procedure**

In the event that at the publication of the ranking a certain number of scholarships will be left unassigned, an extraordinary application procedure will be opened up to exhaustion of scholarships. This implies that beyond the November-December matching phase, there might be further scholarships to be awarded in the course of 2021, until next year's call.

## **13. Exclusion**

The conditions resulting in the exclusion of Host Organizations from the Portal are defined in the T&C. Negative feedback from trainees and the EuGen evaluation committee may also result in the exclusion of Host Organizations from the Portal.

## **14. Processing of personal data**

The personal data provided by the candidates in the application form will be processed for the purposes of managing the selections and subsequent phases of the project according to European Regulation 679 of 04.27.2016 (GDPR - General Data Protection Regulation).