

APPLICATION, EVALUATION AND SELECTION OF PARTICIPANTS IN 2021 ADRIA INTERNSHIP PROGRAMME including Italian Students

Brindisi, August 2021

Project information	
Project name:	EIT RawMaterials Hub - Regional Center ADRIA
Lead Partner:	GeoZS
RIS Task Partner Patron:	UNIZG-RGNF (The Faculty of Mining, Geology and Petroleum Engineering, Zagreb - Croatia)
Partner:	ENEA hosting EITRM RIS Hub - Regional Center Southern Italy (RCSI)

I. Calls for applications

The application process for the 2021 ADRIA INTERNSHIP PROGRAMME will be opened in January and February 2021. Three calls will be published:

- 1) Call for Students (published in February by the **ADRIA Hub** on the Programme website (<https://www.eitrawmaterials-rcadria.eu/rcadriainternship/application>).
- 2) Call for Organisations (Task Partners and EIT partner-organisations) in the ADRIA region (published in January by the **ADRIA Hub** on the Programme website (<https://www.eitrawmaterials-rcadria.eu/rcadriainternship/application>).
- 3) Call for Organisations (Task Partners and EIT partner-organisations) in Italy (published in August 2021 (www.eitrawmaterials-rCSI.eu) by the ENEA acting as **Regional Center Southern Italy Hub**. **The applications of the Italian Organisations are accepted from 5th of August 2021 until the 10th of September 2021 (until 23:59 CET)** under Italian Law procedure (D.L. n. 76/2020 and daughter Law n. 120/2020) by Call for Expression of Interest (Avviso N.A00084) published on ENEA website - Legal Section (<https://www.opportunita.enea.it/altre-opportunita/avviso-di-interesse-per-la-selezione-di-organizzazioni-interessate-ad-ospitare-studenti-universitari-nell-ambito-del-programma-internship-ris-adria-2021-u-buy-n-a00084.html>)

and ENEA-related website linked to Call for Expression of Interest (Avviso N.A00084) - Legal Section (https://enea.ubuy.cineca.it/PortaleAppalti/it/ppgare_avvisi_lista.wp?actionPath=/ExtStr2/do/FrontEnd/Avvisi/view.action¤tFrame=7&codice=A00084&_csrf=Pv428IOHG6X5F6HR483525AJU4TZWRO9).

The applications of the Italian Organisations, selected under Italian Law procedure, will be forwarded from ENEA to UNIZG in order to submit exclusively via an online form available at <https://www.eitrawmaterials-rcadria.eu/rcadriainternship/application>

Only the applications submitted in the defined period, form and procedure will be considered.

All Calls will be continuously open until the **10th of September 2021 (for Italian Organisations)** and **1st of October 2021 (for Italian Students)**.



The Call for Organisations will be published timely by both hubs according to national rules. The applications will be evaluated by using the criteria set in part III of this document.

The applicant-organisations who meet the criteria will enter the database of the potential host-organisations for the Interns. Except for the Task Partners, the EIT Raw Materials partner organisations can also apply and enter the database, but without any rights to the financial compensation for the supervisors provided. The EIT RM Partners do not undergo the evaluation process but enter the database directly upon applying.

The database will be open and visible to all students (potential applicants) and set on the programme website in the form of "Organisation profiles".

The Call for Italian students will be published after the Call for Italian Organisations has been open. A small database of Italian Organisations will be created and published by RIS ADRIA to provide students a list of the potentially-hosting Organisations to be asked stage for internship.

II. Application procedure

Organisations from the ADRIA region

In order to be considered, the application must contain a filled Application form (to be downloaded from the project website) and a signed Privacy statement. A complete application must be sent to: **petra.grgasovic@rgn.unizg.hr** within the predefined deadline (1st of October 2021).

Organisations from Southern Italy

In order to be considered, the application must contain a filled Application form (to be downloaded from the official website) and a signed Privacy statement according to Italian law and procedure. A complete application must be sent to: **michele.penza@enea.it** within the predefined deadline (10th of September 2021).

The applications of the Italian Organisations are accepted from 5th of August 2021 until the 10th of September 2021 (until 23:59 CET) under Italian Law procedure (D.L. n. 76/2020 and daughter Law n. 120/2020) by Call for Expression of Interest (Avviso N.A00084) published on ENEA website - Legal Section (<https://www.opportunita.enea.it/altre-opportunita/avviso-di-interesse-per-la-selezione-di-organizzazioni-interessate-ad-ospitare-studenti-universitari-nell-ambito-del-programma-internship-ris-adria-2021-u-buy-n-a00084.html>)

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The applications of the Italian Organisations, selected under Italian Law procedure, will be forwarded from ENEA to UNIZG in order to submit exclusively via an online form available at <https://www.eitrawmaterials-rcadria.eu/rcadriainternship/application>



Students from ADRIA region and Southern-Italy

All applications must be submitted using the Adria Internship Application Form for Students available on the Internship Programme webpage. **A student applies for an internship in a specific Organisation from the open access database of eligible ADRIA host organisations. The student can apply for minimum 1 and maximum 3 organisations and will be ranked individually for each, among other students who have applied for the same organisation.**

Mandatory attachments to students' application must contain:

- a scan of the student's bachelor's degree,
- the official confirmation of the student's enrolment in the master's study programme,
- the scan of the official Grade Point Average calculation for bachelor's and master's study programmes¹
- an evidence of the student's English language proficiency²
- a scan of the initial pages of the student's passport (non-EU countries) or an ID card (EU countries)
- signed motivation letter (a one-pager) stating the student's contact information, key skills and interests and the reasons for applying the programme³
- a signed privacy statement.

Non-mandatory attachments to the application:

- an evidence of any possible academic awards (e.g. Rector award) or publications (published scientific or professional papers).

In order to be considered, the application must contain a filled Internship Application Form for Students (including Italian Students) and ALL mandatory attachments.

A complete application has to be sent to: **petra.grgasovic@rgn.unizg.hr** within the predefined deadlines.

III. Conditions for financial contribution - organisations

All selected RIS Task Partners from RIS ADRIA region will sign the Collaboration Agreement with UNIZG-RGNF, thus formally accepting at least one student for an Internship in the minimum duration of one month and up to three months (considering that the Internship has to be completed in 2020), will receive a one-time funding of 500 €. This lump sum is covering time for

¹ If the student does not meet the minimum requirement regarding the obtained GPA, he/she can still be eligible for Internship, but has to submit one written and signed recommendation from a mentor, teacher or supervisor from the student's home university. The signee of the statement has to state the circumstances on the basis of 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.

² There are several types of evidence which are accepted as sufficient in terms of confirming the language proficiency: (1) a scan of the official certificate issued by a competent legal entity, stating the student's English language proficiency level OR (2) an evidence that the student passed the faculty English exams with very good or excellent grades (an official GPA or a scan of the relevant pages of the student's record) OR (3) signed statement with a short history of the student's English language learning process (is it formal or informal, how long etc.). However, the statement has to clearly state that the student's current proficiency is at B2 level.

³ according to the template provided at the website

the training course (carried out on-line) and supervising time. The organisations (previous Task Partners) that have already received funding from the ADRIA Internship Programme in the previous years can apply but cannot be compensated for the mentor/supervisor again.

Eligible RIS Task Partners will receive funding via UNIZG-RGNF, who is the Task Partner Patron (a KIC partner participating in the project). Before signing the Collaboration Agreement, the receiving institution will have to comply with the RIS Task Partner selection criteria. The criterion for the trainer/supervisor is a successfully finished on-line course for trainers.

On the contrary, the selected Italian Organisations will sign a Collaboration Agreement with ENEA acting as RIS Task Partner Patron for Italian side.

a. [Criteria for calculating the exact amount of the financial support](#)

Financial support to selected RIS Task Partners will be categorized under Article 13 of the SGA, “Subgranting” and will be reported based on actual costs incurred.

Financial support will be provided on the basis of actual costs incurred and will not exceed **500 € per Task Partner**.

b. [Categories of organisations that may receive financial support](#)

Financial support may be provided only to the legal entities complying with the RIS Task Partner selection criteria (as stated in the following point).

c. [Selection process and the criteria for giving financial support](#)

Selection process

The selection process for RIS Task Partners in the 2021 Adria Internship refers to the screening of the applicant-organisation through the **Eligibility criteria** with an objective to enter the entity in the potential host-organisations database.

Eligibility criteria

At the time of selecting the potential RIS Task Partners, the following eligibility criteria will be considered:

- A. The Task Partner is registered as a private or public legal entity in one of the ADRIA region countries or Italy.
- B. The Task Partner is registered for economic, educational, research and/or other activities primarily in the following sectors: Mining, Geo-sciences, Waste Management and

Metallurgy, Critical Raw Materials, Materials Processing and Testing, Sustainable Technologies, Reuse & Recycling, Sustainable Energy Systems. However, other sectors will also be considered (case-by-case) if there is a strong and evident connection of the activities regularly carried out by the legal entity and the objectives of the project (Internship).

C. The Task Partner is willing and able to carry out all actions and tasks described in point 3 of this Annex. The ability of the partner to carry out the tasks in point 3 is assessed by checking the expertise of the individual entity applied. The considered fields of expertise are the following:

- Organisation is the owner of the raw materials data and provider at regional / country level (e.g. geological data, mining properties inventory data, secondary deposits inventory data, etc.).
- Organisation possesses sound knowledge of the following areas and will utilize this knowledge for the purposes of the project: local regulations and legislation, local policy, policy analysis, legal analysis, economic analysis, multi factor analysis, local regulations for intellectual properties (IP).
- Organisation is able to manage local raw materials sampling, sample handling and processing for use in the project.
- Organisation can carry out accredited measurement and analysis for locally taken raw materials samples for use in the project.
- Organisation is the owner or has access to certain local raw materials sites / test sites or materials/processes and will provide access to these sites to the project.
- Organisation is able to perform industrial tests as owner or producer of a certain technology and to participate in measurement and validation activities in the project.
- Organisation is able to carry out research and development (R&D) activities in the field of raw materials and to conduct R&D or utilise R&D results for the project.
- Organisation is a member of or affiliated with major raw materials networks (i.e. chambers or professional associations) in its country of origin.

The eligible applicants must have at least three of the aforementioned fields of expertise.

The evaluation based on the Eligibility criteria is carried out immediately upon receiving the application of the potential Task Partner.

If all Eligibility criteria are met, the Organisation will enter the Potential Task Partners' Database and a profile website of the Organisation will be opened on the Programme Website so that the interested Students (potential Interns) can apply for the particular Organisation or a defined number of them.

IV. Conditions for financial support – Interns

a. Maximum amount of financial support

The Interns (Students) will receive funding only via UNIZG-RGNF, who is a Task Partner Patron (a KIC partner participating in the project). All selected Students (including Italian Students) will sign the Internship Scholarship Agreement with the 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 2021).

The Interns will receive a monthly funding to cover their every-day and accommodation costs. The compensation to the Students will be defined according to the distance between the place of study and the location where the internship will take place.

A range of scholarship categories will be awarded as follows:

- students implementing the internship in the place of study (minimum compensation - **200 euro per month**)
- students implementing the internship in the radius up to 50km outside the place where they study (**300 euro per month**)
- students implementing the internship in the location more than 50km distant from the place of study (**400 euro per month**)
- students implementing the internship in the location outside the country of study (maximum compensation - **500 euro per month**).

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 the 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 2021 Adria Internship Programme consists of two 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 students (in the Potential Interns’ Database) according to the **Ranking Criteria**.

Eligibility criteria

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

- 1) Student should have a **Bachelor's Degree from a relevant scientific field** (Mining, Geo-sciences, Metallurgy, Waste management, Materials Science, Physics, Chemistry, Engineering, Business & Management, or related fields).⁴
- 2) Student must be enrolled in **the Master's study programme of the relevant scientific field** (Mining, Geo-sciences, Metallurgy, Waste management, Materials Science, Physics, Chemistry, Engineering, Business & Management, or related fields).⁵
- 3) The University at which the student will acquire his master's degree needs to be located within the **Adria region of East & South-East Europe (ESEE)** i.e. in Albania, Bosnia-Herzegovina, Croatia, Kosovo, Montenegro, North Macedonia, Serbia or Slovenia OR in Italy.
- 4) Within each of the degree programs applicant should have had obtained a **minimum average grade of 3.50 or equivalent, as stated in the table below.**⁶

Grade Point Average (GPA) equivalence	
Country	Minimum GPA required
Albania	7.5
Bosnia and Herzegovina	8.5
Croatia	3.5
Kosovo	3.5
Montenegro	8.5
N. Macedonia	8.0
Serbia	8.5
Slovenia	8.0
Italy	80/100 OR 90/110

- 5) A minimum **B2 English language proficiency** level is obligatory⁷.

The evaluation based on the eligibility criteria is carried out immediately upon receiving the application of the potential Intern.

If all eligibility criteria are met, the Applicant will enter the Potential Interns' Database and further assessment will be done based on the Ranking Criteria.

Special conditions: Students who participated in the 2019 and 2020 ADRIA Internship Programme as formally accepted Interns, have a right to apply again in 2021. However, the

⁴ In case of doubt, the eligibility of the education field/degree is examined case-by-case, depending of the proven interests of the Intern.

⁵ In case of doubt, the eligibility of the education field/degree is examined case-by-case, depending of the proven interests of the Intern.

⁶ If the student does not meet the minimum requirement regarding the obtained GPA, he/she can still be eligible for Internship, but has to submit one written and signed recommendation from a mentor, teacher or supervisor from the student's home university. The signee of the statement has to state the circumstances on the basis of 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.

⁷ There are several types of evidence which are accepted as sufficient in terms of confirming the language proficiency: (1) a scan of the official certificate issued by a competent legal entity, stating the student's English language proficiency level; OR (2) an evidence that the student passed the faculty English exams with very good or excellent grades (an official GPA or a scan of the relevant pages of the student's record); OR (3) signed statement with a short history of the student's English language learning process (is it formal or informal, how long etc.). However, the statement has to clearly state that the student's current proficiency is at B2 level, according to the template provided at the website.

length of the potentially awarded Internship cannot be longer than 3 months, calculated cumulatively with the length of the ADRIA Internship carried out in 2019 and 2020.

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. If the student has no academic awards or publications, he is awarded 0 (zero) points but is NOT eliminated from further assessment.
- **A letter of motivation** - maximum 100 points, i.e. 10 %.

The application of all criteria is presented in the table below.

STUDENT'S APPLICATION ASSESSMENT - RANKING		
<i>The purpose of the assessment is to create a ranking list of students meeting the eligibility criteria. The applicants with the highest score will have a priority in the "matching" process with the companies i.e. in awarding the internship contract. It means that a higher ranked student will have an advantage in case their "match" with a specific organization achieves the same amount of points as the other students'</i>		
Grade Point Average (GPA)	<input type="checkbox"/> 5.0 (600 points) <input type="checkbox"/> 4.5 – 4.9 (500 points) <input type="checkbox"/> 4.0 – 4.4 (350 points) <input type="checkbox"/> 3.5 – 3.9 (200 points)	Notes if any
Number of years of studying within prescribed deadlines or otherwise	<input type="checkbox"/> within deadlines (150 points) <input type="checkbox"/> one (1) year of prolongation (50 points) <input type="checkbox"/> two (2) or more years of prolongation (0 points)	Notes if any
Awards or publications	<input type="checkbox"/> Rector's Award or other academic award (150 points) <input type="checkbox"/> academic paper suggested for the award but not rewarded (50 points) <input type="checkbox"/> published scientific or professional paper (150 points) <input type="checkbox"/> none (0 points)	Notes if any
A letter of motivation	<input type="checkbox"/> contains all required parts, structured and well written in sound English, signed (100 points) <input type="checkbox"/> does not contain all required parts OR not well structured OR not written in sound English (50 points) <input type="checkbox"/> does not contain all required parts AND not well structured AND not written in sound English (0 points)	Notes if any



The applicant with the highest score will have a priority in the "matching" process with the company for which he/she has applied i.e. in awarding the specific internship contract. It means that a higher ranked student will have an advantage in case their "match" with a specific organization achieves the same amount of points as the other students' (see the Compatibility Criteria). The ranking lists are done for each Organisation from the database separately and implemented as such.

