



GUIDELINES FOR THE IMPLEMENTATION OF INTERNSHIPS IN THE FRAMEWORK OF THE TAURUS PROJECT (WP3).

Version 2019

According to the objectives of the TAURUS project, internships provide to students the chance to enter in contact with targeted work environment, allowing graduates to adapt to the national and international job market demand improving their competences in the sphere of urban-rural interactions and sustainable urban development.

Before and during the internship students will be trained on the specific topics / methodologies related to the internship programme by “short intensive courses” organised by the hosting institution and online courses provided by the TAURUS consortium.

In the framework of the Taurus project, internships abroad are funded for a minimum of 15 and a maximum of 30 days, according to the budget table. Internships must be carried out and completed by the deadline fixed in the calls and in any case not later than September 30th 2020. According to the EACEA guidelines (see page 35) the internship can last from a minimum of 2 weeks to a maximum of 3 months.

Who can apply

To be eligible the candidate must be regularly enrolled in a master degree course at the home institution (partner University of the Taurus Project). According to local rules candidates who graduate after having been selected can carry out their internship abroad not later than 6 months after graduation. The enrolment condition must be fulfilled for the whole internship period (with the only exception of candidates who undertake their internship period after graduation).

If, at any stage in the application procedure, it is established that the information provided by the applicant has been knowingly falsified, the candidate will be disqualified from the selection process.

Students who receive an Erasmus+ contribution will fully or partially reimburse the EU contribution if they do not comply with the terms of the grant agreement and if they fail to complete the approved programme, unless they are prevented from completing their planned activities abroad due to a case of force majeure.

Internship programmes:

Available internship positions at the different partner Universities will be published on the Taurus website giving a detailed description of the training courses and of the internship activities.



Each partner University will provide the information about the internship programmes before the opening of the calls using the template reported in the Annex III.

Internship programmes and training courses are provided in English.

Implementation of the internship programmes

It's responsibility of the hosting University to define an agreement with the external hosting Organisations (enterprises, administrations, research institutes, NGOs) according to the local rules.

Documents required for the implementation of the Internship programme are:

1. Grant agreement (Annex I)
2. Learning Agreement (Annex II)

The internship activities and rules will be defined in the learning agreement approved by sending University, receiving University and hosting Organisation. The sending University could recognize the activity as credit, if included in the career of the student.

Insurance

All participants must have adequate **health, accidents and liability** insurance coverage.

Usually basic health coverage is provided by the **national health insurance**. However, the coverage of the National Insurance Card or private insurance may not be sufficient, especially in case of repatriation and specific medical intervention. **In that case, a complementary private insurance is mandatory. It is responsibility of the sending institution of the student to ensure that the participant is aware of health insurance issues. Being the internships scheduled for short terms of maximum 30 days a travel insurance like Europe assistance or similar can be sufficient to cover these risks.**

A liability insurance covers damages caused by the student during his/her stay abroad (independently whether he/she is at work or not). **Therefore, it is responsibility of the sending institution** to check that there is liability insurance covering in a mandatory way at least damages caused by the participant at the work place.

Accident insurance coverage related to the student's tasks, covering at least damages caused to the student at the workplace, must be included in the agreement. This insurance covers damages to employees resulting from accidents at work. In many countries employees are covered against such accidents at work. However, the extent to which transnational trainees are covered within the same insurance may vary across the countries engaged in transnational learning mobility programmes. It is the responsibility of the sending institution



to check that insurance against accidents at work has been organised. If the receiving organisation does not provide such a coverage (which cannot be imposed if not made compulsory by the national regulation of the receiving country), the sending institution shall ensure that the student is covered by such an insurance (taken either by the sending institution (on a voluntary basis as part of its quality management) or by the participant herself or himself).

Selection Procedures

Each partner University will open one call per year to select its outgoing students according to the approved budget (see the mobility tables). The budget for students' mobilities is reported in the financial table, approved and amended at the KOM.

For the specific rules see in particular the paragraph 3.3.1.2 Travel costs and Costs of Stay of the Guidelines for the use of the Grant.

The sending organisation is responsible to collect the required documents, which must be transferred in copy to the coordinator.

The first call should be opened ASAP, to support mobilities in 2019, a second call can be opened for internships to be carried out in 2020.

The call must be disseminated as widely as possible, among the targeted students. Students apply to their HEI who carries out the selection of participants, indicating in a ranking the five programmes they selected for the mobility.

The selection process should respect a minimum set of common (mandatory) rules.

The selection of students - as well as the procedure for awarding them a financial support - must be fair, transparent, coherent and documented and shall be made available to all parties involved in the selection process.

Public selection of the candidates will be carried out by an evaluation committee set up for that purpose and it will foresee a selection interview.

Selection criteria could be as follows:

1. **evaluation of curriculum vitae** and job related skills (in English) also in consideration of the internship programme to be undertaken abroad (up to X points).

The CV format to be used by the students should be the same for all countries in order to facilitate the communication of information.

link to the EU CV format:

<https://europass.cedefop.europa.eu/documents/curriculum-vitae;>



2. **language competences** to be checked during the interview. Applicants are required to be proficient in English at level B2 of the CEFR¹. (up to X points);
3. **evaluation of the interview** (up to X points);
4. **academic performance**;

The final ranking will be based on the sum of the final scores obtained for the different criteria.

On the base of the ranking position and the interest of the student (programmes ranking), the sending University will transmit the list of candidates and their CV to the relevant hosting Universities. The receiving Universities, with the support of the hosting Organisation, will inform (not later than 2 weeks) the candidates and the sending Universities about the acceptance. The hosting organisation could contact the candidate for an on-line interview to evaluate, if is the case, different programme options.

Final results will be published on the project's website.

Scholarships

Selected students will receive financial support for travel costs and costs of stay with TAURUS project funds; the project contributions are intended purely to assist with the costs of the mobility, such as travel expenses and costs of living in the host country and are not intended to cover the entire cost of the internship abroad.

Costs of stay can be reported for students involved in the project for activities taking place outside the city of the participant's home institution. These costs contribute to the subsistence, accommodation, local and public transport such as visa fee, bus and taxi, personal or optional health insurance. The reimbursement procedures are defined in the grant agreement according to the rules of the sending University; in any case the reimbursement can't be lower than the one assigned by the TAURUS project.

In order to apply the correct unit cost, the beneficiary must identify the duration in days of the activity (including the travel from their place of origin to the venue of the activity and vice-versa) and apply the corresponding unit costs as defined in the budget table.

Selected beneficiaries will not be allowed to benefit from any other grant provided by the European Commission for mobility for study / teaching /training for the same period.

¹ Common European Framework of Reference for Languages



Co-funded by the
Erasmus+ Programme
of the European Union



The sending University will send students' travel reports and copies of Learning agreements to the project coordinator (see TAURUS financial rules).

Travel Costs

Travel distances must be calculated using the distance calculator supported by the European Commission:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

The beneficiary must identify the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip.

Between 10 and 99 KM	20 EUR
Between 100 and 499 KM	180 EUR
Between 500 and 1999 KM	275 EUR
Between 2000 and 2999 KM	360 EUR
Between 3000 and 3999 KM	530 EUR
Between 4000 and 7999 KM	820 EUR
8000 KM or more	1100 EUR

COSTS OF STAY:

Costs of stay are based on the duration of the activities of the participants.

STUDENT Unit cost per day per participant

Up to the 14th day of activity 55 EUR

Between the 15th and the 60th day of activity 40 EUR



Learning Agreement ANNEX I

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the internship period abroad and to ensure that the trainee will receive recognition in his/her degree for the internship successfully completed abroad.

Before the mobility, it is necessary to fill in page 1 with information on the trainee, the Sending Institution and the Receiving University and the Host Organisation/Enterprise and the parties have to agree on the section to be completed before the mobility.

The Internship Programme at the Host Organisation/Enterprise (Table A) should include the start and end dates of the agreed internship, the internship title, as well as the number of working hours per week.

The detailed programme of the internship period should include the tasks/deliverables to be carried out by the trainee, with their associated timing.

The Internship Programme should indicate which knowledge, intellectual and practical skills and competences (Learning Outcomes) will be acquired by the end of the internship, e.g. academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability, etc.

The monitoring plan should describe how and when the trainee will be monitored during the internship by the Receiving Organisation/Enterprise, the Sending Institution, and, if applicable, a third party.

The evaluation plan should describe the assessment criteria that will be used to evaluate the traineeship and the learning outcomes.

All parties must sign the Learning Agreement before the start of the mobility. It is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation or institutional regulations.