

GLOBAL TRAINING

2017/2018



INTERNSHIP GRANTS ABROAD

GLOBAL TRAINING PROGRAMME WEBSITE (English):

<http://www.ehu.eus/en/web/nazioarteko-harremanak/en-global-training>

INTERNSHIP GRANTS ABROAD - “GLOBAL TRAINING”

CONTENTS AND CHARACTERISTICS OF THE PROGRAMME

1. APPROACH

The Department of Industry, Innovation, Trade and Tourism of the Basque Government, in collaboration with the University of the Basque Country (amongst other managing entities) in its objective to find operative solutions for emerging new realities and future challenges, both for European and global spheres, launches the programme “Internship Grants Abroad”, known as **“Global Training”**, which promotes transnational mobility among young people from the ACBC to carry out activities and projects related to their academic and professional profile in companies/organizations in foreign countries, with a practical, previously planned training programme.

2. AIMS OF THE PROGRAMME

- To promote internationalization among young people by carrying out international internships directly linked to a professional activity.
- To promote economic and social cohesion through cooperation between different agents and the generation of mutual benefit both for the young person and the host company.
- To reinforce the role of practical international learning as a generator of citizenship, knowledge, intercultural dialogue and an opening towards other peoples and cultures.

3. PARTICIPANTS

The participants that opt for internship grants abroad must meet the following requirements:

- a) University Diploma or Graduate.
- b) Age below 30 years the same year as the programme is announced.
- d) High english level for the function to be developed and the destination country of the host company.
- f) Adaptation of the candidates profile to the profile required by the foreign host company or institution.

Criteria of selection: *All the selection process –Curriculum review, language test, personal interview- is managed by the University of the Basque country, taking into account the profiles sent by the companies*

- Suitable professional profile for the work to be carried out for the foreign host company
- Specific training in the field of activity the foreign host company carries out
- Knowledge of the language of the destination country or the working language of the host company
- Motivational factors in relation to the programme and activities offered..

4. CHARACTERISTICS OF THE INTERNSHIP GRANTS

4.1. Duration

The duration of the Internships will be 6 months. The host company has the chance to prorogue the duration of the programme between 2 and 4 months, being in that case the total duration of the internship between 10 and 12

months. The internship will begin with a training period which will be given to those persons selected before they join the host company.

4.2. Timetable

The timetable will be adjusted from the cooperating enterprise, with the reference of the labour journey of the personnel or the formation to practise will have a maximum of 40 hours per week and a minimum of 25.

The scholar in no case will have a work relationship with the enterprise, for it's not possible to formalize a work contract between them during the practise. Establishing a labour relationship before the end of the scholarship, there will be need a refusing of the application of the Programme Global Training and also there will be need a written communication of it, with the ok of the enterprise and its intermediary

4.2. Economic Amount of the Internship Grants

For the first 6 months, the economic amount for each Internship grant will be of 1.358€/month and will be funded by the Department of Industry of the Basque Government and the Basque institutions that co-finance this programme.

During this time, the scholar will not receive any economical additional retribution of the enterprise or organism, because it receives an assignment which it's entirely covered by the Programme Global Training.

For the extension of the programme of 2, 3 or 4 months, the host company should decide if they will pay anything to the trainee and, in case they will, the amount of money they will pay to the trainee for these extra months.

The scholar in very moment and total effects will be considered like a scholar of the Program of scholarships Global Training (including extra months). During the first 6 months of the internship the scholar will be covered by an insurance policy for accidents and diseases which The University of the Bask Country has written down.

The Internship grant will also include payment of medical insurance and civil liability insurance for the first 6 months of the internship period. The assignation of the scholarship, like the correspondents of the assurance of accidents and diseases during the first 6 months, in no case is transmissible or imputable to the enterprise.

The enterprise compromise itself to comply with the standards of security and hygiene's on the work floor and that they will be still existing on every moment,, responding in an other case, for how damages it will be derivate on the scholar in case of no commitment.

4.3. Compromises of the scholar

The scholar compromises himself/herself to:

- To make totally use of the possibilities of the training offered by the Host Organization.
- Carry out the tasks assigned by the Host Organization, within the Global Training Programme.
- Respecting all regulations and standards of the Host Organization
- Maintain contacts with the tutors in the Host Organization and with the Programme Contributor.
- Maintain absolute distance of all events and documents of the enterprise, during the internship and after it, signing for this purpose a clause of co fidelity in favour of the enterprise
- To work out and send a report of the activity of the internship to the Programme Contributor.

PROCEDURE TO PARTICIPATE GLOBAL TRAINING 2017-2018

1. PROCEDURE

We are now contacting interested companies/organizations first, in order to know what kind of trainees profiles would you need; and select the profiles that suit best with your idea. All the selection process will be managed by us, and we will present you a final selection of candidates in order to you can choose the ones you prefer (you can have a skype call with candidates and ask them all the documents/curriculum/portfolio you need to take the decision).

2. CALENDAR

The timing of the programme would be similar to other editions, starting with the selection process in June, and trying that all scholarships begin before the ending of 2017.

- **FEBRUARY-MARCH 2017:** we contact with the companies/organizations in order to know if they want to participate and the number of trainees the company want to host.
- **MARCH 2017:** we send the project of internships to the Basque Government, as they are the sponsor of the programme.
- **JUNE-JULY 2017:** we publish the call for the programme and the selection process starts.
All the selection process –Curriculum review, language test, personal interview- is managed by the University of the Basque country, taking into account the profiles sent by the companies.
- **SEPTEMBER 2017:** we finish the selection process and we send to the companies the best 3 profiles, in order to they can select the trainees they prefer.
- **OCTOBER/NOVEMBER/DECEMBER/JANUARY:** the selected candidates start the internships in their host institutions/companies.

(!) In order to comply with the timetable established by the Basque Government, we need to know which companies/organizations would be interested in collaborating with the programme, before the 28th of March.

3. EXTENSION OF THE PROGRAMME

In case the host company is satisfied with the work of the selected trainee, there is the possibility to prorogue the duration of the programme between 2 months (minimum) and 4 months (maximum).

During the first 6 months of the internship, all the costs will be funded by the University of the Basque Country and the Basque Government, including the salary of the trainee and the costs of different insurances that we will take out. It would be no cost for the host company/institution.

During the months of the extension (2, 3 or 4 months), **the trainee will continue being a scholar of the Global Training programme, in the same conditions and status than in the first 6 months**, except for the 2 following aspects:

1. **MONTHLY PAYMENT** : it is not a real salary because trainees don't have a work-relationship with the company.

In case the host company decides to prorogue the duration of the programme, the trainee will not receive any "salary" from the Basque Government or the University of the Basque Country for this extra time. For this reason, and only for the extra time of 2,3 or 4 months, the host company should decide if they will pay anything to the trainee and, in case they will, the amount of money they will pay to the trainee for these

extra months.

**Note as reference for companies: The monthly payment that the trainees will receive during the first 6 months from the University of the Basque Country is 1358€ per month. We understand that not all the companies/institutions can face the costs, so the quantity that each host company decides to pay the trainees during the extra months could be a smaller amount of money in accordance with the different situation of each company.*

2. INSURANCE COSTS

In case the host company decides to prorogue the duration of the programme, the company must cover the costs of the insurances for the extra months.

** Note as reference for companies: The insurance we take out from the University for first 6 months has a cost of 40-60€/month approximately*

During the extra months the trainee will be considered part of the Global Training Programme, but always complying with the legal standards of each country.

The extension of the programme will be executed, only if the host company is satisfied by the work of the trainee (it is a way to motivate the trainees to give their best). We appreciate very much the collaborative companies; we do not want to force any company to prorogue the internship if they are not satisfied with the trainee.

We have to present our Project of internships to the Basque Government the last week of May, and they will specially use the extension of the programme (extra months) as evaluation criteria to assess the project.

4. WHAT DO WE NEED FROM COMPANIES?

In March we have to present our project to the Basque Government, so we need to know in advance how many months will you accept to prorogue the stay of the trainee (in case you like him/her), and the monthly quantity you will pay them for the extension. **These are the points we need for the 14th of March.** Please fill the following 2 documents:

1. Description of the Traineeship (document: [FORM 1_Internship_Description-Global Training.doc](#))

- Number of trainees you want to host.
- Profile of the trainees you want to host
- A brief description of the department/activities the trainee will do (approximately)

2. Extension of the Traineeship (document: [FORM 2_Global Training 2017 extension preliminary agreement.doc](#))

- Number of extra months you think you could offer to the trainee (this could be modified in the future)
- Amount of money you think you are able to pay them during the extra months.

IMPORTANT (!): the number of fellowships that we will finally manage depends on the decision of the Basque Government. That is the reason why we have to present them our project in March. The number of fellowships that they will finally grant us with, depends on the information we send them about your offers, and specially, depends on the extension of the programme of each host company –number of months and monthly payments -.

For the Basque Government, the extension time (number of months and payments) is one of the most important criteria in their evaluation of projects, so we encourage you to prorogue the internships periods! (The longer periods of extension we could obtain, more fellowships we will manage).

That is important, because if we receive few fellowships, we could not send trainees to every company that contact us, and we will be forced to do a selection of projects.

We have been selected to manage the Global Training programme during all the editions of the programme, having some of the highest punctuations in the assessment of the Basque Government.

I know this could be confusing, let me know if you have any question and I will try to give you further information.

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