European Institute of
Innovation & Technology
Foundation

EITF Internship Programme

1. The EIT Foundation: mission and work programme

The Foundation of the European Institute of Innovation and Technology (EIT) was established in 2010 as an independent, not-for-profit organisation under Dutch law. The EIT Foundation is a group of like-minded organisations[1] dedicated to promoting a culture of innovation and entrepreneurship in Europe. Our goal is to enlarge the impact of the EIT, inventing the future by bringing together some of Europe's brightest minds at events, in youth talent programmes and similar initiatives.

The EIT Foundation Work Programme puts at the centre of its efforts the progress of talent, the development of people's innovation and entrepreneurship skills, and the dissemination of good practices across Europe. In line with these strategic priorities, three working groups have been established:
- Working Group 1 - Support to learners, teachers, trainers and researchers, via paid internship positions at the Foundation companies
- Working Group 2 – Innovation and entrepreneurship training programme, via the Young Leaders Group initiative
- Working Group 3 – Innovation Forum, via the Annual Innovation Forum

All of the Foundation Work Programme priorities situate in cross-cutting areas of interest to the entire innovation community and benefit multiple interest groups independently of their field of specialisation (energy, climate, health, food, etc).

2. EITF internship programme

Objectives
The Foundation aims at supporting EU's talented people by equipping them with the competences needed to work in highly entrepreneurial and innovative frameworks. To this end, the Foundation is proposing an internship programme to be implemented by the Foundation members. The programme targets top-notch talent from all over Europe and will contribute to bridging the current skills and innovation gaps across countries, sectors and disciplines and instil talented people with the right skills, knowledge and attitudes to drive innovation forward. By facilitating the integration of graduated individuals in the workplace, the programme will ultimately contribute to address the high youth unemployment challenges Europe faces. The programme specific objectives are:
- reducing the gap between academia/ research and the cutting edge of business innovation;
- bringing a more entrepreneurial and innovation-focused approach to traditional education and professional training; and
- creating a new generation of people with entrepreneurial mindsets.

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[1] The Foundation of the EIT gathers ten prominent international and European leading companies: Agfa Gevaert, Akzo Nobel, Alcatel-Lucent, BNP Paribas, Ernst & Young, Google, Intel Labs Europe, MOL, Solvay, and Vodafone Institute for Society and Communications.

General description

The proposed internship programme is a partially[2] funded programme targeting talented European higher education graduates or candidates for post-graduate Master or for PhD.

Through the internship programme, individuals would have the possibility to further develop their skills in different Foundation member companies, different sectors, and different countries as well as at different departments of that company (R&D, ICT, New Business Development, Supply Chain ...). In the second edition of the internship scheme, internship positions will be offered at companies such as: Solvay, Alcatel-Lucent and Agfa Gevaert.

Each company is expected to hold around 5 or more positions depending on the companies' needs and the candidates' profile. In the future, the aim is to run about 100 internships per year.

The offered internship positions are project-oriented and can last from 6 to 12 months. The exact timing depends on the specifics of the hosting company and the regional/national legislation.

Added value

An internship is an important step in the young professional experience of a student. It allows assessing, checking and/or making clearer the choices for the further career development. Thanks to the internship programme, **individuals** benefit from:
- a first real-time working experience
- in a business environment
- in the international context
- experience- based learning in the field of the student's interest
- support from experienced coaches and mentors
- development of entrepreneurial and innovation skills
- development of soft skills (such as language, communication, teaming-up, networking) in the business environment
- networking opportunities offered by the Foundation Alumni organisation

The involved **network of universities** benefits from the enlargement of their offerings to the students, by giving them the possibility of working in a highly entrepreneurial and innovative framework. It will further benefit from the partnering opportunity offered by the EIT Foundation and its renowned member companies. The programme will give the network of universities the possibility of actively contributing to addressing European youth unemployment challenges.

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[2] Apart from training and coaching, the Foundation companies support local living and housing costs in the form of compensation to the interns. Health insurance costs are at the expense of the interns. The compensation SHOULD NOT be seen as a salary.

The **hosting companies** benefit from the access to:
- fresh, new external ideas coming from excellent European universities
- knowledge and expertise in the development of their projects
- talented people with high potential for further development

The programme further gives the hosting companies the opportunity to strengthening and enlarging their own internship programs with interns from excellent European universities.

Alternatively, it offers the occasion to start a new company-specific programme for internships and establish potential linkages with the company's recruiting process.

3. Proposed intern's profile

Minimum general requirements (eligibility criteria):
- European graduates (Master/ Post-graduate Master/ PhD level) proposed by European Higher Education Institutions
- Or European candidates for post-graduate Master or for PhD still enrolled at the university at the moment of applying. These candidates can be at any stage and level of the post-graduate Master or PhD. They should be also proposed by European Higher Education Institutions.
- Academic results – amongst top 30% of the degree's academic year
- Solid analytical and drafting skills
- Good command of English (other languages are a plus)
- Good communication skills

These are the minimum conditions required by the Foundation. Further requirements and specific conditions (e.g. qualifications, fields of knowledge, competences, language skills, ...) are detailed in the individual vacancy notices.

Indicative fields of knowledge include among others: natural sciences, mathematics and statistics; ICTs; engineering, manufacturing and construction; health and welfare; humanities; social sciences, journalism and information, business, administration and law[3].

In addition to the eligibility criteria above-mentioned, and the ones indicated in the vacancy notices, candidates will be assessed on the basis of their motivation to work in the proposed Foundation companies, career prospects, and international experience.

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[3] As proposed by UNESCO - *International Standard Classification of Education: Fields of Education and Training 2013* http://www.uis.unesco.org/Education/Documents/isced-fos-consultation-draft-2013-en.pdf

4. Learning path

The intern will follow an integrated programme based on a project with clear objectives, tasks and deliverables. While working in close cooperation with EITF companies' staff members, the intern will receive coaching on the following:

- Writing a clear and well-targeted project describing:
  - (why) the challenges to be addressed in the context of that project
  - (what) the objectives
  - (how) the activities to be carried out
  - (when) the timeframe for the different activities.
- Linked to the above, developing a methodology to successfully carry out the project
- Managing the project (identify targets and priorities, experimenting program and follow up)
- Making a final project presentation
- Writing a clear and concise report on the project
- Recognise the importance of interpersonal skills: learn to be an effective communicator in the context of a multinational team
- Develop other soft skills you need for further professional growth
  - Teaming up
  - Networking
  - Language
  - Communication
  - Innovation and Entrepreneurship

5. Process

There are 5 major phases in the workflow are:

Phase 1: Demand side. Deadline 20th of May 2014.
Phase 1a) Companies offerings for internships (15th May 2014)
EIT Foundation companies make their offerings for hosting potential internships to the EIT Foundation internship team. This is done via a template sheet companies should fill-in with information on the nature of the project interns will be involved in, the department they would be working for and the intern profile, desired skills and competences.
Phase 1b) Foundation assesses completeness of the internship offers notices (20th May 2014)
After the assessment of their completeness, the Foundation internship team sends the internship offers notices to the network of universities, who then forward to their members.

Phase 2: Supply side. Deadline 31st of July 2014.
On the basis of the notices, network universities provide a list of potential interested candidates to the Foundation internship team. Each candidate may apply to **three positions maximum**. When candidates apply for more than one position, they should rank the positions they give priority to. For each internship position, the candidate should send an updated CV and **motivation letter targeted at the specific position**. All applications should be sent in **English.** Only applications sent by the Higher Education Institution and/or corresponding network of universities (CESAER or LERU) to the Foundation will be accepted. The Foundation does not consider as eligible applications coming directly from individuals.

Phase 3: Matching. Deadline 15th of October 2014.
Phase 3a) Eligibility check by the Foundation internship team (31st July 2014)
The Foundations internship team assesses the completeness of the applications (CV and targeted motivation letter) and the eligibility of the proposed candidates. It checks whether the applicants meet the eligibility conditions highlighted both in this note (see point 3) and in the specific vacancy notices. The Foundation internship team proposes then a list of eligible candidates to its contact person at the participating companies. In the list, the Foundation should highlight any potential issues important to take into consideration when of assessing the candidates' profile, including the number of positions each candidate has applied for. This list should be accompanied by the candidates' CVs and motivation letters.
Phase 3b) Companies' assessment, interviews and internship agreement (15th October 2014)
On the basis of the candidates' profile, company representatives make their own evaluation according to their specific selection criteria, and contact directly the potential interns for interviews. As a result of the evaluation and interviewing process, the companies can select one candidate for the internship position. If no suitable candidates are found, the company has the right to not select any candidate.
Internship agreements will be signed between the company, and the student (and the hosting university, when legislation requests it).
The participating companies should communicate as soon as possible, and at any case no later than the 15th of October, the results of their selection to the Foundation. The Foundation internship team collects all companies' intentions to engage interns and informs the network of Universities.

Phase 4: Implementation. Indicative starting date: January 2016 for a 6 to 12 months period
Implementation of the internship at the hosting company. A welcome letter is sent by the Foundation to the intern, including a brief presentation of the Foundation. The intern is also invited to join the Foundation Alumni organisation.

Phase 5: Evaluation of the internship (1 month before ending the internship)
On the basis of templates provided by the Foundation internship team, both the hosting company and the intern provide feedback and an assessment on the added value of the internship programme, outcomes, challenges and recommendations for further improvement. The internship office will consolidate the different feedback and make a report to be distributed to all the involved stakeholders (including the network of universities).

Key players:

The EITF-internship team is responsible for the overall overview and coordination of the programme. It acts as linking point between the Foundation companies and the network of universities. It is directly involved in the implementation of the all programme phases.

The *hosting Foundation companies* should work in close cooperation with the EITF internship team. They are the main leaders of phase 4 – implementation. They are directly involved in phase 1 – demand side, i.e. in providing information on nature of the project interns will be involved in, the department they would be working for and the ideal intern profile. They are also involved in the last stage of the matching phase (3) and in the ex-post evaluation of the internship.

The *network of universities* should work in close cooperation with the EITF internship team. It is responsible for liaising with their universities, students and interested interns up to the moment the matching exercise is concluded (phase 3). It is mainly responsible for phase 2 of the programme, i.e. provide a list of potential candidates for the offered positions. They will be informed about the evaluation results of the internship programme.

Candidate and future interns are the main target group of the programme. They are expected to express their interest in the Foundation internship positions via the University they are studying in (phase 2). After the conclusion of the matching exercise (phase 3), interns will be informed on Foundation's final decision to engage them. This will come in the form of a letter signed by the Foundation internship team.

Detailed view of the workflow/actions and responsibilities

Phase and actions EITF internship	EITF Companies	EITF Internship office	Universities Students
Phase 1			
Marketing the program		Internship office	
Internship offer/proposal	Companies		
Elegibility check offer		Internship office	
Publish offer on network		Internship office	
Phase 2			
Postulate to offer			Students
Phase 3			
1 st level screening Elegibility check and soft skills		Internship office	
Matching		Internship office	
2nd level screening if match OK Technical, expertise, project	Companies		
Acceptance letter	Companies	coordination	Universities Students
Phase 4			
Implementation at company facilitated by EITF office	Companies		
Phase 5			
End evaluation		coordination	Students

6. <u>Potential network of universities to be addressed</u>

6.1 - League of European Research Universities -LERU
LERU is an association of twenty-one leading research-intensive universities that share the values of high-quality teaching within an environment of internationally competitive research.

Founded in 2002, LERU advocates education through an awareness of the frontiers of human understanding; the creation of new knowledge through basic research, which is the ultimate source of innovation in society; and the promotion of research across a broad front in partnership with industry and society at large.

The purpose of the League is to advocate these values, to influence policy in Europe and to develop best practice through mutual exchange of experience. LERU regularly publishes a variety of papers and reports which make high-level policy statements, provide in-depth analyses and make concrete recommendations for policymakers, universities, researchers and other stakeholders.

Member Universities: University of Amsterdam (NL); Universitat de Barcelona (ES); University of Cambridge (UK); University of Edinburgh (UK); University of Freiburg (DE); Université de Genève (CH); Universität Heidelberg (DE); University of Helsinki (FI); Universiteit Leiden (NL); KU Leuven (BE); Imperial College London (UK); University College London (UK); Lund University (SE); University of Milan (IT); Ludwig-Maximilians-Universität München (DE); University of Oxford (UK); Pierre & Marie Curie University (FR); Université Paris-Sud (FR); University of Strasbourg (FR); Utrecht University (NL); University of Zurich (CH).

http://www.leru.org/index.php/public/home/

6.2 - Conference of European Schools for Advanced Engineering Education and Research – CESAER

CESAER is a not-for-profit international association of leading European universities of technology and engineering schools/faculties at comprehensive universities and university colleges.

CESAER stands for scientific excellence in engineering education and research, and the promotion of innovation through close cooperation with industry in order to ensure the application of cutting-edge knowledge in industry and society. It maintains and promotes the highest quality standards.

CESAER was established in 1990 and now has a membership of <u>50 plus institutions from 25 different countries</u>. CESAER sees the diversity of cultures and structures in Europe as a specific strength and opportunity and aims at a membership that mirrors that diversity.

CESAER members are committed to the following core values and guiding principles:

- Highest level of scientific and engineering ethics;
- Top quality of research-based engineering education;
- Excellent research at the front edge of knowledge;
- Cooperation with industry towards innovation for mutual benefit;
- Continuous improvement in education, research and innovation as well as their integration;
- Commitment towards sustainable economic, societal and environmental development.

http://www.cesaer.org/en/home/

7. Roadmap

- *15th of May 2014 - Phase 1a: Demand side*
  Companies fill-in and send the internship vacancy notices to the Foundation.
- *20th of May 2014 - Phase 1b: Demand side*
  Foundation assesses the eligibility of the internship vacancy notices.

- *31st of July 2014 - Phase 2: Supply side*
  Network of Universities send to the Foundation the list of candidates for each internship position (including CV and targeted motivation letter).

- *31st July 2014 - Phase 3a: Matching*
  Eligibility check by the Foundation internship team
- *15th October 2014 – Phase 3b: Matching*
  Companies' assessment, interviews and internship agreement

- *January 2016 - Phase 4: Implementation*

- *June 2016 - Phase 5: First evaluations of the programme*

8. Indicative cost estimate for the hosting company (including compensation level to the intern)

The EIT Foundation foresees the following direct and indirect costs for the hosting companies.

Indirect costs: project team for coaching the intern:
- 5 man days from a project leader
- 10 man days from a technical team
- 1 mayday administrative back office mainly for coordination and support

Direct cash-out by the receiving company (compensation level to the intern):
The hosting companies are expected to support local living and housing costs in the form of compensation to the interns. Companies are expected to follow their internal rules as regards the exact level of support to interns' living and housing costs.
As indicative estimation:
- Housing cost: in major cities about € 500-700 per month per intern
- Cost of living: min € 490 per month per intern

Health insurance costs are at the expense of the interns. The inclusion of travel costs in the compensation package is left to the consideration of the hosting company.

The compensation SHOULD NOT be seen as a salary.