

Italy's Expo 2020 Volunteers Programme

Call for Internships with the Commissioner's Office for Italy's participation in the Dubai 2020 Expo

1st October 2021 -31 March 2022

PREMISE

Italy's Commissioner's Office for the Dubai 2020 EXPO (hereinafter, "Commissioner's Office"), established by the decree of the President of the Council of Ministers of 29 March 2018, registered with the Court of Auditors entry no. 878 of 2 May 2018, within the framework of the institutional tasks assigned to it for the construction of the Italian Pavilion, intends to offer university students enrolled in the Universities associated with CRUI - Conference of Italian University Rectors - the opportunity to participate in the selection process for participation in the internship program "*Dubai 2020 Expo - Italian Universities*" (hereinafter, "**the Program**").

The Program is the result of a partnership between the Commissioner's Office and the Italian Universities, with the organizational support of the CRUI Foundation, governed by a Convention signed on 30 July 2019 (hereinafter the "Agreement") and by the relevant addendum signed on 21 September 2020.

AIM

The aim of the Program is to carry out curricular internships for the duration of four months at the Commissioner's Office in Dubai (United Arab Emirates), in accordance with the following calendar:

- Period 1: September 2021 - December 2021;
- Period 2: December 2021 - March 2022

The starting and ending dates of the internships will in any case be agreed upon jointly by the Commissioner's Office and the selected Applicants on the occasion of specific information and / or training meetings to be held on line or with physically present participants.

Given the epidemiological emergency caused by the COVID-19 pandemic, the internships will be subject to constant monitoring in relation to the evolution of the health situation and restrictions on international travel. The internships and the ways in which they will be carried out may therefore undergo changes before, during and after the publication of this Call. Should

the health conditions in the host Country be such as to require the interruption of the presence of the Trainees, it will be possible to complete the internship experience flexibly in remote mode, in derogation to the provisions of the Agreement, so as to respect the deadlines indicated in the Call and in accordance with the agreements between students, host and universities.

The selected Applicants will have the task of attending training courses in order to be able to carry out the following activities:

- Reception, information and support services for the various categories of national and international visitors to the Italian Pavilion;
- Reception, information and support services within the context of the cultural and educational events scheduled at the Italian Pavilion;
- Activities in support of public presentations, possibly also as speakers and as participants – also online as may be necessary – for the cultural and educational events planned to take place at the Italian Pavilion and that require the active and direct involvement of national and international visitors;
- Liaison services with the other functions of the Commissioner’s Office for designing and producing the storytelling contents of Italy’s participation in the Dubai 2020 Expo, that highlight the value of the visitor involvement approach, while emphasizing the underlying values and reconstructing the most innovative processes, stories, communities, experiences, and illustrating the advantages, effects and spin-offs;
- Activities of internal communication within the network of participants in the Program managing the internal discussion so that the community building action is more effective;
- Encourage connections with other communities of young people, operating at national or international level in the civic, social, cultural, educational and training fields, who pursue objectives that are similar or related to the themes and sub-themes of the Dubai 2020 EXPO and to Italy’s participation;
- Participation in the internal training sessions that provide guidance for carrying out the abovementioned activities, including the team-building activities.

REQUIREMENTS FOR PARTICIPATION

The program is open to all university students who, by the deadline of the Call 1st April 2021):

- a. are enrolled in Universities that have joined the **Curricular Internship Program** by 1 April 2021 promoted by the Commissioner's Office in collaboration with the CRUI Foundation. Check the list of Universities (constantly updated) [here](#);
- b. possess the following general eligibility **requirements**:
 - the Applicant has never been convicted for crimes committed without criminal intent, he/she has never plea-bargained, he/she does not have a conditionally suspended sentence penalty nor a criminal conviction, nor is he/she an accused person in a criminal proceeding for non-culpable offenses;
 - no security or prevention measures have been issued against the Applicant.
- c. **for students enrolled in the three-year degree course**:
 - the Applicant is aged between twenty-one and twenty-five years and 364 days);
 - the Applicant has an average grade of exams taken of not less than 25/30.
- d. **for Single Cycle Master's Degree students**:
 - the Applicant is not older than 28 years and 364 days;
 - the Applicant has an average grade of exams taken of not less than 25/30;
- e. **English language proficiency** of at least the C1 level of the Common European Framework of Reference for Language Knowledge (CEFR) or a higher level as certified by the University or by an official certification body.

The loss of any of the eligibility requirements set out in letters a) and b) in the course of the Program involves the immediate conclusion of the experience for the Trainee.

The following skills add credits for the final selection:

- knowledge of a second European language, besides English, namely **French, Spanish or German**;
- knowledge of a non-European language, besides English, namely **Arabic, Chinese or Russian**.

APPLICATIONS

Applications for the Program are to be sent exclusively online **within and by no later than 1st April 2021**, through the CRUI platform <https://tirocini.cru.it/> making sure that the following sections are filled in:

- **PERSONAL DETAILS**
- **CURRICULUM VITAE**
 - **Basic education**;

- **Knowledge of foreign languages** (for the English language, which is a compulsory requirement, indicate the CEFR level of certification / exam; for the other languages indicated in the additional requirements, indicate the level of knowledge and relevant certification) ;
- **IT knowledge;**
- **Internships;**
- **Work experience;**
- **Other** (indicate any experience in capacities similar to the activities envisaged in the Program with a public administration or with local, national and international organizations, on the occasion of other educational and cultural events and initiatives).
- **UNIVERSITY CURRICULUM**
 - **Data:** enter information about the University attended by the Applicant and the current course of study, including the arithmetic average of exam grades and the CFUs acquired;
 - **Exams:** indicate the exams taken in the course of study with relevant grades.
- **APPLICATION**
 - **Self-declaration regarding the possession of all the requirements indicated in the Call and the truthfulness of the information provided.** The self-declaration form is to be downloaded from the "Application" section of the Call, filled in, signed, and scanned together with the Applicant's identity document in a single PDF file (max 4 Mega) and uploaded in the same section of the Call;
 - **Motivational letter** (max. 3000 characters including spaces);
 - **Indicate which internship offer the application refers to.** The internship offers differ only for the time period of the internship (September - December 2021 / December 2021 - March 2022), therefore the Applicant needs to indicate which internship period is being applied for. **Only one period can be indicated:** if both periods are indicated, only the first option will be taken into consideration. The Applicant needs to make sure that in the time periods indicated all the eligibility requirements are maintained and in particular Applicants are not to graduate before the end of the internship so that it can be considered part of the curriculum.

When completing the online application, the Applicant must remember to save the data entered section by section and to carefully check the preview of the application before sending it: if any of the information regarding the eligibility requirements (age, being enrolled at the university, graduation course, average grade of exams, English language) is missing, incorrect or not entered into the relevant fields, the application will be excluded from the selection process. Furthermore, once submitted, the application is no longer editable.

SELECTION

The selection process for the Program comprises 3 stages:

STAGE I: All applications received undergo a pre-selection by the Applicant's university, which checks that the Applicant has all the eligibility requirements indicated in the Call.

STAGE II: Upon completion of the pre-selection phase, the applications deemed suitable by the Universities are examined by the Commissioner's Office and the CRUI Foundation and ranked according to merit for each internship period, in accordance with the order of points assigned to the university curriculum and language skills (each foreign language, besides English, is assigned an additional score).

STAGE III: At the end of Stage II, the Commissioner's Office and the CRUI Foundation will draw up a **short list of Applicants selected for the Program** for each internship period, taking into account the following **representativeness criteria**:

- gender;
- age;
- university;
- foreign languages besides English.

For the purposes of the final selection, the Commissioner's Office may request the individual Applicants to provide additional information on the contents of the motivational letter and on any previous experience in activities similar to those of the Program. Before the final selection, interviews and bilateral calls may be held to better understand the Applicant's profile.

The lists of Applicants selected for the Program may contain **up to a maximum of n. 50 students** per period:

List I

1. Starting List with the names - in alphabetical order - of Applicants admitted to the curricular internships in the period September - December 2021. Departures will be agreed upon with the Commissioner's Office.
2. Waiting List with the names of the Applicants - in ranking order - who may step in if any of the Applicants included in the Starting List officially resign.

List II

1. Starting List with the names in alphabetical order of the students assigned to the internships in the December 2021 - March 2022 period. Departures will be agreed upon with the Commissioner's Office.
2. Waiting List with the names of the students in ranking order who may step in if the Applicants included in the Starting List officially resign.

The List will be published on the institutional website of the Commissioner's Office, **by Friday 30 April 2021**, and will constitute an official notification of Applicants included in the list.

Being on the List is an indispensable requirement in order to carry out the activities envisaged by the Program at the Italian Pavilion during the Dubai 2020 EXPO, but does not imply any obligation on the part of the Commissioner's Office to make any kind of assignment.

The Commissioner's Office and the CRUI Foundation reserve the right to extend the time limits indicated in this Call at their sole discretion.

ACCEPTANCE

The CRUI Foundation will communicate to the individual Universities only the names of the Students included in the two Starting Lists. The Students will be invited by the Commissioner's Office to take part in the curricular Internship Program at the Dubai office.

The universities, in turn, will inform the admitted Students who are to **accept or reject the internship offer within and by no later than 5 working days**. Following acceptance, the University will draw up the Trainee's training project, in accordance with the provisions of Article 6 of the Convention.

If an Applicant renounces the internship, the unfilled internship place will be proposed to the Applicants on the Waiting List in ranking order, compatibly with the timeframe of the internship as established in the Call.

If an Applicant who has accepted the internship is forced, due to serious and sudden needs, to resign from the internship position, he/she is required to promptly communicate the decision to the University representative and to the Tutor at the host site, in order to avoid malfunctions in the planning of the activities at the host offices, and enable another Applicant to step in.

In any case, the participants who complete the internship under the Convention and the winners who renounce the place offered, for any reason, will be excluded from any future Calls for this same Program

TRAINING PROJECT AND CONDITIONS

The internship is governed by a training project, drawn up on the basis of the provisions of Articles 3 and 6 of the Convention. It is signed by the Student, by the Tutor delegated by the University and by the on-site Tutor appointed by the Commissioner's Office and includes:

- the activities that the Trainee is called upon to carry out at the Italian Pavilion;
- the number of credits recognized by the home University;
- the following declaration of waiver, expressly signed by the Trainee: "*The curricular internship carried out at the Italian Pavilion abroad can in no way and to no effect qualify as an employment relationship, nor can it give rise to claims for additional remuneration with respect to reimbursement of expenses as envisaged by the*

Convention between the Commissioner's Office and CRUI, nor to expectations of future working relationships".

- the exact duration of the internship shall not exceed the duration of 4 months;

It is further specified that:

- full-time commitment by the Trainee is envisaged throughout the internship period;
- the Trainee may take leave of absence for no more than n. 2 working days per month, in agreement with the Tutor;
- internships entail the recognition of at least 1 university training credit (CFU) for each month of actual activity, without prejudice to the assessment of the training period by the home Universities attended by the Trainees.

Under the Program the Commissioner's Office shall pay for travel expenses (return flight ticket to and from Dubai), reimburse a maximum amount of € 65.00 per day for food, and it shall provide accommodation for the entire duration of the internship. All other expenses are to be borne by the Trainee. Before leaving, the Trainees must necessarily take out adequate health insurance policies that cover the entire period they will be spending in the United Arab Emirates.

Finally, it is recalled that it is mandatory for Trainees to comply with the rules of conduct in force in the workplace and to respect local laws and customs (see in particular the provisions of Article 6, paragraph 3 of the Convention)