

CALL FOR THE SELECTION OF STUDENTS

1. Aim and content of the initiative

The Blue KEP is a project in the framework of the Interreg V-A – Transnational Cooperation Programme, Italy-Croatia 2014-2020, co-funded by the European Union and launched in collaboration with the Marche Region. The project aims to improve the conditions for innovation in the field of nautical and maritime transportation and shipbuilding within the cooperation area by integrating the Italian and Croatian educational systems, by creating opportunities to favour student mobility and by harmonising the technical education system. The objective will be reached through the standardisation of school curricula and methods of evaluation and recognition of the students' educational and professional knowledge. The project will contribute to enhance connections and relationships between the educational systems and labour market of the programme area, which through exchange of knowledge and professional competences will improve the economic potential of the area.

More in particular, the partnership of the project is made up of five partners coming from Italy and Croatia and coordinated by the Lead Partner Informest. The partners in question are:

- Lead Partner: Informest – ITALY
- Adriatic Ionian Euroregion (AIE) – ITALY
- Marche Region – ITALY
- Region of Istria – CROATIA
- Public Institution Development Agency of Sibenik Knin County – CROATIA
- Public Institution Rera SD for coordination and development of Split Dalmatia County – CROATIA

By means of a selection procedure, each partner has identified some schools in its territory to be accredited in the BLUE KEP project. The accredited schools will participate in BLUE KEP project activities through the development and the trying out of common didactic modules and exchange activities aimed at promoting mutual recognition of competences and improved mutual knowledge.

Having participated in the afore-mentioned selection procedure this school offers, within the framework of planned exchange activities, the possibility to 3/4 students enrolled in the 3rd and 4th class of the school year 2018-2019 to carry out a period of mobility in Croatia lasting for 45 days.

The mobility programme will start approximately in the beginning of May 2019 and will end in April 2019. The detailed timetable will be established in agreement with the host school and host companies. The BLUE KEP project foresees indicatively 15 days of didactic activities at the Croatian partner school "Nautical School Split/Technical School Sibenik" and about 30 days of traineeship in a company with which the Croatian School cooperates regularly. During this period students will take lessons at the host school where they will get into contact with new teaching methods and techniques and with a new cultural and linguistic reality. Furthermore, the period of school-work alternation will allow the students to get practical experience relevant to their specific fields of study in Croatian companies/organisations. The programme also includes cultural- and/or sports/educational activities. These activities will be carried out mainly in English, although the beneficiaries will take part in literacy activities in the Croatian language.

Participation in the mobility includes:

- Training and preparatory meetings related to the experience abroad;
- Language training in English and/or Croatian of at least 20 hours, in preparation of the traineeship;
- Return ticket Italy-Croatia, Croatia-Italy;
- Food and accommodation (dormitory, residence, college or other types of accommodation identified together with the host partners) for the study/work period abroad;
- Insurance against risks, injury and Third Party Liability Coverage (RCT);
- Implementation of training activities consisting of approximately 15 days of didactic activities at the Croatian partner school and about a further of 30 days of traineeship at a qualified Croatian company/organisation operating in the nautical, maritime or shipbuilding sector;
- Coverage of any costs related to the participation in extra-curricular activities planned by the programme;
- Presence and assistance in the host country by an Italian tutor during the entire mobility period abroad;
- Tutoring and monitoring of experience;
- Recognition of school credits defined through the use of the ECVET methodology and issuing of the Europass Mobility certification and of any further certificates of recognition of the initiative.

Participation in the above-mentioned activities is completely for free for the selected students.

2. Participation requirements

1. To be enrolled in the present school year 2018-2019 in the 3rd or 4th class of this school institute;
2. Having passed the school year 2017-2018 with an average grade equal to or higher than 7 (to be adapted by each individual school where necessary);
3. Have obtained a grade in English equal to or higher than 7 in the school year 2017-2018 (to be adapted by each individual school where necessary);
4. Having obtained a mark of conduct equal to or higher than 8 in the school year 2017-2018.

3. Modality for how to submit applications

To be valid, submitted applications must include the following documents:

- a) **Application for Participation and Authorisation Form**, completed and signed by a parent or by the tutor/legal representative of the applicant, by using the templates attached to this call (Annex a/1 and Annex a/2);
- b) Signed photocopy of a **valid Identification document** in recto-verso, of the **parent or tutor/legal representative who signs** the “Application for Participation”;
- c) **Letter of Motivation** to be written in English by the student, by using the facsimile attached to the present call (Annex b).

All the required documents, printed and signed, **must be delivered to Prof...../School secretariat of this Institute NO LATER THAN on the xx December 2018.**

4. Selection procedure

This school Institute will:

- **collect** the applications and **verify** the validity and compliance with the criteria set out in art. 2 of the afore-mentioned call;
- **draw up**, where necessary, the list of those admitted to the selection according to the modalities indicated in art. 5;
- **evaluate applicants** according to the modalities indicated in art. 5.b;
- **draw up and publish** on the website of the school institute the **ranking lists** on the basis of the selection criteria of art. 5, drafting a short report of the selection process.

5. Selection modality

An evaluation committee will be nominated within the school to carry out the selection activities according to the following criteria:

a) Pre-selection

All applications received that meet the formal requisites required are admitted to the pre-selection phase. The following are the evaluation criteria:

- Average school grade of the school year 2017-2018: max 20 points;
- English grade for the school year 2017-2018: max 10 points.

In case applicants are more than the double the available scholarships, this School Institute will examine the applications, by applying the afore-mentioned criteria, in order to pre-select twice the number of applicants in respect to the scholarships available.

If two applicants obtain the same score in the pre-selection ranking list, priority will be given to the student with a higher grade in English, subsequently the student with the highest average school grade.

b) Selection

Applicants who have passed the pre-selection are admitted to sustain the following tests, on the XX December 2018, at :

- multiple choice test in English: max 10 points;
- interview in English: max 10 points;
- motivational interview with the aim of highlighting the interest and propensity to participate in the initiative of each applicant: max 50 points

There will be no other selection dates for those students who cannot take part in the selection at the date as set above.

Selected students will be ranked according to the parameters as set in the following table:

Indicators for evaluation	Description	Score
Average school grade obtained at the end of school year 2017/2018	Less than or equal to 7	14
	More than 7 and less than or equal to 8	16
	More than 8 and less than or equal to 9	18
	More than 9	20
Mark obtained in English at the end of school year 2017/2018	Less than or equal to 7	7
	More than 7 and less or equal to 8	8
	More than 8 and less than or equal to 9	9
	More than 9	10

Written exam in the form of English language test	Less than or equal to 7	7
	More than 7 and less or equal to 8	8
	More than 8 and less than or equal to 9	9
	More than 9	10
Oral exam in English	Less than or equal to 7	7
	More than 7 and less than or equal to 8	8
	More than 8 and less than or equal to 9	9
	More than 9	10
Motivational interview to assess motivation and participation of each applicant	Less than 6	10
	From 6 to 6,49	15
	From 6,50 to 6,99	20
	From 7 to 7,49	25
	From 7,50 to 7,99	30
	From 8 to 8,49	35
	From 8,50 to 8,99	40
	From 9 to 9,49	45
	From 9,50 to 10	50
Total maximum scores		100

In case two applicants obtain the same score in the ranking list, priority will be given to the student with the higher grade in the foreign language, subsequently to the student with the highest average school grade and, ultimately to the oldest student.

The outcome of the selection process will be communicated to each applicant by the School and/or be published on the website of the school ([www.](#)).

In case one (or more) successful applicant(s) will give up the scholarship, eligible applicants in the reserve list will be selected.

If a successful applicant will give up the scholarship, communication by the successful student of the scholarship must be received no later than 5 days from the date the ranking lists are made public. This waiver must be communicated in writing to the school.

6. Obligations of the participants

Students who will pass the selection phase and participate in the project are required to:

- Maintain a correct and respectful behaviour in respect to persons, things and the image of the host organisation/company and the school institute of origin, and comply with the rules and customs of the host country, of the partner, of the Institute and of the company where the mobility is carried out even if different from the ones of origin;
- Promptly report critical situations, first to the accompanying person, and/or the referee of the host organisations, in order to find appropriate solutions;
- Attend all compulsory training and orientation activities that precede and follow the traineeship abroad, including the English and/or Croatian language course, even if attended through FAD;
- Carry out the entire mobility abroad by participating both in school activities and in the traineeship;
- During traineeship, guarantee a maximum punctuality, ethical behaviour from a professional point of view, respect to the time table, and the rules of the work place;
- Pursue at best the value of the training experience in its entirety, to accept with flexibility the work duties to be carried out also in case they are of more general nature, to further explore the topics of the project and to exploit the training experience as a whole;
- Respect the re-entry of evening hours, as decided by the accompanying person and by the host organisations. Overnight stays, other than in the selected hotel/residence/apartments, are not allowed, except in case they are organised by the accompanying person-tutor or by the host organisation;
- In case of withdrawal from the project that is not due to serious unexpected reasons that can be documented: to Reimburse the Marche Region, and/or the organisation in charge by it for the management of the mobility, of any expenses incurred up to then (travel tickets, insurance, administrative expenses) or the expenses necessary for the replacement by another candidate (e.g. change of name in the booking of the trip). The parents of the student are jointly and severally responsible for any such reimbursement;
- Comply with any decision taken by the Marche Region, the body responsible for managing the mobility, the accompanying person or the host organisations, to anticipate the return to Italy in case of a particular serious event. In such case, the beneficiary concerned and/or her/his parents/legal representatives are required, jointly and severally, to reimburse the portion of the expenses already sustained until the return;
- Accept a possible evaluation by the internal class body during final evaluation, of any non-appropriate behaviour during the mobility, also in relation to the issuing of training credits and any further final certifications.

7. Data processing

In compliance with the provisions of EU regulation 679/2016 concerning “the protection of natural persons with regard to the processing of personal data” (hereinafter also GDPR), **the school xx** in quality of the holder of the treatment of data pursuant to art. 4, n. 7 and 26 of the cited GDPR, informs the interested parties of the following:

Purpose of the processing and legal base

The BLUE KEP project - Blue Knowledge Exchange Programme and Integration system in the Cross Border Area - is framed on basis of the purposes of the present school and/or the Marche Region with regards to the promotion of projects aimed at favouring the dissemination and design of pathways of school to work apprenticeships, as an instrument to facilitate the connection between school and work. The provision of personal data and textual materials, including videos and pictures provided by the participants is mandatory for the admissibility of the application form; the legal base for the acquisition and subsequent data processing is your specific consent given pursuant to art. 6, par. 1, letter a) and 7 of the GDPR, according to the modalities defined in art. 3 of the this Regulation. The data will not be used for purposes other than those set out in this statement.

Persons authorised for processing, modality of processing, communication and dissemination

The acquired data will be processed, apart by the **School Institute xx**, the Marche Region and by the eventual organisation in charge by the Marche Region of managing the mobility activities; also by the host partners (the host school and companies where the traineeship will be realised). They will be committed and nominated external responsible of data processing pursuant to art. 28 of the GDPR, also by physical persons authorised in quality of Committee members pursuant to art. 7 of the Regulation. The data will be collected, used and processed manually, electronically and telematically according to principle of correctness, lawfulness and transparency. Some personal data of competitors and winners (such as: name and sir name, ranking position, interviews) can be made public according to the modalities drawn up by art. 8 of the Regulation and with any modality or instrument which will be necessary for the purpose of institutional communication and dissemination of the initiative.

Retention period

The data acquired for the purposes of participation in this Call will be kept for 10 years.

Rights of the concerned

Interested parties may at any time, pursuant to arts. 15 and ss. of the GDPR:

- revoke the consent given (without prejudice to the lawfulness of the processing prior to the revocation)
- request the data holders access to personal data, rectification or cancellation of the same or limitation of processing.

Concerned parties may exercise the rights previously described indifferently to each of the holder whose contact details are given below. The possibility remains, in the event that the exercise of their rights is not satisfied, to propose a complaint to the Data Protection Authority for the protection of personal data as specified in the following link:

<http://www.garanteprivacy.it/web/guest/home/docweb/-/docweb-display/docweb/4535524>

Data holder

School Institute xx

Street name xx

Tel: xx– Fax: xx - Certified e-mail: xx

Data of the School Institute Data Controller:

e-mail:

Responsible of the procedure of the school institute is Dr. xx (e-mail for information:)

The bodies in charge of data processing are: the Marche Region, eventual organisation committed by it for the management of the mobility activities, and the host partners (host school and companies where the traineeship will take place).

CONTACT

School Institute xx

APPLICATION FOR PARTICIPATION FORM (ANNEX A/1)

(Please fill in the application for participation form by completing each part of it and do not forget to sign it)

I, the undersigned (last name..... (first name).....

born in..... date..... and resident in..... prov.....

street name..... n°..... postal code.....

tel..... cell.ph..... e-mail.....

in quality of: ☐ Parent ☐ Tutor/Legal representative

of the student (last name)..... (first name).....

born in date..... nationality

sex: ☐ male ☐ female

resident (street name) n°.....

city.....prov. postal code.....

DECLARE

Under my own responsibility pursuant to art. 47 of Presidential Decree 445 of 28/12/00 (Self-declaration affidavit) fully aware of being legally responsible in case of any false declarations, that my daughter/son possess the requirements for participation as described under art. 2 of the Call for the selection of students in the framework of the BLUE KEP project.

ASKING THEREFORE TO PARTICIPATE

In the selection in the framework of the project “Blue Knowledge Exchange Programme and Integration system in the Cross Border Area”.

The applicant authorises the Marche Region or the eventual organisation in charge by it for the management of the mobility activities, and the host partners (host school and companies where the traineeship will take place), to use data contained in the present form for the purposes stipulated by law and by the call and for the publication of the results, all in respect of the limits delineated by Legislative Decree 196/2003 and subsequent modifications and supplements.

The applicant encloses to the present form:

- **An authorisation form, dated and signed by the parents of the student (or by whom acting in their place);**
- **A photo copy of a valid identity document, recto-verso, of the parent (or by whom acting in its place).**

Place and date:

Signature:

AUTHORISATION FORM (ANNEX A/2)

(Please fill in the authorisation form by completing each part of it and do not forget to sign it)

I, the undersigned (last name.....(first name).....

born in..... date..... and resident in..... prov.....

street name..... n°..... postal

code.....tel..... cell.ph..... e-

mail..... in quality of:

☐ Parent

☐ Tutor/Legal representative

of the student (last name)..... (first name).....

born in on the (date).....nationality

sex: ☐ male

☐ female

resident (street name) n°.....

city.....prov. postal code.....

DECLARE

- To have read the provisions in reference to the processing of personal data pursuant to art. 7 of the Call for the selection of students with regards to the BLUE KEP project;
- To have taken note of the Obligations of the participants pursuant to art. 6 of the Call for the selection of students with regards to the BLUE KEP project.

AND BEING AWARE:

- That my daughter/son shall carry out her/his local travel autonomously, on foot or by using public transport, to reach the school/institute and the work place;
- That there will be hours and places where the accompanying person and/or the referees of the host organisations will not be able to effectuate direct surveillance of the participant;
- The experience is also designed as a pathway of personal growth and autonomy, in which the participant may find itself in difficult personal, professional or environmental situations and that have to be faced with a spirit of adaptability and by counting on own personal resources.

As such, the undersigned absolves the **School Institute xx**, the Marche Region and the other organisations involved in the organisation and realisation of the mobility, from any responsibility derived from unforeseeable circumstances or being a consequence of autonomous initiatives, actions or behaviours of my own child and which may happen during the travel and stay abroad.

The applicant encloses a photo copy of a valid identity document, recto-verso, of the parent (or by whom acting in its place).

Place and date:

Signature:

SPECIMEN OF A MOTIVATION LETTER TO BE DRAFTED IN ENGLISH (ANNEX B)

SENDER

Above centre, indicate:

first name,

last name,

address,

telephone number,

e-mail address

To whom it may concern

city in which the letter is written and date

Subject: Presentation Letter for a mobility experience in the framework of the BLUE KEP Project.

TEXT OF THE LETTER:

should contain about 10 lines.

Dear Sir/Madame,

- ***In the first paragraph explain why you are writing this letter (why you want to participate in the BLUE KEP PROJECT which gives the possibility to realise a mobility period of 45 days in Croatia).***
- ***In the second paragraph talk about yourself: where do you live, what school do you attend, your preferred subjects, your hobbies and interests.***
- ***In the third paragraph describe why you have decided to take part in the BLUE KEP project, the reasons why and what you expect to get from this experience.***
- ***In the fourth paragraph insert a formal greeting phrase.***

lower left,

printed and handwritten signature

Cover Letter for Internship Position

**INTERNSHIP AND
CAREER CENTER**

555 A Street
Davis, CA 95616
(520) 867-XXXX
jbeech@gmail.com

November 10, 20XX

Human Resources Department – Internship Program
National Public Radio
123 Government Street
Washington, DC 20301

Dear Internship Coordinator,

I am very interested in the internship with the Communications/Public and Media Relations Department during the Winter Quarter. I am a Junior at the University of California, Davis, pursuing a bachelor's degree in American Studies with a minor in Communication. My research experience has sparked my interest in the way that media is delivered through marketing and advertising. I believe in the mission of National Public Radio and would be excited to be an intern with your organization.

This summer while studying abroad I was able to look at American culture from a different perspective. This has increased my interest in news delivery and how it helps to inform citizens. I was the only freshman to be elected to the position of Senator for the Associated Students of UC Davis, and rose to the challenge of representing first-year students while collaborating on larger university issues. Through these experiences I learned the value of effective communication through all forms of media.

I am confident that my experiences, skills and strong interests in the goals of NPR have prepared me to be a strong intern for your program. I have attached my resume and look forward to discussing my qualifications with you. Thank you for your time and consideration.

Sincerely,

Josie Beech
Josie Beech

STUDENT SELECTION GRID (EVALUATION FORM – MOTIVATIONAL INTERVIEW)

FISRT NAME AND SECOND NAME OF THE APPLICANT: _____						
SCHOOL _____						
CRITERIA	Below average (< 6)	Average (6 - 6,99)	Good (Above average) (7- 7,99)	Excellent (8 - 8,99)	Outstanding (9 - 10)	No basis for evaluation
Maturity (The student carries out the tasks in a punctual and accurate way, by using mainly his/het skills and knowledge and critically analysing the information coming from other surces).						
Academic achievement (The student has passed all his/her school exams or tests).						
Disicplined work habits (The student proves to be able to manage his/her time and tasks effectively and efficiently).						
Creative thoughts (The student shows creativity in the execution of normal activities and in problem solving).						
Adaptability and Flexibility (The student has a flexible personality and adapts easily to new situations and people).						
Initiative (The student has a proactive apprpach as well as a high level of autonomy; he/she does not need detailed instructions to fulfill a task).						
Concen for others (The student has a high level of respct for diversity in general. He/she has an open, helpful and collaborative character).						

Questions asked and additional notes:	
SCORE: ____/10 DATE: ____/____/____	EXAMINATOR _____ _____

EVALUATION FORM FOR ORAL EXAM IN ENGLISH

INFORMATION OF THE APPLICANT

FIRST NAME AND LAST NAME:	BIRTH DATE:
SCHOOL:	

INTERVIEW IN THE FOREIGN LANGUAGE (scores from 4 to 10) :

VOCABULARY/FLUENCY	
PRONUNCIATION (single phonemes, accent, intonation)	
LINGUISTIC ACCURACY	
LEVEL OF COMPREHENSION	

QUESTION ASKED

NOTE OF EXAMINATOR

SCORE ____/10

DATE

EXAMINATOR
