ULYSSEUS TRAINEESHIP PROGRAMME

Handbook

INDEX

1. THE MISSION

"The Ulysseus Traineeship Programme is a specific tool to offer students and graduates professional experience and train skills that they would not be able to learn in the classroom. With the collaboration of the Ulysseus Innovation Hubs and the associated partners, the traineeship programme will involve both local work placements (managed locally at every partner University) and international mobility."
(Ulysseus Traineeship Programme Action Plan, May 2023)

[Ulysseus European University](#) is one of the 41 European Universities selected by the European Commission to become the universities of the future. Led by the **University of Seville** (Spain) together with five other universities in Europe (**University of Genoa**, Italy; **Université Côte d'Azur**, France; **Technical University of Košice**, Slovakia; **MCI | The Entrepreneurial School®**, Austria; and **Haaga-Helia University of Applied Sciences**, Finland), the project will allow students, researchers and graduates to move freely between universities, carry out internships in companies and start high-impact research projects.

The aim of the **Ulysseus Traineeship Programme** (UTP) is to establish a functional system of internships for students and graduates of the members of the Ulysseus European University with the support of participating universities and their partner institutions on both national and international level. Purpose of the Traineeship program is to allow participants get practical knowledge and develop new skills which will increase employability of students and graduates in compliance with the requirements of the labour market on an international level.

An important **role of the UTP** is, in addition to expanding the existing offer of internships and their internationalization, also creating an offer of internships for newly emerging interdisciplinary **Ulysseus Joint Study Programs**, especially in cooperation with newly established Innovation Hubs specializing in areas of Ulysseus's interest and research:
- Artificial Intelligence (HH)
- Energy, Transport, Mobility & Smart Cities (USE)
- Digitalization (TUKE)
- Food, Biotechnology & Circular Economy (MCI)
- Ageing and Well Being (UCA)
- Tourism, Arts & Heritage (UNIGE)

"The only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle. As with all matters of the heart, you'll know when you find it."
(Steve Jobs, founder, Apple)

2. TRAINEESHIP PROGRAMME

2.1 The Meaning & Purpose of the Traineeships

Traineeship is an opportunity to integrate career related experience into an education by participating in planned, supervised work (OSU, 2013).

The purpose of the traineeship is to present students with an invaluable learning experience that will not only present networking opportunities and make it possible for them to practice what they know, but essentially, trainees can try it out to see whether a job is a fit. This experience presents both students and employers with relevant information in order to evaluate whether trainees are indeed a match to the organizational culture and a good fit in the corporate environment (DeSormoux, 2012).

Benefits to students

- improvement of soft skills and hard skills
- work in professional/ work-related environment
- experience gain & development of self-confidence
- challenging work assignments
- new insights, credentials & networking connections
- valuable help of supervisor/ mentor

Benefits to the employer

- opportunity to get a potential employee
- flexible hiring according to employer's needs
- cost effectiveness
- contribution of new ideas & perspectives
- access to high quality trainees

Benefits to the university

- facilitating the student employment process
- contact to employers
- alumni engagement
- strengthen the students' loyalty to the university
- enriching and linking curricula with practice

The very first thing I tell every intern on the first day is that their internship exists solely on their resume. As far as I am concerned, they are a full-time member of my team. For all the negative stereotypes about millennials, you would be astounded by how hard they work when they believe their contribution matters. (Jay Samit, Serial Entrepreneur)

2.2 Glossary

Learning Outcomes means statements of what a learner knows, understands and is able to do on completion of a learning process, which are defined in terms of knowledge, skills and competence (*Recommendation of the European Parliament and of the Council of 23 April 2008 on the Establishment of the European Qualifications Framework for Lifelong Learning*):

Knowledge means the outcome of the assimilation of information through learning. Knowledge is the body of facts, principles, theories and practices that is related to a field of work or study. In the context of the European Qualifications Framework, knowledge is described as theoretical and/or factual.

Skills means the ability to apply knowledge and use know-how to complete tasks and solve problems. In the context of the European Qualifications Framework, skills are described as cognitive (involving the use of logical, intuitive and creative thinking) or practical (involving manual dexterity and the use of methods, materials, tools and instruments

Competence means the proven ability to use knowledge, skills and personal, social and/or methodological abilities, in work or study situations and in professional and personal development. In the context of the European Qualifications Framework, competence is described in terms of responsibility and autonomy.

Traineeship Forms across the university, these opportunities to gain career related experience can vary in many ways (DeSormoux, 2012):
- may be on-site, remote, or hybrid,
- may be paid or unpaid,
- may be required as part of the curriculum or optional,
- earn academic credit or no credit is associated with the experience,
- may be fulltime or part-time (from 5 to 40 hours a week),
- can take place during the summer or during other parts of the year.

Erasmus + funding for student mobility for training can be used to fund "Ulysseus Traineeship Programme" stays (*Erasmus+: EU Programme for Education, Training, Youth and Support, 2021*):

Erasmus+ Traineeship for Students: Erasmus+ supports traineeships (work placements, internships, etc.) abroad for students currently enrolled in higher education institutions in Programme countries at Bachelor and Master level as well as for doctoral candidates. These opportunities are also open to recent

graduates. Students can also combine your Erasmus+ traineeship with a study period abroad. Long-term traineeship abroad can last a minimum of 2 months and a maximum of 12 months. Students and recent graduates can also do a blended mobility, combining a virtual period with a physical short or long-term mobility. The short-term physical presence abroad as part of blended mobility lasts a minimum of 5 days and a *maximum* of 30 days. Student can benefit of an exchange abroad with Erasmus+ multiple times, either as a student or as a trainee, but the total time abroad (study abroad periods included) may not exceed 12 months within one cycle of study.

Erasmus+ Financial Support: Students may receive an Erasmus+ grant as a contribution to their travel and subsistence *costs* and extra funding is available for traineeships. It may vary according to differences in living costs between your country and the destination country, the number of students applying for a grant, the distance between countries and the availability of other grants.

European Credit Transfer System (ECTS): a points system used by universities and agreed by governments, that makes international education more easily comparable across borders. ECTS points *only* indicate workload; they do *not* indicate a grade.

3. APPROXIMATION OF THE REQUIREMENTS FOR TRAINEESHIP PERFORMANCE IN THE UTP

Meetings of the Ulysseus European University (UEU) members' representations initially focused on mapping the current situation in the field of traineeships. Existing significant differences result from the type and focus of the participating universities:

- **three comprehensive universities**: University of Seville, University of Côte d'Azur, University of Genoa,
- **one technical university**: Technical University of Kosice
- **and two universities of applied sciences**: Management Center Innsbruck, Haaga-Helia University of Applied Sciences

The areas discussed were the **structure** (general/soft/development/personal skills versus specific/ scientific/ advanced skills), and the **type of internships** (national or international accreditation).

The advantage of the participating members of the alliance is the previous cooperation, especially in the field of implementation of foreign mobility projects for students and staff within the **Erasmus +** programme, as well as the double degree programs. Other possibilities useful for traineeships/ internships were also evaluated (national scholarship

programs, bilateral agreements, cooperation of student associations, other types of scholarships, etc.).

Connections on both national (within the universities, and between universities & their innovation hubs, associated partners, and traineeship providers), and international levels (between the alliance members) were determined.

The issue of using a **platform** for the registration of traineeship providers and trainees was discussed during the negotiations. Some members of the alliance already use available commercial platforms (JobTeaser, etc.). Their use within the alliance is limited due to the absence of the legal form of the UEU, required by commercial providers. Based on these facts, the members of the UTP team (temporarily) decided to create their own platform for the needs of the pilot call, which will be available through the ulysseus.eu website. The platform was created in cooperation with the Ulysseus Digital Platform in the WordPress environment.

Based on the cooperation within the UTP team, **additional documents** related to the registration, approval, reporting and evaluation of internships were created. Due to the need for legal verification and formal approval at Alliance level, these materials are provided as recommended/ and supporting documents for the needs of the pilot call.

The members of the UTP team agreed on the **frequency of reporting** results on the basis of the academic year (status at the end of the academic year, i.e. at the end of August) due to the different organization of the academic year and the different dates of Erasmus+ calls for international mobility for internship. At the same time, the UTP Team agreed on the annual frequency of official **renewal of the Traineeship Call** at the beginning of the academic year (in September), and additional calls with a higher frequency, depending on the current situation and the possibilities of a particular university.

4. STAGES IN THE ULYSSEUS TRAINEESHIP PROGRAMME

Due to the complex nature of the internship process, a division into consecutive steps was agreed. The individual parts of the diagram shown in Figure 1 are described more in details in the following text.

Figure 1.
Ulysseus Traineeship Process Flow (Source: own processing)

1. **Offers registration:** The internship process begins with the submitting of traineeship offer in the Ulysseus Traineeship Programme platform. Employers, as training providers, submit their offer on the platform by filling in the information about the offered traineeship according to pre-set criteria. They can also provide a link to a website where the details of the traineeship are given.

2. **Ulysseus Traineeship Call 2023:** The call for traineeship offers is published on the Ulysseus website (www.ulysseus.eu) and disseminated through the social media at all member universities.

3. **Matching, Contacting and Communication:** In this phase of the call, contact and communication takes place between the student and the training provider, during which both parties discuss the course and technical details of the training. Students is in direct contact with the provider. Ulysseus European University does not interfere or assist with this communication.

4. **Selection of Candidates:** Based on documents and previous communication, provider chooses a candidate who meets its requirements and needs. Based on one offer, the employer can also select several candidates for traineeship. Ulysseus European University does not participate in the selection process.

5. **Approval by the Local Coordinators at the Partner University:** In the case of a request for recognition of traineeship as part of the educational process, the consent of the local internship coordinator at the partner university is required for the content and duration of the traineeship.

6. **Traineeship Agreement:** The internship, recognizable as part of the educational process, can be completed with official training confirmation by the internship provider, the university coordinator and the student.

7. **Funding:** There are several options for funding the traineeships within UTP: the most preferred source is the funding through Erasmus+ Student Mobility for Internships, which is sufficiently accessible to all participating universities. Funding by the provider is another available option, if both parties agree in advance. Self-financing of the mobility or using other sources (national/regional/local support) are also available.

8. **Traineeships (Process):** The actual process of traineeships, optimally in a team of co-workers and with a mentor, during which knowledge, experience and competencies are acquired. If the conditions do not allow the training to be carried out on-site, it is recommended to use the blended or online form.

9. **Related Documentation:** For the UTP pilot call, the participating universities might use their own documentation, or the templates prepared by the UTP team (Memorandum of Understanding, Student Report & Employer Evaluation Form). To document the training carried out through Erasmus+ mobility, it is obligatory to use the official documents of the student mobility scheme for the traineeship.

10. **Certification:** Upon request, the provider may issue a certificate, which the student can use to declare the completion of professional traineeship, especially for the purpose of recruitment

11. **Recognition of Traineeships at the sending institution:** Based on the provider's confirmation of the successful completion of the traineeship, agreed between the student and the provider, and accepted by the local coordinator, the internship is officially recognized by the university as part of the educational process.

The number of credits for trainings will be determined at the level of individual participating universities. The recommended standard for their determination is the use of **European Credit Transfer System (ECTS)**, according to which 1 ECTS is equal to between 25 to 30 hours. The number of credits can vary at different levels of study, as well as in the case of graduates. The exact number of hours could differ from country to country as well. The values also do not include differences in individual forms of training (on-site, remote, hybrid), as well as preparation time, homework and so on.

The great thing about ECTS credits is their versatility: They are used by and accepted by effectively all 48 member countries of the **European Higher Education Area (EHEA)**, and also by many other institutions around the world. And even with other credit systems, a simple conversion between them and ECTS is usually possible (Atack, 2020).

5. ULYSSEUS TRAINEESHIP LIFE CYCLE

The organization of traineeships within the UTP is prepared as a cyclical process. This includes, in addition to the actual implementation of trainings, regular controls of individual stages (**Registration**, **Agreements & Approval**, **Traineeship** itself, **Reporting & Evaluation**, **Certification & Recognition**), carried out through questionnaires surveys of participating students, traineeship providers, and other stakeholders.

On the basis of regular evaluation of **feedback** (Employer Evaluation Form, and Student Evaluation Form), as well as from the results of the Ulysseus Traineeship platform providers, **statistical reports** will be compiled and based on them, **suggestions for improving** individual processes will be compiled. These will then be implemented in the form of **updates** at regular meetings of the UTP team at least once at the end of the academic year.

Figure 2.
Traineeship Stages (Source: own processing)
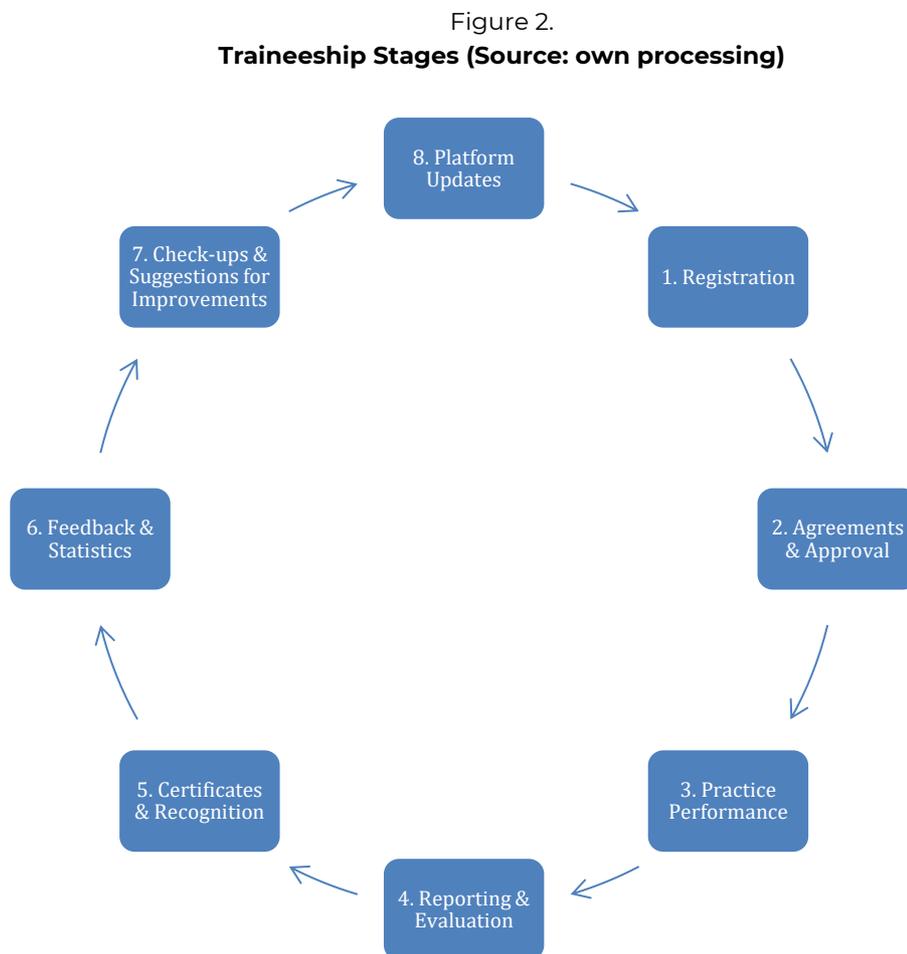
The individual phases of the life cycle can be supplemented and changed in the event of the continuation of the Ulysseus European University, and the possible extension of the consortium of participating universities by other institutions, according to current stakeholder requirements as well as current legislation.
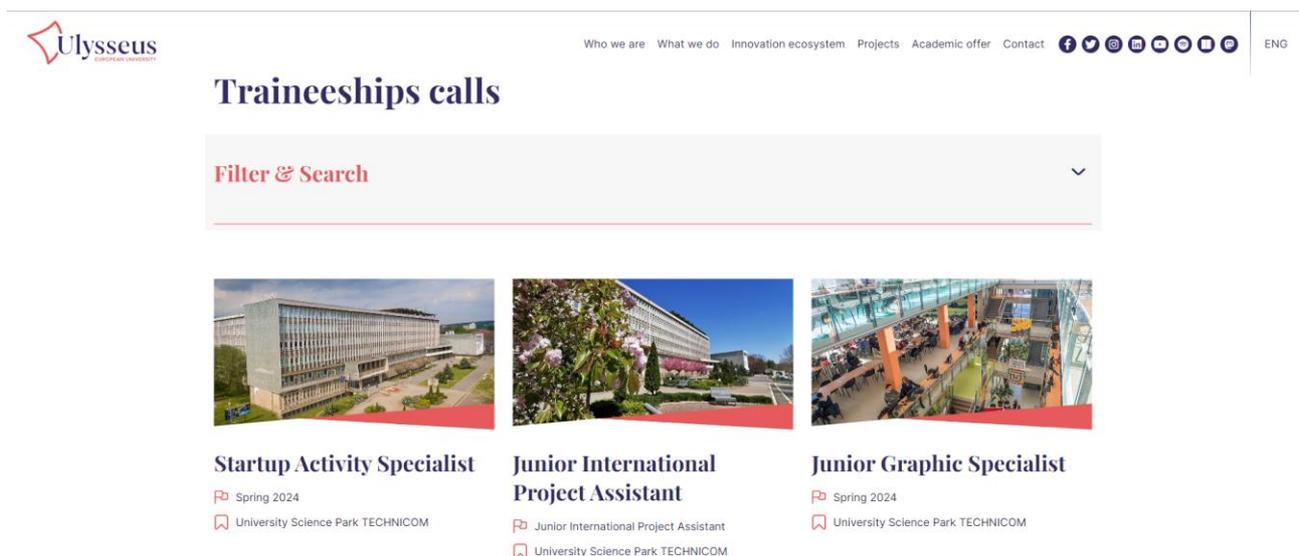
6. ULYSSEUS TRAINEESHIP PLATFORM

6.1 Landing Page

The Ulysseus Traineeship platform can be access via link: https://ulysseus.eu/traineeships. The landing page include all necessary information for interested student when they wish to look for and apply for available traineeships offers.

For the needs of the pilot call, the requirements for the traineeship platform parameters were defined on the basis of the requirements of the representatives of the participating universities and the existing registration systems.

For future use, members of the UTP team unanimously recommend the use of a commercial platform at the level of the entire alliance.

Figure 4.
Ulysseus Traineeship Platform: Opportunities (Source: own processing)

6.2 Publishing the Offer

Provider can publish their offers via online form: https://ulysseus.eu/forms/publish-your-traineeship-offer/.

Figure 3.
Ulysseus Traineeship Platform: Publishing an Offer(Source: own processing)

The following list clearly shows the individual parameters and the basic steps of the offer publishing for traineeship providers:

Information about the offered position:
- Name of the offered position
- Short profile
- *Traineeship language* (available options: English, Spanish, French, Italian, Slovak, German, Finish, Other)
- Type of Traineeship (available options: on-site, online, hybrid)
- Funding (Erasmus+ Programme, Other)

Information about the provider:
- Name of the provider
- Address
- Country (list of options)
- Website (of the provider)
- Contact person (name)
- Contact email
- Further information (files with furthers information can be uploaded, for example offer profile in pdf)

7. SUPPLEMENTS: TRAINEESHIP TEMPLATE DOCUMENTS

Due to the different level of organization of internships at Ulysseus partner universities, as well as the possibility to use different mobility funding schemes for internships, members of the UTP team prepared a set of working documents to serve as supporting material for the pilot call, supplementing existing documentation at individual universities.

Updates and unification of documents related to the implementation of internships will reflect future developments of the Ulysseus, legislation and stakeholder requirements.

The list of templates:

1. Memorandum of Understanding (MoU)

2. Traineeship Agreement

3. Ulysseus Traineeship Report

4. Traineeship Provider Evaluation

5. Ulysseus Student Evaluation

8. SOURCES

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