

Uniadrion and Forum AIC present



# Western Balkans

CREATE YOUR FUTURE

# INFORMATIVE WORKSHOPS





# INDEX

- 1 Who we are – Project Partners
- 2 Objectives and goals
- 3 Project timeline and structure
- 4 Elegibility
- 5 Financial Support



# 1 PARTNERS



- Transnational, non-profit association
- **Network of Adriatic & Ionian Universities**
- Objectives: strengthen the synergies and opportunities for the progress of culture, science, training, and research of the **Adriatic and Ionian area**
- **Main stakeholders of the EUSAIR strategy** in direct synergy with Permanent Secretariat of the Adriatic Ionian Initiative (AII) and the other 2 Fora of Civil Society: Forum AIC and FAIC.



- Transnational, non-profit association
- **Network of Adriatic & Ionian Chambers of Commerce**
- Objectives: strengthen the synergies and opportunities for socio-economic development of the **Adriatic and Ionian area**
- **Main stakeholders of the EUSAIR strategy** in direct synergy with Permanent Secretariat of the Adriatic Ionian Initiative (AII) and the other 2 Fora of Civil Society: UniAdrion and FAIC.

## 2 OBJECTIVES and GOALS

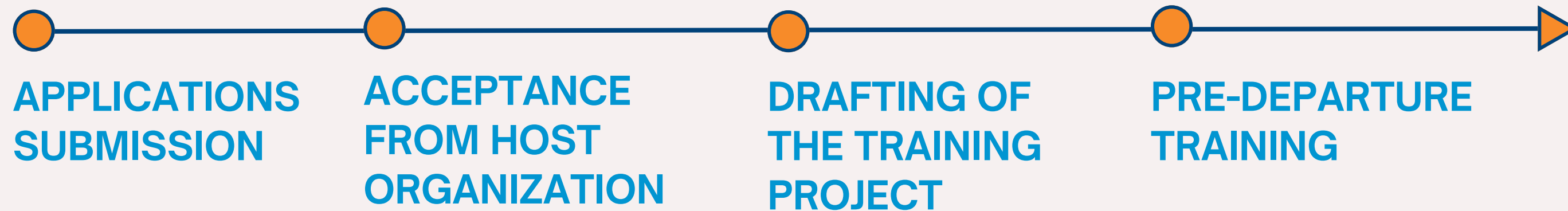
- strengthening **international cooperation** between countries
- promoting **structured internship mobility**
- creating **new employment opportunities** for university students
- **providing companies with specialized personnel**
- increasing the **economic development of the area**



# 3 PROJECT TIMELINE AND STRUCTURE

## How to participate?

### 1st PHASE: pre-departure



*Start of the internship!*



## 1. APPLICATIONS SUBMISSION

**Subject of the application email:** *"Application\_Name Surname\_University of provenance"*  
to the email address: [western-balkanship@aii-ps.org](mailto:western-balkanship@aii-ps.org).

### STEPS TO BE TAKEN:

**1. Identify the host institution:** it must have its operational headquarters in one of the countries participating in the program; either you **consult the "Receiving Organizations" list** in the annexes section or you **independently search for an eligible entity**;

**2. Documents to be submitted:**

- **"Registration Form" (form A)** that you can find in the attachments section, completed with **3 host institution options**
- **Curriculum Vitae**
- **Copy of a valid identification document**



## 2. ACCEPTANCE FROM HOST ORGANIZATION

Document to be submitted:

- **"Acceptance Letter"**

Once contacts with the host institution have been made and the mobility period has been officialised, the student must send the **"Acceptance Letter" (form B) duly completed and signed by the legal representative and the tutor of the host institution** to the email address **[western-balkanship@aii-ps.org](mailto:western-balkanship@aii-ps.org)** with the **subject** *"Acceptance letter\_Student surname\_Host institution name\_Host institution country"*.



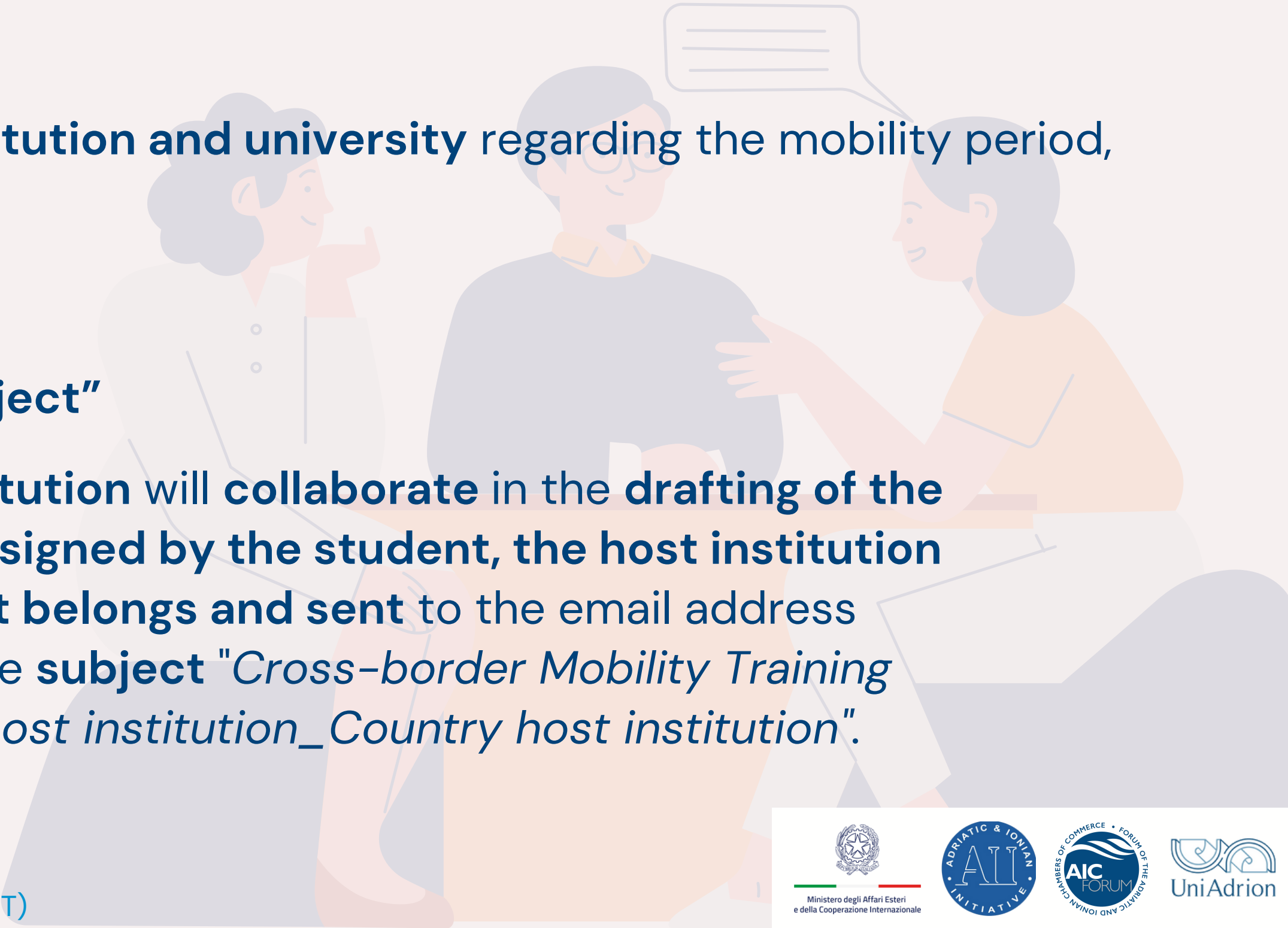
## 3. DRAFTING OF THE TRAINING PROJECT (CROSS-BORDER MOBILITY TRAINING PROJECT)

Agreement between student, host institution and university regarding the mobility period, monthly activities and expected results

Document to be submitted:

- **“Cross-border Mobility training project”**

The student together with the host institution will collaborate in the drafting of the training project; the document must be signed by the student, the host institution and the University to which the student belongs and sent to the email address [western-balkanship@aii-ps.org](mailto:western-balkanship@aii-ps.org) with the subject *"Cross-border Mobility Training project\_Name Surname student\_name host institution\_Country host institution"*.





## 4. PRE-DEPARTURE TRAINING

**Mandatory online training session via video lessons on EUSAIR and other fundamental topics**

Topics:

- **What is the Adriatic-Ionian Initiative and the EUSAIR** (European Strategy for the Adriatic and Ionian Region);
- **Which are the main stakeholders in the area: Forum AIC** (Forum of the Chambers of Commerce of the Adriatic and Ionian), **UniAdrion** (Association of the Universities of the Adriatic and Ionian) and **FAIC** (Forum of the Cities of the Adriatic and Ionian);
- **Projects selected as good practices;**
- **European integration of the Western Balkans.**

# How to participate?

## 2nd PHASE: during and after the mobility



*End of the Internship!*

## 1. ARRIVAL AT THE HOST INSTITUTION AND START OF THE MOBILITY

The student must have the "Arrival Form" (Form E) completed and signed by his/her tutor at the host institution and send it; it is necessary in order to receive the first amount of the scholarship

Document to be submitted:

- "Arrival Form"

On the starting day of the cross-border mobility, the student must have **completed and signed the form** by his/her tutor at the host institution and send it to the **email address [western-balkanship@aii-ps.org](mailto:western-balkanship@aii-ps.org)** with the **subject** *"Arrival Form\_Name Surname student\_Host institution\_host institution country"*

## 2. MONTHLY ATTENDANCE REGISTER

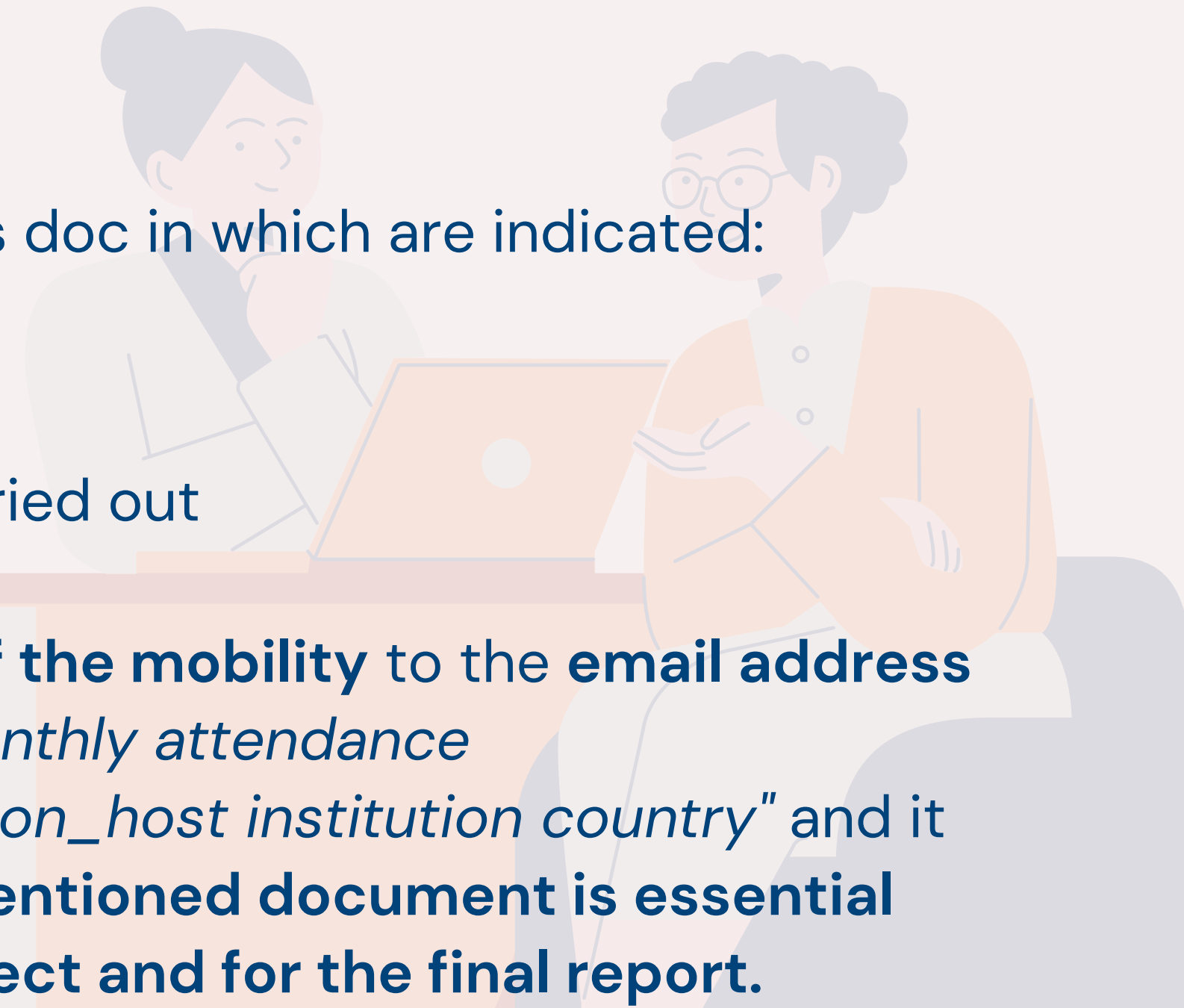
Document to be submitted:

- **“Monthly Attendance Register”**

The **student and the host institution** must duly fill this doc in which are indicated:

- working hours,
- photos of the workplace
- a brief summary report of the related activities carried out

The **document must be sent monthly until the end of the mobility** to the **email address [western-balkanship@aii-ps.org](mailto:western-balkanship@aii-ps.org)** with the **subject “Monthly attendance register\_month\_Name Surname student\_Host institution\_host institution country”** and it will be shared with the sending University. **The aforementioned document is essential both from a communicative point of view of the project and for the final report.**



### 3. CONCLUSION OF THE CROSS-BORDER MOBILITY

The host institution must complete and sign the "**Cross-border mobility Completion Statement**" (Form G) that will be sent by the intern, with the signature of the University of belonging.

Documents to be submitted:

- "**Cross-border mobility Completion Statement**" to the email address [western-balkanship@aii-ps.org](mailto:western-balkanship@aii-ps.org) with the subject "*Cross-border Mobility Completion Statement\_Name Surname student\_Host institution\_host country*";
- "**Evaluation questionnaire**" (Form H-I) *to be filled out by the student and Hosting Institution*
- "**Monthly Attendance Register**" *Final check*

**Without the aforementioned documents, the mobility cannot be considered concluded and the student will NOT be able to receive the second tranche of the financial support.**



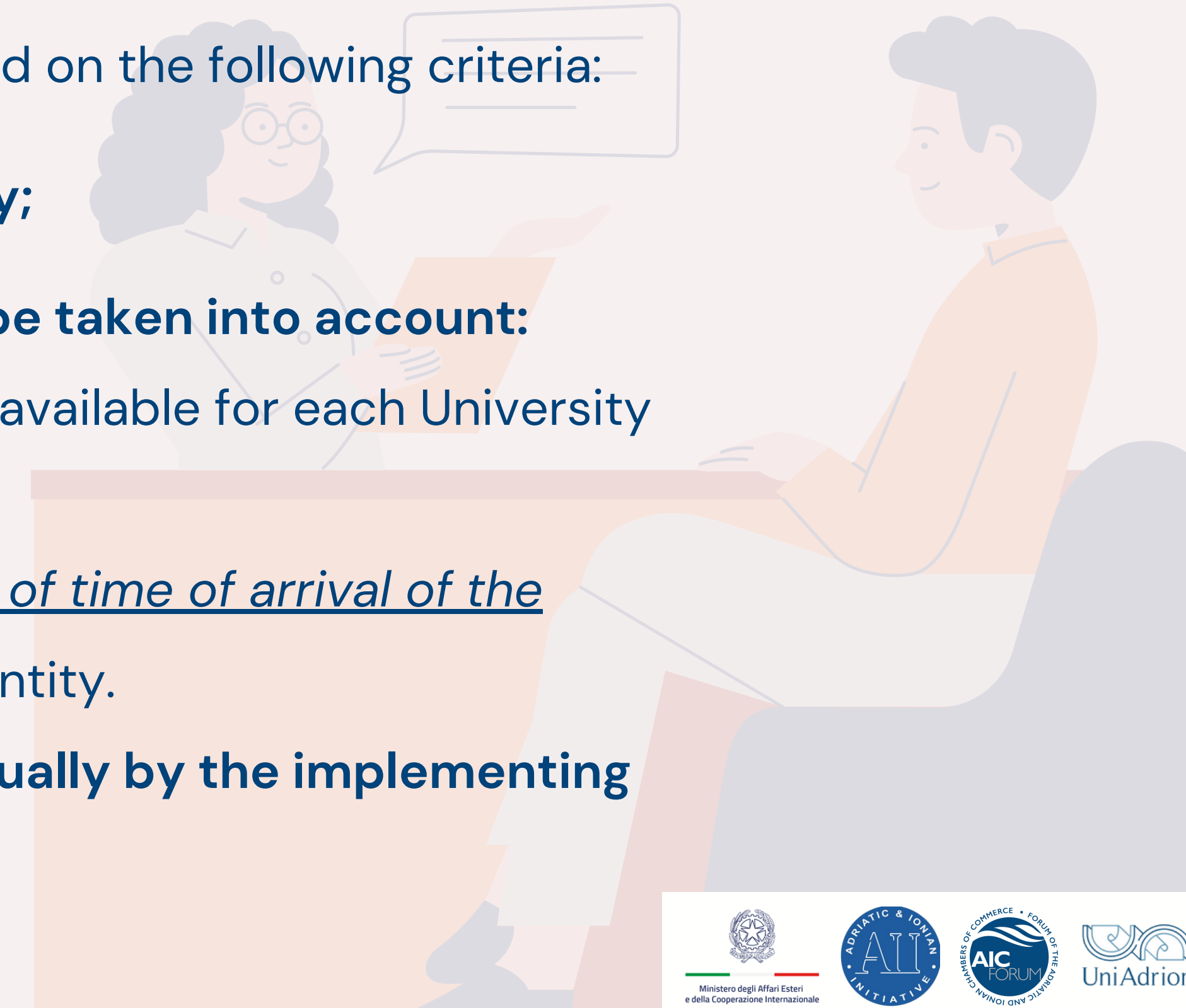
## 4 ELEGIBILITY

The candidate will be considered eligible based on the following criteria:

- **Be between the age of 18 and 35;**
- **Enrolled at a UniAdrion partner university;**

The geographical balance of countries will be taken into account:

- Approximately 1 (one) place will be made available for each University belonging to the UniAdrion Association,
- The scholarships will be assigned in order of time of arrival of the acceptance documentation by the host entity.
- **Particular cases will be analyzed individually by the implementing partners**



## 5 FINANCIAL SUPPORT

**Mobility is funded to partly contribute to the expenses that will occur by the student during the stay and will be provided in two tranches** on the basis of the Erasmus+ model.

**Financial assistance depends on the country** where the mobility takes place, detailed in the following table:

**The delivery of the financial support can ONLY be made to an account with the student data**, therefore, verify the correctness of the bank details in the "Financial Agreement" (Form D) signed.

Countries where the mobility will take place	Monthly amounts
Albania	€ 350.00
Bosnia and Herzegovina	€ 350.00
Croatia	€ 400.00
Greece	€ 400.00
Italy and San Marino	€ 600.00
Montenegro	€ 350.00
North Macedonia	€ 350.00
Serbia	€ 350.00
Slovenia	€ 400.00

## 5 FINANCIAL SUPPORT

The payment of the amount will be made in two instalments:

1. The **1st tranche**, equal to **70%** of the total amount of the financial contribution due **will be credited after receipt by the implementing partners of the "Arrival Form" (Form E)** duly completed and signed by the host entity;
2. The **final tranche**, adjusted according to the **actual days of stay abroad**, will be **credited upon return** from the mobility program, upon presentation of the **"Cross-Border Completion Statement" (Form G)** and the **"Evaluation Questionnaire" completed by the student (Form H)**.



CEO

# THANK YOU FOR YOUR ATTENTION!

## CONTACTS

### FORUM AIC SECRETARIAT

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### UNIADRION SECRETARIAT

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[western-balkanship@aii-ps.org](mailto:western-balkanship@aii-ps.org)

**START OF THE MOBILITY:**  
max. 31 May 2024

