

## Information Sheet for Internship Offers

(to be submitted by host university for each internship placement available)

### Information Sheet Internship Offer Form

<p><u>Name of internship host institution</u></p> <p>Universitat Rovira i Virgili</p>
<p><u>Number of placements</u></p> <p>2</p>
<p><u>Benefits to interns from within the INU (for example: free housing, scholarship, food, flight, etc.)</u></p> <p>The URV has a grant of 150€ per month (max.6 months) for students from INU institutions. If the home institution is from the EU, students can also apply for an Erasmus+ grant.</p>
<p><u>Internship duration and/or dates (Jan-Dec)</u></p> <p>Between 6 and 12 months (hosting-office support) and 3 to 12 months (marketing). To start as soon as the applicants can.</p>
<p><u>Internship position (e.g., communications intern, office support intern, cross-cultural program intern, chemistry lab intern, etc.)</u></p> <p>Hosting-office support and Marketing.</p>
<p><u>Internship placement (department if applicable)</u></p> <p>International Center</p>
<p><u>Tasks to be performed (if possible to describe)</u></p> <p>HOSTING-OFFICE SUPPORT: We are looking for a student or recent graduate with communicative skills, capable of working in a team, and fluent in English, to contribute in the back office tasks. The intern will have supervision and guidance from the office staff and autonomy in working in various areas of hosting, buddy programme, and other administrative issues.</p> <p>MARKETING: We are looking for a student or recent graduate with communicative skills, capable of working in a team, and fluent in English, to contribute in the development of communication and marketing materials. The intern will have supervision and guidance from the office staff and autonomy in working in various communication projects, in the fields of web development, video making and design of marketing materials</p>

Intern qualifications requirements

HOSTING-OFFICE SUPPORT: undergraduate (minimum 2nd year), master's degree or recent graduate in any field of study.

MARKETING: Student or recent graduate of Communication / Publicity studies.

Language requirements

English – written and spoken

Knowledge of Spanish or Catalan is a plus.

Documentation requirements (including endorsement letter)

Once the applicant gets in touch with the I-Center, we will send them a link to the online application that students will have to fill in. The documents required in this application are: copy of the passport or identity card, ID photo, international health insurance or European Health Card and training agreement.

Application dates open between xx and xx

Ongoing application process starting from November 2019.

Submission of application (email address)

[mobility.internship@urv.cat](mailto:mobility.internship@urv.cat)

Contact details

UNIVERSITAT ROVIRA I VIRGILI

International Center

Avinguda dels Països Catalans 17-19

43007 – Tarragona

SPAIN

If you have any questions or queries about the internships programme please contact the INU office:  
Philip Lindsay  
INU Project Co-ordinator  
INU@kingston.ac.uk  
T +44 (0)20 8417 5151