



## WELCOME to Argo Global Grants

### What is the ARGO GLOBAL Program?

ARGO GLOBAL is a mobility program funded by the Spanish Ministry of Education. It is intended for young university graduates from public and private Spanish universities, and its aim is to promote practical internships to be carried out in companies in Europe, USA, Canada and Spanish companies with venue in Asia.

Between 2009 and 2012, the distribution of **1000 grants** will allow the funding of formative stays in **Europe, USA, Canada and Spanish companies with office in Asia.**

### Goals

The main target of ARGO GLOBAL is to provide financial support to new graduates from Public or Private Spanish Universities who would like to carry out a professional internship in international companies.

More specifically, ARGO GLOBAL allows young university graduates to:

- Acquire a first professional experience in an International company.
- Get closer to the world of business in an international context and improve their professional skills.
- Complete their academic background.
- Improve their language abilities.
- Increase their job opportunities.

On the other hand, ARGO GLOBAL offers companies the opportunity to put to the test potential workers with high qualifications, academic updated knowledge and wide language skills. This experience will contribute to their business internationalization, as well as to improve their human resources. Additionally, it will contribute to allow the creation of new business opportunities in foreign markets.

### Program duration

ARGO GLOBAL runs from 2009 to 2012. During this period, an opened and permanent call for applications will allow to provide 1000 grants.

The program starts in December 2009 and the end date and return deadline of the ARGO GLOBAL Interns is June 30th 2012.

**Graduate applications and Internship offers from European companies deadline is March 31<sup>st</sup> 2012, and for companies in USA, Canada and Asia is November 30<sup>th</sup> 2011.**

## **Who takes part in ARGO GLOBAL?**

ARGO GLOBAL relies upon the active participation of:

- International companies or organizations and universities that would like to enroll university graduates from Spain and which are able to offer a quality internship with a formative working program all in accordance with the field of studies of the beneficiary and clearly intended to complement his background.
- University graduates from public or private Spanish universities who are interested in doing on-the-job training in International companies.

## **Promoters**

ARGO GLOBAL is a program funded by the Spanish Ministry of Education through the Directorate General for Universities. It is coordinated by our organization, the Foundation for the promotion in Asturias of the Applied Scientific Research and Technology (FICYT).

## **Who are we?**

Since 1988 the Foundation for the Promotion in Asturias of Applied Scientific Research and Technology (FICYT) has been managing educational activities at European level. FICYT, the entity that coordinates and manages the ARGO GLOBAL Program, relies upon a team of experts to carry out the management of ARGO GLOBAL grants 2009-2012.

## **Benefits for your company**

We offer you:

- The possibility to integrate in your company, for a period between 3 and 12 months, Spanish university graduates with high degree qualifications, updated academic knowledge and wide language skills.
- Flexibility during the selection of the future ARGO GLOBAL Intern. Within the framework of the program, we will previously make a pre-selection to offer you the profiles which most accurately match the requirements requested by your company.
- The opportunity to improve the International dimension of your company. By incorporating a Spanish speaker grant holder in your organization, you will be able to promote your company's relations with other Spanish and Latin American companies or organizations.
- The incorporation of academic profiles other than those found in your country.

During the stay, the intern will receive a monthly financial help that will cover the accommodation (housing and food), a return trip from the destination country, an insurance policy (against accidents and civil liability, and travel assistance) is also included, which will not suppose any additional cost for your company. Optionally you can assign an additional financial help to the intern.

ARGO GLOBAL financial help is detailed as follows (listed by destination country) (\*):

<b>EUROPE</b>					
<b>Country</b>	<b>Monthly rate</b>	<b>Travel</b>	<b>Country</b>	<b>Monthly rate</b>	<b>Travel</b>
Albania (AL)	480 €	450 €	Latvia (LV)	480 €	450 €
Germany (DE)	550 €	250 €	Liechtenstein (LI)	700 €	300 €
Andorra (AD)	550 €	250 €	Lithuania (LT)	480 €	450 €
Austria (AT)	550 €	300 €	Luxembourg(LU)	550 €	300 €
Belgium (BE)	550 €	250 €	Macedonia (MK)	480 €	300 €
Belarus (BY)	480 €	450 €	Malta (MT)	550 €	450 €
Bosnia -Herzegovina (BA)	480 €	300 €	Moldova (MD)	480 €	450 €
Bulgaria (BG)	480 €	450 €	Mónaco (MC)	700 €	250 €
Cyprus(CY)	550 €	450 €	Montenegro (ME)	480 €	300 €
Vatican City (CA)	550 €	250 €	Norway (NO)	700 €	300 €
Croatia (HR)	480 €	300 €	Netherlands (NL)	550 €	250 €
Denmark (DK)	700 €	300 €	Poland (PL)	480 €	300 €
Eslovaquia (SK)	480 €	300 €	Portugal (PT)	480 €	250 €
Eslovenia (SI)	480 €	300 €	United Kingdom (UK)	700 €	250 €
Estonia (EE)	480 €	450 €	República Checa (CZ)	480 €	300 €
Finland (FI)	700 €	300 €	Rumania (RO)	480 €	300 €
France(FR)	700 €	250 €	Rusia (parte Europea) (RU)	700 €	450 €
Georgia (GE)	480 €	450 €	San Marino (SM)	550 €	250 €
Greece (EL)	550 €	300 €	Serbia (RS)	480 €	300 €
Hungary (HU)	480 €	300 €	Sweden (SE)	700 €	300 €
Irland(IE)	700 €	250 €	Switzerland (SZ)	700 €	250 €
Iceland (IS)	700 €	450 €	Turkey (TR)	480 €	450 €
Italy (IT)	550 €	250 €	Ucrania (UA)	480 €	450 €
<b>ASIA</b>					
Japan, Singapore, Hong Kong, United Arab Emirates, Saudi Arabia, Israel, Kuwait, Oman, Bahrain	1.000 €	1.000 €	Rest of Asia	855 €	1.000 €
<b>USA</b>					
<b>Monthly Rate</b>	1.300 €		<b>Travel</b>	1.000 €	
<b>CANADA</b>					
<b>Monthly Rate</b>	1.150 €		<b>Travel</b>	1.000 €	

(\*) Withholding tax: 2%

## **Who can take part in ARGO GLOBAL?**

The companies or organizations that would like to welcome university graduates from Spain and which are able to offer quality internships with a formative working program, all in accordance with the field of studies of the intern and clearly intended to complement its background.

The collaborating companies or organizations must register its "VAT Number" or "Tax ID Code".

The companies or organizations which could participate on the ARGO GLOBAL will be those with office in Europe, the USA and Canada, and for those in Asia, only the Spanish companies with office in that continent. All these companies must fulfill with the quality requirements and, in the case of Asia the quality requirements will be the same, although the host organization must be Spanish companies with office in Asia.

Once we have received the information of the interested companies, the organization that manages the program will evaluate the global proposal of the companies and will determine if it is eligible or not, as a Host Company, according to the aims of the program. The organization will reserve the right to cancel any application from companies which do not satisfy the aims, requirements and philosophy of the ARGO GLOBAL Program.

## **ARGO GLOBAL collaboration commitments**

Collaboration commitments of each participant are established as follows:

The FICYT (the Institution) is committed to:

- Assuring the quality of the internship
- Preselecting beneficiaries on the basis of clearly defined and transparent criteria
- Establishing a contract whose contents are transparent for all parties involved
- Helping interns in collaboration with partner organizations in the practical, professional and cultural aspects of life in the host country, in particular and if necessary, through language training focused to meet their occupational needs
- Assisting and informing the intern about the stay
- Evaluating with each participant the personal and professional development achieved through participation in the ARGO Project
- Contracting a multirisks insurance policy (against accidents, civil liability and travel assistance)

The company (the Host Organisation) is committed to:

- Helping the grant holder in his/her integration process by facilitating him/her, as much as possible, the search for an adequate accommodation as well as his/her integration in the mentality of the country
- Assigning tasks and responsibilities to beneficiaries in order to match their knowledge, skills, competencies and training objectives, and ensure that appropriate equipment and support is available
- Identifying a tutor in charge of the grant holder, who will manage the progress and the development of the work program in a continuous way and by carrying out changes, when necessary



- Sending to the FICYT the Intermediate Report in the middle of the internship and the Final Report as well as a copy of the Internship Certificate at the end of the internship
- Giving the intern the Internship Certificate

The beneficiary (the Intern) is committed to:

- Abiding by the rules and regulations of the host organization, its normal working hours, code of conduct and rules of confidentiality
- Communicating immediately the FICYT any problem or changes regarding the placement
- Sending to the FICYT the Intermediate Report in the middle of the internship and the Final Report at the end of the internship. Attached to this last one must be also submitted all documentation related to transport fees
- To read the ARGO GLOBAL grant program website ([www.becasargo.es](http://www.becasargo.es)) with due attention in order to become sufficiently familiar with the details of the program he/she is taking part in
- Comply with all arrangements negotiated for his/her placement and to do his/her best to make the placement a success
- To be informed of and comply with the necessary administrative requirements regarding entry to and permanence in the host country

## How can I participate?

To participate in ARGO GLOBAL, the first step your company has to do is to register by filling in the form. Through this operation, your data will be recorded into the data base of the project. Then you will receive a mail with a user name and a password that will allow you to access the company section of the system by clicking the button "Access to Registered Companies".

## Company registration

You must follow the two steps below to register:

- Identification: first your company's eligibility requirements will be checked and general details about your organization will be requested, in order to assign you a username and a password. This will allow you to access your private profile at the company section of our system
- In your private profile area (password restricted access), you can make as many internship offers as you wish (with different profiles, depending of your company's needs), as well as to follow up the selection processes and to carry out all the necessary procedures to hire an intern in your company

## Applicants selection process

To supply every concerned part (grant holder / company) with the best profiles that match the internship offer, the ARGO GLOBAL management's team will carry out a pre-selection process, respecting the availability and conditions expressed by the companies, and also the skills and preferences indicated by the candidates.



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Once the ARGO GLOBAL management team has gathered the best profiles that match a particular internship offer, candidates will be informed of their inclusion in the preselecting process, and will also receive information about the tasks associated with the internship, the destination country and the expected starting date of the stay.

The ARGO GLOBAL management team will notify the company via e-mail when there is a group of candidates available, for it to make the final selection (we will communicate at least 3 candidates). The company will have direct access to the curricula of the candidates at its private profile area within the system.

In addition to the analysis of the CVs, the company can also use additional selection tools: telephone interviews, request for cover letters or any other type of supplementary information.

The company will confirm the selection of its grant holder via the system in its private area of the webpage.

The ARGO GLOBAL management team will be available to companies at any time, to answer to any further questions they should have, or to provide any support they may require through the process.

## **Data privacy**

In the Foundation for the Promotion in Asturias of the Applied Scientific research and the Technology (FICYT), we are compromised to respect the intimacy of the users and for it, our policy for the protection of the persons as regards the processing of personal data complies with what is established by the Spanish legislation: the Organic Law of Data Protection (LOPD). Pursuant to the provisions of article 5.1 of Spanish Organic Act 15/1999, the user is hereby expressly, precisely and unequivocally informed of the existence of a data file containing personal data the purpose of which is to collect data for the management o mobility grants. The user has the right to object to the processing of any personal data that are not essential for the contract and to their use for any purpose other than maintaining their contractual relationship, and has the right to answer or not to such questions as may be asked other than the minimum necessary details required to manage the mobility grants. The user is also informed about the possibility of exercising the rights of access, rectification, cancellation and objection, under the terms of applicable law, at our e-mail address ([ficyt@ficyt.es](mailto:ficyt@ficyt.es)) or via postal mail to the following address:

Fundación para el Fomento en Asturias de la Investigación Aplicada y la Tecnología (FICYT)  
C/Cabo Noval, 11-1C  
33007 Oviedo (Asturias)

The user accepts that their personal details may be given to other organization that are related to the purpose of the file indicated above, or to other organizations with which it may hold cooperation agreements in order to be informed about our services and products or information related to these. The user's agreement that such details may be processed or assigned in the way mentioned herein, can always be revoked without retroactive effect, pursuant to the provisions of articles 6 and 11 of Spanish Organic Act 15/1999 of 13 December 1999.



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## **Further information on ARGO GLOBAL**

Should your company have further questions or comments, please do not hesitate to contact us by filling in the form at [www.becasargo.es](http://www.becasargo.es), or per email at [becasargo@ficyt.es](mailto:becasargo@ficyt.es)

Thank you for your consideration. We look forward to working with your company.

Best regards,

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