

## INSTRUCTIONS & FULL LIST OF QUESTIONS OF THE 'VULCANUS IN EUROPE' 2021/2022 APPLICATION FORM

Online application form: <https://www.eu-japan.eu/vulcanus-europe-application-form>

Deadline to apply: **15 October 2020**

More info? [vulcanus@eu-japan.eu](mailto:vulcanus@eu-japan.eu) or +32 (0)2 2823715

- Some questions are followed by the word **[shared]**. We will share your answers to these questions **with the short-listed students**, in order to inform them of the available placements.
- Should you wish to host more than one intern, starting with your second application, you will only fill in the fields strictly relating to the placement you are offering

### FULL LIST OF QUESTIONS

(1<sup>st</sup> or only application: **yellow** + **blue** sections applicable.

Subsequent applications: **only yellow** sections applicable)

<b>BEFORE STARTING</b>	<u>What application are you filling in?</u>	Please tick: - First (or only) application for session 2021 - Subsequent application
	In order to fill in this application, <u>you should be either the supervisor or the contact person.</u>	Please tick: - Supervisor - Contact person (HR)
<b>1/ MY COMPANY IS OFFERING THE FOLLOWING INTERNSHIP</b>	Company name - [Shared] Country where the student will work - [Shared] City where the student will work - [Shared] Department where the student will be based - [Shared] Description of the student's proposed activities - [Shared] ( <i>Please describe in detail (5/10 lines) the project the student will work on. R&amp;D activities preferred (Marketing/administrative-based projects should be avoided).</i> )	
<b>2/ PROFILE OF PREFERRED CANDIDATE</b>	<i>Level of studies [Shared] : Please chose: Working towards a Bachelors degree (at least 3rd year) / Working towards a Masters degree / Working towards a Doctorate</i> <i>Preferred faculty of studies and major subject(s) - [Shared]</i> <i>Other skills / abilities required - [Shared]</i> <i>EU Language(s) spoken at the company that the student should learn - [Shared] * Up to 2 choices possible.</i>	
<b>3/ DETAILS OF THE SUPERVISOR FOR THE INTERNSHIP</b>	Title: <i>Mr / Ms / Dr / Other</i> First name Surname (family name) Job title Direct phone number Direct email address Can we send the supervisor details of our future activities? <i>Yes / No</i>	
<b>4/ GENERAL INFORMATION ON THE COMPANY</b> <i>This information is only needed for your 1<sup>st</sup> (or only) application</i>	Address : <i>Number and street / Postcode / Town / Country</i> General phone number General email Homepage - [Shared] Sector of activity - [Shared] Description of the company's activities - [Shared] <i>website link</i> Number of employees (subsidiary) - [Shared] Number of employees (worldwide) - [Shared] Number of years in business Most recent annual turnover, in EUR Main shareholders	

	<p>Is the company part of a larger group? <i>No, it is not part of a larger group / Yes, it is part of a larger group (If so, group's worldwide turnover)</i></p> <p>Should the company already do business with Japan, please give details</p> <p>Last balance sheet : <i>website link or by email</i></p> <p>Last "profit and loss" statement : <i>website link or by email</i></p>	
<p><b>5/ YOUR INTEREST IN THE VULCANUS ACTIVITY</b></p> <p><i>This information is only needed for your 1<sup>st</sup> (or only) application</i></p>	<p>Why would you like to host a student?</p> <p>How did you hear about the Vulcanus in Japan scheme? <i>letter/mail/newsletter/ former participant in the EU-Japan Centre's activities /other</i></p>	
<p><b>6/ FINANCIAL ASPECTS - CONTACT PERSON</b></p> <p><i>This information is only needed for your 1<sup>st</sup> (or only) application</i></p>	<p><b>VAT number</b> (including country code)</p> <hr/> <p><i>Person to whom the Vulcanus "Requests for payment of contribution" should be sent.</i></p> <p><i>For France / Italy / Germany / Belgium and other countries where direct payment is required: contact person in charge for the payments to the student (e.g. payroll manager)</i></p>	
<p><b>7/ COSTS FOR THE COMPANY &amp; VISA RELATED MATTERS</b></p> <p><b>- PLEASE ACKNOWLEDGE</b></p>	<p><i>Please read the below information carefully and write "For acknowledgement".</i></p> <p><b>SCENARIO A:</b> your national law does not request a direct payment to the trainee. Your Company will pay a contribution of €5775 to the EU-Japan Centre, split into 2 slots (June/October). We will pay the correspondent grant to the trainee.</p> <p><b>SCENARIO B:</b> your national law does request a direct payment to the trainee. Your Company will pay a direct remuneration to the trainee, in compliance with both the minimum wage requirements, and the Vulcanus requirements (where the remuneration cannot be lower than €825 net per month of traineeship). As of June 2020, direct payments of the minimum wage are required at least in the following countries: France / Germany / Italy / Belgium / Ireland.</p> <p><i>Please note that more countries may adopt this system by the time of the placement. In that case, you will be expected to comply.</i></p> <p><b>SCENARIOS A &amp; B:</b> your company will also cover national taxes &amp; costs linked with wages, visas, work permits, social security if applicable. (Visa and work permit – applicable rules depend on national legislation and are constantly evolving. One of the selection criteria will be the compatibility of Vulcanus with the rules in force at the time of the selection).</p> <p>Please write "For acknowledgement" * _____</p>	
<p><b>8/ FOLLOW UP CONTACT PERSON (HR-RELATED)</b></p>	<p>Title: <i>Mr / Ms / Dr / Other</i></p> <p>First name</p> <p>Surname (family name)</p> <p>Direct phone number</p> <p>Direct email address</p> <p>Can we send the HR contact details of our future activities? <i>yes/no</i></p>	
<p><b>9/ APPLICATION APPROVAL BY THE PERSON WHO WILL SIGN THE CONTRACT</b></p>	<p>Please give details for the person who would sign the final Vulcanus contract on behalf of your company</p>	<p>Title: <i>Mr / Ms / Dr / Other</i></p> <p>First name</p> <p>Surname (family name)</p> <p>Job title</p> <p>Approval: <i>The person who will sign the contract is fully aware and approves the content of this application (please tick for approval)</i></p>
<p><b>10/ FINAL CHECK</b></p>	<p>Privacy policy :</p> <p>The Privacy Policy can be found at <a href="https://www.eu-japan.eu/privacy-policy">https://www.eu-japan.eu/privacy-policy</a>. Please read in particular article 3.8 ('As regards "Vulcanus in Europe" ...').</p>	<p>Please tick:</p> <p><b>"I have read and understand the EU-Japan Centre's privacy policy and agree that the information I have provided can be used in the way described".</b></p>