

## Programme Timeline

### Selection Phase

#### **Step 1 Call for applications from European companies**

**15 October 2020 is the deadline** for any EU27 company interested in hosting Japanese scientific student(s) under the **Vulcanus** programme to submit its application(s), outlining the kind of internship(s) on offer and the profile of the student(s) it would like to have.

Full details: <https://www.eu-japan.eu/events/vulcanus-europe> | [vulcanus@eu-japan.eu](mailto:vulcanus@eu-japan.eu)

#### **Step 2 Selection of host companies**

By 21 October 2020, based on the content/nature of the internship offers received, the EU-Japan Centre will shortlist internship offers that it believes will be of interest to the students (would-be interns). A good focus on R&D activities is essential, for other criteria please see <https://www.eu-japan.eu/events/vulcanus-europe>

#### **Step 3 'Matching' of host companies and students**

At the end of October 2020, the EU-Japan Centre will share the selected internship offers with the would-be interns. The students will decide which companies they wish to apply for based on the compatibility of the offers with their studies, knowledge, interests, etc.

On 13 November 2020, the EU-Japan Centre will forward the applications (CVs, covering letters) from the students to the companies they are interested in. From the applications they receive, each company can decide which student(s) it would like to host, if any.

Once a company has notified the EU-Japan Centre that it would like to accept a specific student, we will consider that as a 'match'. Only the first 30 'matches' notified will be accepted. This 'matching' process should be completed by 19 November 2020, with the companies concerned becoming Vulcanus 'host companies'.

### Preparation Phase

#### **Step 4 Signing of Internship Contract & Administrative Preparation**

A 3-way contract between the host company, student and the EU-Japan Centre will be signed. Between December 2020 and mid-April 2021, all 3 parties will work closely together to ensure visa / work permit / other legal or administrative matters required by the country / region where the internship will take place are met.

## Orientation Seminar (in Brussels)

22 & 23 April 2021 Students arrive in Europe for an orientation seminar in Brussels.

## Language Course (in various locations around Europe)

From 26 April 2021 Vulcanus students follow a 4-month intensive language course in the language spoken at their host company (5-months for students going to France).

In June 2021 Vulcanus host companies must pay the first installment (€3,300) of their contribution to the EU-Japan Centre which will pass the full amount on to the students concerned. This applies for all internships except those taking place in countries where national law requires that interns receive a (higher) minimum wage directly from the host company.

Before August 2021 During the language study period, students will visit their host companies at least once to meet their internship supervisors, familiarise themselves with the area, and look for accommodation, etc.

13 August 2021 Language course ends. Students move to where their internship will take place.

## Internship (in the host company)

23 August 2021 Arrival at host company and start of the internship (except in France which limits internships to 6 months, there any internships will begin in late September).

In October 2021 Host companies must pay the second installment (€2,475) of the contribution to the EU-Japan Centre, which is then given in full to the student they host (except where national law requires a direct minimum wage payment to the intern to be made by the host company).

18 March 2022 End of the internship.

### ***Any questions?***

Contact our team at the **EU-Japan Centre for Industrial Cooperation** (Brussels Office) at [vulcanus@eu-japan.eu](mailto:vulcanus@eu-japan.eu) or +32 2 282 3715

Full details of the Vulcanus in Europe programme:  
<https://www.eu-japan.eu/events/vulcanus-europe>