Call for Internship Applicants

V-MOVE: V-MUST.NET Mobility Programme 2013-2014

Call identifier: V-MUST.C4c.2013
Date of publication: 28/10/2013
Deadline: 15/12/2013
Object: Call for participation to V-MOVE - Year 2013-2014
Number of selected applicants: max 8
Eligibility conditions: Submit a completely filled in on-line application form and required documentation; hold a postgraduate degree; residence not in the same destination country chosen for the V-Move programme
How to apply: fill in the application form on line and submit all the required documentation
Evaluation procedure: see section below
web: http://www.v-must.net/opportunities/devcamp-call4-call-mobility
mail: drew.baker@kcl.ac.uk

1. Objectives

V-MOVE is an international training programme for heritage professionals and researchers in the field of virtual museums, aiming to enhance the skills and knowledge of digital visualisation and communication technologies. The V-MOVE innovative and experimental training integrates multi-disciplinary research across social, historical, humanistic and technological sciences.
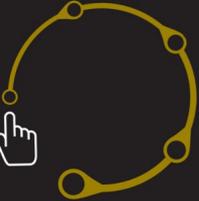
2. Who can apply?

V-MOVE is open to cultural heritage professionals and researchers in Europe. The early-career researchers and postgraduate students are strongly encouraged to apply.

2.1 Internship Duration

The duration of internships is normally between 12 – 24 weeks; however some may last for as little as 4, and as long as 52 weeks.

2.2 Where

Internships are offered by V-MUST partner institutions or associated members in several countries current opportunity information is available at: http://v-must.net/opportunities/mobility

The internship may not be in the same country as the applicant is resident in at the time of application.

In some cases it may be possible to split internships over multiple locations with prior agreement with the hosting institutions.

2.3 Application Deadlines
2nd Call Close: 15/12/2012
Notification: by 30/01/2014
The intern must commence the agreed programme of work at a date agreed with the host, which will be not longer than 12 calendar months from the date of notification, above and before the 30/01/2015.

2.4 Funding Available
The successful applicant will be able to claim reimbursement for travel and accommodation costs of *up to* €2000 on submission of receipts at the end of the internship. The recipient will arrange his/her travel, accommodation (and, optionally, subsistence) **through their home institution** or, where this is not possible, the **host institution**. Any money not claimed within 3 months of the end-date of the internship will be returned to the grant fund.

2.5 How to apply
To participate in the call, certain criteria for eligibility and evaluation are defined.

2.5.1 Eligibility criteria
These criteria have to be met in order to be eligible for participation.
> 1. Submit a completely filled in on-line application form
> 2. Submit all required documentation (CV and Personal Statement) within the timeframe indicated.
> 3. Hold a postgraduate degree.
> 4. Residence not in the same destination country chosen for the V-Move programme internship.

2.6 Evaluation criteria (see table)
1. Academic Career (PhD, specialization, etc.)
2. Have carried out research projects on the field of Virtual Heritage
3. Personal statement

2.7 Selection process
The evaluation is carried out in two steps:

> **1. Formality and eligibility check**
> The Executive Board is responsible for the formality and eligibility check. Applications which do not comply with the eligibility criteria will not be considered within the following evaluation process.

2. Evaluation by the External Board, combined with the recommendation of the Hosting Institution

Evaluation will be carried out by V-MUST External Board members. Each member will give a score for each evaluation criterion and a total score for each application, following a scoring matrix. The Scientific Secretary (WP6 leader) will be in charge of compiling the evaluation results and providing a ranking list of the applications, based on the total score achieved in the evaluation.

Scoring Matrix:

Evaluation Criteria	Score
Academic Career (PhD, Specialisation School)	20.00%
Work experience in the field of Virtual Heritage	25.00%
Personal statement	40.00%
Recommendation of Host Institution	15.00%

After the selection process the applicants will be informed about the outcome by e-mail.

In order to finalize the internship agreement each selected intern must send a confirmation of participation by e-mail to both the host institution and drew.baker@kcl.ac.uk.

3. Reporting and Post-grant Evaluation

The intern will be required to *maintain a blog* for the duration of the project documenting their activities, in order to encourage the intern to reflect on their experience, and to share the benefits of the internship with a wider audience. V-MOVE encourages intern to continue to update the blog thereafter, as a gateway to participation in the emerging Virtual Museums community. Blogs are published on line: http://v-must.net/blogs/mobility-blogs

The intern must write a *formal report* no later than one month after the end-date of internship and submit it to coordinator@v-must.net. A summary of this report will be sent to the host institution supervisor.

The blog and report will help V-MOVE to evaluate the impact of the programme as well as to compile career destination data in the Virtual Museums sector.

Upon receipt of the intern's report, the host organisation will give the intern a *formal letter*, on institutional headed paper, **certifying** that the intern has completed an internship. The letter will give the project title, a brief description of the programme of work, and the start and end dates of the internship.