

INPS

Istituto Nazionale Previdenza Sociale



Archimedes Project

NOTICE

SEARCH AND SELECTION FOR THE MASTER IN "ENTREPRENEURSHIP" AIMED AT THE CREATION OF START-UPS

**In favour of children and orphans of members of the Unified
Credit and Social Benefits Management System and pensioners
using the Civil Servants Management System**

Academic Year

2018 - 2019

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Informative Notes



1. SUBJECT-MATTER OF THE NOTICE

1.1 The Institute is launching a procedure for the search and selection of initiatives referred to in Art.2 and is providing funding following a subsequent special call targeting the children and orphans of pensioners on the Civil Servants Management System or registered members of the Unified Credit and Social Benefits Management System for participation in the aforementioned training initiatives. The Institute shall enter into an Agreement with those proponents of each academic initiative that are deemed to be suitable as a result of this selection procedure.

2. ACCREDITABLE INITIATIVES

2.1 The scope of this search and selection procedure are initiatives that allow students to follow the course structured in the following phases:

Phase A) Master. After selection, access to a I or II level University Master's degree, activated pursuant to Art. 3, Point 9 of the Decree of the Ministry of Education, University and Research (MIUR) No. 270/2004, of an annual duration, aimed at the development of entrepreneurial skills, which concludes with the writing and discussion of a business plan related to an entrepreneurial project conceived by the student.

Phase B) Business idea incubator. Access to the business incubator service for a minimum duration of 3 months and a maximum duration of 6 months.

3. PROPONENTS

3.1 Each proponent can only propose one initiative.

3.2 Proponents are:

- a) State and non-State Universities (Universities, National Institutes and High Schools), and distance learning Universities, recognised by the Ministry of Education, University and Research (*Ministero dell'Istruzione, dell'Università e della Ricerca, MIUR*) for the award of academic qualifications in Italy;



- b) University and inter-university Consortia whose legal personality has been recognised by decree by the Ministry of Education, University and Research and University Foundations, set up in accordance with Act No. 388/2000 and with the Decree of the President of the Republic No. 254/2001 and established by means of Art. 16 of Act No. 133/2008, provided they are associated with a university that is recognised by the Ministry of Education, University and Research for the award of academic qualifications;
- c) Foreign Universities/Schools recognised and authorised to award academic qualifications under the National System of Higher Education in the country where they are registered.

3.3 Proponents referred to in the previous paragraphs 1 a) and b) must be in possession of the minimum requirements under Ministerial Decree No. 15 of 27 January 2005, and subsequent amendments.

3.4 Proponents must carry out **business incubator and business accelerator services**, also using third parties with whom they are bound by a legal agreement formalised for at least two years from this Notice's date of publication. The business accelerator service must also have carried out at least two years of funding for projects, including those presented to the proponent by graduate students.

4. REQUIREMENTS OF THE PROPOSED INITIATIVES

4.1 Master's degree programmes under the search and selection procedure must be aimed at providing entrepreneurial skills, and must:

- a) Provide for the allocation of 60 Training Credits;
- b) Take place for at least 1,500 hours of teaching;
- c) Provide for a period of study abroad for a minimum four week duration, in a territory with a high entrepreneurial vocation;
- d) Conclude with the presentation and public discussion of a business plan related to an entrepreneurial project conceived by the student. The project may also be developed by a group of students, differentiating the part attributable to each one.

4.2 The business incubator service must be attended on all working days, must provide the tools necessary to perfect the business plan referred to in paragraph 4.1 d), and to complete it with a concrete action plan to start a business.

4.3 Services to be guaranteed by the incubator are:

- a) Equipped work spaces (work stations, utilities, computers and technical support tools);
- b) Representation areas (meeting rooms);
- c) Tutoring by lecturers of the proponent University's faculty;
- d) Ongoing tutoring by experts with respect to the project's management and technical phase for the business idea under the postgraduate course;
- e) Support in the business review;
- f) Meetings with experts and operators of reference in relation to the business idea under the postgraduate course;
- g) Contacts with the reference network in respect of the incubated company;
- h) Consultancy services in the field of taxation, accounting, law, communication and marketing;
- i) Support services for access to ordinary and subsidised loans;
- j) Support and consultancy for activities linked to staff recruitment;
- k) Consultancy services on intellectual property;
- l) The company's promotion to potential additional financiers.

4.4 At the end of the incubator phase, the proponent undertakes to support the user:

- a) In activities for access to the accelerator, ensuring contact with potential financiers of the planned start-up;
- b) In presenting the perfected business idea to companies already established in the sector, for the purposes of promoting the recruitment of the young inventor. To this end, to organise collective and individual meetings with potentially interested companies.

5. EDUCATIONAL DIRECTOR/COORDINATOR, LECTURERS AND TUTORS

5.1 Each accredited Master should provide a lecturer – trainer, in the capacity of Director/Educational-Scientific Coordinator, with a minimum of ten years' proven experience in the field of training.



- 5.2 Each accredited Master must provide for the presence of an internal Faculty, that is, lecturers in the proponent's organisation with a teaching experience of at least 2 years and/or at least 5 years of professional experience in matters related to the development of entrepreneurial skills and competencies.
- 5.3 No less than 40% of the educational activity hours shall have to be ensured by lecturers with a specific professional expertise of at least 5 years, accumulated in the relevant subjects.
- 5.4 The proponent must ensure that lecturers pertaining to the proponent's internal Faculty provide continuous assistance and support to the students' learning process during the Master's programme and an ongoing tutoring service during the business idea's accelerator and business incubator phase.

6. LOGISTICS AND FACILITIES

- 6.1 The accredited Master must have an educational centre with clear and autonomous placement and precise visibility.
- 6.2 The classroom in which the teaching activity is conducted shall have to be adapted, in terms of surface area and the provision of educational equipment, to the number of students and course characteristics. In addition, there shall have to be an adequate number of classrooms/spaces specially equipped for group activities (one every 6-8 participants).
- 6.3 Business incubator services must be provided in areas already clearly identified during the accreditation proposal phase.
- 6.4 Compliance with applicable laws on fire prevention and accident prevention shall have to be ensured in all the premises available to the proponent.
- 6.5 Equipment to be used at the premises where activities are to be performed during the course must consist of:
- During the Master's programme: at least 1 PC for every 3 participants, with networked services and access to the Internet, as well as with printers and photocopiers available to students. Areas with free Wi-Fi internet access must also be available.

- During the business incubator phases: a work station for each participant, 1 PC for each participant with networked services and Internet access, as well as with printers and photocopiers available to participants. Free Wi-Fi internet access. Representation areas.

6.6 Moreover, quantitatively and qualitatively suitable equipment must be available, including online, of bibliographical material for use by participants, such as books, manuals, CDs, subscriptions to newspapers, periodicals and specialised magazines, and online subscriptions to databases.

7. TERMS OF ACTIVATION OF THE COURSE'S PHASES

7.1 The I and II level Master must be activated **by December 2018**, and must end within the time limits that shall be laid down in the accreditation proposal. Breach of the aforesaid terms shall entail the rescission of the accreditation agreement.

7.2 The business incubator phase shall have to follow with a seamless continuation on the conclusion of the teaching phase and shall involve all the Master's students.

8. SELECTION OF PARTICIPANTS TO THE MASTER

8.1 Students who access accredited Master's programmes will be the winners of a special Public Call targeting the children under 30 years of age of members and users of the Unified Credit and Social Benefits Management System and who are in possession of the official certification of proficiency in the English language, at least at a B2 level of the Common European Framework of Reference for language proficiency (CEFR).

8.2 For the purposes of participating in the Call, candidates must submit a business idea. Access to the tests referred to in the following paragraph is only possible if the business idea is assessed as being suitable by the Board referred to in this Article's subsequent paragraphs.

8.3 Candidates will be ranked according to the score achieved after



- A psychometric test (maximum 30 points)
- An assessment of the business idea submitted (maximum 50 points)
- An aptitude interview (maximum 20 points)

8.4 The Score referred to in the previous paragraph will be assigned by the Board referred to in subsequent paragraphs. Only candidates who obtain a minimum score of 60 points out of 100 will be placed in the ranking. The ranking will be drawn up in a descending order of scores. Candidates with the same score will be organised by ascending ISEE.

8.5 The Board will be composed of a chairman appointed by the INPS and four professors drawn by lot from among the professors indicated by each University proposing an accredited Master or, if lower, from a number of professors corresponding to the Proponent Universities.

8.6 For the purposes of the previous paragraph, each University proposing an accredited Master shall have to notify the INPS of the name of a professor with at least five years' proven experience in the field of business training, within 10 days of the INPS' formal request.

8.7 The first 80 participants placed in the ranking will be the winners of the Call and, if lower, the number corresponding to the maximum availability of posts announced by the accredited Masters.

8.8 Students will be assigned to the accredited Master in the order of ranking, having regard to the preferences expressed by the student during the application within the limit of 15 places for each Master. Should places for a candidate's pre-selected Master be taken up, this candidate will be assigned to the second choice or to subsequent choices, in order of preference.

8.9 Accredited Master's programmes that do not obtain a total of 20 participants will not be funded and the winning students referred to in point 8.7, if assigned to such a Master, will be enrolled in accredited Master's programmes that have not yet commenced, by following the order of preference expressed in the application, including in excess of the limits provided for in paragraph 8 of this Article.



- 8.10 In the event that at least three Master's programmes fail to obtain the number of 20 participants or 15 INPS scholarship holders, the first 3 Master's programmes with the greatest number of participants may be funded regardless of the number of scholarship holders or total participants.

9. BUSINESS INCUBATOR PHASE

- 9.1 Students who graduate from the accredited Master's programme will participate in the business idea incubator phase for a minimum period of 3 months and a maximum period of 6 months.
- 9.2 At the end of the business idea incubation phase, the Proponent Institution's accelerator undertakes to assess all the completed projects and will provide the proponent with feedback on the completed project's suitability to become a competitive start-up on the market.

10 START-UP PRIZE

- 10.1 The INPS will award a prize of EUR 10,000.00 to student winners of the INPS competition who, having concluded the business incubator phase, establish a start-up, including in associated form, and have access to the proponent's business accelerator.
- 10.2 The prize winner undertakes to publicise the funding obtained from the INPS for the formation and the start-up launch, in the manner that will be defined by the Call.
- 10.3 The Proponent University undertakes to propose all the completed projects to established potentially-interested companies in the sector, in order to promote the market entry of the inventor's work.

11. PUBLICATION OF CVs OF PARTICIPANTS IN THE MASTER

- 11.1 The Proponent is required to publish the CVs of those who have attained the qualification relating to the accredited Master on its institutional website and to draw up an "electronic catalogue" of these CVs, to be divulged to at least 50 employers' associations and/or companies operating in the economic sector covered by the training initiative itself.
- 11.2 Access to the internet site and to the "electronic catalogue" must be free.
- 11.3 The CV publication format must conform to the provisions of Art. 3, paragraph 3 of Ministerial Decree of 20 September 2011 and related annexes.

12. CUSTOMER SATISFACTION

- 12.1 Participants in each phase will be able to express their own appraisal of the initiative's organisation and effectiveness. To this end, the proponent must hold surveys on a four-monthly basis on the aforesaid appraisals through specific questionnaires and at the conclusion of the Master and the business idea incubator phase. Survey results should be sent to the Institute within 30 days from the administration of these questionnaires.
- 12.2 The Institute reserves the right to verify participants' reviews and appraisals on the experience concluded and, in the case of negative results, to deny accreditation in the Search Notice for the following academic year.

13. MONITORING THE ACCREDITED COURSE'S EFFECTIVENESS

- 13.1 The proponent undertakes to report to the Institute on the awarded start-ups' performance after one year from the prize's award referred to in Art. 10. In particular,

the proponent shall have to state whether the entrepreneurial idea is showing profitability and adequately remunerating the resources invested in the business.

13.2 The accredited Master's proponent organiser undertakes to inform the Inps Central Support Directorate to non-self-sufficiency, civil Invalidation and other Benefits of the self-employment activity undertaken by each participant or of the type of existing employment contract, the grading, the salary level and consistency with the training received after 6, 12, 18 and 24 months from the conclusion of the Master's programme. For participants not funded by the Institute, data must be provided in aggregate form to protect privacy.

14. PROCEDURES AND TERMS FOR SUBMITTING THE ACCREDITATION PROPOSAL

14.1 Accreditation and agreement proposals should be formalised by using the model set out in Attachment 1 of this Notice.

14.2 Proponents must submit the model referred to in the previous paragraph, with each section completed and duly signed by the legal representative, to the Central Support Directorate to non-self-sufficiency, civil Invalidation and other Benefits by certified email or registered letter with advice of receipt (only for foreign universities) to the following address: **dc.invaliditacivilecreditowelfare@postacert.inps.gov.it (or Direzione centrale sostegno alla non autosufficienza, invalidità civile e altre prestazioni, Viale Aldo Ballarin 42, 00142 Roma) by no later than 12.00 hours on 15 February 2018.**

15. ASSESSMENT OF PROPOSED INITIATIVES

15.1 Proposed initiatives will be assessed by the INPS Central Support Directorate to non-self-sufficiency, civil Invalidation and other Benefits.



15.2 The Central Support Directorate to non-self-sufficiency, civil Invalidation and other Benefits reserves the right to acquire any clarifications/additional information by forwarding a request by means of certified email or email to the foreign Universities.

15.3 The proposal will be rejected should proponents not provide the clarifications and additional information requested by means of the same transmission methods referred to in the previous paragraph within 5 working days from the request's receipt.

16. SIGNING OF THE AGREEMENT

16.1 Following accreditation, an agreement will be signed between the Institute and the proponent wherein reciprocal obligations will be defined and whereby the proponent will undertake to reserve 15 places in the accredited Master's programme and 15 places in the business incubator for those students selected by the Institute according to the procedures laid down in Art. 8.

17. PROMOTION OF THE ACCREDITED COURSE

17.1 The proponent must explicitly refer to reserved places for children of the Public Administration's employees and pensioners registered in the Unified Credit and Social Benefits Management System in the promotional activities of each training initiative selected.

17.2 The initiative's promotion must be launched and coordinated jointly with the Institute.

17.3 For affiliated Master's programmes, the proponent shall have to organise a day specially set aside to the public presentation of the aforesaid training initiatives, during which the intervention of a public speaker representing the Institute shall have to be envisaged.

17.4 The proponent must also organise a day:

- Allocated to the award of diplomas or certificates certifying the Master's completion;
- Dedicated to the presentation of incubated projects and the awarding of the start-up prize referred to in Art. 10.

The Institute reserves the right to participate with its own representative in the aforesaid days.

18. COSTS TO BE INCURRED BY THE INSTITUTE AND PAYMENT METHODS

18.1 The proponent must indicate the cost of participation for each training initiative, net of any taxes, that are an exclusive charge on the student, differentiating between:

- The cost of participation in the Master's programme of an annual duration;
- Costs for business incubator services of a minimum duration of 3 months and a maximum duration of 6 months.

18.2 Costs for the Master's programme and incubator services may not exceed the amount requested by the proponent to other participants not chosen by the Institute or other funding institutions.

18.3 The proponent must declare if the scholarship holder is entitled to a grant. In this case, the Institute will pay the reduced fee within the limits of the maximum amount.

18.4 The Institute shall pay the following amounts for the entire training initiative:

- A maximum amount of EUR 25,000.00 in total for participation in the Master's programme of an annual duration;
- EUR 1,000.00 per month for business incubator services, granted for a minimum period of 3 months and a maximum period of 6 months.

18.5 The funding amount will be paid directly to the proponent according to procedures referred to in the following paragraphs that will also be laid down in the Agreement. The proponent may not, in any case, request the aforesaid amount, even in part, by way of an advance to the Institute's user.

18.6 Payment of the costs to be incurred by the Institute will be made on the basis of the actual number of participants in each phase referred to in Art. 2, with the following methods:

- 50% within 60 days from the receipt of the formal request from the proponent, to be forwarded to the Institute after the commencement of the Master's phase A);



- 50% within 60 days from the receipt of the formal request from the proponent, to be forwarded to the Institute after the conclusion of the Business Idea Incubator phase B).

18.7 Should the student withdraw from the course, after an express acceptance, half-way through the Master's programme or half-way through the business incubator phase, the proponent will be granted 50% of the cost of funding for that phase. Where the withdrawal takes place beyond the half-way point of each phase or if the student does not achieve the final diploma/certificate, a further 30% of the cost of services will be paid. The proponent may not, in any case, request additional amounts from the Institute's scholarship holder, not even partially, by way of reimbursement.

18.8 Business incubator services will be quantified by considering the actual months of use by the student winner, up to a maximum limit of 6 months.

18.9 The start-up prize referred to in Art. 10 will be paid directly to the student winner.

19. VERIFICATIONS AND CHECKS

19.1 The Institute reserves the right to carry out verifications and checks relating to the prescriptions laid upon the proponent referred to in this Notice.

19.2 In the event of non-compliance with the aforesaid prescriptions, the Institute may exclude the proponent from subsequent accreditation procedures, up to a maximum of 5 years proportionately to the seriousness of the ascertained non-compliance.

20. APPEALS

20.1 Jurisdiction for any judicial appeals is that of the Court of Rome.



INFORMATIVE NOTES

The person responsible for the accreditation process is the Social Benefits Manager of the INPS Central Support Directorate to non-self-sufficiency, civil Invalidity and other Benefits.

Rome, 15 December 2017

The Central Director
Rocco Lauria

A handwritten signature in black ink, appearing to read 'Rocco Lauria'.