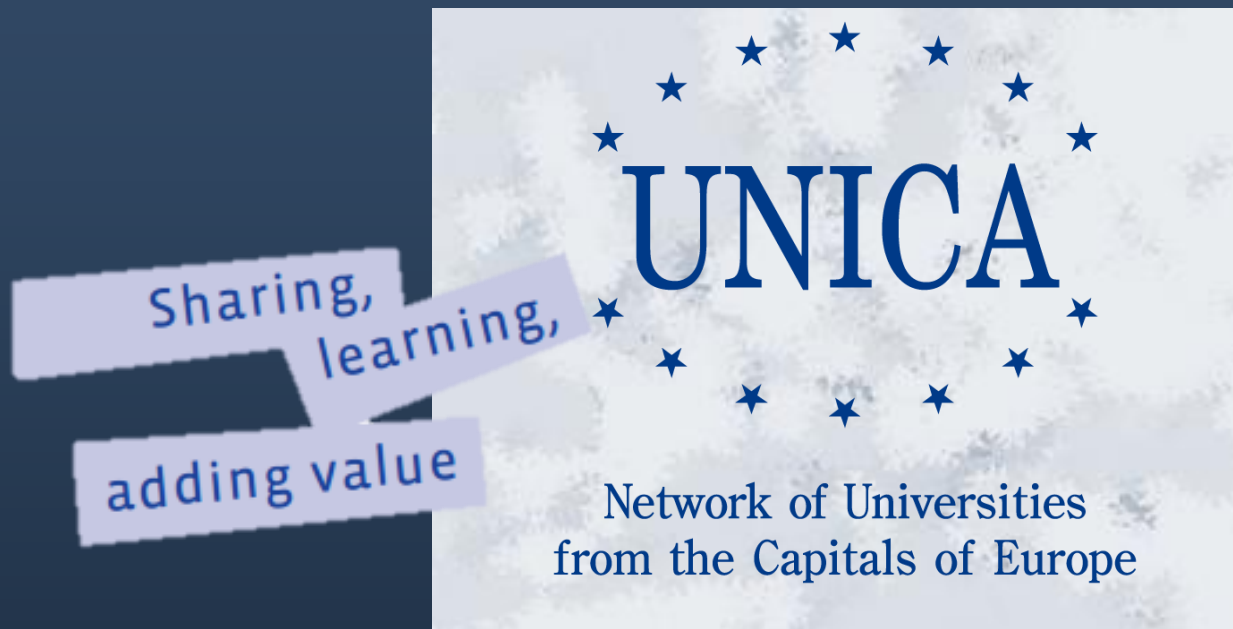


# UNICA database and UNICA traineeships



**Marta Wasowska, UNICA Communication Officer**



Network of Universities  
from the Capitals of Europe

Home

Members and Contacts

Working Groups

Manage Universities

Registrations

Members

Full name

Category

University

Country

Apply

- Any -

- Any -

Full name

Category

University

Country

Ervin DEMO

Unica Contact Person

Polytechnic University of Tirana  
TIRANA01

Albania

Prof. Frederik PREMTI

Unica Contact Person

Polytechnic University of Tirana  
TIRANA02

Albania

Prof. Jorgaq KAÇANI

Rector/president

Polytechnic University of Tirana  
TIRANA02

Albania

Dr Lucas ZINNER

Unica Contact Person

Universität Wien  
WIEN01

Austria

Prof. Georg WINCKLER

Rector/president

Universität Wien  
WIFN01

Austria

UNICA  
database



# Why a database?

For an **efficient information flow**

For an **overview of UNICA universities' structures**

For matching **interest and/or expertise** of UNICA universities' representatives

For **active involvement**



## UNICA Communication Policy within the Network\*

\* document of 2010 revised following the UNICA Steering Committee meeting, 12 June 2012 and the UNICA CP/PRO meeting, 26 October 2012

### Guiding principles

The guiding principles of this policy are:

- ensuring an efficient information flow between the UNICA Secretariat and UNICA members;
- providing individuals within the Network with specific, up-to-date, and engaging information linked to their interest and/or expertise;
- offering a friendly information and communication environment for the members;
- actively involving UNICA member universities in the Network's projects and activities;
- pursuing effectively the promotion of UNICA members and their activities externally.

### UNICA Database

- Every 2 years, UNICA member universities are invited to update the information for the UNICA database. Such updates are essential for efficient communication flow within the Network. Each UNICA Contact Person is asked to update University's facts and figures, general contact information, as well as contact information for purposes of specific UNICA Working Groups.
- Further, UNICA Contact Persons commit to inform regularly the UNICA Secretariat about contact information that changed within the 2-year intervals (new Rectors and Presidents, Vice-Rectors and Vice-Presidents, Members of the Working Groups...). Following the receipt of information about newly elected Rector/President, the UNICA President sends a letter congratulating the new Rector/President on assuming the position.
- UNICA Contact Persons will inform the UNICA Secretariat about necessary updates and changes in the contact lists on the UNICA website. The e-mails that will request adding new contacts or deleting contacts will be transferred to the UNICA IT services.

### UNICA Policy in sending information and contacting the Universities

- UNICA will send all the information regarding the activities of the Network to the UNICA Contact Persons. The UNICA Contact Person is responsible for disseminating and distributing the information, as well as contacting the target experts and potential participants within his/her University.
- Information from the UNICA President or the Members of the UNICA Steering Committee may be sent directly to the UNICA Rectors and Presidents, with the UNICA Contact Persons in copy.
- Twice a year in principle (before the summer break and before the winter break), UNICA President will send a letter to UNICA Rectors and Presidents, highlighting the most important activities and giving the state-of-the-art of the Network.
- For the activities linked to a specific UNICA working group, UNICA will send the information directly to the working group members, with copy to the UNICA Contact Persons. The e-mail addresses of the experts of the working Groups are provided by the UNICA Contact Persons.



Sharing,  
learning,  
adding value

Old Way	New Way
Questionnaire (Word file) sent for update every 2 years	<b>Online access</b> to university data for each university's contact person; possibility of uploading/changing the university <b>logo</b> ; UNICA Secretariat <b>automatically notified</b> of any changes
University representatives assigned to <b>rigid categories</b>	University representatives <b>assigned to one or multiple roles (ticking options)</b>





# A glimpse at the demo..

Unica Database update - UN x People management | UN x www.unica-network.eu/si x

demo.nuvole.org/unicadb/admin/people/create

Home Members and Contacts Working Groups Manage Universities Registrations

People management People Management Add user

FULL NAME \*

UNIVERSITY \*

- Select a value -

CATEGORY \*

Rector/president  
Rector/president Assistant  
Vice Rector/Vice President  
Head Of The International Relations Office  
Head Of The University Library  
Unica Contact Person  
International Relations Officers Group  
Bologna Lab Group

PHONE

E-MAIL \*

PASSWORD \*

Password strength:



Markus Laitinen (U. of Helsinki)

Tiina Mäe (Tallinn U.)



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adding value

Paola  
Tadej  
Lucija  
Lira  
Mauro  
Timothee  
Monika  
Anna  
Liisi  
Kasia  
Rossella  
Karin  
Aurelie  
Tajana  
Marc  
Z

**UNICA**  
*traineeships*

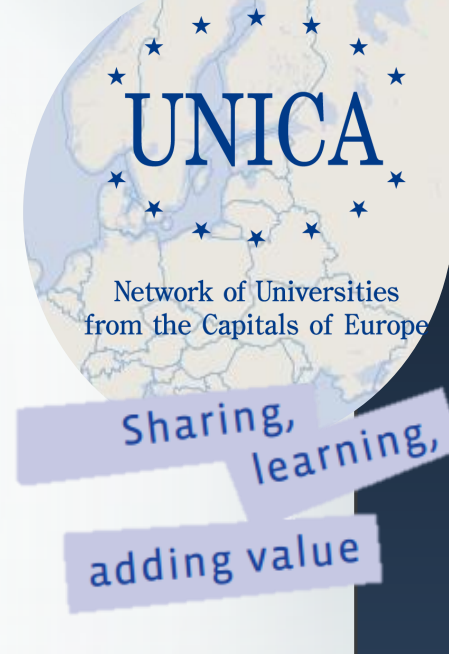


# More education is not enough

The number of young people without a job has risen **by 30% since 2007** (OECD). EU youth unemployment is **23%** but some **two million job vacancies** cannot be filled.

UK: the number of ex-students in "non-graduate" jobs (e.g. office juniors or shelf stackers) has soared by **almost 3,500 (6%)** in 2012 compared with 2011.

**Grand challenge:** closing the gap between the world of education and the world of work







# Traineeship in numbers

UNICA Secretariat has received  
**18 trainees since 2008**

**3** trainees - Leonardo, **15** - Erasmus Placement or other student internship schemes

The trainees represented **9 UNICA member universities**

**University of Ljubljana** – highest number of trainees  
(5)



# *UNICA trainee profile*

Sharing,  
learning,  
adding value

- Priority given to students/graduates of UNICA member universities
- Commitment of **minimum 3 months**
- **Language skills:** Good English, knowledge of French is an extra asset
- **Recruitment** based on CV, covering letter and a phone interview





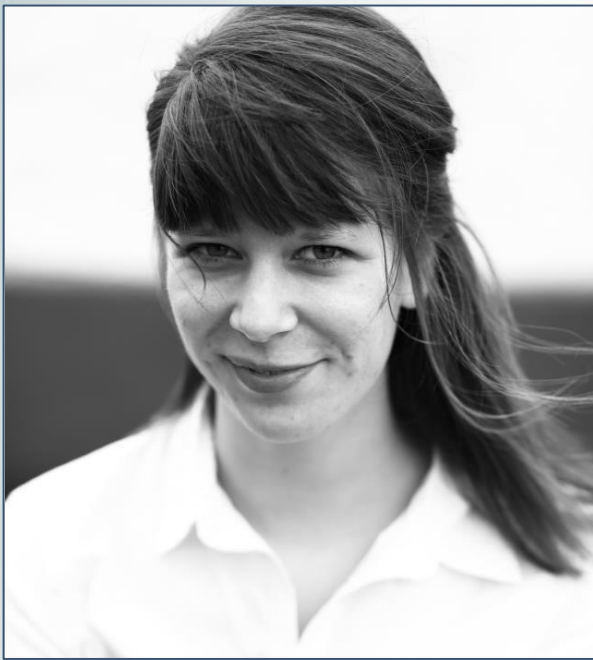
# *What do trainees do?*

Sharing,  
learning,  
adding value

**Support** the UNICA Secretariat in:

- the organization of UNICA events;
- the preparation of project proposals + implementation of the ongoing ones;
- general administrative tasks
- web communication
- taking part in selected Brussels-based events
- The **traineeship duration** makes a difference!





# Meta

University of Ljubljana  
(now student of Free  
University Amsterdam)  
UNICA trainee Feb-July 2012



**The first thing that comes to my mind when I think of UNICA is...** *cooperation.*

**At UNICA I learned...** *to always take into account different parties involved in a certain project or task.*

**Nowadays I am...** *conducting research on a topic that I would have definitely not come up with if it wasn't for UNICA!*



# Marta

University of Warsaw  
UNICA trainee August -  
December 2012



**The first thing that comes to my mind when I think of UNICA is...** *open-minded and life-loving people.*

**At UNICA I learned...** *the basics of project management & accountancy, improved my language & social skills, and saw how to organize an international conference!*

**Nowadays I am...** *a happy holder of a Danish Government Scholarship, working on my Master thesis in Copenhagen*



# Liisi

Tallinn U. of Technology  
UNICA trainee September  
2012 - March 2013

**First UGAF trainee**



**The first thing that comes to my mind when I think of UNICA is...** *supportive colleagues!*

***„I had the possibility to plan and execute some activities like UGAF newsletter and 10 Green Recommendations, it was valuable to be doing something from the beginning till the end!“***

**Nowadays I am...** *writing my<sup>14</sup> Masters thesis and doing an internship in ABB as assistant quality specialist*



If you cannot read this message, or it is incomplete:  
<https://ugaf.eu/page/youvegotugafmail>

YOU'VE GOT UGAF MAIL 11 JANUARY 2013

# YOU'VE GOT UGAF MAIL



## You've got UGAF mail

UGAF is an initiative by UNICA helping its member universities become sustainable by implementing green practices & know-how. Contact us for more information and collaboration! **MORE \***

Green is the colour of mature decisions

## Jorulf B. Silde, U. of Oslo, Chair of UGAF Group

We make choices: what case study to include in a course, what to purchase, how to plan an event. Go for the greener choice. **MORE \***



## UNICA President Stavros A. Zenios

"The most effective way to lead a society is by providing positive examples." Our member universities are taking an action to be ones! **MORE \***



## Students 2 Students

World Student Environmental Summit "Let's Change!": U. of Lausanne. Delegates from all continents discussed environmental issues. See the outcomes. **MORE \***

10 Recommendations for Green Events

## 10 Recommendations for Green Events

are ready to use and can be found on our webpage. Get new ideas for organizing conferences and other events at your university! **MORE \***



## Sustainable Barbecue & Speed-friending at VUB

Local and international students made friends while drinking Fairtrade cocktails and enjoying sustainable food. **MORE \***



## Green week at Tallinn U.I.

Among the highlights: university green logo competition, environmental movie night, bike tour, pot flowers exchange campaign, and... **MORE \***



## Congratulations Roma Tre University!

Super-Efficient MED The Sustainable Mediterranean House at third place on the podium of the general ranking of the Bioarchitecture Olympics: the 2012 Solar Decathlon Europe! **MORE \***



## Meet UGAF's first trainee

Lissi Lees (Tallinn U. of Technology) Lissi works in the UNICA office since September 2012. Read about the next trainee calls. **MORE \***



## Eco-certified UNICA Student Conference at U. of Oslo!

Read about certification criteria, innovative notepads, improved gift bag, Sustainability Day and ... **MORE \***



## UGAF Photo Competition within the 43rd Earth Day, 22 April. Interested?

Follow the news on our website. Perfect time to get out & educate people about environmental issues. **MORE \***



## 3rd UGAF workshop in Lisbon

We are happy to announce that 3rd UGAF workshop will be held in Portugal at U. of Lisbon in June 2013. **MORE \***

22/01/2013



## 10 RECOMMENDATIONS FOR GREEN EVENTS\*

How can we plan an event to have as small ecological footprint as possible? In many cases that means: Before buying or using anything ask yourself: can we solve it with less use of resources? Here is a list of ideas for organizing a more sustainable event.

### 1. TRANSPORTATION: Think your route through: use the optimal means of transportation. Encourage use of sustainable transportation.

- **To the venue:** provide the participants with the info on the most environmentally friendly means of transport, e.g. using a train instead of a plane. Short distance flights are less environmentally friendly as they emit more CO<sub>2</sub> compared to long distance flights: long distance flights have more empty seats, taking off and landing burns more fuel. When flying, use a carbon neutral airline: being carbon neutral means that the airline calculates the amount of carbon dioxide emitted by the fuel used for the flight, and invests in environmentally sustainable projects that can offset it - such as planting trees that absorb carbon dioxide from the atmosphere. Use direct flights, carpooling.

- **At the venue:** encourage the participants to walk, use a bicycle or public transportation. Include public transportation pass in the conference package. Provide information about carpooling and local bus transportation. Use delegate shuttles. Avoid peak hours. Offer advantages to hybrid/electric cars (parking places).

### 2. ACCOMMODATION: Close to the venue, eco-labelled.

- Try to find environmentally friendly accommodation close to /easily accessible from the venue(s). Prefer eco-labelled hotel (e.g. EU Ecolabel). Ask if a hotel re-uses linen, uses non-toxic cleaning agents.



Network of Universities  
from the Capitals of Europe

# UGAF PHOTO CONTEST

Celebrating the 43<sup>rd</sup> EARTH DAY

18.02-9.04.2013

**WHO?** Bachelor or Master students from UNICA member universities

**WHAT?** Submit a max. of 2 photos which depicts the changes you see in the environment. Positive or negative, big or small, global or local. Capture an image which prompts reflection on the influence we have on our planet.

**HOW?** Send the photos to [ugafphoto@gmail.com](mailto:ugafphoto@gmail.com) with your name, contact information, university,



*„UNICA (...) definitely gave me **valuable working experience**, which employers appreciate. Thanks to my experience in UNICA I am **more confident** in the job market - **Liisi***

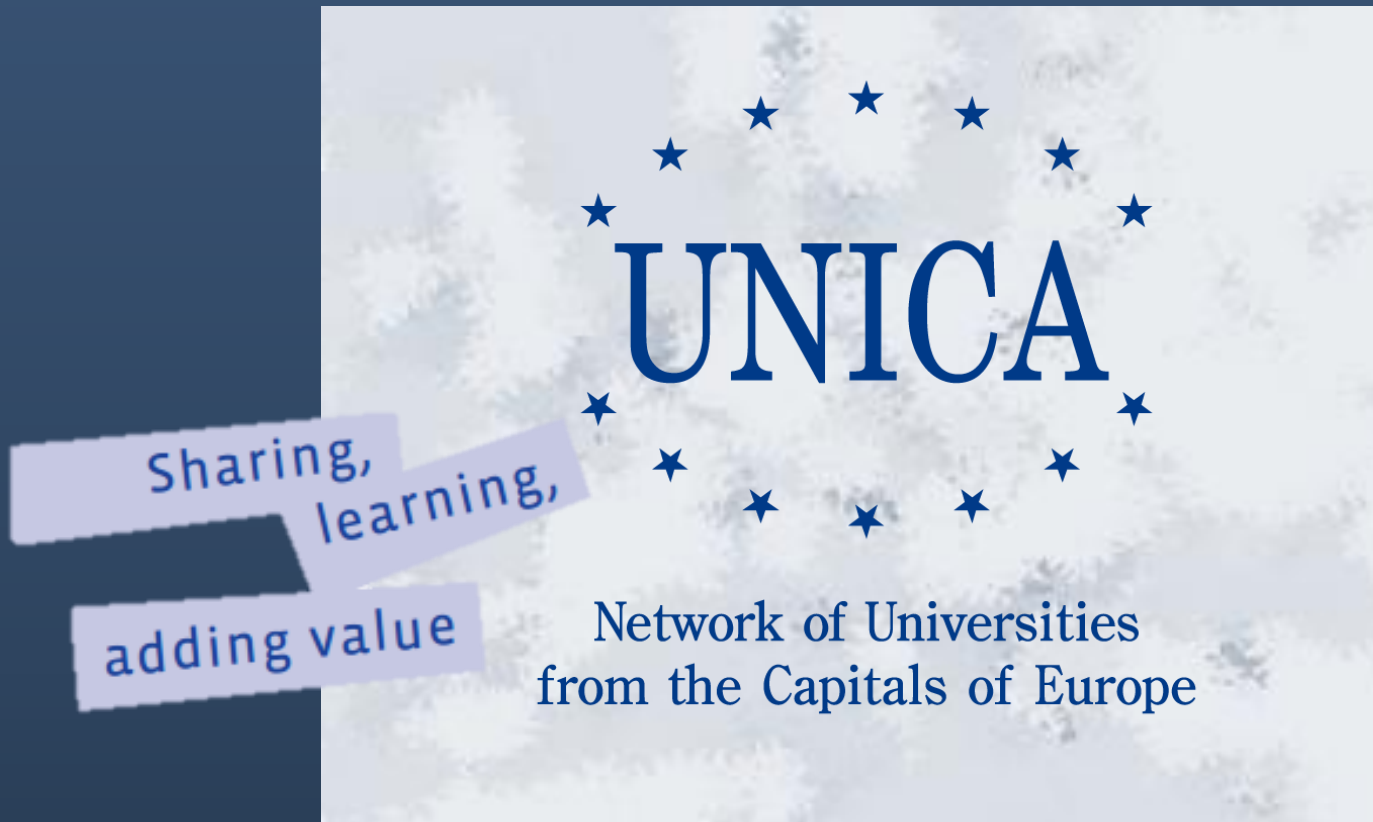


*No country borders will exist for me when I'm looking for a job after my studies. I think of Europe as of **one big ocean of opportunities**.  
**Marta***



# Questions?





*Thank you for listening!*

**[www.unica-network.eu](http://www.unica-network.eu)**