

id	uuid	program_type	topic	order	question	answer
1		All	General	1	To which targets are your Career Plan courses addressed?	We address our Career Plan courses modules to the following targets: 1 - Bachelor graduated students interested to know about business automation discipline. 2 - Master students that want to focus his professional development on business automation. 3 - Freelance professionals in active in business automation projects. 4 - Employees involved in in the implementation of business automation solutions in their companies.
2		All	General	1	What are the main distinctive features of your Career Plan modules?	These are the main distinctive features of our Career Plan modules: 1 - Learning by doing methodology with many exercises, practices and real production projects. 2 - Use of advanced management tools and agile project management methodologies. 3 - Continuous coaching and supervision with periodic tests and exams designed to control the progresses of the intern / trainee. 4 - Flexibility in combination of remote, presental and mixed modalities with full-time or part-time dedication and the possibility to start a new module at any time. 4 - Use of advantaged disruptive technology. 5 - Some of the tools that we use are created by proceedit. They cannot be learned from other sites or platforms. 6 - Our Career Plan courses are required steps to prepare our interns / trainees for working and incorporation into our company.
3		All	General	1	What is the difference among WMA, AIA and RPA career specialty programs?	WMA, AIA and RPA specialty programs all have some points in common (applications development) but they are different in purpose referring to the applications developed: - WMA or Web and Mobile Applications refers to applications that can be implemented and served for general purposes connected or not with business process automation solutions, for instance: dyTAB, dyBOX ... and used by means of different devices like laptops, mobile phones and tablets. - AIA or Artificial Intelligence Applications, refers to applications, connected or not with business process automation solutions, that are based on Artificial Intelligence (AI) technologies like, for instance, machine learning, deep learning, natural language processing ... - RPA or Robot Process Automation refers to applications that can be called robots, in other words, serving automated BPM process tasks and in our case fully integrated on the dyPAS (dynamic Process Application Server) framework. All the above application types are widely used in any functional area, type of industry and potentially by any organization size or origin region. The reason to separate these three specialty programs in different specialties is that they use different basic technologies and trainees can be more attracted by one or another specialty if they are separated. You can find here below additional information on the above topics: - Mobile Applications: https://www.techopedia.com/definition/2953/mobile-application-mobile-app - Web Applications: https://searchsoftwarequality.techtarget.com/definition/Web-application-Web-app (only the introduction part) - Artificial Intelligence Applications: https://medium.com/@andrei.klubnikin/top-4-applications-of-artificial-intelligence-in-business-7804e3cf9bf0 - Robot Process Automation: https://enterpriseproject.com/article/2019/5/rpa-robotic-process-automation-how-explain
4		All	General	1	What is the main aim of this BPM-RPA-AI career plan you are organizing?	The main aim of our BPM-RPA-AI career plan is to be the support for the creation and maintenance of a wide community with common interests to boost the proceedit project having a common methodological and technical language based on dyPAS (dynamic Process Application Server), with the final picture in mind to be able to develop a good, structured and attractive career plan to help to the professional development of the participants and to engage students, freelancers and consultant companies to be part and take profit of our ecosystem while helping proceedit project growing in benefit of the community.
5		All	General	1	What is your experience in BPM-RPA-AI training programs?	For the last 2 years, our learning-by-doing training programs have already been followed by more than 50 trainees coming from many different countries (Armenia, Azerbaijan, Egypt, France, Germany, Greece, India, Ireland, Lebanon, Libya, Mexico, Nigeria, Pakistan, Poland, Portugal, Russia, Spain, Sudan, Tunisia, Turkey, Ukraine, USA, Vietnam, Venezuela ...).
6		All	General	1	Your career plan program, is it an education or internship program?	Our career plan on BPM-RPA-AI business process automation solutions development can be both: it is an education program although not regulated and then without official value, but it can also be considered as an internship program (paid and not paid depending on the level) since we can establish an agreement with the school or the university where the participant is enrolled in a course that requires an in-company internships or end-of-career projects that can be carried out within a company. At that respect, in fact, most of our trainees follow the Intro and Basic level of our career plan under the umbrella of the Erasmus program.
7		All	Paperwork	1	Will the company provide liability insurance for the time I will do my internship?	No, we won't providing any insurance.
8		All	Content	2	I am particularly interested in Machine learning and Data jobs but I am curious about your programme and I would like to try it to find out if I am interested	Referring to your particular areas of interest, just a comment, business process automation is a huge source of very detailed and useful operating data for any company. That's why process data mining, its analysis and the implementation of the corresponding reactive actions will be one the biggest applications for technologies like big data, analytics, AI and machine learning. We have future plans to work on this areas being our main interest to develop process real-time automatic optimization technologies by using the different technologies mentioned before.
9		All	Content	2	I have heard that as part of the training program you are assigning rotary roles task to the trainees. Can you explain how that is working?	This is a new experience we are implementing in our training program modules. For each training module (150 hours) each trainee is choosing 3 different roles. We will be progressively assigning randomly selected rotary tasks to trainees as part of the training program, to configure dynamic contents. In principle, each module has 20 % of the time (30 hours) dedicated to perform rotary role tasks. Assigned tasks are as much as possible related to the rotary roles chosen by the trainee for each module. This dynamic task assignment give the trainee the possibility to be involved in different matters covering a wide spectre of organization activities.
10		All	Content	2	I'm not totally sure if that training program is suitable to me and if it would be profitable for my professional career development. Can be given to me more detailed information about the internship program before starting the internship?	Yes, of course. Please, have a look into the documents in this folder: https://drive.google.com/open?id=1OjbgQCWYkNaW5ZzbbjX4w8ESLkoOdKO This folder contains all the information that is now available to new internship candidates. Once you have read please tell us what other points would you suggest to add there.
11		All	Content	2	I've seen many acronyms in the documentation you provide about your Career Plan. Do you have available a glossary that could help me to better understand what are you talking about?	Yes, of course, you can find a glossary here. Don't hesitate to propose us new topics to be covered by the glossary.
12		All	Content	2	Is the Career plan regarding the full-stack development?	Yes and no, it depends on the previous skills and the willingness of the candidate. The application of our technology to develop a new process class is essentially a zero-code and then a non-programming job. Our processes are mainly created by configuration, following relatively simple and common sense rules that everybody can understand after a training period and with some practice. Therefore, the most important skills required to develop with success a new process class with our technology are two: 1) to have business knowledge in the particular area the process to be automated is related with and 2) common sense. Nevertheless, when we have to interact with other applications like ERPs, CRMs, SCMs, databases, services, APIs ... or to perform automatic tasks, we have to develop the corresponding integration and automation tools, what we call dyBOTs (dynamic robots) and dyCONs (dynamic connectors) servicing different entity-action methods. For that development, yes, programming skills are required. In addition to that, we are continuously adding new functionalities to our dyPAS platform and that also requires analysis and programming capabilities. We have specific specialty training programs designed for those of our trainees that after the first BPM-RPA-AI business process automation solution training program would like to focus on programming work.
13		All	Content	2	What is the difference between unpaid internship / paid trainingships?	Just to clarify we don't pay any financial compensation to our interns, thesis does nor trainees. Interns and thesis does don't have to pay us to follow the internship / thesiship. Trainees must pay academic fees.

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14		All	Content	2	Can you explain the differences between your different Career Plan paths? How can I know what the proceedit interships, thesiships and trainingships are about?	You can check the differences among our three Career Plan paths and have details about the Programs and Projects the different learners can be involved in the following documents: https://drive.google.com/open?id=1CaBhJz9Y4CaUMej3QIsDVe5vA3nIS8vh https://drive.google.com/open?id=1wMqO2Gn8P6PEuPjOjC9q7BCW-7rFzD7 https://drive.google.com/open?id=13iCWsmYBt4ZSkxzwnK3iSxDlejW50LIS Our training courses can be explored and contracted in this store: https://proceeditacademy.podia.com/ As additional information you can see differences between our training courses and the typical online courses in the following document: https://drive.google.com/open?id=1V8_b6vqxhqNlbgqxuLtaybZ-PAdd9N
15		All	Content	2	Will it be possible to get a description of the positions your are offering?	Yes, sure, yucan find it in the call document we are regularly publishing to invite possible candidates to our different Career Plan paths: https://drive.google.com/open?id=1jadVvNqC-X5c7Xdf0E14ZUj88D8yZhr .
16		All	Suitability	3	I'm a student not studying in any of the computer departments. I'm wondering if may I have difficulties following the Career Plan. In other words, the question "Is my department (Business and Marketing Management) suitable for this internship program?"	Our technology and methodology is oriented to allow that any type of possible users being techies or business guys can work with it. In some areas of BPM-RPA-AI business process automation techy guys will have advantages and in some others business guys will have less difficulties. The main target of the Career Plan methodology is to permit to everybody to gain enough missing skills to be capable of developing process classes from scratch. We have already experiences of non-techy guys having no previous experience at all with computers of programming having been capable of developing his own process class. As we understand that you can still have some doubts if you will be in the position to successfully complete the course, we offer you the possibility to course remotely the first chapter (30 hours) of the Career Plan Intro level Module free of charge, as a way to better know what the Career Plan is about before to take a decision.
17		All	Suitability	3	Do you accept students from UK EUROPE and International?	Yes, of course. We have had and are having experiences with students coming from: Armenia, Azerbaijan, Egypt, France, Germany, Greece, Hungary, India, Ireland, Kyrgyzstan, Latvia, Lebanon, Libya, Mexico, Nigeria, Poland, Portugal, Pakistan, Russia, Spain, Sudan, Tunisia, Turkey, Ukraine, USA, Vietnam, Venezuela ...
18		All	Program	5	Can you explain the difference between the Career Plan and the trainingship, internship and thesiship programs? This terminology is a little bit confusing to me.	Yes sure, it is important to distinguish the Career Plan form the trainingship, internship and thesiship program. To participate in any of the trainingship, internship and thesiship programs are different ways to participate and progress in the proceedit Career Plan. You can have a look to the different programs we have established in this link: https://docs.google.com/spreadsheets/d/1R8v1wUjJSL1m6hjLO1ImjARweIFWxVnuReoi3iWlLc/edit#gid=0&range=1-24 The Career Plan is a customised way to progres on the development of your skills. We have 20+ different thematic programs that you can follow under the umbrella of the Career Plan and that you can combine to build your own Career Plan adapted to your current skills and you wills. Any of the programs can be followed on different modes as a trainee, intern or thesis doer called respectively: trainingship, internship and thesiship programs. You can find the differences among the three program modes in this link: https://drive.google.com/open?id=1Wg9nOHnNqBCF5c40Yb9hUaWMyVagQF9NsVEEUoXrVl
19		All	Program	5	I would like to know that do you have an internship program related to Finance field?	Yes, sure, we have a training program related with financials. You can check the current training program list in this link: https://drive.google.com/open?id=1R8v1wUjJSL1m6hjLO1ImjARweIFWxVnuReoi3iWlLc Those programa are followed by the studnts enrolled in our trainingship programs submitted to the payment of the correspondng academic fees. But you have to take in account that in the internship mode, which is free of charge, you are following a training plan but participating in one or more projects that in principle we try that they will be related with you areas of interest, and yes, we laso projects related with the financial area.
20		All	Operative	6	And what are my screenshots of to-do tasks for?	To know if you have created the ToDo list by following the instructions in: https://proceedit.atlassian.net/wiki/spaces/JIRA/pages/8486926/How+to+create+personal+ToDo+filter+for+Jira+tasks And to know if you are using it correctly as indicated in: https://proceedit.atlassian.net/wiki/spaces/WEL/pages/244842497/Jira+rules+and+common+mistakes https://proceedit.atlassian.net/wiki/spaces/JIRA/blog/2018/01/15/5079041/Good+practices+when+using+Jira https://proceedit.atlassian.net/wiki/spaces/BTP/pages/777682981/XXX-Intro-01+Task+0.2+Training+on+Jira+use The ToDo filter is helpful because you can also filter your tasks by its Due Date. That's why I am also asking for each trainee to set the due dates correctly.
21		All	Operative	6	Can a trainee combine training courses and learning by practice modules of different career specialty programs?	Yes, this is the idea. Each learning by practice module will have some prerequisites (certain level on a certain skill, some learning by practice modules done before ...) but aside from that, every trainee will have the possibility to combine training courses and learning by practice modules to its specific interests. This particular point has been taken into account when designing the procedures to support the BPM-RPA-AI career plan.
22		All	Operative	6	Can I continue my program remotely from a different country if my internship doesn't catch up for any reason?	Yes sure, you can continue your training program remotely any time.
23		All	Operative	6	Can I continue the internship remotely for a master from a different city after I finish my 450-hour course and my internship ends?	Yes sure, no problem on that.
24		All	Operative	6	Can one person be able to achieve all 6 career specialty programs with the Master level?	Yes, of course, is just a question of more dedication.
25		All	Operative	6	Do I present these screenshots at the end of my internship?	The screenshots are to be attached to the task that I will assign to you tomorrow. I just want to see something like this: image.png
26		All	Operative	6	How long is the Intro level training program lasting?	The Intro level of our BPM-RPA-AI Career plan is designed to be done in 450 hours, which means around 3 months time when coursed on a full-time basis or 6 months time when coursed on a half-time basis, with flexible dedication and not necessarily presentially.
27		All	Operative	6	I will move to another country where I live so I am wondering if it is possible sometimes to travel and work from another place :)	Yes, of course, all he contents of the different modules of our Career plan are designed to be followed on-line and then remotely. You can work at anytime and anywhere provide that you have your laptop and a good connection to Internet.
28		All	Operative	6	If I follow the Career plan remotely, how can you know if I'm progressing adequately?	We have many mechanisms available to follow your progress and to help you to obtain the maximum profit of your time and your money. Apart from many tests and practices that we evaluate we check and give feedback to your activities so you will have information about your progress with the Comments and Logs you will be continuously recording in your Jira tasks.
29		All	Operative	6	Is there any possibility to sometimes follow the training program remotely and not always come to your office?	Yes, of course, it is possible to work remotely. However, it is recommendable to come to the office, at least 20 hours a week, in order to be able to solve doubts faster and to do things quicker and more effectively.
30		All	Operative	6	Once initiated a training module, can I change my level of decision and stop the course to continue it later one?	Yes, sure, you have the maximum flexibility to adapt your dedication to the Career plan according to your changing availability. Just inform us in advance in order to take it in account.
31		All	Operative	6	Seeing how the different "career specialty programs" are formed, is it possible for me, for example, to course the WMA specialty program as well as the BPM one?	Yes, of course, trainees participating in the BPM-RPA-AI career plan can configure his / her training courses and learning by practice modules according to his / her interests but respecting some prerequisites needed for coursing each learning by practice module.
32		All	Operative	6	Since I live in Barcelona, I would like to ask about to what extent it is important and beneficial to attend face to face workshop sessions, ie what would I be doing during those sessions, how frequent are they if there is a fixed schedule, and for how long am I allowed to be present.	As you know, working presential face to face is much more efficient than just remotely, working alone with some connections via Hangout time to time. We have two working sessions per week at a fix schedule but you can come to the office whenever you want. We are operative on Barcelona working days from 8:00 AM to 8:00 PM. We are located at carrer dels Caponata 13, atic. 4ª: https://www.google.com/search?q=carrer+dels+caponata+13&oq=carrer+dels+caponata+13+&qs=chrome..69i57j69i61j0.10459j1j7&sourceid=chrome&ie=UTF-8# Apart of the scheduled workshop sessions, being presentilly in the office or remotely, you can ask for support at any time, of course.
33		All	Operative	6	Then if I fail the final exam for any reasons, can I do it again?	Redo the tasks corresponding to the failed questions and redo the exam.
34		All	Operative	6	When can I start a course module?	All the courses modules of our BPM-RPA-AI Career plan are continuous non-stop learning-by-doing programs, which means that you can initiate them whenever you are ready.

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35		All	Operative	6	Will at least 20 hours per week be counted based on my timesheet (my logged time)?	Yes, based in your logged time spent as seen in the Jira Timesheet report.
36		All	Operative	6	I've read some information on shift timings and I wanted to ask does it also apply to people working remotely?	No, it applies only to interns working presentially.
37		Internship	Operative	6	What is stated in your Erasmus internship call is that the minimum duration of your internship is 6 months but I will apply for an Erasmus period of 3 months because this is the maximum period I can get from my university. What to do in my case? I'm still available to apply for your internship?	We will try to clarify you our duration policy for Erasmus internship. As it is stated in our Erasmus calls, effectively, 6 months is the minimum duration of our internships and you have to do a minimum of 450 hours although there is no upper limit in time nor in effort. If you have only 3 months covered by your Erasmus grant, you have to start your internship in advance on a remote modality and work remotely for a minimum period of 3 months and, for at least 50 hours per month, in total 150 hours before to come to Barcelona to follow your presently period. Erasmus will be cancelled if after this 3 months period working remotely before to come to Barcelona you have not done a minimum of 150 hours. This provision is to ensure that you will be capable to fulfill the minimum 450 hours requirement at the end of your presently period. Be aware that we will never sign the Erasmus documents without you having done the minimum of 450 hours.
38		Internship	Operative	6	I've heard that your office is close 3 weeks in August. As I'll come for a summer internship, does it means that I will lost three weeks of my internship? How will I will be able to justify these three weeks not being presently in the office?	Not at all, being the office close doesn't means that you will not have support from our part. Our systems will be still active and our coaches will take care of you remotely by chat / hangout sessions. The only provision is that you have to begin your internship at least one month in advance in order to be sure that you have learn the basic procedures and be trained on the basic technologies / methodologies you will have to use during the rest of your internship and that is better to always on a face to face modality. Provide it is done on the way we have described you will have no problem on obtaining your Erasmus certificates once reached the minimum period of 6 month / 450 hours work done.
39		Training	Operative	6	I check your training courses on Podia but I didn't get a point. Let's assume that a person buys one of these courses and then what happens? I mean , how I will be able to follow the courses?	Podia is just a showroom of our courses and a marketplace where to buy the courses but as we don't provide just online courses but with a much more complicated methodology where comments, attachments, time logging, interaction with supervisors and colleagues, workshops and continuous personalized one-to-one support and coaching is a key factor, the delivery is done via the assignment of Jira tasks. In other words, following our courses it is not just downloading a content and do a test as online courses are but a real work on a professional environment doing real projects to be deployed at production level.
40		All	Operative	6	Sorry, could you please let me know what do you mean by remote work ? How can I work remotely and about what?	Through Internet from home and by doing exactly the same task that you will do presently with continuous coaching and supervision via chat and Hangouts sessions.
41		All	Operative	6	What do you mean by working remotely? Where will I work from? Can you explain? Don't I have to be living in Barcelona during your internship or thesisships?	You will work in your current location at home, in a library, internet cafe or wherever by using Internet and maintaining coaching sessions via Hangouts. For the remote work period you don't have to live in Barcelona. Nevertheless, normally Erasmus grant is conditioned to move to another country but this would apply only, if that would be the case (you have to check your Erasmus grant conditions) for the Erasmus granted internship period.
42		All	Operative	6	Yes, I am interested in your internship offer. But is it possible to explain how the remote work will be undertaken?	As I've mentioned, we are using Jira tool for communicating, delegating tasks and working in a team. We are also making Hangout meetings to communicate.
43		All	Operative	6	If I have a question while trying to my assigned tasks, can I ask you? And if yes, I need to ask by email?	We are continuously monitoring the Jira tasks you are doing. If you have any doubt, just use the Comment section in your Jira task and write down your question there. We will answer you asap. Emailing is not necessary and just creating noise and extra work to our supervisors.
44		All	Duration	8	I think my Erasmus grant is less than 6 months but our internships and thesisship have a minimum duration of 6 months. How can I solve this problem?	No problem, you can always work remotely before to start your Erasmus program period in order to cover the full proceedit internship or thesiship period of 6 months. For us the rules are that we sign Erasmus internship after mobility documents once the intern has completed at least a 6 months internship and a minimum dedication of 450 hours and this is independent from the internship period granted by the Erasmus program. Then, as commented above, incase your Erasmus grant is for less than six months you should work remotely in advance to cover the minimum duration and dedication indicated above at the end of your granted Erasmus period.
45		All	Dedication	9	Can I do an Erasmus internship with a longer dedication than the indicated minimum of 450 hours?	Yes, of course, 450 hours is the minimum dedication to get Erasmus during and after mobility certificates but you can extend the internship in terms of dedication and duration as long as you want.
46		All	Dedication	9	For the indicated hours requirement for each Career plan level, is the number of hours really what is required or is it the added value I should be getting? I believe there would be candidates of different levels and some would be capable of achieving faster than others, not that I classify myself in any category of the two.	That's a very good question. Business process automation is a very specific area of knowledge where a very wide combination of skills is required to be successful but, in our opinion, the two most important ones are business knowledge and common sense. The training program is designed to give the trainees the basic elements to be able to build her / his first BPM-RPA-AI process class from scratch by using our zero-code > non-programming technology. This can be considered as full added value due to the fact that, most probably, for all the trainees, the program content will be a new area of knowledge. As no programming but only configuration is involved, no previous technical knowledge is strictly required but, of course, convenient to better understand the full picture. By the other side, our methodology is essentially learning by doing and this aspect reinforces the idea that what you'll do in the program is more important that the previous technical background you could have. The progress of each trainee is measured by objective tools (tests), practices and the final project to build her / his process class. Of course, other more subjective things as attitude, motivation, collaboration spirit, communication skills ... are taken in account.
47		All	Dedication	9	What is the required dedication and time schedule for a part time presentially modality?	For working on a part-time modality the recommended dedication will be around a 20 - 25 hours a week. Since a lot of trainees are regularly coming to Barcelona, we are organizing two shifts, one in the morning and one in the afternoon. You will receive your assignment before coming to Barcelona.
48		All	Dedication	9	What will be the minimum numbers of hours per week I will have to dedicate to course the Career Plan?	The minimum number of hours per week you will have to work in order to fulfill the minimum requirements to pass the training program relates with the number of weeks of your enrollment. For instance, if you are going to course the Intro level (450 hours) in 20 weeks then: 450 hours / 20 weeks = 22.5 hours / week.
49		Internship	Dedication	9	Can you please, explain how can I fulfill your requirement of a 6 months minimum duration of your internships if I have only granted a 3 months Erasmus internship?	Yes, of course. Our internship last always a minimum of 6 months and a minimum dedication of 450 hours. If you plan to be on place only for 3 months, in order to be sure that you will be a minimum of 6 months involved in the internship, you have to begin 3 months in advance remotely, with a minimum dedication of 50 hours per month when you work remotely (this is 12 hours per week that is not really so much if you are interested on the internship). In that case, when you will do 3 months remotely plus additional 3 months presently, when you will arrive to Barcelona you have already done 150 hours and the rest of the time (100 hours per month) will be very effective but still having free time to enjoy the city. The same applies when you can do, for instance, 4 months presently but adjusting the minimum dedication, in that case 2 months minimum remotely (100 hours in total) and 350 hours presently.
50		Internship	Dedication	9	Can I do a longer internship, for instance, with a 12 months duration?	When we talk about about 6 months / 450 hours internship, this is the minimum duration / dedication but you can do whatever you want in top of these minimums. We have to highlight the scholarship grant mechanism we will apply you as intern or thesis doer. By this mechanism you will get for free 1 hour of any proceedit course scholarship grant for each 3 hours done in the internship or thesiship period. With this scholarship grant they you be able to buy any of the training courses we have in our learning-by-doing courses offer in our proceedit Academy. This is managed with a coupons mechanism that you can apply when you are going to buy one of courses through our different marketplaces, for instance, form Podia at this link: https://proceeditacademy.podia.com/
51		All	Evaluation	11	How will you evaluate my progress and results as a trainee and what recognition that will have and therefore impact for my career?	That's a good question. Continuous evaluation and recognition is a strong point of our Career Plan. We use Task Management (Jira) technology that permit us to follow the activity of the trainees in real-time. We know everything, work done, efforts done, time logged, stoppers found, new things learned, contributions made, results of the tests and exams ...and that all together configure a score for each trainee for each Career Plan Module coursed. Our evaluation methodology is based on three parameters: accumulate of hours dedicated to the Career Plan, average score obtained in the different Career Plan Modules coursed and a dynamic ranking obtained ordering the trainees according to a performance index which is obtained by multiplying the accumulated hours by the current average score he / she has obtained. These information (accumulated hours, current average score and dynamic ranking) is public and reflected on the certificate that our trainees are receiving after completing each Career Plan Module and Level and ensures a total transparency on the evaluation system we are applying. We resume the efforts and the qualification received by each trainee by giving them "Stars". Each Star corresponds to 900 dedication hours once having being corrected by multiplying the accumulated efforts of the trainee by its average current score. The number of Stars obtained is a good signal of the capacities having been acquired by the trainee on his specialty and therefore a good asset for the trainee to be considered by future employers.

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52		All	Thesis	12	I would like to know if there is any possibility for me to do a thesis in the company.	<p>Yes, of course, we will be very glad that you could do your thesis with us.</p> <p>We have to know what topic are you thinking about to do the thesis. We can also suggest some topics to you but, for that, we need some additional information from your side:</p> <ul style="list-style-type: none"> - Can you work on any topic you want in your thesis or the topic has to be suggested by your tutor or just approved by him / her? - Do you have any specific area of technology that you are interested in? - Please, describe what type of projects had you done during your past studies. - What are the technologies / specialties that you dominate / enjoy to work with the most right now? - How much effort will be able to dedicate to the thesis. - When would you have to end the thesis by? - What is the specialty domain of your thesis tutor at your university? <p>It is important that you send us an email with the answers to the above questions attaching your expanded updated CV.</p>
53		All	Tools	13	Do I have to bring my laptop to follow the training program presental?	Yes, you shall bring your own laptop (you need 8 GB RAM minimum) and have Microsoft Office and Visual Studio Professional 2017 installed. If you don't have the professional version you can download it form a proceedit's account.
54		All	Tools	13	What do I need to follow the course remotely?	All you need is a powerful laptop and a good, high band and stable connection to Internet. Your IP must be static.
55		All	Selection	14	Can you explain the selection steps I would have to follow to be admitted in the Career Plan?	<p>Essentially, the selection process is composed by three steps:</p> <ol style="list-style-type: none"> 1 - A remote informative session. 2 - An online test. 3 - A remote interview. 4 - To course remotely the first chapter (30 hours) of the Intro level.
56		All	Selection	14	What is the remote informative session about?	Is a meeting where we introduce the whole structure of the Career Plan, explain what each specialty is about, then explain the contents of the Intro Course Level which is exactly the same for all the Career Plan specialties. You will not really "enrolling" yet but just knowing more of what we are offering hto help you to understand a little bit more about the Career Plan.
57		All	Selection	14	What is the remote interview about?	If the candidate passes the selection test, we proceed to the last selection step, the remote interview. This interview will consist of: Competency-based questions, Academic interests and motivations, Skills and suitability for the internship, Knowledge of proceedit, it's industry and your reasons for wanting to do the career program. This is one way of knowing more about the trainee to see if he or she is a great candidate.
58		All	Selection	14	What is the selection test about?	If after the remote informative session you are still interested on participating on the our Career Plan, we send an email indicating that we will proceed to the evaluation. Attached to the email you will receive instructions on how to proceed with the revision of the content of our website and an access to an online test where we will be able to verify the knowledge you have acquired about proceedit business.
59		All	Selection	14	What are your requirements to get selected for your interships?	<p>We have a three steps selection procedure:</p> <ol style="list-style-type: none"> 1 - Questionnaire. https://forms.gle/zmFZxmVefSHuqc649 2 - Interview. 3 - Perform a set of preparatory tasks.
60		All	Selection	14	When can I start my internship or theshishp?	Our internships, theshishps and traineeships are continuous. You can enroll whenever you want.
61		All	Selection	14	What is the ending date to apply for your interships, theshishps and trainingships?	Our internships, theshishps and traineeships are continuous. There is no closing date, you can apply whenever you want.
62		All	Benefits	15	Can you explain what this training program will affect to business, economics and marketing students after achieving 3 levels?	<p>By one side, in the fourth level of the Career Plan trainees can be enrolled as paid internships. Retribution at this level is based on the number of hours worked each month. There is a retribution module applied to 150 hours per months worked, what we call the "standard month". The amount of this retribution module depends on the qualification of the trainee and on the modality the trainee is following the training course, remote or presentally. It ranges from 100 to 400 dyCOINs per month equivalent to 120 - 480 € or 140 - 560 USD per month. In the next levels this retribution amount is progressively increased.</p> <p>By the other side, trainees of any specialty will have obtained substantial and profitable experiences after having coursed his / her Carer Plan that, for sure, will have boost his professional and personal assets.</p>
63		All	Benefits	15	What are the main benefits of you Career Plan?	<p>Our BPM-RPA-AI internship programs are specially oriented to provide trainees with a very practical knowledge and experience by:</p> <ul style="list-style-type: none"> - Work with us presentally, remotely from anywhere / anytime or in a mixed modality. - Flexible part / full time working schedule. - A very broad spread of attractive tasks and assignments managed by Jira. - Bright prospects for career development. - For techie guys, formation in advanced frontend, backend, database, integration, robotics, AI, ML, DL and analytical state-of-the-art technologies for real applications going in production. - For business guys, formation on financing, marketing, sales, operation and project management. - For social guys, formation on social media, content design and community management. - Possibility to develop the final course degree project for your academic institution as part of the training / internship period. - Compatible with the realization of your master thesis. - Possibility to extend the initial internship / training periods by participating in our wide offer of Career Plan training modules. - Obtaining real working experience in discovering, analysis, programming, design, development, customization, integration, testing, deployment, servicing, optimization, team leading, project management, user support and maintenance (operative, corrective and evolutive), and in finance, promotion, marketing and sales areas. - Integration in a very dynamic, young, multinational growing team with a healthy spirit and flat hierarchies that celebrates successes and overcome difficulties together. - If you work on the community or business units, you can obtain real hands on experience on marketing and business development of high-level worldwide applicable technological applications.
64		All	Benefits	15	What is the potential of Business automation market for me as a future professional on this area?	<p>Roughly speaking, there are around 100.000 different business process automation solution classes identified worldwide (5 to 10 K for each main business sector or industry) with approximately 21 million organizations worldwide (private and governmental with 50+ employees) being potential customers for these products, and affecting around 2.4 Billion employees.</p> <p>These figures mean that this market has no future growing limits (market estimations expect a growing factor higher than 20 % per year).</p> <p>Based on the above factors, a huge growing market combined with the availability of a new disruptive technology, we think working on this IT business sector represents a big challenge and a very exciting career opportunity for undergraduate, graduate and young professionals, not only with technical skills but also willing to work on business administration, marketing, sales, operations ... areas.</p>
65		All	Employe	16	I'm very interested on working with you, is there any possibility on having a paid internship or job in your company right now?	<p>We have many petitions to work with us. For that reason, we have establish a Career plan that all our candidates must follow before be electable for a paid position in our company.</p> <p>By the moment, all we can offer to you is to participate in our Intro and Basic levels of our Career plan.</p> <p>Depending on your progresses and how our company business will evolve in the near future we perhaps could allocate you in paid internship period once completed both the Intro and the Basic levels and step by step to form part of our staff but I can't promise you nothing at that time.</p>
66		All	Employe	16	Is there a chance to become an employee once the training is over?	<p>Yes, sure, this is the idea. We will need to enrol many designers, programmers, developers, analysts, architects, consultants, service agents and business promoters that will be hired from the people who will course satisfactorily the training program.</p> <p>You can easily imagine that as we are investing a lot of effort, time and money on our trainees, we are really very interested on their continuity in our team.</p>
67		All	Employe	16	Would I be able to get a response for a paid internship application with you before finishing the second level (Basic) of he Career plan?	<p>Follow the first two levels (Intro and Basic) of our Carer plan is not automatically giving you access to follow later on a paid internship with us because we don't know now our future requirements but of course, we can answer you in one or another sense at around 2 / 3 of completion of Basic level of our Career plan.</p> <p>There is no problem at all that you begin the Intro level just to know / confirm if that what we are offering you could be of your interest.</p>
68		All	Compensa	17	Will I receive a payment for this first three - six months Intro and Basic level training program?	No, you will not receive a cash payment during the internship for the Intro and Basic levels our Career plan, but you will gain on very practical skills that will allow you to be a professional in a growing and very specialized area of the IT business, apart of having the possibility to continue collaborating with us on a paid internship or on a freelancer / agent / management staff paid job.
69		All	Prerequisit	18	Is any Spanish knowledge required throughout the career plan?	Not at all. The official proceedit language is English and all materials and activities related to Career Plan is done in English.

id	uuid	program_type	topic	order	question	answer
70		All	Prerequisite	18	What academic specialties do you think are the most adequate to obtain the best profit of your courses?	The following specialties: - For technical courses: Information & Computing sciences, Telecommunications, Engineering, Physics, Mathematics, Statistics ... - For business courses: Business Administration, Marketing, Law, Six Sigma, Lean Management ... - For social courses: Public Relations, Art & Design, Communication, Linguistics, Philosophy ...
71		All	Prerequisite	18	What is the minimum level of English that I need?	B2
72		All	Prerequisite	18	What prerequisites do you apply to course one of yours Career Plan modules:	We apply the following prerequisites to course a Career Plan module: 1 - Coursing last course or having coursed a Bachelor degree or coursing or having coursed a Master degree. 2 - Coursing or having coursed technical, business or social specialties. 3 - English B2 level 4 - 3 months duration minimum when working full time. 5 - Some knowledge on programming languages is recommended, although it is not mandatory, except for the course modules related with the lab unit. 6 - We are not necessarily requiring previous working experience although some user experience with enterprise automation applications is recommended. 7 - To course a module 2 of any Career Plan course it is required having coursed the module 1 of the corresponding course. 8 - To course a module 3 of any Career Plan course it is required having coursed the module 2 of the corresponding course.
73		Internship	Erasmus	19	Can I do an internship in proceedit under the Erasmus program umbrella?	Yes, of course, but you have to take in account the following important rules we apply with Erasmus internships: 1 - A regular work of minimum 20 hours per week is strictly required, sustained every week during the internship period. 2 - For interns following a presentially internship, the minimum of 20 hours per week must done presentially in our office in Barcelona.. 3 - Interns not fulfilling the above condition will be expulsed of the internship and they will not receive the Erasmus during and after mobility certificates. 4 - We will sign during and after mobility certificates only when the 450 hours dedication will be achieved by the intern, not before. Be sure to have understood the above conditions before enrolling with us. Take in account that not receiving the Erasmus mobility certificate will create you serious troubles with the Erasmus administration (you will have to give back the money received).
74		Internship	Erasmus	19	Can you send me spanish training agreement? Because spain embassy ask me.	We don't translate the training agreement because it is not our document and it is signed by three parts which means the translation will have no value. If you want you can create an unofficial translated document by working out with Google translator.
75		Internship	Erasmus	19	Do I have to pay any fee to follow an internship or thesiship in your company being an Erasmus student?	Of course no. Being an Erasmus student recruited via the Erasmus web page you don't have to pay any fee to follow an internship or thesiship program with us.
76		Internship	Erasmus	19	My school is asking me to deliver the Erasmus after mobility certificate in 2 weeks at the end of the internship. When can I get it?	We sign after mobility certificates as soon as the intern or the thesis doer tell us to do and provide us with the corresponding filled form. Conditions to obtain the certificate are: - Having completed the internship period with a minimum duration of 6 months this independently of the duration of the granted Erasmus internship duration. - Having worked a minimum of 450 hours during the internship. - Having performed a minimum of 50 hours per month when working remotely and 75 hours per month when working presently. - Having performed a minimum of 12 hours per week when working remotely and 18 hours per week when working presently. - Having successfully performed the tasks assigned during the internship or thesiship.
77		All	Erasmus	19	My university usually ask students to bring an acceptance letter in order to provide any kind of documents for Erasmus internship. Will you provide this acceptance letter?	Yes, sure this is the normal practice for all our interns, thesis doers and trainees that are enrolled via any of our programs.they receive an acceptance letter once they have completed with success the selection process steps.
78		All	Erasmus	19	If I have obtained an Erasmus grant can I opt to follow a trainingship program?	No, the trainingship programs are not compatible with the participation on the Erasmus program because one of the Erasmus rules is that applies to a free internships programs. Our trainingship programs are not free, trainees must pay the academic fees, that's why the incompatibility arises with the Erasmus program.
79		Internship	Erasmus	19	Let's assume that a student from Erasmus applies to a free internship program then what type of Career Plan he / she will follow? I mean, what type of work are you going to assign him / her?	A Career Plan can be any combination of internships, thesiships and trainingships. In internships and thesiship, students are doing tasks belonging to projects. In trainingship students are following lessons belonging to programs in an 80 % of the time and the rest of the time they are doing tasks belonging to projects. There is no a "regular" Career Plan but a customised plan for each student. Courses and Projects are related to Programs and that's the way to configure each own customised Career Plan, choosing on which Programs to work. You can have a look on the currently established programs in this link: https://drive.google.com/open?id=1R8v1vwUjJSL1m6hJL011mjARweiFWxVnuReoi3IWILc
80		Internship	Erasmus	19	Hey! Thanks for considering me. While I fill that up, I have a small query; if I work full time presentially, that's 150 hours per month, then can I complete the internship within 3 months? Because right now the Google form says that minimum is 6 months is required (which is not possible for me given that I am actively enrolled in Bachelor's program and will only get maximum of 3 months holidays this summer).	The Erasmus internship can be 3 months but our internship is 6 months minimum. You can work remotely in advance for 3 months before to come to Barcelona to do the presently part of your internship.
81		Training	Fees	20	Do you have any money back guarantee?	As for all our products and services you have a 30 days money back guarantee. We do offer a money back guarantee for all, the course modules of our Career Plan valid while you are still coursing the Chapter 1 (first 30 hours). Once we have liberated you the content of the second Chapter, the money back guarantee will be over.
82		Training	Fees	20	If your Career plan is an education program, how much does it cost to participate on it?	The standard fee is 1,500 dyCOINs* per each 150 hours module to course. * Note: 1 dyCOIN = 1 XDR / SDR, the IMF's currency. It is approximately equivalent to 1.2 euros, 1.4 USD, 9.3 yuans, 160 yens or 1.1 pounds. The exchange rates varies daily according to the evolution of the XDR / SDR. You can check them in https://www.imf.org/external/np/fin/data/rms_five.aspx
83		Training	Fees	20	Imagine that I pay the fees to begin a course module and later on I have a problem and I can't follow the module. Can I recover my money?	As for all our products and services you have a 30 days money back guarantee. We do offer a money back guarantee for all, the course modules of our Career Plan valid while you are still coursing the Chapter 1 (first 30 hours). Once we have liberated you the content of the second Chapter, the money back guarantee is over.

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84		Training	Fees	20	When and how do I have to pay the fees to course the Career plan?	<p>The fees for each Career plan module have to be paid in advance. You can pay each module at the moment you will initiate it.</p> <p>As per your request we will send you an invoice as soon as we receive the invoice amount in our account you will be able to begin the module.</p> <p>You can send the money via bank wire transfer to our account or via xoom.</p> <p>Take in account that we have established discounts that could be applied depending on your personal profile and situation and always submitted to the availability of funds in our proceedit scholarship fund.</p> <p>We apply also discounts on the invoiced amount proportional to the amount which means that if you contract several modules in advance you will get better prices.</p>
85		Training	Scholarshi	22	Are scholarship discounts automatically approved if conditions are matched by the candidate?	<p>No, scholarship discounts are financed by a scholarship fund that proceedit is building from different funding sources that are sponsoring our training activities. Once you accomplish the required conditions, discounts are applied if there is enough funding available in our scholarship fund.</p> <p>We encourage you to promote our scholarship fund as the best way to obtain your scholarship. You can do via this crowdfunding project: https://www.gofundme.com/f/fund-scholarships-for-bpm-rpa-ai-career-plan?sharetype=teams&member=2505038&rcid=r01-156749274794-a5e2d79d7a0e455b&pc=ot_co_campmgmt_w</p> <p>Just tell us info@proceedit.com that you want to contribute to the promotion of the scholarship fund and we will invite you to the promotion team.</p>
86		All	Scholarshi	22	Are your scholarships program covering living and travel expenses?	<p>Yes, for those candidates willing to come to Barcelona to follow the Career Plan presently we have established a living and travelling expenses scholarship program submitted to certain conditions, to a selection process and to the availability of enough funds in our proceedit Scholarship Fund.</p>
87		Training	Scholarshi	22	How can I apply for scholarship discounts for the Career Plan fees?	<p>Go to the Career Plan register form in our website and provide the data and the documentation there required or alternatively, send us an email explaining your requests and attaching the required information.</p>
88		Training	Scholarshi	22	How can I obtain a discount for the academic fees of your training programs?	<p>We have three programs modes, internship and thesis programs that are free and training programs that are paid.</p> <p>In case of training programs, we have a scholarship discount program that in form of potential discounts for different applicant profiles but conditioned to have enough funds in our scholarship fund.</p> <p>The way to increase the scholarship fund is through GoFundMe and in the future through other scholarship crowdfunding platforms.</p> <p>A candidate to follow the our programs on the training mode that want to obtain a scholarship discount and fill in one of the profiles must promote the academy through any of the crowdfunding platforms we have available. To do that, he / she have to be added to the team group. Donors can identify to which team member give the funds. That's the mechanism that we can allocate received funds to the right candidate.</p>
89		Internship	Scholarshi	22	How my progress on the internship / thesis program will affect my Erasmus internship program grant?	<p>The main impact of your progress on the internship / thesis program is that we will only sign Erasmus documents for those interns / thesis doers having completed the full program which means having successfully completed all the internship / thesis program tasks assigned and a minimum of 450 hours dedication as per the internship agreement.</p> <p>As being the hosting institution we have the responsibility to certify that each intern / thesis doer has correctly followed and completed the program with the expected dedication and results.</p> <p>From our experience some of the interns / thesis doers are really in risk of not having time to complete the program due to their very poor dedication during the first period of their internship / thesis. When that is the case, they are advised and they will still have a chance to re-address the situation if they make an extra effort in the last part.</p> <p>Also from our experience, it happens that some of the interns / thesis doers are simply doing nothing or almost nothing for a few days or even for weeks. For those in this situation we advise them that unless they don't have a spectacular and immediate reaction they will be expelled from the internship / thesis program and their accounts in our technological platforms will be cancelled.</p> <p>Some others interns / thesis doers, although they make regular efforts, they are very late according to the standard progress schedule of the internship / thesis program tasks. In such cases we try to help them to get the targets with personalized coaching but of course they have to do an extra effort.</p> <p>To try to avoid or at least to reduce the impact of the above described situations we have a very close, continuous and literally real-time supervision of interns / thesis doers work by reading and answering all interns / thesis doers work logs and comments for all tasks they are doing. That means that we have a clear idea of the interest they have on our training program and the dedication and results they are having.</p> <p>Fortunately, most of the interns / thesis doers are doing the right efforts to progress on their internship / thesis program, they receive their recognition, studies certificate and recommendations and their Erasmus documents are signed at the end of the internship / thesis.</p>
90		All	Scholarshi	22	What do I have to do to be electible for a scholarship?	<p>Just send us an email with your updated CV and motivation letter and we will contact you.</p>
91		Training	Scholarshi	22	Who is electible to obtain scholarships discounts for the Career Plan academic fees?	<p>We have a very generous scholarship program with an academic fees discount policy ranging from 25 % to 100 % in some cases. You can see the discount details at https://drive.google.com/open?id=1xLoL9TiuplBSjWoJjwg5ijquEWBpjcbnrrduPG4</p> <p>Conditions for applying to our scholarship discounts are:</p> <ul style="list-style-type: none"> - Discounts applies only to the Intro level program of any specialty consisting on 3 modules of 150 hours each. - Discounts are conditioned to the availability of funds in our scholarship fund. - Applicants for discounts must provide documented evidence of his / her condition. - Applicants for discounts must promote the proceedit scholarship crowdfunding project and obtain at least half of the discounted amount in contributions.
92		All	Funding	24	How do we assign the corresponding funds to my scholarship account via crowdfunding?	<p>Every donor can reference his / her contribution to a crowdfunding project team member. When you will tell us your interest in promoting the crowdfunding project we will register you as a member of the team and therefore your donors will be able to reference the donation to you. Donation that is not referenced is assigned to a common account to be distributed to all the Career Plan candidates.</p>
93		All	Funding	24	I'm really interested but I have no money to afford to follow your Career Plan. What can you suggest me to get funding for my career?	<p>That's a very good question. You have several ways (ask money to your family, apply for a scholarship, create a crowdfunding project, ask for a student loan ...). In our opinion, apply for a scholarship to specialized institutions and creating a personal crowdfunding project are the two best options. Here you can find some good recommendations:</p> <ul style="list-style-type: none"> - https://www.noodle.com/articles/how-you-can-pay-for-study-abroad-through-crowdfunding - https://www.crowdcru.com/crowdfunding-sites-for-college-and-education-costs/ - http://www.scholars4dev.com/14257/scholarships-by-global-institutions-organizations-foundations/ - http://www.scholars4dev.com/6499/scholarships-in-usa-for-international-students/ - http://www.scholars4dev.com/6268/top-10-scholarships-for-international-students/ - http://www.scholars4dev.com/11409/vice-chancellors-scholarships-for-international-students/ - http://www.scholars4dev.com/1892/government-scholarships-for-developing-countries/ - http://www.scholars4dev.com/8434/scholarships-study-any-country/ - http://www.scholars4dev.com/10017/top-100-international-scholarships-international-students/ - http://www.scholars4dev.com/5642/scholarships-in-uk-for-international-students/ <p>Good luck with your crowdfunding project! Let us know if you need any additional information from our site to help you to create your scholarship crowdfunding project.</p> <p>At that respect, we have recently launched a crowdfunding campaign to build a scholarship fund from where we will help our trainees and candidates to reduce their academic fees and to cover part of their living and travelling expenses if they decided to move to Barcelona to follow the Career Plan presentially.</p> <p>https://www.gofundme.com/f/fund-scholarships-for-bpm-rpa-ai-career-plan?sharetype=teams&member=2505038&rcid=r01-156215747024-0331df4094654b85&pc=ot_co_campmgmt_w</p> <p>Our trainees or candidates can participate in the promotion of this crowdfunding campaign and in such a way to be granted to obtain economic help for their participation in our Career Plan. If you are interested just tell us and we will invite you to participate in the promotion of the crowdfunding campaign.</p>

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94		Training	Funding	24	In case I want to fund my academic fees via the promotion of the scholarship crowdfunding projects, how you can you know the results of my promotion and therefore assign the corresponding funds to my scholarship account?	Every donor can reference his / her contribution to a crowdfunding project team member. When you will tell us your interest in promoting the crowdfunding project we will register you as a member of the team and therefore your donors will be able to reference the donation to you. Donation that is not referenced is assigned to a common account to be distributed to all the Career Plan candidates.
95		All	Funding	24	What profit will I obtain when promoting the Career Plan scholarships fund raising?	You will have priority on the distribution of the scholarships funds raised.
96		All	Working	25	How do I attach the docs on the working timesheet? I just uploaded the sheets on my Drive and shared them with my Supervisor?	You have to use the corporate Drive, not save the document into your Drive. In each case, if the route to the corporate Drive Folder is not provided in the Jira Tasks, please, ask to your Supervisor. The way to attach is to download the document from the Drive Folder in PDF and upload this PDF to the Jira Task as an attachment. If the document is heavy (a video for instance) just copy / paste the link to the corresponding document saved in the corporate Drive Folder.
97		All	Working	25	About the meetings and how to count them as working hours. How do I select the correct Jira Task or what my actions should be in order to create a relevant new Task.	You shall have a Jira Task to cover those meetings. If you don't have it, please ask your Supervisor to provide it.]
98		All	Enrollment	26	I am interested in the internship position however I did not know about my busy schedule in my university + my job. Therefore, unfortunately, I could not start doing the Chapter 1 tasks. I would like to know if I can start Chapter 1 later, since I will start the internship later on in the year I think I will have soon forgotten about everything after doing chapter 1 this month. So, is there a chance for me to start it later? If not, I will do my best to catch up with the tasks.	We are sorry, we don't do any exception, we don't sign any Erasmus agreement nor invitation letter till the candidate has completed the Chapter 1. This is to protect both parts to avoid to enroll someone that will not be really capable / interested on doing our internship.
99		All	Enrollment	26	I'm interested on coursing one of our Career Plan course modules. What will be the next enrollment steps?	If you are interested on one of our Career Plan course you'll have to pay the corresponding fees and we will proceed immediately to the enrollment procedures: 1 - Assign you a Supervisor. 2 - Create your G Suite, Jira, Confluence, AWS and, Bonita Portal accounts. 3 - Assigning to you the first Chapter Jira tasks. 4 - Support and coach you for the realization of the tasks assigned. 5 - When ended the first Chapter task we will proceed to assign you second Chapter tasks and in such a way, successively, till the end of the module."
100		All	Paperwork	27	Will your company provide liability insurance for the time I will do my internship?	No, unfortunately, we don't provide any liability insurance.
101		All	Visa & NIE	28	In case I contract a paid Career Plan course to be followed on a presently modality, will you be able to provide me with a working visa?	We are not providing VISAs but the Spanish immigration authorities do. You shall contact them at the closer Spanish consulate or embassy in your country. What we can do for you is to try to do our best to provide the documentation that Spanish immigration authorities will require you for a student VISA but not for a working VISA because we are not offering a job.
102		All	Visa & NIE	28	What are the requirements to obtain a student type VISA for Spain?	Apart of your identification documents, you will have to provide the Erasmus learning agreement duly signed and the Erasmus acceptance letter. In some cases, you could be required to provide the acceptance translated into Spanish. We will only translate and sign again the letter of acceptance due to the fact that it is our document. Third party documents like Erasmus learning agreement we will not be translated by us because it has to be signed also by the university and the university will not accept to sign in Spanish and is not a requirement as commented above. If it is finally required, the preparation of a translation of the signed learning agreement will be under the trainee's responsibility. If the VISA you require is for a period higher than 90 days you will have to provide wet signed original and photocopy of the above documents. We are not going to send originals documents but the trainee can send a courier to collect them from our office. As we are not an official education centre then we can't provide any register code as education centre. We are not providing an insurance, then this request is under the trainee responsibility.
103		All	Visa & NIE	28	Would I be able to get the NIE* through the training program stage?	The easiest and quickest way to obtain a NIE* is being enrolled as a student in a Spanish school or university or via an Erasmus internship coming from a foreign university or school. If that's your case, we will be willing to sign the corresponding internship agreement with your school or university. Coming to Spain and getting a NIE* as a worker is more complicated and depends on your nationality, essentially, being or not EU citizen. The following links can help you in the process to obtain the NIE*: https://www.parainmigrantes.info/obtener-nie-comunitario/ http://www.exteriores.gob.es/Embajadas/VIENA/es/InformacionParaExtranjeros/Paginas/lextranjerosViena/NIE-Primera-expedici%C3%B3n.aspx https://www.agenciatributaria.es/AEAT.internet/Inicio/La_Agencia_Tributaria/Campanas/Campanas/Fiscalidad_de_no_residentes/Identificacion/Preguntas_frecuentes_sobre_obtencion_de_NIF_de_no_Residentes/Necesitan_un_NIF_los_ciudadanos_de_la_UE_que_desean_trabajar_en_Espana.shtml * Note: NIE = Spanish Identification number for foreigners). It is the equivalent to the Green card for Spain.
104		All	Visa & NIE	28	Would I need the NIE* for this internship?	The answer is no, even in cases wherein you would like to attend the training course living in Spain, you don't need it because the Intro and Basic levels of our training program are not a job and are not paid. You have just to consider the maximum number of continued days you can stay legally in the country, depending on your nationality and your VISA. By the way, obtaining a student VISA to come to Spain is a very simply procedure when you want to stay till 90 days and little bit more complicated when you want to extend to 180 days. * Note: NIE or Spanish Identification number for foreigners, is the equivalent to the american Green card for Spain.
105		All	Living	29	Do you have any tips about Barcelona social life?	For social activities for students in Barcelona, you can try the following links: - https://expanish.com/social-activities-in-barcelona-spain/ - https://www.timeout.es/barcelona/es - http://guia.barcelona.cat/es - http://lameva.barcelona.cat/barcelonacultura/es/home - http://barcelona.lecool.com/ - https://www.moveo.cat/en/diploma-course/info-international-students/

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106		All	Living	29	Do you have any tips about living in the Barcelona, for example where to rent an apartment etc?	Yes, of course, for accommodation you can try the following links: - https://badi.com/ - http://jovecat.gencat.cat/ca/temes/habitatge/allotjament_per_a_estudiants/ - https://www.resahousing.com/eng https://www.uniplaces.com/accommodation/barcelona - https://erasmusu.com/en/erasmus-barcelona/student-housing - http://www.barcelona-student-housing.com/ - https://www.barcelonacheckin.com/en/r/barcelona_tourism_guide/articles/top-5-student-apartments - https://barcelona-home.com/blog/student-housing-barcelona/ - https://www.nestpick.com/student-apartments-barcelona/ - https://www.beroomers.com/blog/tag/student-accommodation-barcelona/ - https://www.rentbyowner.com/listing?q=Barcelona,%20Spain&gclid=CjwKCAIAwojkBRBbEiwAeRcJZFK7fahPsYmJtxqMu5JzZT4lxBVc8kbM-QrmsE37ri0Q7zjO6HEOxoC2zsQAvD_BwE - http://ajuntament.barcelona.cat/joves/ca/noticia/nou-impuls-al-programa-viure-i-conviure - https://www.uniplaces.com/accommodation/barcelona?upl_source=adwords_search_prospecting_demand&upl_medium=spain_domestic_english&upl_campaign=barcelona_brand&upl_content=cpc_ex_general_pure&upl_term=uniplaces%20barcelona&gclid=Cj0KCQjw9pDpBRCKARIsAOzRziuvUwx2rxhKCIhsT7MhKpCWm5AzkJUPX15vwyUyDSqTwsvA6nR8aAhKN - http://www.spotahome.com/barcelona - https://www.idealista.com/venta-viviendas/barcelona-barcelona/
107		All	Living	29	I've been told that in Barcelona some people speak in Catalan. Is there any place where I can learn some basic knowledge of this language?	Yes, sure, you can explore these links: http://lengua.gencat.cat/en/serveis/aprendre_catala/a-catalunya/acolliment_linguistic/materials_acolliment/index.html https://www.parla.cat/pres_catalaenllinia/AppPHP/login/index.php?lang=en http://www.intercat.cat/en/eines-aprendre-catala.jsp
108		All	Living	29	I've found a good place to rent through the Badi platform. I want to inquire from you if it is secure enough to perform transactions through it. I've contacted some owner and I was afraid to complete the process. Let me know if you have an idea.	According to the experience of our interns and trainees with Badi, we assume that this platform is secure in terms of money. They just freeze money on your card, not transferring to the owner. So that, if you come to the place and see that something is wrong, you can inform the site, and money will not going to be transferred to the owner. Also this site is free of Administrative fee, which is a big economy of costs. We hope everything is going to be fine with your flat / room.
109		All	Living	29	I need to find a part-time job to support my stay in Barcelona during the presential part of my internship. Can you help me on where to find a job?	You can explore those links: https://www.studentjob.es/trabajo-estudiantes/barcelona https://www.appjobs.com/es/barcelona?referral_id=121ed8a3bb973&gclid=Cj0KCQIAhojzBRC3ARIsAGtNtHXhS7dX2ATJLziVW8thzGJgh9dghYz89Lch_k6xAGOnl0zvXGelnzYaAl3rEALw_wcB https://www.infojobs.net/ofertas-trabajo/barcelona/trabajo-estudiantes https://es.jooble.org/trabajo-temporal-estudiantes/Barcelona https://erasmusu.com/es/erasmus-barcelona/trabajo-estudiantes https://ajuntament.barcelona.cat/joves/es/content/mi-primer-trabajo https://www.milanuncios.com/ofertas-de-empleo-en-barcelona/para-estudiantes.htm https://jobtoday.com/es/blog/trabajo-para-estudiantes/ https://www.residencias-estudiantes.com/el-blog-del-estudiante/magazine/3-apps-para-encontrar-un-trabajo-para-estudiantes-estas-navidades Good luck!
110		All	Certificate	30	What are the criteria based on which you decide whether or not to give a certification of participation in your Career plan?	To receive the successive Career plan levels certifications you have to pass with success the difference tests provided along the different chapters of the program, do satisfactorily the proposed practices, complete with success the assigned projects and / or the creation of yours process class depending on the case and pass the final exams.
111		All	Recognitio	31	Will I receive some kind of recognition once finalized my training program?	Yes, of course, if you end satisfactorily any of the levels of our Career plan, passing all practices, tests and projects and having dedicated at least the scheduled number of hours and you complete with success the development, testing and start up of your assigned process classes, you will receive: - The corresponding Career Plan module attendance Certificate indicating the activities done and the score obtained. - A recommendation letter. - A recommendation note in your LinkedIn page.
112		All	COVID-19	33	What's the situation in Spain, related to the evolution of the COVID-19 effect?	The situation changes day by day but the evolution is similar to the pattern followed by the transmission speed and effects suffered in Italy. The rules applied in Spain are also very similar to the ones applied in Italy, mainly the closure of any non-critical social activity, strong movement restrictions and confinement at home of all the population for a period of at least 2 weeks that, in our opinion, will be at least for months.
113		All	COVID-19	33	It's possible / recommended to travel to Spain in our days?	Not really, it is better to refrain any travel to Spain.
114		All	COVID-19	33	I'm already in Spain. Can I freely leave the country? Do you recommend me to try to leave Spain now?	This is not clear yet because the Government is defining this weekend (March 14 - 15 th, 2020) what concrete measures to apply but more than 100 countries have already restricted to accept travellers coming from Spain and in some other cases, they impose quarantine period when you come from Spain. In others words, leaving Spain is becoming harder and harder every day that passes. In your situation you should contact your embassy or consulate and follow their recommendations but, in our opinion, you should try to leave asap. Of course, don't hesitate to contact us if you need any help from our side.
115		All	COVID-19	33	How this COVID-19 can affect my Erasmus program?	This is hard to say right now because the situation is very fluid. In general most countries have suspended sine die the coming Erasmus programs calls. In some cases the Erasmus students have been repatriated or being recommended to do so. Contact your university in order to have the latest information in your specific case.
116		All	COVID-19	33	I'm very interested in following an internship in your company. What can I do now when my Erasmus program have been suspended due to COVID-19 issue?	No problem at all. All our technology and methodology is ready for a full remote working modality and that applies also to our internships, thesiships and trainingships. In fact, most of our interns, thesis doers and trainees have been working normally till now remotely, in part or fully.
117		All	COVID-19	33	How the COVID-19 issue is affecting the operations of your company and then to the internships?	Not at all, our company is fully ready and used to work on remote, all our systems are located in the cloud and our people is used to coordinate their activities by writing comments in Jira tasks and frequent Hangouts. Therefore, the impact of this COVID-19 is almost null although it is obvious that face-to-face contacts are always better.
118		All	COVID-19	33	As I'm already in Spain and I have known that you are allowed to go to work to the office. What do you recommend, do I have to go to the proceedit office?	Yes, it is true that we are still allowed to commute home-to-work and work-to-home but we prefer to be on the safe side and our office will be closed till the situation will normalize. This is not affecting your work in the internship, thesiship or trainingship because our systems are running with any affectation and therefore all the interns, thesis doers and trainees can work remotely with any problem, as usual.

id	uuid	program_type	topic	order	question	answer
119		All	COVID-19	33	I'm really worried about the short term future. How do you think this COVID-19 crisis will affect to the economy and in concrete to proceedit business evolution.	<p>This is a really serious crisis with an expected impact on the reduction of the GNP of the same magnitude (8 - 12 % loss according to best estimations) than the last worldwide financial crisis but concentrated in only one year instead of 10 years. This is a brutal impact. Many social and economic matters will be put in question during and after this crisis (freedom of people movings, state control of citizens, civil rights in question, sanitary models, working models, globalization models, ...).</p> <p>Nevertheless, some good points are:</p> <ol style="list-style-type: none"> 1 - Governments have a recent experience on how to treat and how to don't treat global crisis. Let's hope they have learned something on how to massively, quickly and effectively design and apply the corresponding measures. 2 - Due to the latest tremendous concentration of capital in few hands that the last crisis has created, there is a big accumulation of occius capital with no real project to be used except for the financial speculation and that is always a good asset giving Governments the possibility to mobilize those assets for the reactivation of the economy, especially when they have a good reason behind to justify their intervention and thus having as a collateral consequence the reinforcement of the position of the States in front of the big fortunes and corporations. 3 - This crisis and the population immobilization measures taken is a tremendous and very useful experiment on how the ralentizacion of the global activity could reduce the evolution of the climate change, providing significative KPIs to justify and to definitely promote and boost initiatives like massive teleworking, for instance. 4 - Governments begin to understand that this type of sanitary crisis are going to be more and more frequent due to the globalization effects. That means that, most probably, they will try to apply not only short term palliative measures but thinking and acting also on medium and long term structural changes that can transform our society, let's hope in the good direction. <p>Talking about proceedit business, teleworking is one of the main drivers for the massive implantation of BPaaS solutions. In that sense, that crisis could be a good opportunity for us, although we would prefer it has never happened, of course.</p>
120		All	COVID-19	33	I have read the advertisement recruitment at proceedit on erasmusintern.org and it is a digital opportunity internship. I have read through the form that it may require remote working before the actual internship, for the situation of COVID-19 virus by now, I wonder if I can complete the whole period of the internship by fully remote working? I'm looking forward to hearing from you,	<p>Yes, sure, from our side you can complete the whole period of the internship by fully remote working. Our methodology, content materials and supporting systems are fully prepared for that. In fact a big portion of our interns choose this modality and in our COVID-19 days 100 % of them are working remotely.</p>
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