



HRVATSKA NARODNA BANKA

Internship

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CROATIAN NATIONAL BANK

To support future young professionals in the acquisition of practical knowledge and work experience, the Croatian National Bank

is inviting applications for

STUDENT INTERNSHIPS IN 2023

The terms used in this text that have a gender-specific connotation shall refer to both the male and female genders.

1. Conditions

When applying for the Invitation for Applications, a candidate for the student internship in the Croatian National Bank must fulfil the following conditions:

- must be a full-time student of an undergraduate or graduate or integrated (undergraduate and graduate) study programme delivered in the Republic of Croatia or in an EU country;
- must be enrolled in a study programme in the field of: economics or mathematics or computing, i.e. computer science/information technology or law;

- must have completed as a minimum the 1st (first) year of study;
- must be a citizen of the Republic of Croatia or an EU country;
- must have a knowledge of the Croatian or English language, spoken and written.

Candidates show their interest in the participation in this Invitation for Applications by completing the application form "[Application Form for Student Internship](#)" (hereinafter referred to as 'Application Form').

The Application Form (electronic version) can be downloaded from the link in the text of the Invitation for Applications on the Croatian National Bank website.

2. Documentation and interviews with candidates

In addition to the completed Application Form (electronic version), the candidate must also enclose the following documents:

a) a scanned certificate or e-record obtained from the Studomat application of the institution of higher education/faculty showing:

- the student's status, i.e. enrolment (full-time or part-time);
- type and level of study (university/specialist; undergraduate/graduate/integrated);
- name of study programme and/or programme course;
- the year of study in which the student is enrolled at the time of application (2nd, 3rd, 4th, 5th);

b) a scanned certificate or e-record obtained from the Studomat application of the institution of higher education/faculty with a transcript of grades for all years of study indicating grade average (a copy of all pages of the student's course and grade book is also acceptable); provided that for students from EU countries, whose grade range differs from the 1 to 5 range used in Croatia, additionally a document in English issued by the relevant institution of higher education/faculty indicating the defined range from the highest possible grade to the lowest possible grade;

c) a university reference letter or a letter of motivation for student internship;

d) a resume/CV.

The applications of candidates who, in addition to the completed Application Form in electronic form, fail to submit the required documents will not be considered.

Any additional documents supporting other claims made in the Application Form (references, certificates of awards, competition results, presentations at conferences, published papers, etc.) are to be submitted subsequently, upon receipt and in accordance with the notification of the Human Resources Department.

Following the processing of data from the Application Forms, candidates who have been selected in cooperation with the respective organisational units (in which the internship may be realised) will be invited for a short interview. The interview may be held in person in the premises of the Croatian National Bank or virtually via the technological means of communication, about which the candidate will be informed in a notification of the Human Resources Department.

3. Selection criteria

The criteria based on which candidates are selected for student internship in the Croatian National Bank are:

- enrolment in a study or a study programme and/or a programme course as well as enrolment in the study year corresponding to the business needs and priorities of the organisational units of the Croatian National Bank that have expressed interest in accepting students in internship;
- assessment of student internship motivation;
- interview response quality assessment;
- academic performance throughout the study (the average of all grades, other achievements made in the course of the study, e.g. awards, references, rector's or dean's awards, competition results and other relevant information provided in the CV);
- participation in writing scientific and/or professional papers and participation at congresses and conferences (as author or co-author) in the course of the study.

The maximum duration of internship for selected candidates is 25 working days.

The selected candidates (both the citizens of the Republic of Croatia and foreign citizens from EU countries) are required to submit a copy of the personal identification card or passport to the Human Resources Department, not later than within two weeks from the delivery of the notification of selection.

The selected candidates, both the citizens of the Republic of Croatia and foreign citizens from EU countries, not referred by the faculty/institution of higher education (since internship is not mandatory) may only begin internship upon presentation of a proof of payment showing they have settled the cost of insurance covering accidents at work.

The selected candidates – foreign citizens from EU countries, may only begin internship upon presentation to the Human Resources Department of a certificate showing their regulated mandatory health insurance status during the internship.

The selected candidates – foreign citizens from EU countries, before the internship, shall enter into an agreement with the Croatian National Bank stipulating mutual rights and obligations. This agreement will serve as the basis for registering foreign student's residence with the Ministry of the Interior of the Republic of Croatia based on which the Ministry of the Interior of the Republic of Croatia will issue a residence and work permit in the Republic of Croatia.

Internships offered by the Croatian National Bank to selected candidates will not be remunerated nor will the Croatian National Bank reimburse the selected candidates for their transportation and accommodation costs or the cost of insurance covering accidents at work.

Contact persons: Branka Šerić, phone No. (385 1) 4565-064 and Renata Marinović, phone No. (385 1) 4565 - 051.

The electronic version of the Application Form should be completed and forwarded as a **Word document** (for the purpose of the automatic transfer of corresponding data into a worksheet and the database).

In addition to the electronic version of the Application Form, other required documentation should also be submitted by e-mail to the following e-mail address: ljudski.resursi@hnb.hr with the following indication "INTERNSHIP APPLICATION (NAT – 2023)", **not later than** by Friday, **2 June 2023** (inclusive).

In case documents cannot be scanned or in similar cases, the documentation can also be submitted by registered mail, also **not later than** by Friday, **2 June 2023** (inclusive), to the following address:

CROATIAN NATIONAL BANK
Trg hrvatskih velikana 3, 10000 Zagreb
Support Services Area
Human Resources Department

with an indication "INTERNSHIP APPLICATION (NAT– 2023)"

[The information notice on personal data processing by the Croatian National Bank for the purposes of the invitation for applications for student internships is published on the website of the Croatian National Bank](#) and constitutes an integral part of this invitation for applications.

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