id	order	topic	question	answer
1	1	General	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 our 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.
2	1	General	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.
3	1	General	What are the main distinctive features of tour 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, presential and mixed modalities with full-time or part-time dedicaton 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 / tarinees for working and incorporation into our company.
4	1	General	To which targets are your Career Pla courses addressed?	We address our Career Pla 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.
5	2	Content	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 specialities 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://enterprisersproject.com/article/2019/5/rpa-robotic-process-automation-how-explain

id	order	topic	question	answer
6	2	Content	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.
7	2	Content	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.
8	2	Content	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 are progressively assigning randomly selected rotary tsks 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.
9	2	Content	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.
10	2	Content	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=1OjbqQCwykjNaW5ZzbbjX4w8ESLkoOdKO 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	3	Suitability	I'm an student not studying in one of the computer departments in any. 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, that's obvious. 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.
12	4	Operative	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.
13	4	Operative	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 have continuous information about your progress with the Comments and Logs you will be continuously recording in your Jira tasks.

id	order	topic	question	answer
14	4	Operative	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.
15	4	Operative	Can one person be able to achieve all 6 career speciality programs with the Master level?	Yes, of course, is just a question of more dedication.
16	4	Operative	Seeing how the different "career speciality programs" are formed, is it possible for me, for example, to course the WMA speciality 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.
17	4	Operative	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 presentialy.
18	4	Operative	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.
19	4	Operative	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 by 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+&aqs=chrome.. 69i57j69i61j0.10459j1j7&sourceid=chrome&ie=UTF-8# Apart of the scheduled workshop sessions, being presentillay in the office or remotely, you can ask for support at any time, of course.
20	4	Operative	Is three 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.
21	4	Operative	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.
22	4	Operative	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 Timesheet report.
23	4	Operative	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.
24	4	Operative	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
25	4	Operative	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.
26	4	Operative	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.
27	4	Operative	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 at any moment.

id	order	topic	question	answer
28	4	Operative	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.
29	5	Dedication	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.
30	5	Dedication	What is the required dedication and time schedule for a part time presentialy 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.
31	5	Dedication	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.
32	6	Recognition	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 a recommendation note in your Linkedin page.
33	6	Recognition	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.
34	6	Recognition	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 (Jra) 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.

id	order	topic	question	answer
35	7	Thesis	I would like to know if there is any possibility for me to do a thesis in the company.	Yes, of course, we will be very glad that you could do your thesis with us. 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: - 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? It is important that you send us an email with the answers to the above questions attaching your expanded updated CV.
36	8	Tools	Do I have to bring my laptop to follow the training program presential?	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.
37	8	Tools	What do I need to follow the course remotely?	All you need is a powerful laptop and a good, high band and estable connection to Internet. Your IP must fix.
38	9	Selection	Can you explain the selection steps I would have to follow to be admitted in the Career Plan?	Essentially, the selection process is composed by three steps: 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.
39	9	Selection	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.
40	9	Selection	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.
41	9	Selection	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.
42	10	Benefits	Can you explain what this training program will affect to business, economics and marketing students after achieving 3 levels?	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 presentially. 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. 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.
43	11	Employment	Is there a chance to become an employee once the training is over?	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. 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.

id	order	topic	question	answer
44	11	Employment	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?	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. 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.
45	11	Employment	I'm very interested on working with you, is there any possibility on having a paid internship or job in your company right now?	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. By the moment, all we can offer to you is to participate in our Intro and Basic levels of our Career plan. 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.
46	12	Retribution	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.
47	13	Prerequisites	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 couse modules related wih 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 corresponing course. 8 - To course a module 3 of any Career Plan course it is required having coursed the module 2 of the corresponing course.
		Prerequisites	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 ...
48	13	Prerequisites	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.
49	13	Prerequisites	What is the minimum level of English that I need?	B2
50	14	Erasmus	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 trainees that are enrolled via the Erasmus program.
51	14	Erasmus	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.
52	14	Erasmus	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 ii?	We sign after mobility certificates as soon as the trainee tell us to do and provide us with the corresponding filled form. Conditions to obtain the certificate are: - Having coursed a minimum of 450 hours. - Having performed a minimum of 150 hours per month in case of halt time dedication compromise (for a three months duration internship) or a minimum of 75 hours per month in case of full time dedication compromise (for a six months duration internship). - Having succesfully performed the tasks assigned, passed the test and exams and achieved the training plan objectives.

id	order	topic	question	answer
53	14	Erasmus	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 presential 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).
54	15	Fees	When and how do I have to pay the fees to course the Career plan?	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. As per your request we will send you an invoice an son as we receive the invoice amount in our account you will be able to begin the module. You can send the money via bank wire transfer to our account or via xoom. 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. 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.
55	15	Fees	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.
56	15	Fees	Do you have any money back guarentee?	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.
57	15	Fees	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
58	14	Erasmus	Do I have to pay any fee to follow an internship 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 intership with us.
59	17	Scholarship	Who is electible to obtain scholarships discounts for the Career Plan academic fees?	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=1xLoL9TilupIBSjWoJJwg5ijtquWEwBpijcbnrrduPG4 Conditions for applying to our scholarship discounts are: - 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.
60	17	Scholarship	Are scholarship discounts automatically approved if conditions are matched by the candidate?	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. 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 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.

id	order	topic	question	answer
61	17	Scholarship	How can I apply for scholarship discounts for the Career Plan fees?	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.
62	17	Scholarship	Are your scholarships program covering living and travel expenses?	Yes, for those candidates willing to come to Barcelona to follow the Career Plan presentially 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.
63	17	Scholarship	What do I have to do to be electible for a scholarship?	Just send us an email with your updated CV and motivation letter and we will contact you.
64	17	Scholarship	How my progress on the training program will affect my Erasmus internship?	The main impact of your progress on the training program is that we will only sign Erasmus documents for those trainees having completed the Intro level training program which means having successfully completed all the training program tasks assigned and a minimum of 450 hours dedication as per the internship agreement. As being the hosting institution we have the responsibility to certify that each trainee has correctly followed and completed the training with the expected dedication and results. From our experience some of the trainees 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. 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. Also form our experience, it happens that some of the trainees are simple 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 expulsed from the training program and their accounts will be cancelled. Some others trainees, although they make regular efforts, they are very late according to the standard progress schedule of he training 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. 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 trainees work by reading and answering all trainees works 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. Fortunately, most of the trainees are doing the right efforts to progress on the training program, they receive their recognition, studies certificate and recommendations and their Erasmus documents are signed at the end of the internship.

id	order	topic	question	answer
65	18	Funding	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?	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: - https://www.noodle.com/articles/how-you-can-pay-for-study-abroad-through-crowdfunding - https://www.crowdcrux.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/ 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. 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. 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 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.
66	18	Funding	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.
67	18	Funding	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.
68	18	Funding	How do we assign the corresponding funds to my scholarship account via crowdfunding?	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.
69	19	Enrollment	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."
70	19	Enrollment	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.

id	order	topic	question	answer
71	21	Visa & NIE	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.
72	21	Visa & NIE	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.
73	21	Visa & NIE	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/IextranjerosViena/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.
74	22	Living	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/

id	order	topic	question	answer
75	22	Living	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: - http://jovecat.gencat.cat/ca/temes/habitatge/allotjament_per_a_estudiants/ - http://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-QrmsE37ri0Q7zijO6HEOxoC2zsQAvD_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=Cj0KCQjw9pDpBRCkARIsAOzRziuovUwx2rxhKCihsT7MhKpCwM5AzlkJUPX15vwyUyDSqpTwsvA6nR8aAhKNEALw_wcB - https://www.spotahome.com/barcelona - https://www.idealista.com/venta-viviendas/barcelona-barcelona/ - https://badi.com/
76	22	Living	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://llengua.gencat.cat/en/serveis/aprendre_catala/a-catalunya/acolliment_linguistic/materials_acolliment/index.html https://www.parla.cat/pres_catalaenlinia/AppPHP/login/index.php?lang=en http://www.intercat.cat/en/eines-aprendre-catala.jsp