

ISTITUTO GIUSEPPE TONIOLO

DI STUDI SUPERIORI

ENTE FONDATORE DELL'UNIVERSITÀ CATTOLICA DEL SACRO CUORE

FELLOWSHIP PROGRAM DCE

DICASTERY FOR CULTURE AND EDUCATION

ROME

2025 EDITION

The Fellowship Program DCE is targeted for students in their final academic year and for postgraduates of *Università Cattolica del Sacro Cuore*, and offers the opportunity for a fellowship in the Offices of the Dicastery for Culture and Education in Rome.

This initiative is promoted and sponsored by *Istituto Toniolo di studi superiori*, and aims to offer a motivated and competent student a fellowship in the work of the Holy See's Mission, who will be given *on-the-job* training within the *Cultural* or the *Education* Section.

The wider aim is to contribute to the dialogue between academic areas and the diplomatic work of the Holy See. In this way the project would involve promoting the Catholic value of education, science, human dignity, migrations, peace, health care, ecology, development and culture.

ADMISSION REQUIREMENTS

To apply, candidates must:

1. Have graduated (Laurea Magistrale di II livello or Master di II livello) from one of the branches of Università Cattolica by the end of September 2025.
2. Be under the age of 30 as of December 31, 2025.
3. Be fluent in written and spoken English, which is the primary working language within the Organization. However, proficiency in other languages - particularly German, Arabic, Russian, Chinese, French, or Spanish - would be an asset.

CANDIDATE PROFILE

The Candidate will be evaluated on the suitability to join the Staff of the Dicastery in Rome. In particular, the Candidate will be assessed on his or her:

- written, analytical and evaluative skills, the capacity to follow and synthesize meetings, the ability to carry out research, use resources like the internet and other databases independently.
- Teamworking skills, the ability to work independently and under pressure, dealing with complex organizations. The flexibility to take on various tasks in differing contexts is also required.
- Understanding of the work of the Holy See within the United Nations, and identification with the Catholic position and values.

DURATION OF THE FELLOWSHIP AND FINANCIAL SUPPORT

The Fellowship lasts 5 months, starting from 22nd September 2025, unless otherwise agreed between the Dicastery and the Fellow. The scholarship amount is of € 9,000 and will be provided by *Istituto G. Toniolo* in installments by bank drafts to the Fellow's personal bank account. The scholarship could be renewed for a maximum of a further 5 months, based on a request from the Dicastery to Istituto Toniolo and a report regarding their progress. In case of a renewal, the Fellow will receive a further amount of € 9,000, therefore the total amount of the scholarship for 10 months would increase to € 18,000.

All the economic details will be communicated directly to the Fellow after the selection process has been completed. **All the figures previously stated are before taxes.**

Board and lodging, travel expenses, insurance and ordinary expenses are to be paid by the Fellow. Any extra costs, such as Visa fees etc. are also the Fellow's responsibility.

APPLICATION PROCEDURE

The procedure consists of completing an online application form available on www.istitutotoniolo.it. As written in the instructions, the form has to be filled in online and fully completed along with providing the following documents (to be uploaded):

- **Curriculum Vitae** following the European format, available at <https://europass.europa.eu>;
- **A Cover letter:** written in English by the candidate to support his or her application. The letter should contain information about his or her study path, a brief description regarding any research carried out (if applicable, e.g. Ph.D. students...) and describe at least three areas of interest that could be related to her or his role within the Mission Office;
- **At least one letter of reference** is required, and it must be from either a lecturer at Università Cattolica or an employer from a relevant work experience. Additionally, if the candidate practices a religion, a letter of reference from a parish priest or an equivalent figure who knows the candidate well would be welcomed. The letter(s) can be uploaded during the application process or, alternatively, sent directly by the lecturer or employer via email to formazione@istitutotoniolo.it, ensuring they reach us by the deadline.
- **The document “Diploma Supplement”** which can be printed directly (in English) from the ICatt student website;
- [Optional] Copy of any certification regarding **foreign languages** (TOEFL, IELTS, Cambridge, etc.).

Please note: only uploaded digital copies of these documents are admissible, no original(s) should be sent.

All the communication between candidates and Istituto Toniolo concerning this application process will take place through email between the email address formazione@istitutotoniolo.it and the email address that the candidate provided in the application form.

NOTES

The following points must also be considered:

- It is anticipated that ten to fifteen candidates with the most suitable curriculum, references and cover letters, will be selected as finalists for the interview. In any case, a confirmation email regarding date and time for each candidate will be sent two working days beforehand.
- The selection process, which involves only the candidates shortlisted, will consist of an interview with the head of the Mission, this will take place online on 17th June, unless there are any unforeseen circumstances.
- There are no specific programs to prepare for the selection process, but it may be useful to visit and read the documentation available on the following website: www.cultura.va and www.educatio.va. The selection process will take into account each candidate's academic background and language proficiency, but it will primarily aim to assess the candidate's suitability for the open position within the Mission staff.
- Due to privacy and in order to be fair to all participants, any communication between the Candidate and Istituto Toniolo will take place via the Candidates' own email address, which must be the same used for the application process. Any issues concerning the application and personal data cannot be discussed over the phone.
- The Fellow selected must give confirmation of acceptance by email to Istituto Toniolo within 3 working days of receiving the Assignment letter. The confirmation procedure can be found at the end of the email. In case of the selected candidate pulling out, the fellowship will be awarded to the next in rank, based on suitability.
- Istituto Toniolo reserves the right to assign one or more extra fellowships in case of supplementary funds (e.g. donors, partnerships...) and if so desired by the Mission involved. Any additional fellowships would be assigned according to the ranking order that will be published as the result of the selection process as stated. All the extra fellows will observe the same conditions of this Competition Notice.
- During the work placement, Candidates are obviously expected to be punctual and fully involved in their role. Furthermore, the Candidate will be an active member of the staff team and will be in touch with other organizations: should the candidate not satisfy requirements and not show full dedication, he or she will be replaced by another more suitable person. At the end of the placement, the Candidate will be required to send a summary report regarding their experience in that role to Istituto Toniolo.

- As part of the fellowship renewal process, an assessment session with the candidate will be scheduled along with the submission of an *evaluation report* to the Toniolo Institute. In case of any difficulties in integration, both the hosting offices and the intern may consult the *Project Tutor*: a supervisor appointed by the Istituto Toniolo (whose contact details will be provided to the fellow after the assignment).
- On one hand, Istituto Toniolo's objective is to maximize the students' potential and offer opportunities for further training and development. On the other hand, the student is expected to make a valid contribution to the University initiatives organized to promote post-graduate projects.