

MODULO DI CANDIDATURA

ERASMUS TRAINEESHIP



DATI PERSONALI / PERSONAL DETAILS		ENTE D'INVIO / YOUR UNIVERSITY DETAILS	
Foto <i>Photo</i>	COGNOME / Family Name	NOME ENTE <i>Your home Institution</i>	
		INDIRIZZO/Address	
	NOME / Name	TELEFONO E FAX <i>Telephone and Fax</i>	
		e-mail	
SESSO / Sex	<input type="checkbox"/> F <input type="checkbox"/> M	REFERENTE <i>Contact person</i>	
CITTADINANZA <i>Citizenship</i>		PERIODO DI TIROCINIO <i>PERIOD OF PLACEMENT</i>	
DATA DI NASCITA <i>Date of Birth</i>	/ / (gg/mm/aaaa)	DATA PROPOSTA PER INIZIO TIROCINIO <i>Proposed start date of training</i>	/ / (gg/mm/aaaa)
LUOGO DI NASCITA <i>Place of Birth</i>		DATA PROPOSTA PER FINE TIROCINIO <i>Proposed end date of training</i>	/ / (gg/mm/aaaa)
INDIRIZZO <i>Home Address</i>			
CITTÀ / City		CONOSCENZE LINGUISTICHE (Specificare il livello: iniziale/Intermedio/Avanzato) LANGUAGE SKILLS (Specify the level: beginner/intermediate/advanced)	
CAP / Zip code		ITALIANO/ITALIAN	
NAZIONE / Nation		INGLESE/ENGLISH	
TELEFONO / Phone	+	FRANCESE/FRENCH	
CELLULARE <i>Mobile Phone</i>	+	TEDESCO/GERMAN	
		SPAGNOLO/SPANISH	
E-MAIL	@	ALTRE LINGUE/OTHER LANGUAGES:	
SKYPE			
STUDI UNIVERSITARI/HIGHER EDUCATION		BORSA DI TIROCINIO/SCHOLARSHIP	
STUDI PRECEDENTI <i>PREVIOUS STUDIES</i>		HAI UNA BORSA DI TIROCINIO DA PARTE DELLA TUA UNIVERSITA' HAVE YOU A SCHOLARSHIP BY YOUR HOME INSTITUTION	<input type="checkbox"/> SI/YES <input type="checkbox"/> NO
STUDI ATTUALI <i>CURRENT STUDIES</i>			

STUDENTE
STUDENT
Date/Date

Firma/Signature

Anticipa una copia del modulo a/ E-mail a copy of this form to: veronique.grumel@unimc.it

Invia il modulo originale a/Send the paper form to:

Area Internazionalizzazione – Ufficio Mobilità Internazionale – UNIVERSITÀ DI MACERATA,
Via Pescheria Vecchia n. 8 - 62100 Macerata - ITALY

Fax: +39 0733 2586039

If you are interested in an internship at the International Mobility Office of the University of Macerata (ONLY administration work), please send me back the following documents:

1. The attached form duly filled in;
2. A CV in English or Italian language, possibly in .PDF format;
3. A motivational letter in English or Italian.

Our ideal candidate should:

- Have a scholarship by their home institution, within the Erasmus+ Traineeships or KA1 Programmes;
- Have very good knowledge of English and Italian Language (the knowledge of any other European Language will be a plus);
- Have Basic skills in information and communication technology;
- Be acquainted with European Programmes such as Erasmus+ and the EVS (European Voluntary Service);
- Possibly be graduating or graduate in Italian Philology, International relations, foreign languages, administration and management, political sciences, education or similar.

The main activities you will carry out are:

- mainly administrative work related to Incoming and Outgoing Erasmus students;
- support and information for Incoming and Outgoing Erasmus students;
- implementation of the web pages related to foreign students and to our partner universities (uploading information, taking care of social networks, etc...);
- Support to admin staff in Erasmus plus management;
- Support to admin staff in Extra European bilateral agreements management;
- The trainee will normally work from 09 AM to 14 PM, Monday to Friday (except for Christmas holidays in December and summer ones in August);
- Additional hours may be requested according to office needs (and can be made up for);
- The trainee will be located on ground floor and will be also appointed of welcoming students & visitors, addressing them to the relevant office.

Please note that we are not able to guarantee any financial support. To gather more information about our University or the city of Macerata, you can visit the following pages.

University Home page: http://www.unimc.it/en?set_language=en

International Mobility Office Home page: http://iro.unimc.it/en?set_language=en

How to reach Macerata: <http://goo.gl/CvPvma>

Should you need any further information, please do not hesitate to send an e-mail to cri@unimc.it or to veronique.grumel@unimc.it