

Proposal for Erasmus Prácticas 2011 and Leonardo 2011

1-Description

Erasmus Practicas and Leonardo Project for international work placements in Europe.

The association is composed by the following institutions: Universitat Jaume I (UJI) acting as a promoter, and host companies and institutions from several countries. The main objective is that 40 students in the latest academic years of their studies and 35 recent graduates get to know the institutional, entrepreneurial and working reality in the field of their respective profession in a European country.

This will be achieved through the improvement of the UJI students competencies in different fields of study and also facilitating the transition to labour market. Relating to this aim, the programme also attempts to fight unemployment among young people by means of an increase of employability.

2-Organisation:

The internships for the academic year 2011/2012 comprehend a period of 4 months for students, and 24 weeks for graduates which will take place within the working hours of the company.

ERASMUS: the beginning of the placements would be from January 2012, and the end would be the 30th of September 2012 or before.

LEONARDO: the beginning would be from December 2011 (or later on) and the end would be the 31st May 2013 or before.

Welcoming countries: any in the European Union, Switzerland, Iceland, Norway, Liechtenstein and Turkey.

The Erasmus Prácticas programme, offers to the student a grant of 560 EUR (aprox.) per month.

The Leonardo Program, offers to the graduate a grant comprised between 124 EUR and 170 EUR per week, depending on the life standards of the country according to the Ministry decision (OAPPE).

3-Collaboration with the hosting company

The entity will receive the selected students/graduates, in its work centres in Europe.

We recommend the presence of the supervisor during all the placement, as well as to avoid small sized offices. Depending on the activity, it will be stated what studies can give access to certain positions.

A co-financing in the form of grant or payment in kind (accommodation, daily meals, transportation, etc...) is recommended, to be added by the hosting company to the scholarship given by the Ministry. That amounts will be stated in the agreement and the hosting company will transfer them directly to the participant.

4-Selection Process for Participants

There will be one call in September.

Candidates will be applying to vacancies in which the name of the company will be provided, as well as a brief description of tasks, name of department, city in which the placement will take place, starting month and webpage of the entity as well as a possible grant.

Candidates will do a language test and an interview with the committee. The final decision will be taken by the hosting company.

The company will take part in the selection process of the graduates. The company will have access to CV's at anytime, and could have a telephone interview or personal interview with the candidates, if desired.

5-Student's Previous Training.

The placements will always be preceded by some orientation given to the student relating career planning. Every placement will have an individual program, adapted to the kind of company, student education and his/her competencies and professional interests.

In addition to the above mentioned, an intensive preparatory course about language and culture will take place in the UJI, as well as a session about the supervision program and living and work conditions.

6-Supervision and Evaluation

The students will be supervised by both organisations (UJI and the partner company) at all times.

7-Partner's role

Partners agree in hosting students/graduates from the UJI to offer them work placements adequate to their professional profiles, help them in looking for accommodation and if necessary, organize additional training courses. Furthermore, the hosting institution also commits itself to monitor and tutor the students, in co-ordination with UJI, and to evaluate the graduate's performance with specifically designed questionnaires.

8-Recognition and validation

The hosting entity will issue a certificate for the participant (undergraduate or graduate), once he or she has finished the work placement period. The work placement for ERASMUS students will be recognised by the UJI within the subject "internships" in their degree.

9-Regulation

- With a contract between the Universitat Jaume I and the student and a training agreement involving three parts: the company, the student and the University.

- Both programs: insurance coverage for illnesses and accidents and Civil Responsibility Insurance subscribed by the Universitat Jaume I.

10-Documentation to be filled in by the hosting entity.

- Letter of Intent (includes Partnership Quality Commitment)
<http://www.uji.es/bin/serveis/ocie/acil/erasmusp/letter.pdf>
- Training agreement and Quality Commitment Letter between the company, the University and the student.
- Certificate as to say that the student/graduate finalized the placement
<http://www.uji.es/bin/serveis/ocie/acil/prog/vinci/ccert10.pdf>
<http://www.uji.es/bin/serveis/ocie/acil/prog/erasmusp/compcert.pdf>
- Assessment Questionnaire
<http://www.uji.es/bin/serveis/ocie/acil/prog/vinci/ppmc.pdf>

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