



PROGRAMUL ERASMUS+ STAGII DE PRACTICĂ

Anul universitar 2018–2019

ANUNȚ PENTRU STUDENȚI (anii I-II-III), MASTERANZI (anii I-II), DOCTORANZI (anii I-II-III), DOCTORANZII CU FRECVENȚĂ care sunt la zi cu îndeplinirea obligațiilor de doctorand, pentru stagii desfășurate până la data susținerii publice a tezei de doctorat.

Vă invităm să consultați documentul de mai jos care cuprinde informații despre stagiile de practică pe care le puteți efectua în diverse țări în cadrul Programului ERASMUS+.

1. Tabelul de mai jos va fi actualizat pe măsură ce instituțiile care au confirmat posibilitatea de a primi stagiați de la UAIC vor trimite detalii și pe măsură ce alți parteneri instituționali ne confirmă disponibilitatea lor de a primi stagiați.
2. Dacă doriți, puteți să căutați alte instituții din țările partenere (Austria, Danemarca, Finlanda, Franța, Irlanda, Italia, Liechtenstein, Norvegia, Suedia, Marea Britanie, Belgia, Croația, Republica Cehă, Cipru, Germania, Grecia, Islanda, Luxemburg, Olanda, Portugalia, Slovenia, Spania, Turcia; Bulgaria, Estonia, Ungaria, Letonia, Lituania, Malta, Polonia, Slovacia, Macedonia).
3. Se pot organiza selecții pe măsură ce se primesc scrisori de confirmare de la instituțiile din străinătate.

Instituția gazdă si persoana de contact	Oraș, țara	Nr. locuri disponibile	Poziție / Depart.	Perioada	Observații (activități, cerințe, alte detalii)
VIVES, UNIVERSITY OF APPLIED SCIENCES www.vives.be/en Els Callens (els.callens@vives.be)	Kortrijk and Brugge, Belgium	1	International office	End of January 2019- End of June 2019 (Spring Semester)	Working hours: 40 hours/week Place for work: on campus Kortrijk and campus Brugge. Tasks: different tasks related to the international office of both study areas. Main tasks: Assisting in student exchange (incoming & outgoing); Working on international relations social media, information material, producing information material, ...; Correspondence with international partners; Correspondence with colleagues and students from VIVES (in English); Assisting with event organization such as international week, information evening, etc.; Other administrative tasks. Skills: a student from the area of communication or another suitable area: professional English; international experience; valid driver's license (?); basis knowledge of Microsoft Office (other computer skills are an asset); independent & self-structured working; cultural awareness; communication skills (written and oral); administration skills. Competences required: Flexibility; punctuality; creativity; initiative Send your application to els.callens@vives.be & nele.vandeputte@vives.be including CV and Motivation letter We will select three candidates out of the applicants, with whom we will have a Skype Call after the application deadline. Accommodation: VIVES Erasmus Residence in Kortrijk.

					Application deadline December 20th 2018 . Work activity will be on both of our beautiful campuses in Brugge and Kortrijk.
UNIVERSITY OF BERGEN – INTERNATIONAL CENTRE international @ uib.no	Bergen, Norway	1	International Center at the Univ. of Bergen	Start (if possible) at the beginning of January 2019; Min. 3 months – max. 8	Student profile: -the student must be at least in the second year; -international experience is an advantage; - the student must have excellent English language skills (at least C1); knowledge of Norwegian or Scandinavian languages is an advantage. Tasks: -front desk service with students and staff; -administrative work with Erasmus+ programme; -contribute to organize International weeks, Welcome week for international students, visits, etc.; -general administrative tasks. The International Center will cover housing expenses up to 4.000 NOK Interns are required to have health insurance and are responsible for arranging their own visa if needed. Applicants are invited to send a letter of motivation and a full CV (both in English) to international @ uib.no until 20 November 2018.
Institut STRALANG Établissement Privé d'Enseignement Supérieur 16 rue Jean-Henri Schnitzler 67000 www.stralang.com Tél: +33 388 31 48 38 Fax: +33 959 72 23 06 Mme Meryem CETIN Directrice adjointe meryem.cetin@stralang.com	Strasbourg, France	2		Anul univ. 2018-2019	Profil des candidat(e)s: étudiant(e)s en master ou doctorant(e)s qui souhaitent apprendre le métier d'enseignant. Il/elle doit parler couramment le français (avoir un niveau B2.2/C1). Il est recommandé que la personne soit disponible minimum 3 mois pour un stage de 25 heures à 30 heures par semaine. Après un temps d'observation et de formation, le stagiaire aura un groupe à sa charge pour dispenser des cours de français de niveau A0 à B1 si nous jugeons que son aptitude le permet.
STRAFORMATION www.straformation.fr M. Ferhat TOK Responsable RH et pédagogique contact@straformation.fr Tél. : +33 981227907	Strasbourg, Franta	Maxim 2 persoane in acelasi timp	-	Anul universitar 2018-2019	Profil du candidat: étudiants en master ou doctorat Tâches: - enseigner une langue au choix : français / anglais / allemand / russe. - travailler en binôme pour de l'observation et/ou de l'intervention. - Le niveau requis est de C1 minimum dans la langue de travail souhaitée. Le stagiaire doit au moins parler l'anglais ou l'allemand en plus de la langue française.
<u>1GLOBAL TRANSLATORS</u> humanresources@1globaltranslators.com Barcelona: tel. 932 289 258	Barcelona, Spania	5		Anul univ. 2018-2019	Our company offers translation and interpretation services in all languages. We offer the opportunity to do an internship for a period of 3 months or more in the Project Coordination, Human Resources, Administration and Web Marketing department. MARKETING (October 2018) You will create quality content to promote Web Blogs on the net (Blogging); promote our websites on the most important social networks, such as: Facebook, <u>Twitter</u> , LinkedIn, etc. You will also need to analyse statistics in order to make conclusions and carry out improvements on our website which can include using code (HTML) and image editing. During the internship you will need to write articles related to the Instituto Del Bienestar which will then be published in our blog and will also have the chance to attend marketing conferences as a way to develop your knowledge in the field of marketing. ADMINISTRATION (November 2018)

					<p>You will work alongside the Head of the Administration Department in different tasks: billing, payment management, collection management, accounting, etc. For example: checking and entering the transactions of our bank accounts, checking and entering the invoices received from providers, entering invoices to clients, preparing sales return, filing the received or created documents and carrying out the collection management. At least a medium-high level of Spanish is required.</p> <p>HUMAN RESOURCES (October 2018) The tasks are: organising the employees, freelance translators and the new interns. You will update the database of professionals, communicate with candidates for internships and look for new translators and interpreters. You will also have to work with the Instituto Del Bienestar, putting adverts on websites of psychologist schools, using the databases, answering calls, writing emails, etc. At least a medium high level of Spanish is required.</p> <p>PROJECT COORDINATION (October 2018) The tasks are: Receiving translation and interpretation requests and orders from clients for which you would need to create quotes and evaluate timescales. You would then search for suitable professionals to work on each project that you would coordinate throughout the process, this includes answering any questions or queries they may have about the text. Upon project completion you would need to arrange revisions and checks when required and deliver the translation to the client. In the case where customers are unsatisfied with the final piece, you would need to liaise between the client and translator in order to guarantee the client's complete satisfaction. For this reason <u>a high level of Spanish is required (spoken and written)</u>.</p> <p>TRANSLATION In Translations you will translate, as well as edit and check texts into your native language (English, French, German and Italian - translation studies are required). It is also possible to do a combined internship of Translation and any of the other internships we offer. The internship is <u>unpaid</u>, but travel costs between the working place and the accommodation within the city of Barcelona are paid by the company. We are looking for responsible and multidisciplinary students who can work with us developing their own abilities. Minimum requirements: - Spanish and English (high spoken and written level), - Office Pack (advanced user level); - Internship Agreement from University/College</p>
<p>M.E.P. Europrojects Granada®, S. L. (Mobility European Projects Granada)</p> <p>Plaza de la Trinidad, 2, 18001, Granada www.mepegranada.com Facebook: https://www.facebook.com/MEP-Europrojects-Granada-SL-</p>	Granada, Spania	10	the European Projects Department	în orice perioadă a anului	<p>Student profile: Licenta: Limba si literatura, LMA Masterat si doctorat: specializari in limbi straine + Traducere si terminologie</p> <p>Tasks: Participants would develop their traineeships in the European Projects Department helping with different tasks according to their abilities and the specific needs of MEP at that moment among the following tasks: -To search databases of European Union organisations, which could be either potential or actual partners of the European programme referred to as Leonardo da Vinci and Erasmus programmes. In particular, the goal is to identify the organisations that are planning (or interested in) carrying out a project in Granada.</p>

<p>367698029922022/ YouTube: https://www.youtube.com/channel/UCHygzvJNupNeIoj21O3IsNw</p> <p>www.mepegranada.com</p> <p>Persoana de contact: David Alan King david_mep@yahoo.com</p>					<ul style="list-style-type: none"> - To create and/or translate English documents into Spanish and viceversa (and also other language combinations according to the participant's skills). -To keep the communication with the contacts of EU countries. This consists mainly of e-mailing or phoning to the organisations willing to cooperate with our company for the implementation of their project(s). -To teach basic Spanish lessons to project participants (if the trainee has a high Spanish language level). -To accompany the groups coming within European projects to their cultural visits which they can choose to attend to during their stay. After training the trainee, it will also be his/her task to guide the groups around the city of Granada and to do the interpreting between them and the Spanish local people. - To be responsible of groups during the trips organized outside Granada. -To do translations and to create some texts for M.E.P. Europrojects Granada's site and to help in managing the social networks (i.e. Facebook) -To prepare the intermediate and final reports of the groups who participated to the projects and other project documents. -To make web searches and create databases of accommodation, training placements, restaurants, collaborating organisations, etc. for the different groups who are coming. -To accompany the project participants to their training place and to introduce them to their bosses and colleagues. To evaluate them during their training and to discuss their performances and evolution with the managers. - To do the interpretation ES < > EN during the interviews and meetings between the project participants and the staff on the training places. -To pick up groups at the Spanish airport (Granada, Malaga, Sevilla or Madrid) and to welcome them and introduce their programme to them and accompany them to their accommodation in Granada. -To help us to promote our organisation in our blog, website, social networks (i.e. Facebook) and send newspaper articles to local newspapers. <p>Special requirements: Spanish and English knowledge; computer knowledge at least at user level; good communication and interpersonal skills (friendly and communicative person).</p>
<p>Casamona International</p> <p>Tine Mathiassen tine@casamona.com; tom@casamona.com</p>	<p>Barcelona, Spain</p>	<p>5</p>	<p>Office</p>	<p>Anul universitar 2018-2019</p>	<p>Office Manager : work alongside the general manager, do flat finding. Fluent English and Spanish, good communication skills. Compensation: Fixed salary 200€ / month including 6 flat finds in total plus 10% commission of any deal.</p> <p>Listing Agent: find new apartments for sale and rent; call owners then go and see their apartment, take pictures and work with our real estate software, write descriptions in English and in Spanish. You must have a strong conduct of Spanish, both written and spoken, and be able to work for a minimum of 3 months. Speaking French is a bonus.</p> <p>Marketing and PR role: be creative and possess excellent writing skills; sell Casamona as a unique brand through innovative blogging and social media updates. Internships in Marketing are unpaid. You need to have at least one of the following qualifications:</p> <ol style="list-style-type: none"> 1. Blogging - Write in perfect English; research into things that might excite Casamona customers and sway them to invest in the city. Help update our blog http://www.casamona.com/category/blog/real-estate-news/

					<p>2. IT&SEO skills and experience in working in IT. Do you know word press, SEO, Google analytics etc.?</p> <p>3. Photographer: Go and visit our apartments with our sales people and help them take photos.</p> <p>Other possible tasks: accounting (getting all invoices together) and also HR (having interview with new interns).</p>
<p>Universitatea din Lisabona Facultatea de Litere Depart. de Lingvistică Generală și Romanică</p> <p>D-na Roxana Ciolăneanu roxana@campus.ul.pt</p>	Lisabona , Portugalia	10	Depart. de Lingvistică Generală și Romanică	Anul univ. 2018-2019	<p>Sarcini:</p> <p>- să contribuie la activitățile de promovare a limbii și culturii române în Portugalia; - să gestioneze site-ul și pagina de Facebook a Lectoratului;</p> <p>- să propună noi activități de promovare a limbii și culturii române la Universitatea din Lisabona; - să se implice în activitățile de predare a românei ca limbă străină.</p> <p>Cerințe: lb. română; lb. engleză (minim B1)</p>
<p>Universidad Politécnica de Cartagena</p> <p>Anna Gargiulo - International Officer for student mobility International Office ELDI – Edificio Este Calle del Ángel, s/n 30202 CARTAGENA (Murcia) Teléfono: +34 968 325922 e-mail: anna.gargiulo@upct.es www.upct.es</p>	Cartagena (regiunea Murcia, Spania)	5	University cooperation and international relations	4-6 months	<p>Main activity of the placement : University cooperation and international relations</p> <p>Placement offered -Assistance in the organization of events and student mobility programmes; -Maintenance of databases; -General administrative support (use of e-mail and telephone).</p> <p>Student profile : Translation and Interpretation degrees are considered an advantage ; knowledge of Spanish and English ; good computer skills ; mature, responsible, organised, able to work on his/her own.</p> <p>Desired skills : interested in international affairs ; ability and willingness to train in basic computing (Word, Excel, Access, PowerPoint) ; flexibility in approach to work ; capability of working in an international environment</p> <p>Languages: fluent Spanish – written and spoken ; knowledge of English 25 hours per week from 09:00 to 14:00</p>
<p>Universidad Politécnica de Cartagena</p> <p>Blasi Navarro – Jefe Servicio Comunicación Servicio de Comunicación UPCT Pl. del Cronista Isidoro Valverde, s/n Edificio "Rectorado" - 30202 Cartagena (Spain) Telephone: +34 968 325684/80 Blasi.navarro@rec.upct.es Comu.interna@upct.es www.upct.es</p>	Cartagena (regiunea Murcia, Spania)	5		3 to 12 months	<p>Main activity of the placement : News and visibility of the Technical University of Cartagena</p> <p>Placement offered : -Assisting and making improvements on the corporate website, sharing news and general administrative support (use of e-mail and telephone). Customer service. The trainee will have occasional contacts with the public.</p> <p>Student profile: Communication or Translation and Interpretation/Language degrees are considered an advantage; knowledge of Spanish (min. B2) and English (min. B2) ; good computer skills ; mature, responsible, organised, able to work on his/her own and with other people. Versatile.</p> <p>Desired skills : interested in communication, social media, community management, mass media, translation, good with languages; necessary basic computing skills (Word, Excel, Access, PowerPoint) ; familiar with the internet and social networks ; capability of working in an international environment</p> <p>Language: Spanish and English – B2 written and spoken (minimum) 25 hours per week from 09:00 to 14:00</p>
<p>Universidad Politécnica de Cartagena</p>	Cartagena (regiunea Murcia, Spania)	5		6 to 12 months	<p>Main activity of the placement : area of English or German Studies. Reinforcing communication skills in the subjects of English or German for language lessons, both in graduate and postgraduate levels.</p>

Donatella Rotondo Language Center Technical University of Cartagena ELDI – Edificio Este – 3ª Planta Calle del Ángel, s/n 30202 CARTAGENA (Murcia) Spain Tel: +00 34 968 17 77 62 Mail: servicio.idiomas@upct.es	Murcia, Spania)				<p>Placement offered : The student will support the lecturers of the Area of English or German Studies with class activities previously discussed, mainly aimed at improving communication skills in the teaching contexts explained in the previous section.</p> <p>Student profile : any degree in English or German Philology. Preferable English or German native speaking. High level of English or German (expert level)– written and spoken. Optional: knowledge of language class dynamics and methodology and/or academic skills.</p> <p>Desired skills: teaching training; English or German (expert level).</p> <p>Working hours: average: 20 h per week, including class hours/seminars and preparation meetings. It can happen that one week the candidate has to work more hours; this will be compensated with a reduction on subsequent weeks.</p>
<p>University of Sassari www.uniss.it Press Office Piazza Università 21, 07100 Sassari www.uniss.it Cod: UNI 44</p>	Sassari, Italia	1		3 months May – July 2019	<p>Student profile: Communication Science, Journalism. Language skills: B1 Italian (spoken and written); Working knowledge of basic software packages (Office) Main tasks will include: working on the daily press review; collaboration in editing press releases regarding the university activities; collaboration in the organization of press conferences; social media editing, social media management, web editing. Trimiteti CV-ul d-nei Carla Urgeghe (curgeghe@uniss.it) mentionând obligatoriu codul ofertei.</p>
<p>Università degli studi di Sassari Piazza Università 21 - 07100 Sassari www.uniss.it Cod: UNI 46 Orientation/Job Placement</p>	Sassari, Italia	1		3-6 months (extensible)	<p>Student profile: Humanities UG/PG Course. Good communicative and relational qualities required. Computer skills: good knowledge of the Office package, familiar with the use of the Internet. Language skills: Italian B2, English B2. Tasks. The trainee will collaborate in carrying out the activities of the orientation office : - desk activities for Italian and foreign students; - organisation of cultural events; - support activities in the management of administrative practices. Trimiteti CV-ul d-nei Carla Urgeghe (curgeghe@uniss.it) mentionând obligatoriu codul ofertei.</p>
<p>Università degli Studi di Sassari Piazza università 21, 07100 Sassari Research, technology transfer and third mission area - Funzione Public Engagement Viale San Pietro 43/B 3° Piano Cod: UNI 50</p>	Sassari, Italia	1		3 months (extensible) all year round, except July and August	<p>Student profile Communication Interests: Social development, Social engagement, Communication and dissemination Language skills: English B1. Computer skills: Microsoft Office or similar softwares; use of Internet browsers. Tasks : The candidate will be involved in all the main activities of the area. Especially in monitoring Public Engagement initiatives of UNISS, in research and analysis of international fundings and networking opportunities and in dissemination reports drafting. Trimiteti CV-ul d-nei Carla Urgeghe (curgeghe@uniss.it) mentionând obligatoriu codul ofertei.</p>
<p>Bookshop IL LABIRINTO di Nonis Via Carlo Alberto, 119 Alghero tel. Fax: +39 079980496 email:</p>	Alghero, Italia	1		3 months (extensible without a limit) All year	<p>Student profile : Literature, Foreign Languages, Philological Sciences, Humanities, Translation, Interpretation, Linguistics, Education, Teacher Training; Communication and Information Sciences, Journalism. Language Proficiency: B1 in Italian / English Tasks: The internship programme will focus on the following matters: arrangement of the set; participation in the booking activities of new publications;</p>

labirintoalghero@gmail.com Cod: ILLAB					participation in the organization of literary events and meetings with authors; relations with customers; possible relations with foreign publishers; The intern will have the chance to improve language skills. Trimiteti CV-ul d-nei Carla Urgeghe (curgeghe@uniss.it) mentionând obligatoriu codul ofertei.
Mine Vaganti NGO Via Del Fiore Bianco 13/a http://www.minevaganti.org Perfugas (Sassari) email: minevaganti2010@gmail.com president@minevaganti.org partenzemine@gmail.com Cod: MINEV	Sassari, Italia	1		3 months (extensible) Febr.-Aug	Student profile: Communication Sciences, Foreign Languages. Experience: previous experience in the field of non formal education is preferable. Language skills: B1 in English and A2/B1 in Italian (due to the contacts with the local community). ICT proficiency level: Working knowledge of basic software packages Soft skills: open minded, ability to write projects in English, communication skills, time management, practical and concrete, sensitive with disability issues, pro-active attitude. Tasks Fields of work: adults and youth mobility and training courses targeted at students or teachers. Subject: promotion of the youth/ adult mobility (LLP Programme, European youth Foundation and Youth in Action) and social work in the third sector all around Europe using non formal education method. The intern will support all activities carried out by Mine Vaganti EYG and will be in charge for writing new projects on youth/adult mobility. The student will be enrolled in activities related to the following programs: LLP, European youth Foundation and Youth in Action, as well as Erasmus plus and European youth foundation. The intern should be able to communicate both in English and in Italian, especially in order to interact with the local community to whom are mainly addressed the activities. The intern will support the association in the phases of writing and implementing several projects (especially local activities about sport as a tool of integration for people with physical disabilities and immigrants) and running info days about European Programme. The training activities will also include writing European Projects aimed at establishing new partnerships and support the implementation of activities on local project such as sport matches for immigrants, training courses for social workers and so on. Other practical activities could be planned during the afternoon (no opportunity to benefit of the mobility projects promoted by Mine Vaganti). According to the intern's mother tongue he/she can run workshops on his/her typical food, language courses targeted at students and local community using the non formal education method. Trimiteti CV-ul d-nei Carla Urgeghe (curgeghe@uniss.it) mentionând obligatoriu codul ofertei.
International bookshop Koinè Srl Via Roma 137, 07100 SASSARI maria.coilibri@gmail.com; Cod: KOINE	Sassari, Italia	1		Unlimited All year	Student profile: Humanities/Fine Arts/Foreign Languages. Language skills: A2 Italian; B1 English; ICT proficiency level: Working knowledge of basic software package Tasks: The intern will learn the bookshop management activities with reference to sales, book orders and customer relations. The internship activities will also include cooperation in organizing cultural events and reading laboratories for kids in schools and libraries. Trimiteti CV-ul d-nei Carla Urgeghe (curgeghe@uniss.it) mentionând obligatoriu codul ofertei.
Cod: ASINARA Parco Nazionale dell'Asinara	Porto Tores,	1		Febr.-May 2019	Student profile: Communication, Media Studies. Soft skills, computer graphics and websites knowledge are required.

(National Park Asinara) http://www.parcoasinara.org / Address: Via Josto 7, 07046 Porto Torres. Email: parco@asinara.org	Italia				Language proficiency: B1 Italian (written and spoken); B1 English. Tasks: The intern will cooperate with the directorate and with both earth and sea sectors. Main tasks will include website content implementation, web communication for the Park as well as for the "Isola dell'Asinara" marine reserve. The intern will be involved in creative writing activities and in the management of digital interfaces for the public communication developed in the nature reserve Office. The intern will support the launch of the English version of the website Trimiteti CV-ul d-nei Carla Urgeghe (curgeghe@uniss.it) mentionând obligatoriu codul ofertei.
Cod: AQUARIUM 2 Aquarium Cala Gonone Via La Favorita 08022 Cala Gonone - Dorgali - NUORO http://www.acquariocalagonone.it/ Department for Communication and Reception info@acquariocalagonone.it	Cala Gonone - Dorgali Italia	1		3 months June - September 2019	Student profile: Foreign languages, Humanities, or equivalent. Language proficiency: English B2; Italian A2; Applicants mother tongue in English, French, German or Spanish will be preferred. ICT proficiency level: good knowledge of Microsoft Office package (Word, Excel); good knowledge of the most common social networks. Tasks: the trainee will be involved in all activities carried out by the Department for Communication and Tourist reception. - front office activities with Italian and foreign tourists; - support in communication campaign on website and social networks; - website contents translation. Trimiteti CV-ul d-nei Carla Urgeghe (curgeghe@uniss.it) mentionând obligatoriu codul ofertei.
Alisso ONLUS www.alisso.org Borderline S.C.C., via Rockefeller 16/C, 07100 Sassari - Centro Giovani, via Santa Caterina 21 info@alisso.org PEC: posta@pec.alisso.org Cod: ALISSO	Sassari, Italia	1		6 months All year	Student profile: Communication or equivalent; Language mediation, Interpreting. Language proficiency: B1 level in written and spoken Italian / English. Tasks: The intern will be involved in the daily activities in the Youth Centre of Sassari. He/she will cooperate with volunteers and young people working in the Centre. He/she will learn how to organise workshops, events, laboratories, languages courses. In addition to that, the intern will gain experience in informal education, cultural and social fields, European projects, communication and organisation of projects and events for young people, asylum seekers and NEETs. Trimiteti CV-ul d-nei Carla Urgeghe (curgeghe@uniss.it) mentionând obligatoriu codul ofertei.
WILLIAM MORRIS SOCIETY Helen Elletson curator@williammorrissociety.org.uk	Londra, Marea Britanie	1	-	Anul universitar 2018-2019	Tasks: cataloguing and documenting the museum collection, researching, greeting the public, helping with museum administration and room stewarding. We can usually accept a student on a part time basis only.
BREPOLS PUBLISHERS Dimitrios Kyratzis dimitrios.kyratzis@brepols.net Office: Brepols Publishing Services Street: Ermou 55 Post Code: 54623	Tesaloni Grecia	2	Office – Brepols Publishers	Preferably (at least) 4-5 months beginning with June 2019	Working hours: 6 hours/day (from 08.30 to 14.30). Skills: excellent communication skills; team player; broad knowledge of European history and cultures, across countries, periods, languages and disciplines. Degree (relevant to): Philology, Language & Literature. Obligations: supporting a team of Bibliographers working on Brepols Publishers' databases (<u>L'Année philologique</u> , International Medieval Bibliography, International Bibliography for

City: Thessaloniki Country: Greece				Humanisme and Renaissance, Index Religiosus). Language Requirements: English (C1 or C2). Good command of any other language will be an advantage. Fees & Fundings: European Union-Erasmus+ programme funding. 200€/per month from Brepols Publishers as accomodation fees.
K2 Internacional - Escuela de Espanol en Andalucia K2 INTERNACIONAL, SPANISH SCHOOL Plaza Mentidero 19, 11003, Cádiz, Spain Tif. (0034) 956 212 646 Skype: infok2internacional Email: info@k2internacional.com www.k2internacional.com Lucia Baturone Executive Assistant Skype: marketingk2	Cádiz, Spain	3	Minim 3 luni	Internship The Spanish + Internship programme offered by K2 Internacional normally consists of a Spanish language course combined with an internship held in our school; however, the Spanish language course is not obligatory. This programme provides students with an opportunity to grow both personally and professionally. It is intended for students who desire to expand their educational experience beyond the traditional classroom environment by working directly within another culture. It engages students in meaningful work experience whilst helping them to: gain understanding, acquire knowledge, and develop the necessary skills for living in a globally interdependent and culturally diverse world. In addition to working, students can attend Spanish lessons to improve language proficiency if they wish. Student profile: Recomendamos tener un nivel mínimo de B1. En caso contrario o, incluso con un nivel B1, recomendamos a los estudiantes hacer siempre un curso previo de español antes de comenzar sus prácticas, bien en su país, o directamente en la escuela, ya que esto les ayuda a adaptarse mejor a la nueva ciudad, hacer amigos internacionales y conocer el funcionamiento de la escuela. A todo el personal de prácticas se le aplica un descuento en el curso. Lessons per week: 20 hours of General Spanish Course (not essential) Minimum level required: Intermediate B. Tasks: - International promotions and marketing tasks. - Translation of promotional materials, documents, manuals, etc. - Collaboration with the academic department. - Creating and maintaining databases. - Administrative tasks: Receiving and sending emails, drafting letters, answering the telephone, etc. - Client attention. - Company management. Special requirements: A minimum 2 week intensive course in our language school before starting the internship is recommended but not required. - Students must send us the following information by email: English or Spanish CV, a copy of their passport and a copy of their medical insurance if non EU citizen, an authorisation letter from the internship coordinator at your university to start a programme with us, indicating the start and end dates of your period abroad. Special pentru studentii UAIC: Hemos decido ofrecer un descuento de un 15% en todos nuestros cursos a los estudiantes de UAIC que deseen continuar estudiando español en España sin hacer unas prácticas laborales.
GLOBTRAIN GbR Kurfuerstenstr. 15 - 10785 Berlin - DE www.globtrain.org info@globtrain.org Tel: 15785932238	Berlin, Germani a	10 licenta, 10 masterat, 10 doctorat	Anul univ. 2018-2019	Fields: The traineeships could be done in the following sectors: translation, foreign language secretary, publishing house, journalism, bookstores, touristic guide or points, customer care in foreign language or sales manager. Tasks: translating, correspondence in foreign language, little translations for offices, talking to customers or partners in a foreign language (not only German), writing articles or snippets. Student profile: The participants just need to speak at least two foreign languages, with an

Facebook: @Erasmus.Germany.Globtrain Miriam Simone					English level of B2 at least. Any previous working experience would be a plus, but not mandatory.
Università degli Studi di Bari Aldo Moro (IBARI01) Address: Centro Polifunzionale Studenti, P.zza Cesare Battisti - 70121 - Bari (Italy) Dr Mariangela Mancino Erasmus Office mariangela.mancino@uniba.it tel. / fax: +39.080.571.4978	Bari, Italia	4	Department of International Relations	From June till September 2019	Languages requirements: English and Italian (B1). Contactati-o pe Doamna Mariangela Mancino pentru detalii privind sarcinile de lucru in cadrul Departamentului de Relatii Internationale.
University of Macerata http://www.unimc.it/en?set_language=en International Office Home page: http://iro.unimc.it/en?set_language=en cri@unimc.it . Véronique Grumel veronique.grumel@unimc.it	Macerata , Italia	1	the International Office	2018-2019	Student profile. 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 EVS (European Voluntary Service); - Possibly be graduating or graduated 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; - Support to admin staff in management of Summer/Winter schools for international students (according to the period); - 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 and other national holidays); - Additional hours may be requested according to office needs; - The trainee will be located on ground floor and will be also appointed of welcoming students & visitors, addressing them to the relevant office. If interested, please send Mrs Grumel: 1. The form duly filled in; (Cereti formularul coordonatorului: mihlupu@yahoo.com) 2. A CV in English or Italian language, possibly in .PDF format; 3. A motivational letter in English or Italian.
UNIVERSIDADE DA BEIRA INTERIOR Covilhã, Portugal Departamento de Comunicação e Artes	Covilhã, Portugal	2 studenti x 4-6 luni	1. Wool Museum of Univ. da Beira Interior	Anul univ. 2018-2019	Two internships: - First internship: 4/6 months at Wool Museum of Universidade da Beira Interior -Second internship (4/6 months) at Public Relations Department of Universidade da Beira Interior The tasks (for both departments): production of press releases and other promotional material, participation on fairs, production of leaflets, flyers and other informational material, protocol

Eduardo Camilo eduardocami@gmail.com		2. Public Relations Department of Univ. da Beira Interior	management, online editing, presentation of museum collections. Requirements: proficiency in English (spoken and written), knowledge in French, Proficiency in all the Office Programs, knowledge in image publishing (Photoshop, Indesign)
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CALENDARUL SELECȚIEI:

18.02.2019	Afișarea condițiilor de selecție și a locurilor disponibile
19.02.2019-08.03.2019	Depunerea dosarelor de candidatură Pentru stabilirea zilei și a orei la care vreți să predați dosarul, contactați coordonatorul: conf.dr. Mihaela Lupu (mihlupu@yahoo.com).
25.02.2019	Întâlnire informativă cu studenții interesați, ora 14.00, Catedra de Franceză
11.03.2019	Interviul* : ora 11, Catedra de Franceză
14.03.2019	Afișarea rezultatelor selecției (ora 16)
27.03.2019	Întâlnirea cu studenții selectați (vor fi contactați prin email)

*Se admit interviuri online via Skype.

Pentru informații suplimentare: conf. dr. Mihaela LUPU, coordonator Erasmus+ Practică (Facultatea de Litere): mihlupu@yahoo.com (informații despre locurile de practică, sarcini, responsabilități, activități).

Afișat astăzi, 18.02.2019, la Secretariatul Facultății de LITERE