

# PROGRAMUL ERASMUS+

## Stagii de Practică 2016 - 2017

### Facultatea de LITERE

#### ANUNT PENTRU STUDENTI (anii I-III), MASTERANZI (anii I-II) SI DOCTORANZI (anii I-III)

Va invitam sa consultati documentul de mai jos care cuprinde informatii despre stagiile de practica pe care le puteti efectua in diverse tari in cadrul Programului ERASMUS+.

1. Tabelul de mai jos va fi actualizat pe masura ce institutiile care au confirmat posibilitatea de a primi stagitari de la UAIC vor trimite detalii. Daca va intereseaza o anumita institutie, luati legatura cu persoana de contact indicata in tabel si cereti-i informatii.
2. Daca doriti, puteti sa cautati alte institutii din tarile partenere care indeplinesc conditiile mentionate in Regulamentul afisat pe site-ul UAIC si la avizier (III. Organizarea și monitorizarea selecției beneficiarilor. 1. Eligibilitate).

Instituția gazdă si persoana de contact	Oraș, țara	Nr. locuri disponibile	Poziție / Depart.	Perioada	Observații (activitati, cerinte, alte detalii)
<b>University of Beira</b> Eduardo Camilo eduardocami@gmail.com	Covilha, Portugalia	<b>1</b>	-	februarie-iulie 2017	Activitati: traducere de texte din franceza, germana sau engleza in portugheza si din portugheza in engleza. Publishing edition and translation (Press House, LabcomBooks); Page edition or graphic design work.
<b>Educa International</b> Lenka Konickova <a href="mailto:info@educaops.cz">info@educaops.cz</a> <a href="mailto:educaops@gmail.com">educaops@gmail.com</a>	Praga, Republica Ceha	<b>9</b>	-	Anul universitar 2016-2017	Practica in scoli. De trimis doar formularul completat si CV in engleza. Formularul poate fi cerut de la coordonator (M. Lupu)

www.educaops.cz					
<b>University of Cyprus</b> <a href="http://www.ucy.ac.cy">www.ucy.ac.cy</a> Dina Tsagari, Assistant Professor in Applied Linguistics/TEFL <a href="mailto:dinatsa@ucy.ac.cy">dinatsa@ucy.ac.cy</a>	Cipru	<b>2</b>	Department of English Studies	Anul universitar 2016-2017	Preferabil in ordinea urmatoare : 1. Masterat de Lingvistica Aplicata (Didactica lb. engleze) 2. Doctorat: filologie. 3. Licenta: studenti care cunosc 2 lb. moderne  Preferabil studenti cu nivel C1.
<b>Casamona International</b> Tine Mathiassen tine@casamona.com; tom@casamona.com	Barcelona, Spania	<b>3</b>	1. Marketing 2. Office Manager 3. A rental agent	Anul universitar 2016-2017	Informatii despre conditii si activitati, v. mai jos*.
<b>CIEF-URCA</b> Sylvie SOHIER <a href="mailto:sylvie.sohier@univ-reims.fr">sylvie.sohier@univ-reims.fr</a> Directrice du CIEF-URCA Campus Moulin de la Housse BP 1039 - 51687 REIMS Cedex 2 Tél: 03 26 91 81 95	Reims, Franta	<b>1 sau 2 (FLE)</b>	-	Anul universitar 2016-2017, sem. 2	Nous pouvons éventuellement accueillir au CIEF un ou deux stagiaires uniquement pour un stage pratique en FLE.  - souhaitable: au minimum B2 en Français, étudiants en Master de Didactique du FLE.
<b>William Morris Society</b> Helen Elletson <a href="mailto:curator@williammorrissociety.org.uk">curator@williammorrissociety.org.uk</a>	Londra, Marea Britanie	<b>1</b>	-	Anul universitar 2016-2017	- to assist us in our core work ; - museum duties (greeting visitors, cataloguing artefacts etc).  We can usually accept a student on a part time basis only.
<b>Università degli Studi di Parma</b> <a href="http://faustino.fabbianelli.jimdo.com">http://faustino.fabbianelli.jimdo.com</a> faustino.fabbianelli@unipr.it	Parma, Italia	<b>1</b>	Dipartimento A.L.E.F.	10.04-12.05.2017	Licenta, master, doctorat ; cel puțin nivelul B1 în engleza și italiana.  Students can of course come before the beginning and go after the conclusion of the terms. We would accept only one student at a time. One student can remain for both parts of the term.

<p><b>University of Salamanca</b> Servicio de Relaciones Internacionales</p> <p>Lina Fernandez</p> <p><a href="mailto:lfog@usal.es">lfog@usal.es</a></p>	Salamanca, Spania	1	-	Anul universitar 2016-2017	Departamentul in cauza evalueaza fiecare solicitare trimisa de student pe cont propriu (CV, tip de loc de practica cerut, nivel de limba, disponibilitatea perioadelor cerute etc.) apoi, daca se ajunge la un accord pe baza unor conditii specifice, tutorele emite scrisoarea de acceptare.
<p><b>University of Sassari</b></p> <p>International Relations Office</p> <p>Dott.ssa Carla Urgeghe</p> <p><a href="mailto:curgeghe@uniss.it">curgeghe@uniss.it</a></p>	Sassari, Italia	1	-	Anul universitar 2016-2017	<p>Consultati lista de oferte pe pagina <a href="https://en.uniss.it/internationalisation/promotional-projects/erasmus-traineeship-sardinia-2">https://en.uniss.it/internationalisation/promotional-projects/erasmus-traineeship-sardinia-2</a> si anuntati-o pe d-na Carla Urgeghe care sunt ID-urile locurilor vacante care vi se potrivesc cel mai bine.</p> <p>Fiecare candidatura va fi analizata separat.</p>
<p><b>STRAFORMATION</b></p> <p>Maxime BINGOL Directeur Général <a href="mailto:contact@straformation.fr">contact@straformation.fr</a></p> <p><a href="http://www.straformation.fr">www.straformation.fr</a></p>	Strasbourg, Franta	1	-	Anul universitar 2016-2017	
<p><b>Centre de linguistique appliquée, Université de Franche-Comté</b></p> <p>Saïd Nourine <a href="mailto:said.nourine@univ-fcomte.fr">said.nourine@univ-fcomte.fr</a> Directeur adjoint &amp; Resp. des formations FLE Tel. +33 (0)3 81 66 52 08 Fax. +33 (0)3 81 66 52 25 <a href="http://www.cla.univ-fcomte.fr">www.cla.univ-fcomte.fr</a></p>	Besançon, Franta	1	Services Communication et Accueil	de préférence après février 2017	Stage de 2 mois maximum
<p><b>Istituto Istruzione Superiore „Pischedda”</b></p> <p>Mrs Annalisa Marongiu</p> <p>Departmental Coordinator and Tutor for the Foreign</p>	Bosa, Italia	<b>minim 2</b>	Foreign Language Assistants	15.09.2016 – 10.06.2017	<p>The tasks we usually require are:</p> <ul style="list-style-type: none"> <li>• support to the teachers of English during the lessons</li> <li>• preparation and running of conversation classes in English</li> <li>• support to teachers of Science and Chemistry or other subjects involved in a CLIL</li> <li>• participation and assistance on training English course</li> </ul>

<p>Language Assistants</p> <p><a href="mailto:lisamar64@tiscali.it">lisamar64@tiscali.it</a></p>					<p>for teachers of other subjects</p> <ul style="list-style-type: none"> <li>• preparation and assistance on extra training English courses aimed at improving the level of the foreign language.</li> <li>• participation to international EXTRA CURRICULAR ACTIVITIES activities like MUN (MODEL UNITED NATIONS) LESSON PREPARATION</li> </ul> <p>We usually accept students from B2 to C2 level. Internships of 3 to 8 months</p>
<p><b>GLOBTRAIN</b></p> <p><b>FRANCESCO MOLINARI</b> Project Manager, Globtrain GBR.</p> <p><b>info@globtrain.org</b> <a href="http://www.globtrain.org">www.globtrain.org</a>   <a href="mailto:info@globtrain.org">info@globtrain.org</a> Skype: <a href="https://www.skype.com/people/globtrain.org">globtrain.org</a></p>	<p>Berlin, Germania</p>	<p><b>1</b></p>			<p><b>GLOBTRAIN</b> is a German organization working with international mobility programmes, vocational and linguistic training. We host numerous projects and activities in the framework of Erasmus+ and other European programmes in <b>Berlin</b>, a dynamic, modern and cosmopolitan city at the heart of Europe.</p> <p>We <b>CAN HOST</b> your <b>students/teachers/professionals</b>, providing:</p> <ol style="list-style-type: none"> <li><b>1. KA1 training courses;</b> <ul style="list-style-type: none"> <li>- we run top-level, tailor-made training courses, which also include visits with experts, with the aim of providing participants with relevant skills and increase the quality of project proposals.</li> </ul> </li> <li><b>2. internship placement;</b> <ul style="list-style-type: none"> <li>- First cognitive meeting with the placement company;</li> <li>- Certifications;</li> <li>- Preparation and management of mobility paperwork;</li> <li>- Tutoring</li> </ul> </li> <li><b>3. study visits &amp; job shadowing opportunities;</b> <ul style="list-style-type: none"> <li>- Organization and management of the program based on the objectives and skills that should be acquired;</li> </ul> </li> </ol>

					<p>- Research and management of job-shadowing placement;</p> <p>Our <b>services</b> include:</p> <p>- accommodation in fully furnished, renovated apartments in the city center; - airport transfer; - cultural programs (upon request); - tutoring; - certifications; - language courses; - a greater partnership with other members of our mobility network ErasmusNet: <b>AMFI</b> (Italy), <b>LEXEMA</b> (Malta), <b>CANARIAS MOBILITY</b> (Gran Canaria) and <b>MOVIDEA</b> (Granada and Malaga).</p> <p>With over <b>200 projects executed since 2011</b>, we are ready to be your partner in Germany for your <b>current</b> and/or <b>future projects</b>.</p>
<p><b>Kyriaki Stylianou</b></p> <p>Plaza del Cronista Isidoro Valverde</p> <p>Edificio "La Milagrosa" - 30202 - Cartagena (Spain)</p> <p>Tel: +34 968 32 5922 si</p> <p>Tel.: +34 968 32 5971</p> <p>Fax: +34 968 32 5972</p> <p>E-mail: <a href="mailto:relint@upct.es">relint@upct.es</a></p>	Cartagena, Spania	<b>1</b>	<p>International Relations Office</p> <p>Technical University of Cartagena</p>	minim 6 luni	<p>Opening of a new opportunity for a Student Mobility Placement at the Universidad Politecnica de Cartagena under the Erasmus Programme. This initiative will allow your Erasmus Students to fully participate and understand all the different aspects concerning the running of an International Relations Office, while carrying out the typical tasks related to International Programmes. Below you will find the details of our proposal.</p> <p><b><u>Knowledge, skills and competence to be acquired:</u></b></p> <ul style="list-style-type: none"> <li>• Language skills (English and Spanish)</li> <li>• Getting familiar with the programmes (ERASMUS, LEONARDO, VULCANUS, etc.)</li> <li>• Dealing with bilateral agreements with universities all over the world</li> <li>• Dealing with Mentor's programme</li> <li>• Organizing activities for incoming and outgoing students</li> </ul> <p><b><u>Detailed programme of the training period:</u></b></p> <p>At the beginning the trainee will learn and try to familiarize with the work that is carried at the office. The trainee will participate</p>

				<p>in the office activities and will learn about the administrative side of the work. Then the trainee will help and assist in the work and processes carried at our International Relations Office and collaborate with the described current activity. The trainee will stay at least 6 months.</p> <p><b><u>Tasks of the trainee:</u></b></p> <ul style="list-style-type: none"> <li>• Help in dealing with international programmes</li> <li>• Providing students and teachers with information about international programmes</li> <li>• Help in dealing with bilateral agreements with universities all over the world</li> <li>• Help with the Mentor's Programme</li> <li>• Help with creating and supervising materials for incoming and outgoing students and professors</li> <li>• Help in organizing activities for outgoing and incoming students</li> </ul> <p><b><u>Monitoring and evaluation plan:</u></b></p> <ul style="list-style-type: none"> <li>• Final evaluation will take place at the end of the training period.</li> </ul>
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\*Informatii detaliate despre oferta **Casamona International - Barcelona, Spania**

**1. Office Manager**

As an Office Manager, you will be in direct contact with our clients and owners. For this position you must be detail-oriented, good at multitasking and persistent with good management skills. In addition, you will be in charge of your own schedule, so you need to be organized. You will speak Spanish every day and will need to have good communication skills. You will learn about all aspects of the company, working alongside the general manager and thus will have to have a clear understanding and structured overview of all your personal and furthermore the company's general daily tasks. Additionally, as an Office Manager you will do some flat finding, one of the most important tasks in the company. Fluent English and Spanish is necessary for this role.

Compensation: Fixed salary 200€ / month including 6 flat finds in total plus 10% commission of any deal.

Office hours:

- Monday - Friday from 09.00 to 17.00
- Including two late shifts a week 12:00-19:00
- Additionally two Saturdays per month from 10.00 to 14.00
- Maximum of 40 hours a week

**2. Rental Agent**

You are going to work as an intermediary between apartment owners and clients in order to rent properties in Barcelona, often visiting all areas of the city. You will also have to work on other projects, such as flat finding. In addition, you will be in charge of your own schedule, so you need to be detail-oriented and organized. You must have a strong conduct of Spanish, both written and spoken. You must be able to work for a minimum of five months. Speaking French is a BONUS. Compensation: you receive commission based on rental deals and can get up to 20% (starting with 10%) in commission.

### 3. Listing Agent

Help us find new apartments for sale and rent. You will call owners and then go and see their apartment, take pictures and work with our real estate software. You will write descriptions in English and in Spanish. If you progress quickly you will also have the chance to get a few clients of your own. You must have a strong conduct of Spanish, both written and spoken. You must be able to work for a minimum of three months. Speaking French is a bonus.

Office hours for Rentals:

- Monday - Friday from 09.00 to 17.00
- Including two late shifts a week 12:00-19:00
- Additionally two Saturdays per month from 10.00 to 14.00
- Maximum of 40 hours a week

### 4. Sales assistant

You are going to work with senior sales agents and help them find apartments, do visits and learn about real estate. You will also get your own sales clients later when you know more. You need to be detail-oriented and organized. You must have a strong conduct of Spanish, both written and spoken. You must be able to work for a minimum of five months. Speaking French is a BONUS. Compensation: you receive commission when your sales person is selling. The process will take time, but you will learn a lot.

**5. Marketing and PR role :** For a marketing and PR role it is essential that you are creative and possess excellent writing skills. It will be your duty to sell Casamona as a unique brand through innovative blogging and social media updates. You need to have at least one of the following qualifications - to apply please send in a small piece of writing showcasing your creative writing abilities! **Internships in Marketing are unpaid.**

1. Blogging - To be written in perfect English, the blog sells aspects of Barcelona city, from things such as where to eat to upcoming events. It will be your duty to research into things that might excite Casamona customers and sway them to invest in the city. We don't just sell apartments, we sell the city. See our blog <http://www.casamona.com/category/blog/real-estate-news/> Can you help us update this ?
2. IT&SEO skills and experience in working in IT. Do you know word press ? Or do you know of SEO , google analytics etc?
3. Photographer, have you taken any previous Photography courses? Can you go and visit our apartments with our sales people and help them take photos?

Office hours for marketing: Monday - Thursday from 09.00 to 16.00; Friday from 10:00-17:00; Additionally two Saturdays per month from 10.00 to 14.00; Maximum of 40 hours a week

LAST: We also have interns helping us with accounting ( Getting all invoices together) and als HR ( having interview with new interns) . If you are interested in also helping in one of these area-let us know.

## CALENDARUL SELECȚIEI:

14.02.2017	<b>Afișarea</b> condițiilor de selecție și a locurilor disponibile
15.02.2017- 08.03.2017	<b>Depunerea dosarelor de candidatură</b> Pentru stabilirea zilei și a orei la care vreți să predați dosarul, luați legătura cu coordonatorul (lect.dr. Mihaela Lupu : <a href="mailto:mihlupu@yahoo.com">mihlupu@yahoo.com</a> ).
09.03.2017	<b>Întâlnire informativă cu studenții interesați, ora 15, Catedra de Franceza</b>
10.03.2017	<b>Interviul* : ora 13, Catedra de Franceza</b>
14.03.2017	<b>Afișarea rezultatelor selecției (ora 16)</b>
24.03.2017	<b>Întâlnirea cu studenții selectați</b> (vor fi contactați prin email)

\*Se admit interviuri online via Skype.

### Pentru informații suplimentare:

**Lect.dr. Mihaela LUPU** coordonator Erasmus+ Practică - [mihlupu@yahoo.com](mailto:mihlupu@yahoo.com), (informații despre locurile de practică, sarcini, responsabilități, activități).

**Petronela SPIRIDON**, International Officer, Departamentul de Relații Internaționale, Rectorat – [petronela.spiridon@uaic.ro](mailto:petronela.spiridon@uaic.ro), tel. 0232-201812 (informații despre **dosarul de candidatură, eligibilitate, contract financiar, documente post-stagiu etc.**)

Afișat astăzi, 14.02.2017, la Secretariatul Facultății de LITERE