

# 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 stagjari 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).

<b>Instituția gazdă si persoana de contact</b>	<b>Oraș, țara</b>	<b>Nr. locuri disponibile</b>	<b>Poziție / Depart.</b>	<b>Perioada</b>	<b>Observații (activitati, cerinte, alte detalii)</b>
<b>University of Beira</b> Eduardo Camilo eduardocami@gmail.com	Covilha, Portugalia	1	-	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> <a href="http://www.educaops.cz">www.educaops.cz</a>	Praga, Republica Ceha	10	-	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)

<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>	Cyprus	2	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	3	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 sylvie.sohier@univ-reims.fr	Reims, France	1 sau 2 (FLE)	-	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 curator@williammorrissociety.org.uk	Londra, Marea Britanie	1	-	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.jimdoo.com">http://faustino.fabbianelli.jimdoo.com</a> faustino.fabbianelli@unipr.it	Parma, Italia	1	Dipartimento A.L.E.F.	13.02.-17.03.2017  10.04-12.05.2017	Licenta, master, doctorat ; cel puțin nivelul B1 în engleză și italiană.  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.
<b>University of Salamanca</b> Servicio de Relaciones Internacionales  Lina Fernandez  <a href="mailto:lfog@usal.es">lfog@usal.es</a>	Salamanca, Spania	1	-	Anul universitar 2016-2017	Departamentul în cauză evaluează fiecare solicitare trimisă de student pe cont propriu (CV, tip de loc de practică cerut, nivel de limbă, disponibilitatea perioadelor cerute etc.) apoi, dacă se ajunge la un acord pe baza unor condiții specifice, tutorele emite scrisoarea de acceptare.

<b>University of Sassari</b> International Relations Office Dott.ssa Carla Urgeghe <a href="mailto:curgeghe@uniss.it">curgeghe@uniss.it</a>	Sassari, Italia	1	-	Anul universitar 2016-2017	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.  Fiecare candidatura va fi analizata separat.
<b>STRAFORMATION</b> Maxime BINGOL Directeur Général <a href="mailto:contact@straformation.fr">contact@straformation.fr</a>  <a href="http://www.straformation.fr">www.straformation.fr</a>	Strasbourg, Franta	1	-	Anul universitar 2016-2017	

\*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:

04.11.2016	<b>Afișarea</b> condițiilor de selecție și a locurilor disponibile
05-25.11.2016	<b>Depunerea dosarelor de candidatură</b> Pentru stabilirea zilei și a orei la care vreți să predați dosarul, contactați coordonatorul lect.dr. Mihaela Lupu : <a href="mailto:mihlupu@yahoo.com">mihlupu@yahoo.com</a> .
24.11.2016	<b>Întâlnire informativă cu studenții interesați, ora 13.30, Catedra de Franceza</b>
5.12.2016	<b>Interviul* : ora 14, Catedra de Franceza</b>
8.12.2016	<b>Afișarea rezultatelor selecției (ora 13)</b>
12.12.2016	<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, 04.11.2016 la Secretariatul Facultății de LITERE