

IES PERE BOÏL - CONVOCATORIA DE BECAS ERASMUS 2018-19

Objeto de la convocatoria

Conceder becas Erasmus para movilidad de estudiantes para hacer prácticas en empresas de países de la Unión Europea.

Destinatarios

Alumnado matriculado en el centro, en cualquier Ciclo Formativo de Grado Superior, que deba realizar la FCT en el año 2019, en el primer período ordinario de realización de FCT.

Cuantía de las becas.

La cuantía de cada beca se puede consultar en la web de la SEPIE y dependerá del nivel del país al que se accede y de la duración de la misma en días. Se pueden consultar todos los detalles en http://sepie.es/doc/convocatoria/2018/Informacion_financiera_y_prioridades_2018.pdf Se debe tener en cuenta que, en el caso de estudiantes de FCT, se amplía la dotación general en 100 euros mensuales. En caso de estudiantes procedentes de entornos desfavorecidos (por ejemplo, los que disfrutaron de una beca por estudios del MEC en el curso pasado) la ampliación es de 200 euros mensuales. Estas dos últimas cuantías son incompatibles entre sí.

Periodo de estancia

Aproximadamente dos meses y medio realizando 8 horas diarias hasta completar 400.

País y empresa de destino

El país elegido para la realización de las prácticas becadas por esta convocatoria podrá ser cualquier país de la UE.

El idioma para la realización de las prácticas deberá ser el francés o el inglés.

La responsabilidad de la búsqueda de la empresa de destino corresponde al alumno, que puede utilizar para ello los recursos disponibles del centro. Si el alumno utiliza una empresa intermediaria para buscar su empresa de destino, el centro subvencionará la búsqueda con un 50% del coste del servicio, con un máximo de 175 euros y el alumno como mínimo aportará 50 euros. Esta subvención se concederá siempre que el alumno finalice las FCT con calificación de Apto. El centro abonará directamente a la empresa el importe de la subvención.

El equipo educativo del alumno becado, de acuerdo con el propio beneficiario, determinará la idoneidad de la empresa de destino.

Plazo de presentación de solicitudes

El plazo de presentación de solicitudes finaliza el día 31 de enero de 2019 o hasta que se agoten las becas disponibles, lo que antes suceda.

Lugar de presentación de solicitudes

Las solicitudes y la documentación anexa se presentarán a través del registro de la secretaría del centro.

Requisitos

Para acceder a las becas será condición necesaria acreditar, mediante la superación de las pruebas que se organizarán en el centro, un conocimiento de inglés o de francés, según el idioma de la empresa en la que deseen realizar las prácticas, que garantice el buen aprovechamiento de las prácticas. Todos los candidatos deberán realizar la prueba de nivel. La realización y calificación de las pruebas correrá a cargo de los departamentos correspondientes. Se realizarán del 26 al 30 de noviembre. Se publicará la fecha concreta en los tablones de anuncios y en la web del centro.

Se seleccionarán los candidatos en el orden en el que presenten la solicitud siempre y cuando cumplan todos los requisitos: haber superado la prueba de idioma, contar con el acuerdo de aprendizaje con la empresa firmado por todas las partes, tarjeta sanitaria europea en vigor durante la estancia en la empresa o justificante de solicitud de la misma, dni en vigor durante la estancia en la empresa, Europass en el idioma elegido. En caso de que dos o más candidatos presenten sus solicitudes el mismo día y no haya suficientes vacantes, se concederán las últimas becas atendiendo a la media de las calificaciones de los alumnos del último curso y de la prueba de idioma.

SOLICITUD DE BECAS ERASMUS 2018-19

DOCUMENTO 1

Alumno/a: _____

Ciclo Formativo de Grado Superior _____

Curso y grupo: _____ Tutor/a: _____

Nivel de idioma _____

Documentación que adjunta _____

Manifiesto mi interés y compromiso por realizar las prácticas en empresas con una beca Erasmus gestionada a través del centro, durante un periodo de 400 horas (aprox. dos meses y medio), en una empresa de habla inglesa o francesa en un país de la Unión Europea, cumpliendo las obligaciones especificadas en los convenios de colaboración que rigen el Programa Erasmus, y que se especifican en la página web del SEPIE:

<http://sepie.es/convocatoria/index.html#contenido>

En Manises, a ____ de _____ de 201_

Firmado:

Trainee	Last name(s)	First name(s)	Date of birth	Nationality	Sex [M/F]	Study cycle	Field of education
Sending Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
Receiving Organisation/ Enterprise	Name	Department	Address; website	Country	Size	Contact person name; position; e-mail; phone	Mentor name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Before the mobility

<i>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</i>	
Planned period of the mobility: from [month/year] to [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
Traineeship in digital skills: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

The level of language competence in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 A2 B1 B2 C1 C2 Native speaker

Table B - Sending Institution

Please use only one of the following three boxes:

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent) Give a grade based on: Traineeship certificate Final report Interview

Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).

Record the traineeship in the trainee's Europass Mobility Document: Yes No

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes No If yes, please indicate the number of credits:

Give a grade: Yes No If yes, please indicate if this will be based on: Traineeship certificate Final report Interview

Record the traineeship in the trainee's Transcript of Records: Yes No

Record the traineeship in the trainee's Diploma Supplement (or equivalent).

Record the traineeship in the trainee's Europass Mobility Document: Yes No

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes No If yes, please indicate the number of credits:

Record the traineeship in the trainee's Europass Mobility Document (*highly recommended*): Yes No

Accident insurance for the trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise):

Yes No

The accident insurance covers:

- accidents during travels made for work purposes: Yes No

- accidents on the way to work and back from work: Yes No

The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes

No

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes No If yes, amount (EUR/month):

The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes No

If yes, please specify:

The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes

No

The accident insurance covers:

- accidents during travels made for work purposes: Yes No - accidents on the way to work and back from work: Yes No

The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution):

Yes No

The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.

Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Commitment	Name	Email	Position	Date	Signature
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Trainee			<i>Trainee</i>		
Responsible person at the Sending Institution					
Supervisor at the Receiving Organisation					

During the Mobility

<p>Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)</p>	
<p>Planned period of the mobility: from [month/year] till [month/year]</p>	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

After the Mobility

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:
Start date and end date of traineeship: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:

Nationality: Country to which the person belongs administratively and that issues the ID card and/or passport.

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Field of education: The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.

Erasmus code: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

Contact person at the sending institution: a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

Contact person at the Receiving Organisation: a person who can provide administrative information within the framework of Erasmus+ traineeships.

Mentor: the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

Traineeship in digital skills: any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

There are three different provisions for traineeships:

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

ECTS credits or equivalent: in countries where the "ECTS" system it is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

Responsible person at the sending institution: this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Supervisor at the Receiving Organisation: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.