

## IES PERE BOÏL - CONVOCATORIA DE BECAS ERASMUS 2019-20

### 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 se acoja a alguna de las siguiente modalidades:

A - que deba realizar la FCT en el año 2020, en el primer período ordinario de realización de FCT o

B - que consiga el título en junio del presente curso y quiera realizar un período de prácticas adicional en el período comprendido entre el momento de la titulación y el 31 de mayo de 2021.

### 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/2019/inf\\_financiera\\_y\\_prioridades\\_2019.pdf](http://sepie.es/doc/convocatoria/2019/inf_financiera_y_prioridades_2019.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

Para los destinatarios del apartado A: Aproximadamente dos meses y medio realizando 8 horas diarias hasta completar 400.

Para los destinatarios del apartado B: De dos a tres meses que deben estar comprendidos entre el momento en el que se tenga la titulación y el 31 de mayo del 2021.

### 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 o período de prácticas adicional con calificación de Apto. El centro abonará directamente a la empresa el importe de la subvención.

En este momento pertenecemos a una asociación de centros de formación profesional europeos, en algún caso ya tenemos acuerdos de cooperación, que nos pueden servir de vínculo en la búsqueda de empresas y en la gestión de alojamientos.

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

### Plazo de presentación de solicitudes

El plazo de presentación de solicitudes finaliza

- para los solicitantes del apartado A, el día 31 de enero de 2019 o hasta que se agoten las becas disponibles, lo que antes suceda.
- para los solicitantes del apartado B, después de la convocatoria ordinaria y antes de haber obtenido la titulación.

### Lugar de presentación de solicitudes

Las solicitudes y la documentación anexa se presentarán a través del registro de la secretaria 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 mismas. 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 25 al 29 de noviembre. Se publicará la fecha concreta en los tabloneros 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 2019-20

DOCUMENTO 1

Alumno/a: \_\_\_\_\_

Ciclo Formativo de Grado Superior \_\_\_\_\_

Curso y grupo: \_\_\_\_\_ Tutor/a: \_\_\_\_\_

Idioma y nivel del mismo \_\_\_\_\_

Documentación que adjunta \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Manifiesto mi interés y compromiso por realizar las prácticas en empresas con una beca Erasmus gestionada a través del centro, 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>

\_\_\_ A durante un periodo de FCT de 400 horas (aprox. dos meses y medio),

\_\_\_ B durante un periodo de prácticas adicionales de dos a tres meses,

(marcar la opción que proceda)

En Manises, a \_\_\_ de \_\_\_\_\_ de 20\_\_

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		
<b>Before the mobility</b>							
<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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>							

**Table B - Sending Institution**

Please use only one of the following three boxes:

1. 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. 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. 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
Trainee			<i>Trainee</i>		
Responsible person at the Sending Institution					
Supervisor at the Receiving Organisation					

## During the Mobility

<b>Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise</b> (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)	
Planned period of the mobility: from [month/year] ..... till [month/year] .....	
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

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

**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](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://euopass.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.