

# Attention Students at Level 4 (MCAST Advanced Diploma) APPLICATION FORM ERASMUS+ STUDENT MOBILITY FOR VET TRAINEESHIP

## Who can apply?

The MCAST International Office would like to inform you that a Call for Applications under Erasmus+ VET is open for students currently reading for an Advanced Diploma at level 4 of studies. Students at level 3 of study cannot apply for this call. Students have to be **18 years of age by the 14<sup>th</sup> September 2021** to be eligible to apply. Students already selected for an Erasmus+ mobility who have not carried out their traineeship need not to apply again.

## How Long?

A minimum of two weeks, 1 month, or a maximum of 3 months' traineeship opportunity in Europe. The longer the placement the easier it will be for a student to find a company/organisation to host him/her. Some companies usually prefer students to spend the summer months with the company.

## Where?

Erasmus+ mobilities can take place in the following countries:

Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden, North Macedonia, Iceland, Liechtenstein, Norway, Turkey and Serbia.

The student **does not select** the country in the application. If successful with the Erasmus+ application, the student will have a chance to search for a placement in any of the countries above.

## When?

If your application is successful, the dates of your Erasmus+ mobility will be decided by the International Office after consulting the Institute and the student. The Erasmus+ mobilities have to take place between **March 2021 and September 2021**. Placements of 1 month or longer, have to take place during **summer 2021**. Students who will not be studying in **October 2021** could continue with the Erasmus+ mobility in **Autumn 2021**.

## Can I travel with a friend?

The International Office cannot confirm at this stage that students can travel with their friend/s. Companies can often only host one student. Having said that, the MCAST International Office often tries to group students travelling on Erasmus+ mobilities.

## What funding is provided?

Places are limited by the funding available. For selected students Erasmus+ will provide funding for flights and subsistence (accommodation and food). 80% of the grant will be given before the Erasmus+ mobility and 20% of the grant after the mobility.

## What help is provided for students with access needs?

Students with any access needs (physical, mental or health-related conditions) will be offered additional support. Participants with special needs are advised to express their needs in the application form of their respective institution / organisation. However, not stating this at application stage does not preclude students from applying for 'special needs funds' if students are required to purchase medicines, health products and/or health services during their mobility period abroad to sustain their living.

## How do I find a traineeship?

If a student is successfully selected, MCAST will do its utmost to find a traineeship for the selected students, however it is highly recommended that they also search, find and propose a traineeship themselves. This would fast-track the traineeship if you are successful with your application.

## How do I apply? When is the deadline?

Places are limited, but we strongly encourage you not to miss out on this unique opportunity. Kindly submit a physical filled hard copy of your application by not later than **Friday 29th January at 16:00 p.m** at the International Office, Floor 3, Student House, MCAST Main campus. Please make sure that your applications are properly filled, **signed and stamped** by the **Director** or **Deputy Directors** at your institute. Erasmus+ VET applications also need to be signed by the apprenticeship employer if you already have an apprenticeship company confirmed. **Applications that are not signed or stamped will not be accepted.** Other details such as accommodation, dates and countries cannot be communicated at this early stage. The MCAST International Office also requires the following documentation:

- **One original application**
- **1 copy of your Europass CV**
- **A digital version (pdf or word document) of the cv sent as an email attachment to [Desiree.Civelli@mcast.edu.mt](mailto:Desiree.Civelli@mcast.edu.mt)**

For any assistance please contact the MCAST International Office on: **2398 7408.**

APPLICATION FORM

**Two weeks to three months  
Placement  
ACADEMIC YEAR 2020/2021**

**For Office Use Only:** Application Code: \_\_\_\_\_

Date Received: \_\_\_\_\_

**Please submit 1 Original Application with 1 Europass CV. Also submit a digital copy of your Europass CV to Desiree.Civelli@mcast.edu.mt**

**PERSONAL DATA**

Last Name: _____		First Name: _____	
Date of Birth: _____		Gender: M <input type="checkbox"/>	F <input type="checkbox"/>
Nationality: _____	Place of Birth: _____	I.D. Card No: _____	
Home address: _____			
Tel: _____	Mobile No: _____	MCAST E-mail: _____	

**LANGUAGE COMPETENCE**

Mother Tongue: _____									
Other Languages:	Speaking			Reading			Writing		
	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**OTHERS**

Do you have any access needs (physical, mental or health-related conditions)? Yes  No

If yes, we invite you to disclose this information so that your needs can be addressed and you can apply for an additional grant in order to cover the extra costs which may incur during your Erasmus+ mobility. In accordance with Article 21 of the Charter of Fundamental Rights of the European Union, there shall be no discrimination on the basis of this information.

**Participants with special needs are advised to express their needs in the application form of their respective institution / organisation. However, not stating this at application stage does not preclude them from applying for 'special needs funds' if they were required to purchase medicines, health products and/or health services during their mobility period abroad to sustain their living.**

---



---



---



---

## CURRENT STUDY

Institute: \_\_\_\_\_

Which course are you currently attending? \_\_\_\_\_

At what Level? \_\_\_\_\_

Current year of Study: \_\_\_\_\_

## PREVIOUS EXPERIENCE

Have you been on any exchanges abroad? Yes  No

If yes, when and where? \_\_\_\_\_

Was it under any EU funded project? If yes, specify which programme: \_\_\_\_\_

## PLACEMENT PREFERENCE

Kindly indicate in which **type of companies/industry/organisations** you would like to carry out your placement:

1<sup>st</sup> Preference: \_\_\_\_\_

2<sup>nd</sup> Preference: \_\_\_\_\_

3<sup>rd</sup> Preference: \_\_\_\_\_

**Do you have a preferred date/period for your Erasmus+ mobility?** (eg. Spring 2021, Summer 2021 etc.)

**What is your preferred duration for the Erasmus+ mobility?** (eg. Two weeks, Three weeks, One month, Two months, Three months)

Signature of **Applicant\***: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of **Apprenticeship Employer\*2**: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of **Director or Deputy Directors**: \_\_\_\_\_ Date: \_\_\_\_\_

Stamp of **Director or Deputy Directors**:

**\*Kindly note that with the signature the applicant is also giving permission to the MCAST International office to share the information in this application and curriculum vitae with third parties with the aim of securing a placement for the student. All personal information collected or provided through this application and the placement will be processed by MCAST in accordance with its privacy notice applicable to students.**

**\*2 This signature is needed from students who already have an apprenticeship company confirmed.**

**Applications with missing signatures and stamp will not be accepted. Please submit 1 original application with 1 Europass CV. Also submit a digital copy of your Europass CV to [Desiree.Civelli@mcast.edu.mt](mailto:Desiree.Civelli@mcast.edu.mt). After the deadline for the application expires, each application will be checked at the International Office to confirm eligibility. Each student will be given a ranking based on the academic performance, attendance and behaviour. The ranking will be used to allocate Erasmus+ funding at ESGAC committee level.**

## **Data Protection and Privacy Policy**

All personal data contained in the application shall be processed in accordance with Regulation (EU) 2016/679 and Regulation (EU) 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the selection process and follow-up of the application by the sending institution, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).

The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the sending institution and/or the National Agency. By signing below, the applicant agrees to sharing his/her data with the receiving organisation with the aim of setting up and implementing the Staff mobility.

Name of Applicant (In Block Letters): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_