

Dear student,

Thank you for your interest in the University of Macerata.

I am currently carrying out the selection process for prospective trainees starting from November 2016.

If you are interested in an internship at the International Office of the University of Macerata (ONLY administration work), please send me back the following documents:

1. The attached form duly filled in;
2. A CV in English or Italian language, possibly in .PDF format;
3. A motivational letter in English or Italian.

You will participate to a selection process with other candidates that have already sent their candidature.

Our ideal candidate should:

- Have a scholarship by their home institution, within the Erasmus+ Traineeships or KA1 Programmes;
- Have very good knowledge of English and Italian Language (the knowledge of any other European Language will be a plus);
- Have Basic skills in information and communication technology;
- Be acquainted with European Programmes such as Erasmus+ and the EVS (European Voluntary Service);
- Possibly be graduating or graduate in Italian Philology, International relations, foreign languages, administration and management, political sciences, education or similar.

The main activities you will carry out are:

- mainly administrative work related to Incoming and Outgoing Erasmus students;
- support and information for Incoming and Outgoing Erasmus students;
- implementation of the web pages related to foreign students and to our partner universities (uploading information, taking care of social networks, etc...);
- Support to admin staff in Erasmus plus management;
- Support to admin staff in Extra European bilateral agreements management;
- Support to admin staff in management of Summer/Winter schools for international students (according to the period);

- The trainee will normally work from 09 AM to 14 PM, Monday to Friday;
- Additional hours may be requested according to office needs (and can be made up for);
- The trainee will be located on ground floor and will be also appointed of welcoming students & visitors, addressing them to the relevant office.

Please note that we are not able to guarantee any financial support. To gather more information about our University or the city of Macerata, you can visit the following pages.

University Home page: [http://www.unimc.it/en?set\\_language=en](http://www.unimc.it/en?set_language=en)

International Office Home page: [http://iro.unimc.it/en?set\\_language=en](http://iro.unimc.it/en?set_language=en)

Foreign Student Guide (English): <http://goo.gl/Yw8U0b>

How to reach Macerata: <http://goo.gl/CvPvma>

Please note that we always collect at least 3 - 4 dossiers together before evaluating the candidatures. This means that some time (weeks or months) could pass by between you sending your application and our final response.

Should you need any further information, please do not hesitate to send an e-mail to [cri@unimc.it](mailto:cri@unimc.it).

Kind regards

Antonella Tiberi



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Dr.ssa Antonella Tiberi  
Università degli Studi di Macerata

Responsabile dell'Ufficio Rapporti Internazionali

Head of the International Relations Office

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# MODULO DI CANDIDATURA

ERASMUS TRAINEESHIPS 2015/2016



DATI PERSONALI / PERSONAL DETAILS		ENTE D'INVIO / YOUR UNIVERSITY DETAILS	
Foto Photo	COGNOME / Family Name	NOME ENTE Your home Institution	
		INDIRIZZO/Address	
	NOME / Name	TELEFONO E FAX Telephone and Fax	
		e-mail	
SESSO / Sex	<input type="checkbox"/> F <input type="checkbox"/> M	REFERENTE Contact person	
CITTADINANZA Citizenship		PERIODO DI TIROCINIO PERIOD OF PLACEMENT	
DATA DI NASCITA Date of Birth	/ / (gg/mm/aaaa)	DATA PROPOSTA PER INIZIO TIROCINIO Proposed start date of training	/ / (gg/mm/aaaa)
LUOGO DI NASCITA Place of Birth		DATA PROPOSTA PER FINE TIROCINIO Proposed end date of training	/ / (gg/mm/aaaa)
INDIRIZZO Home Address			
CITTÀ / City		CONOSCENZE LINGUISTICHE (Specificare il livello: iniziale/Intermedio/Avanzato) LANGUAGE SKILLS (Specify the level: beginner/intermediate/advanced)	
CAP / Zip code		ITALIANO/ITALIAN	
NAZIONE / Nation		INGLESE/ENGLISH	
TELEFONO / Phone	+	FRANCESE/FRENCH	
CELLULARE Mobile Phone	+	TEDESCO/GERMAN	
		SPAGNOLO/SPANISH	
E-MAIL	@	ALTRE LINGUE/OTHER LANGUAGES:	
SKYPE			
STUDI UNIVERSITARI/HIGHER EDUCATION			
STUDI PRECEDENTI PREVIOUS STUDIES			
STUDI ATTUALI CURRENT STUDIES			

STUDENTE  
STUDENT  
Date/Date

Firma/Signature .....

Anticipa una copia del modulo a/ E-mail a copy of this form to: [cri@unimc.it](mailto:cri@unimc.it)

Invia il modulo originale a/Send the paper form to:

Ufficio Rapporti Internazionali - UNIVERSITA' DI MACERATA, Via Pescheria Vecchia n. 8 - 62100 Macerata - ITALY  
Fax: +39 0733 2586039