

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

## Who can apply?

The MCAST Erasmus+ Projects and Mobility 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 3rd September 2023** 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 1 month up to 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. For students who have an apprenticeship during summer it is recommended that students do a 1-month placement abroad.

## 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 Erasmus+ Projects and Mobility Office after consulting the Institute and the student. The Erasmus+ mobilities have to take place between **July 2023 and end September 2023**. Placements of 1 month or longer, have to take place during **summer 2023**. Students who will not be studying in **October 2023** could continue with the Erasmus+ mobility in **autumn 2023**.

## Can I travel with a friend?

The Erasmus+ Projects and Mobility 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 Erasmus+ Projects and Mobility Office often tries to group students travelling on Erasmus+ mobilities.

## What funding is provided?

Erasmus+ will provide funding for flights and subsistence (accommodation and food) for the selected students.

## 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?

In the application, students can decide whether they want to look for a placement themselves or if MCAST will find a traineeship. If a student is successfully selected, MCAST will do its utmost to find a traineeship for the selected students, and will do so also by using partner intermediary companies.

## 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 11th November 2022 at 16:00 p.m.** at the Erasmus+ Projects and Mobility Office, Floor 3, Student House, MCAST Main campus. Students at the Gozo Campus can submit the application with the Gozo Campus administration staff. ICA students can submit the application with ICA administration staff. Students at the Centre of Agriculture, Aquatics and Animal Sciences can also leave the application with the centre's administration staff. 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 Erasmus+ Projects and Mobility Office also requires the following documentation:

- **One original application**
- **A digital version (pdf or word document) of the cv sent as an email attachment to Desiree.Civelli@mcast.edu.mt**

For any assistance please contact the MCAST Erasmus+ Projects and Mobility Office on: **2398 7408.**

## APPLICATION FORM

**Two weeks to three months  
Placement  
ACADEMIC YEAR 2022/2023**

**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 ☐ F ☐  
 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.**

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**CURRENT STUDY**

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

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

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

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

**FINDING A WORK-PLACEMENT**

MCAST can help find a work-placement for successful applicants through its international network. However, should students wish to opt to look for a work-placement themselves, they can indicate so in the box below.

Do you want MCAST's help to find a work-  
placement?

Yes\*

☐

No

☐

\*While all efforts will be made to find a placement for all students, confirming a placement depends on availability of companies/organisations/industry.

**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?** (July 2023, July/August 2023 etc.)

\_\_\_\_\_

**What is your preferred duration for the Erasmus+ mobility?** (eg. 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 Erasmus+ Projects and Mobility 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 Erasmus+ Projects and Mobility 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 Student mobility.

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

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

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