**ERASMUS+ Traineeship Application Form**

**Academic Year 2019-2020** - Graduates
Section 1: Personal Details

|  |  |
| --- | --- |
| Family Name |  |
| First Name  |  |
| Sex (please tick)  | Male □ Female □ |
| Nationality |  |
| Date of Birth |  |
| Address(please be accurate)  |  |
| Telephone |  |
| Mobile phone |  |
| E-mail |  |

Section 2: Academic Details

|  |  |
| --- | --- |
| Student Number |  |
| Cycle of Studies  | Bachelor □ Master □ PhD □ |
| Program of Study  |  |
| Expected Graduation  |  |
| Concentration if applicable (i.e Business Administration : Public Administration)  |
| Language of instruction of Program | English □ Greek □ |
| Credits Completed (until the end of the current semester) |  |
| CPA |  |

Section 3: Languages

**Please indicate below your mother tongue(s) and any foreign languages you speak:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Poor □ Good □ Fluently □

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Poor □ Good □ Fluently □

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Poor □ Good □ Fluently □

Section 4: Mobility Duration

Summer 2019 □ Academic Year 2019/2020 □

Section 5: Preferred countries

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section 6: Extra Information (Please answer yes or no and explain where necessary)

|  |  |
| --- | --- |
| Do you have any work experience? | Yes □ No □ |
| Do you have any disabilities?  | Yes □ No □ |
| Do you hold any scholarship at the University of Nicosia? If yes please provide details. | Yes □ No □ |
| Are you involved in any Extracurricular Activities: (Erasmus Society, Athletic Competence/ participation, Clubs/Societies, etc.)  | Yes □ No □ |
| Have you ever been on Erasmus+ for Study Mobility or Traineeship? (If yes, please add dates of mobility)  | Yes □ No □ |

Section 7: Information for Emergencies (The Information is confidential and will be used only in case of emergency)

|  |  |
| --- | --- |
| Do you suffer from any health problems? | Yes □ No □(If yes, please provide the exact name of the illness, use of any medications, etc)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Disabilities requiring support:Have you been diagnosed with a learning disability? (Dyslexia, apraxia, etc) or attention problems (hyperactivity, etc) | Yes □ No □ |
| * If YES, do you have a report confirming that diagnosis?
 | Yes □ No □ |
| Do you have a physical disability that might affect your Traineeship abroad? (Mobility problems, impaired hearing, impaired vision, history of disease such as diabetes, etc) | Yes □ No □ |
| * If YES, do you have a report confirming that hypothesis?
 | Yes □ No □ |
| Do you have any other difficulties that might affect your Traineeship abroad? Please give details. (Details in the family or other traumatic loss, emotional problems, eating disorder, etc) | Yes □ No □ |

Section 8: Whom to Contact in Case of Emergency

First Contact Person

|  |  |
| --- | --- |
| Name |  |
| Relationship to you |  |
| Home Address: |  |
| Home Telephone: |  |
| Work Phone: |  |
| Mobile Phone: |  |
| Email: |  |

Section 9: Necessary Documents

With this application please make sure to also attach:

1. Recommendation Letter ( from any university lecturer that has taught you at any point in the duration of your degree)
2. Copy of ID card or Passport
3. CV
4. Passport Size Photograph
5. Progress Report ( you can ask for this at the office A8)
6. A **typed short** ESSAY about your ambition to go on the Erasmus Traineeship, including the following points into your writing (expected length: 1 page).
* *What goals do you set for your work abroad phase (professional, personal)?*
* *What kind of extra value would you get from your Erasmus Traineeship?*
* *What kind of characteristics do you think are important for a student going to work abroad?*
* *How would you promote University of Nicosia and Cyprus in your potential work experience?*

Section 10: Checklist

Please ensure you have included the following in your application.

|  |  |
| --- | --- |
| **Document**  | **Please Tick (√ )** |
| Application Form  |  |
| Copy of ID / passport  |  |
| Passport Size Photograph  |  |
| Recommendation Letter  |  |
| CV |  |
| Progress Report  |  |
| Short Essay  |  |

**Submission Guidelines:**

APPLICATION DEADLINE: **Friday, 31st of May 2019**

**Only typed applications will be accepted.**

All hard copies applications should be submitted to Ms. Georgia Argyrou, (Tel. 22841571/1726, Argyrou.g@unic.ac.cy) at the Erasmus Office (M102). Also make sure you have included all of the above documents as incomplete applications will not be accepted.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THE UNIVERSITY OF NICOSIA VALUES ALL STUDENTS EQUALLY AND UNIC IS COMMITTED TO ENSURING THAT DISABLED STUDENTS ARE TREATED ON AN EQUAL BASIS