

POSTULACIÓN No. 004 DE 2017

LA DIRECCIÓN DE RELACIONES INTERNACIONALES ANUNCIA LA POSTULACIÓN IAESTE No. 004 CON LA SIGUIENTE INFORMACIÓN.

1. Entidad oferente: **FERNUNIVERSITÄT HAGEN, FAKULTÄT FÜR MATHEMATIK UND INFORMATIK a través de IAESTE (international Association for the Exchange of Students for Technical Experience)**
2. Fecha de Apertura : **15 DE FEBRERO DE 2017**
3. Fecha de cierre para la entrega de documentación **27 DE FEBRERO DE 2017**
4. Duración de la convocatoria publicada: **12 DÍAS CALENDARIO**
5. Programas que pueden participar: **REMITIRSE A LOS TÉRMINOS DE REFERENCIA DE LA OFERTA (Anexo adjunto a esta postulación)**
6. Número de ofertas : **UNA**
7. Objeto de la postulación: **REALIZAR ACTIVIDAD DE PASANTIA INTERNACIONAL SEGÚN CONVENIO FIRMADO ENTRE LA UPTC E IAESTE ACORDE CON LA DESCRIPCIÓN DE LA ACTIVIDAD PRESENTADA EN FORMATO ANEXO**
8. Destino: **ALEMANIA**

8. REQUISITOS:

GENERALES: Los contemplados en el capítulo II, artículo 7º, numeral 1 de la Resolución 01 del 24 de ENERO de 2017 con excepción de los literales d y e. Anexar documentos exigidos en la solicitud de movilidad estudiantil formato **E-GC-P02-FO2**, que debe ser diligenciado en su totalidad y entregado personalmente dentro del plazo fijado a la Dirección de Relaciones Internacionales en Tunja. Requisito indispensable tener pasaporte vigente.

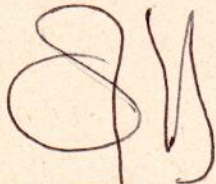
ESPECIFICOS:

- 30 Se exige tener un promedio acumulado igual y/o superior a 3.8.
- 31 Cumplir los requisitos exigidos en la Resolución de 16 de 2009 para práctica con proyección empresarial como opción de grado.
- 32 Cumplir los requisitos exigidos en la Resolución 01 de 2017 en su capítulo II, artículo 9, numeral 2, el cual versa: "Calificación de la hoja de vida. [...] se tomará en consideración el promedio ponderado acumulado, la participación en eventos académicos, vinculación a un grupo de investigación y/o extensión, y la suficiencia en el idioma de la localidad a visitar. Esta evaluación será realizada por parte de la Dirección de Relaciones Internacionales".
- 33 Carta de presentación por parte del comité de currículo con aval del consejo de facultad, donde aprueben la postulación.
- 34 Carta de compromiso donde se aclare que una vez sea seleccionado para la práctica internacional, el estudiante presentará ante el comité de currículo el proyecto a realizar según lo establecido en la Resolución 16 de 2009, este compromiso debe ser firmado por el Estudiante y el Director de Escuela.
- 35 Tener un nivel de inglés excelente (ver términos de referencia anexos)
- 36 Los demás requeridos en el documento anexo.

NOTA:

18. Los valores porcentuales asignados a los aspectos a evaluar son: Promedio ponderado acumulado 25%, hoja de vida académica 40 %, examen de proficiencia de idioma 40%
41. La proficiencia en el idioma debe estar certificado por el Instituto Internacional de Idiomas y/o por algún examen especializado.
42. La Dirección de Relaciones Internacionales suministra los formatos de solicitud de movilidad estudiantil.
43. La Resolución 001 del 24 de enero de 2017 puede ser consultada en la página web de la UPTC.
44. El trámite de VISA es personal y depende del envío de la carta de aceptación que expiden las autoridades de la universidad extranjera y carrera respectiva.
45. El estudiante seleccionado deberá realizar una consignación por el valor de \$100,000.00 COP no reembolsables y una vez sea aceptado deberá realizar una consignación de \$300.000.00 COP. (La información de pagos será suministrada por la Dirección de Relaciones Internacionales).
46. Revisar anexos adjuntos a la presente postulación (7 folios)
47. Toda la documentación debe ser entregada en inglés.
48. El empleador se reserva la posibilidad de hacer una entrevista. Dependiendo el resultado la postulación para la práctica será aceptada o negada.
49. Se le brindará apoyo en tiquetes aéreos (ida y regreso) al estudiante que certifique aceptación por parte de la entidad extranjera.

RESPONSABLE



FANOR CASIERRA POSADA
Dirección de Relaciones Internacionales

DIRECCIÓN RELACIONES INTERNACIONALES
CRONOGRAMA DE POSTULACIÓN IAESTE 2017

MANIPAL INSTITUTE OF TECHNOLOGY (INDIA)

**WEST POMERANIAN UNIVERSITY OF TECHNOLOGY, FACULTY OF BIOTECHNOLOGY AND
ANIMAL HUSBANDRY (POLONIA)**

IMZA INTERNET VE TEKNOLOJILERI SAN. TIC. NET. IS (TURQUÍA)

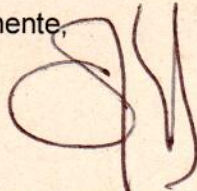
FERNUNIVERSITÄT HAGEN, FAKULTÄT FÜR MATHEMATIK UND INFORMATIK (ALEMANIA)

**FORSCHUNGSZENTRUM JÜLICH GMBH, INSTITUTE OF BIO-AND GEOSCIENCES
(ALEMANIA)**

HSWT FREISING CHAIR OF VEGETATION ECOLOGY (ALEMANIA)

ACTIVIDADES	FECHA	HORA
1. Apertura de postulación	16 de febrero de 2017	2:00 pm
2. Cierre de postulaciones y entrega personal de documentación a oficina de Relaciones Internacionales de Tunja	27 de febrero de 2017	6:00 pm
3. Revisión de Documentos, evaluación de solicitudes y publicación de resultados	28 de febrero a 03 de marzo de 2017	6:00 pm
4. Reunión con estudiantes para orientación en el proceso	06 de Marzo de 2017	2:00 pm

Cordialmente,



FANOR CASIERRA POSADA
Director Relaciones Internacionales

WORK OFFERED

Employer Information

Employer:	Fernuniversität Hagen Fakultät für Mathematik und Informatik	Website:	
		Working place:	Hagen
		Nearest International Airport:	Dortmund
Business or products:	university institute	Nearest Public Transport:	Hagen
		Number of employees:	10
		Working hours per week:	40
		Daily working hours:	8

Student required

Faculty:	computer sc., mathematics, engineering	Language required for training: (1=excellent, 2=good, 3=fair)	English 2
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Specialisation:

Study level: Beginning
 Middle
 End

Other requirements: If possible, please apply for full months.
 Knowledge in UNIX, C, JAVA and Eclipse programming necessary!
 Rent allowance possible.

Previous Training Required: Yes No

Work offered:

Kind of work:

1. Self-organization in communities: simulation and
 analysis Or 2.: App. development for ANDROID Devices
 (Smart Network Project).

Categories:

Research and development (R)	<input checked="" type="checkbox"/>
Professional (P)	<input type="checkbox"/>
Working Environment (W)	<input type="checkbox"/>
Non Specific (N)	<input type="checkbox"/>
Number of weeks offered:	8 to 8
Within the months:	Apr to Jul

Gross pay (Employer):	0 €	per month
DAAD Allowance:	650 €	per month
Deduction to be expected: please refer to website: www.iaeste.de/English pages		

Accommodation:

**Lodging will be
arranged by:** Employer

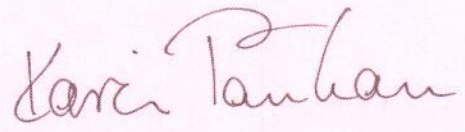
**Canteen available at
work:** Yes No

Estimated cost of lodging:	app. 350 €	per month
Estimated cost of living incl. lodging:	650 €	per month

FOR OFFICIAL USE ONLY!

DATE: 28 December 2016

i.A.



Deadline for nomination: 31 March 2017

On behalf of receiving country:



IAESTE GERMANY

Important Information about your traineeship in Germany – please read carefully!

Before accepting this offer

A few remarks to be carefully considered:

The national office of IAESTE Germany is located in Bonn as a part of the German Academic Exchange Service (DAAD). Here, the administrative issues of your training are arranged.

The numerous local contact points of IAESTE Germany consist mainly of student run committees. In many other cases, the university's international offices take care of the IAESTE trainees. In general, the local contact points will arrange your accommodation, meet you when you arrive and help you to get in touch with the employer as well as with the public authorities. **Please send an e-mail to your IAESTE contact point in Germany as soon as you receive your acceptance papers. The contact data will be printed on the letter of acceptance (Form N/5a).**

All of us will do our best to make your stay as pleasant as possible.

Not all traineeships are based in large cities where you can find IAESTE local contact points. In the event that a placement offer without a local contact point nearby was allocated to you, IAESTE might not be in a position to contact you on a regular basis. For a satisfactory working relationship between the company and the trainee, it is expected that the trainee has good social skills and is capable of taking initiative.

What we expect from trainees

We put a lot of effort in raising the IAESTE jobs in Germany. The companies are assured of highly qualified and motivated students for the job. It is therefore required that you read the job description carefully and apply only if you consider yourself qualified. Also make sure that your language fluency is in accordance with the requirements, in order to avoid complications.

Important: The following information should be enclosed with the application:

- 1. Student Nominated Form - must not be hand written! A template is provided at www.iaeste.de (English pages/IAESTE forms)**
- 2. Form O**
- 3. Introductory letter to the employer**
- 4. Curriculum Vitae**
- 5. List of subjects studied**
- 6. Language certificate**
- 7. Passport photo**
- 8. Certificate of enrolment / certificate that the training is a compulsory part of the course of study – please only use the form attached to this O-Form!**

The Form „O“:

Work offered: It is important to read the job description carefully, as the company expects you to have some knowledge of the particular work offered.

Work period: The period of work is stated on the form „O“ and can only be altered to another period if the employer agrees to the new dates.

Language requirements

To be able to communicate and work in the company, **it is absolutely necessary to have good command of the English language.** Most Germans speak at least basic English. Please take note that some employers require good knowledge of the German language as well. It is therefore necessary to send us a language certificate. If your language skills differ significantly from what is stated in the certificate, the training may be terminated.

Visa/Passport

You are required to apply for a visa at your nearest German Embassy or Consulate. It is important to apply as soon as you get your acceptance papers from IAESTE Germany. The application procedure sometimes takes 8 to 12 weeks. **Please note that, according to the German labour law, you must be in possession of a document to certify that you are enrolled as a student at an institute of higher education during the whole period of training.** Make sure you have a valid passport before leaving for Germany.

Work permit waiver

The acceptance papers consist of the forms „N/5a“, „N/5b“ and the work permit waiver. The DAAD issues the work permit waiver which has to be confirmed by the German Federal Employment Agency. Since this is an official document, you are not allowed to write on it. In general, students from EU countries, EEA countries and Switzerland do not require a work permit waiver for a practical training in Germany. Please send back the „Confirmation of Acceptance“ form to us as soon as possible.

Accommodation

Lodging will be arranged by your IAESTE local contact point or your employer. **You have full financial responsibility for the rent and your telephone costs.** In order to reduce the huge amount of rent payed vainly for unused accommodation booked by IAESTE Germany, we do ask you to apply for your training to start **only at the beginning of each month.** To begin the training halfway through the month is only possible if the employer wishes this. In any case, the accommodation can only be booked for full months, and **the rent has to be paid by you for full months** accordingly, even if you leave the accommodation earlier or move in later. Please note that in Germany, usually male and female students share the same floor and sometimes share a bathroom in student dorms or in shared student apartments.

Payment/taxes

Your salary is normally paid monthly at the end of each month according to the amount stated on the form „O“. If your training ends before the end of a month, the salary will be paid proportionally for the days you completed. You need to have sufficient funds for the first month, approximately 650,- Euro, to cover your expenses until you receive your first salary. The DAAD does not offer financial support for travel costs or airfare.

You will only have to pay tax in Germany if your salary exceeds the monthly amount of 1005,-. In this case please note that Germany has different tax agreements with several countries. The tax is set according to the agreement between Germany and your country.

Foreign students who are in Germany for a practical training and who receive a payment from the employer have to pay a certain percentage of their wages as social security contributions. **You are exempted from this payment if you receive your wages from the DAAD only and/or if you are in the possession of a document stating that your training is a compulsory part of your course of study.**

Insurance

In order to complete an IAESTE training in Germany, an adequate health-, liability- and accident insurance is mandatory. **The DAAD will take out and pay the insurance for you during the period of training.** Should you wish to stay in Germany longer, you have to pay the insurance yourself for the additional time.

If you have any further questions, please consult your IAESTE national committee.

Finally, we would like to wish you a pleasant and successful stay in Germany!

Die Bundesagentur für Arbeit benötigt die folgenden Angaben für die Genehmigung eines studienfachbezogenen Praktikums.
 Danke für Ihre Mitwirkung!
 The German Federal Employment Agency needs certain information to be able to decide on the approval of an internship.
 Thank you for your cooperation!

Immatrikulationsbescheinigung Certificate of Enrolment

.....
 (Bezeichnung der Universität/Hochschule // **Name of the university/college**)

Anschrift der Universität/Fachhochschule.....
Full address of the university/college.....

Homepage:

Nachname(n) der/des Studierenden.....
Last name(s) of the student

Vorname(n) der/des Studierenden.....
Given name(s) of the student

geboren am
Date of birth Tag Monat Jahr
 day month year

Staatsangehörigkeit,
Citizenship

Studiengang.....
Programme of study

- Bachelorstudium Masterstudium Doktorand andere Hochschulbildung mit Mindestlaufzeit von 3 Jahren
undergraduate graduate postgraduate other higher education with minimum duration of 3 years

Studienfach: angestrebter akad. Grad:
Subject of study expected academic degree

Die Studienordnung beinhaltet ein Pflichtpraktikum: Ja Nein
An internship is a mandatory and integral part of the course of studies: Yes No

Vorgeschriebene Dauer des Pflichtpraktikums:.....Monate, davon bereits absolviert:.....Monate.
Length of the mandatory internship:.....months. Have parts of the internship already been done:
 No Yes,months.

Eingeschriebene/r Student/in seit
Enrolled as a student since Tag Monat Jahr
 day month year

Regeldauer des StudiumsJahre
Duration of study years

Wenn alle formalen Voraussetzungen des Studiums erfüllt sind, wird das Studium am beendet.
The programme of study will be finished by Tag Monat Jahr
 day month year

Datum:
Date Tag Monat Jahr
 day month year

.....
 Stempel der Universität/Fachhochschule
 und Unterschrift einer autorisierten Person
**Stamp of the university/college
 and signature of an authorized person**



**Deutscher Akademischer Austauschdienst
IAESTE Germany**

Language Certificate (ENGLISH) for Applicants from Abroad
(Sprachzeugnis für ausländische Bewerber)

Surname: Name:	First name: Vorname:	
Nationality: Nationalität:	Study Course: Fachrichtung:	
For how long did you study the English language? Wie lange wurden Sie in der englischen Sprache unterrichtet?		
Examinations passed: Abgelegte Prüfungen:	Grade: Note:	Dates of Examinations: Daten der Prüfungen

To be completed by the examiner!

Vom Prüfer auszufüllen!

Knowledge of English / Kenntnisse der englischen Sprache

- I. **Comprehension (Verstehen)**
- a) Understands conversation and lectures without difficulty
(Versteht Unterhaltungen und Vorträge ohne Mühe)
 - b) Understands almost everything spoken slowly and clearly
(Versteht fast alles, wenn man langsam und deutlich spricht)
 - c) Understands with difficulty
(Versteht mit Mühe)
 - d) Cannot follow conversation and lectures
(Kann Unterhaltungen und Vorträgen nicht folgen)
- II. **Speaking (Sprechen)**
- a) speaks fluently, correctly and is easily understood
(spricht fließend, korrekt und gut verständlich)
 - b) Is understood but is not completely correct and fluent
(spricht verständlich, aber nicht ganz korrekt und fließend)
 - c) Speaks haltingly and with many mistakes
(Spricht sehr gebrochen und fehlerhaft)
- III. **Writing (Schreiben)**
- a) Writes flowingly and correctly
(Schreibt flüssig und korrekt)
 - b) Writes slowly with occasional errors
(Schreibt langsam mit einzelnen Fehlern)
 - c) Writes with difficulty and makes many errors
(Schreibt mit Mühe und fehlerhaft)
 - d) Cannot write understandable English
(Kann sich schriftlich nicht verständlich machen)
- IV. **Reading (Lesen)**
- a) Reads quickly with understanding
(liest flüssig und mit Verständnis)
 - b) Reads slowly, understanding only the drift of the text
(Liest langsam, versteht aber den Textzusammenhang)
 - c) Has difficulty understanding and must look up many words
(Hat Verständnisschwierigkeiten, muss viele Wörter nachschlagen)
 - d) Cannot understand even easy texts
(Kann auch einfache Texte nicht verstehen)

Observations/Bemerkungen:

Examiner/Prüfer:	Position / Berufliche Stellung:
Place and date / Ort und Datum	Signature / Unterschrift

This sheet must be completed and sent with „form O“



**Deutscher Akademischer Austauschdienst
IAESTE Germany**

Language Certificate (GERMAN) for Applicants from Abroad
(Sprachzeugnis für ausländische Bewerber)

Surname: Name:	First name: Vorname:	
Nationality: Nationalität:	Study Course: Fachrichtung:	
For how long did you study the German language? Wie lange wurden Sie in der deutschen Sprache unterrichtet?		
Examinations passed: Abgelegte Prüfungen:	Grade: Note:	Dates of Examinations: Daten der Prüfungen

To be completed by the examiner!

Vom Prüfer auszufüllen!

Knowledge of German / Kenntnisse der deutschen Sprache

- I. **Comprehension (Verstehen)**
- a) Understands conversation and lectures without difficulty
(Versteht Unterhaltungen und Vorträge ohne Mühe)
 - b) Understands almost everything spoken slowly and clearly
(Versteht fast alles, wenn man langsam und deutlich spricht)
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Observations/Bemerkungen:

Examiner/Prüfer:	Position / Berufliche Stellung:
Place and date / Ort und Datum	Signature / Unterschrift

This sheet must be completed and sent with „form O“

IAESTE Betreuungsstellen in Deutschland



Stand: 2015