

Placement Offer Form

IKY-STATE SCHOLARSHIPS FOUNDATION

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EMPLOYER INFORMATION	
Name of Organization	Mediterranean Agronomic Institute of Chania
Address	Makedonias 1
Postal Code	GR-73100
City	Chania
Country	Greece
Telephone	+30 28210 35000, (ext. 601)
Fax	+30 28210 35001
e-mail	confer@maich.gr
Website	confer.maich.gr
Number of Employees	~70
Year of Foundation	1984
Contact Person	Mrs. Katerina Karapataki
Department/Function	Conference Center Bureau of MAICH Agricultural Engineer-Conference Organizer
Direct Telephone Number	+30 28210 35081
Direct Mobile	+30 6977827084
Direct e-mail address	confer@maich.gr
Short Description of the Company (Please attach profile of your company, max 1 page)	The Mediterranean Agronomic Institute of Chania , Crete , Greece, established in 1985, is a constituent Institute of the International Center of Advanced Mediterranean Agronomic Studies - CIHEAM (intergovernmental organization) aiming to promote the development of international co-operation by providing post-

	<p>graduate education and to develop scientific co-operation between the Mediterranean, Balkan and other developing countries</p> <p>The students that follow one of the five post-graduate programmes are provided with a M.Sc. (Master) diploma. Along with its academic activities MAICH has developed a sophisticated Conference Center (ISO9001:2008) conceived with respect to the environment, dedicated to accommodate Academic and Research Conferences, Seminars, Workshops, Summer Schools with a full range of integrated organization support services. The luxurious Conference Halls offer multipurpose versatility and state of the art technology. The Professional Congress Organizers of its Conference Center Bureau provide organization and administrative support since 1990, to all the events.</p>
Other	

PLACEMENT INFORMATION	
Number of positions offered for student placement	3
In the Department/Function (where the position is offered)	Conference Center of MAICH
Description of activities the student will be involved in	<ul style="list-style-type: none"> - helping in the welcome, arrivals, departures of participants - secretarial support before, during and after the conferences - helping in the kitchen, coffee breaks, meals
Duration	1,2,3 Months (August, September, October)
Working Hours/Weekly Hours	37.5 hrs/ week
City	Chania
Help with finding Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Financial Contribution	<input type="checkbox"/> Yes € <input checked="" type="checkbox"/> No
Other	MAICH offers board and lodging in its premises (dormitories). Single or double rooms are available in competitive prices.
REQUIREMENTS	
Study Field	<i>(Please choose a field/s from Table A: pages 3, 4, 5 & 6 of this form)</i>
Oral and Written Language Skills	<input type="checkbox"/> Greek (level:) <input checked="" type="checkbox"/> English (level: fluent) <input type="checkbox"/> French (level:) <input type="checkbox"/> German (level:) <input type="checkbox"/> Other (level:)
Computer Skills	Advanced Level
Drivers license	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other	Recommendation letter from one professor

Should you have any questions, please do not hesitate to contact us.

Place: Chania

Date: 24/01/2013

Signature _____

P.S. The more information you are able to give us on this form, the better we are able to match your offer to a student!

Please return this form by e-mail erasmus@iky.gr




 HELLENIC DEMOCRACY
 MINISTRY OF EDUCATION
 LIFE LONG LEARNING AND RELIGIOUS
 AFFAIRS

 STATE SCHOLARSHIPS FOUNDATION
 (I.K.Y.)
 DIRECTORATE FOR SPECIAL PROGRAMMES
 AND INTERNATIONAL SCHOLARSHIPS
 UNIT FOR EUROPEAN UNION
 PROGRAMMES

Table A - Fields of Education & Training

X	Description
	General Programmes
	Basic/broad, general programmes
	Basic/broad, general programmes
	Literacy and numeracy
	Literacy and numeracy
	Personal skills
	Personal skills
	Education
	Teacher training and education science
	Teacher training and education science (broad programmes)
	Teaching and training
	Education science
	Training for pre-school teachers
	Training for teachers at basic levels
	Training for teachers with subject specialisation
	Training for teachers of vocational subjects
	Teacher training and education science (others)
	Humanities and Arts
	Arts
	Arts (broad programmes)
	Fine arts
	Music and performing arts
X	Audio-visual techniques and media production
	Design
	Craft skills
	Arts (others)
	Humanities
	Humanities (broad programmes)
	Religion
X	Foreign languages
	Mother tongue
	History and archaeology
	Philosophy and ethics
	Humanities (others)
	Social sciences, Business and Law

	Social and behavioural science
X	Social and behavioural science (broad programmes)
	Psychology
	Sociology and cultural studies
	Political science and civics
	Economics
	Social and behavioural science (others)
	Journalism and information
X	Journalism and reporting
	Library, information, archive
	Journalism and information (others)
	Business and administration
	Business and administration (broad programmes)
	Wholesale and retail sales
X	Marketing and advertising
	Finance, banking, insurance
	Accounting and taxation
X	Management and administration
X	Secretarial and office work
	Working life
	Business and administration (others)
	Law
	Law
	Science, Mathematics and Computing
	Life science
	Biology and biochemistry
	Environmental science
X	Life science (others)
	Physical science
	Physical science (broad programmes)
	Physics
	Chemistry
	Earth science
	Physical science (others)
	Mathematics and statistics
	Mathematics
	Statistics
	Mathematics (others)
	Computing
	Computer science
	Computer use
	Computing (others)
	Engineering, Manufacturing and Construction
	Engineering and engineering trades
	Engineering and engineering trades (broad programmes)
	Mechanics and metal work
	Electricity and energy
	Electronics and automation
	Chemical and process
	Motor vehicles, ships and aircraft

	Engineering and engineering trades (others)
	Manufacturing and processing
	Manufacturing and processing (broad programmes)
	Food processing
	Textiles, clothes, footwear, leather
	Materials (wood, paper, plastic, glass)
	Mining and extraction
	Manufacturing and processing (other)
	Architecture and building
	Architecture and town planning
	Building and civil engineering
	Architecture and building (others)
	Agriculture and Veterinary
	Agriculture, forestry and fishery
	Agriculture, forestry and fishery (broad programmes)
	Crop and livestock production
X	Horticulture
	Forestry
	Fisheries
	Agriculture, forestry and fishery (others)
	Veterinary
	Veterinary
	Health and Welfare
	Health
	Health (broad programmes)
	Medicine
	Nursing and caring
	Dental studies
	Medical diagnostic and treatment technology
	Therapy and rehabilitation
	Pharmacy
	Health (others)
	Social services
	Child care and youth services
	Social work and counselling
	Social services (others)
	Services
	Personal services
	Personal services (broad programmes)
X	Hotel, restaurant and catering
X	Travel, tourism and leisure
	Sports
	Domestic services
	Hair and beauty services
	Personal services (others)
	Transport services
X	Transport services
	Environmental protection
	Environmental protection (broad programmes)
	Environmental protection technology
	Natural environments and wildlife

	Community sanitation services
	Environmental protection (others)
	Security services
	Security services (broad programmes)
	Protection of persons and property
	Occupational health and safety
	Military and defence
	Security services (others)
	Other (please list)