



Με τη συγχρηματοδότηση της Ευρωπαϊκής Ένωσης



Κυπριακή Δημοκρατία



ΔΗΜΟΣΙΑ ΥΠΗΡΕΣΙΑ
ΑΠΑΣΧΟΛΗΣΗΣ
ΤΜΗΜΑ ΕΡΓΑΣΙΑΣ



ΕΝΩΣΗ ΔΗΜΩΝ ΚΥΠΡΟΥ

EURDYSSEY
Assembly of European Regions



EURODYSSEY PROGRAMME

Guide for European Intern Applicants

Hosting Conditions in Cyprus

Status

The Trainee Status in Cyprus will be the status of a trainee volunteer (unpaid intern).

Scholarship

The Department of Labour (EURES Network) of the Ministry of Labour and Social Insurance of the Republic of Cyprus and the European Social Fund will co-finance the intern. Each Eurodyssey traineeship intern hosted in Cyprus will be granted a monthly scholarship of €500. The scholarship is paid monthly, by cash, together with the Rent allowance, at a date which is well communicated with the trainees. Each month, the trainees will have the responsibility to visit our offices at 9 Klimentos Street, 1480 in Nicosia, receive their payment of a total of €850 and pay the rent cost directly to the landlord.

** The scholarship amount is indexed to the cost of living in the country of destination.*

Accommodation

Shared accommodation is provided by the Department of Labour (DoL) for a six month period. The intern will be provided with accommodation (single room in a shared apartment) and rent subsidy of €350 will be paid to the landlord by the trainee (see above). Electricity and Water bills up to €60 per trainee per month will be funded by DoL. If the cost of bills exceeds the €60 ceiling, the trainee will pay the difference. A contract will be signed between the owner and the trainee.

It is thus not possible for the trainee to stay anywhere else.

As soon as the application is accepted, the interns will be contacted in order to manage the details related to their housing.

Language training

The language of the traineeship will be in English, so the candidates need to have a proven knowledge of the English language. Though, all interns will spend at least 40 hours learning the **Greek language**. The linguistic training will take place prior to the trainee's corporate training. At the end of the training, each participant will receive a Certificate. The language course is arranged and funded by the DoL. There will not be given any scholarship for any other language course.

Cultural and Social activities

The interns will be invited for two lunch or dinners during their stay in Cyprus. Furthermore, the Counsellors in Cyprus are more than willing to provide any help and assistance to discover the cultural activities around the town of residence.

Documents required:

- National Identification Card or Passport
- Private or European Health Insurance Card
- Identity photograph
- Training or Studies certificate



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Arrival in Cyprus

Before you leave your region of origin, you will receive details about your future accommodation as well as the different transport modes to help you get there. The Eurodyssey correspondent for the Cyprus will neither be there to receive you at the airport nor will he/she accompany you during your relocation to Cyprus. You will meet him/her at the office in Nicosia. The meeting will be scheduled before your arrival. During the meeting, you will receive practical information and you will be required to sign your internship agreements.

Involvement of the Host Region

As a Eurodyssey intern, throughout your internship, you have the benefit of customised support, organisation of communication and transparency between the three parties (the Region, host company and you), handling of issues and professional problems if any, regular contact with the internship mentor, etc.

Insurance

The “third-party insurance”, repatriation and personal accidents insurance is taken out by the Assembly of European Regions of the Eurodyssey programme. The host organisation takes care of the “Employment Liability” insurance for the total duration of the traineeship (6 months).

The interns need to have a valid illness insurance (European Health Card or private health insurance) for the period of their traineeship.

Monitoring and evaluation of the internship

Throughout your internship, you will be supervised and monitored by an internship mentor who will be your guide in the host organisation. Every day you arrive at the host organisation you will sign “Attendance Sheet”. After the first month of the internship, the Eurodyssey correspondent in Cyprus will visit the company in order to debrief with the mentor and the intern about the progress and the assessment of the internship.

The internship mentor will record your progress on a monthly basis by sending the “Monthly Assessment Sheet” document to the Eurodyssey correspondent. This sheet must be filled in by the mentor in the presence of the interns to give them feed-back about their work and to help them assess the quality of their services as interns.

The intern must send these documents, duly completed and signed, to the Eurodyssey correspondent at the end of every calendar month, as it also serves as proof of presence at the place of the internship and allows the payment of the monthly scholarship.

Internship report and Certificates

DoL will provide a **Traineeship Certificate** and **Europass Mobility Certificate** at the end of the training period, after the trainee submits the **Internship Report** and on the condition that **the accommodation used is not damaged**. DoL will provide you with a format with the main elements that are to be included as well as a few basic rules relating to its presentation. We recommend you write your daily activities in a journal.

To close your file at the end of your internship, you need to upload your internship report and fill in the questionnaire provided on the Eurodyssey platform <https://eurodyssey.aer.eu/> through your Eurodyssey account.

Contact Details: eurodysee@dl.mlsi.gov.cy

Note: More information about the programme may be found on the websites of the EURODYSSSEY program: <https://eurodyssey.aer.eu/> of the Department of Labour www.mlsi.gov.cy/dl, EURES Cyprus www.eures.gov.cy and of the Union of Cyprus Municipalities www.ucm.org.cy.