



Με τη συγχρηματοδότηση
της Ευρωπαϊκής Ένωσης



Κυπριακή Δημοκρατία



ΥΠΟΥΡΓΕΙΟ ΕΡΓΑΣΙΑΣ, ΠΡΟΝΟΜΙΑΣ
ΚΑΙ ΚΟΙΝΩΝΙΚΩΝ ΑΣΦΑΛΙΣΕΩΝ



ΕΝΩΣΗ ΔΗΜΩΝ ΚΥΠΡΟΥ



ΕΝΩΣΗ ΔΗΜΩΝ ΚΥΠΡΟΥ

EUR·DYSSEY
Assembly of European Regions



EURODYSSEY PROGRAMME

A Guide for Hosting Companies/Organisations in Cyprus

Developing European citizenship

Eurodyssey is the oldest European programme for professional internships abroad (1985) and is managed by the Assembly of European Regions. It provides young job-seekers (ages 18 to 30) with the opportunity to acquire professional experience abroad in the field of their studies and thus become more competitive in the job market.

In Cyprus, Eurodyssey is jointly managed by the Department of Labour (EURES Network) of the Ministry of Labour, Welfare and Social Insurance and the Union of Cyprus Municipalities (UCM). The program will be financing the hosting of 3-4 interns in Cyprus. Traineeships hosted in Cyprus will be starting in March/ April, ending in September/October of each year. The total duration of the internship is 6 months (up to one month language training and 5 months of practical training in a company/organisation).

The language of the traineeship should be in English and each intern must be assigned a Mentor.

Financing of internships in Cyprus

Each Eurodyssey intern hosted in Cyprus will be granted a monthly allowance of €500. The Department of Labour (EURES Network) of the Ministry of Labour, Welfare 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 of €350.

The intern will be provided with accommodation (single room in a shared apartment) and rent will be paid directly to the landlord by the trainee.

All interns are required to spend at least 40 hours learning the Greek language and linguistic training should commence prior to their corporate training.

The Eurodyssey programme covers the repatriation and illness insurance, third-party insurance and personal accidents.

Obligations of the Hosting Organisation

The Host Organisation must only provide an “Employers Liability” insurance. Any other benefits that are offered by the host organisation to the intern will be considered an advantage for finding available trainees (for example daily lunch money allowance (about €5) or free lunch in the organisations cafeteria, transportation allowance (i.e. monthly Public Transportation card approximately of €40 per month), some extra monthly pocket money etc).



Each month the Mentor and the Trainee should fill-in a “**Monthly Assessment Sheet**” which will be signed by both and be sent to the Department of Labour along with the “**Attendance Sheet**”.

BECOMING A HOST ORGANISATION FOR EUROPEAN INTERNS

STEPS for a HOST Organisation

1. If you wish to host a European intern in your company through the Eurodyssey Program, you must first create a company profile on <https://eurodyssey.aer.eu/>.
2. You will then be sent a “**Company Form**” by the Eurodyssey correspondent in Cyprus which you will have to complete and return to eurodyssee@dl.mlsi.gov.cy.
3. As soon as the company form is examined, your company account will be **validated** by the Department of Labour and the final step is for you to post the actual internship offer on the Eurodyssey website. The Counsellors at the Department of Labour will be happy to assist you in any part of the process.
4. Host organisations in Cyprus are expected to submit their internship opportunities (as explained above) by the end of September. The offers will be open for 2 months. All relevant applications from interested candidates, after a preliminary screening done by the Department of Labour, will be sent to the host organisation for their final selection.
5. It is up to the organisation’s discretion to arrange an interview or use any other means of communication (Skype, telephone etc) to finalise the selection process. Once the applicant has been chosen, the Department of Labour is being notified, together with the successful candidate in order to start preparations for the internship (travel, accommodation etc).

Supervising the progress of the internship

In order to ensure optimal training and active participation, it is the responsibility of the Host Company / Organisation to appoint a **mentor** who would guide the intern in the best way possible. The trainee will sign every day upon arrival the “**Attendance Sheet**”.

During the internship period, the Eurodyssey Correspondent in Cyprus (the Department of Labour) will contact the host company to plan a visit.

At the end of each calendar month, the Company/Organisation must fill in the “**Monthly Assessment Sheet**” which serves as proof of work and presence of the Intern at the work place. This evaluation must be filled in and signed by the mentor, in the presence of the intern to give him/her feed-back about his/her work. **The DoL will only release the monthly allowance to the Intern after the receipt of the “Monthly Assessment Sheet” and the “Attendance Sheet”.**

At the end of the internship period the Host Organisation along with the DoL and the UCM will provide a **Traineeship Certificate** and **Europass Mobility Certificate**. **Also, the Host**



Organisation should provide a reference letter for the intern in order to increase his/her chances to find a job after the internship period.

For more information:

Email: eurodyssee@dl.mlsi.gov.cy

EURES Cyprus Website: www.eures.gov.cy

Eurodyssey programme Website: <https://eurodyssey.aer.eu/>

Department of Labour Website: www.mlsi.gov.cy/dl

The Union of Cyprus Municipalities: www.ucm.org.cy