

## **Frequently asked questions for applicants to Specialization course of Mu.SA project**

### **About your eligibility:**

**Q:** I am a museum employee. Which supporting documents should upload in the platform?

**A:** You need to upload all three (3) documents requested: Europass CV, expression of Interest completed, Letter of Intent.

**Q:** I am not working in a museum. Should I apply for the Specialization course?

**A:** Non museum employees are not excluded of the process of applications. But, if you are a museum employee, it facilitates the process of selection for Mu.SA team.

**Q:** I am a student who is interested in attending the Specialization course. What should I provide you?

**A:** If you are a student, you could provide us your Europass CV and the Expression of Interest.

### **About the process of applications:**

**Q:** I live in one of the project countries (Greece, Italy or Portugal). Before applying, should I contact a cultural organization institution in my country to ask if they would host me there for the work-based learning phase?

**A:** Yes, it is important to have an agreement with the museum of your selection and provide us the Letter of Intent.

**Q:** Who is responsible to complete the Letter of Intent? Me or the museum that will host my work-based learning?

**A:** The Letter of Intent should be completed, signed and stamped by the Museum/ Cultural organization (the Museum Director or the Manager of the Museum's Department) that is willing to host the Mu.SA specialization learner. It's on the applicant's responsibility to find a cultural organization that would host him/her and therefore provide him/her a completed Letter of Intent.

**Q:** I could not reach a museum and therefore I could not provide you the Letter of Intent. What should I do?

**A:** You could provide us your Europass CV and the Expression of Interest. Please, bear in mind that the Letter of Intent is an asset for the selection criteria.

**Q:** Can I upload another format of my CV and not the Europass you requested?

**A:** No, only Europass CV is accepted.

**Q:** In which language should I complete my Europass CV?

**A:** In English.

**Q:** What should I write in the “Type of application” in the template of Europass?

**A:** In the “Type of Application” you can insert the “Application for Specialization course in Mu.SA project”.

**Q:** Do I need to send my certificates/diplomas also?

**A:** No, only the three (3) supporting documents are requested.

### **About the Specialization course:**

**Q:** When and where does Face to Face learning takes place?

**A:** The face to face learning will be carried out during specific sessions and in places selected for the course by the Mu.SA team based on residence and availability of attendants. In case of impossibility to participate in a physical place, then virtual sessions will be carried out (through videoconferences) with the Tutor of the course.

**Q:** Could an organization express its interest in hosting someone from the program?

**A:** Only cultural organizations (museums, galleries, libraries) based in Greece, Italy and Portugal can express their interest to host the Mu.SA applicant.

**Q:** I am interested as cultural organization (based in one of the project countries) to host a trainee for the work based learning of the Mu.SA Specialization course. What are the expenses for the cultural organization?

**A:** If the Mu.SA trainee belongs to the museum’s personnel, the cultural organization has no obligation to offer them remuneration. No obligation also if the Mu.SA trainee carries out the work –based learning as a curricular internship of another training course s/he has already started. In all other cases, it depends on the national legislation.

**Q:** If for example I live in France, would the work based learning carried out only in one of the three (3) countries of the project (Greece, Italy, Portugal)?

**A:** Yes, the work based learning is part of the specialization course and will be conducted in one of the project countries.

**Q:** In the work based learning, what tasks does someone have to perform in the cultural organization?

**A:** The exact assignments and tasks will be described in the Course information that Mu.SA team will provide to participants, according to the Role Profile they will select.

**Q:** In the work based learning, what I will learn?

**A:** The content of the work based learning will be organized on the theoretical educational material provided in online course and the objectives of the specific course. The content of tasks will be agreed among Mu.SA team and the Museum director that will host the trainee.

**Q:** Participants will be able to have a scholarship to attend the specialization courses?

**A:** No scholarships are foreseen for attendants.

**Q:** Can I come to an agreement with the museum on the number of days and/or how many hours per day I will do my work- based learning?

**A:** Yes, it is up to the Museum director and you on how to schedule and organize the work – based learning within the week. You need to complete 205hrs work-based learning in total, in the timeline from mid-October 2019 until mid-March 2020.

**Q:** Is there a Schedule of courses to follow each week?

**A:** Yes, Mu.SA team will provide attendants with a Schedule of courses (composed of on-line and self-study, face to face learning and assessment) based on the Role Profile they selected.

**Q:** Can I select more than one Role Profiles to be specialized?

**A:** Yes, you are eligible to select up to two (2) Role profiles of your preference. Nevertheless, according to the total preferences of all selected applicants, Mu.SA team will allocate you to which of the two preferable Role Profiles you are able to follow in the Specialization course.