

SANTANDER GROUP ERASMUS PROGRAMME FOR THE ADMINISTRATIVE STAFF

Offer n°	Institution	Position	Department	Contact	Description of activities	Language/s	Duration and proposed dates	Host contribution
1	Ghent University (Belgium)	Secretary	Sport Secretary	Valérie de Pré Secretary Sport Secretary valerie.depre@ugent.be +32 92 646 314	Organisation of sport activities and competitions for students and staff.	Dutch, English, French, Spanish	1 week (from 16/10/09 to 15/12/09 OR from 18/04/10 to 25/04/10)	Possibility
2	Ghent University (Belgium)	Director	Department of Infrastructure and Facilities	Els Van Damme Director Department of infrastructure and facilities els.vandamme@ugent.be +32 92 643 182	Planning, coordinating and carrying out construction projects (new construction, modifications, refurbishing), studies and master plans in the scope of the real-estate investment plan of Ghent University. Planning, coordinating, supervising/executing studies and work involving electrical installations (high and low voltage), lifts, HVAC installations (heating, ventilation, air conditions and cooling) including control engineering, sanitary facilities and sewers, refurbishment, signposting and mechanics. Cleaning and moving operations, the warehouses and purchasing centre, garden facilities, transport, reception areas and lecture halls, exhibitions and general reception (couriers, doormen, telephone operators), operational security.	Dutch, English, French	/	/
4	University of Trieste (Italy)	Press Officer	Press Office	Roberto Toffolutti Press Officer Press Office roberto.toffolutti@amm.units.it +39 040 558 3042/3035	Press office typical activities: press releases, press review, press conferences, electronic newsletter, web-pages, web-radio, editing a special university information page on the City newspaper, etc.	Italian, English	1 week (from 01/02/10 to 05/02/10)	Meals offered by IRO/Faculty of Ghent University
7	University of Wroclaw (Poland)	Leonardo da Vinci Programme Coordinator	International Office	Alicja Meisel Leonardo da Vinci Programme Coordinator International Office alicja.meisel@uni.wroc.pl +48 71 375 27 03/27 05	Overview of the University and the International Office: mission, responsibility and tasks performed. Overview of the programmes dealt with in the office, LLP Erasmus, Erasmus-Mundus, Leonardo da Vinci, ISEP, Kirkland, Study Abroad and others. Overview of office financial management, including teaching and student mobility. Specific information concerning individual interests of the beneficiary.	Polish, English	2 week (September 2009 – June 2010)	None
9	Rovira i Virgili University (Spain)	Mobility Coordinator	Chemistry Department	Maria Elena Fernandez Mobility Coordinator Chemistry Department mariaelena.fernandez@urv.cat +34 977 55 8045	Insight of the procedures concerning the administration and user support of the IT resources of a Chemistry Department, including a mid-size (200 nodes) compute cluster.	Spanish, French, English	1-2 weeks (September-November 2009 OR February-July 2010)	None
10	Rovira i Virgili University (Spain)	Departmental Manager	Public Law Department	Eva Ibañez Hernandez Departmental Manager Public Law Department eva.ibanez@urv.cat +34 977 55 8380	Look at the IT applications, the mechanisms for the management of the activities organised by our Department and for support to our teaching staff. Information on mechanisms for budget and accounting management, as well as research, etc. Visit of the center.	French, Italian, English	1 week (April-June 2010)	None
12	University of Valladolid (Spain)	International Relations Officer	International Relations Office	Asuncion Albuin Delgado International Relations Officer International Relations Office mariaasuncion.albuin@uva.es +34 983 42 3238	The person visiting our International Relations Office will get to know the different procedures and computing tools used for the management of the mobility of incoming and outgoing students and for the mobility of teaching staff, as well as for administrative staff. He/she will be shown the diverse mobility programs and international agreements we manage, both in and out LLP. It will be also interesting to show him/her the organization of the Area of International Relations (Service, Centres and Campuses) and the staff and collaborators we have in each of them.	Spanish, French, English	2 weeks	None
18	University of Malmö (Sweden)	Buildings and Services	Division of Building and Services	Birgitta Wickman Head of Division of Buildings and Services Division of Buildings and Services birgitta.wickman@mah.se +46 40 665 7044	The Division of Buildings and Services is responsible for providing an excellent work environment at Malmö University through the efficient allocation of appropriate premises. The Division provides specialist knowledge about building projects, rental, service, restaurants, security and sustainability. The Division represents the University in the procedure of planning and negotiating new construction, reconstruction and additions to University premises.	Polish, English	1 week	None
19	University of Rouen (France)	Erasmus Officer – Incoming Students	International Office	Mathilde Delestre Erasmus Officer - Incoming Students International Office mathilde.delestre@univ-ren.fr +33 2 35 14 65 47	Work shadowing on International Relations Management – Erasmus. Presentation of the French Higher Education System. Quality management : how to improve the quality of incoming students integration within the local environment. Moveon	French, English	1 week (Last week of February 2010)	None

21	University of Rouen (France)	Head of the International Office	International Office	Christel Outreman Head of the International Office International Office christel.outreman@univ-rouen.fr +33 2 35 14 63 40	Work shadowing on International Relations Management. Presentation of the French Higher Education System. Exchange of practise on Internationalization. University and International Relations Policy	French, English	1 week	None
22	University of Rouen (France)	Head of the Legal Affairs Office	Legal Affairs Office	Mathieu Joly Head of the Legal Affairs Office Legal Affairs Office mathieu.joly@univ-rouen.fr +33 2 35 14 60 30	Presentation of the French Higher Education System. The "LRU" act on autonomy of French universities. Comparing Legal Affairs tasks.	German, French, English	1 week (Last week of February 2010)	None