

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	/	/
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
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

23	Adam Mickiewicz University (Poland)	International Office	Joanna Janas Adam Mickiewicz University in Poznan ul.H.Wieniawskiego 1 61-712 Poznań, Poland Tel: +48 61 829 4434 Fax: +48 61 829 4406 Email: joannaj@amu.edu.pl	Practice in LLP-Erasmus Programme and procedures applied to incoming international students and outgoing Polish counterparts	1 week (December 2009-june2010)	
24	Adam Mickiewicz University (Poland)	European Integration center	Joanna Janas Adam Mickiewicz University in Poznan ul.H.Wieniawskiego 1 61-712 Poznań, Poland Tel: +48 61 829 4434 Fax: +48 61 829 4406 Email: joannaj@amu.edu.pl	Training programme to become familiar with organizing international conferences and workshops	2 weeks	
25	Adam Mickiewicz University (Poland)	Educational Advisor International Office	Joanna Janas Adam Mickiewicz University in Poznan ul.H.Wieniawskiego 1 61-712 Poznań, Poland Tel: +48 61 829 4434 Fax: +48 61 829 4406 Email: joannaj@amu.edu.pl	Visit to the Centre for European Integration, the University Library, the International Office and to Public Relations Office and thus exchange of experience as well as comparing methods and procedures in different units of Adam Mickiewicz University (e.g. Applied to outgoing and incoming students). Paying a visit to the modern University campus.	1 week	Tickets for public transport, to Philharmonic Hall and Opera. Pick-up service for guests to and from the airport.