

**SANTANDER GROUP ERASMUS PROGRAMME FOR THE ADMINISTRATIVE STAFF- 2nd CALL
FOR APPLICANTS**

Offer n°	Institution	Position	Department	Contact	Description of activities	Language/s	Duration and proposed dates	Host Is contribution
1	Universidad de Valladolid (Spain)	Coordinator of the Extension and Culture Area	Extension and Culture Area	Amelia Aguado Alvarez Coordinator of the extension and culture area Extension and Culture Area Amelia.aguado@uva.es +34 983 187816 www.uva.es	Organisation of the Cultural Events in the University of Valladolid, from the choice to the evaluation of them. You can know more in www.extensionycultura.uva.es	English and French	1 week	None
2	Universidad de Valladolid (Spain)	Head of the library	Library	Cesar Salinero Head of the library LIBRARY Cesar.salinero@uva.es +34983423028 www.uva.es	Tour of the different departments within the library, focusing particularly on areas that will be the most interest to visitors. May also meet and work in libraries with a rich historic heritage, and other services which may be new applications for libraries as can be: digital library, repositories, manuscript digitisation, interlibrary loan, users training, etc.	Spanish, English and French	1 week. October 2008 and May, June 2009	None
3	University of Valladolid (Spain)	Technicians of social programs	Office of Social Affaires	César Vega García Rafael de la Puente Llorente technicians of social programs Office of Social Affaires asuntos.sociales@uva.es +34 983 42 36 82 +34 983 42 39 77	1. Attend to the social and economic emergency situations across the social existing resources. 2. Information on housings for students. 3. Overcoming any obstacles which may limit access to University for students with disabilities. 4. Solidarity and intergenerational homeshare in collaboration with other institutions across agreements or other modalities. 5. Development of measures for the equality of opportunities between women and men in the University.	English and Spanish	1 week. 8th to 19 th Sept 2008	None
4	Malmö University (Sweden)	Financial Director	Dept of Finance	Carl Henrik Bonde Inernational Relations Officer carl-henrik.bonde@mah.se +46406657281 +46406657027	Financial accounting Financial controlling Administration of financial systems Procurement	English	1 week. April - May or Sept - December	None
5	Universidad de León (Spain)	Head of Service	Economic and financial resources	Juan García Campal Head of service Juan.campal@unileon.es +34 987 291663 +34 987 291575 www.unileon.es	Insight of the different procedures concerning the management of the economic processes and purchases at central level of a large size higher education institution.	Spanish	1 week. From 15th Jan 2009 to 15th June 2009	Free Accommodation at Staff residence

6	Malmö University (Sweden)	Head of Division of Buildings and Services	Division of Buildings and Services	<p>Birgitta Wickman Head of Division of Buildings and Services Birgitta.Wickman@mah.se +46406657044 www.mah.se/english</p>	Exchange of experience regarding: responsibility for providing an excellent work environment through the efficient allocation of appropriate premises. Specialist knowledge about building projects, rental, service, restaurants, security and sustainability. Procedure of planning and negotiating new construction, reconstruction and additions to University premises.	English. For environmental issues: Polish	1 week	None
7	University of Cantabria (Spain)	Head of COIE (Centre for Information and Orientation for Employment)	COIE	<p>Roberto Revuelta Head of COIE Roberto.revuelta@gestion.unican.es +34 942 20 14 14 +34 942 20 10 78 http:// www.unican.es</p>	Active participation in the different activities developed at the COIE (Employment and internship managing, working orientation, firm starting and Continuous Education)	English	1 week. To be negotiated	Accommod. Costs
8	University of Porto (Portugal)	International officer	International office- Faculty of Sport	<p>Dr. Cristina Claro International Officer cclaro@fade.up.pt +35 12250 74732 +35 122055 00687 www.up.pt</p>	Integration in the International Office team and participation in its activities: <ul style="list-style-type: none"> • Outgoing procedures for student mobility • Incoming mobility procedures • Bilateral agreements under Erasmus programme • Visits to the faculty building and international office 	English	1week. To be agreed	Accommodation and lunch at the University cafeteria during the period of stay
9	University of Rovira I Virgili (Spain)	Head of service	Research management service	<p>Carlos Garcia Mellado Head of service Research management service carlos.garcia@urv.cat +34 977 559 522 +34 977 558 278 http://www.urv.cat</p>	1. Exchange of information about the support that the respective universities give to the researchers for the participation in 7th Framework Programme of the European Union: organization, functions, methods and instruments of work 2. Mutual knowledge of the lines of research of the respective universities with the purpose of establishing possible scientific collaborations.	English	2 Weeks Open from October to June	None
10	University of Rovira I Virgili (Spain)	Departmental Manager	Public Law Department	<p>Sra. Eva Ibáñez Hernández Departmental Manager Public Law Department eva.ibanez@urv.cat 00 34 977 55 83 80 00 34 977 55 83 78 http://fcj.urv.cat/dretpublic</p>	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	English, French and Italian	1 week April-June 2009	None

11	University of Rovira I Virgili (Spain)	Sub Director of External Affairs of the ETSEQ	ETSEQ	<p>Allan Mackie Sub Director of External Affairs of the ETSEQ soETSEQ@urv.cat +34 977559674 +34 977559621 http://www.etseq.urv.cat</p>	<p>At the ETSEQ we are in the process of improving the information for incoming national and international students. The proposed activity is to help with the elaboration of a new web page where all relevant information is given in a format that is easy to access and understand. Although no web page programming skills are required, they would of course be an advantage as would be a reasonable level of written English.</p>	English, Spanish /Catalan	2 weeks	The ETSEQ already has a web page format and technician to help guide the elaboration of the new section
12	University of Rovira I Virgili (Spain)	International Relations Coordinator	Faculty of Economic and Business Sciences	<p>Sr. Albert Font Ribas International Relations Coordinator Faculty of Economic and Business interfcee@urv.cat 34.977.75.98.92 34.977.75.98.15 www.urv.cat</p>	<ul style="list-style-type: none"> • Knowledge of the educational programme and structure of the Faculty of Economics and Business Sciences, as well as the structure, tasks and management processes of the Dean's Support Office. • Knowledge of the mobility programme of the Faculty. 	Spanish / Catalan	1 week October 2008	None
13	University of Warmia and Mazury in Olsztyn (Poland)	Specialist/ University Erasmus Coordinator	Office for International Co-operation	<p>Ewa Barcz, M.Sc. Specialist/ University Erasmus Coordinator Office for International Co-operation ewa.barcz@uwm.edu.pl +48 89/ 523 33 46 +48 89/524 04 94 www.uwm.edu.pl</p>	<ul style="list-style-type: none"> • General organisation of activities at the Office for International Co-operation, University of Warmia and Mazury in Olsztyn • Organisation of activities for incoming Erasmus students (tandem, buddy service, Erasmus Student Network) • Implementation of good practices regarding incoming students /academic staff • Organisation and management of students practical placements • Contact with partner universities and enterprises abroad • Updating of University website for Erasmus incoming students /academic staff • Promotion of home university abroad 	English, Polish	1 week April	None

14	University of Warmia and Mazury in Olsztyn (Poland)	Specialist/ University Erasmus Coordinator	Office for International Co-operation	<p>Ewa Barcz, M.Sc. Specialist/ University Erasmus Coordinator Office for International Co-operation ewa.barcz@uwm.edu.pl +48 89/ 523 39 26 +48 89/524 04 94 www.uwm.edu.pl</p>	<p>Exchange of Good Practices concerning International Co-operation Activities. The main fields of activity are:</p> <ul style="list-style-type: none"> - Coordination of International Mobility Programmes such as Lifelong Learning Programme: Erasmus, Leonardo da Vinci - Management of bilateral agreements under LLP Programme - Implementation of good practices regarding outgoing students/academic staff - Updating of university website: information for Erasmus outgoing students/ academic staff - Organisation of Info Days for outgoing students (co-operation with Erasmus Student Network) - Promotion of home university abroad 	English, Polish	1 week November	None
15	Université Joseph Fourier – Grenoble 1 (France)	Head of International Office	International Office	<p>Mrs Brigitte SENS-SALIS Head of International Office International Office relations.internationales@ujf-grenoble.fr 33 4 76 51 45 13 33 4 76 51 42 52 http://www.ujf-grenoble.fr/36392593/0/fiche_agelibre_accueil/</p>	<p>To provide an overall view of the incoming students procedures and organization Incoming students' programmes Presentation of general administrative procedures for incoming exchange students at UJF Meeting with IntEGre and EVE: student associations dedicated to help international students adapt in their new environment. Incoming students' programmes and workshops with "Grenoble Universités" partners Guided tour of the campus facilities and laboratories Visits of Grenoble. Final discussions and evaluation</p>	French / English / Italian	5 days November / December	Help to find an accommodation Provide arrangements for transportation and lunch
16	Université Joseph Fourier – Grenoble 1 (France)	Head of International Office	International Office	<p>Mrs Brigitte SENS-SALIS Head of International Office International Office relations.internationales@ujf-grenoble.fr 33 4 76 51 45 13 33 4 76 51 42 52 http://www.ujf-grenoble.fr/36392593/0/fiche_agelibre_accueil/</p>	<p>Give insights in local tutorship for exchange students University Joseph Fourier ICT projects Exchanges about tutorship for students Incoming students' programmes and workshops with "Grenoble Universités" partners. Exchange about ICT in Higher Education (Information and Communication Technology) Guided tour of the campus facilities and laboratories. Visits of Grenoble. Final discussions and evaluation.</p>	French / English	5 days November / December	Help to find an accommodation Provide arrangements for transportation and lunch

17	University of Malta (Malta)	AO	International & EU Office	www.um.edu.mt Anna Callus AO International & EU Office anna.callus@um.edu.mt +356 2340 2591 +356 21316941	International and EU Office/ Communications Office - International Marketing Marketing of Universities within third countries through the media and internet.	English/ Italian	1 week September – November	None
18	University of Porto (Portugal)	IT manager	IT-Faculty of Sport	www.fade.up.pt André David IT Manager Andredav@fade.up.pt +35 122 507 4712	Integration in the IT team Exchange of procedures in the office Discussions and analysis of IT services implementation, such as wireless networking, SPAM filtering, virtualization, etc.	English and Portuguese	1week. To be agreed	lunch at the University cafeteria during the period of stay.
19	University of Porto (Portugal)	Head Office Librarian	Library-Faculty of Sport	www.fade.up.pt Deolinda Ramos Head office librarian dramos@fade.up.pt +35 122 507 4767 +35 122 550 0689	To be in touch with the different librarian management and technical procedures	English or French	1week. From 1st November 2008 untill June 2009	lunch at the University cafeteria during the period of stay.
20	University of Bayreuth (Germany)	Coord. & Study Abroad Adviser	Academic International Office	www.uni-bayreuth.de Ms. Fakhra Heinrich Coord.: & Study Abroad Adviser Academic International Office Fakhra.heinrich@uvm.uni-bayreuth.de +49 921 555244 +49 921 555248	Exchange of Good Practices concerning International Co-operation Activities in EU and overseas. Implementation of good practices regarding outgoing students/academic staff information for Erasmus outgoing students/ academic staff , Teaching staff mobility, - Organisation of Info Days for outgoing /incoming students. Promotion of home university abroad.	English/German	1 week. May/June/July 2009	None
21	University of Bayreuth (Germany)	Coord. & Study Abroad Adviser	Academic International Office	www.uni-bayreuth.de Ms. Fakhra Heinrich Coord.: & Study Abroad Adviser Academic International Office Fakhra.heinrich@uvm.uni-bayreuth.de +49 921 555244 +49 921 555248	Integration in the International Office team and participation in its activities: - outgoing procedures for student mobility - Incoming mobility procedures - Bilateral Agreements under the LLP/Erasmus international university Network - Bilateral Agreements with Asia link, Hispano America, USA, Bigsas - Monitoring for international students - Free-Mover - Exchange of experience regarding student placement	English/German	1 weeeek. June/July 2009	None

22	University of Murcia (Spain)	Head of Development Service	Development department /ITC Area Edif. ATICA Espinardo Campus University of Murcia	www.um.es Rosana Sánchez Martínez Head of Development Service Development department /ITC Area rosana@um.es + 34 968367314 + 34 968398337	<p>The Development Department achieves the design, development and maintenance of the Management Information Systems in our University.</p> <p>The activity will consist in a tour around the different development groups in order to know our work's methods to implement management applications. Moreover, we will share our experience and explain our projects about the university management applications, focusing on the projects of special interest for the visitor.</p>	English- Spanish	1 or 2 weeks From January to May	None
23	University of Murcia (Spain)	Director of Library Services	Library Services Area	www.um.es Lourdes Cobacho Gómez Director of Library Services Library Services Area lcobacho@um.es 34 968 36 7812 34 968 36 7809	<p>The Library Services at the University of Murcia aims at the acquisition, cataloguing, data base management, interlibrary loan as well as digital services and repositories. The staff also provides assistance in finding, accessing, and circulating library materials.</p>	Spanish/English/Italian	1 week March to May	None
24	University of Murcia (Spain)	Head of International Mobility Unit	International Relations Office	www.um.es/atica Antonia Saavedra Rodríguez Head of International Mobility Unit International Relations Office asr@um.es 34 968 36 3425 34 968 36 4130	<p>The mission of the International Relations Office is the Internationalization of the University of Murcia is to foster mobility, international experience and cooperation in education and development. The programme will be based on meetings and discussions with administrative officers and academic representatives. As a result of participating in this programme and making direct personal contacts, the mutual knowledge and co-operation between both universities and offices will be improved, with benefits for all administrative officers, students, teachers, and researchers.</p>	Spanish, English	1week. From May to June	None
25	University of Catania (Italy)	Leonardo da Vinci Officer	International Relations Officer	www.unict.it Mrs Giusy Catanese Leonardo da Vinci Officer Leonardo da Vinci Officer uri@unict.it	<p>The person accepted will collaborate in the erasmus placement and in the leonardo programmes helping in finding new hosting institution abroad and will collaborate in the preparation of a divulgative leaflet placement programmes</p>	Italian, English	2 weeks. October 2008	None
26	University of Catania (Italy)	Officer in the Secretariat of the Didactic Area	Didactic Area	www.unict.it Mrs Renata Pelligra Officer in the Secretariat of the Didactic Area Didactic Area r.pelligra@unict.it 0039/095/7307203	<p>The person accepted will collaborate in implementation of international masters and doctorates and will collaborate in the preparation of a webpage in English.</p>	Italian, English	2 weeks. November 2008	None

26	University of Cyprus (Cyprus)	Head of the Communication Office	Promotion and Development Division	www.ucy.ac.cy Mrs Katerina Nikolaidou Pietroni Head of the Communication Office Promotion and Development Division katerina@ucy.ac.cy T: 00357-22-894367 F: 00357-22-894477	Internal and external communication, media relations, organisation of certain events and publications.	Greek, English, French	1 week. Preferably June-July 2009	None
26	University of Cyprus (Cyprus)	Senior University Officer	International Relations Sector	www.ucy.ac.cy Mrs Elena Avgoustidou Kyriacou Senior University Officer International Relations Sector avgoustidou.elena@ucy.ac.cy T: 00357-22-894295 F: 00357-22-894472	Familiarize with activities of the International Relations Sector, infrastructure, scope/targets, procedures etc., Life Long Learning Programme ERASMUS, cooperation with Financial Services, School of Greek Language, Studies and Student Welfare Service, Departments, UCY authorities Bilateral Agreements of Cooperation, Associations, Networks	English, Greek	1 week. All months except August and September	None
26	University of Cyprus (Cyprus)	Head of the Library's Education Department	Library	www.ucy.ac.cy Mr Evgenios Ioannides Head of the Library's Education Department Library evgenios.ioannides@ucy.ac.cy T: 00357-22-892031 F: 00357-22-750508	Introduction to the Library's Departments. Hands-on experience within the Library concerning the library's management, loans department, journals and e-journals management, books and archive material digitization, students' education program, etc. according to the visitor's requested needs.	English, Greek	1 week. January-July 2009, or October-December 2009	None
27	Adam Mickiewicz University, Poznan (Poland)	Erasmus Officer	International Office	www.amu.edu.pl Mrs Anna Bilon Erasmus Officer International Office bilon@amu.edu.pl T: 0048-61-8294430 F: 0048-61-8294431	Becoming familiar with the activities of the International Office: ERASMUS bilateral agreements; training/placement schemes; Leonardo da Vinci; incoming mobility procedures; visits to the offices; translation assistance for international studies; exchange of information on available programmes for researchers.	English, German, Spanish	1 week. First half of May, or July.	None