



JAMIES Project
International Credit Mobility Erasmus+ Programme
Email: sri@sri.uminho.pt

Administrative Staff Offer

[Universidade do Minho](#)

[Universidade do Algarve](#)

[Universidade do Porto](#)

[Universidade de Trás-os-Montes e Alto Douro](#)

	Academic Offer
Institution	Universidade de Trás-os-Montes e Alto Douro
Field of study	IC - Image and Communication
Type of mobility	Administrative Staff
Name of degree/program	Training Programme
Tuition language	PT/EN
Language requirements	Good Command of Portuguese or English
Duration (months)	one week
Earliest start date	05/02/2020
Latest end date	16/07/2020
Academic requirements	Belonging to the academic staff of one of the partner organizations
Number of local credits awarded	Certificate
Learning outcomes	Getting to know the workings of the Communication Office

	Academic Offer
Mechanism of recognition and transfer used by the University	ECTS
Contact name	Lúcia Fernandes
Contact email	luciafg@utad.pt
Website	http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/guiaects/Paginas/Inf-on-study-programmes.aspx
Additional information	Academic Staff that don't have a Portuguese B2 Certificate must have a good command of English Language.

	Academic Offer
Institution	Universidade de Trás-os-Montes e Alto Douro
Field of study	IR - International Relations
Type of mobility	Administrative Staff
Name of degree/program	Training Programme
Tuition language	PT/EN
Language requirements	Good Command of Portuguese or English
Duration (months)	one week
Earliest start date	05/02/2020
Latest end date	16/07/2020
Academic requirements	Belonging to the academic staff of one of the partner organizations
Number of local credits awarded	Certificate
Learning outcomes	Getting to know the workings of the Communication Office

	Academic Offer
Mechanism of recognition and transfer used by the University	ECTS
Contact name	Lúcia Fernandes
Contact email	luciafg@utad.pt
Website	http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/guiaects/Paginas/Inf-on-study-programmes.aspx
Additional information	Academic Staff that don't have a Portuguese B2 Certificate must have a good command of English Language.

	Academic Offer
Institution	Universidade do Algarve
Field of study	International Relations
Type of mobility	Administrative Staff
Name of degree/program	International Relations Office
Tuition language	English / Portuguese
Language requirements	Good command of English or Portuguese
Duration (months)	5 days
Earliest start date	to be defined case by case
Latest end date	01/02/2021
Academic requirements	Administrative staff at home university
Number of local credits awarded	n.a.
Learning outcomes	n.a.
Mechanism of recognition and transfer used by the University	Mobility report

	Academic Offer
Contact name	Marleni Azevedo
Contact email	international@ualg.pt
Website	https://www.ualg.pt/en
Additional information	The acceptance candidates will depend on the availability of vacancies and must be confirmed by the International Office

	Academic Offer
Institution	Universidade do Minho
Field of study	Academic Services
Type of mobility	Administrative Staff
Name of degree/program	UMinho INTernational Week 2020
Tuition language	English
Language requirements	Good Command of English
Duration (months)	5 days
Earliest start date	11/05/2020
Latest end date	11/05/2021
Academic requirements	pre-admission letter; Assessment on individual basis
Number of local credits awarded	NA
Learning outcomes	NA

	Academic Offer
Mechanism of recognition and transfer used by the University	Mobility report
Contact name	Beatriz Araújo
Contact email	sri@sri.uminho.pt
Website	alunos.uminho.pt
Additional information	

	Academic Offer
Institution	Universidade do Minho
Field of study	Documentation Services
Type of mobility	Administrative Staff
Name of degree/program	UMinho INTernational Week 2020
Tuition language	English
Language requirements	Good Command of English
Duration (months)	5 days
Earliest start date	11/05/2020
Latest end date	11/05/2021
Academic requirements	pre-admission letter; Assessment on individual basis
Number of local credits awarded	NA
Learning outcomes	NA

	Academic Offer
Mechanism of recognition and transfer used by the University	Mobility report
Contact name	Beatriz Araújo
Contact email	sri@sri.uminho.pt
Website	alunos.uminho.pt
Additional information	

	Academic Offer
Institution	Universidade do Minho
Field of study	Finance and Property Services
Type of mobility	Administrative Staff
Name of degree/program	UMinho INTernational Week 2020
Tuition language	English
Language requirements	Good Command of English
Duration (months)	5 days
Earliest start date	11/05/2020
Latest end date	11/05/2021
Academic requirements	pre-admission letter; Assessment on individual basis
Number of local credits awarded	NA
Learning outcomes	NA

	Academic Offer
Mechanism of recognition and transfer used by the University	Mobility report
Contact name	Beatriz Araújo
Contact email	sri@sri.uminho.pt
Website	alunos.uminho.pt
Additional information	

	Academic Offer
Institution	Universidade do Minho
Field of study	International Relations Services
Type of mobility	Administrative Staff
Name of degree/program	UMinho INTernational Week 2020
Tuition language	English
Language requirements	Good Command of English
Duration (months)	5 days
Earliest start date	11/05/2020
Latest end date	01/02/2021
Academic requirements	pre-admission letter; Assessment on individual basis
Number of local credits awarded	NA
Learning outcomes	https://www.uminho.pt/EN/

	Academic Offer
Mechanism of recognition and transfer used by the University	Mobility report
Contact name	Beatriz Araújo
Contact email	sri@sri.uminho.pt
Website	alunos.uminho.pt
Additional information	

	Academic Offer
Institution	Universidade do Minho
Field of study	Teaching Support Office
Type of mobility	Administrative Staff
Name of degree/program	UMinho INTernational Week 2020
Tuition language	English
Language requirements	Good Command of English
Duration (months)	5 days
Earliest start date	11/05/2020
Latest end date	11/05/2021
Academic requirements	pre-admission letter; Assessment on individual basis
Number of local credits awarded	NA
Learning outcomes	NA

	Academic Offer
Mechanism of recognition and transfer used by the University	Mobility report
Contact name	Beatriz Araújo
Contact email	sri@sri.uminho.pt
Website	alunos.uminho.pt
Additional information	

	Academic Offer
Institution	Universidade do Porto
Field of study	CT - Culture
Type of mobility	Administrative Staff
Name of degree/program	Rectorate - Culture Department
Tuition language	Portuguese
Language requirements	Good command of Portuguese
Duration (months)	5 days
Earliest start date	Decided case-by-case
Latest end date	01/02/2021
Academic requirements	Administrative Staff at home university; Minimum Bachelor degree
Number of local credits awarded	NA
Learning outcomes	https://sigarra.up.pt/reitoria/pt/uni_geral.unidade_view?pv_unidade=242
Mechanism of recognition and transfer used by the University	Mobility report

	Academic Offer
Contact name	Alexandre Lourenço
Contact email	cultura@reit.up.pt
Website	https://sigarra.up.pt/reitoria/pt/uni_geral.unidade_view?pv_unidade=242
Additional information	

	Academic Offer
Institution	Universidade do Porto
Field of study	HR - Human Resources
Type of mobility	Administrative Staff
Name of degree/program	Rectorate - Human Resources
Tuition language	Portuguese
Language requirements	Good command of Portuguese
Duration (months)	5 days
Earliest start date	Decided case-by-case
Latest end date	01/02/2021
Academic requirements	Administrative Staff at home university; Minimum Bachelor degree
Number of local credits awarded	NA
Learning outcomes	https://sigarra.up.pt/reitoria/pt/uni_geral.unidade_view?pv_unidade=20
Mechanism of recognition and transfer used by the University	Mobility report

	Academic Offer
Contact name	Maria Alexandra Martins
Contact email	amartins@sp.up.pt
Website	https://sigarra.up.pt/spup/pt/web_page.Inicial
Additional information	

	Academic Offer
Institution	Universidade do Porto
Field of study	IR - International Relations
Type of mobility	Administrative Staff
Name of degree/program	International Cooperation - Rectorate
Tuition language	English
Language requirements	Good command of English
Duration (months)	5 days
Earliest start date	Dates of the International Staff Training Week
Latest end date	01/02/2021
Academic requirements	Administrative Staff at home university whose work is related with International Relations/International Cooperation/Students international Mobility/ International Projects (Erasmus+ and other funded projects), etc.
Number of local credits awarded	NA
Learning outcomes	https://sigarra.up.pt/reitoria/unidades_geral.visualizar?p_unidade=168

	Academic Offer
Mechanism of recognition and transfer used by the University	Mobility report
Contact name	International Office - Rectorate
Contact email	international@reit.up.pt
Website	https://sigarra.up.pt/reitoria/unidades_geral.visualizar?p_unidade=168
Additional information	We organize International Staff Training Weeks directed to administrative staff from International Cooperation. So, in case you are selected by the project, you will be participating in one of our International Staff Training Weeks. With an intensive pro

	Academic Offer
Institution	Universidade do Porto
Field of study	IR - International Relations
Type of mobility	Administrative Staff
Name of degree/program	International Affairs - Faculty of Sport
Tuition language	Portuguese or English
Language requirements	Good command of Portuguese or English
Duration (months)	5 days
Earliest start date	Decided case-by-case
Latest end date	01/02/2021
Academic requirements	Administrative Staff at home university; Experience in International Affairs (Mobility Programmes and Cooperation)
Number of local credits awarded	NA
Learning outcomes	http://www.fade.up.pt/relacoesexternas/

	Academic Offer
Mechanism of recognition and transfer used by the University	Mobility report
Contact name	Hugo Silva
Contact email	gre@fade.up.pt
Website	http://www.fade.up.pt/relacoesexternas/
Additional information	

	Academic Offer
Institution	Universidade do Porto
Field of study	IR - International Relations
Type of mobility	Administrative Staff
Name of degree/program	International Office - Faculty of Nutrition and Food Sciences
Tuition language	Portuguese or Spanish or English
Language requirements	Good command of Portuguese or English or Spanish
Duration (months)	5 days
Earliest start date	Decided case-by-case
Latest end date	01/02/2021
Academic requirements	Administrative Staff at home university
Number of local credits awarded	NA
Learning outcomes	https://sigarra.up.pt/fcnaup/pt/uni_geral.unidade_view?pv_unidade=58
Mechanism of recognition and transfer used by the University	Mobility report

	Academic Offer
Contact name	Cecilia Morais
Contact email	mobilidade@fcna.up.pt
Website	https://sigarra.up.pt/fcnaup/pt/uni_geral.unidade_view?pv_unidade=58
Additional information	Available depending on human resources needs

	Academic Offer
Institution	Universidade do Porto
Field of study	IR - International Relations
Type of mobility	Administrative Staff
Name of degree/program	Faculty of Arts and Humanities - International Office
Tuition language	English or Portuguese
Language requirements	Proficiency in Portuguese or English
Duration (months)	5 days
Earliest start date	Decided case-by-case
Latest end date	01/02/2021
Academic requirements	Administrative Staff at home university; International Officers
Number of local credits awarded	NA
Learning outcomes	https://sigarra.up.pt/flup/en/UNI_GERAL.UNIDADE_VIEW?pv_unidade=423
Mechanism of recognition and transfer used by the University	Mobility report

	Academic Offer
Contact name	Carla Augusto (SRI-FLUP)
Contact email	sri@letras.up.pt
Website	https://sigarra.up.pt/flup/en/UNI_GERAL.UNIDADE_VIEW?pv_unidade=423
Additional information	Application form and motivations; Letter of Support from Home Institution

	Academic Offer
Institution	Universidade do Porto
Field of study	IR - International Relations
Type of mobility	Administrative Staff
Name of degree/program	International office - Faculty of Dentistry
Tuition language	Portuguese
Language requirements	No certificate required
Duration (months)	5 days
Earliest start date	Decided case-by-case
Latest end date	01/02/2021
Academic requirements	Administrative Staff at home university
Number of local credits awarded	N/A
Learning outcomes	
Mechanism of recognition and transfer used by the University	Mobility report

	Academic Offer
Contact name	Maria Cristina Pollmann
Contact email	mpollmann@fmd.up.pt
Website	http://www.fmd.up.pt
Additional information	Available depending on human resources needs

	Academic Offer
Institution	Universidade do Porto
Field of study	IR - International Relations
Type of mobility	Administrative Staff
Name of degree/program	Faculty of Medicine - International Relations Office
Tuition language	English+Portuguese
Language requirements	Good command of Portuguese and English
Duration (months)	5 days
Earliest start date	Decided case-by-case
Latest end date	01/02/2021
Academic requirements	Administrative Staff at home university; International Relations Officers of Medical Faculties only
Number of local credits awarded	NA
Learning outcomes	https://sigarra.up.pt/fmup/pt/web_base.gera_pagina?p_pagina=1823
Mechanism of recognition and transfer used by the University	Mobility report

	Academic Offer
Contact name	Bruno Neves
Contact email	international@med.up.pt
Website	https://sigarra.up.pt/fmup/pt/web_base.gera_pagina?p_pagina=1823
Additional information	

	Academic Offer
Institution	Universidade do Porto
Field of study	IT
Type of mobility	Administrative Staff
Name of degree/program	IT
Tuition language	N/A
Language requirements	English
Duration (months)	5 days
Earliest start date	01/09/2020
Latest end date	01/02/2021
Academic requirements	Master's Degree in Information Systems
Number of local credits awarded	N/A
Learning outcomes	N/A
Mechanism of recognition and transfer used by the University	N/A

	Academic Offer
Contact name	André David
Contact email	andre david@uporto.pt
Website	
Additional information	The applicant should ideally have managing experience in the field of IT, as well as proven experience in the fields of system administration, cloud computing, client services and Networking for more than 5 years

	Academic Offer
Institution	Universidade do Porto
Field of study	OT - Other
Type of mobility	Administrative Staff
Name of degree/program	Faculty of Arts and Humanities - Central Library
Tuition language	English or Portuguese
Language requirements	Proficiency in Portuguese or English
Duration (months)	5 days
Earliest start date	Decided case-by-case
Latest end date	01/02/2021
Academic requirements	Library Staff at home university
Number of local credits awarded	NA
Learning outcomes	https://sigarra.up.pt/flup/pt/uni_geral.unidade_view?pv_unidade=579
Mechanism of recognition and transfer used by the University	Mobility report

	Academic Offer
Contact name	Carla Augusto (SRI-FLUP)
Contact email	sri@letras.up.pt
Website	https://sigarra.up.pt/flup/pt/uni_geral.unidade_view?pv_unidade=579
Additional information	Application form and motivations; Letter of Support from Home Institution

	Academic Offer
Institution	Universidade do Porto
Field of study	OT - Other
Type of mobility	Administrative Staff
Name of degree/program	Veterinary Medicine
Tuition language	English or Portuguese
Language requirements	Good command of Portuguese or English
Duration (months)	5 days
Earliest start date	Decided case-by-case
Latest end date	01/02/2021
Academic requirements	Administrative Staff at home university
Number of local credits awarded	NA
Learning outcomes	https://sigarra.up.pt/icbas/en/web_page.Inicial
Mechanism of recognition and transfer used by the University	Mobility report

	Academic Offer
Contact name	Mobility Office
Contact email	mobilidade@icbas.up.pt
Website	http://sigarra.up.pt/icbas/en/web_page.Inicial
Additional information	