

## **ERASMUS PLACEMENT AT THE INTERNATIONAL OFFICE OF THE UNIVERSITY OF COIMBRA**

Within the framework of the LLP Erasmus Placement Program, the University of Coimbra offers the opportunity for students from partner Universities to do an internship at the International Office.

The University of Coimbra (UC) participates in the Erasmus program since its beginning in 1987. With 1000 bilateral agreements established, the UC welcomes more than 1000 mobility students per year, sends around 500 students abroad and participates in several mobility programs.

### INFORMATION ON THE INTERNSHIP

Period: 1<sup>st</sup> of March until 31<sup>st</sup> August 2012

Places available: 2

Working hours: 35 hours per week

Main Tasks: Under supervision of the International Office, the trainees are expected to develop initiatives to help increase outgoing mobility in the UC and support the reception of the exchange students for the winter semester/spring semester.

Requirements: Excellent knowledge of English; good knowledge of a second language; good organizational skills; good knowledge of informatics programs (Word, Excel, Outlook, etc); strong commitment and excitement.

Financial Support: Students will have to apply for an Erasmus scholarship in their home university. The UC will assist them while finding accommodation.

How to Apply: Candidates should fill in the Pre-Application Form ([http://www.uc.pt/en/driic/estagios\\_in](http://www.uc.pt/en/driic/estagios_in)) and send the following documents: *Curriculum Vitae*, Transcript of Records, Motivation Letter, Copy of Identity Document, to either [mteresa@uc.pt](mailto:mteresa@uc.pt) or [anisabel@uc.pt](mailto:anisabel@uc.pt).

Application Deadline: 3rd February 2012

We look forward to receiving your Application!

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Contacts for internship:  
Ana Isabel Ferreira: [anisabel@uc.pt](mailto:anisabel@uc.pt)  
Teresa Silva: [mteresa@uc.pt](mailto:mteresa@uc.pt)

