

OFFERS LIST:

Click on the [id_offer](#) to see detailed information about the offer.

id_offer	Institution	Country	Open Department to Short Visits	Visits From	Visits To	Languages
92	A Coruña University	Spain	International Relations Office	March	October (excluding July & August)	English & Spanish
93	A Coruña University	Spain	Quality Technical Unit	March	October (excluding July & August)	Spanish
94	Murcia University	Spain	Service of University Information	01/04/2007	01/06/2007	English & Spanish
95	Valladolid University	Spain	Library	April	June	English, Spanish, French, Italian & Portuguese
98	Valladolid University	Spain	Information Systems Office	March	October (excluding July & August)	English & Spanish
99	Murcia University	Spain	Section for Development of Applications & Projects	16/04/2007	14/07/2007	English & Spanish
101	Public University of Navarra	Spain	International Relations Office	March	October (excluding July & August)	English & Spanish (French possible)
102	Public University of Navarra	Spain	Student Information Office	March	May	English, Spanish & French
103	Masaryk University, Brno	Czech Republic	Faculty Library	March	October (excluding July & August)	English
104	Masaryk University,	Czech Republic	Office for International	March	October (excluding	English

	Brno		Studies		July & August)	
<u>105</u>	Erasmus Hogeschool Brussel	Belgium	IT Administration	January	June	English, French & Dutch
<u>106</u>	Erasmus Hogeschool Brussel	Belgium	International Relations Office	January	June	English, Spanish, French & Dutch
<u>107</u>	Erasmus Hogeschool Brussel	Belgium	Central Administration	January	June	English, French & Dutch
<u>108</u>	Cantabria University	Spain	Economic management, Patrimony and Hiring	01/05/2007	30/06/2007	English & Spanish
<u>109</u>	Oulu University	Finland	Research and Innovation Services	21/05/2007	01/06/2007	English
<u>110</u>	Oulu University	Finland	Teaching Development Unit-IRO	March	Mid September (excluding June, July & August)	English, Finnish & Swedish
<u>111</u>	Basque Country University	Spain	Unit of Postgraduate and Continuing Studies	March	October (excluding July & August)	English, Spanish & French
<u>112</u>	University of Hamburg	Germany	International Department	June	June	English & Spanish (perhaps French)
<u>113</u>	University of Hamburg	Germany	School of Business, Economics & Social Sciences	June	June	English & German
<u>114</u>	Cantabria University	Spain	IT Service	May	September	English & Spanish
<u>115</u>	Cantabria University	Spain	Office for International Relations	March	October (excluding July & August)	English, Spanish, Italian & French
<u>117</u>	Cantabria University	Spain	Office for Results of Research-OTRI	01-07-06	15/09/2007	English & Spanish
<u>118</u>	Lódz University	Poland	International Relations Office	May	June	English & French

<u>119</u>	Cantabria University	Spain	Protocol & International Relations Unit	March	October (excluding July & August)	English, Spanish & French
<u>120</u>	Lódz University	Poland	University Library	01/09/2007	30/09/2007	English
<u>121</u>	Cádiz University	Spain	Library	March	October (excluding July & August)	English, Spanish & French
<u>122</u>	Lódz University	Poland	Office for International Research Programmes	01/05/2007	31/05/2007	English
<u>123</u>	Cádiz University	Spain	Office of Technology Transfer (OTRI)	March	October (excluding July & August)	English & Spanish
<u>124</u>	Vigo University	Spain	Cultural & Student Service	October	October	English & Spanish
<u>125</u>	Vigo University	Spain	Central and Branchs Library	March	October (excluding July & August)	English, Spanish, French & Portuguese
<u>126</u>	Évora University	Portugal	International Relations Office	18/06/06	25/03/2007	English, Spanish & Portuguese
<u>127</u>	León University	Spain	Computer & Communication Service	28/05/2007	15/06/2007	Spanish
<u>128</u>	Alacant University	Spain	Office for International Relations & Cooperation	March	October (excluding July & August)	Spanish
<u>129</u>	Alacant University	Spain	Library	September	October	Spanish
<u>130</u>	Jaume I University, Castelló	Spain	RD Cooperation Office	23/04/2007	31/05/2007	English, Spanish & French
<u>131</u>	Universidad de Guadalajara	Mexico	Personal Management	01/03/2007	15/03/2007	English & Spanish
<u>132</u>	Universidad de Guadalajara	Mexico	Internationalization Coordination	01/03/2007	15/03/2007	English, Spanish & French

<u>133</u>	Universidad de Guadalajara	Mexico	Administrative Technicien	12/03/2007	23/03/2007	Spanish
<u>134</u>	Jaume I University, Castelló	Spain	Service of Accountanty Information	25/06/2007	01/07/2007	English & Spanish
<u>135</u>	Jaume I University, Castelló	Spain	Service of Communication & Publications	24/09/2007	30/09/2007	English & Spanish
<u>136</u>	Technical University of Cartagena	Spain	Information Technologies Service	June		English & Spanish
<u>137</u>	Santiago de Compostela University	Spain	Quality Management	March	October (excluding July & August)	English & Spanish
<u>138</u>	Santiago de Compostela University	Spain	Workload and Functions Analysis	March	October (excluding July & August)	English & Spanish
<u>139</u>	Zaragoza University	Spain	Office of International Relations (Faculty of Science & School of Business Studies)	January	May	English & Spanish
<u>140</u>	Technical University of Cartagena	Spain	Technical Unit	may 7 2007		English, Spanish & French
<u>141</u>	Málaga University	Spain	International Relations Exchange Office	01/09/2007		English, Spanish & French
<u>142</u>	Málaga University	Spain	International Exchange Programmes Office	01/09/2007		English, Spanish & French
<u>143</u>	Universidad de Guadalajara	Mexico	Academic Secretariat	01/07/2007	15/07//2007	Spanish
<u>144</u>	Universidad de Guadalajara	Mexico	General Coordination of Cooperation & Internationalization	06/08/2007	20/08/2007	English & Spanish
<u>146</u>	Basque Country University	Spain	Library at Faculty of Economics & Business	Mach	October (excluding July &	English, Spanish & Italian

					August)	
<u>147</u>	Basque Country University	Spain	Library	March	October (excluding July & August)	English & Spanish
<u>148</u>	Basque Country University	Spain	Secretariat and Vice-dean of Mobility	20/05/2007	26/05/2007	English, Spanish & French
<u>149</u>	Basque Country University	Spain	Public International Law-International Relations	March	October (excluding July & August)	Spanish
<u>152</u>	Karlstad University	Sweden	Administrative Services at Faculty of Arts & Education	March	October (excluding June, July & August)	English & Swedish
<u>153</u>	Karlstad University	Sweden	Administrative Services at Faculty of Social & Life Sciences	March	October (excluding June, July & August)	English & Swedish
<u>156</u>	Public University of Navarra	Spain	Research Office	March	June & July	English, Spanish & French
<u>157</u>	Karlstad University	Sweden	Services in Central Administration	March	October (excluding June, July & August)	English & Swedish
<u>158</u>	Karlstad University	Sweden	Administrative Services at Faculty of Technology & Science	March	October (excluding June, July & August)	English & Swedish
<u>159</u>	Karlstad University	Sweden	Administrative Services at Faculty of Economic Sciences, Communication & IT	March	October (excluding June, July & August)	English & Swedish
<u>181</u>	Technical University of Cartagena	Spain	Technological Instrumentation Service	March	September	English & Spanish
<u>182</u>	Minho University	Portugal	International Relations Office (GRI)	May	July	English, Spanish & Portuguese
<u>183</u>	Adam	Poland	International Office	18/06/2007	25/06/2007	English &

	Mickiewicz University					German
<u>184</u>	University of Westminster	United Kingdom	Staff Development Unit in Human Resources	01/05/2007	31/10/2007	English
<u>185</u>	Porto University	Portugal	International Office, Sports Faculty	09/04/2007	13/04/2007	English, Spanish & Portuguese
<u>186</u>	Porto University	Portugal	International Office	01/03/2007	30/04/2007	English, Spanish & Portuguese
<u>187</u>	Universidad Politécnica de Madrid	Spain	Vice-rectorate for International Relations: Latin America	01/03/2007	30/06/2007	English, Spanish & French
<u>188</u>	Universidad Politécnica de Madrid	Spain	Vice-rectorate for International Relations: European Programmes	01/03/2007	30/06/2007	English, Spanish & French
<u>189</u>	Universidad Politécnica de Madrid	Spain	Vice-rectorate for International Relations: Cooperation for Development	01/03/2007	30/06/2007	English, Spanish & French
<u>190</u>	Pécs University	Hungary	International Relations Office	02/05/2007	31/10/2007	English & German
<u>191</u>	Castilla-La Mancha University	Spain	International Relations Office	May	November (excluding July & August)	English & Spanish

DETAILED INFORMATION ABOUT THE OFFERS:

id_offer 92
 Institution A Coruña University
 Country Spain
 Treatment Sra.
 Contact

Name Contact KING
Surname Contact SANDRA
Department Contact Directora
E-mail Contact rrii@udc.es
Tel Contact +34 981 167000
Fax Contact +34 981 167013
Web Page www.udc.es/rrii
Open Department OFICINA DE RELACIÓNS INTERNACIONAIS
Activities international exchanges and cooperation
Period Stay 1 week
Visits From March
Visits To October (excluding July & August)
Languages English & Spanish
Accommodation Yes
Meals Yes
Other Contribution

[Go back to index table](#)

id_offer 93
Institution A Coruña University
Country Spain
Treatment Contact Mr.
Name Contact Muñoz Cantero
Surname Contact Jesús Miguel
Department Contact UNIDADE TÉCNICA DE CALIDADE
E-mail Contact evalua@udc.es
Tel Contact +34 981 16 70 00
Fax Contact +34 981 16 70 41
Web Page http://www.udc.es/utc
Open Department Unidade Técnica de Calidade (Quality Technical Unit)
Activities Evaluation of quality in academic offer and internal services: EFQM model and ISO 9001.
Period Stay 1 week
Visits From March
Visits To October (excluding July & August)
Languages Spanish
Accommodation Yes
Meals Yes
Other Contribution

[Go back to index table](#)

id_offer 94
Institution Murcia University

Country Spain
Treatment Contact Mr.
Name Contact C. Vicente
Surname Contact García Ferrando
Department Contact Servicio de Información Universitario
E-mail Contact cvicente@um.es
Tel Contact +34 968 364690
Fax Contact +34 968 363389
Web Page http://www.um.es/siu
Open Department The SIU is the University service in charge of making our

Web site, its maintenance and besides, it offers all the new students who came to study here all the information they need to start their university life succesfully: we offer information about the admission of new students, possible lodgings (rent houses, colleges, etc) and many other points which are important for them.

Activities To gain knowledge and exchange experiences in the fields of student recruitment and admission: visits to secondary schools, participation in educational congresses and fairs, institutional information production and diffusion (brochures, email lists, web, etc.)
 To establish information exchange between the host institution and the University of Murcia, acting as a link to the rest of information services and universities of our respective countries.

Period Stay 1 week
Languages English & Spanish
Accommodation Yes
Meals Yes
Other Contribution

[Go back to index table](#)

id_offer 95
Institution Valladolid University
Country Spain
Treatment Contact Mr
Name Contact Cesar
Surname Contact Salinero
Department Contact University Library
E-mail Contact cesar@uva.es
Tel Contact 34-983-423028
Fax Contact 34-983-423030
Web Page www.uva.es

Open Department The University Library. The University of Valladolid has a decentralized library which include 18 libraries spread over its four campuses.

Activities The visiting person will be welcomed at the Library Central Service, where he/she can get familiar with the library system in the University of Valladolid. He/she will be able to visit several Faculty libraries and discuss with the responsables regarding the organization, Information Technology applications (Millenium), information to users, etc....

Period Stay 1 week

Visits From April

Visits To June

Languages English, Spanish, French, Italian & Portuguese

Accommodation Yes

Meals No

Other Contribution

[Go back to index table](#)

id_offer 98

Institution Valladolid University

Country Spain

Treatment Contact Mr.

Name Contact FERNANDO

Surname Contact MARTÍN PELAYO

Department Contact INFORMATION SYSTEMS OFFICE

E-mail Contact fernando@uva.es

Tel Contact 34-983-423417

Fax Contact 34-983-423271

Web Page www.uva.es

Open Department The Information Systems Office of the University of Valladolid is in charge of the Computing and networking (web, e-mail...) of the University of Valladolid. Unix and Windows servers are administered in our four campuses. Software management applications for the libraries, staff, students, financial management are developed by this office as well as services for the net such as web, e-mail, remote access and IP phone.

Activities The candidate may be interested in getting to know about how the new technologies are applied in the Information Systems Office to offer service to the University and in sharing his/her experience.

Period Stay 1 week

Visits From March

Visits To October (excluding July & August)

Languages English & Spanish

Accommodation Yes

Meals No
Other
Contribution

[Go back to index table](#)

id_offer 99
Institution Murcia University
Country Spain
Treatment
Contact Mr.
Name Contact Tomás
Surname
Contact Jiménez
Department
Contact Information Technology and Applied Communication
E-mail Contact tomasji@um.es
Tel Contact +34 619105776
Fax Contact +34 968362537
Web Page http://www.um.es/atica/
Open
Department Section of Development of Applications and Projects
(This section id part of the ATICA-Computer Service)
Activities Development of "smart card" and chip technology.
Other ITCs activities. XML development.
Period Stay 2 weeks
Languages English & Spanish
Accommodation Yes
Meals No
Other
Contribution Pick up service

[Go back to index table](#)

id_offer 101
Institution Public University of Navarra
Country Spain
Treatment
Contact Ms.
Name Contact Begoña
Surname
Contact Ballaz Torres
Department
Contact International Relations Office
E-mail Contact begona.ballaz@unavarra.es
Tel Contact +34948168061
Fax Contact +34948169641
Web Page http://www.unavarra.es/servicio/relex/inter.htm
Open
Department International Relations Office
Activities The International Office of the Public University of Navarra centralises, coordinates and manages the different international training activities with the aim of promoting the internationalisation of the institution.

It manages international programmes (Erasmus, Jean Monnet, ALFA, ALBAN, TEMPUS, ISEP, AECI, etc.), bilateral agreements with universities all over the world, as well as development cooperation programmes. The agenda for the visit will be negotiated with the incoming person according to his/her interests. Visits and interviews with other university services and staff can be arranged.

Period Stay 1 week
Visits From March
Visits To October (excluding July & August)
Languages English & Spanish (French possible)
Accommodation Yes
Meals No
Other
Contribution

[Go back to index table](#)

id_offer 102
Institution Public University of Navarra
Country Spain
Treatment
Contact Ms.
Name Contact Josune
Surname
Contact Urzainki
Department
Contact Student Information Office
E-mail Contact jurzainki@unavarra.es
Tel Contact +34948169096
Fax Contact +34948169169
Web Page http://www.unavarra.es/servicio/ofi_infor.htm
Open
Department Student Information Office
Activities General information about the University
 Prospective and current student advising
 Information management: paper and web-based documents
 Student card administration
 Student guides publishing
 Accommodation service
 Youth information
Period Stay 1 week
Visits From March
Visits To May
Languages English, Spanish & French
Accommodation Yes
Meals No
Other
Contribution

[Go back to index table](#)

id_offer 103
Institution Masaryk University, Brno
Country Czech Republic
Treatment Contact Mr.
Name Contact Martin
Surname Contact Vasek
Department Contact International Programme Officer
E-mail Contact vasek@czs.muni.cz
Tel Contact 00420 549 49 7785
Fax Contact 00420 549 49 1113
Web Page http://ois.muni.cz/
Open Department Placement at Faculty Library (Faculty of Social Studies, Faculty of Science, Faculty of Arts)
Activities Masaryk University has the most advanced university library system in the Czech Republic. All faculty libraries are fully integrated into a university-wide web coordinated by the Library Information Centre, which focuses on the development of an automated library information service and the testing of modern technologies for use in the system. Both the library of the Faculty of Social Studies and the library of the faculty of Science are housed in new premises opened in 2005; they boast advanced facilities and are trying to introduce the most modern library practices.
Period Stay 1 week
Visits From March
Visits To October (excluding July & August)
Languages English
Accommodation Yes
Meals No
Other Contribution

[Go back to index table](#)

id_offer 104
Institution Masaryk University, Brno
Country Czech Republic
Treatment Contact Mr.
Name Contact Martin
Surname Contact Vasek
Department Contact Office for International Studies
E-mail Contact vasek@czs.muni.cz
Tel Contact 00420 549 49 7785
Fax Contact 00420 549 49 1113
Web Page http://ois.muni.cz/
Open Department Placement at the Office for International Studies

Activities Office for international studies administers all international programmes at Masaryk university in Brno. It also created a database of study opportunities abroad. A part of the OIS is formed by an Academic Information Service which provides students and teachers with information about study opportunities outside the possibilities offered by the centrally administered programmes. OIS founded an International students club which organises activities for international students at MU with help of Czech students. OIS initiated a process of internationalization of MU by creating a committee for internationalization of MU. A result of this was an official strategy for internationalization approved by the university management.

Period Stay 1 week
Visits From March
Visits To October (excluding July & August)
Languages English
Accommodation Yes
Meals No
Other
Contribution

[Go back to index table](#)

id_offer 105
Institution Erasmus Hogeschool Brussel
Country Belgium
Treatment
Contact Mr
Name Contact Vanderreken
Surname
Contact Gorik
Department
Contact IT administration
E-mail Contact gorik.vanderreken@ehb.be
Tel Contact +3225590281
Fax Contact +3225209031
Web Page www.ehb.be
Open
Department IT administration
Activities Exchange of expertise
Period Stay 1 week
Visits From January
Visits To June
Languages English, French & Dutch
Accommodation Yes
Meals Yes
Other
Contribution pick-up
 guided tours and cultural activities

[Go back to index table](#)

id_offer 106
Institution Erasmus Hogeschool Brussel
Country Belgium
Treatment Contact Mr
Name Contact Roose
Surname Contact Jean Pierre
Department Contact central administration
E-mail Contact jean.pierre.roose@ehb.be
Tel Contact +3226291881
Fax Contact +3229293868
Web Page www.ehb.be
Open Department IRO
Activities exchange of expertise
Period Stay 1 week
Visits From January
Visits To June
Languages English, Spanish, French & Dutch
Accommodation Yes
Meals Yes
Other Contribution pick-up
 guided tours and cultural activities

[Go back to index table](#)

id_offer 107
Institution Erasmus Hogeschool Brussel
Country Belgium
Treatment Contact Ms
Name Contact Langenakens
Surname Contact Ann
Department Contact central administration
E-mail Contact ann.langenakens@ehb.be
Tel Contact +3225590267
Fax Contact +3225233757
Web Page www.ehb.be
Open Department Academic planning, quality assurance, European
 Qualifications Framework, research
Activities exchange of expertise
Period Stay 1 week
Visits From January
Visits To June
Languages English, French & Dutch
Accommodation Yes
Meals Yes
Other pick-up

Contribution

guided tours and cultural activities

[Go back to index table](#)

id_offer 108
Institution Cantabria University
Country Spain
Treatment Sr.
Contact
Name Contact José Vicente
Surname Fernández Navarro
Contact
Department Servicio de Gestión Económica, Patrimonio y Contratación
Contact
E-mail Contact vicente.fernandez@gestion.unican.es
Tel Contact 942201092
Fax Contact 942201096
Web Page
Open
Department Economic management, Patrimony and Hiring
Activities Economic management
Patrimony
Hiring
Period Stay 1 week
Visits From 01/05/2007
Visits To 30/06/2007
Languages English & Spanish
Accommodation Yes
Meals No
Other
Contribution

[Go back to index table](#)

id_offer 109
Institution Oulu University
Country Finland
Treatment Mr
Contact
Name Contact Mika
Surname Frederiksen
Contact
Department Research and Innovation Services
Contact
E-mail Contact mika.frederiksen@oulu.fi
Tel Contact +358-8-553 7392
Fax Contact +358-8-5533973
Web Page http://www.oulu.fi/tupa
Open
Department Research and Innovation Services
Activities - Informing about national and international research
funding opportunities, budgeting and preparation of
research grant applications and proposals-

- Research-related agreements and university contracts
- IPR protection and commercial exploitation of research results and IPR management for the University
- Liaising with industry, SMEs and high-tech companies, as well as with the European Union
- Implementation of the research policies of the University

Period Stay 1 week
Visits From 21/05/2007
Visits To 01/06/2007
Languages English
Accommodation Yes
Meals Yes
Other Contribution - advantages for accommodation
 - pick up service from airport or railway station

[Go back to index table](#)

id_offer 110
Institution Oulu University
Country Finland
Treatment Contact Ms
Name Contact Riitta
Surname Contact Kataja
Department Contact International Relations
E-mail Contact riitta.kataja@oulu.fi
Tel Contact + 358 8 553 4050
Fax Contact + 358 8 553 4040
Web Page www.oulu.fi/intl www.oulu.fi/opetkeh
Open Department Teaching Development Unit
 International Relations (International Student Services)
Activities Introduction to the following topics according to the visitor's interests. Teaching Development Unit: Quality assurance in teaching, Students' role in academic community, Bologna process in Finnish universities, ICT in teaching, Teachers' pedagogical training. International Student Services: Kummi Family Programme, Master's programmes in English, Development of marketing materials, Development of on-line application, Cooperation with other local higher education institutions
Period Stay 1 week
Visits From March
Visits To Mid September (excluding June, July & August)
Languages English, Finnish & Swedish
Accommodation Yes
Meals No
Other Contribution Pick-up from the airport, local transport

[Go back to index table](#)

id_offer 111
Institution Basque Country University
Country Spain
Treatment Contact Mrs.
Name Contact Nuria
Surname Contact Sotomayor
Department Contact Unidad de Estudios de Posgrado y Formación Continua
E-mail Contact nuria.sotomayor@ehu.es
Tel Contact 946013165
Fax Contact 946013322
Web Page www.ehu.es
Open Department UNIDAD DE ESTUDIOS DE POSGRADO Y FORMACION CONTINUA
Activities Bajo la dependencia del Vicerrectorado de Estudios de Grado y de Posgrado, la Unidad de Estudios de Posgrado y Formación Continua tiene entre sus objetivos más relevantes los siguientes:
Impulsar y colaborar con los distintos órganos de la UPV/EHU en la creación y desarrollo de las enseñanzas de posgrado.
Optimizar los recursos aprovechando las sinergias entre los órganos de la Universidad con competencia en posgrados y formación continua, para potenciar la eficacia en la gestión de estos estudios.
Ser referencia visible ante los agentes sociales para identificar las necesidades de formación superior y formación continua.
Period Stay 1 week
Visits From March
Visits To October (excluding July & August)
Languages English, Spanish & French
Accommodation Yes
Meals Yes
Other Contribution

[Go back to index table](#)

id_offer 112
Institution University of Hamburg
Country Germany
Treatment Contact Mr.
Name Contact Peter
Surname Contact Timmann

Department Contact Internationale Abteilung
E-mail Contact peter.timmann@verw.uni-hamburg.de
Tel Contact +4940428386249
Fax Contact +4940428382142
Web Page www.uni-hamburg.de
Open Department International Department
Activities Full range of internationalization activities: foreign student admissions and services (financial, social, etc.), international scholar services, co-operative agreements (Socrates as well as extra-European), German courses, aptitude tests, international degree programs, internationalization of the University of Hamburg.
Period Stay 1 week
Visits From June
Visits To June
Languages English & Spanish (perhaps French)
Accommodation Yes
Meals No
Other Contribution airport pick-up (accommodation will be in walking distance to university)

[Go back to index table](#)

id_offer 113
Institution University of Hamburg
Country Germany
Treatment Contact Mr.
Name Contact Peter
Surname Contact Wismann
Department Contact Institut für Weiterbildung der Wiso-Fakultät
E-mail Contact peter.wismann@wiso.uni-hamburg.de
Tel Contact +4940428382191
Fax Contact +4940428384150
Web Page www.uni-hamburg.de
Open Department Institut für Weiterbildung der Fakultät Wirtschafts- und Sozialwissenschaften (Institute of Continuing Education of the School of Business, Economics and Social Sciences)
Activities Management of Continuing Education programs in the areas of Social and Health Management; Culture and Education Management; Train the Trainer; In-house Management.
Period Stay 1 week
Visits From June
Visits To June
Languages English & German
Accommodation Yes

Meals No
Other
Contribution Airport pick-up (accommodation will be in walking distance
to university)

[Go back to index table](#)

id_offer 114
Institution Cantabria University
Country Spain
Treatment
Contact MR
Name Contact Alfonso
Surname
Contact Iglesias
Department
Contact IT Service
E-mail Contact alfonso.iglesias@gestion.unican.es
Tel Contact +34942201093
Fax Contact +34942201083
Web Page http://www.unican.es/Sdel
Open
Department IT Service.
Activities Information Technology
Communications
Management Information Systems
Software Development
Support and HelpDesk
Period Stay 1 week
Visits From May
Visits To September
Languages English & Spanish
Accommodation Yes
Meals No
Other
Contribution

[Go back to index table](#)

id_offer 115
Institution Cantabria University
Country Spain
Treatment
Contact Ms.
Name Contact Gemma
Surname
Contact Castro
Department
Contact Oficina de Relaciones Internacionales
E-mail Contact castrog@gestion.unican.es
Tel Contact 34 942 20 10 38
Fax Contact 34 942 20 10 78
Web Page http://www.unican.es
Open Office for International Relations

Department
Activities *Getting to know the work and processes carried at our International Relations Office.
*Promoting the home university
*Organisation of activities for outgoing and incoming
Period Stay 1 week
Visits From March
Visits To October (excluding July & August)
Languages English, Spanish, Italian & French
Accommodation Yes
Meals No
Other
Contribution

[Go back to index table](#)

id_offer 117
Institution Cantabria University
Country Spain
Treatment Contact Mr
Name Contact Juan José
Surname Contact San Miguel
Department Contact Transfer Knowledge Office
E-mail Contact migueljj@gestion.unican.es
Tel Contact +34942201071
Fax Contact +34942201096
Web Page http://www.unican.es
Open Department Oficina de Transferencia de Resultados de investigación
Activities Support to research activities:
- IPR.
- Knowledge transfer.
- Administrative support to Regional, National and European Projects.
- Support to companies contracts.
- Support to University research programs.
- Others.
Period Stay 1 week
Visits From 01-07-06
Visits To 15/09/2007
Languages English & Spanish
Accommodation Yes
Meals No
Other
Contribution

[Go back to index table](#)

id_offer 118
Institution Łódź University

Country Poland
Treatment Contact Ms.
Name Contact Anna
Surname Contact Rejniak
Department Contact International Relations Office
E-mail Contact annarejniak@uni.lodz.pl
Tel Contact 48 42 6354237
Fax Contact 48 42 6354239
Web Page www.zagranica.uni.lodz.pl
Open Department International Relations Office
Activities International Relations Office coordinates and administrates international collaboration of the University of Łódź. The main fields of activity are:
- coordinating European Educational Programmes: Socrates-Erasmus, Leonardo da Vinci and Jean Monnet
- managing bilateral agreements with the universities abroad
- providing administrative support for individual visits of academic staff and doctoral students abroad
- promotion of the University of Łódź abroad
Period Stay 1 week
Visits From May
Visits To June
Languages English & French
Accommodation Yes
Meals No
Other Contribution No

[Go back to index table](#)

id_offer 119
Institution Cantabria University
Country Spain
Treatment Contact Mrs.
Name Contact Celina
Surname Contact Cuevas Campo
Department Contact Unidad de Protocolo y Relaciones Internacionales
E-mail Contact uniprotocolo@gestion.unican.es
Tel Contact +34942201010
Fax Contact +34942201070
Web Page
Open Department Protocol & International Relations Unit
Activities Participation in the University events taking place at the time of visit and could act as links with other similar departments at Spanish universities

Period Stay 2 weeks
Visits From March
Visits To October (excluding July & August)
Languages English, Spanish & French
Accommodation Yes
Meals No
Other
Contribution -

[Go back to index table](#)

id_offer 120
Institution Łódź University
Country Poland
Treatment
Contact Ms.
Name Contact Maria
Surname
Contact Wroclawska
Department
Contact University Library
E-mail Contact majaw@irys.uni.lodz.pl
Tel Contact 48 42 6356002
Fax Contact 48 42 6655742
Web Page www.lib.uni.lodz.pl/library
Open
Department University Library
Activities Acquisition, cataloging and loan of library documents.
Automation of library processes. Radio frequency
automation of loans. Information activity.
Period Stay 1 week
Visits From 01/09/2007
Visits To 30/09/2007
Languages English
Accommodation Yes
Meals No
Other
Contribution Accommodation payed

[Go back to index table](#)

id_offer 121
Institution Cádiz University
Country Spain
Treatment
Contact Mr
Name Contact Miguel
Surname
Contact Duarte Barrionuevo
Department
Contact Central library
E-mail Contact miguel.duarte@uca.es
Tel Contact 34 956015633
Fax Contact 34 956015791

Web Page	http://biblioteca.uca.es/
Open Department	library
Activities	<ul style="list-style-type: none"> - Sistemas de gestión aplicados por la biblioteca (DPO, cuadro de mandos....) - Sistemas de Gestión de Calidad y Procesos de autoevaluación basados en el modelo EFQM y de certificación según norma ISO 9000:2000. Nuestra biblioteca fue certificada por Agencia Nacional de Evaluación (ANECA) y ha sido la primera Biblioteca Universitaria española en conseguir el Premio Europeo de Excelencia de EFQM - Tecnología aplicada a la mejora de procesos (adquisición, catalogación...) e integración de las distintas plataformas para la gestión de los servicios - Gestión de las TIC - Servicios off-campus - Catalogo de Producción Científica - Repositorio Institucional y Open archives para la producción de contenidos propios de la UCA
Period Stay	1 week
Visits From	March
Visits To	October (excluding July & August)
Languages	English, Spanish & French
Accommodation	Yes
Meals	No
Other Contribution	

[Go back to index table](#)

id_offer	122
Institution	Lódz University
Country	Poland
Treatment Contact	Ms.
Name Contact	Ewa
Surname Contact	Królikowska
Department Contact	Office for International Research Programmes
E-mail Contact	bmpb@uni.lodz.pl
Tel Contact	48 42 6354171
Fax Contact	48 42 6655769
Web Page	www.regionalny.uni.lodz.pl, krolikowska@uni.lodz.pl
Open Department	Office for International Research Programmes
Activities	<ul style="list-style-type: none"> - promotion of and information on the EU Framework Programmes; - assistance to facilitate applying for and participating in international programmes, e.g. preparing applications, legal advice in the event of problems resulting from project activities, etc.;

- administrative support for cooperation with institutions
dealing with research in the region, outside the region, and abroad.

Period Stay 1 week
Visits From 01/05/2007
Visits To 31/05/2007
Languages English
Accommodation Yes
Meals No
Other
Contribution No

[Go back to index table](#)

id_offer 123
Institution Cádiz University
Country Spain
Treatment
Contact Dr
Name Contact Joaquín
Surname
Contact Moreno
Department
Contact Office of Technology Transfer (OTRI)
E-mail Contact otri@uca.es
Tel Contact +34-956015174
Fax Contact +34-956015746
Web Page http://www.uca.es/uca/web/organizacion/equipo_gobierno
Open
Department Office of Technology Transfer (OTRI)
Activities The working visit would be based on the main field of activities carried out by our OTT; promotion and dissemination of the technological offer of our university, Commercialisation of patents and technology and creation of technology-based enterprises as well as humanistic based enterprises, external communication and relation with enterprises. Our OTT is in charge of national and international Funding opportunities(mainly 6PM), dissemination of calls, budgeting and support for the financial reporting.

Period Stay 1 week
Visits From March
Visits To October (excluding July & August)
Languages English & Spanish
Accommodation Yes
Meals No
Other
Contribution

[Go back to index table](#)

id_offer 124
Institution Vigo University
Country Spain
Treatment Contact Mr.
Name Contact Ricardo
Surname Contact Corderí Salgado
Department Contact Servicio de Extensión Universitaria
E-mail Contact rcorderi@uvigo.es
Tel Contact 34986813641
Fax Contact 34986813639
Web Page http://extension.uvigo.es/
Open Department Servicio de Extension Universitaria (Cultural and Student
Activities The service manages the activities organized by the
 vicerectorate for students and cultural activities, including
 the areas of culture, sports and information to students.
Period Stay 1 week
Visits From October
Visits To October
Languages English & Spanish
Accommodation Yes
Meals No
Other Contribution Pick up service

[Go back to index table](#)

id_offer 125
Institution Vigo University
Country Spain
Treatment Contact Ms
Name Contact Canduela
Surname Contact Paz
Department Contact University Library
E-mail Contact subdibuv@uvigo.es
Tel Contact +34986813824
Fax Contact 34986813847
Web Page http://www.uvigo.es/biblioteca/index.es.htm
Open Department Central Library (Vigo)
 Branch Libraries (campus Vigo)
Activities Reference and bibliographic information
 Cataloguing
 Circulation work
 ILL
 Quality management
Period Stay 1 week
Visits From March

Visits To October (excluding July & August)
Languages English, Spanish, French & Portuguese
Accommodation Yes
Meals No
Other
Contribution Pick up service

[Go back to index table](#)

id_offer 126
Institution Évora University
Country Portugal
Treatment
Contact Mr
Name Contact Manuel
Surname
Contact Joaquim Pinto Catita
Department
Contact International Relations Office
E-mail Contact gri@uevora.pt
Tel Contact 00351.266.740861
Fax Contact 00351.266.740846
Web Page http://www.uevora.pt/
Open
Department International Relations Office
Activities Establishment and management of Bilateral Agreements,
specially under International Programmes;
Implementation of good practices regarding the
students/teachers mobility;
Communications with partner universities under the
International Programmes or Bilateral Agreements
Organization of International activities under
International Networks
Period Stay 1 week
Visits From 18/06/06
Visits To 25/03/2007
Languages English, Spanish & Portuguese
Accommodation Yes
Meals No
Other
Contribution No

[Go back to index table](#)

id_offer 127
Institution León University
Country Spain
Treatment
Contact Mr.
Name Contact SUAREZ GARCIA
Surname
Contact FRANCISCO RAUL
Department
Contact Computer and Communication Service

E-mail Contact sic@unileon.es
Tel Contact 987 29 11 60
Fax Contact 987 29 11 58
Web Page http://www.unileon.es
Open Department Computer and Communication Service
Activities *Development,maintenance and support of computer services for: Academics, Research, Human resources, Library.
 *Development and maintenance of the University web
Period Stay 1 week
Visits From 28/05/2007
Visits To 15/06/2007
Languages Spanish
Accommodation Yes
Meals No
Other Contribution Free accommodation ar University Teacher Residence and pick up service (from Leon airport, bus or train station)

[Go back to index table](#)

id_offer 128
Institution Alacant University
Country Spain
Treatment Contact Mr
Name Contact Gaspar
Surname Contact Hernández Hernández
Department Contact Office for International Relations and Cooperation
E-mail Contact ocri.international@ua.es
Tel Contact +34 96 5 90 97 44
Fax Contact +34 96 5 90 98 01
Web Page Http://www.ua.es/ocri
Open Department OFFICE FOR INTERNATIONAL RELATIONS AND COOPERATION- 1 offer- 2 weeks-, FROM MARCH TO 15th JUNY
Activities OFFICE FOR INTERNATIONAL RELATIONS AND COOPERATION: To participate in evaluation of projects of cooperation to development and in the different processes that are carried since the office
Period Stay 2 weeks
Visits From March
Visits To October (excluding July & August)
Languages Spanish
Accommodation Yes
Meals Yes
Other Contribution

[Go back to index table](#)

id_offer 129
Institution Alacant University
Country Spain
Treatment Contact Mr
Name Contact Gaspar
Surname Contact Hernández Hernández
Department Contact Office for International Relations and Cooperation
E-mail Contact ocri.international@ua.es
Tel Contact +34 96 5 90 97 44
Fax Contact +34 96 56 90 98 01
Web Page Http://www.ua.es/ocri
Open Department LIBRARY: 1 offer- 2 weeks-, SEPTEMBER/OCTOBER
Activities To know the different librarian management procedures
Period Stay 2 weeks
Visits From September
Visits To October
Languages Spanish
Accommodation Yes
Meals Yes
Other Contribution

[Go back to index table](#)

id_offer 130
Institution Jaume I University, Castelló
Country Spain
Treatment Contact Mr.
Name Contact Ismael
Surname Contact Rodrigo-Martínez
Department Contact Oficina de Cooperació en Investigació i
E-mail Contact irodrigo@sg.uji.es
Tel Contact 34 964 72 87 27
Fax Contact 34 964 72 87 30
Web Page http://www.uji.es/CA/ocit/
Open Department The RD Cooperation Office is the technology transfer unit, and the research management office of the Jaume I
Activities Research Management, Technology Transfer
Period Stay 1 week
Visits From 23/04/2007
Visits To 31/05/2007
Languages English, Spanish & French
Accommodation Yes

Meals Yes
Other
Contribution Pick up service

[Go back to index table](#)

id_offer 131
Institution Universidad de Guadalajara
Country Mexico
Treatment
Contact MrsPHD
Name Contact Jocelyne
Surname
Contact Gacel-Avila
Department
Contact General Coordination of Cooperation
E-mail Contact jocelyne@cgci.udg.mx
Tel Contact 52 (33)36309098
Fax Contact 52 (33) 36309592
Web Page www.cgci.udg.mx
Open
Department Personal managment.
Activities Human resources Agency, Management, and promotion
in Art, design and architecture University Center.
Period Stay 2 weeks
Visits From 01/03/2007
Visits To 15/03/2007
Languages English & Spanish
Accommodation Yes
Meals No
Other
Contribution Airport pick up service

[Go back to index table](#)

id_offer 132
Institution Universidad de Guadalajara
Country Mexico
Treatment
Contact MrsPHD
Name Contact Jocelyne
Surname
Contact Gacel-Avila
Department
Contact General Coordination of Cooperation
E-mail Contact jocelyne@cgci.udg.mx
Tel Contact 52 (33)36309098
Fax Contact 52 (33) 36309592
Web Page www.cgci.udg.mx
Open
Department Internationalization coordination
Activities Support in mobility and self learning of a second
language programs.
Period Stay 2 weeks

Visits From 01/03/2007
Visits To 15/03/2007
Languages English, Spanish & French
Accommodation Yes
Meals No
Other
Contribution Airport pick up service

[Go back to index table](#)

id_offer 133
Institution Universidad de Guadalajara
Country Mexico
Treatment
Contact DR
Name Contact JOCELYN
Surname
Contact GACEL
Department
Contact CGCI
E-mail Contact jocelyne@cgci.udg.mx
Tel Contact 3630.9890
Fax Contact 3630.9890
Web Page www.cgci.udg.mx
Open
Department TECNICO ADMINISTRATIVO
Activities ENCARGADO DE PROTOCOLO UNIVERSITARIO,
AGENDA DE EVENTOS, SEGUIMIENTO Y
SUPERVISION DE LOS EVENTOS, ATENCION A
ACTIVIDADES ACADEMICAS NACIONALES E
INTERNACIONALES.
ORGANIZACION DE CONSEJOS Y OTRAS
ACTIVIDADES DE CARACTER ACADÉMICO.
Period Stay 2 weeks
Visits From 12/03/2007
Visits To 23/03/2007
Languages Spanish
Accommodation Yes
Meals No
Other
Contribution

[Go back to index table](#)

id_offer 134
Institution Jaume I University, Castelló
Country Spain
Treatment
Contact Mr
Name Contact Grandío Botella
Surname
Contact Francisco Javier
Department
Contact Servicio de Información Contable

E-mail Contact grandio@sg.uji.es
Tel Contact 964 728 958
Fax Contact 964 729 257
Web Page http://www.uji.es/serveis/sico/
Open Department Servicio de Información Contable.
Activities Dirección de la contabilidad (patrimonial, presupuestaria y analítica), impuestos e inventario.
Period Stay 1 week
Visits From 25/06/2007
Visits To 01/07/2007
Languages English & Spanish
Accommodation Yes
Meals Yes
Other Contribution Yes.

[Go back to index table](#)

id_offer 135
Institution Jaume I University, Castelló
Country Spain
Treatment Contact Mr.,
Name Contact Francisco
Surname Contact Fernández-Beltrán
Department Contact Service of Communication and Publish
E-mail Contact fbeltran@uji.es
Tel Contact +34964728833
Fax Contact +34964728832
Web Page www.uji.es
Open Department Service of Communication and Publications
Activities The Service of Communication and Publications manages the corporative image of the university and its editorial. The personnel of the service is in charge of the relations with mass media, the management of fairs and activities of marketing, as well as of the relations with the stakeholders of the university. The Service maintains the radio university, a newspaper (house organ), the Web, audio-visual productions and the edition of support to teaching and diffusion of the investigation.
Period Stay 1 week
Visits From 24/09/2007
Visits To 30/09/2007
Languages English & Spanish
Accommodation Yes
Meals Yes
Other Contribution Pick up service

[Go back to index table](#)

id_offer 136
Institution Technical University of Cartagena
Country Spain
Treatment Contact Mr.
Name Contact Francisco
Surname Contact Sampalo Lainz
Department Contact Information Technologies Service
E-mail Contact paco.sampalo@si.upct.es
Tel Contact +34 968 325717
Fax Contact +34 968 325701
Web Page <http://www.upct.es/~si/>
Open Department Information Technologies Service
Activities Instalation, configuration and management of the main IT infrastructure of the University:
- Networking
- Servers (Database, network services, application)
- Personal Computers and micro-rooms
- Software development.
- Security issues.
- Help-desk.
- IT planning.
Period Stay 1 week
Visits From June
Visits To
Languages English & Spanish
Accommodation Yes
Meals Yes
Other Contribution

[Go back to index table](#)

id_offer 137
Institution Santiago de Compostela University
Country Spain
Treatment Contact Mr.
Name Contact Manuel
Surname Contact Fernández Grela
Department Contact Vice-rectorship of Institutional Relationships
E-mail Contact aepgrela@usc.es
Tel Contact 981563100
Fax Contact 981574946
Web Page <http://www.usc.es>
Open Quality Management

Department
Activities Procedure Evaluation and Quality Assessment
Period Stay 2 weeks
Visits From March
Visits To October (excluding July & August)
Languages English & Spanish
Accommodation Yes
Meals Yes
Other
Contribution

[Go back to index table](#)

id_offer 138
Institution Santiago de Compostela University
Country Spain
Treatment
Contact Mr.
Name Contact Manuel
Surname
Contact Fernández Grela
Department
Contact Vice-rectorship of Institutional Relationships
E-mail Contact aepgrela@usc.es
Tel Contact 981563100
Fax Contact 981574946
Web Page http://www.usc.es
Open
Department Workload and Functions Analysis
Activities Analysis of Functional Chart and Workloads
Period Stay 2 weeks
Visits From March
Visits To October (excluding July & August)
Languages English & Spanish
Accommodation Yes
Meals Yes
Other
Contribution

[Go back to index table](#)

id_offer 139
Institution Zaragoza University
Country Spain
Treatment
Contact Ms
Name Contact Natividad
Surname
Contact Fernández Sola
Department
Contact Vice-Rector for International Relations
E-mail Contact relint@unizar.es
Tel Contact +34 976 762052
Fax Contact +34 976 762320

Web Page www.unizar.es
Open Department Office of International Relations at the Faculty of Sciences, and Office of Internacional Relations at the School of Business Studies
Activities Participate at the day to day work within a International Relations Office at a faculty level, also will include a visit to the Central International Relations Office, as well as visit to relevant persons and departments related to the international relations affairs.
Period Stay 1 week
Visits From January
Visits To May
Languages English & Spanish
Accommodation Yes
Meals Yes
Other Contribution

[Go back to index table](#)

id_offer 140
Institution Technical University of Cartagena
Country Spain
Treatment Contact Mr
Name Contact Francisco
Surname Contact Molinos
Department Contact Unidad Tecnica
E-mail Contact francisco.molinos@rec.upct.es
Tel Contact 0034 968 325559
Fax Contact 0034 968 325699
Web Page www.upct.es
Open Department Unidad Tecnica
 Maintenance
 Construction
 general infrastructures, telefon, audiovisual, HVAC, Electrical, voice and data. etc
Activities General control and operation of general infrastructures.
 New construction and modification of actual building and services.
Period Stay 2 weeks
Visits From may 7 2007
Visits To
Languages English, Spanish & French
Accommodation Yes
Meals Yes
Other Contribution

[Go back to index table](#)

id_offer 141
Institution Málaga University
Country Spain
Treatment Ms

Contact
Name Contact DELIA
Surname GARCIA
Contact
Department INTERNATIONAL AND NATIONAL EXCHANGE
Contact
E-mail Contact digarcia@uma.es
Tel Contact 0034952131111
Fax Contact 0034952132971
Web Page www.uma.es
Open
Department International Relations Exchange Office
Activities Management of international and national exchange
Period Stay 2 weeks
Visits From 01/09/2007
Visits To
Languages English, Spanish & French
Accommodation Yes
Meals Yes
Other
Contribution

[Go back to index table](#)

id_offer 142
Institution Málaga University
Country Spain
Treatment
Contact Ms.
Name Contact DELIA
Surname GARCIA
Contact
Department INTERTNATIONAL EXCHANGE PROGRAMMES OFFICE
Contact
E-mail Contact digarcia@uma.es
Tel Contact 0034952131111
Fax Contact 0034952132971
Web Page www.uma.es
Open
Department INTERNATIONAL EXCHANGE PROGRAMMES OFFICE
Activities MANAGEMENT OF INTERNATIONAL AND NATIONAL EXCHANGE PROGRAMMES
Period Stay 2 weeks
Visits From 01/09/2007
Visits To
Languages English, Spanish & French
Accommodation Yes
Meals Yes
Other
Contribution

[Go back to index table](#)

id_offer 143
Institution Universidad de Guadalajara
Country Mexico
Treatment
Contact Dr
Name Contact Enrique
Surname Pimienta Barrios

Contact
Department Contact Secretaría Académica
E-mail Contact enriquep@cucba.udg.mx
Tel Contact +52 33 37771185
Fax Contact +52 33 37771159
Web Page www.cucba.udg.mx
Open
Department Secretaría Académica
Activities Evaluación del Programa de Desarrollo Curricular con base a Competencias
Period Stay 2 weeks
Visits From 01/07/2007
Visits To 15/07//2007
Languages Spanish
Accommodation Yes
Meals No
Other
Contribution

[Go back to index table](#)

id_offer 144
Institution Universidad de Guadalajara
Country Mexico
Treatment
Contact Dra.
Name Contact Jocelyne
Surname
Contact Gacel-Ávila
Department
Contact Coordinación General de Cooperación e Internacional
E-mail Contact jocelyne@cgci.udg.mx
Tel Contact 52 33 36309890
Fax Contact 52 33 36309592
Web Page www.cgci.udg.mx
Open
Department Coordinación General de Cooperación e
Activities Apoyo en: la preparación de la reunión de orientación del grupo de estudiantes de intercambio visitantes en la UdeG; la traducción de convenios de colaboración; la difusión en los centros universitarios de las opciones de prácticas profesionales internacionales. Preparación de reunión de orientación del grupo de estudiantes de intercambio visitantes en la Universidad de Guadalajara

* La Traducción de convenios de colaboración.
* La difusión en los centros universitarios de las opciones de prácticas profesionales internacionales
Period Stay 2 weeks
Visits From 06/08/2007
Visits To 20/08/2007
Languages English & Spanish
Accommodation Yes
Meals No
Other
Contribution

[Go back to index table](#)

id_offer 146

Institution Basque Country University
Country Spain
Treatment Ms.
Contact
Name Contact Nieves
Surname Lorenzo
Contact
Department Assistant at Library
Contact
E-mail Contact Nieves.Lorenzo@Ehu.Es
Tel Contact 34 94 601 7050
Fax Contact 0
Web Page www.ehu.es
Open
Department Library at Faculty of Economics and Business UPV
Activities Management of the library collection, classifying, database, customer services, library loan.
Period Stay 1 week
Visits From Mach
Visits To October (excluding July & August)
Languages English, Spanish & Italian
Accommodation Yes
Meals No
Other
Contribution Estamos dispuestos a recibir y formar en el uso de nuestra biblioteca a la persona que venga. Nos haríamos cargo de su atención tanto mi jefe de servicio (Alberto García) como yo misma.

[Go back to index table](#)

id_offer 147
Institution Basque Country University
Country Spain
Treatment Ms.
Contact
Name Contact Marta
Surname Pérez
Contact
Department Responsible of Library
Contact
E-mail Contact Marta.Perez@Ehu.es
Tel Contact 34 946 014726
Fax Contact 34 944 159967
Web Page www.ehu.es
Open
Department Library
Activities Buy books and magazines, catalogation, registration and user service.
Period Stay 1 week
Visits From March
Visits To October (excluding July & August)
Languages English & Spanish
Accommodation Yes
Meals No
Other
Contribution Accommodation, board.

[Go back to index table](#)

id_offer 148

Institution Basque Country University
Country Spain
Treatment Ms.
Contact
Name Contact Aurora / Elena
Surname Fernández del Valle /
Contact
Department Vice-dean of mobility / Secretary of the Dean
Contact
E-mail Contact Melena.Goicoechea@Ehu.es
Tel Contact 34 945013502
Fax Contact 34915013559
Web Page www.Ehu.es
Open
Department Secretaría y Vicedecanato de movilidad
Activities Gestión de programas de intercambio tanto con universidades nacionales como europeas, ECTS, convalidaciones, organización académica y gestión de alumnos.
Period Stay 1 week
Visits From 20/05/2007
Visits To 26/05/2007
Languages English, Spanish & French
Accommodation Yes
Meals No
Other
Contribution Accommodation and board

[Go back to index table](#)

id_offer 149
Institution Basque Country University
Country Spain
Treatment Mr.
Contact
Name Contact José Luis de
Surname Castro Ruano
Contact
Department Public International Law-International Relations
Contact
E-mail Contact relaciones-internacionales@ehu.es
Tel Contact 0
Fax Contact 0
Web Page www.ehu.es
Open
Department Public International Law-International Relations
Activities -
Period Stay 2 weeks
Visits From March
Visits To October (excluding July & August)
Languages Spanish
Accommodation Yes
Meals No
Other
Contribution

[Go back to index table](#)

id_offer 152
Institution Karlstad University
Country Sweden

Treatment Contact Prof.
Name Contact Jan van
Surname Contact Stam
Department Contact Rector Office
E-mail Contact Jan.van.Stam@kau.se
Tel Contact 46 54 7002479
Fax Contact 46
Web Page http://www.kau.se
Open Department Any administrative service in the Faculty of Arts and Education. This Faculty comprises departments such as English, Film studies, Visual arts, Music, Comparative literature, Swedish, Gender Studies, and Educational Sciences.

Activities Karlstad U. is a young university with approximately 10000 students and 1200 staff members, including administrative staff. The university was granted the ECTS Label in 2006. It is a strategic goal to strengthen our international contacts. We cordially invite administrators to visit an appropriate service. Our invitation is not directed to any specific group, but all are equally welcome, e.g., secretaries, economists, and student advisors.

Period Stay 1 week
Visits From March
Visits To October (excluding June, July & August)
Languages English & Swedish
Accommodation Yes
Meals No
Other Contribution Free accommodation, free lunches, transport from and to local airport.

[Go back to index table](#)

id_offer 153
Institution Karlstad University
Country Sweden
Treatment Contact Mr
Name Contact Jan van
Surname Contact Stam
Department Contact Rector's Office
E-mail Contact Jan.van.Stam@kau.se
Tel Contact +46 54 7002479
Fax Contact 46
Web Page http://www.kau.se
Open Department Any administrative service in the Faculty of Social and Life Sciences. This faculty comprises departments such as Nursing science, Dental hygiene, Biology, Environmental sciences, History, Human geography, Sociology and Political science.

Activities Karlstad University is a young university with approximately 10000 students and 1200 staff members, including administrative staff. The university was granted the ECTS Label in 2006. It is a strategic goal to strengthen our international contacts. We cordially invite administrators to visit an appropriate service. Our institution is not directed to any specific group, but all are equally welcome, e.g., secretaries, economists and student advisors.

Period Stay 1 week

Visits From March
Visits To October (excluding June, July & August)
Languages English & Swedish
Accommodation Yes
Meals No
Other
Contribution Transport from and to local airport

[Go back to index table](#)

id_offer 156
Institution Public University of Navarra
Country Spain
Treatment
Contact Mr.
Name Contact Iñaki
Surname Casado
Department
Contact Research Office
E-mail Contact inaki.casado@unavarra.es
Tel Contact 34 948 169782
Fax Contact 34 948 239039
Web Page <http://www.unavarra.es/invest/investi.htm>
Open
Department Research Office
Activities Management of the University public calls for research activities; updating, delivery and promotion of the University Scientific and Technologic Offer; Promotion and management of public calls for Research and Development.
Period Stay 1 week
Visits From March
Visits To June & July
Languages English, Spanish & French
Accommodation Yes
Meals No
Other
Contribution

[Go back to index table](#)

id_offer 157
Institution Karlstad University
Country Sweden
Treatment
Contact Mr
Name Contact Jan van
Surname Stam
Department
Contact Rector's Office
E-mail Contact Jan.van.Stam@kau.se
Tel Contact +46 54 7002479
Fax Contact +46
Web Page <http://www.kau.se>
Open
Department Any service in the central administration, e.g. the University Library, Communication services, Personnel office and Student Service office. (Karlstad University does not have a central International Office)
Activities Karlstad University is a young university with

approximately 10000 students and 1200 staff members, including administrative staff. The university was granted the ECTS Label in 2006. It is a strategic goal to strengthen our international contacts.

We cordially invite administrators to visit an appropriate service. Our invitation is not directed to any specific group, but all are equally welcome, e.g, secretaries, economists and student advisors.

Period Stay	1 week
Visits From	March
Visits To	October (excluding June, July & August)
Languages	English & Swedish
Accommodation	Yes
Meals	No
Other Contribution	Transport from and to local airport

[Go back to index table](#)

id_offer	158
Institution	Karlstad University
Country	Sweden
Treatment Contact	Mr
Name Contact	Jan van
Surname Contact	Stam
Department Contact	Rector's Office
E-mail Contact	Jan.van.Stam@kau.se
Tel Contact	+46 54 7002479
Fax Contact	+46
Web Page	http://www.kau.se
Open Department	Any administrative service in the Faculty of Technology and Science. This Faculty comprises departments such as Physics, Materials engineering and energy systems, Chemistry, Chemical engineering, and Biomedical sciences.
Activities	Karlstad University is a young university with approximately 10000 students and 1200 staff members, including administrative staff. The university was granted the ECTS Label in 2006. It is a strategic goal to strengthen our international contacts. We cordially invite administrators to visit any appropriate service. Our invitation is not directed to any specific group, but all are equally welcome, e.g, secretaries, economists and student advisors.
Period Stay	1 week
Visits From	March
Visits To	October (excluding June, July & August)
Languages	English & Swedish
Accommodation	Yes
Meals	No
Other Contribution	Transport from and to local airport

[Go back to index table](#)

id_offer	159
Institution	Karlstad University
Country	Sweden
Treatment Contact	Mr
Name Contact	Jan van

Surname Contact Stam
Department Contact Rector's Office
E-mail Contact Jan.van.Stam@kau.se
Tel Contact +46 54 7002479
Fax Contact +46
Web Page http://www.kau.se
Open Department Any administrative service in the Faculty of Economics Sciences, Communication and IT. This faculty comprises departments such as; Working life sciences, Business administration, Economics, Computer sciences, Information systems, Media and communication studies and Psychology.
Activities Karlstad University is a young university with approximately 10000 students and 1200 staff members, including administrative staff. The university was granted the ECTS Label in 2006. It is a strategic goal to strengthen our international contacts. We cordially invite administrators to visit any appropriate service. Our invitation is not directed to any specific group, but all are equally welcome, e.g, secretaries, economists and student advisors.
Period Stay 1 week
Visits From March
Visits To October (excluding June, July & August)
Languages English & Swedish
Accommodation Yes
Meals No
Other Contribution Transport from and to local airport

[Go back to index table](#)

id_offer 181
Institution Technical University of Cartagena
Country Spain
Treatment Contact Mr
Name Contact Isidro
Surname Contact Ibarra Berrocal
Department Contact Director of Technological Research Service
E-mail Contact isidro.ibarra@sait.upct.es
Tel Contact +34 968325914
Fax Contact +34 968327007
Web Page www.upct.es/~sait/
Open Department Technological Instrumentation Service. Industrial Design and Scientific Computing Service.
Activities - Control and management of Technological Instrumentation Equipments, such as Electronic Microscopy, Thermal Analysis, Separation and Spectroscopical Techniques
 - Unix, Linux and Windows Servers Administration tasks
 - Facilities for Digital Imaging Processing
Period Stay 1 week
Visits From March
Visits To September
Languages English & Spanish
Accommodation Yes
Meals Yes
Other

Contribution

[Go back to index table](#)

id_offer 182
Institution Minho University
Country Portugal
Treatment
Contact Ms
Name Contact Adriana
Surname
Contact Lago de Carvalho
Department
Contact International Relations Office
E-mail Contact adriana@gri.uminho.pt
Tel Contact 351253604006/510108
Fax Contact 351253284930/516469
Web Page http://www.uminho.pt
Open
Department International Relations Office (GRI)
Activities The International Relations Office (GRI) of Universidade do Minho (UM) is the unit responsible for the operational coordination, monitoring and support to the development of all initiatives related to the internationalisation of education, namely within academic cooperation and mobility.
The programme of the visit will include: exchange of thorough information about the University and its organisational model, explanation on the role and tasks/responsibilities of GRI, discussion about the different services provided and structure of the unit, exchange of best practices, identification of future cooperation activities, immersion in the daily life of GRI, visit to the other Campus of the University of Minho in Guimarães and its GRI, presentation of existing projects and initiatives – ECTS Label, DS Label, ELITE'LLL, SOCRATES, ALFA and Asia-Link projects, among others.
Period Stay 1 week
Visits From May
Visits To July
Languages English, Spanish & Portuguese
Accommodation Yes
Meals No
Other
Contribution

[Go back to index table](#)

id_offer 183
Institution Adam Mickiewicz University
Country Poland
Treatment
Contact Ms.
Name Contact Joana
Surname
Contact Janas
Department
Contact International Office
E-mail Contact joannaj@amu.edu.pl
Tel Contact 0048 61 829 4434
Fax Contact 0048 61 829 4406
Web Page www.amu.edu.pl
Open International Office

Department
Activities A visit to AMU buildings, including the Rector's Office, the Admissions Office, Human Resources Department, Department of Finances and units indicated by the guest institution.
Period Stay 1 week
Visits From 18/06/2007
Visits To 25/06/2007
Languages English & German
Accommodation Yes
Meals No
Other
Contribution Tickets for public transport, pick-up service for guest to and from the airport.

[Go back to index table](#)

id_offer 184
Institution University of Westminster
Country United Kingdom
Treatment
Contact Ms.
Name Contact Parul
Surname
Contact Modha
Department
Contact Training & Development Support Mgr
E-mail Contact parulm@wmin.ac.uk
Tel Contact 020 7911 5777
Fax Contact 020 7911 5142
Web Page www.wmin.ac.uk
Open
Department Staff Development Unit in Human Resources
Activities Insight to the working practices of the Staff Development Unit and HR, Understand the need and scope of the Training Module in the SAP computer systems; Plan and administrate the training courses; Meet and share "best practices" within HR with staff and management team; Observe and shadow Training and Development Support Mgr; Get involved with the University Training Needs Analysis.
Period Stay 1 week
Visits From 01/05/2007
Visits To 31/10/2007
Languages English
Accommodation Yes
Meals No
Other
Contribution Small subsistence allowance and pay for travel to and from airport.

[Go back to index table](#)

id_offer 185
Institution Porto University
Country Portugal
Treatment
Contact Mrs.
Name Contact Cristina Isabel de
Surname
Contact Abreu Claro
Department
Contact International Office
E-mail Contact ccclaro@fade.up.pt

Tel Contact 351 225074732
Fax Contact 351 225500687
Web Page www.fade.up.pt
Open Department International Office, Sports Faculty
Activities Incoming and Outgoing Students Procedures
 Presentation of the Sports Faculty and the University of Porto. Contact with the International Central Office.
Period Stay 1 week
Visits From 09/04/2007
Visits To 13/04/2007
Languages English, Spanish & Portuguese
Accommodation Yes
Meals No
Other Contribution Pick-up service from and to the airport

[Go back to index table](#)

id_offer 186
Institution Porto University
Country Portugal
Treatment Contact Mrs.
Name Contact Bárbara
Surname Contact Costa
Department Contact International Office
E-mail Contact bcosta@reit.up.pt
Tel Contact 351 220408165
Fax Contact 351 226064694
Web Page www.up.pt
Open Department International Office
Activities Presentation and visit to the University of Porto.
 Incoming and Outgoing Students Procedures;
 Contact with Information processing;
 Contact with interuniversity cooperation in general and with University networks.
Period Stay 1 week
Visits From 01/03/2007
Visits To 30/04/2007
Languages English, Spanish & Portuguese
Accommodation Yes
Meals No
Other Contribution Pick-up service from and to the airport

[Go back to index table](#)

id_offer 187
Institution Universidad Politécnica de Madrid
Country Spain
Treatment Contact Ms.
Name Contact Rosa M^a
Surname Contact Benavente
Department Contact Director of European programmes Office

E-mail Contact director.prog.eu@upm.es
Tel Contact 0034 91 336 3660
Fax Contact 0034 91 336 3664
Web Page http://www.upm.es
Open Department Vice-Rectorate for International Relations: Office for Relations with Latin America
Activities Programmes' coordination with Latin America, students' exchanges, lectures' and professors' exchanges, general and specific agreement's database, participation in international associations, International accounting relative to Europe, Latin America, Worldwide and Cooperation Office, Computer projects and computer programmes for the international Office. They also will be able to know: exchange and European programmes, general and specific agreements with foreign institutions, cooperation with developing countries.
Period Stay 1 week
Visits From 01/03/2007
Visits To 30/06/2007
Languages English, Spanish & French
Accommodation Yes
Meals No
Other Contribution

[Go back to index table](#)

id_offer 188
Institution Universidad Politécnica de Madrid
Country Spain
Treatment Contact Ms.
Name Contact Rosa M^a
Surname Contact Benavente
Department Contact Director of European programmes Office
E-mail Contact director.prog.eu@upm.es
Tel Contact 0034 91 336 3660
Fax Contact 0034 91 336 3664
Web Page http://www.upm.es
Open Department Vice-Rectorate for International Relations: European Programmes Office
Activities European programmes' coordination; student's exchanges; lecturers' and professors' exchanges; bilateral agreements' database; general and specific agreements' database; preparation of courses for international students; languages programmes; participation in international associations; international accounting relative to Europe, Latin America, Worldwide and Cooperation Office; Computer projects and computer programmes for the International office. They also will be able to know: Exchange and grant programmes with Latin America, General and specific agreements with foreign institutions, cooperation with developing countries.
Period Stay 1 week
Visits From 01/03/2007
Visits To 30/06/2007
Languages English, Spanish & French
Accommodation Yes
Meals No
Other Contribution

[Go back to index table](#)

id_offer 189
Institution Universidad Politécnica de Madrid
Country Spain
Treatment Contact Ms.
Name Contact Rosa M^a
Surname Contact Benavente
Department Contact Director of European programmes Office
E-mail Contact director.prog.eu@upm.es
Tel Contact 0034 91 336 3660
Fax Contact 0034 91 336 3664
Web Page http://www.upm.es
Open Department Vice-Rectorate for International Relations: Office for Cooperation for Development
Activities Cooperation projects; cooperation scholar-Ships, International accounting relative to Europe, Latin America, Worldwide and cooperation office; computer projects and computer programmes for the International Office. They also will be able to know: exchange and European programmes, exchange and Latin America programmes, general and specific agreements with foreign institutions.
Period Stay 1 week
Visits From 01/03/2007
Visits To 30/06/2007
Languages English, Spanish & French
Accommodation Yes
Meals No
Other
Contribution

[Go back to index table](#)

id_offer 190
Institution Pécs University
Country Hungary
Treatment Contact Mr.
Name Contact Gabor
Surname Contact Czeh
Department Contact Interational Relations Office
E-mail Contact gabor.czeh@iro.pte.hu
Tel Contact +36-72-501509
Fax Contact +36-72-251527
Web Page www.iro.pte.hu
Open Department International Relations Office
Activities Erasmus/Socrates agreements
Bilateral agreements
Mobilities
Events organization, conferences
student counselling
Period Stay 1 week
Visits From 02/05/2007
Visits To 31/10/2007

Languages English & German
Accommodation Yes
Meals Yes
Other
Contribution

[Go back to index table](#)

id_offer 191
Institution Castilla-La Mancha University
Country Spain
Treatment
Contact Ms.
Name Contact María
Surname Gómez Ortueta
Contact
Department Head of the International Office
Contact
E-mail Contact maria.ortueta@uclm.es
Tel Contact 0034 926295356
Fax Contact 0034 926295301
Web Page www.uclm.es
Open
Department International Relations Office
Activities Collaboration with the current activity of the International Office. Creation and supervision of informative material for incoming and outgoing students and professors. Checking the information and the structure of the web page. Helping with UCLM mentor's programme. New activities for international students and promotion of the international programmes.
Period Stay 1 week
Visits From May
Visits To November (excluding July & August)
Languages English & Spanish
Accommodation Yes
Meals No
Other
Contribution