

Universidade Católica Portuguesa

The company

Location	Universidade Católica Portuguesa, R. Diogo Botelho, 1327, 4169-005 Porto
Contact	Magda Ferro, Head of the International Office; mferro@porto.ucp.pt
Type of Business	Higher Education Institution, International Office

Trainee's profile

Language/s required	English (mandatory), Portuguese (asset)
Faculty/Education	Graduation in any area
Computer skills	Excel, Word
Skills required	Intercultural awareness

Job description

Job content

- To assist student's exchange administrative process (in and out)
Verify the students exchange process to identify any missing documents (when applicable)
Ask the students for missing documents.
- To assist the preparation and management of the incoming student's welcome week
Plan the activities to be organized (together with the rest of the team)
Contact services suppliers in order to find the best prices for the required services.
Book the services.
- To assist partnerships management:
Identify all partnerships which are expiring
Analyse flow exchanges for the last 3 years
Prepare recommendations based on flow exchanges for the renewal or ending of partnerships.
Prepare renewal agreements templates to be sent to international partners.
- We will assist the student in finding accommodation and regarding its integration and continuing stay in Porto.

Scholarships

Scholarships are available for graduate/master/
undergraduate students. Refer to wea@unicatt.
it for any request related to the scholarship
regulation