

This initiative will allow your Erasmus Students to fully participate and understand all the different aspects concerning the running of an International Relations Office, while carrying out the typical tasks related to International Programmes.

Below you will find the details of our proposal.

Knowledge, skills and competence to be acquired:

- Language skills (English and Spanish)
- Getting familiar with the programmes (ERASMUS, LEONARDO, VULCANUS, etc.)
- Dealing with bilateral agreements with universities all over the world
- Dealing with Mentor's programme
- Organizing activities for incoming and outgoing students

Detailed programme of the training period:

At the beginning the trainee will learn and try to familiarize with the work that is carried at the office. The trainee will participate in the office activities and will learn about the administrative side of the work. Then the trainee will help and assist in the work and processes carried at our International Relations Office and collaborate with the described current activity. **The trainee will stay at least 6 months.**

Tasks of the trainee:

- Help in dealing with international programmes
- Providing students and teachers with information about international programmes
- Help in dealing with bilateral agreements with universities all over the world
- Help with the Mentor's Programme
- Help with creating and supervising materials for incoming and outgoing students and professors
- Help in organizing activities for outgoing and incoming students

Monitoring and evaluation plan:

- Final evaluation will take place at the end of the training period.

**International Relations Office**

Technical University of Cartagena  
Plaza del Cronista Isidoro Valverde  
Edificio "La Milagrosa" - 30202 - Cartagena (Spain)  
Tel: +34 968 32 5922  
Tel.: +34 968 32 5971  
Fax: +34 968 32 5972  
E-mail: [relint@upct.es](mailto:relint@upct.es)