

## Agenda

**20<sup>th</sup> May, Monday****Room: Auditório**

**09h30** – Meeting point at the Rectorate of the University of Porto

**09h45** – Welcoming words by Prof. António Marques, Vice-Rector for International Cooperation:

- The U.Porto and the Internationalization Process

**10h30** - Presentation of the International Relations Office by Dra. Cristina Ferreira, Director:

- Organization
- Competences and tasks
- Functions
- Management strategy
- Euraxess Center

**11h15** – Coffee break

**11h30** - Presentation of the Office for Cooperation with Portuguese speaking and Latin American countries by Dra. Elisabeth Ribeiro, Director:

- Organization
- Competences and tasks
- Functions
- Management strategy
- Other activities

**12h00** - Presentation of the Bologna Process by Dra. Cristina Ferreira, Director of the International Relations Office

**12h45** – Lunch at Café Progresso

**14h15** – Visit to SASUP (Services of Social Action of the University of Porto)

**21<sup>st</sup> May, Tuesday****Room 115**

**09h30** – Meeting point at the Rectorate of the University of Porto

**09h45** – Mobility Incoming by Ana Reis:

- Strategies for a successful dissemination of mobility opportunities
- How to get successful applications
- Important criteria for validation and selection process
- Efficient preparation of mobility flows
- Effective monitoring:
  - Welcoming, support and integration meetings + contact person
  - ToRs

## Agenda

- Questionnaires
- Personal contact
- Other activities

**11h15** – Coffee-break

**11h30** – Presentation of the UPSoft – software system by Jorge Santos

**12h45** – Lunch at Café Progresso

**14h15** - Mobility **OUT**going by Ana Reis:

- Strategies for a successful dissemination of mobility opportunities
- How to manage effectively the application procedure
- Important criteria for selection process
- Concrete actions for mobility preparation
- Handling successfully visa issue

**15h15** – Coffee break

**15h30** – Workshop and Brainstorming by Ana Reis:  
Project's management and Implementation  
Good practices

**17h00** – End of session

**22<sup>nd</sup> May, Wednesday**

**Room 115**

**09h30** – Meeting point at the Rectorate of the University of Porto

**09h45** – Workshop and Brainstorming by Dra. Cristina Ferreira and Prof. Ana Lúcia Cunha (UFRJ):  
Relevance of Academic Recognition, Use of ECTS and grades

**10h45** – Workshop and Brainstorming by Prof. Vitor Amaral (UFRJ):  
Role of co-coordinator

**11h30** – Workshop and Brainstorming by Prof. Vitor Amaral and members of the QA&IC:  
Importance of Quality Assurance (Quality Committee)

**12h30** - Lunch at Café Progresso

**14h00** – Workshop and Brainstorming by Ana Reis and Bárbara Costa:  
How to achieve success through a better communication and information sharing?

**15h00** – Cultural visit (to be defined)

## Agenda

**23<sup>rd</sup> May, Thursday****Room 115**

- 09h00** – Meeting point at the Rectorate of the University of Porto
- 09h30** – Visit to Faculty and relevant offices/infra-structures (to be defined)
- 11h00** – Visit to Faculty and relevant offices/infra-structures (to be defined)
- 13h00** – Lunch at Café Progresso
- 14h30** – Workshop and Brainstorming by Bárbara Costa:  
Language proficiency  
Summer courses
- 15h15** – Presentation of Erasmus Mundus scholarship holders + get-together

**24<sup>th</sup> May, Friday****Room 115**

- 09h30** – Meeting point at the Rectorate of the University of Porto
- 09h45** – Workshop and Brainstorming by Ana Reis:  
Dissemination of results
- 10h30** – Coffee-break
- 10h45** – Workshop and Brainstorming by Bárbara Costa:  
Project's sustainability  
Employability (Relevance and value of HEIs' internationalization and student/staff exchange)  
Further opportunities (INTRA-ACP, TUNING, LEADHER)
- 12h45** – Lunch at Café Progresso

**Auditório**

- 14h30** – Importance of HE and mobility for the country's development and the peoples' welfare by Prof. António Marques
- 15h30** – Cultural visit (to be defined)
- 20h00** – Goodbye dinner (to be defined)