



Erasmus + International Staff Week  
«**Good practices on capacitation of  
international office staff**»  
**6-10 May 2019**

# Information Pack





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# The International Cooperation and Mobility Office Team



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## Programme - 6 May – Introductory Day

Activity		Place
09h:30	Registration	iSPOT  (Polytechnic Institute of Santarém – Central Services Building)
10:00	Welcome session  Joao Moutão, Vice-president of Polytechnic Institute of Santarém	
10:20	Presentation of the Polytechnic Institute of Santarém  Fabrícia Pereira, Mobility and International Cooperation Office  Polytechnic Institute of Santarém	
10:40	International Week Program Presentation  Céu Martins, Mobility and International Cooperation Office  Polytechnic Institute of Santarém	
11:00	Coffee-break	
11:30	Erasmus Partner Countries Introduction	
13h00	Lunch upon invitation of Polytechnic of Santarém	Restaurante Taberna do Quinzena
14h30	Guided tour to the historical city centre	Santarém City centre



## Programme - 7 May – REALISE – Realising the potential of international mobility of staff in higher education

	Activity	Place
10:00	Visit to the IPSantarém Campus	IPSantarém Campus
12h30	lunch	Canteen
14:00	REALISE “Realising the potential of the international mobility of staff in higher education- the University of Coimbra Case“  Filomena Marques de Carvalho,  Head of Unit, University of Coimbra, International Relations Unit	iSPOT



<https://realise-erasmusplus.fr/>



## Programme - 8 May –Workshop Sharing best practices on capacitation of international office staff

	Activity	Place
10:00	Best practices	iSPOT
12h30	Lunch	Polytechnic Institute Canteen
14:30	Tour to Quinta da Alorna winery	Quinta da Alorna Almeirim



## Programme - 9 May - Cultural day

	Activity	Place
09:00	Fátima and west coast, Óbidos, Nazaré (lunch), Cabo Carvoeiro - Peniche	<u>Meeting Point:</u> Polytechnic Institute Campus
19:00	Closing Session	iSPOT



## Programme - 10 May - Networking day

	Activity	Place
10-16h00	Bilateral meetings	iSPOT  (Polytechnic Institute of Santarém – Central Services Building)





## Guest Speaker

Filomena Marques de Carvalho

ERASMUS/Head of Unit University of Coimbra

**Filomena Marques de Carvalho**, did most of her academic higher education at the University of Coimbra. She was former Teacher in Secondary School, Assessor of Ministers of the Portuguese Government but she dedicated most of her professional career to the internationalisation of Higher Education being the Head of International Relations Unit (IRU) of the University of Coimbra, since 1986. As a result of her leadership skills, she also has a large experience in managing EU Projects. In 1998 she was elected for the EAIE Executive Board and in 2000 launched the Portuguese Association for Higher Education International Professionals. She is the Erasmus Institutional Coordinator of the UC leading an internal network with representatives of the different faculties and departments. Until 2018 she was the Chair Coimbra Group the Latin America Working Group, and the local coordinator of different education and training projects where the UC is a partner. The Portuguese Minister of Education and Science appointed her as his representative in an Expert Group on Learning Mobility established by the EC in 2013. She was a member of the management team of the Brazilian government Science without Borders' programme in Portugal and manager of its Executive Secretariat located at UC."

Presently, she is also the coordinator of the international marketing and recruitment team at the IRU and the operational manager of the CAPES' International Undergraduate Programme (PLI) at the University of Coimbra.

Currently, the International Relations Unit of the University of Coimbra (DRI) is responsible for implementing several actions deriving from the university's internationalisation policy. It's main areas of expertise are: development and management of international cooperation agreements and institutional university networks; management of the incoming and outgoing mobility of students, teachers, technical staff and researchers; development and implementation of marketing and recruitment of international students; development and implementation of internationalisation projects and capacity building of Portuguese-speaking Higher Education Institutions; welcoming, integration and follow-up of international students, including refugees. It is a space for dialogue and exchange of intercultural information.

She also represents the University of Coimbra in several international projects mainly capacity building and strategic partnerships.



# How to arrive to Santarém

## 1. From the Lisbon Airport

Metro to Oriente Station + Train to Santarém

## 2. From Oporto Airport

Metro do Campanhã Station + Train to Santarém

## 3. By car

A1 highway – exit Santarém



## Accomodation

Santarém Hotel (5 min walking) - <https://www.santaremhotel.net/>

N1 Hostel (about 15 min walking) - <http://www.n1hostelapartments.com/>

UMU hotel (about 35 min walking) - <http://www.umu.pt/>

Santarém Hostel (about 25 min walking) - <http://santaremhostel.blogspot.pt/>

Hotel Vitória (about 15 min walking) - <http://hotelvitoria.com.pt/pt>

Tagus Host (about 10 min walking) - <http://tagushost.pt/wp/>



## Santarém

- The distance between Santarém and Lisbon is about 50 minutes by train or high way. Placed in a hill viewing of Tagus River, the historical city of Santarém is one of the oldest interesting places of the Region of the Ribatejo. Named *Praesidium Julium* by romans it was one of the most important Portuguese fortresses, according to its privileged position to observe the enormous plain. The roman Scalabis become later the *Calabicastro* of “barbarous” who that have invaded it. Some years later, it became Sancta Irena and after Chantarim during the muslim domination, that was taken by the force of arms of D. Afonso Henriques, in the year of 1147.
- Considered to be the Gothic’s Capital in Portugal, Santarém owns a huge set of monuments built in this style, due to the development of the medieval villa, when kings of the first dynasty had their residence in Santarém.
- Santarém promotes, each year, in Casa do Campino the “National Festival of Gastronomy”, where all the lovers of gastronomy can taste the best of the Portugal cuisine, in October.
- Some economic and cultural dynamic in the city come, annually, from National Agriculture Fair, in the beginning of June, or the City Day.
- Along with the older historical events also passed in Santarém the revolutionary movement that brought in the genesis of the democracy. It was from the Escola Prática de Cavalaria of this city that, in the dawn of 25 of April of 1974, left the military column that, in Lisboa, and under the command of Captain Salgueiro Maia, put an end to dictatorship of half a century that oppressed Portugal.
- <https://gotopotugal.eu/en/visit-santarem-portugal/>

# Previous International Staff Weeks

In 2019 we will organize our 8th Erasmus Staff Week and we do it with the same pleasure as if it was the 1st one.





# Cultural Programme

[Restaurante Taberna do Quinzena](#)

[Quinta da Alorna Winery](#)

[Shrine of Fátima](#)

[West Coast](#)