

ERASMUS (Administrative) Staff Training

RECEIVING INSTITUTION/ORGANIZATION	
ERASMUS Database ID:	38
Name of Organization:	Instituto Polit�cnico De Coimbra
Address:	Av. Dr. Marnoco e Sousa, 30, 3000-271 Coimbra
Country:	Portugal
ID Erasmus code if applicable:	PCOIMBRA 02
Institutional Coordinator if applicable	
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DETAILS OF THE WORK PLAN	
Duration in Day	5
Department/Service:	Social Services of IPC
Contact person	
Position:	Administrator
Name:	Dra. Ana Cristina Abreu
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OVERALL AIM AND OBJECTIVES
Knowledge of the procedures adopted. Exchanging of the different experiences, methodologies.

PROGRAMME FOR THE PERIOD	
Day 1	Integration on IPC: Know the institution, its schools and the people
Day 2	A vision of the Social Services of IPC, and programs it is integrated as well as the services that thy provide to the students
Day 3	Procedures adopted in the Social Services
Day 4	Procedures adopted in the Social Services

Day 5	Evaluation and success indicatives
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EXPECTED LEARNING OUTCOMES

A different vision of the Social Services in Portugal. Acquaintance of new procedures and exchange of ideas and new ways of work.

REMARKS

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COMMUNICATION LANGUAGE OF INSTRUCTIONS

English, Portuguese
