

CGU Stella for Staff 2024
Professional Mobility Programme for Services Staff

PLACEMENT OFFER UMINH001

INFORMATION OF THE HOST UNIVERSITY

Name of institution	University of Minho.
Address	Largo do Paço, 4704-553 Braga PT (Portugal).
Telephone	+351 253 601100.
Web	https://www.uminho.pt/EN/Pages/default.aspx .
Short description	Founded in 1973, the University of Minho (UM) is nowadays one of the most important and prestigious Higher Education Institutions in Portugal. Located in the north of Portugal, in the cities of Braga and Guimarães, UM has a student population of around 21,000, 40% of whom are Master or PhD students. The University's organizational structure is flexible and conducive to innovation and interdisciplinary, favouring the exploration of emerging research areas. All 12 Schools/Institutes are a reference for their academic and scientific quality at national and international level.

INFORMATION OF THE PLACEMENT OFFER

Department	Quality Management and Accreditation Service.
Description of activities	<p>The aim of the mobility will be the sharing of knowledge and good practices in the scope of the quality management in higher education, highlighting, in particular: implementation of internal quality assurance systems; integration of quality management into organizational practices; establishment of indicators to support decision-making; characterization of student's academic path and professional trajectory. Therefore, it will include activities such as:</p> <ul style="list-style-type: none"> • Visits to Service Units related to quality management. • Working sessions to share knowledge and know-how in the area of quality management. • Training and job shadowing on topics to be agreed with the candidates.
Working languages	Portuguese, English or Spanish.
Working place	The Quality Management and Accreditation Service is located on Gualtar Campus, in Braga. The mission of this unit is to monitor and support activities concerning quality promotion and assurance at the University, in the areas of teaching, research and services.
Mobility period	To be agreed with the candidate.
Length	7 working days.
Daily working hours	3 to 5 hours.
No. of placements	2.

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CURRICULAR PROFILE OF THE CANDIDATE

Academic title	Diploma.
Required experience	Experience working in quality management in higher education institutions.
Required skills	Proficiency in one of the required working languages.