

## MISSION AND RESPONSIBILITIES

### DEVELOPMENT DEPARTMENT AND INTERNATIONAL RELATIONS

European and international relations and mobility are a key area of strategic development of ESAI and are under the responsibility of the Development Department and International Relations (Departamento de Desenvolvimento e Relações Internacionais - DDRI).

The mission of DDRI is to internationally promote ESAI, providing a deeper engagement with international programs, increasing international collaborations for research and education, fostering exchange of international educational experiences and furthering the integration and supporting international academic staff and students.

DDRI has two members, the ERASMUS Coordinator and an administrative collaborator. DDRI is also supported by the Scientific Research Centre of Construction and Real Estate and the 1st Cycle Course Director.

ERASMUS Coordinator is the main international interlocutor, his main responsibilities are: to choose partners and accomplishment international agreements, select information to be published, selection and ranking of candidates to mobility activities and scholarships, definition of mobility programs, as well as the preparation and monitoring of mobility.

He's equally responsible for selecting documents to be given to Students and other staff on Mobility, to keep contact with International Coordinators, the transcription of notes, oversee internships and for supervising DDRI.

The administrative collaborator is responsible for supporting administrative/financial and management international agreements and organizing information related to international relations. He's equally responsible for inform students and teachers about mobility potential/advantages, directly or by e-mail. He's responsible for answering to requests from students, for their reception and integration. He also promotes corporate information and courses over the internet (newsletter, website, facebook, linkedin) and through direct contact, research and internal dissemination of scholarships and internships, as well, as participate in events related to mobility.

For further information, please contact:

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