

## Erasmus+ Internships for students in Madrid International Relations Office

Name of organization	<b>UNIVERSIDAD POLITÉCNICA DE MADRID</b>
Type of Traineeship Sector (NACE Sector Codes)	80.30 Higher Education
Contact person	Prof. Alberto Almendra, Deputy of Vice Rector for Internationalization and Programs of the UE
Department and job title	International Relations Office (IRO)
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Website	<a href="http://www.upm.es">http://www.upm.es</a>
No. of employees	3000 at UPM (24 at the IRO)
Short description of company/office	<p>Universidad Politécnica de Madrid (UPM) is the oldest and largest technical university in Spain. It consists of twenty Schools plus two Faculties that cover most engineering disciplines as well as Architecture and Sports Science. UPM has more than 3,000 faculty members, around 38,000 undergraduate students, and around 8,000 graduate and doctoral students. About 5,000 students graduate every year from UPM. The University's main goals are higher education and research. To achieve these goals, the Schools and Faculties deal with teaching whereas research groups (201), specialized technical centres (10), and university institutes (6) are devoted to research. UPM enjoys a high participation in EU-funded projects. In fact, it has had the highest participation among European universities in FP4, FP5 and FP6. In particular, the University performed more than 210 R&amp;D projects within FP6 (2003-07), being the first Spanish University in number of awarded projects. As for the FP7 (2009-2013), so far UPM has been awarded with 122 R&amp;D projects, moving UPM into the first place among Spanish universities.</p>

### Competencies, Skills and Other Requirements

Language skills	Spanish (B1), fluent English
Computer skills	Familiar with Microsoft Windows and Office applications

Drivers license	Not required
Salary	No financial contribution

## Internships Information

Department/ Function	International Relations Office
Description of Activities	Participate in the mobility programmes organization: - Bilateral agreements, - Staff mobility missions, - Travelling and accommodation organization (Incoming and outgoing) - Language courses for Internationalization: Spanish for incoming students, other languages for mobility-UPM students.
Location	International Relations Office. c/ Ramiro de Maeztu, 7, 28040 Madrid, Spain
Semester Periods	1 <sup>st</sup> September to 28 <sup>th</sup> February 1 <sup>st</sup> February to 31 <sup>st</sup> July
Duration	6 months
Working hours/week	30 hours/week
Accommodation	<a href="http://www.upm.es/internacional/Students/Student+Attention/dd eebfdf03a97210VgnVCM10000009c7648aRCRD">http://www.upm.es/internacional/Students/Student+Attention/dd eebfdf03a97210VgnVCM10000009c7648aRCRD</a>
Payment or other benefits	- To get experience in an international setting - Pleasant working atmosphere. - Free Spanish courses - Insurance Policy for international mobility ( <a href="http://www.oncampus.es/">http://www.oncampus.es/</a> )

Interested applicants should submit, by email to [victoria.guijo@upm.es](mailto:victoria.guijo@upm.es), the following documents:

Curriculum Vitae (Europass format, including photo)  
Cover Letter

The deadline for application is continuous – until the position is filled.  
If you have any questions, please contact us by email.