

STATEMENT

It is hereby certified that Dominika Krol, with the ID card number AIG408000 and address ul.Lesna 3d - PL-43-330 Wilamowice (Poland), will do an internship in our company, has worked as a trainee for 4 months in the International Office of the Universidade do Porto within the scope of the Erasmus programme.

The internship took place from 4th June till 30th September, 2010 and the trainee was required to:

- assist in the administrative procedures concerning the outgoing student's mobility files, under the Life Long Learning Programme - Erasmus and the Leonardo da Vinci Program (using e-mail, telephone, fax and post);
- prepare and process the documentation related to the mobility contracts for Erasmus outgoing students;
- assist in the update of the databases by using FileMaker 8.5 and web based system SIGARRA;

In this context, the trainee showed a great level of competence and liability in the work developed and a very good level of knowledge of Portuguese language and in informatics. Her good integration and her commitment in work were important features during her stay in the International Office.

Porto, 30th September 2010



Albino Oliveira
International Officer