

TRAINING AND CAREER **FAQ's**



1. I have an idea for a workshop/course, but I'm not sure about the format... What should I do?

Contact the office trainingandcareer@ciimar.up.pt who will help you define all pedagogical details.

2. I know what I want to organize, but need some help with the organization (registrations, payments, certificates, ...)

Check the 'Guidelines for Organizing Training Actions' available on the CIIMAR's website (at Center > CIIMAR Community).

There you'll find a link to a forms where you can enter all the information about the course so that the Office can proceed with the organization.

3. Is it possible to organize a training with ECTS in partnership with a higher education institution?

Yes, but we have to submit it to a higher education institution SC and until the process is complete will take around one year.

4. Me/my team need a specific training. Where can I find the training plan that the office provides?

On CIIMAR's events platform (<https://events.ciimar.up.pt/>) and on HR platform (Sistrade > General Communications) you can find all the Advanced Training that the office provides. Additionally, the Office shares, monthly and weekly, the training sessions that will take place during that period.

If the training you/your team are looking for is not on the list, contact the Office so we can help you finding a solution outside (in an university, training center, company).

5. I want to take training outside of the training plan, which requires funding and takes place during work hours. What is the procedure?

Fill out this form <https://forms.cloud.microsoft/e/q7kRYmwqFY> and we will articulate your request with CIIMAR Board.

6. Are the activities organized by the Training Office only for Researchers?

No, the Training Office organizes training activities for all the CIIMAR Community: Support Services, Students, Researchers,, ...

7. Does the Office only organizes training courses?

No, we also share training oportunities from other centers/institutions.

8. I want to take free training during work hours. What should I do?

Participation in training sessions must be coordinated with your supervisor, in order to coordinate tasks and their respective deadlines.

Once you have completed the training, please send us your certificate so that we can register your training hours at Sistrade (Human Resources platform).

(to be continued...)

If you have any other questions, please contact the office
trainingandcareer@ciimar.up.pt

