

F.A.Q

FREQUENTLY ASKED QUESTIONS

I have an idea for a workshop/course not sure about format or...what should I do?

Contact the office: trainingandcareer@ciimar.up.pt

I know what I want to organize just need some help with organization like registration forms, payments, certificates...

Check the guidelines at the website on community + forms/templates and contact the office (trainingandcareer@ciimar.up.pt)

Is it possible to organize training with a higher education instituion?

Yes, but it will take more time to organize

Me or/and my team need a specific training about...is there any training at CIIMAR about this?

On CIIMAR website you can find all the Advanced Training on events.

The training office has a calendar with all the training at CIIMAR and if there is not we can help you find a solution outside, in an university, training center and/or a company.

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Is it only for Researchers?

No, the training office is open to everyone, support services, students, PhD students, Researchers, PIs,...

The office just organize training for groups?

No, we also disseminate training opportunities from other centers/institutions and we can help you find a course for an individual concrete need to improve your work.

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

If the employee identifies a specific area in which he or she needs individual training, he or she can, at any time, notify the training office, which, in conjunction with the Board, will assess the request and communicate with the employee to organize the submission of the LO.

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

Participation in training activities must be coordinated with the person responsible for the service to which the employee belongs, in order to coordinate tasks and their respective deadlines. When its finished please send the certificate and information to HR to register at Sistrade.

(to be continued...)

If you have any other question please contact the office:
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