**LOOKING FOR STUDENTS FOR ERASMUS PLACEMENTS**

**ESTÁGIOS ERASMUS EM EMPRESAS**
**ERASMUS PLACEMENTS IN COMPANIES**

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* Qualquer empresa do sector público ou privado que exerça uma actividade económica, independentemente da dimensão, do estatuto jurídico ou do sector económico em que opere, incluindo a economia social.
### Erasmus Trainee Profile

**Profile do Estagiário Erasmus**

**Erasmus Trainee Profile**

We are looking for a trainee with the following skills:

- **Good command of the English language**
- **Organizational and computer (E-Mail, Internet, MS Word, MS Excel) skills needed**
- **Ability to communicate in a professional, clear, and understandable manner**
- **Interest in academic publishing and editorial work**

The trainee is expected to be proactive and have a good sense of responsibility.

### Placement Programme (Previsão)

The trainee will act as an assistant editor of the Open Access journals published by Cogitatio. The placement programme will include:

1. **Introduction to the field of Open Access publishing and the submission system used by the publisher (OJS - Open Journals System);**
2. **Assist the publication of articles in the scientific journals, by receiving manuscripts, organizing and managing the peer-review process, and producing final versions for publication in the journals’ templates;**
3. **Communicate with authors, reviewers and external editors;**
4. **Help developing the journals by putting forward ideas and topics for special issues and organizing call for papers.**

### Duration of Placement

10 to 12 months

### Period of Placement

Preferably from October 2014 to September 2015. Depending on the student’s availability, the placement period can start at a later stage.

### Other Aspects

Students interested in this Erasmus Placement are kindly invited to send their CV to Mr. António Vieira

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**If you want to do an Erasmus Placement in this company, please contact**

**Mr. António Vieira**
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Tel.: +351 96 37 46 032

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**Outros Aspectos**

**Other Aspects**

**Prairie du Chien**

**Étude et Formation**