

ERASMUS+ STAFF TRAINING PROGRAM

Hosting Higher Education Institution:	University of Barcelona
Institution website:	http://www.ub.edu/uri/Staff_week_index.html
Country:	Spain
Language:	English
Dates:	Friday, 1 March, 2019 to Monday, 30 September, 2019
Deadline for applying:	Friday, 25 January, 2019
Accommodation:	Accommodation not provided

We are pleased to announce the ERASMUS+ STAFF TRAINING PROGRAM of the Universitat de Barcelona (UB), as part of the Erasmus+. This program offers the participants the possibility to work directly with colleagues of a specific unit or service at our institution and to get to know the University of Barcelona during one week (5 days).

Application procedure

There are specific number of vacancies available per unit/service. For that reason, technical-administrative staff wishing to participate in the ERASMUS + training program at the UB should fill out the application form (http://www.ub.edu/uri/Staff_week_index.html) not later than January 25th, 2019. In order to complete the application form, staff must check: units/services that are offered, recommended period for the stay and specific requirements, if applies. You can consult the offered units here: <http://www.ub.edu/uri/Oferta.html>

By the second week of March 2019, candidates will be informed about their acceptance and will receive further information for the organization of the stay.

Travelling and accommodation arrangements and costs must be covered by the

participant's home university. Participants are recommended to apply for ERASMUS+ Staff Training grants.

<http://staffmobility.eu/staffweek/erasmus-staff-training-program>

International Relations Staff Week

Hosting Higher Education Institution:	Ecole Centrale de Marseille
Institution website:	https://www.centrale-marseille.fr/en
Country:	France
Language:	English
Dates:	Monday, 11 March, 2019 to Friday, 15 March, 2019
Registration fee:	0
Maximum number of participants:	25
Deadline for applying:	Thursday, 31 January, 2019
Accommodation:	Accommodation not provided

Erasmus+ Staff Mobility at Centrale Marseille

Ecole Centrale de Marseille is a *Grande Ecole* in **Engineering** and offers the opportunity to **international relations staff from partner universities** to discover Centrale Marseille during the International Staff Mobility Week that will take place from March 11th, 2019 to March 15th, 2019.

During this week, **workshops and presentations** will be organized in order to exchange with colleagues and pick up new ideas and practices from different education systems. Subjects to be discussed will be:

- mandatory international mobility,
- teaching in French,
- student mentorship,
- internships... (relations with companies)

Also, there will be a possibility for special **meet and greet appointments**.

An **International Fair** will be organized so you can promote your exchange programs to our students.

And of course, some **guided tours** will take place to show you the beautiful city of Marseille.

Contact:

If you have any questions, please contact our office: international@centrale-marseille.fr

Interested? Please note that the number of places is limited to 25 participants

Registration:

<https://www.eventbrite.fr/e/billets-erasmus-staff-mobility-at-centrale-m...>

<http://staffmobility.eu/staffweek/international-relations-staff-week>

International Staff Training Week 2019

Hosting Higher Education Institution:	Lääne-Viru College
Institution website:	http://www.lvrkk.ee/
Country:	Estonia
Language:	English
Dates:	Monday, 11 March, 2019 to Friday, 15 March, 2019
Deadline for applying:	Thursday, 28 February, 2019
Accommodation:	Accommodation not provided
Contact person details:	Erasmus + coordinator Jaana Siik jaana.siik@lvrkk.ee +372 55 575 307 Social work lector Helen Kool helen.kool@lvrkk.ee +372 51 373 48

International (Staff Training) Week 2019 in Lääne-Viru College Link to registration: <http://connect.ee/uuring/390319583/1/> Registration deadline is 10.02.2019

International Week will take place in Lääne-Viru College 11-15.03.2019 Lääne-Viru College is located in a manor building in Mõdriku, Lääne-Viru County (10 km-s from regional centre Rakvere, 110 km-s from capital Tallinn). Lääne-Viru College is a higher educational institution providing high level professional higher education in its competence field in Estonian and English, has been integrated in international networks and project. This International Week brings to Estonia lecturers from Lääne-Viru College's partner universities in different countries and we also welcome all future partners. It is a good opportunity to share your expertise and network with colleagues from different countries. For Estonian and International students it is a good opportunity to gain international competence and experience. During this week international teachers and students will also learn more about Estonian society and culture. Guest lecturers are invited to deliver workshops related to the topic of social work or business administration students (2-4 academic hours) on Tuesday and Thursday. In addition, this week provides an opportunity for planning future co-operation, projects and forming networks. Programme of the week: The international week starts on Monday (11.03) evening with welcoming dinner - it is best if you arrived Monday afternoon. The first meeting is introductory and gives all the partners possibilities to get to know each other and the institutions they come from. There are lectures and workshops on Tuesday and Thursday. We have arranged some study visits to different institutions on Wednesday. Friday is planned for a meeting where international partners will discuss future projects, cooperation etc. For international lecturers: We offer you free lunch in the college canteen. You will have to arrange and pay for your accommodation and travel expenses to and from Rakvere. You can apply for Erasmus+ funding from your university. As for accommodation we can highly recommend our exclusive spa hotel: <http://www.aqvahotels.ee> Some other options are: <http://www.villatheresa.ee/rakvere><http://www.wesenbergh.ee/en/> International students: We also welcome international students to participate in our International Week. Students would have to pay for their lunch that costs approximately 4 EUR per person. The students will need to pay for their travel expenses to and from Rakvere, we can offer free accommodation if needed. About Rakvere Closest town to Lääne-Viru College is Rakvere. Here some information about this nice town: <https://www.visitestonia.com/en/where-to-go/north-estonia/rakvere>https://www.tripadvisor.com/Attractions-g274957-Activities-Rakvere_Laane...

<http://staffmobility.eu/staffweek/international-staff-training-week-2019>

Second International Teaching and Training Week 2019

Hosting Higher Education Institution:	International Business School, Sofia, Bulgaria
Institution website:	http://ibsedu.bg/bg/page/165-International-Week
Country:	Bulgaria
Language:	English
Dates:	Monday, 18 March, 2019 to Thursday, 21 March, 2019
Registration fee:	50 euro
Maximum number of participants:	18-20
Deadline for applying:	Thursday, 31 January, 2019
Accommodation:	Accommodation provided
Contact person details:	Daniela Georgieva Chief assistant professor, Ph.D. Institutional Erasmus+ coordinator e-mail: dgeorgieva@ibsedu.bg ResearchGate: https://www.researchgate.net/profile/Daniela_Georgieva7

Second Erasmus+ International Teaching and Training Week

“Innovations and Entrepreneurship in Education and Business”

It is our great pleasure to invite you to the “*Second Erasmus+ International Teaching and Training Week*” which will take place between *18th and 21st of March 2019 in Sofia, Bulgaria hosted by the International Business School - Botevgrad.*

A main goal of the International week is to provide opportunities for universities' staff members to share and discuss common problems and experience in the field of innovations and entrepreneurship in education and business.

A four-day program of workshops and meetings has been planned. In parallel teaching sessions for teaching staff members in the field of economics, tourism and management have been provided.

This International Teaching and Training Week is our unique approach for enhancing international cooperation and partnership. It is also a great opportunity to make new contacts and to learn about our university, city, country, and culture while conducting teaching or training activities.

For teachers the week offers the possibility to teach in the following fields:

- International business
- Business administration
- Accounting
- Economics
- Innovations
- Management
- Marketing
- Tourism

Staff members have the opportunity to benchmark and share their expertise in the following services:

- Administration services
- Distance learning
- Continuing education
- Student services and mobility
- International and business relations
- Research and development activities

All the sessions will be conducted in English.

Participation in the Sixteenth International Scientific Conference of the International Business School “Innovations and Entrepreneurship in Education and Business”, which will take place on the 22-23 March 2019 in Sofia, is an additional opportunity after the international week officially ends. The Sixteenth International Science Conference of the International Business School intends to become the platform of introducing innovative theories, products and services; discussions on the problems of policies of intelligent specialization and development of science and education; popularization of good practices and innovative methods of transfer of knowledge. For more information about the conference, please follow the link: <http://ibsedu.bg/en/page/20-international-conference>.

The participation in the International week requires a **registration fee of 50 euros per person**, which includes coffee breaks and lunch snacks. A **visit of Plovdiv city** is optional and will cost respectively **22 euros per person**, which includes transportation and beverages.

The International Business School will support the participants with accommodation arrangements upon request.

The participants should cover their travel and accommodation costs through Erasmus+ mobility programme (TSM – Teaching Staff Mobility and Staff Mobility).

For enrolment please fill in the application form here:

https://docs.google.com/forms/d/e/1FAIpQLSd5VwIBjmYNhnnuuVvQKglBOZf68CL3L_uClqvc2SUBrN_1Uw/viewform?vc=0&c=0&w=1.

The deadline for applying is 31 January 2019. Confirmation of selected applicants and detailed individual programmes will be sent by 08 February 2019. Because the number of participants is limited we can approve participation of only two staff members per institution. Thank you in advance for your understanding!

Don't miss the chance to meet new people, to enjoy the beautiful capital city of Sofia and to participate in the International Week.

Please feel free to forward this message to your colleagues that might be interested in.

We remind you that European Union participants have the possibility to apply for ERASMUS + Staff Training mobility grants from their home institutions.

For further details you may contact us at: dgeorgieva@ibsedu.bg or international-week@ibsedu.bg

We are looking forward to seeing you in Sofia, Bulgaria!

Yours faithfully,

Daniela Georgieva

Institutional Erasmus+ coordinator

Participants are kindly requested to contact their home institution for STT funding, where possible.

<http://staffmobility.eu/staffweek/second-international-teaching-and>

1st Erasmus+ International Staff Week on History , Archaeology and Theology for Teaching staff

Hosting Higher Education Institution:	Harran University
Institution website:	http://www.harran.edu.tr
Country:	Turkey
Language:	English
Dates:	Monday, 25 March, 2019 to Friday, 29 March, 2019
Registration fee:	No Registration Fee
Maximum number of participants:	25
Deadline for applying:	Monday, 25 February, 2019
Accommodation:	Accommodation provided
Contact person details:	Mehmet Saim DURU Kamil HARMAN You can reach us through our email address: erasmus@harran.edu.tr

We are pleased to invite the academic staff on History and Archaeology to the 1st International Staff Week organized by Harran University which will take place on 25-29 March 2019 in Şanlıurfa, Turkey.

The purpose of the week is to intensify international collaboration with our partners in the fields of teaching, studies and international collaboration in general.

To apply, please complete the application form in the attached file and send it by email to erasmus@harran.edu.tr

Please send your application by February 25, 2019.

Participation fee: There is no participation fee.

Accommodation will be covered by Harran University.

For further information, please contact us at erasmus@harran.edu.tr

Feel free to share this Call with anyone who might be interested in applying for it. For any other information , please contact us at erasmus@harran.edu.tr

Should you be interested in participating, please let us know as soon as possible, as the number of participants is limited. Final deadline is February 25, 2019

In case of any cancellation, you are expected to let us know by February 25, 2019

We look forward to welcoming you to Harran University and enjoying our wonderful and Historical city together!

<http://staffmobility.eu/staffweek/1st-erasmus-international-staff-week-2>

International Staff Training Week

Hosting Higher Education Institution:	University of Theatre and Film Arts Budapest
Institution website:	http://szfe.hu/
Country:	Hungary
Language:	English
Dates:	Monday, 25 March, 2019 to Wednesday, 27 March, 2019
Registration fee:	200 EUR
Maximum number of participants:	25
Deadline for applying:	Thursday, 31 January, 2019
Accommodation:	Accommodation not provided
Contact person details:	University of Theatre and Film Arts Budapest International and Project Management Office Ms. Ildikó Kánya, International Coordinator kanya.ildiko@szfe.hu

We are pleased to inform you that the **University of Theatre and Film Arts Budapest** is organizing the 1st International Staff Training Week from **25-27 March 2019**. The program is mainly aimed for colleagues who are involved in student mobility at Central level or at Faculty/Departmental level. Colleagues working at other departments (HR, Marketing, Communication, Career Office and Alumni Office) are also welcome to apply.

We will try to offer some useful knowledge that can help you in the everyday work in the following topics:

* Drama workshop to handle unforeseen, stressful situations

- * Zentangle workshop
- * Communication workshop for different interactions
- * Experiencing intercultural communication

And of course we want to introduce you into the magical everyday life of theatre and film in Budapest. But not only because we will show you some pearls of the capital city:

- * House of Parliament
- * Buda Castle, Matthias Church, Fisherman's Bastion

Participation fee is **200 EUR** and includes: welcome package, workshops, work materials, cultural programs, coffee breaks, lunches, farewell dinner. Travel and accommodation costs have to be covered by the participants (regarding accommodation we will give you some suggestions with special discount). We will be able to accept maximum 25 participants (2 participants from one institution).

The application form is open online until **31 January**:

<https://goo.gl/forms/Oxk19ZS8Mr9j7r2r2>

Looking forward to welcome you to Budapest and our university!

<http://staffmobility.eu/staffweek/international-staff-training-week-12>

INTERNATIONAL STAFF WEEK on STUDENT ABSENTEEISM and EARLY SCHOOL LEAVING

Hosting Higher Education Institution:	KUTAHYA DUMLUPINAR UNIVERSITY
Institution website:	http://www.dpu.edu.tr
Country:	Turkey
Language:	English
Dates:	Monday, 1 April, 2019 to Friday, 5 April, 2019
Registration fee:	no fee

Maximum number of participants:	30
Deadline for applying:	Friday, 1 March, 2019
Accommodation:	Accommodation not provided
Contact person details:	Lec. Berrin DEMİR- issa@dpu.edu.tr Lec. Vehbi Onur DEMİRCİLER- issa@dpu.edu.tr

Do you also want to decrease the student absenteeism and in the long-term student drop-out rates?

Don't you think that prevention of absenteeism is so crucial for the academic and social development of the student?

If yes, Kutahya Dumlupınar University cordially invites you to participate in International Staff Week on "Student Absenteeism" and "Early School Leaving". It is a three-day training organisation aiming to exchange the ideas in the related fields and to make a great deal of contribution to the internationalisation of the universities, it also functions as a dissemination activity for the Erasmus+ KA2 Strategic Partnership Project named as "Improving Solutions for Student Absenteeism" (2016-1-TR01-KA201-034947).

This staff week will be on not only student absenteeism and early school leaving but also Erasmus+ KA2 Strategic Partnerships Projects. Therefore, it will be a great opportunity to improve the inter-institutional relations for networking.

We would like to welcome colleagues from the universities all around the world working in the departments of international relations, educational sciences, sociology, pedagogy, and also staff in the international relations office.

All the sessions will be held in English.

The organisation will be held in the university campus located in Kütahya which is famous for its hot spring water and one of the most preserved Zeus Temple in the World.

European participants can apply for an Erasmus+ Staff Training Grant at their university.

The main topics will be:

Erasmus+ KA2 Strategic Partnerships Projects

Reasons for student absenteeism resulting early school leaving

Individual Solution Module for Student Absenteeism

Discussion Theatre Pedagogy and Game-Based Learning (ZEIBI) as an interactive tool against ESL

Networking

<http://staffmobility.eu/staffweek/international-staff-week-student-0>

International Staff Week at the University of Luxembourg

Hosting Higher Education Institution:	University of Luxembourg
Institution website:	http://www.uni.lu
Country:	Luxembourg
Language:	English
Dates:	Monday, 1 April, 2019 to Friday, 5 April, 2019
Registration fee:	0
Fee reductions/waivers:	0
Maximum number of participants:	30
Deadline for applying:	Friday, 1 March, 2019
Accommodation:	Accommodation not provided

The 2nd International Staff Week at the University of Luxembourg will take place mainly at Belval Campus **from 01 to 05 April 2019**

The Uni.lu organises an international staff training week for administrative staff from its partner institutions both within and outside of the EU.

Topics :

-- Digitalisation

Presentation on Online Learning Agreement & Erasmus Without Paper

-- Multilingualism in Luxembourg

-- **The University of the Greater Region**, a pioneering model of “European universities”

Costs :

- The participation is free of charge. Travel expenses, accommodation, meals and public transport have to be covered by the participants or through ERASMUS+ support. UL will cover the costs for a welcome dinner and excursions on Wednesday and Friday (transport, entrance fee, lunch).

- All applicants are requested to apply for an ERASMUS+ grant at the International Office of their home institutions.

Application :

General application deadline : 01 March 2019

Please note that the application form will be available in February.

<http://staffmobility.eu/staffweek/international-staff-week-university-1>

Staff Week at VIA Bachelor of Social Education

Hosting Higher Education Institution:	VIA University College, Campus Viborg
Institution website:	http://en.via.dk
Country:	Denmark
Language:	English
Dates:	Tuesday, 2 April, 2019 to Thursday, 4 April, 2019
Registration fee:	0
Maximum number of participants:	20
Deadline for applying:	Friday, 1 March, 2019
Accommodation:	Accommodation not provided
Contact person details:	Annette Husum Jensen International Coordinator, Campus Viborg Associate Professor in Education Mail: AHUJ@via.dk Phone:+4587553722

Our international week is open to the lecturers and international developers from universities – please join us!

How does Social Education contribute to solve challenges in a changing welfare society?

- Focus on how Social Education contributes to solve challenges in a changing welfare society in cooperation with different actors.
- Get an insight in knowledge, research and methods in didactics and education with competent academic staff and groups of students.
- Visit different institutions in Viborg and networking

<http://staffmobility.eu/staffweek/staff-week-bachelor-social-education>

7th AUBG Erasmus Teaching and Training Week

Hosting Higher Education Institution:	American University in Bulgaria
Institution website:	https://www.aubg.edu
Country:	Bulgaria
Language:	English
Dates:	Monday, 8 April, 2019 to Friday, 12 April, 2019
Registration fee:	no fee
Maximum number of participants:	50
Deadline for applying:	Friday, 8 March, 2019
Accommodation:	Accommodation not provided
Contact person details:	Mariya Handzhiyska Study Abroad Coordinator Office of Erasmus and Study Abroad programs Phone: +359 73 888 531 e-mail: mhandzhiyska@aubg.edu 12 Svoboda Bachvarova St 2700 Blagoevgrad, Bulgaria

On behalf of the American University in Bulgaria, we cordially invite you to our 7th AUBG Erasmus Teaching and Training Week from 8th to 12th of April, 2019. AUBG places great emphasis on cross-cultural perspectives and internationalization, a commitment seen in our highly diverse student body, international faculty and staff, and international and intercultural academic and co-curricular programs. We believe that successful cooperation is based on personal encounters and meaningful exchange of ideas and experiences. We hope that the comprehensive program of the AUBG Erasmus International Week will give the participants the opportunity to gain new knowledge regarding Erasmus exchanges, new skills and strategies for best practices, and will help us strengthen our existing partnerships, while presenting opportunities for future cooperation.

Why to choose American University in Bulgaria (AUBG) for your Erasmus teaching/training?

1. High Quality Education
 - a. AUBG is the first American style liberal arts university in Eastern Europe.
 - b. Dual diploma recognized both in the US (NEASC) and Bulgaria (by NAEA).
 - c. World-class faculty from all over the world.
 - d. Modern curriculum.
 - e. High-tech campus and well-equipped facilities.
 - g. The largest English-language university library in Southeastern Europe.
2. Diverse Experience
 - a. International environment – about 40 nationalities on campus.
 - b. More than 40 student clubs to suit various interests.
 - c. Exchange opportunities for a semester or a year with more than 400 partner universities worldwide.
 - d. Global alumni network.
3. (BONUS) Perfect location
 - The city of Blagoevgrad is only 100 away from our capital Sofia, an hour drive to Greece and to other popular European destinations. It is a student-friendly city with a mild climate, beautiful scenery, and many opportunities for outdoor recreational activities.

Who can attend?

The AUBG Erasmus Teaching and Training week is open to all staff (administrative and technical) and faculty of our current partner universities or potential new partners.

Costs

We do not charge any participation fee. Other costs such as accommodation, meals and travel are covered by the participants themselves.

Attachments:

<http://staffmobility.eu/staffweek/7th-aubg-erasmus-teaching-and-training>

2nd International Teaching Staff Week

Hosting Higher Education Institution:	Poznan Physical Education University
Institution website:	http://www.awf.poznan.pl/en
Country:	Poland
Language:	English
Dates:	Monday, 8 April, 2019 to Friday, 12 April, 2019
Registration fee:	no registration fee
Maximum number of participants:	limited
Deadline for applying:	Saturday, 30 March, 2019
Accommodation:	Accommodation not provided
Contact person details:	nawrocka@awf.poznan.pl

We are pleased to invite you and your colleagues to the **2nd International Teaching Staff Week** organized by the Poznan Physical Education University which will take place on **8-12 April 2019 in Poznan, Poland**.

We invite the academic staff from our partner universities to come to the Poznan Physical Education University to share their knowledge, innovative ideas through lectures and practical sessions presented for students and colleagues from different study programmes.

The week is especially aimed at all teachers and staff working in the following subjects areas:

Physiotherapy – problem Based Learning, PBL in rehabilitation, rehabilitation in geriatrics, pediatrics, telemedicine etc.,

Physical Education & Sport – theory and methodology of Sports, didactics of teaching & learning physical education, recreational sport and wellness, methodology of improving technical and tactical elements in team games, attractive forms of teaching on physical education lessons, sports training in all sorts groups etc.,

Tourism and recreation – cultural & heritage tourism in the contemporary world, tourism trends, food tourism, future tourism demand, challenges for marketers and economists etc.

Session for non-teaching staff – presentation for Polish students about home country/university with details concerning the program of studies in English etc.

This week will be a five day long experience for teaching staff, students and exciting social events.

We would be grateful if you could forward this invitation to potentially interested professors and teachers at your institution.

All participants are expected to cover their travel, accommodation and living expenses from the Erasmus staff mobility for teaching grant or other funds.

For registration please send enclosed form on e-mail nawrocka@awf.poznan.pl with the following details: your name, last name, university, position, subject's area, topics, e-mail and phone number. Number of participants is limited.

The deadline for registration is March 30th, 2019.

We look forward to welcome you at our International Teaching Week in Poznan.

with kind regards,

Malgorzata Nawrocka

Institutional Erasmus+ Programme Coordinator

Head of International Relations Office

<http://staffmobility.eu/staffweek/2nd-international-teaching-staff-week>

Erasmus+ Conference and the 5th International Staff Week

Hosting Higher Education Institution:	Karkonosze College in Jelenia Góra
Institution website:	http://www.kpswjg.pl/en
Country:	Poland

Language:	English
Dates:	Monday, 8 April, 2019 to Friday, 12 April, 2019
Registration fee:	€50
Fee reductions/waivers:	For KA107 participants
Deadline for applying:	Friday, 15 March, 2019
Accommodation:	Accommodation not provided
Contact person details:	Kamila Biniek ul. Lwówecka 18 58-503 Jelenia Góra kamila.biniek@kpswjg.pl +4875 64 53 342 from 7:30 - 15:00

On behalf of the Karkonosze College in Jelenia Gora we are pleased to invite you to the Erasmus+ Conference and the 5th International Staff Week at the Karkonosze College in Jelenia Gora. The event will be held between 08-12 April, 2019.

The main goal of the conference and the Staff Week will be to create the platform wherein the visitors can share their to share their knowledge and innovative ideas through lectures and practical sessions presented for Polish students and colleagues from different study programmes at Karkonosze College in Jelenia Góra: Journalism and Social Communication, English and German Philology, Pedagogy: Early and Primary Childhood Education and Social Rehabilitation, Physiotherapy, Nursing, Physical Education, Technical and Computer Science Education and Nutrition Science. Basing on the know-how of the participants we are going to explore teaching and training methodologies, discuss projects, network and visit classes.

The Week will provide an opportunity to meet with staff from Karkonosze College in Jelenia Gora as well as invited guests from Erasmus+ programme and partner countries within KA107 from Syria, USA, Ukraine and China.

We also hope that the comprehensive program of the Erasmus+ Conference and the 5th International Staff week at the Karkonosze College in Jelenia Gora, will give us the opportunity to gain new knowledge regarding Erasmus exchanges and will help us strengthen our existing partnerships while presenting information about our lovely border region of Poland with the surrounding Giant Mountains: Karkonosze where the College is situated.

The participation fee for the staff week is €50, paid on arrival, and includes conference materials, coffee breaks and lunch snacks during 4 days, a guided visit to the Pearl of the West (Perła Zachodu) and the city of Jelenia Góra as well as the study tour around The Jelenia Góra Valley of Palaces and Gardens. The price includes also free use of the gym and the swimming pool facilities at Karkonosze College in Jelenia Góra. Welcome and Farewell Dinner and Visit in the Cieplice Spa are optional and will cost respectively €20 each (in total €60) on arrival.

There is a possibility to stay in the Halls of Residence of the College in a double room for single use for as little as 55 PLN a night (about 15 Euro a night).

The provisional programme is attached below.

Information about proposed accommodation locations can be seen [here](#).

Link to the application form: click [here](#).

Application deadline will be open until March 15, 2019.

<http://staffmobility.eu/staffweek/erasmus-conference-and-5th-international>

1st International Erasmus Week at JNU

Hosting Higher Education Institution:	John von Neumann University
Institution website:	https://www.uni-neumann.hu/en_GB/home
Country:	Hungary
Language:	English
Dates:	Tuesday, 9 April, 2019 to Friday, 12 April, 2019
Registration fee:	There is no registration and participation fee.
Maximum number of participants:	30
Deadline for applying:	Sunday, 3 February, 2019
Accommodation:	Accommodation not provided
Contact person details:	international.office@uni-neumann.hu

John von Neumann University is pleased to announce its 1st International Erasmus Week from 09 April to 12 April 2019. It will be an opportunity for coordinators, academic and administrative staff to increase cooperation among institutions, to share best practices, to have a possibility to teach, to visit lectures and seminars. Our event also includes some cultural components with the possibility to visit some places of interests in Kecskemét or in Szolnok.

Online registration are available on the following link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=2ABGPjEiJ0es74mDWnFW...>

Registration deadline: Sunday, 03 February 2019

Confirmation of registration: Friday, 15 February 2019

Participation fee: There is no registration fee. There is no participation fee.

Accommodation will be covered by the participants. We will provide a lunch and two dinners.

Each participant can apply for an Erasmus+ mobility grant within his/her institution. We will provide all the required documentation for the Erasmus+ STA /STT grant applicants: invitation and certificate of participation.

For further information, please contact us at international.office@uni-neumann.hu.

Feel free to share this call with anyone who might be interested in applying.

We look forward to seeing you at the John von Neumann University.

Please look at our institutional magazine here:

<http://staffmobility.eu/staffweek/1st-international-erasmus-week-jnu>

First International Staff Week

Hosting Higher Education Institution:	Dicle University
Institution website:	http://www.dicle.edu.tr
Country:	Turkey
Language:	English
Dates:	Monday, 15 April, 2019 to Friday, 19 April, 2019
Registration fee:	50 €
Maximum number of participants:	30
Deadline for applying:	Monday, 4 March, 2019
Accommodation:	Accommodation provided
Contact person details:	cihad.gunduz@dicle.edu.tr cihadgunduz@hotmail.com

First International Staff Training Week

Dear Colleagues,

It will be a great pleasure to host you at the First International Staff Training Week, to be held for the first time on April 15-19 2019 by Dicle University, Diyarbakır/TURKEY.

Located on the bank of the Tigris River, rewarded with 2018 World Tourism Oscar (Golden Apple) home to Hevsel Gardens Cultural Landscapes, ranked in UNESCO World Heritage List with its famous City Walls, Zerzevan Castle and famous Mithras Temple, Diyarbakır is one of the most significant cities of Turkey and the Middle East. Dicle University has many partnerships and develops projects with international universities around the world by means of Erasmus+ since 2004. We deeply believe that The First International Staff Week will give us precious opportunities to meet dear colleagues all over the Europe at the very junction of history and civilization. We are looking forward to meeting academic and administrative colleagues to experience both academic meetings and unique cultural events through the organization.

Looking forward to hearing from you and to welcoming you April 2019 in Diyarbakır.

Registration: Registration is made by filling out the online registration form. (Registration form will be available until 04.03.2019) <https://goo.gl/forms/C6eH6gOuueA5yEUS2>

Funding: Registration fee is 50 Euros.

Accommodation: Accommodation will be provided at Dicle University Guest Houses for free.

Tours: Participants will benefit from a visit to Mardin, one of the most historical cities of Turkey; Zerzevan Castle, from Roman period; Mithras Temple, located on the Castle. Moreover, they will be provided with a Roman dessert with a 2000-year recipe, brochures and booklets on Diyarbakır and Zerzevan Castle, for free.

Selection of Applicants: If we receive a lot of applications, we will apply a selection process based on consisting groups of as many different institutions, nationalities and ages as possible. Applicants will be informed about the result after March 04, 2019.

Meals and Coffee Breaks: During the Staff Week, coffee breaks, famous Turkish breakfasts, lunches, and dinners will be free.

Notes:

*Participants are expected to obtain Erasmus+ Mobility grants from their home Institutions to cover their living and travel expenses.

*You will find the full information and the pre-registration form attached. Kindly share this with your colleagues and partners.

Attachments:

<http://staffmobility.eu/staffweek/first-international-staff-week-1>

International Staff Week

Hosting Higher Education Institution:	Sivas Cumhuriyet University
Institution website:	http://www.cumhuriyet.edu.tr/
Country:	Turkey

Language:	English
Dates:	Monday, 29 April, 2019 to Saturday, 4 May, 2019
Registration fee:	-
Maximum number of participants:	75
Deadline for applying:	Monday, 15 April, 2019
Accommodation:	Accommodation not provided
Contact person details:	Emre SEVEN (Lecturer, Erasmus Mobility Specialist)

Sivas Cumhuriyet University is honored to announce "International Staff Week 29th April - 4th May 2019"

Registration

Registration will be conducted through e-mail. We kindly request the participants to contact us by e-mail with the subject "STAFF WEEK"

Accommodation

Accommodation is not provided. However, all the participants will gladly be assisted by International Relations Office to find the best accommodation both within the campus and in the city centre according to the participant's preferences.

The detailed Schedule of the programme is to be announced on 1st of April 2019

Contact Person : Mr. Emre SEVEN (Lecturer, Erasmus+ Mobility Specialist)

<http://staffmobility.eu/staffweek/international-staff-week-20>

9th Erasmus Staff Training Week

Hosting Higher Education Institution:	UNIVERSITY OF CYPRUS
Institution website:	https://ucy.ac.cy/ir/en/erasmus-programme/staff-mobility-for-training/staff-inc
Country:	Cyprus
Language:	English

Dates:	Wednesday, 1 May, 2019 to Tuesday, 7 May, 2019
Registration fee:	175 euro
Maximum number of participants:	50
Deadline for applying:	Thursday, 28 February, 2019
Accommodation:	Accommodation not provided
Contact person details:	Emma Zeniou Officer in charge, Mobility Support Office TEL. +35722894281 zeniou.emma@ucy.ac.cy, erasmus@ucy.ac.cy

The University of Cyprus, in cooperation with the European Association of ERASMUS Coordinators (EAEC) is organizing its 9th Erasmus Staff Training Week between the 1st and 7th May 2019.

The staff week will include workshops and sessions offered at the ERACON Congress 2019 which will be organized in Paphos between the 1st and 5th May 2019.

The sessions and workshops will take place at the Aliathon Hotel in Paphos, which is the same hotel where ERACON Congress 2019 will be organized.

On the 2nd, 3rd and 4th May the participants of the staff week will attend sessions and workshops within ERACON. On the 5th May an excursion will be organized by the University of Cyprus for the staff week participants and on the 6th May all participants will be hosted at the University of Cyprus in Nicosia (the University of Cyprus will arrange their transfer to Nicosia) to attend presentations and take a tour of the new University of Cyprus Library until midday. Then participants will then depart for Paphos with a stop in Lefkara village.

Participants who wish to apply for Erasmus Staff Training Mobility will have to submit their application form until the 28th February 2019.

<http://staffmobility.eu/staffweek/9th-erasmus-staff-training-week>

IV Erasmus Staff Training Week

Hosting Higher Education Institution:	ISAL - Instituto Superior de Administração e Línguas
Institution website:	http://www.isal.pt

Country:	Portugal
Language:	English
Dates:	Monday, 6 May, 2019 to Friday, 10 May, 2019
Deadline for applying:	Monday, 1 April, 2019
Accommodation:	Accommodation not provided
Contact person details:	Cláudia Afonso claudia.afonso@isal.pt

Dear Partners, Dear Colleagues,

We kindly invite you to our 4th Erasmus Staff Training Week at ISAL – Higher Institute of Administration and Languages.

The event will be held from 6 to 10 May 2019 in Madeira, Portugal. We consider it a great opportunity to share knowledge and experience in the field of Erasmus+ mobility and to promote the idea of internationalization.

Enjoy the Flower Festival in Madeira!

Participants are expected to cover their own travel, accommodation and living expenses through the Erasmus+ fund for staff training mobility (STT) or otherwise.

The program for the week includes round table discussions, presentations, problem solving cases and social events.

The main objectives of the program include peer-learning, networking, transfer of knowledge and sharing of experiences and best practices among colleagues from partner and non-partner institutions. Participants are expected to bring into the discussion examples from their own institutions and present best practices or innovative approaches to the issues addressed.

You can apply through the following link:

<https://goo.gl/forms/Q3c2pznQ485Oltef1>

<http://staffmobility.eu/staffweek/iv-erasmus-staff-training-week>

13th International Erasmus+ Staff Training Week

Hosting Higher Education Institution:	Georg-August-Universität Göttingen
Institution website:	http://www.uni-goettingen.de
Country:	Germany
Language:	English
Dates:	Monday, 6 May, 2019 to Friday, 10 May, 2019
Registration fee:	n/a
Maximum number of participants:	40 (max. 2 per institution)
Deadline for applying:	Thursday, 31 January, 2019
Accommodation:	Accommodation not provided
Contact person details:	karen.denecke@zvw.uni-goettingen.de

"Get Inspired - Networking globally and sharing intercultural experiences "

The University of Göttingen is pleased to announce that the (online-) application for our 13th International Staff Training Week from May 6 - 10, 2019 will open in November, 2018. The portal will close on January 31st, 2019. We accept a maximum of 40 persons and 2 per institution.

The week consists of four parallel thematic groups:

- International Office and Academic and Students Affairs (Summer Schools, Internationalisation of the Curricula, Erasmus+, Diversity, E-Learning and more)
- Information Technology (Service and support to clients, Campus Management Systems, Ticketing System and more)
- Library
- General Administration and Back Office (Administrative Network, Eventmanagement, Service and Support and more)

The programme offers presentations from University of Göttingen and guests, interactive workshops and departmental visits. Please note, that an active participation is highly welcome. Additionally we offer a range of social activities which will give you an idea of the Göttingen spirit.

Online application form:

<https://goettingen.moveon4.de/form/5a8d797c84fb9646735849ad/eng>

<http://staffmobility.eu/staffweek/13th-international-erasmus-staff>

14th Staff Training Week

Hosting Higher Education Institution:	Universidad de Granada
Institution website:	http://internacional.ugr.es/pages/perfiles/pas/staff-training-week/index
Country:	Spain
Language:	English
Dates:	Monday, 6 May, 2019 to Friday, 10 May, 2019
Registration fee:	No registration fee
Maximum number of participants:	100
Deadline for applying:	Sunday, 10 February, 2019
Accommodation:	Accommodation not provided
Contact person details:	Contact: intlstaff@ugr.es

The University of Granada and its international team are pleased to welcome you to apply to participate in the 14th Staff Training Week.

The UGR is strongly committed to internationalization and is well aware of the importance of the role of Administrative, Teaching and Technical staff in meeting the ambitious goal of making our universities more open, diverse and critical spaces.

We place much faith in the value of meeting partners in person and sharing experiences in person. We hope that this event will serve to consolidate the already sound links we have with all our partner institutions, and to further on cooperation.

Available tracks:

- International Relations
- IT services
- Libraries
- Research Support Services

Application period will open from 28th January to 10th February 2019. Instructions for applying will be published at the website:

<http://internacional.ugr.es/pages/perfiles/pas/staff-training-week/index>

<http://staffmobility.eu/staffweek/14th-staff-training-week>

CEU Erasmus Staff Week 2019 - Comprehensive Training for International Officers

Hosting Higher Education Institution:

Central European University

Institution website:

<http://www.ceu.edu>

Country:

Hungary

Language:

English

Dates:

Monday, 6 May, 2019 to Friday, 10 May, 2019

Registration fee:

210

Maximum number of participants:

30

Deadline for applying:

Wednesday, 28 February, 2018

Accommodation:

Accommodation not provided

Central European University is delighted to invite you to our 2019 Erasmus+ International Staff Training Week, which will cover the most pressing questions in International Higher Education that an International Office has to face.

The week will begin with an introduction to Higher Education in Hungary, and internationalisation practices. Participants will also get to know CEU and learn about the latest institutional developments.

The second day of the event will focus on external pressures – attacks on Academic Freedom and how to face them, and the Costs and Benefits of Internationalisation of Universities. Experienced CEU officers will share their experience on how to keep calm and grounded in times of turmoil, and how to turn challenges into opportunities in an international office.

The third day will focus on participants' professional development as international educators in form of an Intercultural Communication Training.

Thursday will be dedicated to Erasmus+ operational questions, partnership building, and the international student cycle – how to ensure a great student experience.

The program will include presentations, and group discussions lead by CEU's experts, as well as invited guest speakers. Since we believe that everyone can benefit from meeting colleagues in similar roles to theirs, the last day of the training week will offer opportunities to all participants to meet their counterparts at CEU and exchange best practices.

You can see the tentative program as an attachment (changes may occur)

Accommodation is not provided by CEU, but a list of recommended hotels with reasonable prices in the surroundings of the campus will be shared with the participants after acceptance.

The participation fee will cover all training materials, lunch and coffee breaks, city tour, public transport pass, welcome reception, and farewell dinner.

Application: Please send the completed application form (attached) to staffweek@ceu.edu by February 28th.

Please feel free to contact us with any questions

We hope to see you in Budapest in May!

<http://staffmobility.eu/staffweek/ceu-erasmus-staff-week-2019>

Staff Mobility Week 2019

Hosting Higher Education Institution:	University of Bergen, Norway
Institution website:	http://www.uib.no/en/smw
Country:	Norway
Language:	English
Dates:	Monday, 6 May, 2019 to Friday, 10 May, 2019
Registration fee:	0

Fee reductions/waivers:	0
Maximum number of participants:	50
Deadline for applying:	Sunday, 17 February, 2019
Accommodation:	Accommodation not provided
Contact person details:	SMW-19 coordinator: signe.knappskog@uib.no + 47 55589373

Dear all,

The University of Bergen is very pleased to announce its ninth Staff Mobility Week (SMW-19) , which will take place in Bergen, Norway from 6th to 10th of May 2019.

Our aim of this week is to create a meeting place for the exchange of best practice and experience, to enable international networking and to have fun!

SMW-19 have these thematic groups:

- Research Administration
- Communication/ Student Recruitment
- HR and Risk preparedness
- International Credit Mobility (this group is not open for application, only specially invited partners)

In SMW-19 we will have a recurring topic for the joint programme: the Viking Age!

For more information and application forms: www.uib.no/en/smw

Looking forward to see you in Bergen!

<http://staffmobility.eu/staffweek/staff-mobility-week-2019>

International Staff Training Week "Administrative and Support Services offered at TalTech University"

Hosting Higher Education Institution:	Tallinn University of Technology (TalTech)
Institution website:	http://www.taltech.ee/stw
Country:	Estonia
Language:	English
Dates:	Monday, 6 May, 2019 to Thursday, 9 May, 2019
Registration fee:	EUR 50
Maximum number of participants:	20
Deadline for applying:	Sunday, 3 February, 2019
Accommodation:	Accommodation not provided

Dear Colleagues,

TalTech University formerly known as Tallinn University of Technology is pleased to announce that applications are now open for the tenth annual International Staff Training Week, which will be held from 6—9 May, 2019.

During the week we will showcase services and initiatives which have been developed at TalTech University to bring people closer to the university (from children to adults). The programme includes presentations and discussions on our experiences. You can find the Preliminary Agenda [Here!](#)

We are looking for active participants, willing to share innovative ideas and best practices from their home universities.

We have a participation fee of **50€**, which covers welcome dinner, coffee breaks and cultural activities. Participants are expected to cover their travel, accommodation and living expenses.

We can receive up to **20 participants**, and no more than 2 participants per university will be accepted. To guarantee a realisation of the Staff Training Week, a minimum number of 8 participants in total is required.

The application deadline is February 3, 2019. Acceptance will be confirmed by February 12, 2019. Please do not book your flights and accommodation before receiving the confirmation.

In order to fill in the application form, please click [HERE!](#)

If you have any questions, please, feel free to ask.

On Behalf of the Staff Training Week team of TalTech

Ann Neudorf (Ms.) and Kadri Pärtel (Ms.)

TalTech University

www.taltech.ee/stw

The International Staff Training and Teaching Week at LSMU

'Intercultural Competences: Importance and Impact'

Hosting Higher Education Institution:	Lithuanian University of Health Sciences
Institution website:	http://www.lsmuni.lt/en/front/news-and-events/
Country:	Lithuania
Language:	English
Dates:	Monday, 6 May, 2019 to Friday, 10 May, 2019
Registration fee:	No
Deadline for applying:	Friday, 1 March, 2019
Accommodation:	Accommodation not provided
Contact person details:	For Staff: Agnė Jašauskaitė E-mail: agne.jasauskaite@lsmuni.lt Phone: +370 37 395819 For Teachers: Žaneta Dičkutė E-mail: zaneta.dickute@lsmuni.lt Phone: +370 37 397209

The Lithuanian University of Health Sciences (LSMU) has a pleasure to invite you to the united International Staff Training and Teaching Week **'Intercultural Competences: Importance and Impact'** to be held in the Hansa city of Kaunas, the second largest city in Lithuania from **6 May to 10 May, 2019!**

Staff Week (SW) is designed for **both, teachers and staff**.

For teachers SW offers the opportunity to teach the local and international students in the various biomedical and health sciences, and to develop professional networks and collaboration. The target group is **teaching staff in Medicine, Dentistry, Pharmacy, Nursing, Public Health, Veterinary Medicine, Food Science, Animal Science** and other **health-related programmes**.

For staff SW offers the opportunity to interact with the colleagues from other countries, to share experience and ideas in the field of internationalization and intercultural communication. The target group is international office managers, international academic coordinators or staff members involved in international activities.

For both we offer various social and cultural activities for knowing each other and networking with participants and colleagues from LSMU. We invite you to experience Lithuanian hospitality, to explore local food, culture and traditions.

Programme

SW includes individual teaching activities (for teachers), lectures, workshops (for staff), interactive games and networking, cultural and social events. Welcome dinner, Festival of Lithuanian Taste and trip to the medieval city of Trakai are the highlights which should not be missed!

The full Week programme is available [here](#).

Fees

There is no participation fee. All events of the week (including coffee breaks, lunches, welcome dinner) will be covered by LSMU. Participants are expected to cover their travel, accommodation and other expenses (not related to the SW programme). Participants are invited to apply in the framework of Erasmus+ teacher/staff mobility or other mobility programme.

Registration

Please register here: bit.ly/registration-May6-10

Registration deadline: **1 March, 2019**

What do the participants of the previous SW at LSMU say? Please click [here](#).

Do you have any questions? Please contact us:

For Staff:

Agnė Jašauskaitė

E-mail: agne.jasauskaite@ismuni.lt

Phone: +370 37 395819

For Teachers:

Žaneta Dičkutė

<http://staffmobility.eu/staffweek/international-staff-training-and>

International Staff Week | Internationalization at Home: Empowering the internal community

Hosting Higher Education Institution:	Universidade Católica Portuguesa - Porto
Institution website:	http://www.porto.ucp.pt/en
Country:	Portugal
Language:	English
Dates:	Wednesday, 8 May, 2019 to Friday, 10 May, 2019
Registration fee:	200€
Maximum number of participants:	20
Deadline for applying:	Saturday, 31 March, 2018
Accommodation:	Accommodation not provided
Contact person details:	Magda Ferro (Head of Office) international@porto.ucp.pt ; mferro@porto.ucp.pt

This international training week focus on the topics of IaH and mainly in the process of adjusting the HEIs organizational structures to the comprehensive internationalization strategy.

The International Training Week will take place at the Porto campus of Universidade Católica Portuguesa, between 8th and 10th of May 2019.

The Program is targeted at administrative staff of HEIs, no matter the background and teaching staff involved in internationalization.

The Program fee is 200€ and includes:

- » 3 Lunches (as mentioned in the Program)
- » 1 Dinner (as mentioned in the Program)
- » 1 Cocktail (as mentioned in the Program)
- » Coffee-breaks (as mentioned in the Program)

The International Week can be included in the Erasmus+ program as training mobility.

Registration available online at: <http://inqueritos.porto.ucp.pt/site/index.php/156787/lang-en>

<http://staffmobility.eu/staffweek/international-staff-week-19>

Erasmus+ International Staff Exchange Week "Making Learning Closer to Reality"

Hosting Higher Education Institution:	Vilnius Gediminas Technical university, Faculty of Business Management
Institution website:	https://www.vgtu.lt/business-management/6598?lang=2
Country:	Lithuania
Language:	English
Dates:	Wednesday, 8 May, 2019 to Friday, 10 May, 2019
Registration fee:	70 EUR

Maximum number of participants:	20
Deadline for applying:	Friday, 1 February, 2019
Accommodation:	Accommodation not provided
Contact person details:	Agne Vaiciukeviciute, Vice Dean for Strategic Partnership e-mail: agne.vaiciukeviciute@vgtu.lt

The Faculty of Business Management of Vilnius Gediminas Technical University (VGTU) is organising an International Staff Exchange Week from 8th to 10th May 2019. The primary goal of the week is to offer our partners to visit VGTU to get familiar with the research fields of the University, to participate in the International Scientific Conference "Contemporary Issues in Business, Management and Economics Engineering 2019", to discuss the challenges of nowadays education and to share a positive experience.

If you are interested in participating in the staff week, we kindly ask you to fill in the [application form](#).

The fee of 70 EUR includes participation in the conference "Contemporary Issues in Business, Management and Economics Engineering" as a listener. For Exchange Staff Week participants who want to take part in the conference as a presenter, the participation fee is 200 EUR (instead of regular price of 250 EUR). For the additional information, please contact Agne Vaiciukeviciute (agne.vaiciukeviciute@vgtu.lt) or visit the Conference's [website](#).

Vilnius Gediminas Technical University [video](#).

<http://staffmobility.eu/staffweek/erasmus-international-staff-exchange>

13th International week 2019

Hosting Higher Education Institution:	University of Maribor/Faculty of Economics and Business
Institution website:	http://www.epf.um.si/
Country:	Slovenia
Language:	English
Dates:	Monday, 13 May, 2019 to Friday, 17 May, 2019

Registration fee:	No fee
Deadline for applying:	Monday, 15 April, 2019
Accommodation:	Accommodation not provided
Contact person details:	sanja.kocijan@um.si polonca.mlakar@um.si

Dear colleagues,

It is our great pleasure to invite you to the 13th International week hosted by the Faculty of Economics and Business of the University of Maribor, which will be held on 13 – 17 May, 2019 in Maribor.

The purpose of the International week is to enhance international collaboration with our partner institutions. The principal aim of this International week is thus to increase student mobility and the recognition of our partner institutions among our students and academic staff by promoting international studies and international mentality to students.

- ***3rd International Scientific Conference ‘Teaching Methods for Economics and Business Sciences’ (14 May, 2019)***

We invite you to participate at the 3rd International Scientific Conference ‘**Teaching Methods for Economics and Business Sciences**’ which will take place on **14 May, 2019** at the Faculty of Economics and Business in Maribor to report on your teaching methods, to share your experience and examples of good practice and to explore future developments in the field. Please find all the necessary information in a separate attachment. The papers presented at the Conference will be published in peer-reviewed Conference Proceedings.

- ***Topics of lectures, presentations and workshops (13 – 17 May, 2019)***

The International week programme comprises different lectures, presentations, workshops and round-table discussions delivered by visiting lecturers from our partner universities on various topics which are connected to economics and business studies.

- ***Participants***

The participants of the International week are lecturers of business and economics subjects from our partner institutions. The International week is also open to non-academic staff. The students attending the lectures are both Slovene and international who are studying at the Faculty of Economics and Business at bachelor’s and master’s levels.

The official language of the International week is English.

- ***Social programme***

You are warmly invited to join us on the city tour of Maribor as well on the tour in Vinag wine cellar!

- ***Costs***

The participants should cover their travel and accommodation costs through Erasmus+ mobility programme (TSM – Teaching Staff Mobility and Staff Mobility).

- **Registration**

The registration is open until **15th April, 2019!**

If you have any questions, do not hesitate to contact the International Week team!

We are looking forward to seeing you in Maribor, Slovenia!

Yours faithfully,

International Relations Office

<http://staffmobility.eu/staffweek/13th-international-week-2019>

Kozminski University Staff Week - 3rd edition!

Hosting Higher Education Institution:	Kozminski University
Institution website:	https://www.kozminski.edu.pl/en/
Country:	Poland
Language:	English
Dates:	Monday, 13 May, 2019 to Friday, 17 May, 2019
Registration fee:	100 EUR
Maximum number of participants:	50
Deadline for applying:	Sunday, 14 April, 2019
Accommodation:	Accommodation not provided
Contact person details:	Marzena Indra

Thinking of the huge impact of the Internationalization at the current higher education system, Kozminski University is pleased to announce the International Staff Week dedicated to How to Manage the Internationalization Process Effectively.

The aim of the Staff Week is to exchange ideas and our knowledge, to have fruitful discussions with colleagues from all over the world.

The program offers an excellent possibility to discuss:

the best practices of internationalization process

how to create good practices in study exchange and international internships

how to promote the international activities in multicultural environment

how to manage and increase the quality of the international client service

It will be, also, possible to get knowledge about the most prestigious international accreditations, applying to the business schools.

During the Staff Week some workshop on the International Aspects in Higher Education is planned.

It will be a great chance to create a fruitful network between EU and non- EU universities representatives.

We hope, that interactive form of the Even will meet with acclaim and will be an additional value to the visit.

Candidate's Profile:

the international relations officers

deans

colleagues from departments related to the internationalization

other colleagues, developing or implementing strategy of internationalization.

<http://staffmobility.eu/staffweek/kozminski-university-staff-week-3rd>

International Staff Week

Hosting Higher Education Institution:	University of West Bohemia
Institution website:	http://www.zcu.cz/en/
Country:	Czech Republic
Language:	English
Dates:	Monday, 13 May, 2019 to Friday, 17 May, 2019
Registration fee:	40 Euros
Maximum number of participants:	25 International Office & Mobility Coordinators Staff + 5 Library Staff (maximum 2 participants)
Deadline for applying:	Sunday, 31 March, 2019
Accommodation:	Accommodation not provided
Contact person details:	International Office, University of West Bohemia Lucie Šmuclerová E-mail: staffweek@rek.zcu.cz

International Staff Week at University of West Bohemia, Pilsen, Czech Republic

May 13 – 17, 2019

Language of the event: English

It is our pleasure to announce that we have set the date for our 2nd International Staff Week for academic and non-academic as well as library staff this year.

The International Office invites all our partner and non-partner universities to join 5-day programme at the UWB campus and the beautiful city of Pilsen.

The programme will consist of a mixture of meetings, presentations and workshops.

Two areas of networking:

- 1) International Office Staff and Mobility/Internationalisation Coordinators
Erasmus+ Credit Mobility & International Student Recruitment

2) Library Staff

Specialized workshops

The online registration form will be available from 01.02.2019 till 31.03.2019 on our website:

<http://international.zcu.cz/en/>

The International Staff Week will accept limited amount of participants. We will confirm to the registered applicants their participation after the registration deadline. Not later than the beginning of April 2019.

For more information, please don't hesitate to contact us!

We look forward to meeting you at UWB, in Pilsen!

Yours sincerely,

International Office, University of West Bohemia

Lucie Šmuclerová

<http://staffmobility.eu/staffweek/international-staff-week-18>

NTNU Staff week

Hosting Higher Education Institution:	Norwegian University of Science and Technology (NTNU)
Institution website:	https://www.ntnu.edu/international/ntnu-staff-week
Country:	Norway
Language:	English
Dates:	Monday, 13 May, 2019 to Friday, 17 May, 2019
Registration fee:	0
Fee reductions/waivers:	0

Maximum number of participants:	25
Deadline for applying:	Friday, 1 March, 2019
Accommodation:	Accommodation not provided
Contact person details:	Dzenana Karadza <dzenana.karadza@ntnu.no>

Programme

Alternative ways to welcome students

International Master's programmes

International student festival in Tondheim - the spirit of voluntary work

Skill development for administrative staff

Academic highlights at NTNU

Recruitment policy-female computer science students

NTNU 2025 - Campus for the future

Central support for Erasmus+ projects

Alumni at NTNU - the European Network

The outskirts of Trondheim

Campus and city walk

<http://staffmobility.eu/staffweek/ntnu-staff-week>

International Staff Week

Hosting Higher Education Institution:	Faculty of Economics and Business (FEB) KU Leuven
Institution website:	https://www.kuleuven.be/english/
Country:	Belgium
Language:	English
Dates:	Monday, 13 May, 2019 to Friday, 17 May, 2019

Registration fee:	€ 75
Deadline for applying:	Monday, 22 April, 2019
Accommodation:	Accommodation not provided
Contact person details:	Loes.Diricks@kuleuven.be

Join us at **FEB's International Staff Week**, a 5-day event organized by the **Faculty of Economics and Business (FEB) of the KU Leuven** to strengthen the cooperation between FEB KU Leuven and its partner institutions. The International Staff Week takes place in Leuven and includes daytrips to FEB's campuses in Antwerp and Brussels.

The staff week will take place from the **13th of May til 17th of May 2019**.

The central theme this year is "**Community Feeling**".

The 5-day programme including seminars by KU Leuven staff and by guest lecturers, social and cultural activities, and visits to FEB's campuses in Antwerp and Brussels. Explore the baroque beauty of Rubens' hometown of Antwerp and be swept away by the overwhelming grandeur of Brussels' Grand Place, voted most beautiful square in Europe.

Participants get to know Belgium and FEB's Campuses in Leuven, Brussels and Antwerp through first hand experience of its sights, sounds and its love of fine food and drink. Swap best practices on internationalisation with fellow colleagues over Belgian waffles, chocolates and beer.

More info and registration on:

<http://staffmobility.eu/staffweek/international-staff-week-17>

XI ERASMUS STAFF TRAINING WEEK

Hosting Higher Education Institution:	University of Murcia
Institution website:	http://www.um.es
Country:	Spain
Language:	English
Dates:	Monday, 13 May, 2019 to Friday, 17 May, 2019

Registration fee:	0
Fee reductions/waivers:	0
Maximum number of participants:	45
Deadline for applying:	Thursday, 7 February, 2019
Accommodation:	Accommodation not provided
Contact person details:	International Relations Office Rector Soler Building, Espinardo Campus, 30100, Murcia (Spain) +34868884544 staffweek@um.es

XI ERASMUS STAFF TRAINING WEEK - <https://www.um.es/web/iwp/staff>

The Vice-Chancellor for Internationalization cordially invites you to participate in the Erasmus Staff Week that will take place at the University of Murcia from 13th to 17th of May 2019.

Here you can find the tentative programmes:

- [Tentative programme Information Service](#)
- [Tentative programme International Offices](#)
- [Tentative programme IT](#)
- [Tentative programme Language Service](#)
- [Tentative programme Libraries](#)

We have prepared a program for the following target groups:

- Staff involved in the International Offices (management and promotion of internationalization), up to 15 people.
- Staff working in the University Libraries, up to 5 people.
- Staff working in IT Services, up to 5 people.
- Staff working in Student Admission and Recruitment/ Communication Services, up to 5 people.
- Intensive Spanish Course (20 hours), B1 level, up to 15 people (please specify in your application form in "Field of Specialization", Spanish Course. In addition to fill in the online application, it's compulsory to send by email to staffweek@um.es an A2 Spanish level official certificate.)

Information regarding the Erasmus Staff Week and programs will be updated at <https://www.um.es/web/iwp/staff>

The registration deadline is February 7th, 2019, and we kindly request you to complete the online form.

Erasmus Staff Training Week Online application here (choose Erasmus Staff Week Mobility): <https://programasweb.um.es/programasweb/pas.incoming.solicitud.do>

On the third week of February 2019, we will inform you of the participants selected (except if you are an Erasmus+ International Credit Programme participant, in which case you are already selected and expected to participate).

Should you have any queries, please reply to staffweek@um.es

We look forward to meeting you in Murcia next May!

<http://staffmobility.eu/staffweek/xi-erasmus-staff-training-week>

Staff Training Days at the University of Iceland - MOBILITY AND DIGITALISATION: Benefits and Challenges of Change

Hosting Higher Education Institution:	University of Iceland
Institution website:	https://english.hi.is/collaboration/ui_international_staff_training_days_15_17_may_2019
Country:	Iceland
Language:	English
Dates:	Wednesday, 15 May, 2019 to Friday, 17 May, 2019
Registration fee:	190€
Deadline for applying:	Monday, 18 February, 2019
Accommodation:	Accommodation not provided

International Staff Training Days will be held at the University of Iceland 15-17 May 2019. This year's theme is MOBILITY AND DIGITALISATION: Benefits and Challenges of Change and the program is designed for university employees who work within the field of international mobility.

The International Staff Training Days provide a unique opportunity to develop personal and professional skills relating to internationalisation and mobility, participate in cultural events and network with colleagues from a wide range of international higher education institutions.

Highlights of the program include a welcome reception, professional guest lecturers, a networking dinner in downtown Reykjavík plus a guided excursion.

Participation fee is 190€ and includes the full program, lunch, coffee, a joint dinner and an excursion. Please note that participants are responsible for covering their own accommodation and travel costs.

[APPLICATION FORM](#)

The deadline for applications is 18 February 2019.

Limited places available.

<http://staffmobility.eu/staffweek/staff-training-days-university-iceland-0>

French Staff Week - Sorbonne Nouvelle - Paris 3

Hosting Higher Education Institution:	Université Sorbonne Nouvelle - Paris 3
Institution website:	http://www.univ-paris3.fr/
Country:	France
Language:	English
Dates:	Monday, 20 May, 2019 to Friday, 24 May, 2019
Registration fee:	320
Deadline for applying:	Thursday, 31 January, 2019
Accommodation:	Accommodation not provided
Contact person details:	staffweekfrench@sorbonne-nouvelle.fr

Dear Colleagues,

Sorbonne Nouvelle – Paris 3 University offers an intensive five-day French course dedicated to University Staff (teaching and non-teaching).

It will take place in Paris, from May 20th to 24th, 2019.

There will be 3 levels:

- absolute beginner
- beginner/intermediate (B1 level recommended)
- intermediate/advanced (B2 level recommended)

Courses are from 9:00AM to 1:00PM every day, around 15 participants per group.

Fees are 320 euros per person and include a five-day course and handouts, welcome and farewell reception.

Participants can also register for a package of the 2 following cultural activities with an additional fee of 60 euros:

- guided tour of Louvre Museum
- guided tour of Opera Garnier + Perfume Museum

Participants are responsible for covering their own accommodation, living and travel costs. They are expected to get the Erasmus+ Mobility grant from their home Institution.

Should you be interested in participating, please fill out our [pre-registration form](#).

The final deadline for pre-registration is 31/01/2019.

We would like to point out that successful pre-registration for the French Staff Week by submitting this form does not automatically mean that you will be accepted to take part in the event.

Selected participants will be informed from February 4th, 2019.

Looking forward to welcoming you next May at Sorbonne Nouvelle, in Paris!

<http://staffmobility.eu/staffweek/french-staff-week-sorbonne-nouvelle>

International Staff Week "Hands on Internationalisation"

Hosting Higher Education Institution:	Rotterdam University of Applied Sciences
Institution website:	http://www.rotterdamuas.com/staffweek
Country:	Netherlands
Language:	English
Dates:	Monday, 20 May, 2019 to Thursday, 23 May, 2019

Registration fee:	None
Maximum number of participants:	30
Deadline for applying:	Friday, 1 March, 2019
Accommodation:	Accommodation not provided
Contact person details:	staffweek@hr.nl

Dear colleague,

We are pleased to invite you to our international staff week on 20-23 May 2019. The theme is “Hands on Internationalisation”. During this week the emphasis will be on finding practical solutions for your internationalisation challenges while exploring the dynamic city of Rotterdam.

The event is organized by the Centre of International Affairs of Rotterdam University of Applied Sciences, a unique department that facilitates, leads, advises and supports the international ambitions of the university. It is organised by support staff for support staff whose work is related to internationalisation.

Are you curious about the programme? Take a look at our website for more information and registration at www.rotterdamuas.com/staffweek. Registration deadline is 1 March 2019.

Please feel free to forward this e-mail to your colleagues who may also be interested in our event.

We look forward to taking you around our vibrant city and sharing with you how we do internationalisation Rotterdam style!

<http://staffmobility.eu/staffweek/international-staff-week-hands>

Second Staff Training Week at Universitat Jaume I

Hosting Higher Education Institution:	Unviersitat Jaume I
Institution website:	http://www.uji.es
Country:	Spain
Language:	English

Dates:	Monday, 20 May, 2019 to Friday, 24 May, 2019
Registration fee:	no fees apply
Maximum number of participants:	2 from the same institution
Deadline for applying:	Tuesday, 5 February, 2019
Accommodation:	Accommodation not provided
Contact person details:	incoming@uji.es

In our second international Week we will try to teach you more about our internationalization plan, our internalization at home strategy and our most international programmes. As a plus, for those of you who are not in the International Relations Team, our library department will also have special parallel sessions to show you about the organization of the library. That will allow our international partners to get to know in depth about our university management and facilities.

<http://staffmobility.eu/staffweek/international-staff-week-17>

Erasmus+ Global Week 2019

Hosting Higher Education Institution:	Polytechnic of Coimbra
Institution website:	http://www.ipc.pt
Country:	Portugal
Language:	English
Dates:	Monday, 20 May, 2019 to Friday, 24 May, 2019
Registration fee:	80€
Maximum number of participants:	30 Non-Teaching Staff 30 Teaching Staff
Deadline for applying:	Saturday, 2 March, 2019

Accommodation:	Accommodation not provided
Contact person details:	For further information, please contact below e-mail address: globalweek@ipc.pt

Following the success of the 1st edition (2015) and 2nd edition (2018), the Polytechnic of Coimbra and its International Relations team, organizes the 3rd edition of its Global Week from 20th to 24th May 2019, aiming to strengthen ties with its current partners and explore new partnerships, in order to discuss and embrace the global challenges under the framework of the current and future Erasmus+ programme, in its different dimensions.

Coimbra is known as the "City of Knowledge" and academic center of renowned worldwide value. Therefore, the ideal setting for a week of intense debate of common problematic and search for solutions and opportunities, intersection and interaction of different cultures and sharing of knowledge between all those who come to participate.

This event has limited number of participants, as follows:

- 30 Teaching Staff | max. 2 per institution
- 30 Non-Teaching Staff | max. 2 per institution

Applications are now open until 2nd March 2019 at: http://bit.ly/ipc_globalweek_2019

Please check the event website for detailed information: <http://globalweek.ipc.pt/>

<http://staffmobility.eu/staffweek/erasmus-global-week-2019>

Language Training for University Staff

Hosting Higher Education Institution:	University of Rouen Normandy
Institution website:	http://staffmobility.eu/http://www.univ-rouen.fr
Country:	France
Language:	French
Dates:	Monday, 20 May, 2019 to Friday, 24 May, 2019
Registration fee:	275 euros

Maximum number of participants:	15 per group
Deadline for applying:	Monday, 8 April, 2019
Accommodation:	Accommodation not provided
Contact person details:	Cornelia (Lilian) LALLEMAND Assistante Projets - Pôle projets internationaux et formation short-programmes@univ-rouen.fr Tél: +33 (0)2.35.14.61.68 24 bis Rue Jacques Boutrolle d'Estaimbuc 76821 MONT SAINT AIGNAN Cedex France

The University of Rouen Normandy (URN) organizes from May 20th to May 24th 2019 its Staff Training Week:

French course.

These courses are taught by teachers specialized in teaching the French language.

PLACE / PUBLIC

Located one hour and 10 minutes from Paris by train and one hour and 45 minutes by car and only 40 minutes from the sea, the city of Rouen enjoys an advantageous geographic location.

Academic and administrative staff and any other staff with an interest in the French language.

PROGRAM

We offer 3 levels - about 15 participants per group.

* Beginner A1

* Intermediate A2 B1

* Advanced Intermediate B1 B2

From 9:00 am to 1:00 pm from Monday to Friday.

CULTURAL PROGRAM

Visit of the historic city center of Rouen, Museum of Fine Arts and visit of the campus.

FEES

275 euros (bank fees / transfer at your expense)

REGISTRATION

Before April 8th 2019

Registration is done online by completing this form

(Payment will be done after validation of the file)

USEFUL INFORMATION

Participants will cover their own travel costs, accommodation and personal expenses. The URN will offer the welcome lunch. A list of recommended hotels and all the practical information will be provided with your invitation letter.

<http://staffmobility.eu/staffweek/language-training-university-staff>

ESAIP STAFF WEEK - 3rd edition - Cybersecurity & IoT

Hosting Higher Education Institution:	Esaip - Graduate school of Engineering
Institution website:	https://www.esaip.org/
Country:	France
Language:	English
Dates:	Monday, 20 May, 2019 to Friday, 24 May, 2019
Registration fee:	110 €
Maximum number of participants:	30
Deadline for applying:	Sunday, 31 March, 2019
Accommodation:	Accommodation not provided
Contact person details:	Amaury Férard - aferard@esaip.org - +332 41 96 65 12

We are pleased to invite you to the **3rd International Staff Week of Esaip - Graduate school of Engineering, which will be held from May 20th to 24th 2019.**

The main purpose of our Staff Week is to widen and strengthen the cooperation with our partner institutions, to share our different experiences on internationalization, to facilitate networking and establishment of new partnerships.

According to our Motto: ‘The Sustainable Future’

You will have the opportunity to learn from the experiences and good practices of all participants. In addition, we want to invite all guests to exchange ideas about fostering student and staff mobility, to present their home universities, structures and working practices, to explore and discuss special topics of interest within the field of internationalization and to discover the city of Angers.

On top of that, **ESAIP will held the 2nd edition of the International Symposium "Cybersecurity & IoT"**. As a participant or Keynote speaker if you are an expert in this field, we will be pleased to welcome you for this event on May 23rd.

More information on the program, accommodation and the application form can be found on our website [HERE](#)

Please make sure to apply before March 31st 2019 by filling the google form [HERE](#)

Our whole team is looking forward to welcome you in Angers (France)

Best Regards

Esaip Staff Week team

<http://staffmobility.eu/staffweek/esaip-staff-week-3rd-edition>

International Staff week

Hosting Higher Education Institution:	Brno University of Technology
Institution website:	https://www.vutbr.cz/en/
Country:	Czech Republic
Language:	English
Dates:	Monday, 20 May, 2019 to Friday, 24 May, 2019
Registration fee:	120€
Maximum number of participants:	20
Deadline for applying:	Monday, 18 February, 2019
Accommodation:	Accommodation not provided

It is our pleasure to invite you to attend the 6th Brno University of Technology International Staff Week.

The event will be held from 20th to 25th May 2019 and it's designed mostly for administrative staff responsible for international agenda.

The purpose is to promote the idea of internationalization and strengthen out international partnership through personal meetings, presentations and workshops.

Preliminary programme will be available in January but It would be great, if we could further discuss topics below:

- International student recruitment
- Welcome services for students and academic staff
- Erasmus+ mobility

Moreover you could look forward to:

- Faculty visits
- Brno tour
- Fruitful social programme

Registration deadline: 18th February 2019, **REGISTRATION is open** [HERE](#).

We would like to give the participants space for their own presentations during the week, for better sharing of their knowledge and advice to each other. Please be aware of your active participation during registration.

The International Staff Week will accept limited amount of participants. Please do not make travel arrangements before your participation is confirmed. We will confirm your participation after registration deadline. Not later than the end of February 2019.

Official language: English

Participation fee of 120€ will cover welcome dinner, coffe breaks and cultural events (labs visit etc..). Participants have to cover their own accomodation. You will receive detailed information about accommodation capacity in Brno after registration deadline.

Members of our European partner universities are recommended to apply for an ERASMUS+ grant through International Office at their home institutions.

<http://staffmobility.eu/staffweek/international-staff-week-16>

Staff Training Week at Kristianstad University, May 21-24, 2019

Hosting Higher Education Institution:	Kristianstad University
Institution website:	https://www.hkr.se/en/stw2019
Country:	Sweden
Language:	English
Dates:	Tuesday, 21 May, 2019 to Friday, 24 May, 2019
Registration fee:	500 SEK (appr. 50 Euro)
Maximum number of participants:	55
Deadline for applying:	Thursday, 28 February, 2019
Accommodation:	Accommodation not provided

The aim of our staff training week is to exchange ideas and to have fruitful discussions with colleagues from all over Europe.

Our guests will visit different departments and learn more about our administration and campus life.

Time to visit Kristianstad and to get an idea of Kristianstad and the surrounding area will be offered.

The training week is open to staff members working in the following 6 groups:

(Please register at <https://www.hkr.se/en/stw2019>):

A, New tools for Counselling and Career Guidance (10 seats)

One great challenge for us lies in offering counselling and career guidance to the younger generations and to those student studying online. What tools and services can we offer to these students that can benefit and aid them in their education and professional growth?

B, Student Administration at the Faculties (5 seats)

What does a study administrator do? Similarities and differences between our and your university.

C, Work Integrated Learning - from Classroom to Workroom (5 seats)

How do we work with administration for "work integrated learning" (practical placement)?

From placement and assessment to examination.

D, Communication (5 seats)

How we work with digital ads to find the students and get them to find us.

Kristianstad University is the eight most applied university in Sweden, but considering the two types of different universities we have in Sweden ours is the most applied in our category. Our students find us via different types of digital ads and we have almost no print ads going. We work with google ads, facebook ads and create content that applies to our students. We do much of the work in-house and have different expertise in our team. Are you interested in digitalization? Take the chance to visit us during staff training week!

E, Financial/Accounting Administrator (10 seats)

Procedures, systems etc.

Economic model at Kristianstad University/at the visiting Universities, visiting an education/research facility, group seminar questions related to "Purchases and E-procurement" and "Human Relations".

F, Innovation, Implementation and Impact (20 seats)

How to drive innovation and implement sustainable change in your programs.

Change is a constant factor in our society; at our workplace, implementing new procedures, programs or interventions. But how do we know if the change actually improves things or what factors that prevent the change to be applied? In order to interpret change and make the right decisions, it is necessary to have an understanding of how Innovation, Implementation and Impact function in order to generate sustainability.

This two-day course will give you insight into the importance of understanding Innovation, Implementation and Impact in organisational or project-based circumstances, such as in European projects for example. The days will be combined with theoretical knowledge and practical exercises based on real-world examples, together with group discussions.

This staff training course is suitable for anyone that works in a university as an administrator, teacher, project manager or researcher.

<http://staffmobility.eu/staffweek/staff-training-week-kristianstad-3>

Staff Training Week 2019 - University of Zadar

Hosting Higher Education Institution:	University of Zadar
Institution website:	http://www.unizd.hr/eng/
Country:	Croatia
Language:	English
Dates:	Monday, 27 May, 2019 to Friday, 31 May, 2019
Registration fee:	80€
Maximum number of participants:	25
Deadline for applying:	Friday, 1 March, 2019
Accommodation:	Accommodation not provided
Contact person details:	Head of the International Relations Office: Maja Kolega, prof. e-mail: mkolega@unizd.hr Associate: Marija Džaja Sikirić, dipl. oec. e-mail: erasmus@unizd.hr

The International Relations Office of the University of Zadar opens the Call for Applications for the fifth Staff Training Week that will be held from 27– 31 May 2019 in Zadar.

This year we are especially interested in the following topics: quality management of partnerships in Erasmus+ KA107 programme; good practices in the field of security of exchange students/staff and Erasmus+ with less paper work.

We are looking for active participants willing to share innovative ideas and best practices from their home universities. As places are limited to 25 people, the

participants will be selected on the basis of geographical diversity and fields of interest. Participation will be limited to two people per institution. The language of training is English. Please note that participants are expected to cover their own travel and accommodation expenses through the Erasmus+ or other funds.

Preliminary programme can be found here: http://www.unizd.hr/Portals/0/ms/erasmus/obrasci_i_dokumenti/STW_UNIZD_2...

Other useful information can be found here: http://www.unizd.hr/Portals/0/ms/erasmus/obrasci_i_dokumenti/STW_UNIZD_2...

Application form can be found here: <https://docs.google.com/forms/d/e/1FAIpQLSfjYCYXmf3QjifLUhNvyAdXedJo0C1XO...>

The application deadline is 1st March 2019.

We are looking forward to welcoming you at our University!

<http://staffmobility.eu/staffweek/staff-training-week-2019-university>

International Staff Training Week 2019 - Navigating the Challenges of Modern Universities

Hosting Higher Education Institution:	Technische Universität Dresden
Institution website:	https://www.tu-dresden.de/sprint/staff_week
Country:	Germany
Language:	English
Dates:	Monday, 3 June, 2019 to Friday, 7 June, 2019
Registration fee:	none
Fee reductions/waivers:	none

Maximum number of participants:	50
Deadline for applying:	Thursday, 28 February, 2019
Accommodation:	Accommodation not provided

We are delighted to invite you to the fourth [International Staff Training Week at TU Dresden](#) which will take place from **3rd to 7th June 2019** in the [City of Dresden](#).

Today's universities are active far beyond studies, teaching and research. A wide variety of stakeholders are involved in navigating the resulting challenges and working on interdisciplinary issues such as internationalisation, diversity management and networks, without losing sight of the overall objectives of the institution.

Our staff week provides a platform for the exchange of knowledge, ideas and best practices in science management. We want to spark discussions and networking between colleagues from all over the world and TU Dresden. We offer four Specialist Groups on the following topics:

Developing and Managing Successful International Partnerships: One factor of universities' advancement on an international scale is the successful management of its international partnerships. What defines a successful partnership? Which criteria determine the selection of our partners? What role do location factors play? And do we need key figures to manage and monitor partnerships?

Target group: staff of international offices and science managers in the field of internationalisation

Promoting International Research: To foster internationally successful research we need to examine the whole process. How can services support international research collaborations, increase the reach and accessibility of knowledge and facilitate technology transfer into society and business?

Target group: science managers and science communication staff

Creating a University Culture of Responsibility: Universities are aware of their responsibility in many areas. How do we promote diversity and improve equal opportunities? How do we maintain and strengthen the health of our university members? How can we actively contribute to future generations and the environment?

Target group: staff from diversity management, communication, environment/sustainability, health, welcome services

Working in Networks: Academia cannot succeed without the exchange of ideas and people, and today's universities act in an ever more complex system of networks (e.g. with alumni, research institutes, as well as the city and region). How can we successfully develop networks and contribute to those that we are already part of?

Target group: Science managers from communication, alumni offices and networks

Upon registration, we ask you to **choose one of the Specialist Groups**. Further information about the programme of our International Staff Training Week 2019 can be found on our [website](#).

Language

The language of communication is English.

Expenses and Funding Opportunities

Participation in TU Dresden's International Staff Training Week is free of charge. However, participants are asked to cover their own expenses for travel, accommodation and meals.

Please contact the International Office at your home institution to find out whether funding through e.g. the ERASMUS+ Programme for staff mobility is available.

<http://staffmobility.eu/staffweek/international-staff-training-week-2019-0>

INTERNATIONAL STAFF TRAINING WEEK IN ROUEN, NORMANDY, FRANCE

Hosting Higher Education Institution:	CESAR and its members (CESI, ESIGELEC, INSA Rouen Normandie, IRTS-IDS Normandie, NEOMA University of Rouen Normandie)
Institution website:	http://cesar-rouen.crihan.fr
Country:	France
Language:	English
Dates:	Tuesday, 4 June, 2019 to Friday, 7 June, 2019
Registration fee:	50 €
Maximum number of participants:	40
Deadline for applying:	Friday, 22 February, 2019

Accommodation:	Accommodation provided
Contact person details:	For further information, please contact the international office of YOUR partner institution, or CESAR, I INSTITUTION in Rouen and surroundings (cesar.rouen@gmail.com) Accommodation is provided and booked, but will be paid by each participant (very affordable rate)

THE FUTURE OF INTERNATIONALISATION

CESAR, the association of HEIs in Rouen, is holding its 4th International Staff Training Week in 2019. It will be focusing on issues related to the Future of Internationalisation. This ISTW will be a unique way to find out more about the topic by sharing best practices and networking with member institutions of CESAR (CESI, ENSA Normandie, ERFPS, ESADHaR, ESIGELEC, IRTS-IDS Normandie, INSA Rouen Normandie, NEOMA Business School, UniLaSalle and the University of Rouen Normandy).

PROGRAM OVERVIEW

The ISTW will combine seminars, workshops, a company visit, a survival French lesson and sightseeing in Rouen. The sessions will be conducted in ENGLISH. The main topics will be : The Future of Internationalisation – Mixed reality/virtual mobility/immersive reality, Erasmus+Virtual Exchange, International cooperation in a world with closing borders, internationalisation and linguistic diversity, the next Erasmus+programme, digitalisation of tools (web-based software programmes, dematerialisation, e-learning...), double/joint and delocalised degrees and European Universities, future social trends : the expectations of Generation Z.

HOW TO PARTICIPATE ?

Participation fee per person is 50 euros (to pay at the latest 1 week after receiving confirmation email). Participants will cover their travel, accommodation (affordable apart hotel already booked) and personal expenses. The host institutions will provide the opening cocktail, 3 lunches, including closing lunch on a sailing boat (Armada) and the social programme. The programme of workshops and all practical information will be provided with your invitation letter. Learn more about the Armada international tall ship festival : <http://www.armada.org/en/>

TARGET AUDIENCE

International office staff, student affairs office staff, teaching staff, deans and international relations stakeholders.

WHERE ? ROUEN, NORMANDY, FRANCE

FROM PARIS : Car – 1 hour and 45 minutes / Train – 1 hour and 10 minutes.

Rouen is 40 minutes from the sea.

APPLICATION DEADLINE :

FRIDAY FEBRUARY 22, 2019

APPLY

HERE! <https://docs.google.com/forms/d/e/1FAIpQLSdZnNiXH3hC4kYdosPZ3diq8cNHbKeW...>

Limited number of places

Confirmation emails will be sent before March 8, 2019

<http://staffmobility.eu/staffweek/international-staff-training-week-rouen-0>

Staff Training Week (Careers & Enterprise/ Library/Public Engagement)

Hosting Higher Education Institution:	Queen Mary University of London
Institution website:	https://www.qmul.ac.uk
Country:	United Kingdom
Language:	English
Dates:	Monday, 17 June, 2019 to Friday, 21 June, 2019
Registration fee:	GBP 90
Fee reductions/waivers:	n/a
Maximum number of participants:	45
Deadline for applying:	Friday, 15 February, 2019
Accommodation:	Accommodation not provided
Contact person details:	Wiebke Leugers (Erasmus+ Manager) Colleen Ann Jaycox (Erasmus+ Coordinator) erasmus@qmul.ac.uk

Organised by the Global Opportunities Office, the event will be delivered in liaison with Queen Mary University of London's Careers & Enterprise, Library Services and Public Engagement teams. Facilitating the exchange of best practice in London, we are looking forward to welcoming colleagues from across the sector from a wide variety of origin countries.

The five-day programme offers the chance to focus on one of these three thematic tracks:

- [Careers & Enterprise](#)
- [Library](#)
- [Public Engagement](#)

There will also be social and cultural activities, many opportunities to network and to meet with faculty and various staff from across Queen Mary. We are excited to be sharing and exchanging best practice with colleagues from all around the world, as this Staff Training Week will be open to staff from universities in Europe but also colleagues from all of Queen Mary's partner universities around the world (e.g. international exchange partners or universities overseas with whom we deliver joint programmes).

Full information, a draft schedule and the link to the application form are available [here](#).

Information about the Global Opportunities Office and all our programmes is available [here](#).

Read our student blogs: [QMUL Global Bloggers](#)

Follow us on [Instagram](#)

Find us on [Twitter](#)

Like us on [Facebook](#)

You can find a selection of videos about Queen Mary [here](#).

<http://staffmobility.eu/staffweek/staff-training-week-careers-enterprise>

International Staff Week

Hosting Higher Education Institution:	VIA University College, Department of Teacher Education
Institution website:	http://staffmobility.eu/sites/default/files/via_logo_4.jpg
Country:	Denmark
Language:	English
Dates:	Monday, 7 October, 2019 to Thursday, 10 October, 2019
Maximum number of participants:	30
Deadline for applying:	Friday, 16 August, 2019
Accommodation:	Accommodation not provided
Contact person details:	International Coordinator Søren Iversen Hansen T: +45 87 55 31 37 E: SOIH@via.dk

	International Administrative Coordinator Mette Rønneholt T: +45 87 55 43 23 E: metr@via.dk
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VIA University College, Department of Teacher Education is hosting its Staff Week in Aarhus, Denmark.

We welcome both teachers and administrative staff within the Erasmus+ teaching/training mobility.

The Staff Week at the Department of Teacher Education in VIA for coordinators, teacher trainers and administrative staff is a week full of opportunities to network with colleagues from partner institutions.

The program is varied but focuses primarily on professional content such as a full Day of school visits, research, didactics and administration of semester programs and internship.

There is no participation fee

<http://staffmobility.eu/staffweek/international-staff-week-21>

