

Dear partner,

it is a real pleasure for us to invite you to take part in our *International Staff Training Week*, which will take place at our University, Università di Ferrara (Italy), between the **20<sup>th</sup> MAY and 24<sup>th</sup> MAY 2013**.

Our initiative should be oriented to 2 main kinds of participants and will focus on the following themes:

- **Library services** (max. 20 participants)
- **International office activities** (max. 20 participants)

As well as offering a general framework programme for all of you, we would also like to offer you the chance to be involved in an enriching international and intercultural learning experience within your specific field of work.

Therefore you'll have to select one of the two focus groups (Library, International Office), in which you will have the chance to discuss particular subjects. Please note that if the number of participants to one focus group exceeds the limit, the International Office will have to decide how to balance the groups.

Furthermore, we invite all participants to prepare a presentation about a specific successful practice to be shared during the *Staff Week*.

For your application we ask you kindly to fill in the following online-form by the **12<sup>th</sup> April 2013**:

[http://www.unife.it/mobilita-internazionale/studiare-alleestero/copy2\\_of\\_registration-form/](http://www.unife.it/mobilita-internazionale/studiare-alleestero/copy2_of_registration-form/)

Attached you can find a draft of our programme.

Please note that all the costs related to travel, accommodation and food (with the exclusion of coffee breaks) must be covered by the participants.

We are looking forward to hosting you in Ferrara!

The International office staff of the University of Ferrara



# Università degli Studi di Ferrara

RIPARTIZIONE SEGRETERIE E SERVIZI AGLI STUDENTI  
Ufficio Mobilità e Didattica internazionale



INTERNATIONAL STAFF TRAINING WEEK (*Draft of the programme*)

**20<sup>th</sup> MAY – 24<sup>th</sup> MAY 2013**

## **Monday, 20<sup>th</sup> MAY**

- 09:00 – 10:00 Registration
- 10:00 – 10:30 Institutional welcome
- 10:30 – 11:30 Who is who
- 11:30 – 12:00 Coffee break
- 12:00 – 12:30 Presentation of the University of Ferrara

## **Tuesday, 21<sup>th</sup> MAY**

- 10:00 – 10:30 Introduction to the next European Mobility Programme “Erasmus for all”
- 10:30 – 11:00 Presentations of the guest Universities part 1
- 11:00 – 11:30 Coffee break
- 11:30 – 12:00 Presentations of the guest Universities part 2

## **Wednesday, 22<sup>th</sup> MAY**

- 10:00 – 12:00 City and University Tour
- 20:00 Dinner in a typical local restaurant

## **Thursday, 23<sup>th</sup> MAY**

- To be defined Focus Groups

## **Friday, 24<sup>th</sup> MAY**

- To be defined Focus Groups

Lappeenranta University of Technology, LUT

# Erasmus staff training week for international office staff

Lappeenranta University  
of Technology, Finland  
June 3–7, 2013

Come and join us! Open your mind and share your best practices with colleagues.







## Theme: Sustainability in higher education

### » Open your mind with your European colleagues

- Mobility to and from Russia and cooperation with Russian universities
  - practical experiences
- Discuss mobility practices at international offices
- Benchmarking - bring your own best practices to share
- Student motivation and cultural encounters
- English – lingua franca in higher education?
- Green Campus at LUT – sustainability in practice
- International alumni – still an unutilized resource?
- Who should pay for higher education? Different approaches to tuition fees.
- How's life in Finland? Learn more about the Finns and the Finnish language
- Experience Russia and join our visit to St. Petersburg on June 7–9, 2013 (additional programme)

The staff week comprises interactive workshops, lectures and cultural activities.

### » Registration

A more detailed programme is available in October when the registration opens. We're pleased to welcome 25 participants, max. two participants per university. **Register by April 5, 2013** to guarantee your place.

### » Funding

Please apply for a LLP staff mobility funding at your home university.

### » Interested to hear more?

Contact: [anne.makkonen@lut.fi](mailto:anne.makkonen@lut.fi)

## Welcome to Lappeenranta!

Tervetuloa Lappeenrantaan – as we say in Finnish.

## SUSTAINABILITY IN HIGHER EDUCATION

**ERASMUS STAFF TRAINING WEEK June 3-7, 2013**  
Lappeenranta University of Technology, Finland

|              | Monday June 3                                     |              | Tuesday June 4  |              | Wednesday June 5  |                                | Thursday June 6                                 |                  | Friday June 6                                     |
|--------------|---|--------------|---|--------------|---|--------------------------------|---|------------------|---|
|              |   |              | <b>parallel workshops</b>                                       |              | <b>parallel workshops</b>                               |                                |   |                  |   |
| <b>9.00</b>  | Registration and coffee                           | <b>9.30</b>  | Russia today  | <b>9.00</b>  | Mobility workshop                                       | <b>9.00</b>                    | Visit to LOAS housing                           | <b>9.00</b>      | Mobility workshop                                 |
|              | Welcome to LUT and Lappeenranta                   |              | Experience Russia   |              | Incoming mobility practices & participant presentations |                                |   |                  |   |
|              | LUT International Services Programme introduction |              | Coffee break  |              | <b>OR</b>   | <b>10.30</b>                   | <b>Alternative workshops</b>                    |                  |   |
|              | Participant introductions                         |              | Best practices in EU- Russia double degree programmes           |              | Research funding * possibilities workshop               |                                | Tuition fees or English as lingua franca        | Alumni relations |   |
|              |   |              | DD Benchmarking results   |              |   |                                | Visit to faculties                              |                  | Summary & feedback                                |
|              |   |              | Russian view to DD  |              |   |                                |   |                  |   |
| <b>12.00</b> | Lunch   | <b>12.30</b> | Lunch   | <b>12.00</b> | Lunch   | <b>12.00</b>                   | Lunch   | <b>12.00</b>     | Lunch   |
|              | Finnish education system                          |              | Campus tour / Matchmaking with Russian universities (optional)* |              |   |                                |   |                  |   |
|              | Participant presentation                          |              |   |              | <b>13.00</b>  | <b>13.00</b>                   | Our future depends on sustainability - case LUT |                  |   |
|              | Coffee break                                      |              |   |              |   | <b>OR</b>                      |   |                  |   |
|              |   |              |   |              |   | Researcher mobility workshop * | <b>15.30</b>                                    |                  | Additional programme: Departure to St. Petersburg |
|              | Keynote speech                                    | <b>15.00</b> | Introduction to the Finnish culture in theory and in practice   | <b>16.00</b> |   |                                |   |                  |   |
| <b>16.00</b> | City tour   |              |   |              |   |                                |   |                  |   |
|              |   | <b>18.00</b> |   |              |   |                                |   |                  |   |
|              |   |              |   |              |   |                                |   |                  |   |
|              | Saimaa cruise                                     |              |   |              |   |                                | <b>19.00</b>                                    | Farewell dinner  | Return from St. Petersburg Sunday evening         |

**Informal get-together on Sunday, June 2, 2013**

\* together with Bridge - Best practices in EU-Russia University Collaboration -seminar



## INTERNATIONALIZATION OF THE UNIVERSITY MANAGEMENT

Seminar from 22th to 26th April 2013

From 10:00 to 14:00

Place: Edificio Constitución 1812

Paseo Carlos, III, 3

11003 Cádiz

Spain

### PROVISIONAL PROGRAMME

It might be changed depending on availability.

Monday 22nd April:

10:00-10:30

Arrival of Participants. Welcome and Inauguration of the Seminar:  
Mr. Juan Carlos García Galindo General. Director of the International Office.

10:30-11:30

Presentation of the Vice Rectorate of Social, Cultural and International Projection at  
the Universidad de Cádiz.

Dr. Ms Marina Gutiérrez Peinado

Vice Rectorate of Social, Cultural and International Projection.

11:30-12:00

Coffee Break

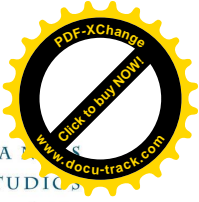
12:00-13:00

Internationalization of the University of Cádiz. Strategies and New Ideas.

Dr. Mr. Juan Carlos García Galindo

General Director of the International Relations

Vice Rectorate of Social, Cultural and International Projection.



13:00-14:00

The Linguistic preparation as Key for the University International Mobility.

Dr. Mr. Antonio García Morilla

General Director of the Language Centre of the University

Vice Rectorate of Social, Cultural and International Projection.

Tuesday 23rd April

10:00-11:00

The International and Institutional Image of the Universidad de Cádiz. International Agreements.

Dr. Mr. Enrique García Luque

General Directorate of Institutional Relations and Communication.

11:00-11:30

Coffe Break

11:30-13:00 Cooperation and Mobility in Higher Education.

Foundations of the University:

-Post Sovietic Area: Mr. Andrés Santana. Personal responsible of the Post-Sovietic Foundation. Vice Rectorate of Social, Cultural and International Projection.

-Ibero American Area: Ms. Cristina Sales. Personal Responsible of the Ibero American Foundation. Vice Rectorate of Social, Cultural and International Projection.

-Maghrib Foundation: Mr. Jesús Gomez. Person Responsible of from the Rector Delegation of Algeciras Campus.

16:00 City Tour Cádiz City: To be confirmed.



Wednesday, 24<sup>th</sup> April

10:00-10:30

Campus of Excellence CEIA3 and CEImar

Dr. Mr. Casimiro Mantel Serrano

Dr. Ms. Carmen Garrido and Dr. Mr. Jose Maria Muñoz Cueto.

General Directors of Excellence Campus at UCA

10:30-11:00

Management of Inter-University Projects.

To be determined

International Office Staff Member.

Vice Rectorate of Social, Cultural and International Projection.

11:00-11:30

Coffee Break

11:30-12:30

Postgraduate Studies at the University of Cadiz: Masters and PhD Programmes

Dr. Antonio Serrano Director of Student Postgraduate programme.

Director of Postgraduate Planning.

12:30-13:30

Presentation of the participants. Presentation of the Home Institutions. Part I

Thursday 25<sup>th</sup> April

10:00-11:00

The Internationalization from the Point of View of the Faculty or School of the University of Cádiz.

Dr. Mr. Carlos Rioja del Rio

Dr. Ms. Susana Trasobares.

Dr. Ms. Anabel Rodriguez Piñero.

Staff Members in charge of the International Affairs at the School of Engineering and Faculty of Sciences.





11:00-11:30

Coffee Break

11:30-12:00

Internationalization of the Library

Mr. Elena Garcia Almozara

Staff Member at the Library of the University

12:00-12:30

Research Projects (European and International)

Mr. Javier Izquierdo

Staff Member European Matters.

12:30-13:30 Presentation of the participants. Presentation of the Home Institutions.  
Part II

Friday 26th April

Visits on demand to Services and Centres of the University of Cádiz.

Please bear in mind: those who do not attend the visit on Friday due to early flights would only receive a certificate of attendance until Thursday 25<sup>th</sup> April.



AREA  
PER L'INTERNAZIONALIZZAZIONE



**SAPIENZA**  
UNIVERSITÀ DI ROMA

## Draft Program

### ERASMUS STAFF MOBILITY WEEK 2013

Program of the 4th International Erasmus Staff Mobility Week at Sapienza University of Rome, 3-7 June 2013.

|  |                       |
|--|-----------------------|
| Monday, June 3 <sup>rd</sup> – University Campus, Piazzale Aldo Moro 5, Rome |                       |
| 13.30 – 18.30  | Greetings and Welcome |

|   |   |
|---|---|
| Tuesday, June 4 <sup>th</sup> – University Campus, Piazzale Aldo Moro 5, Rome |   |
| 09.30 – 13.00   | Workshop A – International relations<br>European Programs: Erasmus Mundus<br>Workshop B - International relations<br>Erasmus incoming Student Mobility<br>Workshop C – University libraries:<br>Libraries at Sapienza<br>Workshop D – ICT, Communications and Media Relations:<br>Building the University Communication: the Integration of web and media relations |
| 10.00 – 10.30   | Coffee break  |
|   |   |

|   |  |
|---|--|
| Wednesday, June 5 <sup>th</sup> - University Campus, Piazzale Aldo Moro 5, Rome |  |
| 09.30 – 13.00   | Workshop A – Research:<br>European Research Programs and visiting Professors<br>Workshop B - International relations<br>Erasmus Placement and Staff Mobility<br>Workshop C - : International relations<br>Non European Mobility<br>Workshop D - International Relations:<br>Interuniversity agreements |
| 10.00 – 10.30   | Coffee break   |
| 14.00 – 17.00   | Cultural event to be confirmed   |



|   |   |
|---|---|
| Thursday, 6 <sup>th</sup> - University Campus, Piazzale Aldo Moro 5, Rome |   |
| 09.30 – 13.00   | Visit at selected Department/Faculty/Unit |

|   |  |
|---|--|
| Friday, 7 <sup>th</sup> - University Campus, Piazzale Aldo Moro 5, Rome |  |
| 09.30 – 12.00   | Workshop A- Academic Programs and joint degrees<br>Workshop B – International relations<br>Erasmus outgoing Student Mobility<br>Workshop C – Research :<br>Research and Technology Transfer<br>Workshop D – Communication, media relations and international relations:<br>Organization of Cultural and international events at Sapienza |
| 12.00 – 13.00   | Closing ceremony   |
| 13.30   | Farewell Lunch   |



## Aalto University International Staff Week 3 - 7 June 2013 – *Apply now*

The program is targeted for staff of different service units from school, department or university level with interest in benchmarking of practices and networking with colleagues working in for instance HR, Communications, Career Services, Student Services, International Affairs, Library and Research Support Services.

### ***Draft Program***

**Mon** 3 June: Kick off day (Töölö Campus, School of Business, at 1 pm)

**Tue** 4 June: General Aalto Day (Otaniemi Campus)

**Wed** 5 June: Aalto School Specific Day (Töölö/Otaniemi Campus)

**Thu** 6 June: (Societal) Interaction Day

**Fri** 7 June: Tailor made Day

Kindly note that the final program will be designed based on participants' interests.



*Have a look  
youtube.com  
/aaltouniversity*

### ***How to apply***

The application period is open until 2 April 2013.

Application form <https://www.webpolsurveys.com/S/31199DD722521181.par>

The group size is limited and participant selection is made based on interest, background and home institution. We will notify all applicants before 5 April whether your application has been successful.

### ***Costs***

Participation in the scheduled program is free of charge. Please note that all participants are responsible for covering their own accommodation and travel costs and some meals during the week. Erasmus funding for participating in this program might be available through your home institution. Please contact your own Institutional Erasmus Coordinator.

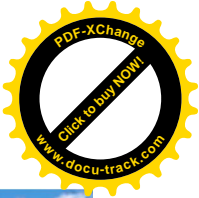
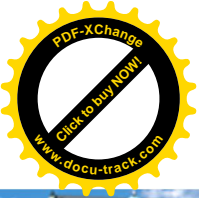
### ***Further information***

partnerweek@aalto.fi

<https://wiki.aalto.fi/display/StaffWeek2013/Home>

Aalto University  
– Where **science** and **art** meet **technology**  
and **business**





## ERASMUS CONGRESS AND EXHIBITION 2013



**15-19 May 2013, Poznan, Poland**



Venue: Adam Mickiewicz University in Poznan, Poland

# Programme Highlights

**Version 1, March 2013**

### Plenary Speeches

- "ERASMUS for All", representative, ERASMUS Sector, DG Education and Culture, European Commission
- "Overall achievement of the ERASMUS LLP 2007-2013", representative, Education, Audiovisual and Culture Executive Agency

### Workshops

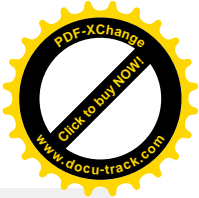
- "Social Integration of International Students"
- "Towards a new European Grade Conversion System: The EGRACONS Project"
- "e-Promotion of Mobility"
- "University - Industry Cooperation"

### Sessions

- "Mobility as a way to create Research Led Teaching"
- "Promoting Employability in the Global Market"
- "Experiences from the organisation of ERASMUS Staff Weeks"
- "Funded Training Opportunities in Europe"
- "ERASMUS without Papers"
- "University Presentations"

### Presentations

- "ESN Survey. Research Project on student's need with a focus on employability and



labour mobility"

- "Social ERASMUS, International Social Project os ESN to facilitate the integration of International Students"

More details for the highlights [click here](#)

### Important Dates

- Submission deadline for presentations, sessions and workshops: 19 Apri 2013
- Online Conference Registration deadline: 26 April 2013

More information about the ERACON Congress can be read at [www.eracon.info](http://www.eracon.info)

#### Organizer



#### Collaborators



ADAM MICKIEWICZ  
UNIVERSITY  
IN POZNAŃ



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Università  
di Camerino



Università  
Politecnica  
delle Marche



Università  
degli Studi  
di Macerata



Università  
degli Studi  
di Urbino



with The Patronage of REGIONE MARCHE

## INTERNATIONAL WEEK

**Camerino, Ancona, Macerata, Urbino**

**20 -24 May 2013**

Dear Partners,

Let's join us to a very intriguing experience! For the first time not one but all our four universities are joined to offer you an International Week to be spent on one of the most beautiful spot of Italy.

**From 20th to 24th May 2013 you will have the opportunity to experience 'Le Marche', the only Italian Region with a plural name!**

This is an opportunity for us to introduce our universities and their commitment to create a truly International European setting for mobility in study and research.

The Program, which is directed towards administrative and teaching staff, will include conference sessions and round table centred on best practices to enhance cooperation, exchange mobility and internationalization.

Through this initiative the Universities of Camerino, Ancona, Macerata and Urbino hope to strengthen and extend their relations with a larger number of partner universities.

Please find the enclosed draft programme of the week and a participation form (deadline 15th April, 2013).

Please note that the number of participants is limited to 35, preferably one from each institution.

All participants will be accommodated in Macerata.

We hope to welcome you in LE MARCHE,

Best regards



Università  
di Camerino



Università  
Politecnica  
delle Marche



Università  
degli Studi  
di Macerata



Università  
degli Studi  
di Urbino

**Erasmus Staff Training Week**  
**Camerino, Ancona, Macerata, Urbino 20<sup>th</sup> – 24<sup>th</sup> May 2013**

| <b>Monday – 20<sup>th</sup> May – UNIVERSITY OF CAMERINO</b>                             |  |
|--|--|
| <b>Morning</b>   | <p><b>9.15 - 10.00</b></p> <ul style="list-style-type: none"> <li>Welcome Speech: Rector, Vice-Rector and Delegate of International Relations, Representative of Marche Region</li> <li>General Presentation of the Initiative of the Universities of Marche Region ( Delegate of Erasmus Mobility , prof. Renato De Leone, UNICAM )</li> </ul> <p><b>10.00 – 13.00</b></p> <ul style="list-style-type: none"> <li>Getting to know the partner Universities</li> </ul> <p><b>13.00 – 14.30</b><br/>Official Welcome Lunch</p>  |
| <b>Afternoon</b>   | <p><b>15.00 – 16.00</b></p> <ul style="list-style-type: none"> <li>Presentation of the UNICAM Schools: Erasmus Coordinators</li> <li>Opportunities for foreign students at UNICAM</li> </ul> <p><b>16.00 – 19.00</b></p> <ul style="list-style-type: none"> <li>Visit to the Departments/Student Residences/ Sport Centre ecc.</li> </ul> <p><b>19.30 – 21.00</b></p> <ul style="list-style-type: none"> <li><i>Dinner in a typical medieval tavern (optional)</i></li> </ul>  |
| <b>Tuesday – 21<sup>st</sup> May – UNIVERSITY OF MACERATA</b>                            |  |
| <b>Morning</b>   | <p><b>09.30 - 11.00</b></p> <ul style="list-style-type: none"> <li>Welcome Speech by Prof. Uoldelul Chelati Dirar, International Relations Delegate Director of the University of Macerata</li> <li>General presentation of the University of Macerata and of the International Office</li> <li>Opportunities offered by the University of Macerata to foreign students</li> </ul> <p><b>11.30 - 11.50</b> Coffee Break</p> <p><b>11.50 - 13.00</b></p> <ul style="list-style-type: none"> <li>LLP/Erasmus Placement and Leonardo at the University of Macerata</li> </ul> <p><b>13.00 - 14.00</b></p> <ul style="list-style-type: none"> <li>Lunch at the University Canteen</li> </ul> |
| <b>Afternoon</b>   | <p><b>14.30 - 18.00</b></p> <ul style="list-style-type: none"> <li>Visit to the Departments and to the main University facilities</li> </ul>   |
| <b>Wednesday – 22<sup>nd</sup> May – UNIVERSITY OF ANCONA (Politecnica delle Marche)</b> |  |
| <b>Morning</b>   | <p><b>10.00 – 13.00</b></p> <ul style="list-style-type: none"> <li>Welcome Speech: Rector</li> <li>General presentation of the Faculties and Departments of UNIVM: Departmental Coordinators</li> </ul>  |





Università  
di Camerino



Università  
Politecnica  
delle Marche



Università  
degli Studi  
di Macerata



Università  
degli Studi  
di Urbino

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Intensive Programme: Prof. Emanuele Boselli</li> <li>• Coffe break</li> <li>• Double Degree: dr. E.C. Schipper (University of Applied Science-Dronnten)</li> <li>• Visit to the International Mobility offices</li> <li>• Lunch</li> </ul>  |
| <b>Afternoon</b>  | <p><b>15.00 - 18.00</b></p> <ul style="list-style-type: none"> <li>• Visit to the Faculties and Departments</li> <li>• Visit to the main central areas and monuments of the old town of Ancona</li> </ul>  |
| <b>Thursday - 23<sup>rd</sup> May -- UNIVERSITY OF URBINO</b> |  |
| <b>Morning</b>  | <p><b>09.30 - 13.00</b></p> <ul style="list-style-type: none"> <li>• Welcome speech: Rector or Vice Rector</li> <li>• The International Dimension of the University of Urbino: prof. Giuseppe Giliberti, Rector's Delegate for International Relations</li> <li>• The University of Urbino and Erasmus: Prof. Ivo Klaver, Erasmus Rector's Delegate</li> <li>• A slide presentation of the University: Dott. Fabrizio Maci, Director International relations Office</li> <li>• A visit to the main University buildings</li> </ul> |
| <b>Afternoon</b>  | <p><b>14.30 - 18.00</b></p> <ul style="list-style-type: none"> <li>• A visit to the University Halls of Residence</li> <li>• A visit to the laboratories of the school of Restauration</li> </ul>  |
| <b>Friday – 24<sup>th</sup> May – UNIVERSITY OF MACERATA</b>  |  |
| <b>Morning</b>  | <p><b>10.00 - 11.30</b></p> <ul style="list-style-type: none"> <li>• Student Mobility Workshop <ul style="list-style-type: none"> <li>- Positive &amp; Negative aspects of students' mobility</li> <li>- How to motivate students to participate in exchange programs</li> </ul> </li> </ul> <p><b>11.30 - 11.50</b> Coffee break</p> <p><b>11.50 - 12.30</b></p> <ul style="list-style-type: none"> <li>• Round table discussion: lessons learnt &amp; take home points</li> </ul>  |