

# The Erasmus Staff Week

## 1. Hosting Higher Education Friedrich-Alexander-University Erlangen-

**Institution:** Nürnberg

**Institution website:** <http://www.fau.eu/international>

**Country:** Germany

**Language:** English

**Dates:** Monday, 19 January, 2015 to Friday, 23 January, 2015

**Registration fee:** none

**Maximum number of participants:** 16

**Deadline for applying:** Saturday, 15 November, 2014

**Accommodation:** Accommodation not provided

Bianca Köndgen

**Contact person details:** Institutional ERASMUS co-ordinator  
bianca.koendgen@fau.de

See: <http://www.uni-erlangen.org/international/from-abroad/staff-exchange/adm...>

## 2. Hosting Higher Education University of Helsinki

**Institution:**

**Institution website:** <http://www.helsinki.fi/university/>

**Country:** Finland

**Language:** English

**Dates:** Tuesday, 22 September, 2015 to Friday, 25 September, 2015

**Deadline for applying:** Friday, 8 May, 2015

**Accommodation:** Accommodation not provided

Ms Sanna-Marja Heinimo

**Contact person details:** Human Resource Specialist  
sanna-marja.heinimo@helsinki.fi  
+358 50 4150216

**More information:** [www.helsinki.fi/international-staff-exchange/hrd.html](http://www.helsinki.fi/international-staff-exchange/hrd.html)

## 3. Hosting Higher

**Education Institution:** Universitatea Babeş-Bolyai, Center for International Cooperation

**Institution website:** <http://staffmobility.eu/www.ubbcluj.ro%20and%20cci.ubbcluj.ro>

**Country:** Romania

**Language:** English

**Dates:** Monday, 1 June, 2015 to Friday, 5 June, 2015

**Maximum number of participants:** 30

**Deadline for applying:** Wednesday, 15 April, 2015

**Accommodation:** Accommodation provided

**Contact person details:** If requested.

- 4. Hosting Higher Education Institution:** University of Economics in Katowice  
**Institution website:** <http://www.ue.katowice.pl>  
**Country:** Poland  
**Language:** English  
**Dates:** Monday, 18 May, 2015 to Friday, 22 May, 2015  
**Registration fee:** None  
**Deadline for applying:** Monday, 20 April, 2015  
**Accommodation:** Accommodation not provided  
Marta Koziarz  
International Relations Office  
**Contact person details:** University of Economics in Katowice  
email: [erasmus@ue.katowice.pl](mailto:erasmus@ue.katowice.pl)  
tel. +48 32 257 7125

more information available at: <http://www.ue.katowice.pl/en/soft-skills-in-the-international-setting.html>.

- 5. Hosting Higher Education Institution:** Rey Juan Carlos University  
**Institution website:** <http://www.urjc.es>  
**Country:** Spain  
**Language:** English  
**Dates:** Monday, 4 May, 2015 to Friday, 8 May, 2015  
**Maximum number of participants:** 50  
**Deadline for applying:** Monday, 20 April, 2015  
**Accommodation:** Accommodation not provided  
Relaciones Internacionales- Rectorado 4<sup>a</sup> planta  
Universidad Rey Juan Carlos (E MADRID26)  
**Contact person details:** C/ Tulipán s/n, Móstoles 28933 Madrid, Spain  
Tel +34 91 488 7071  
[soledad.carretero@urjc.es](mailto:soledad.carretero@urjc.es)  
[www.urjc.es](http://www.urjc.es)

- 6. Hosting Higher Education Institution : University of Liège (ULg)**  
**Dates:** 23 and 27 March 2015

The themes for this year are:

1. Euraxess initiatives for researchers: Sharing experience to develop your practice  
You are a member of the administrative staff of a university. You are involved in the support to researchers. You would like to improve your daily practices in accordance with the Euraxess and Charter & Code? You are willing to share your experience with colleagues from all over Europe and to learn about Université de Liège's Euraxess achievements? This 5-days Erasmus Staff Training is for you! It will consist in a mix of working sessions, open forums, visits, entertainment activities and free time, with Euraxess as the guiding light.

Target group:

University staff involved in the support to international researchers, the management of HR Strategy for researchers or the development of researchers' career.

Number of participants: 20

## 2. Open Access initiatives: from libraries to research

According to the Budapest Open Access Initiative (BOAI, 2002), Open Access to academic and scientific literature means its free availability on the public internet. Because it allows quicker access to scientific discoveries, increases international visibility for the researcher and is a realistic alternative to commercial models of publication (whilst maintaining the principle of peer review), the Open Access movement has been changing the work of scientists. During this Staff Training Week, we propose to question the new role Open Access defines for university libraries, as experts of bibliometry and publishing matters, in order to help the scientists to take the most advantage of it.

Target group:

Any collaborator working in a European library (librarian, library manager, IT, etc.) and willing to learn more or to share experience about Open Access and the core role of university libraries within this movement.

Number of participants: 10

You will find the programme and the online application form on: [www.ulg.ac.be/staff-training](http://www.ulg.ac.be/staff-training)

Working language: English

The application deadline is January 31<sup>st</sup>, 2015. Confirmations will be sent after February 16th. Please do not make travel arrangements before your participation is confirmed.

There are no participation fees. Participants are expected to cover their own travel and living expenses through the Erasmus Staff Mobility Programme for Training or otherwise.

For further information, do not hesitate to visit our [website](#) or to [contact us](#).

## 7. Hosting Higher

**Education** Universidad de Navarra

**Institution:**

**Institution website:** <http://www.unav.edu>

**Country:** Spain

**Language:** English

**Dates:** Monday, 2 March, 2015 to Friday, 6 March, 2015

**Registration fee:** 50€

**Maximum number of participants:** 50

**Deadline for applying:** Friday, 30 January, 2015

**Accommodation:** Accommodation not provided

For further details and information about the program, please send an email to Nicole Mayes at [nmayes@unav.es](mailto:nmayes@unav.es)

**Contact person details:**

To sign up, please fill out our online application form: <http://www.unav.edu/web/international-staff-week/welcome>

## 8. Hosting Higher

**Education** Masaryk University

**Institution:**

**Institution website:** <http://ic.muni.cz/en/left-incoming-mobility/non-academic-staff/incoming-nonacad...>

**Country:** Czech Republic

**Language:** English

**Dates:** Monday, 13 April, 2015 to Friday, 17 April, 2015

**Registration fee:** N/A

**Fee reductions/waivers:** N/A

**Maximum number of participants:** 15 for each target group

**Deadline for applying:** Sunday, 4 January, 2015

**Accommodation:** Accommodation not provided

**Contact person details:** Martin Vasek, vasek@czs.muni.cz  
Zita Hrabovska, hrabovska@czs.muni.cz

Agenda, dates and prospective target groups of MUST Week 2015

- 1) Target group One: Information Technology and Services at Masaryk University (April 13-17, 2015)
- 2) Target group Two: International Relations (April 13-17, 2015)
- 3) Target group Three: University Career Centre (April 13-17, 2015)
- 4) Target group Four: Services for students with special needs (April 13-17, 2015)
- 5) Target group Five: Libraries (September 2015, dates will be confirmed soon)

#### 9. Hosting Higher Education

**Institution:** Eskisehir Osmangazi University

**Institution website:** <https://www.ogu.edu.tr/>

**Country:** Turkey

**Language:** English

**Dates:** Monday, 13 April, 2015 to Friday, 17 April, 2015

**Registration fee:** No registration fee

**Maximum number of participants:** 20

**Deadline for applying:** Saturday, 31 January, 2015

**Accommodation:** Accommodation not provided  
Müge TANBERK

**Contact person details:** E-mail: erasmus@ogu.edu.tr  
Ph: +90 222 2290433

We are happy to invite you to our first International Staff Week between 13-17th April 2015 in Eskişehir. We hope to meet you and share our experience in international mobility especially Erasmus +, start new cooperations and give our staff and students the opportunity to meet you.

The Staff Week is open to the administrative and academic staff from the International Relations Offices and the participants are required to have at least B1 level of English. The participants are also required to make a presentation of their universities.

The deadline for application is the 31st January 2015. Information regarding the detailed program and accommodation will be sent after the application deadline.

#### 10. Hosting Higher Education

**Institution:** Montanuniversitaet Leoben

**Institution website:** <http://www.unileoben.ac.at/en/2765/>

**Country:** Austria

**Language:** English

**Dates:** Monday, 20 April, 2015 to Friday, 24 April, 2015

**Registration fee:** none

**Maximum number of participants:** 20

**Deadline for applying:** Sunday, 15 February, 2015

**Accommodation:** Accommodation not provided

Anja ZARFL

Erasmus Coordinator

erasmus@unileoben.ac.at or

anja.zarfl@unileoben.ac.at

0043 3842 402 7201

**Contact person details:**

Montanuniversitaet Leoben

Franz-Josef-Straße 18

A-8700 Leoben

AUSTRIA

We are happy to invite you to our 1st International Erasmus Staff Week from 20.04.2015 to 24.04.2015 at Montanuniversitaet Leoben, Austria!

We would especially like to invite staff from the International Relations Offices of our Partneruniversities!

Information about accommodation and how to get to Leoben will be forwarded to the participants in time.

Please contact me if you have any questions!

## 11. Hosting

**Higher Education** University of Almería

**Institution:**

**Institution website:** <http://cms.ual.es/UAL/universidad/organosgobierno/vinternacional/actividades/act...>

**Country:** Spain

**Language:** English

**Dates:** Monday, 20 April, 2015 to Friday, 24 April, 2015

**Deadline for applying:** Sunday, 1 March, 2015

**Accommodation:** Accommodation not provided

**12. Hosting Higher Education** Tallinn University

**Institution website:** <http://www.tlu.ee>

**Country:** Estonia

**Language:** English

**Dates:** Monday, 20 April, 2015 to Friday, 24 April, 2015

**Registration fee:** none

**Deadline for applying:** Friday, 20 February, 2015

**Accommodation:** Accommodation not provided

**Contact person details:** iw@tlu.ee

### 13. Hosting Higher Education

**Institution:** Augsburg University of Applied Sciences  
**Institution website:** <http://www.hs-augsburg.de/en/index.html>  
**Country:** Germany  
**Language:** English  
**Dates:** Monday, 27 April, 2015 to Friday, 1 May, 2015  
**Registration fee:** none  
**Maximum number of participants:** 20. We can only accept one or two staff members of each university.  
**Deadline for applying:** Saturday, 31 January, 2015  
**Accommodation:** Accommodation not provided  
**Contact person details:** Christina Neumann  
International Office  
christina.neumann@hs-augsburg.de  
+49 821 5586 2997

### 14. Hosting Higher Education

**Institution:** University of Göttingen  
**Institution website:** <http://www.uni-goettingen.de/de/480927.html>  
**Country:** Germany  
**Language:** English  
**Dates:** Monday, 11 May, 2015 to Friday, 15 May, 2015  
**Maximum number of participants:** 25  
**Deadline for applying:** Thursday, 5 February, 2015  
**Accommodation:** Accommodation not provided  
The International Office  
International relations & mobilityprogramme  
Karen Denecke  
**Contact person details:** von-Siebold-Str. 2  
37075 Göttingen  
Room 1.106  
Phone +49 (0)551/ 39-21330  
Office hours: By arrangement

Our next staff training week will take place from 11.- 15. May 2015.

The week is open for staff members working in fields like

- IT Services
- International Relations & Mobility Programmes
- Press Office & International Marketing
- Student and Academic Services

But also colleagues from other departments are welcome. We will accept up to 25 colleagues (maximum 2 per institution).

**15. Hosting Higher Education**  
**Institution:** Paris-Sud University

**Institution website:** <http://www.u-psud.fr>

**Country:** France

**Language:** English

**Dates:** Monday, 18 May, 2015 to Friday, 22 May, 2015

**Registration fee:** no

**Fee reductions/waivers:** no

**Maximum number of participants:** 30

**Deadline for applying:** Sunday, 1 March, 2015

**Accommodation:** Accommodation not provided  
Paris-Sud University

**Contact person details:** International Relations Office  
esw.international@u-psud.fr

The University Paris-Sud is pleased to invite you to join us for an exciting Erasmus Staff Training Week, taking place from May 18-22, 2015.

Our very first Staff Week is aimed at providing truly collaborative exchanging and training for two bodies of university staff – International Relations and Career Guidance & Placement.

**16. Hosting Higher Education**  
**Institution:** Université de Rennes 1

**Institution website:** <https://www.univ-rennes1.fr/>

**Country:** France

**Language:** French

**Dates:** Monday, 18 May, 2015 to Friday, 22 May, 2015

**Maximum number of participants:** 12

**Deadline for applying:** Wednesday, 15 April, 2015

**Accommodation:** Accommodation not provided

M. Yvan Coadour  
Service des Affaires Internationales Université de  
Rennes 1  
00 33 2 23 23 36 11  
yvan.coadour@univ-rennes1.fr

**Contact person details:**

Mme Touria El Grandi  
Service des Affaires Internationales Université de  
Rennes 1  
00 33 2 23 23 36 02  
sai-entrant@univ-rennes1.fr

We kindly invite you to the second Rennes International Staff Week organised by Université de Rennes 1.

This event will take place from 18th to 22nd May 2015 in Rennes (Britanny, France). The programme is designed to give the participants the chance to learn about our strategy, discover best practices in their fields of interest and also discover the Breton culture.

IMPORTANT:

- the participants need to have a sufficient knowledge of the French language (at least A2 level).

- no fees are required, except for the optional trip to Mont Saint-Michel on 23rd May.

Please discover the programme and apply before 15th April 2015!

**17. Hosting Higher Education Institution:** BRNO UNIVERSITY OF TECHNOLOGY  
**Institution website:** <https://www.vutbr.cz/en/>  
**Country:** Czech Republic  
**Language:** English  
**Dates:** Monday, 18 May, 2015 to Friday, 22 May, 2015  
**Maximum number of participants:** 30  
**Deadline for applying:** Sunday, 29 March, 2015  
**Accommodation:** Accommodation not provided  
**Contact person details:** Mrs. Silvie Doubravská  
doubravska@ro.vutbr.cz

Our staff week is especially focused at staff working in international relations offices.

**18. Hosting Higher Education Institution:** University of Oslo and Oslo and Akershus University  
**Institution website:** <http://www.uio.no/english/>  
**Country:** Norway  
**Language:** English  
**Dates:** Monday, 18 May, 2015 to Wednesday, 20 May, 2015  
**Maximum number of participants:** 15 people per track  
**Deadline for applying:** Friday, 20 February, 2015  
**Accommodation:** Accommodation not provided  
**Contact person details:** stafftraining-uio-hioa@extern.uio.no

The University of Oslo (UiO) and Oslo and Akershus University College of Applied Sciences (HiOA) are pleased to invite you to join us for Oslo International Staff Training, taking place on **May 18-20, 2015**.

**The thematic tracks are as follows:**

Track 1: Accessibility/Universal Design

Track 2: Employability

Track 3: Library/Learning Centres

Track 4: Summer School



**19. Hosting Higher Education Institution:** University of Cyprus, Nicosia, Cyprus

**Institution website:** <http://ucy.ac.cy/ir/en/erasmus-programme/staff-mobility-for-training/staff-incom...>

**Country:** Cyprus

**Language:** English

**Dates:** Monday, 8 June, 2015 to Friday, 12 June, 2015

**Registration fee:** No participation fees but there may be a small fee for participation in the excursion and dinner. This is to be confirmed at a later stage.

**Fee reductions/waivers:** N/A

**Maximum number of participants:** 30

**Deadline for applying:** Saturday, 31 January, 2015

**Accommodation:** Accommodation not provided

**Contact person details:** Emma Zeniou, Tel:+35722894281, erasmus@ucy.ac.cy

The University of Cyprus Erasmus Staff Week will concentrate on issues relating to organization practices for the mobility of students, academics and staff. Good practices under the old LLP programme will be discussed and further possibilities under the new ERASMUS+ programme will be explored. Internationalization of universities will be presented through suggested good practices and use of related indicators. Funding opportunities under the new ERASMUS+ will also be discussed, including the new Erasmus + International opening. Preparation of proposals under ERASMUS+ including management and networking will be introduced in a workshop approach with the aim to form new partnerships for new project proposals. Participants will have the chance to learn useful elements of the Greek language and have a taste of the local culture, sights, food and music. Meeting with colleagues from other European institutions, interested in the same areas, is one of the aims of the staff week. Participants will be invited to come prepared for the Cultural Market Place that will be organized during the week.