



## INTERNATIONAL STAFF TRAINING WEEK

**28<sup>th</sup> MAY 2012 – 1<sup>st</sup> JUNE 2012**

The University of Ferrara is glad to announce its first International Staff training week in the mainframe of the LLP/Erasmus, which will be held between May 28th and June 1st 2012.

Enclosed you will find a draft programme of the week along with an application form.

If you are interested in participating please fill in the form and send it back to the International mobility office of the University of Ferrara by email within February 29th, 2012.

For further information feel free to contact the International mobility office at the following email address: [mob\\_int@unife.it](mailto:mob_int@unife.it)

*(Draft programme of the Staff Week)*

### **Monday 28<sup>th</sup> May**

09.00 – 9.30	Registration
09.30 - 10.00	Institutional welcome
10.30 - 11.30	Who is who
11.30 - 11.50	Coffee break
11.50 – 13.00	Presentation of the University of Ferrara
20.00	Dinner in a typical local restaurant

### **Tuesday 29<sup>th</sup> May**

09.00 - 11.00	Presentation of the offices involved in international activities
11.00 - 11.20	Coffee Break
11.20 - 13.00	Successful international projects (Double degrees, Master Erasmus-Mundus, Leonardo da Vinci PLM, Atlante programme...)

### **Wednesday 30<sup>th</sup> May**

09.00 – 14.00	City and University tour
---------------	--------------------------

### **Thursday 31<sup>st</sup> May**

09.00 – 11.00	Management and orientation for foreign students
11.00 - 11.20	Coffee Break
11.20 – 13.00	Focus Group (1: ECTS system, 2: Double degree, 3: Consortia placement, 4: Summer school/Intensive programme)
18.00	“Aperitivo”

### **Friday 1<sup>st</sup> June**

09.00 – 11.30	International fair
11.30 - 11.50	Coffee Break
11.50 – 13.00	Final debate and farewell



## INTERNATIONAL STAFF TRAINING WEEK

28<sup>th</sup> MAY 2012 – 1<sup>st</sup> JUNE 2012

### Application Form

Please send back the application by email to [mob\\_int@unife.it](mailto:mob_int@unife.it) within February 29<sup>th</sup> 2012, if your institution hasn't signed a bilateral agreement with our university for Staff exchange please enclose a draft of the agreement.

<b>Name:</b>	
<b>Surname:</b>	
<b>Home institution:</b>	
<b>City and country:</b>	
<b>Name of the office:</b>	
<b>Function at home university:</b>	
<b>E-mail:</b>	
<b>Telephone:</b>	

Focus group (please list in order of preference):

- ECTS system
- Double degree
- Consortia placement
- Summer school/Intensive programme

Would you like to meet someone at our university? Please inform us in order to organize a meeting for you.

---

*Further information on accommodation will be sent once we receive your application form*

*Not more than 20 participants will be accepted*

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