



ETSEAMN
INTERNATIONAL

ETSEAMN STAFF TRAINING PROGRAMME

27th STP VALENCIA

10.06.2024 - 14.06.2024

Languages & IT Training

IT for University Staff

June 2024



UNIVERSITAT
POLITÈCNICA
DE VALÈNCIA



Escola Tècnica Superior
d'Enginyeria Agronòmica
i del Medi Natural

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Providing key skills for University Staff

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View our Videoclip:



DESCRIPTION

IT for University Staff is an intensive five-day course that aims to give training in three different areas:

- Awareness about hidden risks for the unaware Internet users, with practical security mini-lab
- Learning the use of MS Access tool, for administrative and academic purposes
- Discovering the magnificent and attractive Prezi tool to make striking presentations

Target groups are University Staff and Faculty from Higher Education Institutions.

INTENDED OUTCOMES

Upon completing the course, participants will have strengthened their specific *Access* skills. Their competence in the usage, management and databases querying will have been increased. Applied problem solving abilities through *Access* resources will have been acquired. They also will recognize security issues that were not detected previously. And they will be prepared to start using Prezi for sharing their ideas with the most demanding audience.

EVENT STRUCTURE

The event lasts **25 hours**, divided into five hours of work sessions per day.

Fees: 400 € per person, including work materials, welcome *paella* meal, and farewell lunch.

EVENT COORDINATOR

Prof. Vicente Castell, Head of International Relations ETSEAMN.

Claudio Benavent, IRO ETSEAMN.

Elena Betés, International Officer ETSEAMN.

Coaches and Lecturers are qualified Staff and Faculty from different UPV Schools and Departments.

COACHING AND TRAINING METHODS

Sessions involve short lectures, specific learning tasks, group work, applied exercises, tutorials and permanent coaching by our course lecturers. Hands-on learning through individual projects will complete the training program.

DATES AND LOCATION

Monday, 10.06.24 to Friday, 14.06.24

Place: ETS Ingeniería Agronómica y del Medio Natural (ETSEAMN). Universitat Politècnica de València (UPV). Camí de Vera s/n. 46022 València, Spain.

TRAVEL, LIVING AND ACCOMMODATION EXPENSES

Participants are expected to obtain *Erasmus+ Staff Mobility* grants from their home Institutions. The ETSEAMN will assist with booking accommodation.

INFORMATION

Registration deadline: 10th May 2024

Fee payment deadline: 1st June 2024

Maximum number of participants: 60

Cancellation policy: no registration fees will be refunded within 15 days prior to the start of the course.

Registration link:

<https://forms.gle/AWMxFEpksX1SysJi9>

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TIMETABLE

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00	Welcome Seminar (1)	Languages Course	Languages Course	Languages Course	Languages Course
11:00	Languages Course				
14:00	Welcome Lunch	End of session	End of session	End of session	Farewell Lunch

- (1) Programme description: structure, planning of work sessions, main objectives. Introduction of the local host team. General Presentation of the UPV and the Spanish Higher Education System. Guided walk on the UPV campus.

PROPOSED ACCOMMODATION

DAMIA BONET RESIDENCE HALL – Very close to the UPV campus.

<http://www.resa.es/eng/Residences/Damia-Bonet> Phone: +34-962 050 500

ILUNION AQUA 4 – *Ciudad de las Artes*, 15 min bus lift to UPV or downtown

<https://en.ilunionaqua4.com/aq> Phone: +34 963 18 71 00

HOSTAL VENECIA – Plaza del Ayuntamiento - Downtown 15 min bus lift to UPV

<https://www.hotelvenecia.com/en/> Phone: +34 963 52 42 67

