

Call for Applications ERASMUS+ Staff Training Week

17-21 February 2020

“Project Management in International Offices and Research Support Offices”

Outline and Target Groups

We would like to invite colleagues working at our partner institutions in either International Offices (IO) or Research Support Offices (RSO). If you are looking for an exchange platform on how to optimize the project management of your research or international projects, we invite you to join us in February 2020 in the baroque city of Ludwigsburg for an interactive workshop format. The training week combines sessions in which we have a closer look at the project cycle with site visits in the Greater Stuttgart Areas at another international office and a at the internationalization agency of the State of Baden-Wuerttemberg. Participants are invited to share their experience with setting up projects but also with dissemination practices in an interactive workshop format.

Programme Overview

Monday (Intro)	Tuesday (Site Visits)	Wednesday (Project Cycle Start)	Thursday (Project Cycle End)	Friday (Wrap-up)
<ul style="list-style-type: none"> • Welcome by the senior management • LUE at a Glance + campus tour • Role and tasks of the IO/RSO in Germany • Guided tour through Ludwigsburg 	<ul style="list-style-type: none"> • Visit at the International Office at the "Hochschule der Medien Stuttgart" • (tbc) Visit at Baden-Wuerttemberg International - the competence centre for internationalisation in science and research • Welcome dinner 	<ul style="list-style-type: none"> • "My most challenging project" presentations by participants • Fundamentals of project management • Setting up a network/consortium - how to select your partners successfully? 	<ul style="list-style-type: none"> • Funding strategies: structure and tools • Dissemination practices in international and research projects 	<ul style="list-style-type: none"> • Wrap-up session • Evaluation and Certificates

Costs

- EU-Applicants are requested to apply for an ERASMUS+ mobility at the International Office of their home institutions.
- Applicants from the following non-EU institutions might be eligible for ERASMUS+ grants for incoming staff: Helwan University (Egypt), Ambedkar University Delhi (India), Beit Berl College (Israel), University of Novi Sad (Serbia), Yuri Fedkovych Chernivtsi National University (Ukraine).
- Applicants from other institutions are invited to participate but should cover their own expenses.

Application:

- General application deadline: 15th of December 2019
- Application deadline for participants from partner countries (Egypt, India, Israel, Serbia, Ukraine): 15th of November 2019
- Application: Please fill in the application form ([link](#))

Contact details

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