



It is our pleasure to welcome our international partners to attend the International Staff Week for Non-Teaching Staff in Tampere, Finland on 12-15 June 2017. All three higher education institutions in Tampere: University of Tampere (UTA), Tampere University of Technology (TUT) and Tampere University of Applied Sciences (TAMK) are organizing the International Staff Week together for the first time. We wish this collaboration to be for the mutual benefit of all participants.

PROGRAMME

On Monday, we will start the week at the University of Tampere and have an opening session including short introductions of the participants. In the evening, we will enjoy a Get-Together dinner in a relaxing atmosphere.

Programme of the week includes five hours of Intercultural Communication workshops where the participants will increase their knowledge and awareness of culture and its influence on communication.

During the week, participants will have an opportunity to benchmark different services and practices of the three universities and share views on topics related to their own work. The participants will choose one thematic track they wish to attend. The thematic tracks are as follows:

- International Cooperation
- Library Services
- Communications Services
- Student Services & Administration
- Industry Cooperation and Career Services

When registering for the week you are asked to choose one track you wish to join.

The week will offer an opportunity to gain once-in-a-lifetime experiences as the participants will be introduced to Finnish culture, society and the Nordic White Nights! One of the highlights of the week is the traditional sauna evening by the lake on Tuesday, so do not forget to bring your swimming gear!

The participation fee for the International Week is 120 € which includes the training programme and all social events mentioned in the programme.



REGISTRATION

The deadline to apply is 31 March 2017. The selected participants will be informed by email **by 7 April 2017.** The participation fee of 120 € is due on **24 April 2017.**

The electronic registration form is available at: <https://www.lyyti.in/staffweek2017>

The number of participants for the week will be limited to 60, with the maximum number of two attendees per Partner University. Multiple participants from a single partner institution should preferably have different job descriptions and duties.

LOCATION

The programme will take place in the city of Tampere, in the campuses of UTA, TUT and TAMK.

ACCOMMODATION

The accepted participants can book their accommodation in any hotel of their choice located in the city center. More detailed information of special rates and recommendations will be given directly to the participants via email.

NB! Do not book hotels or flights before your participation has been confirmed!

FEES

The participants are expected to cover their travel, accommodation and daily allowance expenses independently from their own funds, e.g. Erasmus+ staff mobility or other funds. The participation fee of 120 € can be paid with credit card or PayPal following the instructions given in the confirmation email.

NB! Do not book hotels or flights before your participation has been confirmed!



ORGANIZERS

We look forward to sharing this intercultural and inspirational week together with our colleagues here in Tampere on 12 - 15 June 2017! Please feel free to contact us by email if you have any questions regarding the week at [staffexchange\(at\)tamk.fi](mailto:staffexchange(at)tamk.fi), [staffweek\(at\)uta.fi](mailto:staffweek(at)uta.fi) and [staffweek\(at\)tut.fi](mailto:staffweek(at)tut.fi).

Tina Nilsson

International coordinator for staff exchanges
Tampere University of Applied Sciences
[staffexchange\(at\)tamk.fi](mailto:staffexchange(at)tamk.fi)

Laura Lahu

Coordinator of international education
University of Tampere
[staffweek\(at\)staff.uta.fi](mailto:staffweek(at)staff.uta.fi)

Annikka Hämäläinen

Coordinator
Tampere University of Technology
[staffweek\(at\)tut.fi](mailto:staffweek(at)tut.fi)