



Split, 11 January 2016

Dear Colleagues,

International Relations Office of the University of Split is pleased to invite you to the **4th International Staff Training Week** taking place from **16 till 20 May 2016**.

Our intention is to use this opportunity to present our university, our city and country, but also to invite you, our colleagues, to present your institutions, cities and countries to our students and staff. Our programme will focus on the topic of **Erasmus+ International Credit Mobility – KA1 Learning Mobility of Individuals Higher education student and staff mobility between Programme and Partner Countries** and aims at the exchange of experience and best practices from participating universities.

By organising IRO Staff International Week, we hope to strengthen our existing cooperation but also to open new windows.

The programme targets IRO staff and/or other teaching/administrative staff involved in **implementation of Erasmus+ International Credit Mobility projects**.

Participants shall be asked to participate in the programme by giving short presentation on their university, emphasising involvement in mobility projects as well as to participate in discussions focusing on the above-mentioned mobility projects.

Please note that **good command in English** is required and all activities will be held in English. Participation in all activities is required.

Please submit your application forms by **15 February 2016** through erasmus@unist.hr

We shall confirm your participation **as soon as possible** and **not later than mid of March** when the selected applicants shall receive practical information on accommodation possibilities, travel instructions and final programme.

Please note that the number of participants is **limited**. Also, it is responsibility of participants to make arrangements for travel and accommodation, so if possible, use Erasmus STT funds.

Looking forward to receiving your applications and hosting you in Split!

Best regards,

Ana Ćosić

Head of International Relations Office/Erasmus coordinator

University of Split, Croatia

Location: Ruđera Boškovića 31, 21000 Split

Postal address: Livanjska 5, 21000 Split

T: +385 21 440 343 , F: +385 21 440 344

M: +385 91 44 33 871

e-mail: acosic@unist.hr, erasmus@unist.hr

STAFF WEEK

Erasmus+ International Credit Mobility – KA1 Learning Mobility of Individuals Higher education student and staff mobility between Programme and Partner Countries

16 – 20 May 2016

*Preliminary Programme **

Monday, 16 May

During the day Arrival of participants
Afternoon Guided tour – Split Old Town - Diocletian's Palace
Evening Welcome dinner

Tuesday, 17 May

Morning Presentation of the University of Split
Participants' presentations
Introducing the participants and exchange of experience
Noon Free time for lunch
Discussion on Erasmus+ International Credit Mobility – examples of best practices
from participating universities (stated in Application Form)
Free afternoon and evening

Wednesday, 18 May

Morning Croatian language course
University of Split Presentation of good practice on participating in Erasmus+
International Credit Mobility
Noon Free time for lunch
Evening Visit to Meštrović Gallery

Thursday, 19 May

Excursion

Friday, 20 May

Morning Closing session
Group and individual discussion, future collaboration possibilities
Noon Certificates of attendance award
Afternoon Possible visit of Departments (stated in Application Form)

** Programme might be subject to minor changes*