



Split, 7 January 2015

Dear Colleagues,

International Relations Office of the University of Split is pleased to invite you to the **3rd International Staff Training Week** taking place from **25 till 29 May 2015**.

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 Administration and Management of EU Projects 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 **administration and management of EU projects**.

Participants shall be asked to participate in the programme by giving short presentation on their university, emphasising involvement in EU projects as well as to participate in discussions focusing on administration and management of EU 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 **28 February 2015** through [erasmus@unist.hr](mailto:erasmus@unist.hr)

We shall confirm your participation **as soon as possible** and **not later than the end 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

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