**ERASMUS STAFF TRAINING WEEK, 19 – 23 May 2014**

Dear colleagues,

The University of Maribor kindly invites international colleagues to our **5th Erasmus Staff Training Week**, taking place from **19 to 23 May** **2014** in Maribor.

This year we have prepared a programme for colleagues, coming from two different areas: **International Relations**, especially **Erasmus** **programme** and

**Information Technology.**

The main purpose of this event is to widen and strengthen cooperation with our partner institutions, establish new connections and partnerships and update colleagues on European programmes.

The working language of the Erasmus Staff Training Week is English, which is why we require **sufficient knowledge of English** from our participants.

We can accept maximum 2 (two) representatives from each institution. We accept a maximum of 50 participants.

There is no registration fee, but all travel, accommodation and living costs during Erasmus Staff Training Week are paid by the participants themselves.

The programme we are sending you is only provisional, but after the admission, participants will receive a more detailed programme.

We will also add some afternoon activities for participants, to make your stay in Maribor as pleasant and interesting as possible and give opportunities for networking and bilateral meetings.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday, 19 May** | **Tuesday, 20 May** | **Wednesday, 21 May** | **Thursday, 22 May** | **Friday, 23 May** |
| MORNING | Welcome meeting for participants and guided tour in Maribor | Introduction of the University of Maribor and presentation of participants’ home institutions | **PARTICIPANTS FROM IRO**:  Erasmus programme at the University of Maribor - presentation and discussion,  Presentation of strategic documents for the Central and South East European macro regions  **PARTICIPANTS FROM IT DEPT.:**  Maintaining Infrastructure – Best Practices, Discussion | **PARTICIPANTS FROM IRO**:  Mobility support at HEI – presentation and discussion /  Researcher Support  **PARTICIPANTS FROM IT DEPT.:**  Application development – Best Practices, Discussion | **PARTICIPANTS FROM IRO**:  Presentation of EU Programmes by Secretary-General of DAAD Dr. Dorothea Rüland,  Final conclusions and evaluations  **PARTICIPANTS FROM IT DEPT.:**  Benchmarking in IT – Best Practices, Discussion |
| AFTERNOON | Slovene for beginners: language course for participants | ICT services at the University of Maribor – a presentation | Visiting botanical garden of the Faculty of Agriculture and Life Sciences and the premises of the faculty | **PARTICIPANTS FROM IRO**:  Faculty meetings  **PARTICIPANTS FROM IT DEPT.:**  Implementing Office 365 at university level – a Case Study | Goodbye coffee |

The University of Maribor reserves a right to make amendments to this programme, if necessary.

If you have any questions, don’t hesitate to contact us on: eva.skruba@um.si

See you in May!