

Dear Partners and Friends:

The Vice-Chancellor for Coordination and Internationalization of the University of Murcia (<http://www.um.es/en/web/iwp/inicio>) cordially invites you to participate in the International Staff Training Week that will take place in our campus from **9th to 13th of May 2016**.

Join colleagues from international institutions and discuss about current issues in your field of work, share best practices and know-how. Besides, we have prepared a social program so you can also get to know our bustling city and get in touch with the culture.

There are 4 special interest groups for staff:

- **International Education, Study Abroad and Co-operation Offices** (management and promotion of internationalization), up to 15 people.
- **University Libraries**, up to 5 people.
- **IT Services**, up to 5 people.
- **Student Admission and Recruitment/ Communication Services**, up to 5 people.

The **registration deadline** is **March 14th** and we kindly request you to complete the online form: <https://encuestas.um.es/MTAyMzc.c>

The draft of the agenda for the week is available on: <http://www.um.es/documents/1578001/3461386/2016-StaffWeekDraftProgramme16.pdf/89907e04-cabc-4a5d-bf96-8b4c1dcd4018>

On the third week of March 2016 we will inform you of the 30 participants selected. Information regarding the Staff Week and program will be updated on the following link:

<http://www.um.es/web/iwp/docentes-investigadores-administracion>

We would be very grateful if you share this information with your colleagues on campus who might be interested.

Should you have any queries, please reply to staffweek@um.es

We look forward to meeting you in Murcia next May.

Best regards,
Isabel

Isabel Ruiz Serrano

Técnico de Relaciones
Internacionales
International Relations
Officer



irs@um.es

www.um.es/internacionales

Área de Relaciones Internacionales
Universidad de Murcia. Edif. Rector Loustau
Campus de La Merced 30001 Murcia (Spain)
Tel: +34 868 88 8113 - Fax: +34 868 88 8114





Erasmus Staff Training Week - University of Murcia-9th to 13th May 2016

Monday 9 th May	Tuesday 10 th May	Wednesday 11 th May	Thursday 12 th May	Friday 13 th May
INSTITUTIONAL WELCOME	OUR BUSINESS	OUR BUSINESS	VISIT CARTAGENA TO	WEEK FINALE
Espinardo Campus: Edificio Rector Soler Number 18, second floor	Museo de la Universidad de Murcia <i>Building in Murcia</i>	Campus de La Merced: Facultad de Letras	Cartagena City	Espinardo Campus: Edificio Rector Soler Number 18, second floor
9.00: Hotels pick-up 10.00-10.15: Registration 10.15: Institutional Welcome and presentation of the University of Murcia and International Office. 10.30: Who is who: Presentations from participants Family picture 11.30-12.00: Coffee break 12.00-13.00: Language Service Spanish Language and Culture: a little crash course 13.00: Espinardo Campus Tour	9.30: Town Hall pick-up to go to venue 10.15: Presentation of mobility programmes International Welcome Point in UMU 10.45: Speed dating 12.00 Coffee break 12.30: Visit of the Aquarius 13.00: departure to Azarbe	9.30: Meeting at Facultad de Letras building (Front door) 9.45: Welcome address by the Dean of the Faculty of Humanities 10.00: Net-working: group work on mobility: discussions on hot issues 11.30-12.00: Coffee break 12.00: Intercultural lecture 12.30: Intercultural workshop	9.15: Meeting for bus 9.45: Murcia Bus Station 10.00: Bus to Cartagena 11.00: Cultural visit to the historical city of Cartagena. 14.00: Lunch in Cartagena 16.00: Catamaran trip	10.00: Presentation of Erasmus Mundus projects 10.30: Presentation of online Erasmus credit transfer and good practice shared. 11.30: Coffee break 12.00: Conclusions 12.30: Certificates & photograph delivery, Farewell
14.00: "Paella" offered by UMU Profesors UMU visits on demand (optional) 16.45: 2-hour guided tour around Murcia	13.30: Lunch C.M. Azarbe (downtown) Free time	14.00: Free time	17.45: Bus to Murcia	

** All activities are intended only for participants in UMU Staff Week, lunches and dinner are free of charge for them.

Área de Relaciones Internacionales

Campus Universitario de Espinardo. Ed. Rector Soler, 2ª planta. 30071 Murcia
Tel.+34 868 884 074 – Fax. +34 868 884 130 –
internacionales@um.es