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**5th INTERNATIONAL STAFF TRAINING WEEK**

**Preliminary Program**

**RIGA TECHNICAL UNIVERSITY  
23 – 27 MAY 2016**

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| **Monday, 23 May** | |
| 10.00 – 13.00 | Registration  Welcome session   * Welcome address * Presentation about RTU * Practical information /Group photo * Presentations of participating institutions |
| 13.00 – 14.00 | Lunch break |
| 14.00 – 17.00 | * Presentations of participating institutions (*continued*) * Short Latvian language course |
| 19.00 | Welcome dinner |
| **Tuesday, 24 May** | |
| 9.30 – 10.30 | Presentation of Latvia |
| 10.30 – 12.30 | Parallel workshops (Intercultural communication/Presentation of the Office of the Vice-Rector for Finance) |
| 12.30 – 13.30 | Lunch break |
| 13.30 – 15.30 | Parallel workshops (Publicity for EU framework projects/financial management of HEI – practical task) |
| 17.00 | Sightseeing tour in Riga |
| **Wednesday, 25 May** | |
| 10.00 – 12.00 | International Classroom: recruiting and managing/Individual meetings with representatives of the Office of the Vice-Rector for Finance |
| 12.00 – 13.00 | Lunch break |
| 13.00 –… | Individual visits to faculties |
| **Thursday, 26 May** | |
| 10.00 – 18.00 | Tour to Jūrmala – the biggest resort city in the Baltic States |
| **Friday, 27 May** | |
| 9.30 – 12.30 | Workshop “Summarize your personality/company/project in 15 seconds”  Feedback and evaluation  Certificates |

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|  | **Application Form**  **5th INTERNATIONAL STAFF TRAINING WEEK**  **May 23 – 27, 2016**  **Riga Technical University** | |
| **Title:** | |  |
| **Surname:** | |  |
| **Name:** | |  |
| **City and country:** | |  |
| **University:** | |  |
| **Department:** | |  |
| **Position:** | |  |
| **Main responsibilities:** | |  |

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| **Contact data**  Address:  E-mail:  Mobile telephone number: |

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| **Erasmus code:** |
| **Name and e-mail of Erasmus coordinator at your institution:** |
| **Please state the reasons for participation at the International Week:** |

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| ***Individual meetings***  ***(please indicate 3 choices (1, 2, 3) in order of preference)*** |  | |
| Faculty of Architecture and Urban Planning |  | |
| Faculty of Civil Engineering |  | |
| Faculty of Computer Science and Information Technology |  | |
| Faculty of Electronics and Telecommunications |  | |
| Faculty of Engineering Economics and Management |  | |
| Faculty of E-Learning Technologies and Humanities |  | |
| Faculty of Materials Science and Applied Chemistry |  | |
| Faculty of Power and Electrical Engineering |  | |
| Faculty of Mechanical Engineering, Transport and Aeronautics |  | |
| Riga Business School |  | |
| Scientific Library |  | |
| International Relations Department |  | |
| Foreign Students Department |  | |
| Other (please specify): |  | |
|  |  | |
| Social program  ***(60 EUR to be paid in cash during registration)***   * Welcome dinner (Monday, 23 May) * Riga city tour (Tuesday, 24 May) * Tour to Jūrmala (Thursday, 26 May) | **YES** | **NO** |
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**Please send your completed application form before 7 March 2016 to *jolanta.jurevica@rtu.lv***