



COMPREHENSIVE INTERNATIONALIZATION- SEEKING A NEW BALANCE OF VALUES

4-8 May 2015

The Polytechnic Institute of Leiria is happy to inform you that like in previous years the International Week within the frame of the Erasmus+ Programme will be held from the 4th to the 8th of May 2015.

The five-day programme intends to make the necessary approach between the internationalization at home, locally, and a more broader concept of a comprehensive internationalization, globally, using the expression glocal (Boaventura Sousa Santos- being global locally)- how to think and act without losing one's identity. The week will be divided in twofold one within the institution and another thinking in our guests visiting and dealing with IPLeiria for the first time. To our International guests we will have a week with plenty of opportunities to visit departments at the schools that will be open to receive their peers and also networking with us and even with other visitors- the main goal will be of course the transfer and exchange of experiences and know-how; beneficiaries (in and out) will be given the opportunity to learn from the experiences and good practices of the partner institutions and discuss the pros and cons of programmes and procedures. Further to acquire practical skills relevant for their current job and their professional development they will enjoy a social and cultural event and will get the opportunity of doing so connecting with people from several countries at the same time

- **Who can attend?**

The Staff Training Week is open to all teaching and non-teaching staff of any EU institution, and partner countries from the groups included in the International Credit Mobility applications. Spanish and Italians don't need to have a special level of language due to the similarity of language but it is requested at least a B1 level for all the other countries.

The maximum number of participants is 40. If we receive more applications, there will be a selection process based on the early application and on the possibility of finding a matching department at IPLeiria. We will send you an email with the invitation letter.

- **What is in the programme?**

The programme will be drawn up for specific themes from an administrative and technical point of view. The topics that will be covered include job shadowing in different departments: students support services (accommodation, canteens



gender equality), academic services, international masters, international office, Marketing and Communication, informatics, Libraries, Lab support, projects, human resources and so forth.

- **Cost**

We do not charge any participation fee. The welcome lunch and the farewell dinner are included in the programme, the touristic trips, some occasional offers mentioned in the welcome session and the stroll in the old town but participants need to cover their own expenses for travelling, accommodation and other meals. visitors can apply to receive an Erasmus Staff Training grant at their own institution's International Office.

- **Accommodation**

You can find a wide range of lodging in Leiria. The options are mentioned in the application form but prices can vary between 24€/per night – in a private residence Halls until 40€/night in a local Hotel 5 minutes from our headquarters. We are able to help you booking your room at one of the existing options-do let us know when you fill in your application form. You will receive further information together with the notification of your acceptance.

- **Travelling to Leiria**

There are several ways to get to Leiria. You can choose between Oporto and Lisbon Airport, but the Lisbon Airport is closer to Leiria. You can take the Underground at Lisbon airport take the read line until "S. Sebastião" and then change to blue line and go until "Jardim Zoológico". You'll find the Coach station where you can pick a bus until Leiria every 1.00hour/1.30 hours. See:

<http://www.rede-expressos.pt/default.aspx>

By car you can use either the motorway A1 and A8 (km.130 from Lisbon).

- **How to apply?**

Fill in the application form until two week previous to the event. Kindly ask it using the email:

acecilia@ipleiria.pt. All the information will be available on our website and the IMOTION platform soon.

Hope to see you soon in sunny Leiria. We look forward to welcoming you!