



The Polytechnic Institute of Leiria is happy to inform you that its 1st **Open Staff Week** within the frame of the Erasmus+ Programme will be held from the 3rd to the 8th of November 2014.

The five-day programme intends to rationalize what has been done during all the academic year, but focusing the activities in a special week where all departments are open to receive their peers in other countries having as main goal to transfer and exchange experience and know-how; beneficiaries (in and out) will be given the opportunity to learn from the experiences and good practices of the partner institutions. 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 people from several countries at the same time.

• **Who can attend?**

The Staff Training Week is open to all staff (administrative and technical) of our partner universities, but also to teachers doing an STT mobility. 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 50. 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 as the touristic trip, but participants will cover their own expenses for travelling, accommodation and other meals. Visitors from our Erasmus

partner universities can apply for 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 the teachers residence Halls until 60€/night in a local Hotel. If you would like us to help you book a room at one of those hotels or Residence Hall, please 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 red 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. It 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!