

We are pleased to invite you to join the second **Erasmus+ Staff Week at University of Science and Technology in Bydgoszcz, Poland between 29 May to 02 June 2017**
This week is directed to both academic and administrative staff.

The main purpose of this event is to widen and strengthen the cooperation with our partner institutions, to share our different experiences on internationalization, to facilitate networking and establishment of new partnerships. Participants will be given the opportunity to learn from the experiences and good practices of the partner institutions. They will be allowed to exchange ideas about fostering student and staff mobility, to present their home universities, structures and working practices, to explore and discuss special topics of interest within the field of internationalisation, and much more. The programme will cover presentations, workshops, conference and cultural activities. There is of course time foreseen for individual meetings with colleagues of UTP departments or site visits to other university facilities.

Compulsory Participation Fee - 50 EUR

Host institution will cover the costs of local travel, coffee breaks, welcoming lunch, farewell dinner and some free time activities.

The international participants will pay their travel expenses, accommodation cost and meals on their own. However the participants from ERASMUS + universities can apply, in their own Universities, for an ERASMUS + grant to support these costs.

The application period is till **31th of March, 2017**

By the **end of April, 2017**, all applicants will be informed by e-mail whether their application was approved or not.

Please find enclosed the Erasmus Staff Week Preliminary Program and Application Form. We kindly request you to complete the form and send it to the contact person for Erasmus Staff Week:

Magdalena Kapela

E-mail: [magdalena.kapela@utp.edu.pl](mailto:magdalenakapela@utp.edu.pl)

Katarzyna Zadworna

E-mail: katarzyna.zadworna@utp.edu.pl

Accommodation:

The accommodation cost will be covered by the participants. However, the organizers can suggest a variety of possible convenient solutions, taking into consideration the location, the service quality and the price range of the lodgings. Further details will be mailed to the participants, after the confirmation of the mobility.



Erasmus+ Staff Week

Bydgoszcz 29.05-02.06.2017

29 May (Monday) RCI

- Registration
- Welcome reception
- Presentations of UTP
- International coffee break
- Poland a (not so much) foreign country - Introduction to Polish lifestyle and trivia knowledge that may save your life – presentation
- Visiting the departments / laboratories UTP
- Lunch

30 May (Tuesday) RCI

- Erasmus Program at UTP. General Presentation facts and figures
- Presentations of Guest Institutions
- Discussion, Feedback and Results
- Sightseeing Bydgoszcz / a boat trip / museum/
- Diner

31 May (Wednesday)

International Conference

Civil Engineering - Present Problems, Innovative Solutions **CEPPIS 2017**

Individual visits in departments

01 June (Thursday) RCI

- Group photo shooting of the participants in front of the RCI
- Language Learning at UTP – presentation
- Foreign students at the UTP – presentation
- Evaluation of the week and possibilities of cooperation, expectations for the future

02 June (Friday)

Individual visits in departments or site visits to other university facilities

Departures



Erasmus+

ERASMUS+ STAFF WEEK AT UTP 2017

29.05 – 02.06.2017

UTP University of Science and Technology, Kaliskiego 7 Ave., 85-796 Bydgoszcz, Poland
PL BYDGOSZ02

DATA OF PARTICIPANT

NAME AND SURNAME |

TITLE, POSITION |

GENDER | male female

NATIONALITY |

E-MAIL ADDRESS |

SENDING INSTITUTION |

FACULTY/
DEPARTMENT |

EXPECTATION
RELATED TO THE
STAY AT UTP |

ACCOMMODATION | I am making my own lodging arrangements in town
 I want you to arrange room at UTP's Dormitory for me

SPECIAL FOOD
REQUIREMENTS | Vegetarian
 Muslim
 Other:
 No special needs

SIGNATURE |

Please send filled form to e-mail: [magdalena.kapela@utp.edu.pl](mailto:magdalenakapela@utp.edu.pl) / katarzyna.zadworna@utp.edu.pl
Or fax: +48 52 374 93 99