



UNIVERSITÀ DEGLI STUDI
DI PERUGIA



International Staff Week

PLANNING AND MANAGING ERASMUS+ PROJECTS



December 15-18, 2019
Università degli Studi di Perugia

The Università degli Studi di Perugia is pleased to announce its "International Staff Week", an event dedicated to staff from present and prospective international partners with the aim of sharing experiences and knowledge about Erasmus+.

The Programme will include a two-day workshop on "Planning and Managing Erasmus+ Projects" as well as social activities such as guided tours (Perugia and Assisi) and the visit to a local chocolate factory.

GENERAL INFORMATION

Fee: Free of charge.

Welcome cocktail, coffee breaks and lunches included the Programme, as well as the Training course and the Social Activities, are offered by UNIPG.

Please note that participants are responsible for covering their own costs for travel and accommodation and for meals and activities not included in the Programme. They can ask for an Erasmus+ STT (Staff Training) funding at their home institution.

Location: University Main Headquarters and Rectorate (Piazza dell'Università, 1 – Perugia)

Application: In order to apply to our event, please fill in and send the Registration form to area.relint@unipg.it, specifying "**UNIPG staff week 2019**" in the object of the email.

The deadline for submitting your applications is December, 2nd.

Selection: Maximum number of participants expected for the week is 40. Participants will be accepted on the basis of geographical diversity and fields of interest. Please be aware that preferably we would accept maximum two representatives for each institution. In this edition, we will give priority to staff interested and involved in planning and management of Erasmus+ projects.

Accommodation: Participants can book their accommodation in any hotel of their choice but they can also benefit from the special arrangements we have made with selected hotels located in the city centre of Perugia. Detailed information about special rates and recommendations will be given directly to the accepted participants via email or on request.

For more information, please contact the International Area at area.relint@unipg.it specifying "**UNIPG staff week 2019**" in the object of the email or by phone at +39 075 585 2106 – 2036 – 2182.

Programme

Please note that the schedule of social activities may be subject to slight modifications.

DAY	TIME	ACTIVITY	VENUE
15 Sunday Arrival	19.00 – 21.00	Welcome of the Participants Cocktail Reception	Hotel in Perugia City Centre
16 Monday Opening Day & Social Activities	9.00	Registration of Participants	Aula "Dessau", Palazzo Murena
	9.15	Official opening of the International Staff Week Brief Presentation of Participants and Week Programme	Aula "Dessau", Palazzo Murena
	10.30	Welcome from University Authorities Visit to the University Rectorate	Hall of Graduate, University Rectorate, Palazzo Murena
	11.15	Coffee break	
	11.30	Guided Walking Tour of Perugia City Centre	Perugia City Centre
	13.00	Light lunch	Pizzeria in the City Centre
	14.30	Leaving by private bus from Perugia City Centre to Assisi	Piazza Italia (Perugia City Centre)
	15.00	Guided Tour of Assisi	Assisi
	17.00	Afternoon tea	
	18.00	Leaving by private bus from Assisi to Perugia City Centre	
	18.30	Arrival in Perugia City Centre – Free evening	Piazza Italia (Perugia City Centre)

DAY	TIME	ACTIVITY	VENUE
17 Tuesday Training day and Social activity	9.00	Registration of Participants	Aula "Dessau", Palazzo Murena
	9.30 – 11.00	Training on Erasmus+ Projects Session 1: Introduction on Erasmus+	
	11.00	Coffee break	
	11.30 – 13.00	Session 2: Erasmus+ essentials and key actors	
	13.00	Buffet lunch	
	14.00 – 15.30	Session 3: Master the Full Proposal Development cycle in Erasmus+	
	15.30	Coffee break	
	15.45 – 16.45	Session 4: Project Planning and Management essentials in Erasmus+	
	17.00	Leaving by private bus from Perugia to local Chocolate Factory	Piazza Università (Perugia)
	17.15 – 19.15	Perugia Chocolate Experience*	
	19.30	Arrival in Perugia City Centre by private bus – Free evening	Piazza Italia (Perugia City Centre)

* Transfer by private bus from/to Perugia City Centre. The two-hour visit includes the guided tour of a chocolate factory, a taste of delicacies, a brief demonstration by a Master Chocolatier (according to production schedule), and access to the gift shop with the possibility to buy sweet souvenirs.

DAY	TIME	ACTIVITY	VENUE
18 Wednesday Training day and conclusions	9.15	Registration of Participants	Aula "Dessau", Palazzo Murena
	9.30 – 11.00	Training on Erasmus+ Projects Session 5: How to impress the evaluators	
	11.00	Coffee break	
	11.30 – 13.00	Session 6 (part A): How to deal with ERASMUS+ criteria	
	13.00	Buffet lunch	
	14.00 – 15.30	Session 6 (part B): Impact and Sustainability	
	15.30	Coffee break	
	15.45 – 17.00	Session 7: Financial management	
	17.00 – 17.30	Closing of the International Staff Week and awarding of the attendance certificates	
19 Thursday - Departure			

International Staff Week

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SURNAME	
FIRST NAME	
TITLE (Mr., Mrs., Dr., Prof.)	
GENDER	
COUNTRY	
EMAIL ADDRESS	
TELEPHONE (Please, indicate a phone number to which we can contact you also in Italy)	
HOME UNIVERSITY	
WEBSITE (Home University)	
ERASMUS CODE (Home University)	
POSITION/DEPARTMENT	
SPECIAL REQUIREMENTS (e.g. disabilities, food allergies, dietary restrictions)	
I am interested in the activities included in the social programme (Please, tick the relevant boxes)	<input type="checkbox"/> Welcome Cocktail (Sun 15 th) <input type="checkbox"/> Guided tour of Perugia city centre (Mon 16 th) <input type="checkbox"/> Lunch in Perugia city centre (Mon 16 th) <input type="checkbox"/> Guided Tour of Assisi (Mon 16 th) <input type="checkbox"/> Guided Tour: Chocolate Factory (Tues 17 th)
DATES	ARRIVAL: DEPARTURE:
BOOKED HOTEL	
EXPERIENCE (Please mention relevant experience and background in the field of Planning and Management of EU projects)	
MOTIVATION (Please explain your main interest and motivation for a staff mobility at the University of Perugia)	