



INTERNATIONAL STAFF WEEK
**TEACHING IN ENGLISH IN NON-ENGLISH SPEAKING
UNIVERSITY**
25-29 April 2016
Kaunas University of Technology, Kaunas, Lithuania

Kaunas University of Technology cordially invites teaching and administrative staff from our partner universities to join us for a 5-day programme of Staff Training Week.

Goal

- 1) to share experience/learn tips and tricks of teaching in English;
- 2) to share experience/learn how various HEIs are assisting their teachers in improving quality of teaching in English.

Target group

- 1) subject teachers in English;
- 2) administration staff (counsellors/coachers, HR, qualification development specialists) / academy development.

Duration

5 days (25th – 29th April 2016)

Application

To apply for International Staff Training Week, please fill in the online application form <http://goo.gl/forms/tw2ChkRoG2>.

Application deadline is 15th March 2016.

Participation in the Staff Training Week is free of charge. The participants are expected to cover their travel and hotel costs themselves or using ERASMUS+ funding provided by their home university. Entrance fees for cultural events may apply.

Selected applicants will be informed by 20th March at the latest. They will receive all relevant information and guidelines.

The working language of the event is English.

Accommodation

We advise to stay in hotels:

[Kaunas Hotel](#), 4* (walking distance to the main venue 5 min.)

[Park Inn by Radisson](#), 3* (walking distance to the main venue 7 min.)

[Ibis](#), 3* (walking distance to the main venue 20 min.)

[Kaunas City Hotel](#), 2* (walking distance to the main venue 7 min.)

Kaunas in spring

Kaunas is the second largest city in Lithuania. Nice weather in April brings greenery to Kaunas parks, cafés offer open-air tables, and the city is full of people. International [Kaunas Jazz festival](#) will be held on 27 April – 2 May 2016.

Please share this information with your colleagues, who teach in English and/or are involved in international issues at your University.

Do not hesitate to contact us at virginija.savalkoviene@ktu.lt for any further information regarding the event.

We are looking forward to welcoming you in Kaunas!

DRAFT PROGRAMME

Day 1: WARM UP DAY

Monday, 25 April

- 10.00 **Registration**
- 10.30 **Welcome** and presentation about Kaunas University of Technology
- 11.00 Introduction of **KTU team for Internationalisation**: trends and achievements
- 11:30 Introductions by **participants**: from where and why here?
- 12.30 Networking lunch (*KTU café*)
- 13.30 **Lithuania and Lithuanians**: national uniqueness
- 14:00 **International studies and students at KTU**; exchange possibilities
- 14.30 Coffee break
- 15:30 Introduction to the topic: **non-native English teacher teaches non-native English students** (*guest speaker, tbc.*)
- 16.30 **Sum-up session**: how much it is relevant to my university
- 17:00 Free time
- 19.00 Welcome Dinner

DAY 2: INTERCULTURAL COMMUNICATION/TEACHING

Tuesday, 26 April

- 09.30 **Plenary Session: Intercultural communication in academic environment**
- 10.45 Coffee break
- Preparing students to study in English**
- 11.15 What should be told during the Welcome Week?
What should a teacher prepare for a subject?
- 12.30 Lunch (*KTU café*)
- Workshop 1 (for teachers)**: how to organise a lecture? how to provoke discussion? how to apply different cultural learning experiences to have the same study outcomes? does student understand me?
(*hold by experts, teachers, participants*)
- 13.30 **Workshop 2 (for administration staff)**: what international students and teachers mean in terms of university's infrastructure? how to recruit international staff? bilingual communication/ documentation for faculty members; can English proficiency requirements be applied for national teaching staff? how to communicate with international staff? should we pay the teachers more for teaching in English?
(*hold by HR specialists, experts, participants*)
- 15.00 Coffee break
- 16.15 **Summing-up** with intercultural communication game
- 17.15 **Kaunas on foot**: guided tour (*till approximately 19.30*)

Day 3: TEACHING IN ENGLISH

Wednesday, 27 April

- 9.30 **KTU EDU-LAB: how university can assist the teachers**
- 10.15 Coffee break
- Workshop 3 (for teachers):** developing of academic vocabulary (social sciences, engineering, humanities, etc.), didactics, developing of lectures materials, (self)assessment.
- 10.45 *(working in groups. KTU teachers are invited to join the workshop)*
- Workshop 4 (for administration staff):** how to train teachers? methods applied by administration to develop faculty skills; how to communicate internationalisation goals to teachers? how to turn features into benefits?
- 10.45 *(working in groups. KTU administrative staff is invited to join the workshop)*
- 12.10 **Sum-up** from the workshops
- 12.30 Lunch *(KTU café)*
- 14.30 **Key Session 1: Teaching in English in non-English speaking university** *(guest speaker, tbc.)*
- 15.30 **Key Session 2: What English is right for academic success** *(guest speaker, tbc.)*
- 16.30 **Free evening** *(cultural options* will be offered: museums, jazz concerts, etc.)*

Day 4: DIDACTICS: TIPS AND TRICKS

Thursday, 28 April

- 09.30 **Morning lecture by KTU EDU-LAB**
- 10.15 Coffee break
- Job shadowing 1 (for teachers):** visiting English taught lectures, leading or assisting the lectures. Sharing experiences
- 11.00 **Job shadowing 2 (for administration staff):** visiting central or faculty administrative departments. Job shadowing at your request/according your interest
- 12.30 Lunch*
- 13.30 **Job shadowing 1 & 2** (continues)
- 17:15-18.00 **Summing-up** at KTU teachers cafe
- 20.00 **Free evening** *(cultural option: Kaunas Jazz concert)*

FEEDBACK AND VILNIUS TOUR

Friday, 29 April

- 09.00 **Feedback from the Week and certificates**
- 10.00 Farewell and a trip to Vilnius