



UNIVERSITY OF KRAGUJEVAC  
SERBIA



**3<sup>rd</sup> INTERNATIONAL  
STAFF WEEK**  
June 7-11, 2021



### 3<sup>rd</sup> International Staff Week at the University of Kragujevac

The International Staff Week will take place between June 7 and June 11, 2021

<b>Hosting Higher Education Institution:</b>	<b>University of Kragujevac</b>
<b>Institution website:</b>	<a href="http://kg.ac.rs/eng/">http://kg.ac.rs/eng/</a>
<b>Country:</b>	Serbia
<b>Language:</b>	English
<b>Dates:</b>	Monday, 7 June 2021 to Friday, 11 June, 2021
<b>Registration fee:</b>	50 euros, for participants from Programme countries
<b>Deadline for applying:</b>	Friday, 28 May 2021
<b>Accommodation:</b>	IRO will provide support in finding accommodation
<b>Contact person details:</b>	Administrative Erasmus+ Coordinators Email: <a href="mailto:erasmus@kg.ac.rs">erasmus@kg.ac.rs</a> Tel. +381 34 300 425

The University of Kragujevac is pleased to invite both academic and administrative staff from our partner universities to the 3<sup>rd</sup> International Staff Week, which will take place between June 7 and June 11, 2021.

This staff week will provide the participants with the unique opportunity to learn more about the University of Kragujevac, its participation in the Erasmus+ program, how we and our partners deal with mobilities in times of pandemics, share success stories and best practices with other colleagues. The programme will include a wide range of activities, the main topics are oriented towards organization and realization of students and staff mobilities (student/staff support and administration, incoming/outgoing students, tools for better service, promotion, etc.), with the accent on mobilities in times of pandemics. Participants will have opportunity to network with colleagues from partner institutions both from partner and programme countries.

The participation fee for the staff week is €50, for participants from programme countries, paid on arrival, and includes conference materials, coffee breaks and meals during 4 days, an excursion, and welcome and farewell dinner.

The provisional programme is attached.



**Erasmus+ International Staff Week at the University of Kragujevac**

**07-11 June 2021**

<b>Monday – June 07, 2021</b>			
<b>Time</b>	<b>Activity</b>	<b>Place</b>	<b>Host</b>
<b>10:00- 10:30</b>	Registration	Rectorate Hallway	IRO
<b>10:30- 11:00</b>	Welcome meeting	Senate Hall	Rector, Institutional E+ coordinator, IRO
<b>11:00- 12:00</b>	Coffee break	Senate Hall	IRO
<b>12:00- 12:45</b>	University campus tour	Rectorate, Park, University Library, University Gallery, Legacy, Centers of Excellence	IRO
<b>14:30 -16:00</b>	Free time		
<b>16:00</b>	Sightseeing tour, Part I + Short course: Serbian culture, tradition and history	City center, pedestrian zone	IRO
<b>18:00</b>	Welcome dinner		



Tuesday– June 08, 2021			
Time	Activity	Place	Host
09:00- 14:00	Sightseeing tour, Part II (Memorial Park <i>Šumarice</i> )	Starting point: Big Park main entrance	IRO
	Brunch	Woodland Oranica Restaurant	
14:30 - 16:00	How Erasmus+ Offices are transforming and reimagining their services, support and engagement to answer to the challenges caused by the pandemic	Senate Hall	IRO, speakers: Dariana Savici (Arad, Romania), Stanislav Grozdanov (Blagoevgrad, Bulgaria) (TBC)
16:00	Free time		

**Wednesday – June 09, 2021**

<b>Time</b>	<b>Activity</b>	<b>Place</b>	<b>Host</b>
<b>10:00- 11:00</b>	Crash course of Serbian Language	Senate Hall	Viktoria Tosheva, Erasmus+ internship student, Center for Serbian as a foreign language
<b>11:15- 13:15</b>	Quality assurance in higher education (internationalization strategies and quality of student mobilities)	Senate Hall	IRO
<b>13:15- 13:30</b>	Coffee break	Senate Hall	IRO
<b>13:30- 14:30</b>	Erasmus+ presentations of the participating universities (5 minutes per university)	Senate Hall	IRO
<b>14:30 – 16:00</b>	Lunch	Senate Hall	IRO
<b>16:00</b>	Free time		



Thursday – June 10, 2021			
Time	Activity	Place	Host
09:00	Excursion to Monasteries Studenica and Gradac	Raška district	IRO
Around 15:00	Lunch at <a href="#">household Šekler</a>	Rudno, mountain Golija	IRO
Around 18:00	Return to Kragujevac		



Friday, June 11, 2021			
Time	Activity	Place	Host
10:00 – 11:00	Closing workshop – significance of internationalization for HEIs	Senate Hall	IRO
11:00 – 11:30	Awarding certificates	Senate Hall	IRO
11:30- 14:00	Farewell gathering + Farewell lunch	Senate Hall	IRO

Dear All,

As we are approaching the International Staff Week at the University of Kragujevac, we would like to share with you some practical information regarding your stay here.

Firstly, we would like to thank you all for choosing our University for the realization of your mobility, as well as for your cooperation.

In order to successfully realize your mobility, please read the following lines:

### 1. Mobility grant/scholarship

- You will receive the scholarship from your universities after signing the Grant Agreement (some of you probably already have experience with the Erasmus mobility and are familiar with this document),
- Scholarship should be used to cover all costs: travel, insurance, accommodation and other costs that are necessary on account of performing the mobility (e.g. registration fee for the International Week),
- All incoming participants need to arrange travel, accommodation and insurance themselves, but will receive necessary information from our Office,
- **The participation fee (50 Euro) for the International Week should be paid upon your arrival using the instructions you will be provided with, to cover the part of the expenses.**

### 2. Travel

- Next to the scholarship you will receive a lump sum for travel costs, again from your home universities. We do not need any tickets or invoices, but you should check this with your home institutions, maybe they need a proof of travel,
- For traveling to Kragujevac, you can see flight options to Belgrade, or to Nis (smaller airport). Distance between Kragujevac and Nis is around 150 km, and between Belgrade and Kragujevac around 140 km.
- For more information on travel to Kragujevac, please look [here](#).
- **If you wish us to arrange airport transfer for you, please let us know and we will get back to you as soon as possible.**

### 3. Insurance

- The participant shall have an adequate health insurance coverage. **You need to be insured during your travel and stay in Serbia.**
- It is also recommended to have an additional health insurance during your travel and stay in Serbia, covering costs of medical treatment (possible medical interventions, transport to a medical care centre, or transport to the home country), accident and death, and civil liability,
- The University of Kragujevac is not liable for participant's insurance. The participant is responsible for arranging insurance as listed above,
- A copy of the participant's insurance policy is an Annex to the financial agreement (your home institution will most likely need a copy of your insurance in order to prepare a grant agreement for you). Please, send us the copy of your insurance, or you can bring the insurance policy and we will make a copy once you are here.



#### **4. Accommodation**

You can check for some accommodation options via [booking](#), or [airbnb](#).

Taking into account the experiences of our previous incoming staff, we could recommend the following:

- [Apartment Paradisos](#)
- [Garni hotel Ema](#)
- [Hotel Kragujevac](#)
- [Garni Hotel Central Lux](#)
- [Apartments Center KG](#)
- [Windmill private accommodation](#)
- [Garni Hotel Viva](#)
- [Garni Hotel Andjelika](#)

#### **5. Agenda**

Attached we are sending you the Agenda of the International Staff Week. Of course, if there are any changes, we will send you the updated version as soon as possible.

#### **6. Documentation**

Please, bring your mobility agreements with you in case your universities request you to have the original signatures.

#### **7. Covid- 19 rules**

Please pay a close attention to the rules of your country and of Serbia. For more information, when it comes to Serbia, please visit the website of our [Ministry of Foreign Affairs](#).

In case you have any questions or doubts, do not hesitate to contact us.

We look forward to meeting all of you soon!

With Kind Regards from Kragujevac,

Erasmus+ Administrative coordinators