

# Staff Training Week at Kristianstad University, May 22-25, 2018

Inspired from last year, we would once again like to invite you to Kristianstad!

The aim of our staff training week is to exchange ideas and to have fruitful discussions with colleagues from all over Europe.

Our guests will visit different departments and learn more about our administration and campus life.

Time to visit Kristianstad and to get an idea of Kristianstad and the surrounding area will be offered.

A preliminary programme is presented below and a [preliminary schedule here](#).

Both will be updated as soon as possible.

We will accept up to 50 colleagues (we strive to allocate places as evenly as possible according to your choices and between institutions).

## **Please register before January 31!**

- Please note that it is mandatory to make your choice of group as well as at "position" of interest within group/groups chosen! Prioritize your choices (1-3)
- To prevent late cancellations, we will charge a fee of 450 SEK (*appr. 45 Euro*) to be paid before February 20 (No refunding)

## **Payment details**

Bankgiro 5442-5269

**Swift** DABASESX

Ibankonto SE18 1200 0000 0128 1010 9087

## **Confirmation from us**

We will get back at the latest February 7 to confirm whether You're accepted or not. Then we will also provide you with information of pre-booked accommodation choices etc.

The training week is open to staff members working in the following 4 groups:

- **A** (totally 23 seats)  
**Being a professional in an academic work**  
What is professionalism and how can we, by being professionals, improve our students and prepare them for their working life? We want to discuss what it means being a professional by different aspects. We will both have activities in our different working groups (A1-A4) but also together. We will focus on discussion and hope to learn about each other.
- **A1, Study and Career Guidance** (10 seats)  
How is a "professional" student developed? What does it mean and how does it work?

- **A2, Student Administration at the Faculties** (5 seats)  
What does a study administrator do? Similarities and differences between our universities.
- **A3, Practical Placement within Teaching Programmes** (3 seats)
- **A4, Communication** (5 seats)

**How we work with digital ads to find the students and get them to find us.**

Kristianstad University is the eight most applied university in Sweden, but considering the two types of different universities we have in Sweden ours is the most applied in our category. Our students find us via different types of digital ads and we have almost no print ads going. We work with google ads, facebook ads and create content that applies to our students. We do much of the work inhouse and have different expertises in our team. Are you interested in digitalization? Take the chance to visit us during staff training week!

- **B, International Office** will receive International Coordinators (5 seats)  
How we work with mobility of students and staff, internationalisation etc.
- **C, Financial/Accounting Administrator** (7 seats)  
Procedures, systems etc (part of program concerning finance within projects will be made together with group **D** (exercise 4))
- **D, Innovation, Entrepreneurship, support for Research** (15 seats)  
**"From idea to a finalised project!"**  
The two-day course will combine interactive lectures and group discussion linked with exercises in the following topics:
  - 1. Innovation- "Applying the innovation process to generate new ideas, understandings and collaborations."
  - 2. The importance of collaboration with different stakeholders
  - 3. Generate the perfect EU application
  - 4. Delivering the perfect project: Project management including finance
  - 5. Sustainability of the project
  - 6. The overall impact of the project, especially in relation to your university.

Colleagues from other departments are also welcome to participate in this training week depending on the capacity and availability of the respective groups.

Practicalities as how to reach Kristianstad etc

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