

Dear Erasmus+ **KA131** Partner Institutions,

The Vice-Rectorate for Internationalisation of the **University of Jaén** is pleased to invite your institution to participate in the **International Staff Week Erasmus+ – April 2026**, which will take place from **20 to 24 April 2026** at our university.

This Staff Week is open to academic staff and administrative and support staff from international higher education institutions interested in exchanging experiences, sharing good practices and strengthening interinstitutional cooperation within the framework of the Erasmus+ Programme.

The programme will combine institutional sessions, training activities and collaborative working spaces, offering participants an in-depth overview of the University of Jaén's management model, internationalisation strategy and involvement in European initiatives, particularly Erasmus+. Cultural activities showcasing the rich social and cultural heritage of the province of Jaén will also be included.

Within the general programme, a parallel side event entitled "**NEOLAiA Focus on Engineering & Education – IFME**" will take place on 21 and 22 April 2026. This thematic event is conceived as a complementary activity and does not exclude participation in the full Staff Week programme.

Selection of Erasmus+ KA131 participants

Please note that there are **50 places** available for participants under the Erasmus+ KA131 and NEOLAiA (European Universities Alliance, coordinated by the University of Jaén). Applications will be considered on a **first-come, first-served basis**, although participants belonging to the **NEOLAiA Alliance** or participating in the "**NEOLAiA Focus on Engineering & Education – IFME**" side event will be given priority. Participants from NEOLAiA alliance institutions, IFM2E networks or speakers without an Erasmus+ KA131 nomination may attach **an invitation letter** to the registration form, issued by the NEOLAiA Office (neolaia@ujaen.es) or the Vice-Rectorate for Internationalisation (vicint@ujaen.es), as appropriate.

Nomination and registration

Nominations and registrations must be submitted via the official form:

Nomination & Registration Form

<https://docs.google.com/forms/d/e/1FAIpQLSfuBVvj3E1gc46w39oWI7PD0R29p6z4uxxkbrkfe1fXzfvA/viewform?pli=1>

Application deadline: 15 March 2026

Further information, including the detailed programme, is available on our website:
<https://www.ujaen.es/internacional/en/staff-week-erasmus-april-2026>

We would be delighted to welcome colleagues from your institution to the University of Jaén and to continue strengthening our cooperation through this enriching international initiative.

For any questions regarding the Staff Week, the registration process, or the invitation letters, please do not hesitate to contact us.

Yours sincerely,

Vice-Rectorate for Internationalisation
University of Jaén



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