**International Credit Mobility: strategies for sustainable development**

**ERASMUS+ STAFF TRAINING WEEK**

**AT SAARLAND UNIVERSITY (May 7 – 11, 2018)**

**Venue: Graduate Center (building C 9 3)**

**Sunday, 6**

Individual arrival of participants

**Monday, 7**

09.00 – 10.00 Registration, formalities and introduction round

10.15 – 10.30 Welcome address by Prof. Dr. Claudia Polzin-Haumann, Vice-president for European and international affairs

10.30 – 10.45 Welcoming by Dr. Johannes Abele, Director of International Office of Saarland University

10.45 – 11.15 Saarland University within the network University of the Greater Region (UniGR)

11.15 – 11.45 Erasmus+ SMP: Financing of practical trainings / internships

11.45 – 12.00 Discussion / Questions

12.15 – 13.30 Lunch hosted by Saarland University

13.30 – 16.30 Workshop 1: Selection and nomination of participants in E+ KA 107 – requirements, procedure, documentation

* 13.30 – 13.50 Presentation of guidelines and requirements of the program E+ KA 107
* 13.50 – 15.20 Work in groups

15.20 – 15.40 Coffee break

* 15.40 – 16.30 Presentation of the results of each group

Summary of the results: common guidelines for our mobility project

19.00 Evening reception hosted by Saarland University in restaurant “Haus Brück”

**Tuesday, 8**

09.15 – 10.00 Language animation

10.00 – 12.40 Workshop 2: Recognition in E+ KA 107 – requirements, procedure, documentation

* 10.00 – 10.20 Presentation of guidelines and requirements for recognition (E+ KA 107)
* 10.20 – 11.50 Work in groups
* 11.50 – 12.40 Presentation of the results of each group

Summary of the results: common guidelines for our mobility project

13.00 – 14.00 Lunch hosted by Saarland University

14.30 – 15.30 Guided Campus Tour

15.30 – 16.30 Meeting with faculties (on individual basis) and Erasmus+ partners

17.30 – 19.00 Visit of the Brewery “Bruch” with beer tasting, Saarbruecken City

**Wednesday, 9**

09.15 – 10.00 Language animation

10.00 – 12.40 Workshop 3: Follow-up application in E+ KA 107 – requirements, procedure, documentation

* 10.00 – 10.20 Presentation of guidelines and requirements for the application (E+ KA 107)
* 10.20 – 11.50 Work in groups
* 11.50 – 12.40 Presentation of the results of each group

Summary of the results: common guidelines for our mobility project

13.00 – 14.00 Lunch break hosted by Saarland University (different locations, individual choice)

14.30 – 15.30 Meeting with faculties (on individual basis) and Erasmus+ partners

Evening at free disposal

**Thursday, 10** public holiday in Germany, Luxemburg, France

8.00 – 18.00 Trip to Luxembourg with guided visit of the city

Evening at free disposal

**Friday, 11**

9.15 – 10.00 Language animation

10.00 – 10.30 Student Services (Welcome Center / Accommodation)

10.30 – 12.30 Workshop 4: Funds for organisational support in E+ KA 107 – needs vs. reality

* 10.30 – 11.20 Work in groups
* 11.20 – 12.30 Presentation of the results of each group

Summary of the results: common guidelines for our mobility project

12.30 – 12.45 Delivering of the certificates

12.45 – 14.00 Lunch hosted by Saarland University

 End of Staff Training Week

**Saturday, 12** Individual departure of participants