

## Consortium Erasmus Al Sud 5<sup>th</sup> Staff Training Week - Setúbal, 04 - 08 June 2018

### **The Consortium *Erasmus Al Sud***

The Consortium integrates five Portuguese Higher Education institutions, namely the Universities of Algarve, Évora and Lisboa and the Polytechnic Institutes of Beja and Setúbal, and intends to create synergies between Higher Education Institutions (HEIS), both **Universities and Polytechnics**, assembled to form an extensive network of educational institutions, municipalities, companies and other organizations.

The main mission of this consortium is to strengthen the link between the HEI and Portuguese companies/organizations, stating by their visibility on a European scale, while promoting cross-border cooperation, and with the commitment to **empower regional and local development** of the geographic areas covered by the consortium institutions network, by enhancing the circulation of knowledge, through the formation of partnerships with local authorities and companies/organizations in territories that tend to be aged.

### **The Staff Training Week**

The Staff Training Week is taking place at the Polytechnic Institute of Setúbal *campus*, and participants will have the possibility to attend seminars, workshops and training sessions, to networking and getting to know Setúbal's region through the social programme.

### **The programme**

The programme is mainly focusing on issues related with the management of Consortia and the promotion of student's placements and employability. Participants will have the opportunity to acquire and share information, to look at different projects from each Consortium member, to exchange experiences and practices under this field. Our aim is to contribute to identify best practices and approaches towards the management of Erasmus+ Consortia by strengthening the existing cooperation with partners, both higher education institutions and enterprises, and exploring new collaboration possibilities for the future.

### **The participants**

The Staff Training Week is open to all staff members of our partner universities and enterprises and is particularly targeting those working with Consortia and Erasmus+ placements, working at International Relations offices, student's and career support services.

Accepting up to 20 participants, the *Consortium Erasmus Al Sud* Staff Training Week aims to create an interactive learning environment in which all participants are invited to actively contribute and cooperate. It is a unique opportunity for staff to develop personal and professional skills, to participate in various social and cultural events, and meet with staff of the Portuguese higher education Institutions integrating the *Consortium Erasmus Al Sud*.

## Application process

A preliminary programme is available and might be updated.

During the activities the participants will have the opportunity to introduce their home institutions and to participate actively in the several workshops.

Accepting up to 20 participants, the *Consortium Erasmus Al Sud* Staff Training Week is privileging the contributions to the final programme and the cultural diversity of the participants and is assuming as participant's selection criteria:

- a) The professional scope: international relations officers, placements and student's career officers or student's support services' staff;
- b) The home institution: till 2 participants by institution;
- c) The nationality: the most diverse as possible.

The [application form](#) should be submitted online **until the 15<sup>th</sup> of April 2018**.

## Deadlines

- Application deadline: 15/04/2018
- Confirmation of acceptance: 27/04/2018
- Payment of the participation fee, by bank transfer: 08/05/2018

## Costs

The participation fee is 200,00€ (euros), which includes documentation, all coffee-breaks, 5 lunches, 2 dinners (social programme), cultural visits and the required transportation to attend the several outdoor activities.

Please do not make travel arrangements before your participation is confirmed. Each participant in the *Consortium Erasmus Al Sud* Staff Training Week will receive detailed information on payment details and an invoice covering the participation fee will be issued.

The participants are expected to cover their travel to Setúbal, the accommodation and other meal costs themselves. With this aim participants are recommended to apply for Erasmus+ staff training grants from their home universities or to other funding programme available.

## Fee payment

The payment of the Staff Training Week participation fee is made exclusively through bank transfer due to **08/05/2018**.

We regret to inform we cannot accept cheques, cash or other payment methods.

All bank charges are to be borne by your institution.

After sending us the payment confirmation (a copy of the document confirming the bank transfer) mentioning:

- The name of the participant;
- The name, the VAT number and the official address of the institution/person that is being invoiced, an invoice will be issued.