

We are pleased to invite you to join the **Erasmus+ Staff Week at University of Science and Technology in Bydgoszcz, Poland between 20 to 24 May 2019**

This week is directed to both academic and administrative staff.

The main purpose of this event is to widen and strengthen the cooperation with our partner institutions, to share our different experiences on internationalization, to facilitate networking and establishment of new partnerships. Participants will be given the opportunity to learn from the experiences and good practices of the partner institutions. They will be allowed to exchange ideas about fostering student and staff mobility, to present their home universities, structures and working practices, to explore and discuss special topics of interest within the field of internationalisation, and much more. The programme will cover presentations, workshops, conference and cultural activities. There is of course time foreseen for individual meetings with colleagues of UTP departments or site visits to other university facilities.

**Compulsory Participation Fee - 50 EUR**

Host institution will cover the costs of local travel, coffee breaks, welcoming lunch, farewell dinner and some free time activities.

The international participants will pay their travel expenses, accommodation cost and meals on their own. However the participants from ERASMUS + universities can apply, in their own Universities, for an ERASMUS + grant to support these costs.

The application period is till **15<sup>th</sup> of April, 2019**

By the **end of April 2019**, all applicants will be informed by e-mail whether their application was approved or not.

Please find enclosed the Erasmus Staff Week Preliminary Program and Application Form. We kindly request you to complete the form and send it to the contact person for Erasmus Staff Week:

Magdalena Kapela

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Katarzyna Zadworna

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**Accommodation:**

The accommodation cost will be covered by the participants. However, the organizers can suggest a variety of possible convenient solutions, taking into consideration the location, the service quality and the price range of the lodgings. Further details will be mailed to the participants, after the confirmation of the mobility.