



UNIVERSITÀ DEGLI STUDI
DI PERUGIA

International Staff Week Internationalization and Management of European Educational Projects



Perugia, 15-19 October 2018



International Staff Week

Provisional Detailed Programme

15-19 October 2018



DAY	TIME	ACTIVITY	LOCATION
14 Sunday (Arrival)	20.00	Welcome Dinner at a Restaurant in the City Centre	TBD
15 Monday	9.00	Registration of Participants	University Rectorate
	9.30	Welcome from University Authorities Presentation of Participants and Week Programme	
	10.00	WORKSHOP: ERASMUS+ PROGRAMME ▪ Introduction to ERASMUS+ Programme ▪ Objectives of ERASMUS+ Programme	
	11.30	Coffee break	
	11.45	WORKSHOP: INTRODUCTION TO PROJECT PROPOSAL ▪ Priorities for project proposal ▪ KA1 & KA2 projects	
	13.15	Buffet Lunch	
	14.15	(INTRODUCTION TO PROJECT PROPOSAL) ▪ Structure of a proposal	
	15.45	Coffee break	
	16.00	(INTRODUCTION TO PROJECT PROPOSAL) ▪ Networking and partner search	
	17.00	Free afternoon	

DAY	TIME	ACTIVITY	LOCATION
16 Tuesday	9.30	WORKSHOP: BUDGET, DO'S AND DON'T'S <ul style="list-style-type: none"> ▪ Eligible and non-eligible activities ▪ Expenses and cost management 	University Rectorate
	11.00	Coffee break	
	11.15	PRACTICAL ACTIVITY ON COST MANAGEMENT <ul style="list-style-type: none"> ▪ Tools for background preparation ▪ Work distribution to partners ▪ Staff cost estimation 	
	13.15	Buffet Lunch	
	14.15	(PRACTICAL ACTIVITY ON COST MANAGEMENT) <ul style="list-style-type: none"> ▪ Operational Expenses Estimation 	
	15.45	Coffee break	
	16.00	WORKSHOP: OUTPUTS & ACTIVITIES <ul style="list-style-type: none"> ▪ Outputs and related activities ▪ Review of approved proposals 	
	17.00	Free afternoon	

DAY	TIME	ACTIVITY	LOCATION
17 Wednesday	9.30	WORKSHOP: IMPLEMENTATION, EXPLOITATION AND SUSTAINABILITY <ul style="list-style-type: none"> ▪ Project Management ▪ Impact and sustainability ▪ Indicators of progress and quality ▪ Dissemination Plan, Contingency Plan 	University Rectorate
	11.00	Coffee break	
	11.15	FUTURE DEVELOPMENT <ul style="list-style-type: none"> ▪ Ideas exchange among participants ▪ Drafting of future projects ▪ Establishing possible consortia 	
	13.15	Buffet Lunch	
	14.30	Guided Tour: "Perugina" Chocolate Factory*	"Perugina" Factory, S. Sisto
	17.00	Free afternoon	

*An hour and a half tour includes: a guided tour, tasting, a glimpse into the chocolate factory (according to production schedule) and access to the gift shop. The magic path starts from Perugina Historic Museum going through the stories of its delicious wares and the videos which shows more of 100 years of this brand, symbol of the Italian chocolate craft. The visit continues with a taste of delicacies inside the factory and ends with the possibility to buy sweet souvenirs at the gift shop.

DAY	TIME	ACTIVITY	LOCATION
18 Thursday	9.30	Visit to the University Rectorate	Hall of Graduate, Rectorate
	10.30	Networking event: Exhibition of Participants' stands, Meeting with students and Erasmus+ Local Coordinators	University Gardens
	11.30	Welcome Day for International Students	University Gardens
	13.00	Buffet Lunch	
	14.00	Visit of Perugia City Centre	Perugia City Centre
	16.00	Free afternoon	
19 Friday	9.30	Leaving by private bus from Perugia City Centre	Piazza Italia
	10.00	Guided Tour of Assisi, including the visit of Palazzo Bernabei, a historical building hosting the University degree course in "Economics of tourism"	Assisi
	13.00	Lunch in Assisi	TBD
	15.30	Leaving by private bus from Assisi	
	16.00	Arrival in Perugia City Centre / Free afternoon	
20 Saturday - Departure			