



XI Staff Training Week (7-11 May 2018)

7th May 2018 (Monday).

8:30 -10:00. Registry. Location: **Sala Triunfo (Complejo Administrativo Triunfo -Avenida del Hospicio s/n)**

10:00 - 10:45. **Official Welcome** to the University of Granada and **Presentation of the UGR** and the Vice-Rectorate for Internationalization. José Martínez Aroza (International Credit Mobility Coordinator at the Vice-Rectorate for Internationalization) and Eloisa Collado Martín (Director for Administrative Staff Training). Location: **Sala Triunfo (Complejo Administrativo Triunfo -Avenida del Hospicio s/n).**

10:45 – 11.15. Academic offer and university life at **Ceuta Campus**. Concepción Capilla Díaz (Vice-Dean for Internationalization, Students and University Outreach at Faculty of Health Sciences - Ceuta Campus). Location: **Sala Triunfo (Complejo Administrativo Triunfo - Avenida del Hospicio s/n).**

11:15 -12:00. **Modern Languages Centre** UGR. Ramón Barquero (Coordinator for Communication and Marketing at Modern Languages Centre). Location: **Sala Triunfo (Complejo Administrativo Triunfo - Avenida del Hospicio s/n).**

12:00 -12:50. Ice-breaking activity: **Spanish Survival Kit**. Location: Rectorate Building (Avenida del Hospicio s/n).

12:50 - 14:00. **Guided tour** to the Rectorate building: **Hospital Real (XVI – XVIII century)**. Location: Rectorate Building (Avenida del Hospicio s/n).

8th May 2018 (Tuesday).

Track Libraries (Location: Hospital Real building. Avenida del Hospicio s/n.)

09.00-14.00: Welcoming the visitors in the historical library in the Hospital Real building followed by a tour to the premises. Keynote presentation on the BUG.

Track IT (Location: CSIRC – Mecenas Building – Fuentenueva Campus)

9:00-14:00

Welcome reception and introduction to the programme and practical aspects of the week by the head of the UGR's IT Department.

Tour of facilities.

Overview IT Services for Research and HPC.

Track Research Support Services (Room Sala de Conferencias - 6th Floor Location: Centro de Transferencia Tecnológica Building, Gran Vía de Colón 48)

9:00-10:15: Euraxess: Services and Research Career. Lidia Bocanegra & Encarnación Collado Cañas.

10:45-12:00: Research Transfer Office, Juan Antonio Muñoz Orellana.

12:30-13:45: Reserach Overview at UGR, Daniel Torres Salinas.

Track A - International Relations (Location: Room Aula TP 1. Aulario de Posgrado - Avenida Madrid, 28)

9:00 – 10:15: International Credit Mobility: Erasmus+ International Dimension -KA107. Evangelia Tzeremaki.

10:45 – 12:00: International Information Services: Helping University Communities Move Around the Globe. Maribel Morales and Héctor Santiago.

12:30 – 13:45: International School for Postgraduate Studies. Marta Pasadas.

Track B - International Relations (Location: Room Aula TP 2. Aulario de Posgrado - Avenida Madrid, 28)

9:00 – 10:15. International Credit Mobility: Erasmus+ International Dimension -KA107. Mario Pardo.

10:45 – 12:00 International School for Postgraduate Studies. Marta Pasadas.

12:30 – 13:45 International Information Services: Helping University Communities Move Around the Globe. Maribel Morales and Héctor Santiago.

Track General Administration

9.00-11.00 (Location: Room Aula A0 Aulario de Posgrado - Avenida Madrid)

Welcome reception and Introduction to the General Administration Track Programme: Quality Policy and UGR values. Encarnación Garrido. GAT Coordinator.

Workshop: **Internationalization**

Internationalization of the General Administration Units. ENCARNACIÓN GARRIDO. UNIVERSITY OF GRANADA.

Erasmus+ program at our department - German and Dutch Languages and Literature. ASTRID HERZOG. FREE UNIVERSITY OF BERLIN, GERMANY.

Workshop: **University and Labour Market 1**

Student-company co-operation in Research and Development. KATARIINA KIVILUOTO. & JENNI SUOMINEN. Research and Development Services. TURUN AMMATTIKORKEAKOULU - ÅBO YRKESHÖGSKOLA, FINLAND.

11.00-11.30: break

11.30-14.00. Location: **"BREAKER" Centre for Entrepreneurship of the UGR- former Faculty of Medicine)**

Workshop: **University and Labour Market 2**

Building strategic partnership between academia and industry. LUMINITA PARV. Rectorate. UNIVERSITATEA ·TRANSILVANIA· DIN BRASOV, ROMANIA.

Entrepreneurship. "BREAKER" Centre for Entrepreneurship of the UGR MARÍA DEL MAR FUENTES, FCO. JAVIER MELERO. General Coordination for Entrepreneurship (UGRemprendedora). UNIVERSITY OF GRANADA.

9th May 2018 (Wednesday).

Track Libraries (Fuentenueva Campus. Meeting point to be arranged on Tuesday's session)

09.00-14.00: Visiting the libraries in some faculties in the Campus Centro and Fuentenueva (city center): Faculty of Law, Faculty of Engineering and Faculty of Science.

Track IT (Location: CSIRC – Mecenaz Building – Fuentenueva Campus)

9:00-14:00

Management and administration of institutional databases at the University of Granada.

Customer support software at IT Department: platforms, support software, web services and howtos.

Computer Classrooms Department.

Track Research Support Services

9.00-10.30: International Projects: a case study (Erasmus+ KA2-CBHE *ICMED Project*). Irene Pedreira. **Location: Salón de Actos. Faculty of Political Sciences.**

11.00 – 13.15: Centre of Scientific Instrumentation (CIC) closed-up: how it works and guided tour. Samuel Cantarero Malagón, Rocío Márquez Crespo, Ana M. Santos Carro, Gustavo Ortiz Ferrón. **Location: Centro de Instrumentación Científica (Campus Fuentenueva).**

Track A - International Relations

9.00-10.30: International Projects: a case study (Erasmus+ KA2-CBHE *ICMED Project*). Irene Pedreira. **Location: Salón de Actos. Faculty of Political Sciences.**

11:00-12.15. Incoming admission procedure and Orientation Week. Virginia Salazar. **Location: Room Aula TP 1 Aulario de Posgrado - Avenida Madrid, 28**

12.30-13.45. Our experience in the management of EU funds. Lina Kudasheva. **Location: Room Aula TP 1 Aulario de Posgrado - Avenida Madrid, 28**

Track B - International Relations

9.00-10.30: International Projects: a case study (Erasmus+ KA2-CBHE *ICMED Project*). Irene Pedreira. **Location: Salón de Actos. Faculty of Political Sciences.**

11:00-12.15. Our experience in the management of EU funds. Lina Kudasheva. **Location: Room Aula TP 2 - Aulario de Posgrado - Avenida Madrid, 28**

12.30-13.45. Incoming admission procedure and Orientation Week. Virginia Salazar **Location: Room Aula TP 2 - Aulario de Posgrado - Avenida Madrid, 28**

Track General Administration (Location: Room Aula A0 Aulario de Posgrado - Avenida Madrid)

9.00-11.00: Location: **Aulario de Posgrado - Avenida Madrid**

Presentations of partner universities:

My University and my city: Activities related to internationalization. NICOLA DEMONTIS. Management control office. UNIVERSITY OF SASSARI, ITALY.

Dzermal Bijedic University and Mostar Faculty of education. DJENANA HAJDAR & LEJLA ZUGOR. Faculty of Education. DZEMAL BIJEDIC UNIVERSITY OF MOSTAR, BOSNIA AND HERZEGOVINA International Relations.

Workshop: **Academic Services**

University Department Management. ÁNGELA GALLARDO JIMÉNEZ. Department of Electromagnetism and Matter Physics. UNIVERSITY OF GRANADA.

Information and support for staff and students to ensure the best experience in Postgraduate studies in the College. SHARON PEARSON. Academic Administration Office. UNIVERSITY OF EDINBURGH, UNITED KINGDOM

University Ombudsman. JOSÉ LUIS RODRÍGUEZ MORALES & INÉS PÉREZ OSORIO. University Ombudsman Office. UNIVERSITY OF GRANADA.

Noon Break Express session: International Office. FREI UNIVERSITÄT BERLIN, GERMANY .

11.00-11.30: break

11.30-14.00: Location: **Aulario de Posgrado - Avenida Madrid.**

Workshop: Quality Management

Teaching Quality Evaluation Mechanisms. JOSE CLAUDIO GIL & DAVID GUERRERO, Quality, Innovation and Planning Unit. UNIVERSITY OF GRANADA.

Optional: 16:00. Visit to Sciences Museum “Parque de las Ciencias”.

Meeting point: Parque de las Ciencias Av. de la Ciencia, s/n at 15.45

10th May 2018 (Thursday)

Track Libraries (Cartuja Campus. Meeting point to be arranged on Tuesday’s session)

09.00-14.00: Visiting the libraries in some faculties in the Campus de Cartuja: Faculty of Education, Faculty of Humanities and Faculty of Economic and Business.

Track IT (Location: CSIRC – Mecenaz Building – Fuentenueva Campus)

9:00-14:00

Infrastructure and eGovernment services at the University of Granada.

IT Networks Services and Telecommunication Infrastructure at the University of Granada.

Institutional videoconferencing services at the University of Granada.

Track Research Support Services (Location: Room Sala de Conferencias - 6th Floor -Centro de Transferencia Tecnológica Building, Gran Vía de Colón 48)

9.00-10.15: Medialab. Research Laboratory for Digital Culture and Society.

10.45-12.00: The Research Support Office: International Projects. Yulia Melikhova (OFPI).

12.30-13.45: International Welcome Centre. Encarnación Collado Cañas and Silvia Bellón.

Track A - International Relations (Location: Aulario de Posgrado - Avenida Madrid, 28)

9.00- 10.15: Recognition Process. Wenceslao Martín. **Room Aula A0**

10:45-12.00: Dissemination and promotion (web, social networks, mailing, brochure, information sessions).

Carolina Glz Madrigal. **Room Aula TP 1**

12:30-13:45: E-Government and IT support for International Relations. Consuelo Justicia. **Room Aula TP 1**

Track B - International Relations (Location: Aulario de Posgrado - Avenida Madrid, 28)

9:00 -10:15. Recognition Process. Wenceslao Martín. **Room Aula A0**

10:45-12.00: E-Government and IT support for International Relations. Consuelo Justicia. **Room Aula TP 2**

12:30-13:45: Dissemination and promotion (web, social networks, mailing, brochure, information sessions).

Carolina Glz Madrigal. **Room Aula TP 2**



Track General Administration (Location: Faculty of Health Sciences. Aula 1.14 – PTS. Av. de la Ilustración, 60)

9.00-11.30: Presentations of partner universities

Lithuanian Sports University. KĘSTUTIS KAUSILAS. Office of Economics and Finances. LIETUVOS KUNO KULTUROS AKADEMIJA, LITHUANIA.

University of Ljubljana. DAŠA BRAČKO. Office of the Dean. & BARBARA KALAN. Office for Undergraduate Studies. Academy of Fine Arts and Design. UNIVERZA V LJUBLJANI, SLOVENIA.

Workshop: **University Services**

Extracurricular Activities in Campus. YAVUZ AKALIN. Dean Office for Student Affairs. BOGAZIÇI ÜNİVERSİTESİ, TURKEY.

Transportation support for students and faculty. MEHMET SAĞIR. Rectorate. BOGAZIÇI ÜNİVERSİTESİ, TURKEY

Social and Sport Programmes. TOMASZ WUDARSKI. Department of Cooperation. EUGENIUSZ PIASECKI ACADEMY OF PHYSICAL EDUCATION IN POZNAN, POLAND.

University Catering Services & visit to the PTS University Canteen. ALEJANDRO MARTÍNEZ ESCORIZA. University Catering Services. UNIVERSITY OF GRANADA.

11.30-12.00: break

Workshop: **User Support**

Electronic Administration. ELISA RECIO MALAGÓN & CONSUELO PÉREZ OCAÑA. Faculty of Arts. UNIVERSITY OF GRANADA.

Administration of large student groups. OYVIND OLSEN. Section for Academic Affairs. OSLO AND AKERSHUS UNIVERSITY COLLEGE OF APPLIED SCIENCES, NORWAY.

Workshop: **Social Responsibility**

Equality and Conciliation. ANDREA TURISO SANZ, JUNCAL GUTIÉRREZ ARTACHO, PEDRO CARLOS LÓPEZ GRAOS & CARMEN PILAR CARABAÑO MOLINA, Equality and Conciliation Unit. UNIVERSITY OF GRANADA.

Optional: Social evening at Carmen de la Victoria in Albaycín. 19:30 meeting point Plaza Nueva. (Carmen de la Victoria is a beautiful building of the University located in the historic quarter of Albaycín usually used as teacher's residence and cafeteria for meetings. It has wonderful gardens and an amazing view of Alhambra.

The idea is to have an informal meeting among the participants and the UGR staff who wants to join this social event. Each one pays their own drinks).

11th May 2018 (Friday): Location: Sala Triunfo (Complejo Administrativo Triunfo - Avenida del Hospicio s/n)

9:00 – 9:30. Academic offer and university life at Melilla Campus.

9:30-11:00. **Diversity and Social Inclusion.** Esperanza Alcaín Martínez. Director for Inclusion and Diversity.

11:00 – 12:00. Certificates delivery and mobility documents signature (certificates of departure).

12.00-12.30. **Closing ceremony.** Wenceslao Martín (Academic Director for Internationalization) and Francisco Buendía (Deputy University Director's Office for Strategic Planning and Organization of Human Resources).

12:30-13:00 **Concert** (brass quintet from the UGR Orchestra).

