



The University of Granada is happy to inform you that its *4th Staff Training Week within the LLP/Erasmus Staff Mobility Programme* will be held from **10th to 14th June 2013**.

The five-day programme consists of plenary sessions, round tables, workshops, presentations and social events. Our purpose is to transfer and exchange experience and know-how; beneficiaries will be given the opportunity to learn from the experiences and good practices of the partner institutions. They will, thus, acquire practical skills relevant for their current job and their professional development.

Who can attend?

The Staff Training Week is open to all administrative members of staff of our partner universities. That is, it is not necessarily for International Relations Office staff.

The maximum number of participants is 60. If we receive more applications, there will be a selection process based on our possibility to find the best match for our Granada colleagues, in order to maximise the outcomes of the week. We will send you an email in the second two weeks of April to let you know whether your application has been selected.

What is in the programme?

The programme will be drawn up for specific themes from an administrative point of view. The topics that will be covered include, for example, gender equality, official undergraduate and master degrees administration and international marketing.

In order to gain an overview of the Staff Training Week, we suggest that you download the provisional version of our [brochure](#). Besides, we recommend you should check this web page to keep yourself up-to-date with our programme.

Cost

We do not charge any participation fee. The welcome lunch in the gardens of the "Carmen de la Victoria" is included in the programme, but participants will cover their own expenses for travelling, accommodation and other meals. Visitors from our Erasmus partner universities can apply for an Erasmus Staff Training Grant at their own institution's International Office.

Accommodation

You can find a wide range of lodging in Granada. The University of Granada works with several hotels which are within walking distance of the venues. A double room single use at them costs between 65 and 75 euro per person, breakfast and VAT included. If you would like us to help you book a room at one of those hotels, please let us know when you fill in your application form. You will receive further information together with the notification of your acceptance. If you prefer to look for your own accommodation, we recommend visiting www.trivago.es.

Travelling to Granada



There are various ways to get to Granada: by plane, train, coach and car. More detailed travel information is available at our [brochure](#).

How to apply?

The online application is open from 6th to 31st March 2013 inclusive:

<https://oficinavirtual.ugr.es/csirc/nuevoacceso/pagina1.htm>

Instructions - Online application:

1. Choose the option "Invitado" and click on "Siguiete".
2. Choose the option " Información General" and go to "Movilidad Internac."
3. Click on " Solicitud PAS/PDI - IN / Apply for UGR" in order to fill in and send us your application form.

For further information, please do not hesitate to contact Mr Javier Caballero by sending an email to vrinternacional@ugr.es.

Hope to see you soon in Granada. We look forward to welcoming you!