



UNIVERSIDAD  
DE GRANADA

Vicerrectorado  
de Internacionalización  
Oficina de Relaciones Internacionales



Co-funded by  
the European Union

## "UGR International Relations Week 2026: Erasmus+ Key Action 2 Capacity Building in higher education"

### 3-Day Training Workshop- Preparing Erasmus+ CBHE Proposals

**Target audience:** University staff involved in the preparation, implementation and management of European and international projects (Academic & Administrative staff).

- **Language of instruction:** English
- **Schedule:** 09:00 – 14:00
- **Format of the workshop:** Interactive sessions, group work, peer feedback.

**Monday, April 20:** Sala Triunfo, Complejo Administrativo Triunfo, Av. Hospicio s/n. Link: [sl.ugr.es/0dPV](http://sl.ugr.es/0dPV)

- 08:50h Registration
- 09:20h Welcome: Prof. Simón Suárez (Director for International Mobility)  
Introducing the UGR: Ms. Evangelia Tzeremaki (Information, Documentation and Marketing Unit)
- 10:00h Coffee Break
- 10:45h Ice breaker activity and participants introduction
- 12:00h Spanish Survival Kit
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- 17:00h optional activity Informal tour to the city centre and Albaicín (historical neighbourhoods of Granada).  
Guides: Ms. Beatriz Arenas.

Meeting point: Plaza del Carmen, 3, Centro, 18009 Granada. Link: <http://sl.ugr.es/0dVU>

**Tuesday, April 21:** Aulario Escuela Posgrado, Av. Madrid, 28. Link: [sl.ugr.es/0dPU](http://sl.ugr.es/0dPU)

### Aula 0 - Introduction to Erasmus+ CBHE and Project Design Fundamentals

Time	Session Title	Description
09:00–09:30	Welcome & Introduction	Brief introductions and expectations. Overview of the 3-day workshop.
09:30–10:30	Understanding Erasmus+ CBHE	Overview of the CBHE action, key priorities, types of projects, eligibility rules, and impact expectations.
10:30–11:00	Coffee break & networking (at Taller 2)	Informal networking opportunity.
11:00–12:30	From ideas to project concepts	How to formulate a project's objectives that aligns with CBHE priorities. Practical work on identifying needs & context and drafting problem statements.
12:30–14:00	Consortium building	Roles of partner institutions, how to ensure complementarity and balanced involvement. Tools for effective communication and coordination.



**Wednesday, April 22:** Aulario Escuela Posgrado, Av. Madrid, 28. Link: [sl.ugr.es/0dPU](https://sl.ugr.es/0dPU)

**Aula 0 - Building Partnerships and Writing Work Packages**

Time	Session Title	Description
08:30–10:00	Planning methodology	Relevance of the project: objectives, activities, results, indicators. Small group exercise: draft a basic logical framework for a full project's vision.
10:00–10:30	Coffee break & networking (at Taller 2)	Informal networking opportunity (continued).
10:30–12:00	Developing work packages	Writing coherent and feasible workplan and work packages: structure, content, tasks, responsibilities. Practical writing session using templates.
12:00–13:30	Quality and Risk Management	Strategies for ensuring quality implementation and managing potential risks. Group discussion on real-world examples.
13:30.14:00	Guided visit to UGR Rectorate Building (Hospital Real).	A guided tour of one of the most important historic buildings at the University of Granada.

**Thursday, April 23:** Aulario Escuela Posgrado, Av. Madrid, 28. Link: [sl.ugr.es/0dPU](https://sl.ugr.es/0dPU)

**Aula 0 - Budget, Impact and Proposal Finalization**

Time	Session Title	Description
09:00–10:30	Budget planning & eligible costs	Breakdown of budget categories, typical costs, cost-effectiveness, and tools to manage the budget. Case scenario exercise.
10:30–11:00	Coffee break & networking (at Taller 2)	Informal networking opportunity opportunity (continued).
11:00–12:30	Sustainability & impact	How to plan for long-term results and visibility. Writing effective impact and dissemination strategies.
12:30–14:00	Good practices and lessons learned	Short presentations by experienced project and academic managers at the University of Granada. Wrap-up, Q&A, certificates

**Friday, April 24:** Sala Triunfo, Complejo Administrativo Triunfo, Av. Hospicio s/n. Link: [sl.ugr.es/0dPV](https://sl.ugr.es/0dPV)

- 10:00h Chorus of Faculty of Science
- 10:45h Farewell and distribution of Certificates of attendance.