Dear Colleagues at AHU

We are pleased to inform you that the USC will organize the third ***International Staff Week*** under the *Programme Erasmus+ International Credit Mobility KA107*which will be held from the **26th November to 30th November 2018** (5 working days Monday to Friday).

This event is only aimed to the administrative staff directly involved in the management and implementation of Erasmus+ ICM KA107 programme at their home institution, with absolute priority for staff who have not yet attended at USC Staff Week.

The main purpose of this event is to widen and strengthen the cooperation with our partner institutions as well as to share our different experiences on the implementation of the Erasmus+ ICM program.

  The **agenda**will cover detailed training sessions on:

  Project management including student selection and instructions on USC online Mobility Tool.

  Participants are also expected to collaborate with specific inputs on the next Project proposal Erasmus+ ICM KA107.

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 internationalization, and much more.

The programme will cover presentations, workshops and cultural activities. There is of course time foreseen for individual meetings with the exchange students from your country currently studying at the USC or site visits to other university facilities.

  **Cost of travelling** **and per diem** will be covered according to the Erasmus+ ICM rules (distance/max amount per day).

  There is **1 place** available and all the candidates must apply through the following online application tool: <http://www.usc.es/ka107/application/index.php>

  The **registration period** will be from the 19th July to the 19th August 2018, both days included. Candidates must upload all the documents required and close the application once completed.

   As per some of the **documents** required to apply:

o   Mobility Agreement.

* USC Acceptance Letter exclusively from the International Office. Candidates must contact USC via the following email address in order to get it: [erasmus.ka107@usc.es](mailto:erasmus.ka107@usc.es)

International Relation’s Office - AHU