



**Politecnico
di Torino**



Co-funded by the
Erasmus+ Programme
of the European Union

International Staff Training Week @PoliTO

**22–26 May 2023
Politecnico di Torino
Torino, Italy**



Goals and target

The purpose of the International Staff Training Week is to consolidate the participants' technical skills in initiatives aimed at the internationalization and modernization of higher education systems with a focus on: Innovation in teaching; the Erasmus+ 2021-27 programme, its International Dimension actions and its horizontal priorities.

The training activity includes a discussion on the management of the International Credit Mobility Action and is aimed mainly at administrative and academic staff members from non-European Countries directly involved in the management or implementation of international programs in higher education.

Dates

Monday 22 – Friday 26 May 2023

Venue

Politecnico di Torino
Corso Castellidardo 39, 10129 Torino

Structure

Training will be based on a series of interactive workshops, where attendees will participate actively working in heterogeneous groups sharing know-how and best practices with other institutions from the whole world. Participants will also learn more about Politecnico di Torino and will present their home institutions.

A number of social activities will allow participants to establish a personal network with international colleagues and to visit the city of Torino.

The working language of the International Staff Training Week is English.

Costs

The participation in the International Staff Training Week is free of charge and includes the activities listed in the program. Everything else (accommodation, meals, transportation, ...) is not included and will not be provided by Politecnico di Torino.

The Staff Training Week is an eligible activity for Erasmus+ Staff Training scholarships.

The International Staff Training Week is made possible thanks to the Erasmus+ funding provided to POLITO by the Erasmus+ Italian National Agency INDIRE.

Admission

Candidates must apply through the sending university following the procedure described below. Applicants will be admitted on the basis of their profile in relation to the training program and of a balanced participation of partner universities.

Participation is limited according to the venues available.

Priority will be given to partner Universities with Erasmus+ scholarships expiring in 2023.

Deadline for applications: March 28th 2023

Admission results will be communicated by April 3rd 2023

Application procedure

Candidates must apply to the sending institution. They will fill in the Mobility Agreement (template provided) and deliver it to the sending institution along with CV and copy of passport.

The sending institution is responsible for pre-selecting candidates. The selection procedure must be fair, transparent and documented and should be made available to all parties involved in the selection process.

The sending institution will email to PoliTO (international.projects@polito.it) the application including:

- scan copy of Mobility Agreement signed for approval by the sending institution;
- candidate's CV;
- copy of the candidate's passport.

In case the sending institution is applying for more than one candidate, they will also send to PoliTO a ranked list of candidates on the provided template.

Participants from Partner Countries eligible for an Erasmus+ Staff Training scholarship will receive further instructions from PoliTO.

Accommodation

Accommodation for attendance to the Staff Training Week is not provided by Politecnico di Torino. Participants must choose and reserve their own accommodation in hotels in the vicinity.

For basic lodging near PoliTO check the "Residenza Borsellino" student residence:

<https://www.edisu.piemonte.it/en/services/living/halls-residences/hall-residence-borsellino>

Food

Participants will be required to inform the organization in advance of dietary restrictions, allergies or intolerances. For the meals that will not be provided by PoliTO, the organization will provide recommendations to the participants on where they can buy lunch or snacks in the vicinity of the meeting venues.

Contacts

Innovation and Development of Education Unit

Politecnico di Torino

Email international.projects@polito.it

Tel. +39 011 090 8671

For communication during the event: +39 335 540 1429



Program

<p>Monday 22 May</p>	<p>14.00-14.30 Registration</p> <p>14.30 – 15.00 Welcome and presentation of Politecnico di Torino <i>Vice Rector for International Affairs TBC</i></p> <p>15.00 – 17.00 Introduction to the International Staff Training Week (agenda of the week) Presentation of participant institutions / ice breaking activity</p> <p>17.30 – 20.00 Welcome aperitivo</p>
<p>Tuesday 23 May</p>	<p>9.30 – 13.00 Workshop: Erasmus+ International dimension. Management of the International Credit Mobility Action. <i>Rector's Advisor for student mobility and Erasmus+ Programme TBC</i></p> <p>13.00 – 15.00 Networking lunch</p> <p>15.00 – 16.00 Visit of PoliTO campus</p>
<p>Wednesday 24 May</p>	<p>09.30 – 13.00 Interactive workshop: Inclusion and Diversity. Presentations of Politecnico di Torino and participating universities; open discussion.</p> <p>13.00 – 15.00 Lunch break</p> <p>15.00 – 16.00 Visit of Torino</p>
<p>Thursday 25 May</p>	<p>09.30 – 13.00 Interactive Workshop: Innovation in Teaching. Presentations of Politecnico di Torino and participating universities; open discussion.</p> <p>13.00 Networking lunch</p>
<p>Friday 26 May</p>	<p>10.30 – 11.30 Guided visit of Valentino Castle</p> <p>11.30 – 12.30 End of activities: Certificate of Attendance and final pictures</p>

The event will be documented by pictures and videos shot by PoliTO and to be used for the dissemination purposes of the Erasmus+ program. Participants who do not wish to appear in photographs or videos will be required to inform the organization in advance.

