

Dear Erasmus Partners and Friends

The Polytechnic Institute of Beja is very pleased to invite Administrative and Teaching Staff from partner institutions to participate in the **IPBeja Erasmus Week** taking place in Beja from 23 to 27 October 2023.

The IPBeja Erasmus Week is a lively multicultural forum aimed at the exchange of good practices. Colleagues from partner institutions are invited to carry out Erasmus missions, for training or teaching, and to visit our Campus.

The programme

- Programme is focusing both training and teaching activities for administrative and academic staff of the partner higher education institutions.
- Administrative and technical staff applicants should choose in advance, which IPBeja service/area they would like to visit, attend training activities and contact with local colleagues. The possibilities are: 1) Financial and Human Resources Services; 2) Student Support Services; 3) Library; 4) ICT Support Services; 5) Image and Communication Services; 6) Exchange and International Cooperation
- Academic staff should select in which IPBeja School they would like to carry out the teaching or training mission, accordingly to the following: Agriculture, Education, Health and Technology and Management
- During the IPBeja Erasmus Week, participants are invited to introduce their home country and institution (10 min presentation).
- Besides the teaching&training activities, the programme also includes an opening plenary session and a cultural/social program.

Application

- Deadline for application: September 21st
- Application form: <https://forms.gle/GSysQ6PQ4jQiHHpf9>

More information: <https://www.ipbeja.pt/servicos/gmc/Paginas/IPBeja%20Erasmus%20Week.aspx>

For **further information** please contact the IPBeja International Relations Office: gri@ipbeja.pt



IPBeja Erasmus Week Beja, 23 – 27 October 2023

Programme

Venue: Polytechnic Institute of Beja Campus, Street (rua) Pedro Soares

23rd October, Monday – Welcome and meeting each other

Place: to be defined

- 14:00 – Arrival and registration of participants
- 14:30 - Welcome meeting (plenary session with all the participants)
Introductory presentations of the participant Institutions
- 17:00 – Photo Family and Welcome drink

24th October, Tuesday – Discovering Portugal and Beja

Place: School of Technology and Management (ESTIG) – Room SR03

- 10:00 –12:30 Workshop “An Introduction to Portuguese Culture and Society”, CLC
- 12:30 – Lunch
- 14:00 – 16:30 - Cultural programme: Beja City Walking Tour

25th October, Wednesday – Specific Training and Teaching Activities

Different Programmes for Teaching Staff and Administrative & Technical Staff will be running at the same time, accordingly to participant's main interests and home institution professional background.

9:30 – 12:30 Specific Teaching and Training activities by academic and professional area
12:30 – Lunch
14:00 – 16:30 Specific Teaching and Training activities by academic and professional area

26th October, Thursday - Specific Training and Teaching Activities

10:00 – 12:30 Training activity on Safety and Hygiene at Work / Teaching Activities
12:30 – Lunch
14:00 – 16:30 IPBeja Campus tour (Visiting the schools and the facilities) / Teaching Activities
20:00 - Social programme

27th October, Friday: Free cultural day

IMPORTANT INFORMATION

- Administrative and academic staff from partner higher education institutions are very welcome to join the IPBeja Erasmus Week, 23– 27 October 2023. The programme focuses both training and teaching activities;
- Administrative and technical staff applicants should choose in advance, which IPBeja service/area they would like to visit, attend training activities and contact with local colleagues. The possibilities are: 1) Financial and Human Resources Services; 2) Student Services; 3) Library; 4) ICT Support Services; 5) Image and Communication Services; 6) Exchange and International Cooperation
- Academic staff should select in which IPBeja School they would like to carry out the teaching or training mission, accordingly to the following: Agriculture, Education, Health and Technology and Management;
- Participation includes the free attendance of all the activities mentioned in the programme, including the social programme. Participants are expected to cover their travel, accommodation, and personal expenses;
- For the organization of this Erasmus Week, a minimum number of 8 participants is required. We will be able to accommodate a maximum number of 30 participants. Accepted applicants will receive an acceptance letter. Priority will be given to staff coming from partner institutions;
- Applicants are advised to NOT assume any booking or financial duties before receiving the acceptance letter.

APPLICATION FORM: <https://forms.gle/ociH8wk3fPGC5yNt7> / **APPLICATION DEADLINE:** September 21st September

Send the Mobility Agreement for Teaching or Training to gri@ipbeja.pt

For more Information contact us: gri@ipbeja.pt / www.ipbeja.pt