



**LLP – Lifelong Learning Programme
APPLICATION FOR JOINT ERASMUS
STAFF TRAINING WEEK
OULU
June 4-8, 2012**

University of Oulu (SF OULU01) and Oulu University of Applied Sciences (SF OULU11) are happy to announce the Call for Applications for the fourth Erasmus LLP Staff Training Week organised in Oulu, June 4-8, 2012.

This year's programme consists of three tracks and joint introductory and wrap-up sessions every day:

1. International Student Services and Administration
2. Alumni Relations
3. Human Resources and Personal Development

We wish to encourage staff members of different areas of interest to apply. The training week is not restricted only for international relations officers. We will host 30 staff members in this year's visiting group who will join a highly interactive five-day programme. 15 participants are selected by the University of Oulu and 15 participants by Oulu University of Applied Sciences. Please forward this Call for Applications to your colleagues who might be interested in joining the LLP Staff Training Week in Oulu. The application deadline is Friday, March 16, 2012.

More information will be available online: oamk.fi/erasmusweek and www oulu.fi/intl/coordinators/index.html

Please see the topics of the week below. Each participant is asked to give an introductory presentation during the Staff Training Week. Topics A and B are for everyone. For topics 1-3 please choose the one(s) of your interest and tick the relevant box(es):

A. Our Institution and Its Flagship (all participants will give a 15 min presentation in the beginning of the week)

B. The Portrait of an International Administrator (no presentations, reflective sessions will wrap-up each day)

1. International Student Services and Administration

- Erasmus Placement Consortium and collaboration with working life
- Challenges of the international degree programmes
- Double/joint degrees
- Projects integrated in teaching

2. Alumni Relations

- Involving Young International Alumni in Student Recruiting

(More specific contents TBA)

3. Human Resources and Personal Development

- Human Resources Management: Challenges in a Multicultural Organisation
- How to internationalize Human Resources Department?



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Name and Erasmus code of the host institution	University of Oulu SF OULU01	
Contact person's name, position, e-mail address and fax number at University of Oulu	Ms Sanna Heikkinen, Coordinator of International Programmes, P.O. Box 8100, 90014 University of Oulu, Finland sanna.heikkinen@oulu.fi; fax: +358-8-5534041	
Name and Erasmus code of the applicant's home institution		
Name, position, e-mail address and fax number of the applicant Mobile phone (optional)		
Responsibility area and department of the applicant		
Language skills		
Please indicate if you wish to meet coordinators at either institutions (please give names of departments/ study programmes)		
Do you wish us to book a hotel room for you?	Yes	No
If you have a special diet / food allergies, please specify		
Is a Staff Training Agreement already signed?	Yes	No

Please send your application by e-mail or by fax to Ms Sanna Heikkinen
E-mail: international.office(a)oulu.fi, Fax +358 8 553 4041.
The deadline is Friday, March 16, 2012.