

The **University of Lausanne** is pleased to announce 4 days of **staff training** from 27 to 30 June 2017

Around the theme: [EMPOWER STUDENTS AND STAFF.](#)

Free of charge for participants from a European institution

Programme and target audience

From 27 to 30 June 2017 and intended **for administrative staff of international relations offices** (on central or departmental level) working in connection with others locally and internationally. The programme aims to provide the participants with the following:

- The opportunity to discover the University of Lausanne's campus and infrastructures, while exchanging good practices to **facilitate mobility and developing soft and communication skills** that are useful to our work
- One of the sessions is dedicated to meeting a representative of the **Swiss National Agency** who will present the options that exist to keep collaborating with Swiss institutions since Switzerland is 'Partner Country' in Erasmus+
- A visit to the Foundation Jean Monnet for Europe will allow **discussions on the opportunities and challenges of Europe**
- Participants will have an insight on **Lausanne as the Olympic Capital**
- We left the doors open to individual **visits to departments** on demand

The preliminary programme is available [here](#).

Modalities

The number of participants is limited to 20 with a maximum of 2 people per institution. The selection will be made according to three criteria:

1. Motivation and reasons for taking part in this training
2. Field of work
3. Occupation with a partner institution of UNIL

The working language is English.

Free of charge for European participants

Financed by the Swiss-European Mobility Programme (SEMP) and by our university (not by Erasmus+), **no fees are charged for participants working at a European institution** (Erasmus + Program Country).

We will cover:

- lunches (from Tuesday to Friday)
- 2 dinners (on Tuesday and Thursday)

- 4 hotel nights (check in: on Monday **or** Tuesday - check out: on Friday **or** Saturday). Rooms have been pre-booked at the [Hotel Aulac](#) at the very lake side (7 min metro connection to the center).
- Travel costs according to the Erasmus + [distance calculator](#) between the home institution and UNIL (100-499 km = CHF200 / 500-1999 km = CHF300 / 2000-2999 km = CHF400 / >3000 km = CHF600)

Participants working at non-European institutions are required to take in charge their travel and hotel costs.

Registration

Open from now on **until Sunday, 30 April 2017**. [Click here to access the online REGISTRATION FORM](#).

Confirmations will be sent on 5 May 2017.

Contact

Please do not hesitate to contact Sylvie Kohli / + 41 21 692 20 24 / erasmus@unil.ch

We hope to see you soon and look forward to welcoming you!

The International Relations Team of UNIL

Feel free to circulate this announcement to whoever would be interested.

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Sylvie Kohli

Coordinatrice Relations internationales / Erasmus

Université de Lausanne (UNIL)
Bureau des Relations internationales
Château de Dorigny
1015 Lausanne

Switzerland

Tél: +41 21 692 20 24

Fax: +41 21 692 20 05

For international students and partners: www.unil.ch/international

Pour la communauté UNIL: www.unil.ch/echanges