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|   | University of Helsinki, Finland | January 15, 2015 |   |

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| Dear ColleagueIn 2015, when University of Helsinki celebrates its 375th anniversary, we offer **four optional International Staff Exchange Weeks  (ISEW)**  to update professional skills and revise routines through networking and benchmarking in Helsinki.In accordance with the Erasmus+ Programme, the University of Helsinki warmly invites members of administrative personnel from our partner universities to participate in the non-academic staff training. All our ISEW weeks focus on practical-based approach to topics of mutual interest - and we even manage to have fun along the way!Please visit [the ISEW website](http://head-of-development-international-affairs.creamailer.fi/ac/aHR0cDovL3d3dy5oZWxzaW5raS5maS9pbnRlcm5hdGlvbmFsLXN0YWZmLWV4Y2hhbmdl/MTc4MTQ3Njd8NDIyMTh8MTYwMTl8ODQ2)  for further information, target groups and contact details of all four ISEW weeks offered in 2015.Electronic application is now open for:- **ISEW Admin Staff**,  taking place 18-22 May,  2015. [LINK TO APPLICATION](http://head-of-development-international-affairs.creamailer.fi/ac/aHR0cHM6Ly9vaHR1Lml0LmhlbHNpbmtpLmZpL2FhdmEvaXNldw--/MTc4MTQ3Njd8NDIyMTh8MTYwMTl8ODQ2) - **ISEW Library**, taking place 1-5 June, 2015. [LINK TO APPLICATION](http://head-of-development-international-affairs.creamailer.fi/ac/aHR0cHM6Ly9vaHR1Lml0LmhlbHNpbmtpLmZpL2FhdmEvaXNldw--/MTc4MTQ3Njd8NDIyMTh8MTYwMTl8ODQ2)Please feel free to forward this message to your colleagues and within your institution.Should any questions arise please do not hesitate to get in touch with the contact person of the individual ISEW week.Wishing you a successful year of 2015,with regardsMs Tiina KosunenHead of DevelopmentInternational Affairsemail: tiina.kosunen@helsinki.fimobile: +358 50 362 2578 |
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| ISEW ADMIN STAFF**Tiina Kosunen (Ms)Head of Development, International Affairs**email: tiina.kosunen(at)helsinki.fiTel: + 358 50 3622578 ISEW LIBRARY**Veera Ristikakartano (Ms)****Senior Web Communication Planner**email: veera.ristikartano(at)helsinki.fiTel: +358 50 5762898    |   | ISEW HRD & WELL-BEING**Sanna-Marja Heinimo (Ms)Human Resource Specialist**email: sanna-marja(at)helsinki.fiTel: +358 50 4150216ISEW ACADEMIC AFFAIRS **Kaisa Pesola (Ms)Teacher, Researcher and Staff Mobility Coordinator**email: kaisa.pesola(at)helsinki.fiTel: +358 503112477 |

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