

Dear colleagues,

We are glad to invite you to take part in the **Staff Training Week** that will be held at Ghent University from **March 11 until March 15, 2013**.

The aim of this Staff Training Week is to welcome both teaching and non-teaching staff from our partner institutions and share experiences with regard to the following theme: **“Quality Assurance in Higher Education: Best Practices, Challenges and Opportunities”**.

Our proposed program consists out of different workshops and visits to the departments according to the participants’ areas of interest.

A preliminary agenda has been devised; a more specific and detailed programme will be sent in February 2013 to the selected candidates.

| Staff Training Week – Draft programme | |
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| Monday, March 11, 2013 | <p>10u: Guided visit to STAM, the Ghent city museum (for those participants who have already arrived)</p> <p>14u30-17u30: Meeting with the International Relations Office Venue: IRO</p> <ul style="list-style-type: none">- Welcome of participants- Presentation of IRO colleagues- General Information of Ghent University- Presentations by participants (10 min. Facts & Figures + expectations of this week) <p>17u30: Short touristic visit followed by an informal dinner with some of the colleagues of the IRO</p> |
| Tuesday, March 12, 2013 | <p>Venue: IRO</p> <p>9u-10u30: The role of the central administration in a decentralized quality assurance system</p> <p>10u30: The role of faculty administration in a decentralized quality assurance system + Q&A</p> <p>Afternoon: Individual programme: Possibility to discuss specific items with colleagues of the IRO or of the Faculty of interest.</p> |
| Wednesday, March 13, 2013 | <p>Visit Flanders Fields Museum Ypres</p> <p>Tyne Cot Cemetery</p> <p>Last Post</p> |
| Thursday March 14, 2013 | <p>Venue : IRO</p> <p>9u30-10u30: ECTS and Diploma Supplement – Bologna expert Prof. Dr. Luc François</p> <p>10u30-11u30: Quality assurance in bilateral agreements</p> <p>11u30-12u30: Quality in Erasmus Mundus Action 1</p> <p>13u-15u : Lunch</p> <p>Venue: IRO</p> <p>15u-16u: Quality in Erasmus Mundus Action 2</p> |

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| Friday, March 15, 2013 | Venue: IRO 10u-12u: QA Good practices – presentations participants 12u30: Farewell lunch with IRO staff |
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The main communication language will be English.

To **apply** for a mobility exchange at Ghent University, please send an email with your application to elisabeth.velle@ugent.be before Thursday **January 31st, 2013**. Your email should include all of the following information:

- Your Name and surname
- Department
- Institution
- Country
- Position
- Contact email
- Faculty or Department of interest at the Ghent University which you would like to visit during your free time.
- Work Plan: expectations of the participants + possible contributions to the topic of Quality Assurance
- CV which proves relevant experience with the topic of Quality Assurance

Please note that the places are limited. We will inform you about the approval of your application by the February 5, 2013.

The transport and accommodation is a personal responsibility of the selected candidates.

After the acceptance confirmations, more details about the Final Agenda will be provided to all participants.

In case of questions, please do not hesitate to contact Elisabeth Velle. TEL. +32 9 264 70 24. Email: Elisabeth.velle@ugent.be

We look forward to welcoming you at Ghent University!