



ERASMUS+ PROJECT 2018-1-HR01-KA107-047219

## STAFF TRAINING WEEK JOB SHADOWING

Implementing project of mobility

College of Applied Sciences „Lavoslav Ružička“ in Vukovar  
Croatia, Vukovar  
November 10-14, 2018



**Erasmus+**  
Enriching lives, opening minds.

**Staff Training Week  
KA107 - JOB SHADOWING**

College of Applied Sciences „Lavoslav Ružička“ in Vukovar  
December 10-14, 2018

**Program**

<b>1 day Monday - Registration</b>		<b>December 10</b>
11.00	Arrival at VEVU - welcome reception	Visitor's Hall (121)
	Word of Welcome and Program overview	
	Introduction - hosts and participants	Visitor's Hall (121)
	College tour	
12.30	Reception administration – (OIB, bank account)	Tax administration / Bank - downtown
	Time off - Hotel Accommodation in private arrangement	
<b>2 day Tuesday</b>		<b>December 11</b>
10.30	Presentation of the project 2018-1-HR01-KA107-047219	
	Management of the mobility project	Visitor's Hall (121)
	Implementation of project activities - time table	
12.00	Time off	
13.00	Workshop – implementation of the activities before, during and	Visitor's Hall (121)
16.00	after mobility (ECHE) - quality of the implementation	
<b>3 day Wednesday – International day</b>		<b>December 12</b>
11.00	Academic and Intercultural orientation for students	102
	Presentation of the partner institutions / <b>Study programs</b>	
12.30	International Coffee Break	Visitor's Hall 121
13.00	Internationalization at home – internal networking (academic staff with incoming staff)	Visitor's Hall 121
14.30	Lunch	
<b>4 day Thursday – Collaboration and conclusion</b>		<b>December 13</b>
9.30 –	Individual Meetings (where applicable)/ between Staff and Erasmus	
13.00	coordinator/ Staff and ECTS coordinator/ other internal services staff, between potential outgoing students from VEVU and staff from partner institutions.	VEVU (timetable)
14.00	Round table discussions (topic proposed by participants) Past and present Experiences, Challenges – in internationalization projects Worm- up Evaluation of the Staff Week results	Magenta Vukovar Waterbus
<b>5 day Friday - closing administration before leaving</b>		<b>December 14</b>
8.00	Farewell Speech and Handing out of the Erasmus Statements Closing administration	
10.00	Optional – The Graduation Ceremony at VEVU	Croatian Home Vukovar (Theatre)