

## Tentative Programme of the Staff Training Week (subject to minor changes)

VENUE: **SGH Warsaw School of Economics,  
al. Niepodległości 162, Warsaw, Poland**

DATES: **MONDAY 13<sup>th</sup> May – FRIDAY 17<sup>th</sup> May 2019**

| MONDAY (May 13)   |               | ACTIVITY   |
|---|---------------|--|
| Room 152  | 09:00 – 10:00 | Registration of the participants<br>Formalities: Erasmus+ documents management   |
|   | 10:00 – 11:30 | <ul style="list-style-type: none"> <li>• <b>Welcome address</b></li> <li>• <b>Get to know each other</b> – short presentations of participants and their home universities<sup>1</sup></li> <li>• <b>Introduction to SGH Warsaw School of Economics</b> and higher education system in Poland</li> <li>• <b>Group photo</b></li> </ul> |
|   | 11:30 – 12:00 | <b>Campus tour</b> including visit to SGH Library  |
|   | 12:00 – 13:00 | <i>LUNCH TIME [on your own]</i>  |
|   | 13:00 – 15:00 | <b>Kuźnia Kurpiowska</b> – folk art workshops  |
| TUESDAY (May 14)  |               | ACTIVITY   |
| Room 152  | 09:00 – 10:00 | <b>How to find corporate partners and keep them?</b> – <i>DISCUSSION</i><br>Sharing good practices and experiences   |
|   | 10:10 – 11:00 | <b>Services for outgoing students</b> – best practices – <i>DISCUSSION</i><br>Sharing good practices and experiences   |
|   | 11:00 – 11:30 | <i>INTERNATIONAL COFFEE BREAK – please bring your <u>national sweets</u> to share with other participants of the Staff Training</i>  |
|   | 11:30         | <b>A taste of Warsaw</b> – City Tour by bus (around 2-3 hrs)<br>Meeting point – in front of the Main Building  |
| <b>In the afternoon: Integration event for participants of the Staff Training Week and NAWA Seminar<sup>2</sup>: more information to come</b> |               |  |

<sup>1</sup> 3-min spoken presentations of participants

<sup>2</sup> SGH is carrying out a project "Development of competences of the scientific, didactic and administrative staff: optimization of the model of servicing students and staff from abroad and shaping the culture of openness at SGH Warsaw School of Economics" (acronym: #SGH4U) financed by Polish National Agency For Academic Exchange (NAWA). One of the activities within the Project is **organising a seminar** on internationalisation of higher education institutions into which we want to include participants of the Staff Training Week. We encourage participants to take active part in the seminar during the 1<sup>st</sup> panel and discussions.

| WEDNESDAY (May 15)  |   | ACTIVITY   |
|---|---|--|
| Building C<br>Auditorium<br>m I   | <b>NAWA Seminar</b>   |  |
|   | 9:00 – 9:30   | Registration for participants of NAWA seminar  |
|   | 9:30  | <b>Panel I: How to make international students feel at home?</b> <sup>3</sup> [joint session in English]   |
|   |   | Presentation of SGH good practices of services for incoming degree and non-degree students   |
|   | Discussion with participation of representatives of partner universities and of Polish universities |  |
| In front of room 151 & 152  | 11.00 – 11.30   | <i>COFFEE BREAK for participants of the Staff Training Week and of the NAWA seminar</i>  |
| Room 151  | 11:45 – 13:00   | <b>Individual meetings</b> with SGH students (going for exchange to participating universities) and faculty members  |
| In front of room 151 & 152  | 13:15 – 14:00   | <i>LUNCH BREAK [for participants of the Staff Training Week and of the NAWA seminar]</i>   |
| THURSDAY (May 16)   |   | ACTIVITY   |
| INTRODUCTION TO HISTORY AND HERITAGE OF POLAND – EXCURSION TO GDAŃSK<br>[more information in the guidebook] |   |  |
| FRIDAY (May 17)   |   | ACTIVITY   |
| Room 152  | 10:00 – 10:30   | Pre-departure formalities  |
|   | 10:30 – 11:15   | <b>Research at SGH</b> – academic viewpoint: NAWA Academic International Partnerships project  |
|   | 11:15 – 11:45   | <i>COFFEE BREAK</i>  |
|   | 11:45 – 12:30   | <b>Joint and double degree programmes</b> – good practices on the examples of Master Double Degree Programmes  |
|   | 12:30 – 13:15   | <b>What we could do together</b> – possibilities of academic cooperation between SGH and Partner Universities – interactive discussion panel (with the participation of SGH Authorities) |
|   | 13:15 – 13:30   | <b>Certificate awarding</b>  |
|   | After   | FAREWELL LUNCH   |

<sup>3</sup> We are looking for 2 – 3 representatives of partner universities to take part in the panel on “How to make international students feel at home” to share experiences of your universities.