

## Staff training “Empower students and Staff” - University of Lausanne + University of Fribourg (Switzerland)



The **University of Lausanne** is pleased to announce 4 days of **staff training** organized in collaboration with the **University of Fribourg** (Switzerland) around the theme: [EMPOWER STUDENTS AND STAFF](#).

This staff training is **free of charge** for participants from a European institution.

### Programme

The staff training days will take place from **28 June to 1 July 2016** and will give participants the opportunity to discover both Universities' campuses as we will spend 3 days in Lausanne and a full day in Fribourg.

- The programme is intended for administrative staff of international relations offices (on central or departmental level) working in connection with others and willing to **empower their communication skills, soft skills, as well as exchange and bring back ideas to facilitate mobility**. We will take advantage of these 4 days of training to take the time to examine one's soft skills, and develop others that our daily busy work rarely allows us to reflect upon and improve.
- One of the sessions is dedicated to meet 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+.
- We will leave the doors open to **individual visits** to departments on demand.

Have a look at the preliminary programme here: [Programme](#).

### Modalities

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

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

The working language will be English.

### Free of charge for participants from a European Institution

This training is financed by the Swiss-European Mobility Programme (SEMP) and by our universities (not by Erasmus+). In this frame, **no fees** are charged for participants **working at a European institution**.

We will cover the costs of:

- 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) and [L'HOTEL](#) in the center.
- Travel costs according to the Erasmus + [distance calculator](#) between the home institution and UNIL (100-499 km = CHF 200 / 500-1999 km = CHF300 / 2000-2999 km = CHF400 / >3000 = CHF600)

Participants working at a **non European institution** will need to take in charge their travel and hotel costs.

### **Registration**

The online application is open from now on until **Sunday, 1 May 2016**.

Registration confirmations will be sent by Wednesday, 4 May 2015.

[Please click here to access the online REGISTRATION FORM](#)

### **Contact**

For further information, please do not hesitate to contact us:

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

**International Relations Teams of UNIL and UNIFR**