

STUDY GUIDE

Erasmus Staff Training Week in Murcia

Organised by University of Murcia



UNIVERSITY OF
BIRMINGHAM



UNIVERSITY
OF COLOGNE



UNIVERSITÀ
DEGLI STUDI
FIRENZE



Universität
Konstanz



Linnæus University



UNIVERSIDAD
DE MURCIA

Nantes
Université



SEMMELWEIS
UNIVERSITY 1769



TARAS SHEVCHENKO
NATIONAL UNIVERSITY
OF KYIV



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Erasmus+ Programme
of the European Union



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Erasmus+

1. IDENTIFYING DATA	
Course/training name*	Erasmus Staff Training Week
Coordinating/host University*	University of Murcia
Other Universities involved	none
Main Thematic Arena*	Internationalisation, IT, Libraries, Volunteering
Relation with the above selected Thematic Arena	-
Course/training field(s)*	International Relations
ISCED Code	-
Related SDGs	
Target audience(s)*	Administrative staff
Number of ECTS credits allocated	-
Other modes of certifications	Please contact , staffweek@um.es in advance if you require a training agreement.
Mode of delivery*	In-person/ on-campus
Language of instruction*	English
Semester*	2nd

Course/training dates*	19-23 of May
Precise schedule of the lectures (Mind the time zone) *	Full day workshops
Key words (max 5) *	Staff week, Internationalisation, IT, Libraries, Volunteering
Catch Phrase*	Register now for the International Staff Week dedicated to International Relations at the University of Murcia, Spain from 19-23 May 2025.
Prerequisites and co-requisites*	Be a member of a University in possession of a Erasmus Charter
Number of EUniWell students or staff that can attend the course/training*	45
Course/training application procedure(s)*	Interested individuals may submit their application through this link: Staff Week - International Welcome Point

2. CONTACT DETAILS

Department	International Relations
Name and email e of lecturer/trainer*	Carmen Escribano
Name and e-mail of the catalogue coordinator*	staffweek@um.es
Other lecturers/trainers	-

3. COURSE/TRAINING ABSTRACT*

The Vice-Rector for Internationalization cordially invites you to participate in the International Staff Training Week that will take place at the University of Murcia from May 19-23, 2025.

We have prepared a programme for the following target groups:

- 1- Staff involved in International Offices
- 2- Staff working in University Libraries.
- 3- Staff working in IT Services.
- 4- Staff working in Diversity and Volunteering Service
- 5- Intensive Spanish Course (20 hours), A1-A2 level. In addition to filling in the online application, it's compulsory to send by email to staffweek@um.es an A2 Spanish level official certificate.

Preliminary programmes:

- [Programme IRO](#)
- [Programme IT Service](#)
- [Programme Libraries](#)
- Programme Language Service (to be published soon)
- [Programme Diversity and Volunteering Service](#)

4. DEVELOPED SKILLS AND COMPETENCES*

1. Intercultural Communication and Awareness

- Improved ability to work in an international and multicultural environment.
- Understanding of different working styles, customs, and professional cultures.
 - Enhanced cross-cultural communication skills.

2. Networking and Collaboration

- Building international professional relationships and partnerships.
- Opportunities for future collaborations in research, academic projects, or student mobility.
 - Strengthened cooperation between institutions and departments.

3. Professional Development and Knowledge Exchange

- Exposure to best practices in higher education, administration, and research.
- Learning new methodologies, tools, and technologies relevant to your field.
- Gaining insights into European and international educational policies.

4. Soft Skills Development

- Enhanced problem-solving and adaptability in a global setting.
 - Strengthened teamwork and leadership skills.
 - Improved presentation and public speaking abilities.

5. Language and Communication Skills

- Increased confidence in using foreign languages, particularly English.
 - Better ability to convey ideas clearly in a multicultural setting.
- Learning new terminology related to higher education management and internationalization.

6. Innovation and Digital Competences

- Exposure to digital tools used in education, research, and administration.
- Understanding of innovative teaching and learning methodologies.
- Developing ICT skills for virtual collaboration and hybrid learning models.

5. OBJECTIVES AND LEARNING OUTCOMES*

1. Enhance International Collaboration

- Foster partnerships and cooperation between institutions.
- Strengthen networks for future academic and administrative projects.

2. Promote Professional Development

- Exchange best practices in higher education, research, and administration.
- Learn about new tools, methodologies, and policies in an international setting.

3. Improve Intercultural Competence

- Develop cultural awareness and adaptability in a diverse work environment.
- Enhance cross-cultural communication skills for effective collaboration.

4. Develop Language and Communication Skills

- Improve proficiency in English and/or other foreign languages used in the academic environment.
- Strengthen professional communication in an international context.

5. Increase Digital and Innovation Competences

- Explore new digital tools and innovative teaching/administrative practices.
- Learn how to integrate technology into daily work and educational processes.

6. COURSE/TRAINING ORGANISATION

UNITS

1.	
2.	
3.	
4.	

LEARNING RESOURCES AND TOOLS

none

PLANNED LEARNING ACTIVITIES AND TEACHING METHODS

workshop

7. ASSESSMENT METHODS AND CRITERIA*

Not applicable

RECOGNITION*

Not applicable

ADDITIONAL INFORMATION

Our Staff Week has no registration fee. To cover the costs of travel, accommodation and meals, you can apply to Erasmus+ financial support at your home institution. Should you have any questions you are welcome to email staffweek@um.es.

[Accommodation in Murcia 2025](#)

8. BIBLIOGRAPHY AND TEACHING MATERIALS

9. QUALITY ASSURANCE*