

Preliminary Programme 2nd International Erasmus Staff Mobility Week at University of Rome “La Sapienza”, 11-15 April 2011

Monday, April 11th	
09.30–10.00	Coffee and Registration
10.30 –11.00	Welcome addresses
11.00 - 12.00	Tour de Table
12.00 –13.00	Presentation and procedures for Erasmus Programme
13.00 –14.00	Welcome lunch

Tuesday, April 12th	
09.30-10.00	Public Relations and Information Office: reception, communication and information services
10.00-11.00	Communication and media relations
11.00-11.15	Contact center, front office, person-to-person interaction
11.15-12.30	WORKSHOP A: Sapienza Communication Plan and Reengineering of the Institutional Website
	WORKSHOP B: Erasmus Mobility Management

Wednesday, April 13th	
09.30-10.00	Post-graduate Master Programmes
10.00-10.30	Opportunity for postgraduate Student: fellowships, internships and placements
10.30-11.00	The Italian University System and the degree courses offered by Sapienza
11.00-11.30	Working in a Department. Case study: the Department of Communication and Social Research
11.30-11.50	Human Resources Training
11.50-12.50	WORKSHOP C: Post-graduate careers: Faq and Problem Solving Strategies
	WORKSHOP D: Support Services for International Students

Thursday, April 14th	
09.30-10.00	Towards the automation of the administrative records. From paper to computer management of document flow. Critical issues and prospectives
10.00-10.30	University Real Estate in the marketing perspective strategies to exploit your Real Estate Assets assets in the short period
10.30-11.00	To be defined
11.00-12.00	To be defined

Friday, April 15th	
09.30-10.00	Interuniversity (Interinstitutional) Agreements
10.00-10.30	International Meetings and Delegations
10.30-11.00	EU-Research Programmes
11.00-11.30	Services for visiting Researchers
11.30-12.00	International Student Exchange and Erasmus Mundus
12.00-12.30	Joint and International Degrees
12.30-13.00	Leonardo and Internships abroad
13.00-13.30	Development aid Programmes