

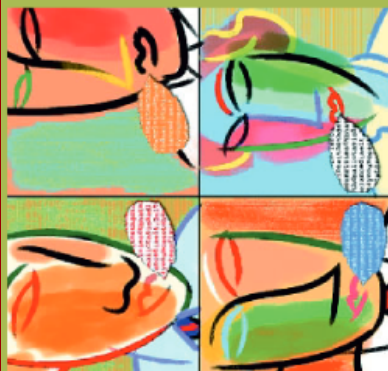


13th Erasmus Staff Training Week
Aristotle University of Thessaloniki
14th - 18th October 2024

Presentation of the Participants

Training

Knowledge
useful abilities.
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today





ARISTOTLE UNIVERSITY OF THESSALONIKI

Thessaloniki, October 14, 2024

Dear guests,

First of all, I would like to welcome you at Thessaloniki, a vibrant and multicultural city with a long history, and in Aristotle University, the largest university in Greece and southeastern Europe.

Moreover, I would also like to thank you for your kind acceptance of our invitation to participate in the 13th Erasmus Staff training week held from 14th to 18th of October, 2024. An event that will provide you the opportunity to attend interesting workshops, exchange best practices, meet colleagues from institutions throughout Europe, develop existing collaborations and create new ones.

In this context, I am confident that the Organizing Committee of the Staff Training Week and the Department of European Educational Programs will do their best to organize a successful event.

I whole-heartedly wish you a pleasant stay in our country, our city and our University, and I deeply believe that you will return to your home universities with more experiences, knowledge and unforgettable memories.

Best greetings,

*Prof. Georgios Tzetzis
Vice Rector of Academic Affairs, Life Long Learning
International Relations and Outreach*



13th Erasmus Staff Training Week
Aristotle University of Thessaloniki
14th - 18th October 2024



MONDAY 14.10	
09.00-09.30	Registration
09.30-11.00	Opening-Welcome address by Prof. Georgios Tzetzis, Vice Rector of Academic Affairs, Lifelong Learning, International Relations and Outreach Presentation by Prof. Alexandros Triantafyllidis, Chair of the European Educational Programmes Committee Presentation by Ms Aikaterini Kalliaridou, Head of Academic Units Coordination Directorate Welcome address by Prof. Soutana Meditskou-Efthymiadou, Head of the ATh Library Committee Presentation of the Department of European Educational Programmes, Ms. Ioanna Georgiadou, Head of the Department Presentation of the Department of International Relations, Ms. Dimitra Mentekidou, Head of the Department
11.00-11.30	Coffee Break
11.30-13.00	Is it all Greek to you? Ms. Christina Takouda, School of Modern Greek Language
13.30	Welcome Lunch
16.00	Guided City Tour (Departure point: entrance of the Central Library)
TUESDAY 15.10	
Venue: Conference Room 319, 3rd floor, Faculty of Law, Economics and Political Sciences building	
09.00-10.30	ATh Campus Tour / Museums (Folklore Museum & Cast Museum of Antiquities) – Meeting point: Entrance of the Central Library
10.30-11.00	Presentation of EU actions for supporting Scholars at Risk, Prof. Alexandros Triantafyllidis
11.00-12.00	Presentation of participating universities and projects related to the ESTW topics (part I)
12.00-12.30	Coffee Break
12.30-14.00	Presentation of participating universities and projects related to the ESTW topics (part II)
14:30	Lunch
WEDNESDAY 16.10	
Venue: Seminars' Room 107, 1st floor, Faculty of Law, Economics and Political Sciences building	
09.00-10.00	Blended Intensive Programmes: Good Practices & Challenges,
10.00-11.00	Quality Assurance and Erasmus+ course evaluation
11.00-11.30	Coffee Break
11.30-12.30	Student Mobility management: Good Practices
12.30-13:30	Erasmus Without Paper Dashboard
13:30	Lunch
THURSDAY 17.10	
Meeting point: Entrance of the Central Library	
09.00	Trip to the Archaeological Museum of Vergina (Royal Macedonian Tombs)
13.00	Lunch (Vergina)
16.30	Trip back to Thessaloniki
20.30	Goodbye Dinner
FRIDAY 18.10	
Venue: Conference Room 319, 3rd floor, Faculty of Law, Economics and Political Sciences building	
09.30-10.30	Workshops results / Closing remarks
10.30-11.00	Coffee Break
11.00-12.00	Award of certificates and networking

Important note: All lunches and goodbye dinner are offered by Aristotle University of Thessaloniki



GEVORGYAN NARE

ARMENIA

YEREVAN STATE MEDICAL STATE
UNIVERSITY AFTER MKHITAR HERATSI
LEADING SPECIALIST , INTERNATIONAL
STUDENTS' AFFAIRS DEPARTMENT

gevorgyannareh211@gmail.com

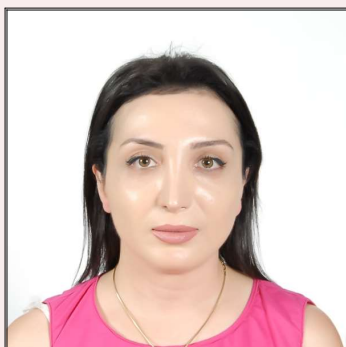
+374 99919155

MAIN TASKS AND RESPONSIBILITIES:

- Completion and submission of foreign students' documents for receiving resident status in The Migration Centre of RA
- Organization of academic intercultural and sports events
- Preparing applications to the authorized state bodies in Armenia providing information about foreign students within the specified time limits
- Making monthly report on the international students to the University administration

MOTIVATION OF PARTICIPATION:

To enhance knowledge and acquire practical skills relevant to my current job leading to further professional development in the international domain of HEIs and most beneficially, to the internalization of Yerevan State Medical University After Mkhitar Heratsi.



MKRTCHYAN HAYKUHI

ARMENIA

YEREVAN STATE UNIVERSITY

LEADING SPECIALIST AT IRO

h.mkrtchyan@ysu.am, haykuhi8787@mail.ru

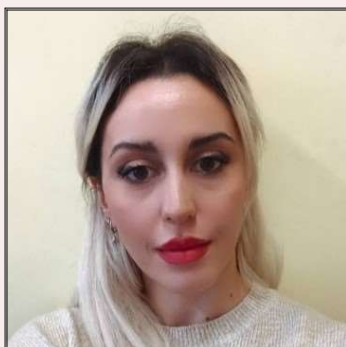
+37493981959

MAIN TASKS AND RESPONSIBILITIES:

Management and coordination of Erasmus+ KA171 program, promotion of projects, evaluation etc. Organizing international conferences, meetings, lectures. Carrying out the correspondence of YSU with foreign Universities, foreign missions in Armenia.

MOTIVATION OF PARTICIPATION:

The participation in Staff Training Week will provide me detailed information on student and staff mobility management, good practices at hosting institution. Besides, meeting in person with colleagues whom we are dealing correspondence during several years will facilitate working process in future.



MKRTCHYAN ZHANNA

ARMENIA

YEREVAN STATE MEDICAL UNIVERSITY
AFTER MKHITAR HERATSI

LEADING SPECIALIST

zhannaemka@gmail.com

+(374)98248220

MAIN TASKS AND RESPONSIBILITIES:

Completion and submission of foreign student's (including Diaspora Armenian students) documents for receiving resident status in the Passport and Migration Centre of the Republic of Armenia. Organization of academic intercultural and sports events. Coordinated work with the University departments related to foreign students. Preparing applications providing information and to the authorized state bodies in Armenia about foreign students within the specified time limits. Submitting monthly information about international students to the university administration by number, educational programs, courses, countries and nationalities.

MOTIVATION OF PARTICIPATION:

This is a great opportunity to have a positive impact on personal, academic and career development, to exchange practices and gain professional qualifications and to understand the system of international education with more clarity.



MNATSAKANYAN NAIRA

ARMENIA

YEREVAN STATE UNIVERSITY

DEPUTY HEAD OF INTERNATIONAL
RELATIONS OFFICE

mnatsakanyann@icloud.com

+37494418159

MAIN TASKS AND RESPONSIBILITIES:

- Management and regulation of tasks and responsibilities of International Relations Office Staff
- Responsible for the coordination of the establishment and development of the University's formal bilateral relations for academic cooperation and exchange. This covers both university-level and faculty-level arrangements
- Investigation of proposals to establish new relationships, negotiating agreements and reviewing existing agreements for renewal, and providing support to faculties across the full range of issues related to the University's formal bilateral relations for academic cooperation and exchange
- Responsible for the organization of International conferences, seminars, workshops, etc. at YSU
- In charge of the international cooperation programs like exchange of students, scholars and visiting professors, as well as preparation of invitations, documents and visas for foreign specialists and delegations, organization of reception, registration of YSU foreign guests and coordination of their academic activities
- Coordinator of YSU ERASMUS + Programs for Italian, Spanish, Portuguese, Slovenian, Slovakian, Romanian HEIs

MOTIVATION OF PARTICIPATION:

My participation in the program will provide me an opportunity to enhance my skills and knowledge, which can be directly applied to my current role. Exposure to new methodologies and best practices can greatly improve my effectiveness in my job. Will allow me to build professional networks with colleagues from other institutions across Europe, that can lead to future collaborations, exchange of ideas, and even joint projects. Being in a new environment challenges me to adapt, problem-solve, and step out of my comfort zone, which contributes to personal growth and can increase my confidence and resilience. By bringing back the knowledge and experiences gained during my mobility, I can contribute to the development and internationalization of my home institution, benefiting my colleagues alike.



POGHOSYAN ZARINE

ARMENIA

ARMENIAN NATIONAL AGRARIAN
UNIVERSITY
SENIOR EXPERT OF THE INTERNATIONAL
RELATIONS DEPARTMENT, ICM CONTACT
PERSON

mobility@anau.am

055011326

MAIN TASKS AND RESPONSIBILITIES:

Currently, I work at Armenian National Agrarian University as the Senior Expert and Erasmus+ Key Action 1 International Credit Mobility Project Contact Person at the International Relations Department. I have extensive experience in the sphere of international cooperation, administration and management. I have been working as the Senior Expert at the International Relations Department since 2006. I am responsible for a full range of international activities at the university:

- translation
- organization of educational and social activities
- coordination of international contacts of ANAU
- assistance to the hosted experts
- implementation of everyday organizational activities
- contacting administrative and academic staff as well as students
- communicating with partner institutions
- providing administrative support and guidance to foreign students, including incoming and outgoing exchange students in the framework of Erasmus + KA1 International Credit Mobility program
- strengthening bilateral cooperation with foreign institutions and organizations and much more
- arranging all the documentation storage

As a coordinator of projects, I have accumulated a variety of theoretical and practical skills regarding event and project management as well as intercultural communications. I have a great drive and passion for my work, and it helps me fulfil my duties to my satisfaction. I have excellent communication skills in both written and spoken Armenian, English and Russian.

MOTIVATION OF PARTICIPATION:

Presenting the home University and increasing its visibility and outreach

- Discussing the outcome of the previous mobilities
- Considering future application fulfillment for the next call
- Developing contacts for strengthening cooperation projects
- Exchanging good practices in the field of international relations
- Increasing my professional and career development



BAYRAMOVA GULSHAN

AZERBAIJAN

BAKU BUSINESS UNIVERSITY
HEAD OF UNIVERSITY INDUSTRY
COOPERATION CENTER

gulshenor@gmail.com

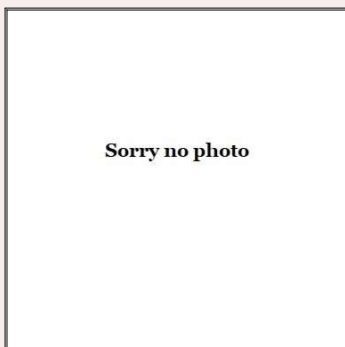
+994554134676

MAIN TASKS AND RESPONSIBILITIES:

Building and maintaining relationships between the university and industry partners, including businesses, research institutions, and government agencies. Ensuring that research and innovations from the university are translated into practical applications, products, or services. This may involve licensing university-developed technology to companies or assisting startups. Securing funding for university-industry collaborations by applying for research grants or negotiating industry-sponsored research projects. Providing opportunities for students through internships, apprenticeships, and collaborative projects that expose them to real-world industry challenges.

MOTIVATION OF PARTICIPATION:

Engaging with colleagues from different countries to learn about various cultures, working styles, and educational systems, to expand my professional network globally.



MAZAL JIRI

CZECH REPUBLIC

**PALACKY UNIVERSITY, FACULTY OF
SCIENCE**

HEAD OF STUDY DEPARTMENT

jiri.mazal@upol.cz

+420732297955

MAIN TASKS AND RESPONSIBILITIES:

I work as a Head of the Study Department. My job description is especially managing of department staff and admissions organization. There are many foreign-speaking students, which is needed to enter our faculty. We can offer study in English for fee or an applicant can apply for a scholarship. My task is to communicate with them and give information. I also participate in the decision-making with faculty management about image of this type of study and its publicity.

MOTIVATION OF PARTICIPATION:

I am interested in the area of foreign affairs and international cooperation. I would like to get in touch with other foreign-department colleagues including hosting institution.



TCHKADUA SHALVA

GEORGIA

IAKOB GOGEBASHVILI TELAVI STATE
UNIVERSITY
ASSOCIATE PROFESSOR, RECTOR OF THE
UNIVERSITY

rector@tesau.edu.ge

599323810

MAIN TASKS AND RESPONSIBILITIES:

I am Associate professor in Political Sciences. I am also the rector of Iakob Gogebashvili Telavi State University, Georgia.

MOTIVATION OF PARTICIPATION:

I wish to get acquainted with my foreign colleagues and deepen our institutions relationship.



GAZMATI RALF HAMED

GERMANY

BUSINESS / IT DEPARTMENT

HEAD OF THE IT-TEAM BUSINESS, SECURITY OFFICER OF THE FACULTY IV, MEMBER OF THE HOCHSCHULE HANNOVER STAFF COUNCIL

ralf-hamed.gazmati@hs-hannover.de

+49 (0) 511 9296 – 8225

MAIN TASKS AND RESPONSIBILITIES:

Head of the IT Faculty IV: Technical leadership of the 6-person IT team Responsible for the complete IT - equipment of the Business department Technology of the seminar rooms and laboratories in building 1H; Security Officer of the Faculty IV: All occupational health and safety topics Lectures about Introduction to work safety and health protection for students and teachers at the university faculty IV; Staff Council: Member of the Hochschule Hannover Staff Council In addition to the day-to-day business, I am also responsible for everything digital.

MOTIVATION OF PARTICIPATION:

My motivation is to get to know the university, the people and the culture. I am particularly interested in the areas of International Relations, E-University and Student Support. I would like to discuss these topics with the other participants/colleagues.



HANNEBAUER NICOLE

GERMANY

DEPARTMENT OF BUSINESS
ADMINISTRATION
ASSISTANT OF THE BACHELOR'S DEGREE
PROGRAMME IN BUSINESS ADMINISTRATION
/ MARKETING AND DIGITALISATION OF THE
DEPARTMENT OF BUSINESS
ADMINISTRATION

nicole.hannebauer@hs-hannover.de

MAIN TASKS AND RESPONSIBILITIES:

- Support and counselling for students
- Further development of the degree programme
- Plan and implement marketing measures for the department
- Digitalisation of administration

MOTIVATION OF PARTICIPATION:

My motivation is to get to know the university, the people and the culture. I am particularly interested in the areas of International Relations, E-University and Student Support. I would like to discuss these topics with the other participants/colleagues.



HAUSTEIN BRIGITTE

GERMANY

LUDWIG-MAXIMILIANS-UNIVERSITÄT
MÜNCHEN

ERASMUS OFFICE COORDINATOR/FACULTY
OF LAW

erasmus@jura.uni-muenchen.de

0049 89 21802722

MAIN TASKS AND RESPONSIBILITIES:

Organising the Erasmus Incoming and Outgoing student Mobility at LMU Faculty of Law

MOTIVATION OF PARTICIPATION:

I have been sending Erasmus Law students to AUTH and receiving AUTH Erasmus Law students at LMU Law Faculty for a long time, our exchange has been going on very successfully



PESSARA ANNA-MARLEEN

GERMANY

HOCHSCHULE MAINZ — UNIVERSITY OF
APPLIED SCIENCES

ERASMUS+ INSTITUTIONAL COORDINATOR

anna.pessara@hs-mainz.de

+49 6131 628 2505

MAIN TASKS AND RESPONSIBILITIES:

Coordination of Erasmus+ program (KA131, outgoing students and staff); Management of Erasmus+ projects and funding Implementation of new guidelines Preparation of contracts and other forms; Guidance through application process; Maintenance of data records (Mobility Online, Beneficiary Module); Reporting to national agency

MOTIVATION OF PARTICIPATION:

As this would be my first staff week as Erasmus+ coordinator, I find this training week to be an excellent opportunity to not only meet with our partners at Aristotle University of Thessaloniki and participants from all over the world (strengthening our existing partnerships and possibly establishing new ones), but also exchange good practices with regard to managing BIPs and implementing new guidelines. I believe that current challenges are more general than individual. So, I am sure that we could profit from each other's input.



MOLYAKOVA OLGA

ITALY

LUISS GIUDO CARLI

STUDENT MOBILITY OFFICER

omolyakova@luiss.it

+39 3884774040

MAIN TASKS AND RESPONSIBILITIES:

Application for the Erasmus International Exchange Call. Management of EU Erasmus+ and national funds to finance student mobility. Preparation and management of documents to support the Erasmus+ programme as Grant agreement, Learning Agreement etc. Accountability. Support for outgoing and incoming exchange students.

MOTIVATION OF PARTICIPATION:

For years I have been working in Student mobility offices, dealing everyday with all the topics indicated in the program. With a keen focus on subjects that align closely with the priorities of the Erasmus+ program, I am eager to contribute to and benefit from this enriching experience. Therefore, I believe it will be a fruitful exchange of good practices and our experience on internationalization, implementation of Erasmus + program, transition to digitalization and student mobility. Moreover, it is a precious opportunity to broder partnership and foster international cooperation.



BRIEDE TIJA

LATVIA

RĪGA STRADIŅŠ UNIVERSITY

IT PROJECT MANAGER

tija.briede@rsu.lv

MAIN TASKS AND RESPONSIBILITIES:

As an IT Project Manager and System Expert, I manage and maintain the organization's learning and development system, Drupal websites, student and employee portals, and various company's project and communication sites. I work closely with various departments and stakeholders to ensure that the systems run smoothly and meet the organization's and the business owner's needs. My responsibilities include providing technical support and troubleshooting, administering user accounts and access controls, monitoring system usage data, delivering training materials, and collaborating with other departments and stakeholders to ensure the systems meet their needs. Currently, I am also involved as a consultant in a Digital Transformation working group where I am responsible for working with colleagues from different departments to identify digital solutions that would transform business processes, improve efficiencies, and drive growth for both the students and the staff.

MOTIVATION OF PARTICIPATION:

I am keen to join the Erasmus+ Staff Training Week at Aristotle University of Thessaloniki to advance my expertise as an IT professional. Having previously participated in a staff week, I found it highly insightful and beneficial. This event presents a unique chance for networking, professional growth, and learning from international counterparts. Interacting with colleagues from various institutions will allow me to exchange insights, learn best practices, and form new collaborations that will benefit our digital initiatives. Moreover, engaging in discussions on enhancing mobility and exploring innovative digital strategies will provide valuable knowledge to improve our IT systems and support services, contributing to our organization's growth and efficiency.



PASTERE RITA

LATVIA

**TRANSPORT AND TELECOMMUNICATION
INSTITUTE**

FOREIGN STUDENTS COORDINATOR

Pastere.R@tsi.lv

+371 67100567

MAIN TASKS AND RESPONSIBILITIES:

Erasmus+ mobility program income/outcome students formalities, exchange program foreign students issues, communication with the foreign students and the Sending Institutions, non-EU students staying issues.

MOTIVATION OF PARTICIPATION:

To learn more about the best management practice examples, visions of the students exchange in the future (short term & long term strategical tasks, better students services, new directions and groups), and new IT tools. I am interested in expanding the network. Cultural program is a key for new ideas, so very important.



IVANAUSKIENĖ JŪRATĖ

LITHUANIA

KAUNAS UNIVERSITY OF TECHNOLOGY

INTERNATIONAL RELATIONS COORDINATOR

jurate.ivanauskiene@ktu.lt

837300465

MAIN TASKS AND RESPONSIBILITIES:

I am responsible for Erasmus+ incoming and outgoing students and staff to the Faculty of Civil Engineering and Architecture. I carry out motivational interviews for international students who apply for our Master's programs. I also work as administrator for studies. In this field my main responsibilities are preparation and administration of contracts and other documents related to study processes, preparation of certificates, consultation of students on the organization and execution of studies.

MOTIVATION OF PARTICIPATION:

I am relatively new in my role - I have worked in this position for almost one year. I've already been to two staff weeks and both of those experiences proved to be extremely useful in terms of expanding the network of people and getting valuable insights. It is so comforting to know that international relations coordinators face similar challenges all around Europe and discussing the possible solutions, sharing good practices has a huge value. Aristotle University of Thessaloniki is an outstanding university, with so much history and expertise, so I would really like to see it from close and maybe discuss the potential cooperation with our faculty. Last but not least I love travelling to new places and getting a close look at a different culture through field trips, food and people. Greece is so rich in history and has so much to offer and so far I have only explored a very small part of it, so it would be a great enriching opportunity for me both professionally and personally.



PECCINI ANGELICA

LITHUANIA

KAUNAS UNIVERSITY OF TECHNOLOGY

INTERNATIONAL RELATIONS COORDINATOR

angelica.peccini@ktu.lt

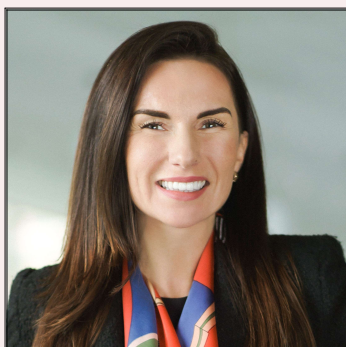
+37060819596

MAIN TASKS AND RESPONSIBILITIES:

I am working with: Erasmus+ outgoing SMS/SMP, incoming/outgoing STA/STT, mobility promotions and IIA agreements management at the faculty of Mechanical Engineering and Design. I organize promotional campaigns and host informational events about mobility opportunities abroad. I attend the yearly "GO ABROAD" fair for students, and the international staff teaching and training "Global Faculty Week" organized at KTU.

MOTIVATION OF PARTICIPATION:

My motivation to participate into the 13th Erasmus Staff Training Week is to explore latest approaches into higher education mobility to improve the processes related to the Erasmus+ new actions and enrich the experience of student and personnel abroad. I do expect from Aristotle University of Thessaloniki to pursue this aim. I wish to learn valuable directions in ensuring higher standard in internationalization at my institution, and at the same time, sharing best practices from my expertise. As well, as a previous Erasmus exchange student myself, I wish to bring my knowledge and perspective on how the Erasmus programs truly enhances tolerance and self-reflection, together with an increased awareness on the importance of young people involved in policy making. I believe that mobility is, at any stages of life, fundamental to observe the change of times and better comprehend how other countries face challenges in relation to micro and macro mobility.



SERŽANTĖ MILENA

LITHUANIA

VILNIUS GEDIMINAS TECHNICAL UNIVERSITY
(VILNIUS TECH)

DIRECTOR OF CENTER FOR STRATEGIC
PARTNERSHIP AND ASSOCIATE PROFESSOR

milena.serzante@vilniustech.lt

+37067020550

MAIN TASKS AND RESPONSIBILITIES:

As a Director of the Center for Strategic Partnership: • University-Business Collaboration: Facilitate partnerships between the university and industry to promote research, innovation, and practical training opportunities. • Student Career Services: Organize career fairs, provide career consultations, and support students in their career development. • Alumni Activities: Coordinate events and programs to engage alumni and leverage their expertise and networks for the benefit of current students and the university. As Associate Professor at the Department of Economics Engineering: • Teaching and Curriculum Development: Design and deliver courses in economics engineering, integrating practical insights from industry collaborations. • Research: Conduct research in the field of economics and business, contributing to academic knowledge and practical applications in the industry. • Mentoring: Guide students in their academic and professional development, including supervision of theses and research projects.

MOTIVATION OF PARTICIPATION:

As the Director of the Center for Strategic Partnership at Vilnius Tech University and an Associate Professor at the Department of Economics Engineering, I am keen to participate in the 13th Erasmus Staff Training Week. My dual role involves coordinating university-business collaborations, managing student career services, and conducting research in economics engineering. This training week offers an invaluable platform to exchange best practices, enhance our Erasmus+ program implementation, and foster international partnerships. Engaging with peers will also enrich my research and teaching methodologies, ultimately benefiting our students and academic community.



DUMAY-ROEST ANNEMARIEKE

NETHERLANDS

DELFT UNIVERSITY OF TECHNOLOGY

POLICY ADVISOR INTERNATIONALISATION

a.c.roest@tudelft.nl

0152786669

MAIN TASKS AND RESPONSIBILITIES:

Contribute to meeting strategic education objectives, develop and implement international education policy (inclusive student mobility, green/sustainable mobility, virtual mobility, blended intensive programs, joint and double degrees, internationalization at home, and European university alliances), secure faculties' buy-in for university-wide policy.

MOTIVATION OF PARTICIPATION:

My motivation is two-fold: 1. The content of the program perfectly aligns with the topics we are currently working on within Delft University of Technology and so I would of course be able to contribute to discussions and debates as well. 2. I am always motivated to and interested in visiting a partner university and get to know colleagues at partner universities, which benefits our mutual collaboration.



KROP SIMONE

NETHERLANDS

UNIVERSITY OF AMSTERDAM

EXCHANGE OFFICER + COORDINATOR
PARTNERSHIPS - FACULTY OF HUMANITIES

s.d.krop@uva.nl

MAIN TASKS AND RESPONSIBILITIES:

I work for the International Office Faculty of Humanities at the University of Amsterdam. At the Faculty level I work to support incoming and outbound students in their exchange journey. This means for example advising, selecting, and the administration of exchange students. Moreover, I also coordinate the partnerships of the faculty. I therefore work with EWP agreements but also other bilateral agreement for student and staff mobility. Furthermore, I am also the project leader for the university-wide project concerning the application and placement of outbound students. In the project we, a decentralized university with faculty international offices, work together for the placement of our outbound students for all exchange programmes.

MOTIVATION OF PARTICIPATION:

I am interested in this staff week as it deals with a variety of themes of internationalisation in higher education that our office is currently thinking about, such as (partner, student and course) evaluations, BIPs, EWP and student mobility management. For example, we have just had our first experience with a BIP, as a participating university and I am eager to hear more about best practices and how universities have imbedded BIPs at their university. It is also an opportunity to see our partner university in Thessaloniki and to speak with representatives of other participating universities.



PUZOŃ PRZEMYSŁAW

POLAND

MARITIME UNIVERSITY OF SZCZECIN

HEAD OF THE INTERNATIONAL STUDENTS &
MOBILITY OFFICE

p.puzon@pm.szczecin.pl

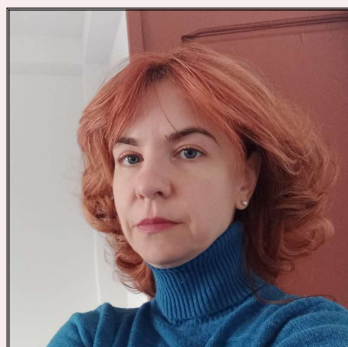
+48664601746

MAIN TASKS AND RESPONSIBILITIES:

Enrolment of foreigners for 1st and 2nd degree study programmes
Administrative and living support for foreign students
Mobility Coordination of internationalisation projects

MOTIVATION OF PARTICIPATION:

I am an office worker with little work experience. I would like to broaden my knowledge on mobility and internationalisation and learn more about working methods in these areas at another university. I would also like to make new friends for future cooperation.



IACOB OANA ELENA

ROMANIA

DUNAREA DE JOS UNIVERSITY, GALATI,
ROMANIA

ASSOCIATE PROFESSOR AT FACULTY OF
LAW AND ADMINISTRATIVE SCIENCE

Oana.Galateanu@ugal.ro

0752693673

MAIN TASKS AND RESPONSIBILITIES:

Teaching activities and student guidance, coordination of bachelor's and master's projects.

MOTIVATION OF PARTICIPATION:

I want to learn from various knowledge and experiences regarding internationalization. Also, I would like to learn from the experiences and practices of the partner institutions regarding the support of student mobility and to find out about other topics of interest in this field.



TEMENT TADEJA

SLOVENIA

UNIVERSITY OF MARIBOR

ERASMUS COORDINATOR

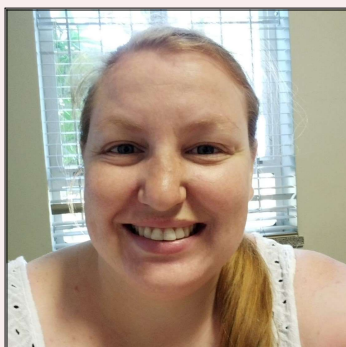
tadeja.tement1@um.si

MAIN TASKS AND RESPONSIBILITIES:

I work as an Erasmus coordinator at the central International Relations Office at the university. I'm in charge of managing Erasmus BIP and traineeships outgoing mobility, organisation of the BIPs offered by our university, and managing various calls for international mobility through non-Erasmus funding.

MOTIVATION OF PARTICIPATION:

As a junior member of staff, I am eager to learn more about the BIPs, share our good practices and learn about the good practices of other institutions, which we could implement. I look forward to networking with staff from other universities and share our experiences.



KOTZE HANNA

SOUTH AFRICA

STELLENBOSCH UNIVERSITY

ADMINISTRATOR: INTERNATIONAL
UNDERGRADUATE STUDENTS AND
PROSPECT SUPPORT

jmkotze@sun.ac.za

MAIN TASKS AND RESPONSIBILITIES:

Evaluate applications from international students who want to do a full degree at Stellenbosch University. Support students before and during their studies at Stellenbosch University.

MOTIVATION OF PARTICIPATION:

Network with international colleagues. Exchange ideas and best practices around service delivery to students.



BERRAQUERO RAYA MIRIAN JESÚS

SPAIN

UNIVERSIDAD PABLO DE OLAVIDE

INFORMATION SERVICE AT THE MASTERS
DEGREE DEPARTMENT

mjberray@admon.upo.es

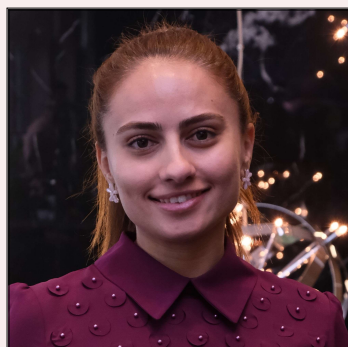
0034645994353

MAIN TASKS AND RESPONSIBILITIES:

I am in charge of the Information Service in the Masters Degree Department at Pablo de Olavide University. Our centralised structure enable us to offer 43 Masters Degrees that welcome over 1.600 students every year both national and international. The percentage of international students represents 15% of the global number of students.

MOTIVATION OF PARTICIPATION:

I would be highly interested in attending the 13th Erasmus Staff Training Week at Aristotle University of Thessaloniki. As a dedicated and motivated professional, I believe this event will be a unique opportunity for a personal and professional development, networking, and collaboration with colleagues from diverse backgrounds. Sharing our experiences on internationalization will provide me invaluable insights and practical knowledge that I can apply to my daily work. Additionally, I am excited about the opportunity to network with fellow professionals and to share experiences and best practices. I believe that the exchange of ideas and collaboration with peers from various institutions will foster innovative solutions to common challenges we face in our field. In the hope that this request will receive favorable consideration, I avail myself of this opportunity to thank your University for organizing this interesting and multidisciplinary Staff week.



ALBUNAR GÜLDEN

TURKEY

TED UNIVERSITY

ASSISTANT SPECIALIST

guldenalbunar.06@gmail.com

MAIN TASKS AND RESPONSIBILITIES:

- Following-up of activities regarding student and teaching staff activities within the scope of Erasmus Exchange Program
- Following the process of the Inter-institutional Agreements of the Erasmus Exchange Program through EWP Dashboard and MoU between countries and Universities
- Assisting in organizing orientation sessions for selected Erasmus Exchange Program participants
- Supporting Erasmus specialist in managing procedures for incoming students and personnel (both academic and administrative) involved in the Erasmus Exchange
- Supporting some process of International students to my office colleagues (Conducting their application and their study process, request, insurance, equivalence, their problems with directorate general of migration management etc.)

MOTIVATION OF PARTICIPATION:

I'm excited to join the Staff Week because I'm highly care to my professional growth and passionate about developing myself. The sessions during staff week programme will help me bring best practices back to our university. The themes which are indicated in the programme align closely with my current responsibilities, and I look forward to sharing ideas and learning about more from colleagues with diverse backgrounds.



ALTUNBAŞ BERKAY

TURKEY

TED UNIVERSITY

ERASMUS+ PROGRAMME SPECIALIST

berkayaltunbas95@gmail.com

MAIN TASKS AND RESPONSIBILITIES:

- Coordinating administrative operations for the Erasmus+ Office, overseeing the development and upkeep to optimize office efficiency
- Ensuring administrative compliance with Erasmus+ Programme quality standards; recording exchange agreements, student exchanges, traineeship placements, and staff mobility in the database
- Research potential partners, curating partner agreements databases, network data, and collaboration information
- Managing Erasmus+ partner and agreement data, including university web page content, while actively promoting mobility programmes
- Assisting outgoing exchange and traineeship students with pre-departure preparations, guiding Learning Agreements, and facilitating Erasmus+ grant payments in alignment with Turkish National Agency guidelines
- Enhancing and maintaining processes for incoming exchange students in alignment with Erasmus+ Programme criteria and communicating these protocols to exchange partners
- Offering administrative support for other Erasmus+ projects, as needed

MOTIVATION OF PARTICIPATION:

As an experienced Erasmus+ Programme Specialist, participating in the 13th Erasmus Staff Training Week excites me. This event offers a chance to deepen my knowledge of international credit mobility and higher education internationalization. The workshops align perfectly with my responsibilities of coordinating operations and ensuring compliance with Erasmus+ standards, promising practical insights to enhance efficiency. Networking with peers from diverse backgrounds will enrich my understanding and potentially lead to new collaborations. This training week is a platform to grow, connect, and gain valuable strategies for my career and our university community.

Organisational Committee / Administrative Support



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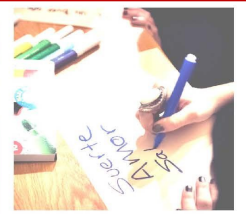
Tel: +30 2310 997340



Department of European Educational Programmes



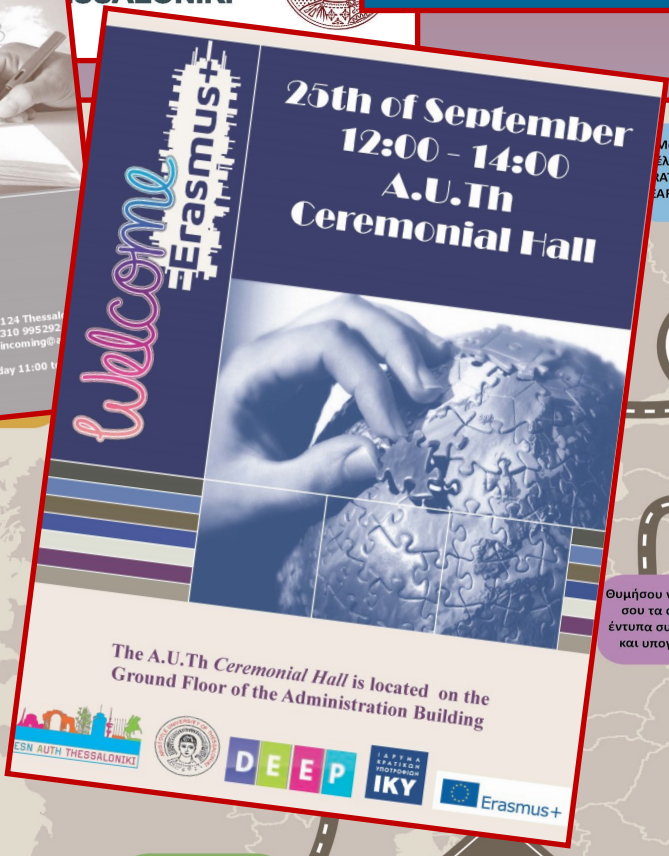
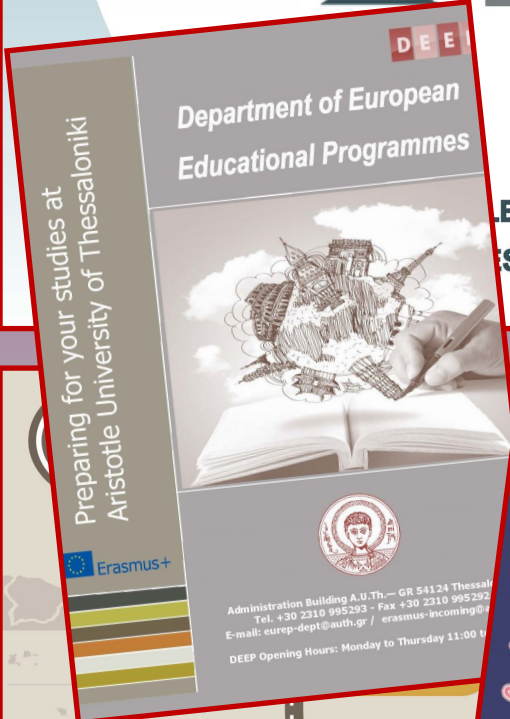
DEEP



Incoming Students' Guide



Department of European Educational Programmes
Aristotle University of Thessaloniki





**13 Years of
Staff Training Week
@ AUTH**



ARISTOTLE
UNIVERSITY
OF THESSALONIKI

Department of
**European Educational
Programmes**



The Staff Training Week is organised by the Department of European Educational Programmes which belongs to the Academic Units Coordination Directorate



Erasmus+