

ERASMUS+ TRAINING COURSES

TRAINING COURSE 1 (ERASMUS OFFICE)

- Presentation of the University of West Attica.
- Presentation of the University's structure and providing services.
- Comparison between the University modus operandi and its application in the Erasmus office.
- Bilateral agreements.
- Process for incoming students and staff.
- Process for outgoing students and staff.
- Administrative procedures.
- Academic procedures.
- ICM presentation, differences and similarities between the two programs.
- Meeting with the Erasmus program coordinators.
- Campus (1,2,3) tour.

TRAINING COURSE 2 (IT OFFICE)

- Presentation of the University of West Attica.
- Presentation of the University's structure and providing services.
- General overview of the IT office structure and working procedures.
- Comparison between the institutions modus operandi concerning the IT department.
- New informatics solutions and technologies which can be implemented on both institutions.
- Knowledge exchange and sharing of working methods and techniques.
- Meetings with colleagues in various offices of Uni.W.A. (Campus 1,2,3) dealing with IT and other similar matters.
- Campus (1,2,3) tour.

TRAINING COURSE 3 (LIBRARY)

- Presentation of the University of West Attica.
- General information on the University's structure and providing services.
- Presentation of the University's libraries (Campus 1,2,3).
- Presentation of the library's book collection (book titles, journal titles etc.)
- Loan services discussion.
- Presentation of the Online Public Access Catalogue (OPAC).
- Presentation of the audiovisual material workstations.
- Acquisitions, Cataloguing and Classification Service, knowledge exchange and sharing of different working methods and techniques.
- Meetings with colleagues.
- Campus (1,2,3) tour.

TRAINING COURSE 4 (SECRETARIATS)

- Presentation of the University of West Attica.
- General information on the University's structure and providing services.
- Presentation of the University's Secretariats (Campus 1,2,3).
- Meetings with colleagues.
- Knowledge exchange and sharing of different working methods and techniques.
- Campus (1,2,3) tour.

TRAINING COURSE 5

- Presentation of the University of West Attica.
- General information on the University's structure and providing services.
- General presentation of various services and facilities that Uni.W.A. offers.
- Meetings with colleagues.
- Knowledge exchange and sharing of different working methods and techniques.
- Campus (1,2,3) tour.