

# R&I International Staff Week Malta

## General information

Hosting Institution:	Research Support Services Directorate (RSSD) at the University of Malta
Staff Week Title	R&I International SEA-EU Staff Week
Abstract: (few lines describing the staff week that SEA-EU partners can use for dissemination)	<p>The main objective of this staff week is to host incoming visitors who are interested in familiarising themselves with the UM's research support services, namely the Research Support Services Directorate (RSSD), the Project Support Office (PSO), the Corporate Research and Knowledge Transfer (KTO) and the SEA-EU Office.</p> <p>The staff week will contribute towards widening and strengthening cooperation, exchanging know-how, and sharing good practices.</p> <p>The content of the staff week is planned to provide the visitors with the opportunity to meet with counterparts occupying similar roles at the UM and to gain first-hand experience of the level and type of research support services provided.</p>
Application details and deadline	<p>Application form: <a href="https://forms.gle/1qipxx9jXyPmRkrS8">https://forms.gle/1qipxx9jXyPmRkrS8</a></p> <p>Deadline for registration: <b>Wednesday 24 April 2024</b></p>
Dates of the staff week	<b>Monday 10 June 2024 to Friday 14 June 2024</b>
Number of participants	<p>Applications will be accepted on a first come first served basis.</p> <p>Number of participants from each University: Max. 2 participants</p>
Mobility costs	Incoming visitors may cover mobility costs from the SEA-EU Budget or from their own institutions' Erasmus mobility grants.
Contact	<p><a href="mailto:staffweek.rssd@um.edu.mt">staffweek.rssd@um.edu.mt</a> <b>keeping in copy</b></p> <p><a href="mailto:sea-eu@um.edu.mt">sea-eu@um.edu.mt</a></p>

## Contents

<p>Target group / Expected profile of participants</p>	<p>This staff week is targeted to research managers and administrators in research performing organisations who are engaged in supporting research. This target group may include individuals working in research support offices (pre-award and post-award), grants offices, knowledge transfer offices and laboratory support.</p>
<p>Requirements</p>	<p>English B1</p>
<p>Agenda</p>	<p><b>Monday 10 June 2024   Day 1</b></p> <p>Time 19:00 - 22:30 - Networking dinner (<b>expense covered</b>)</p> <p><b>Tuesday 11 June 2024   Day 2: Introduction</b></p> <p>Time 10:00 - 11:00 - Introduction 11:00 - 12:30 - Msida campus + Library tour 12:30 - 13:30 - Lunch 13:30 - 15:00 - Off-site event: Harbour Cruise (<b>at own expense</b>)</p> <p><b>Wednesday 12 June 2024   Day 3: Research Funding Day</b></p> <p>Time 10:00 - 11:00 - Research Funding team + PSO presentations 11:00 - 12:30 - Job Shadowing (RSSD + PSO) 12:30 - 13:30 - Lunch 14:00 - Pick up 14:30 - 17:00 - Institute of Sustainable Energy + Off-site visit: Mnajdra (<b>expense covered</b>)</p>

### **Thursday 13 June 2024 | Day 4: Laboratory Support Day**

#### Time

10:00 - 11:00 - Laboratory Team + Corporate Research and Knowledge Transfer (KTO) presentations

11:00 - 12:30 - Laboratory visits on Msida campus

12:30 - 13:30 - Lunch

13:30 - 15:00 - Job Shadowing (RSSD + SEA-EU + KTO)

### **Friday 14 June 2024 | Day 5: SEA-EU Day**

#### Time

10:00 - 10:15 - Welcome address: Prof. Alan Deidun, Rector's Delegate for the SEA-EU Alliance and the University of Malta

10:15 - 11:00 - UM SEA-EU Office presentation

11:00 - 12:00 - Valletta Campus Tour

12:15 - 14:00 - Lunch (Networking session)

14:00 - 15:30 - Guided tour St. John's co-Cathedral (**at own expense**)

## Practical information

Accommodation	<p><a href="#">Welcome to Malta, Info Pack</a></p> <p>Accessibility requirements should be indicated in the google form</p>
Address of the course	University of Malta

### How to join the staff week:

The organizers of the staff week invite you to fill in the following form if you are interested in joining in: <https://forms.gle/wAyvvenMpPUBpua28>

Please contact your SEA-EU Office or the office in charge of mobility within your own institution to apply for an Erasmus mobility grant (as applicable)