

**LLP-ERASMUS PROGRAMME
INDIVIDUAL TRAINING PROGRAMME FOR STAFF TRAINING MOBILITY
ACADEMIC YEAR 2013/2014**

Name of the staff member and position at home institution	Emilia Olszak employé du bureau
Home institution (name/Erasmus code)	KATOLICKI UNIWERSYTET LUBELSKI JANA PAWLA II The John Paul II Catholic University of Lublin PL LUBLIN02
Name and position of contact person at home institution	Tomasz Kostecki, LLP-Erasmus Institutional Coordinator, International Relations Office, Al. Raclawickie 14, 20-950 Lublin, Poland, tel. +48 81 44 54 185, fax: +48 81 44 54 184, kostecki@kul.pl
<i>In the case of staff going to an enterprise:</i> Size of the enterprise (according to following classification): - micro or small : 1- < 50 staff - medium: 50 < 250 staff - large: 250 or more staff Economic sector (NACE code) :	Staff IFSI : 28 personnes Etudiants : 295 infirmiers + 87 élèves aides-soignants
Host institution/university (name and Erasmus code) /Enterprise	IFSI de Troyes F TROYES12
Host unit (name of the department, office, etc.)	Institut de Formation en Soins Infirmiers Service administratif et scolarité
Name and position of contact person at the host institution (<i>address, phone, fax, e-mail</i>)	Dominique BARTHELEMY (directrice) dominique.barthelemy@ch-troyes.fr Jacqueline COLLAS (LLP-Erasmus Institutional Coordinator) Jacqueline.collas@ch-troyes.fr 2 avenue des Lombards 10000 Troyes FRANCE Tel : +33 3 25 49 49 99 fax +33 3 25 49 47 09
Duration of the training (from .. to....)	09-13 décembre 2013
Working language	Français
Overall aim and objectives of the training	Connaître le fonctionnement administratif de l'IFSI
Type of training (i.e. practical training, job shadowing, study visit) and tasks/activities to be carried out for each day of the training, <u>as detailed as possible</u>	Type of training: <i>study visit</i> Programme: Day 1-2: Secrétariat pédagogique. Service de scolarité. Day 3-4: Service d'achats. Day 5: Secrétariat d'un département.
Expected results & added value (for the participant, the home institution/enterprise, the host institution/enterprise)	Partager des expériences. Voir des solutions proposées par l'IFSI. Établir une coopération entre les services administratifs des institutions partenaires.

Lublin,
Place and date
Approval of the work programme

.....
Signature of the beneficiary/participant

.....
Signature and stamp of the head of the home unit

.....
Signature and stamp of the head of the host unit

.....
Signature and stamp of the LLP-Erasmus Institutional
Coordinator of the home unit
Place and date

.....
Signature and stamp of the LLP-Erasmus coordinator of the host unit (only in the case of higher education institution)
Place and date.....

Cache de Scoute Formateurs
.....
.....