

Da: **UP FAMNIT INTERNATIONAL OFFICE** <[international@famnit.upr.si](mailto:international@famnit.upr.si)>

Date: Lun 15 Gen 2024, 14:46

Subject: Invitation to the University of Primorska 2024 Staff Week

To:

Dear partners,

We are happy to extend an invitation to apply for a **2024 University of Primorska Staff Week— *Welcome services and support for international incoming students and staff* (5 - 7 March 2024).**

Ever wondered how to make every international student feel at home? Curious about effective communication across cultures? Join us for sessions on welcoming incoming students and staff!

We want to engage a diverse group of university teams—whether you're in HR, student services, or International Office.

**Throughout the staff training week, our focus will be on exploring these topics:**

- Welcome services for international students – best practices and areas for improvement.
- How to engage all international students (degree seeking and exchange students).
- Effective communication strategies for international students (utilizing various communication channels and overcoming language barriers).
- Welcome services for incoming international staff, including visa assistance, housing, family placements, and overall integration.

**For this staff training we would like to welcome all university staff members who are:**

- Assisting international incoming students and staff across International Offices, Student Services, HR, Welcome Centres, Career Centres, Student Housing, PR and Communication Offices.
- Facilitating intercultural orientation.
- Contributing to the field of intercultural and international communication.

We are accepting applications by **22 January 2024**. We'll evaluate based on your field experience, motivation, and work context, inviting 30 participants (with a maximum of 2 per institution) to join the UP Staff Week. Selection results will be shared by January 26.

For detailed information and registration for the International Week program at UP, please visit the [UP Staff Week 2024 webpage](#) or see the flyer attached to this email.

Please feel free to share the information with your respective colleagues. We hope to see you at the 2024 UP Staff Week in Slovenia!

With kind regards,  
Tanja

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**Tanja Labus**

*Služba za mednarodno in meduniverzitetno*

*sodelovanje | International Office*

T: +386 5 61 17 675

M: +386 51 412 630

[tanja.labus@famnit.upr.si](mailto:tanja.labus@famnit.upr.si)

**UP IAM**, Muzejski trg 2, SI-6000 Koper

[www.iam.upr.si](http://www.iam.upr.si)

**UP FAMNIT**, Glagoljaška ulica 8, SI-6000 Koper

[www.famnit.upr.si](http://www.famnit.upr.si)

# 2024 UP STAFF WEEK

University of Primorska

5-7  
MARCH

## WELCOME SERVICES AND SUPPORT FOR INTERNATIONAL INCOMING STUDENTS AND STAFF.

Discover the 2024 University of Primorska Staff Week—an immersive dive into making our international community thrive!

Ever wondered how to make every international student feel at home? Curious about effective communication across cultures? Join us for sessions on welcoming incoming students and staff!

We want to engage a diverse group of university teams—whether you're in HR, student services, or International Office.

Throughout the staff training week,  
**OUR FOCUS** will be on exploring these topics:

- + Welcome services for international students - best practices and areas for improvement.
- + How to engage all international students (degree seeking and exchange students).
- + Effective communication strategies for international students (utilizing various communication channels and overcoming language barriers).
- + Welcome services for incoming international staff, including visa assistance, housing, family placements, and overall integration.



For this staff training we would like to **WELCOME** all university staff members who are:

- + Assisting international incoming students and staff across International Offices, Student Services, HR, Welcome Centres, Career Centres, Student Housing, PR and Communication Offices.
- + Facilitating intercultural orientation.
- + Contributing to the field of intercultural and international communication.

## Curious about joining the 2024 UP Staff Week?

Complete and submit the application form by January 22, 2024. We'll evaluate based on your field experience, motivation, and work context, inviting 30 participants (with a maximum of 2 per institution) to join the UP Staff Week. Selection results will be shared by January 26.

**Please hold off on booking flights or hotels until you've received a confirmation email from us.**

A registration fee of 100 € covers essential amenities such as meals (coffee breaks, lunches), dinner on Tuesday, a visit to the Aquarium Piran on Wednesday, and an exploration of the UNESCO heritage site, Škocjan Caves, on Thursday.

**APPLICATION FORM  
HERE**

[upr.si/en](https://upr.si/en)