Staff Week - English for Administrative Staff
Brest 16-18 June 2026

General information

Staff Week Title	**English for Administrative Staff**
Abstract: (a few lines describing the staff week that SEA-EU partners can use for dissemination)	Exchanging with international partners on our administrative procedures, or dealing with foreign students' questions has become necessary for many colleagues in administrative positions. This staff week aims to develop our staff's self-confidence when communicating in English at work so they can take part in meetings or work-shadowing experience within our Alliance.
Application deadline	**16th March 2026**
Dates of the staff week	**16-18 June 2026**
Number of participants	The number of participants is 24. Each SEA-EU university can propose up to **3 participants**.
Mobility costs	Travel expenses and accommodation can be covered through Erasmus+ Staff Mobility Erasmus (KA103)
Contact	For pedagogical contents: gwenola.legall@univ-brest.fr For logistical contents: mobilite.internationale@univ-brest.fr

Contents

Target group / Expected profile of participants	Staff working in non-teaching positions, in charge of administrative or technical tasks (please note that the course will not focus on specific scientific vocabulary)
Requirements	B1 level minimum in English. You should be able to participate in a course that is fully conducted in English, even if it requires some effort on your part.
Agenda	9-12 am / 2-5pm **Day 1**: Introducing one another, describing your workplace, typical questions and answers. Describing duties and responsibilities **Day 2:** Explaining procedures and rules

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	A visit in English (understanding a different accent and interacting with the guide) **Day 3**: Organising a meeting (Telephoning & emailing, defining the agenda, taking the minutes, participating)

Practical information

Accommodation	A welcome booklet will be sent to the registered participants.
Address of the course	Faculté des Lettres et Sciences Humaines, Brest, France. Details of the rooms will be sent to participants after registration.
How to join the Staff Week	Please contact the office in charge of mobility within your institution to apply for an Erasmus mobility grant. Once selected by your university, you will receive a registration form.