



INTERNATIONAL STAFF WEEK  
**TEACHING IN ENGLISH IN NON-ENGLISH SPEAKING  
UNIVERSITY**  
25-29 April 2016  
Kaunas University of Technology, Kaunas, Lithuania

Kaunas University of Technology cordially invites teaching and administrative staff from our partner universities to join us for a 5-day programme of Staff Training Week.

#### Goal

- 1) to share experience/learn tips and tricks of teaching in English;
- 2) to share experience/learn how various HEIs are assisting their teachers in improving quality of teaching in English.

#### Target group

- 1) subject teachers in English;
- 2) administration staff (counsellors/coachers, HR, qualification development specialists) / academy development.

#### Duration

5 days (25<sup>th</sup> – 29<sup>th</sup> April 2016)

#### Application

To apply for International Staff Training Week, please fill in the online application form <http://goo.gl/forms/tw2ChkRoG2>.

Application deadline is 15<sup>th</sup> March 2016.

Participation in the Staff Training Week is free of charge. The participants are expected to cover their travel and hotel costs themselves or using ERASMUS+ funding provided by their home university. Entrance fees for cultural events may apply.

Selected applicants will be informed by 20<sup>th</sup> March at the latest. They will receive all relevant information and guidelines.

The working language of the event is English.

#### Accommodation

We advise to stay in hotels:

[Kaunas Hotel](#), 4\* (walking distance to the main venue 5 min.)

[Park Inn by Radisson](#), 3\* (walking distance to the main venue 7 min.)

[Ibis](#), 3\* (walking distance to the main venue 20 min.)

[Kaunas City Hotel](#), 2\* (walking distance to the main venue 7 min.)

#### Kaunas in spring

Kaunas is the second largest city in Lithuania. Nice weather in April brings greenery to Kaunas parks, cafés offer open-air tables, and the city is full of people. International [Kaunas Jazz festival](#) will be held on 27 April – 2 May 2016.

Please share this information with your colleagues, who teach in English and/or are involved in international issues at your University.

Do not hesitate to contact us at [virginija.savalkoviene@ktu.lt](mailto:virginija.savalkoviene@ktu.lt) for any further information regarding the event.

We are looking forward to welcoming you in Kaunas!

## DRAFT PROGRAMME

### Day 1: WARM UP DAY

Monday, 25 April

- 10.00 **Registration**
- 10.30 **Welcome** and presentation about Kaunas University of Technology
- 11.00 Introduction of **KTU team for Internationalisation**: trends and achievements
- 11:30 Introductions by **participants**: from where and why here?
- 12.30 Networking lunch (*KTU café*)
- 13.30 **Lithuania and Lithuanians**: national uniqueness
- 14:00 **International studies and students at KTU**; exchange possibilities
- 14.30 Coffee break
- 15:30 Introduction to the topic: **non-native English teacher teaches non-native English students** (*guest speaker, tbc.*)
- 16.30 **Sum-up session**: how much it is relevant to my university
- 17:00 Free time
- 19.00 Welcome Dinner

### DAY 2: INTERCULTURAL COMMUNICATION/TEACHING

Tuesday, 26 April

- 09.30 **Plenary Session: Intercultural communication in academic environment**
- 10.45 Coffee break
- Preparing students to study in English**
- 11.15 What should be told during the Welcome Week?  
What should a teacher prepare for a subject?
- 12.30 Lunch (*KTU café*)
- Workshop 1 (for teachers)**: how to organise a lecture? how to provoke discussion? how to apply different cultural learning experiences to have the same study outcomes? does student understand me?  
(*hold by experts, teachers, participants*)
- 13.30 **Workshop 2 (for administration staff)**: what international students and teachers mean in terms of university's infrastructure? how to recruit international staff? bilingual communication/ documentation for faculty members; can English proficiency requirements be applied for national teaching staff? how to communicate with international staff? should we pay the teachers more for teaching in English?  
(*hold by HR specialists, experts, participants*)
- 15.00 Coffee break
- 16.15 **Summing-up** with intercultural communication game
- 17.15 **Kaunas on foot**: guided tour (*till approximately 19.30*)

### Day 3: TEACHING IN ENGLISH

Wednesday, 27 April

- 9.30 **KTU EDU-LAB: how university can assist the teachers**
- 10.15 Coffee break
- 10.45 **Workshop 3 (for teachers):** developing of academic vocabulary (social sciences, engineering, humanities, etc.), didactics, developing of lectures materials, (self)assessment.  
*(working in groups. KTU teachers are invited to join the workshop)*
- 10.45 **Workshop 4 (for administration staff):** how to train teachers? methods applied by administration to develop faculty skills; how to communicate internationalisation goals to teachers? how to turn features into benefits?  
*(working in groups. KTU administrative staff is invited to join the workshop)*
- 12.10 **Sum-up** from the workshops
- 12.30 Lunch *(KTU café)*
- 14.30 **Key Session 1: Teaching in English in non-English speaking university** *(guest speaker, tbc.)*
- 15.30 **Key Session 2: What English is right for academic success** *(guest speaker, tbc.)*
- 16.30 **Free evening** *(cultural options\* will be offered: museums, jazz concerts, etc.)*

### Day 4: DIDACTICS: TIPS AND TRICKS

Thursday, 28 April

- 09.30 **Morning lecture by KTU EDU-LAB**
- 10.15 Coffee break
- 11.00 **Job shadowing 1 (for teachers):** visiting English taught lectures, leading or assisting the lectures. Sharing experiences
- 11.00 **Job shadowing 2 (for administration staff):** visiting central or faculty administrative departments. Job shadowing at your request/according your interest
- 12.30 Lunch\*
- 13.30 **Job shadowing 1 & 2** (continues)
- 17:15-18.00 **Summing-up** at KTU teachers cafe
- 20.00 **Free evening** *(cultural option: Kaunas Jazz concert)*

### FEEDBACK AND VILNIUS TOUR

Friday, 29 April

- 09.00 **Feedback from the Week and certificates**
- 10.00 Farewell and a trip to Vilnius