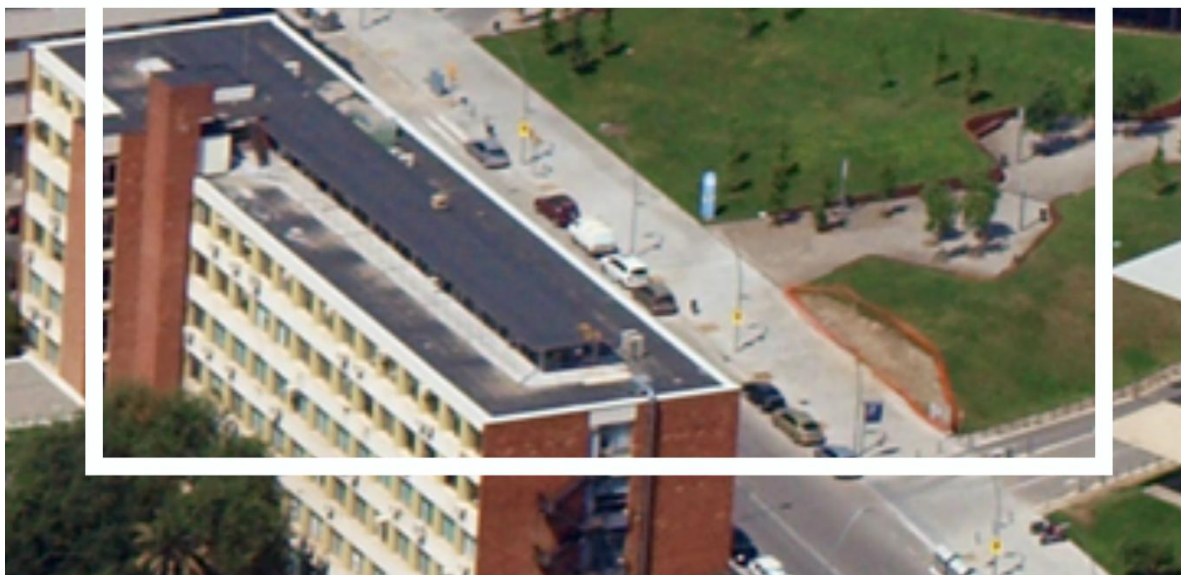




INTERNATIONAL STAFF TRAINING WEEK 2025

SHARING GOOD PRACTICES IN INTERNATIONAL MANAGEMENT

Universitat Politècnica de Catalunya · BarcelonaTech (UPC)
BARCELONA
02/06/2025 – 06/06/2025



UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH



Erasmus+

INTERNATIONAL STAFF TRAINING WEEK 2025

“Sharing good practices in international management”

BARCELONA

02.06.2025 – 06.06.2025

Universitat Politècnica de Catalunya · BarcelonaTech

1

Monday, 2nd June 2025 | WELCOME AND INTRODUCTION

Conference Room, 2nd floor, C2 building, Barcelona School of Civil Engineering. Campus Nord

Time	Program
------	---------

11:00 – 11:30	Participant's Registration and Welcome Coffee
---------------	--

11:30 – 11:45	Welcome and presentation of the UPC
---------------	--

Helena Martínez, Director of International Relations Bureau

11:45 – 12:15	Introduction of the ISTW
---------------	---------------------------------

Berenice Martín, International Students and Staff mobility Office

12:15 – 13:15	Presentation “Welcome! Language and culture workshop”
---------------	--

Marta Lecumberri, Language and Terminology Service Collaborator

13:15 – 15:00	International Lunch Exchange
---------------	-------------------------------------

Tuesday, 3rd June 2025 | GOOD PRACTICES AND COLLABORATION

Conference Room, 2nd floor, C2 building, Barcelona School of Civil Engineering. Campus Nord

Time	Program
------	---------

9:30 – 10:30	Presentation “Behind the Scenes of University HR: Mapping Organisational Processes in University Services”
--------------	---

Ricard de la Vega, Organizational Development Service Manager

Àngels Garcia, Organizational Development Service Technician

10:30 – 11:00	Coffee Break
---------------	---------------------

11:00 – 11:45	Ice-breaker activity
---------------	-----------------------------

11:45 – 12:45	Presentation “Research and Internationalization”
---------------	---

- “The Role of the Institutional Projects Office”. *Mireia Lorente, Strategic Project Manager*

- “The Role of the International Projects Office”. *Irene Jorge, Project Manager and Susana Escalada, Project Manager*

12:45 - 13:30	Visit: Campus Nord Tour and Maritime and Environmental Engineering Laboratory (CIEMLAB)
---------------	--



UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH



Erasmus+

INTERNATIONAL STAFF TRAINING WEEK 2025

“Sharing good practices in international management”

BARCELONA

02.06.2025 – 06.06.2025

Universitat Politècnica de Catalunya · BarcelonaTech

2

Wednesday, 4th June 2025 | NETWORKING AND CULTURE

Conference Room, 2nd floor, C2 building, Barcelona School of Civil Engineering. Campus Nord

Time	Program
------	---------

9:30 – 10:30	Presentation “Cooperation for development” <i>Eva Vendrell, Staff at Center of Cooperation for Development</i>
--------------	--

10:30 – 11:00	Coffee Break
---------------	---------------------

11:00 – 13:00	Track 1: International Relations Office + Academic Services Track 2: Communication Track 3: Library <i>UPC Campus Nord / Campus Sud</i>
---------------	---

16:00 – 18:00	Visit: La Sagrada Família <i>Meeting point: C/ Marina with C/ València</i>
---------------	--

Thursday, 5th June 2025 | INTERNATIONAL RELATIONS

UPC – Barcelona School of Nautical Studies (FNB). C/ Pla de Palau 18, Barcelona

Time	Program
------	---------

9:30 – 10:30	Presentation “Student’s mobility at UPC” <i>Berenice Martín, International Students and Staff Mobility Office</i>
--------------	---

10:30 – 11:00	Coffee Break
---------------	---------------------

11:00 – 12:00	Presentation “Student’s Engagement in Unite!” <i>Pol Sabaté, Unite! Student Liaison Officer - UPC</i>
---------------	---

12:00 – 13:30	Visit: UPC BCN School of Nautical Studies
---------------	--



INTERNATIONAL STAFF TRAINING WEEK 2025

“Sharing good practices in international management”

BARCELONA

02.06.2025 – 06.06.2025

Universitat Politècnica de Catalunya · BarcelonaTech

3

Friday, 6th June 2025 | CONCLUSION AND FAREWELL

Room 103, A4 building, first floor. UPC Campus Nord

Time

Program

9:30 – 10:30

Presentation “Diversity & Inclusion”

Eva Vendrell, Staff at Innovation and Community unit

10:30 – 11:00

Coffee Break

11:00 – 12:00

Wrap-up and farewell



UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH



Erasmus+

INTERNATIONAL STAFF TRAINING WEEK 2025

“Sharing good practices in international management”

BARCELONA

02.06.2025 – 06.06.2025

Universitat Politècnica de Catalunya · BarcelonaTech

Venue

The main venue is the Conference Room of the Barcelona School of Civil Engineering (ETSECCPB), located in the C2 building, second floor, room 212 (Carrer Jordi Girona 1-3, 08034, Barcelona). [Interactive Map](#)

On Friday 6th of June, the venue will be the room A4103, located in the A4 building, first floor, room 103 (Carrer Jordi Girona 1-3, 08034, Barcelona). [Interactive Map](#)



UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH



Erasmus+

INTERNATIONAL STAFF TRAINING WEEK 2025

“Sharing good practices in international management”

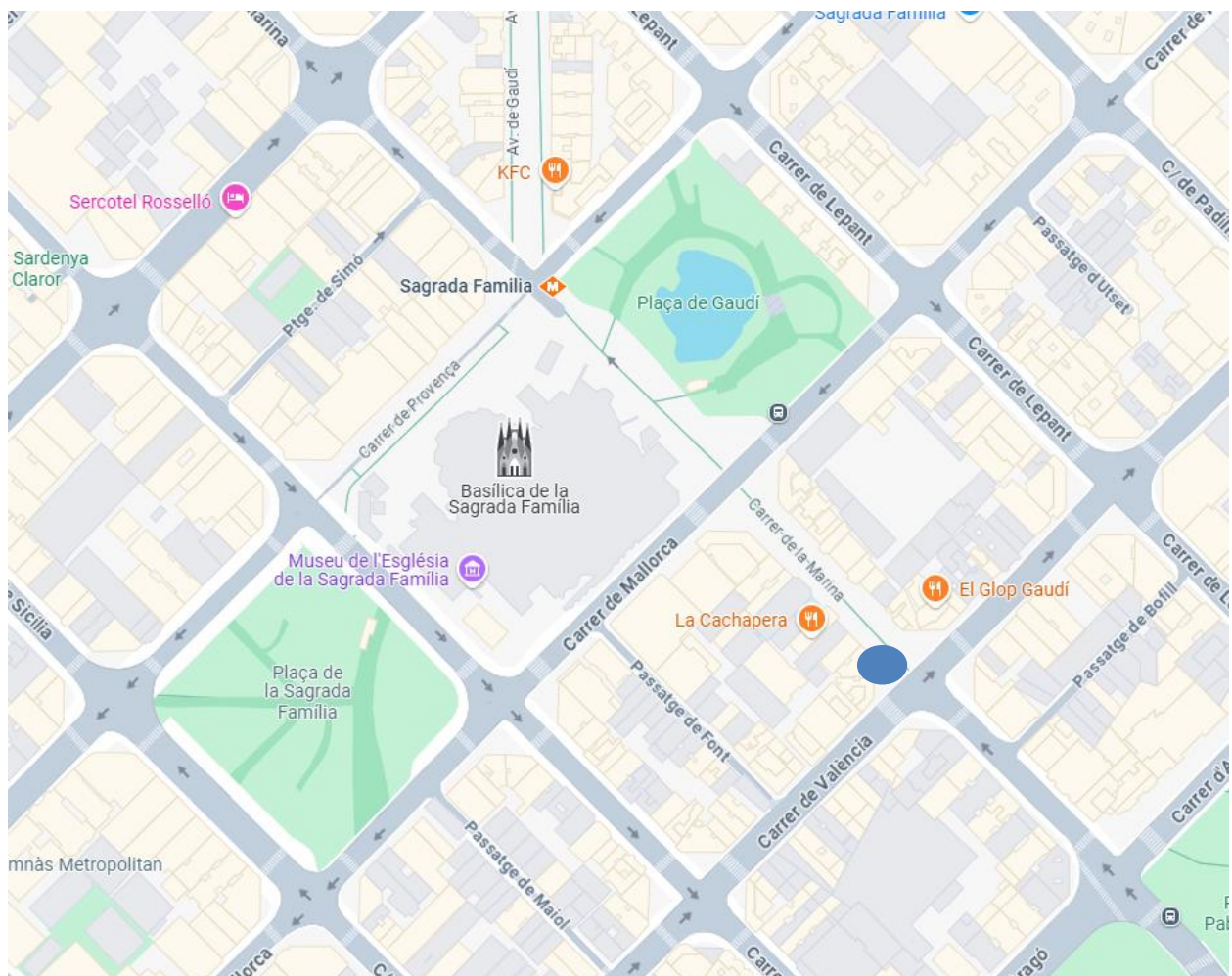
BARCELONA

02.06.2025 – 06.06.2025

Universitat Politècnica de Catalunya · BarcelonaTech

On Wednesday, 4th of June, we have organized a visit to la Sagrada Família. The meeting point will be the intersection of C/ Marina with C/ València at 15:40 h. [Interactive map](#). We will have a placard to identify the group.

5



INTERNATIONAL STAFF TRAINING WEEK 2025

“Sharing good practices in international management”

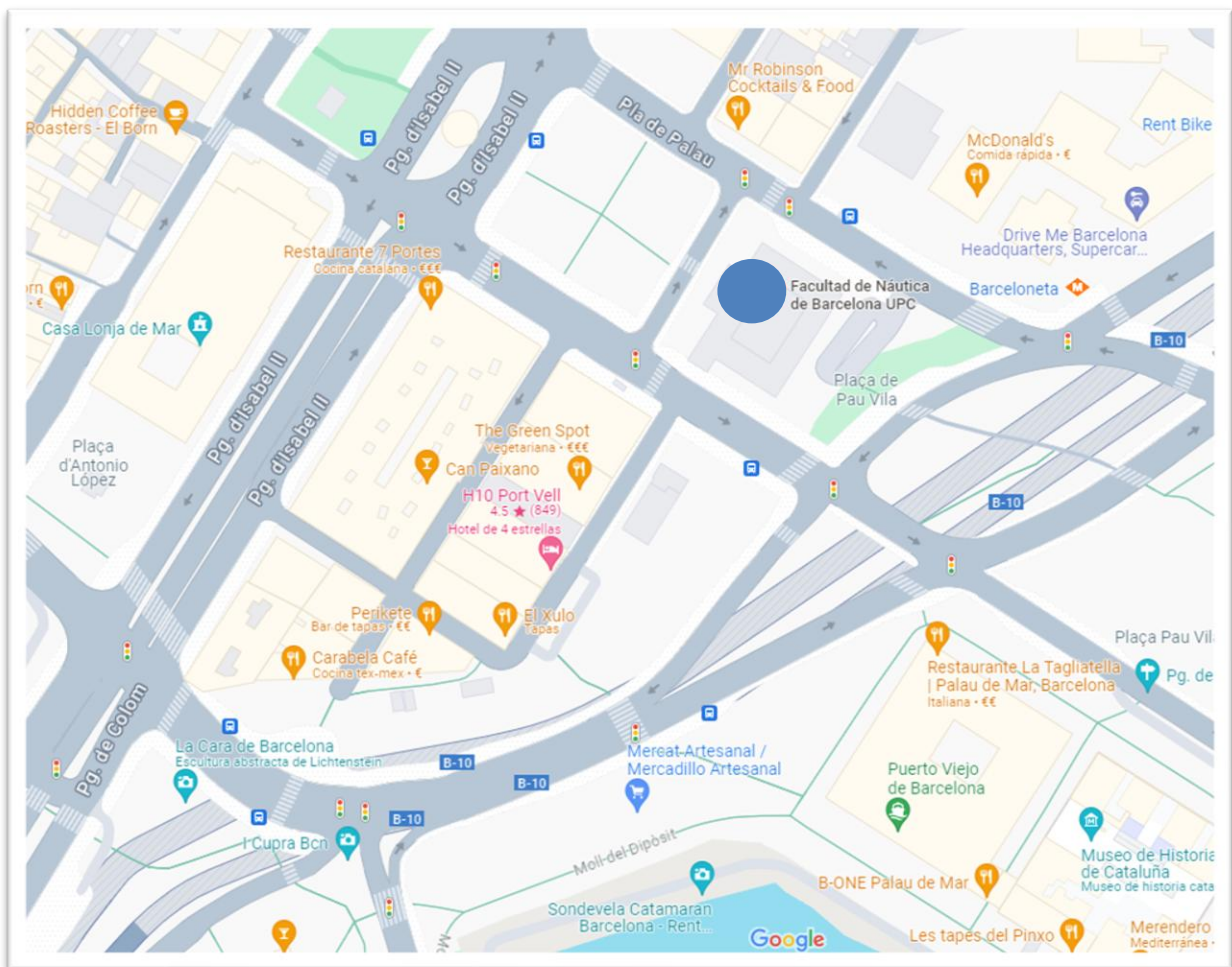
BARCELONA

02.06.2025 – 06.06.2025

Universitat Politècnica de Catalunya · BarcelonaTech

Note that the venue on Thursday, 5th of June is the Barcelona School of Nautical Studies (FNB), located in Pla de Palau, 18, 08003 Barcelona, near the harbour.
[Interactive Map](#). The meeting point is the hall, in front of the boat.

6



UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH



Erasmus+

INTERNATIONAL STAFF TRAINING WEEK 2025

“Sharing good practices in international management”

BARCELONA

02.06.2025 – 06.06.2025

Universitat Politècnica de Catalunya · BarcelonaTech



Registration

On Monday 2nd of June, please go directly to the entrance of the building C2 of the School of Civil Engineering for registration and to receive your lanyard.

We may ask for your signature.

7



Cloakroom service

A space to leave your luggage will be made available for the first and the last day of activity. However, **we suggest leaving all personal belongings that are not completely necessary for the event at the hotel** or to have them as carry-on.

Please note that the storage of items, in general, occurs at your own risk and **UPC cannot be held liable**.



Food allergies

For the coffee breaks, the organization will take into account the allergies and dietary restrictions that participants communicate in advance.

Important! For the International Lunch Exchange, please bring together with the food a note with all the ingredients in English to guarantee that all participants enjoy the meal safely.



Attendance certificate collection and mobility documents

If you need an attendance certificate or sign any mobility-related documents (Erasmus+ STT, Erasmus+ Training Agreement,...), please, get in touch with us through mobilitat.pas@upc.edu before the event.



UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH



Erasmus+

INTERNATIONAL STAFF TRAINING WEEK 2025

“Sharing good practices in international management”

BARCELONA

02.06.2025 – 06.06.2025

Universitat Politècnica de Catalunya · BarcelonaTech



Safety

This event has been meticulously organised in full compliance with the regional and institutional regulations regarding safety in events, ensuring a secure and comfortable environment for all the attendants.

In case of an emergency, please contact the following phone number **+34 659 44 25 36**. We will immediately inform campus security to initiate the necessary safety protocol.

An information point will be available during the event in the International Mobility Office (OMI) to provide participants with any kind of information or support during their stay at our institution.

In the event of an emergency outside the campus or outside the event's schedule, please reach out to the following emergency numbers:

- **Ambulance G fire brigade: 112**
- **Police: 110**

Information on emergency pharmacies can be found on this [website](#).



Stay connected!

Eduroam is accessible for all guests of participating institutions and can be used to securely access the local Wi-Fi.

Additionally, [UPCGuest](#) connection provides an Internet connection for any visitor who is not a member of the UPC community or comes from an institution that is not adhered to eduroam.

Share the STW!

Got an inspiring moment, image or reflection? Don't forget to post it on Instagram and tag @upc_international

Use the hashtags:

#UPCISTW25

#ShareAndConnect

and let everyone know what's going on!



UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH



Erasmus+

INTERNATIONAL STAFF TRAINING WEEK 2025

“Sharing good practices in international management”

BARCELONA

02.06.2025 – 06.06.2025

Universitat Politècnica de Catalunya · BarcelonaTech



SUSTAINABILITY

9

The UPC takes great care of sustainability and always designs the events carefully managing every aspect, from sourcing local products and minimising waste to reducing environmental impact. We kindly ask for your cooperation in supporting these initiatives by:

- Giving back your lanyard before your departure. You will find a box to give back the accreditation once the event is over. This way we will reuse it next time and together we contribute a little bit to offset the carbon footprint generated by the STW and contribute to the environment.
- **Tap Water Stations: Tap water stations are available in all buildings. Please bring your own reusable bottle to stay hydrated.**
- Recycling bins: Please make use of the recycling bins placed throughout the venue to help us reduce waste and support a more sustainable event.
- Restrooms equipped with facilities for using reusable menstrual products are available on campus. Please, make use of these to help reduce waste.
- Enjoy the biodiversity path in the Rectorate garden. This route highlights the diverse wildlife and vegetation of the garden, showcasing its ecological value and contribution to human well-being.

Thank you for being a part of our sustainability efforts!



UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH



Erasmus+

INTERNATIONAL STAFF TRAINING WEEK 2025

“Sharing good practices in international management”

BARCELONA

02.06.2025 – 06.06.2025

Universitat Politècnica de Catalunya · BarcelonaTech



WELLBEING

We recognise the importance of balancing productivity with relaxation. That's why we recommend places which will help you recharge and stay engaged throughout the event.

10

If you need a moment of rest, these areas are here to support your wellbeing, ensuring you get the most out of your experience. Take a break in the Campus Nord Library, the Vèrtex Garden, the Rectorate Garden, or the [Palau de Pedralbes' Park](#).



Public transport

[Barcelona Airport](#)

(Brief summary of the transportation options from Barcelona airport to the city)

[Public transportation in Barcelona](#)

(Transportation cards, fares, tourist bus, and links to transportation apps)



Money

In Barcelona, you can generally pay by credit card in most places. However, it's always a good idea to have some cash on hand, especially for smaller shops, markets, or tipping.

If you need to exchange money for euros, you can find exchange offices at the airport or official banks, particularly in tourist areas. Keep in mind that exchange rates at airport exchange offices may not be the most competitive; banks or ATMs often offer better rates.

Another convenient option is to withdraw money directly from ATMs, which are widely available. Be sure to check with your bank about any international transaction fees or daily withdrawal limits before you travel. Withdrawing a mix of denominations can also be helpful for smaller purchases.

INTERNATIONAL STAFF TRAINING WEEK 2025

“Sharing good practices in international management”

BARCELONA

02.06.2025 – 06.06.2025

Universitat Politècnica de Catalunya · BarcelonaTech



Power Plugs & Sockets

Spain has 2 associated plug types: type C and type F. The standard voltage is 230 V at a frequency of 50 Hz.

11



The weather in Barcelona and tips to prepare your luggage

Barcelona in early June typically enjoys warm and sunny weather. You can expect average daytime temperatures ranging from 20°C to 25°C, with evenings being pleasantly mild, dropping to around 18°C. Rainfall is generally low during this period, with mostly sunny days perfect for exploring the city.

For packing your luggage, focus on light and breathable summer clothing. Include a light jacket for the cooler evenings or if you plan to visit air-conditioned spaces. Comfortable walking shoes are essential as you'll likely be doing a lot of sightseeing. Don't forget a hat, sunglasses, and high SPF sunscreen to protect yourself from the strong sun.

While rain is not very common, a small, foldable umbrella or a light rain jacket could be useful for unexpected brief showers.

In general, the weather is quite pleasant, but it's always good to check the forecast closer to your visit to be prepared for any changes.

INTERNATIONAL STAFF TRAINING WEEK 2025

“Sharing good practices in international management”

[BARCELONA](#)

02.06.2025 – 06.06.2025

Universitat Politècnica de Catalunya · BarcelonaTech



About Barcelona

Welcome webpage of the Barcelona City Council
Barcelona Tourist Office

12

(Practical guide on what to visit, ticket purchasing, such as visits to the Sagrada Familia, etc.)

For those who want to explore the city at their own pace, the organizing committee wants to share with you [5 different routes](#) in infographic format. These routes provide a unique way to discover Barcelona, from the must-see spots for first-time visitors to more original trails focused on science and innovation.

ALL ABOUT BARCELONA

Barcelona is a leading Mediterranean city with a vibrant startup scene, strong international presence, and growing technology sector. A major hub in Southern Europe, it attracts global talent and investment due to its strategic location and infrastructure. Its dynamic blend of entrepreneurship, internationalism, and technology defines its modern economy, set within a rich cultural context.

Cultural Highlights:

- Modernisme is a distinctive architectural and artistic movement that flourished in Barcelona primarily from the late 19th to the early 20th century. It is the Catalan version of Art Nouveau, characterized by its embrace of organic forms, intricate ornamentation, and a rejection of the rigid industrial styles of the time. The most representative modernist architects are Antoni Gaudí, Lluís Domènech i Montaner, and Josep Puig i Cadafalch. Their buildings showcase the unique and imaginative spirit of Modernisme, making Barcelona a world-renowned center for this architectural style.
- Barcelona boasts a rich and diverse museum landscape, offering something for nearly every interest. From world-renowned art museums showcasing masters like Picasso and Miró to institutions dedicated to history, science, design, and even chocolate, the city provides ample opportunities for cultural enrichment.
- Barcelona's vibrant gastronomy blends its coastal Mediterranean setting and Catalan heritage with modern culinary innovation. It's a delicious mix of fresh ingredients, traditional recipes, and contemporary creations, offering everything from lively tapas bars to fresh seafood by the port and haute cuisine.

BARCELONA



ALL ABOUT THE UPC

The **Universitat Politècnica de Catalunya · BarcelonaTech** (UPC) is a public institution of research and higher education in the fields of **engineering, architecture, sciences and technology**, and one of the leading technical universities in Europe. Founded in **1971** through the merger of several technical schools located in different Catalan cities.

The UPC is renowned for its cutting-edge research in areas with high social impact, complying with the highest standards of integrity, ethics, and excellence in research, and actively participating in a large number of international research networks.

With over **31,000 students**, **3,700 professors** and around **2,100 employees** it fosters innovation and collaboration with industry, making it a leader in technology and sustainability.

Facts about the UPC

- ♦ The UPC currently has more than 150 research groups, 5 own research institutes, 5 affiliated or linked research institutes, 23 research centers, and 12 affiliated research entities
- ♦ 9 campuses and 18 faculties located in Barcelona and nearby towns
- ♦ Every year, close to 6,000 bachelor's and master's students, more than 300 doctoral students and 1,600 continuing education students graduate
- ♦ The majority of founders of Spanish Unicorn startups (valued at over a billion euros, or with the potential to reach that valuation) are UPC Alumni

