



**UNIVERSITÀ
DEGLI STUDI
DI FERRARA**
EX LABORE FRUCTUS

International Staff Training
Week – LLP/Erasmus

2013/14



Education and Culture
Lifelong learning Programme
ERASMUS

Welcome Guide

3rd International Staff Training Week

June 9th – 13th, 2014



Welcome to the University of Ferrara





Contacts and referees

Name of the Institution	Università degli Studi di Ferrara	
Adress	International Mobility and Education Office Via Savonarola, 9 44121 Ferrara Italy	
Fax number	+39 0532 - 293203	
University homepage	www.unife.it	
Office homepage	www.unife.it/mobilita-internazionale	
LLP Institutional Coordinator	Prof. Franco Mantovani	
Administrative responsible	Giuseppina Antolini	
Contacts	Silvia Pilot	Carlo Santoro
<u>Phone/ Mail:</u>	+ 39 0532 29 3027 / 3176	mob_int@unife.it



Practical Information – How to reach Ferrara



By plane:

BOLOGNA AIRPORT

Bologna airport named “Guglielmo Maroni” is 35km far from Ferrara (about 30 minutes by car).

The region set a new flybus service between Bologna airport and Ferrara called “bus&fly”.

Ferrara/ Bologna rail line is direct (www.trenitalia.it), the airport is connected to the trainstation by means of a direct bus system named “aerobus” and provides direct flights to the most important Italian and European cities all year.

For further information: Tel.: +39/ 051 6479615 - Website: www.bologna-airport.it

VENICE AIRPORT

Venice airport “Marco Polo” is 116km from Ferrara (about 1 hour and 15 minutes by car). Ferrara/ Venice rail line is direct (www.trenitalia.it); the airport is connected to the train station by means of a direct bus system named “flybus” and provides direct flight to the most important Italian and European cities all the year.

For further information: Tel.: +39/ 041 2609260 - Website: www.veniceairport.it

VERONA AIRPORT

Verona airport “Valerio Catullo” is 106km far from Ferrara (about 1 hour and 20 minutes).

Ferrara/ Verona rail line is not direct, it’s necessary to change train in Padua or Bologna (www.trenitalia.it); the airport is connected to the train station by means of a direct bus system and provides direct flights to the most important Italian and European cities all year.

For further information: Tel.: +39/ 045 8095666 - Website: www.aeroporto.verona.it

FORLÌ AIRPORT

Forlì airport “Luigi Ridolfi” is 122km far from Ferrara (about 1 hour and half by car).



Ferrara/ Forlì rail line is not direct; it's necessary to change train in Bologna (www.trenitalia.it); the airport is connected to the trainstation by means of a direct bus system and provides low-cost flights to the most important Italian and European cities all the year.

For further information: Tel.+39/ 0543 474990 – 474921 - Website: www.forliairport.com

TREVISO AIRPORT

Treviso airport is 116km far from Ferrara (about 2 hours by car).

Ferrara/Mestre rail line is direct (www.trenitalia.it); the airport is connected to Mestre train station by means of a direct bus system named “eurobus”, moreover it provides low-cost flights to some Italian and European cities.

For further information: Tel: +39 / 0422 315111 - Website: www.trevisoairport.it

FLORENCE AIRPORT

Florence airport “Amerigo Vespucci” is 150 km far from Ferrara (about 2 hours by car).

Ferrara/Florence rail line is direct (www.trenitalia.it); the airport is connected to the train station by means of a direct bus system named “volainbus”, moreover it provides flights to the most important Italian and European cities all the year..

For further information: Tel: +39 055 3061300 - Website: www.aeroporto.firenze.it



By train:

You find all important information in the following homepage: www.trenitalia.it

The train station of Ferrara is not far away from the city centre as you can see on the map.



Information on Accommodation:

The following hotels have proposed special offers for participants of the International Staff Training Week (if you want to book a room in one of the following hotels you must specify that you are participating to our event)

Hotel Europa: info@hoteleuropaferrara.com

Single Room: € 57,00

Double Room: € 67,00 (per person)

Double Room (used as a single room): € 80,00

Triple Room: € 100,00

Tourist Tax: € 2,00 per day

Locanda della Biscia: info@locandadellabiscia.it

- Locanda della Biscia - Via palestro 57;

- Alloggio delle Agucchie - Vicolo Agucchie 10

- Ca degli Amorini - Via della Concia 4

Double Room: € 60,00

Double Room (used as a single room): € 45,00

Tourist Tax: € 2,00 per day

San Girolamo dei Gesuati: info@sangirolamodeigesuati.com

Single Room: € 46,00

Double Room: € 46,00 (per person)

Double Room (used as a single room): € 66,00

Tourist Tax: € 2,00 per day

Hotel Touring: commerciale@hoteltouringfe.it

Single Room: € 45,00

Double Room: € 54,00

Double Room (used as a single room): € 49,00

Tourist Tax: € 2,00 per day

Other hotels and accommodation opportunities can be found on the following link:

www.ferraraterraeacqua.it/en/hotels-and-restaurants/where-to-stay?set_language=en



What to see - Where to eat

- **Palazzo dei Diamanti:** International exhibition – Matisse - www.palazzodiamanti.it/
- **MyFE Ferrara Tourist card:** www.myfecard.it/en?set_language=en
- **Ferrara terra e acqua** (website of the province of Ferrara):
www.ferraraterraeacqua.it/en?set_language=en
 - Where to eat: www.ferraraterraeacqua.it/en/hotels-and-restaurants/where-to-eat?set_language=en

Free entrance: Palazzo Schifanoia



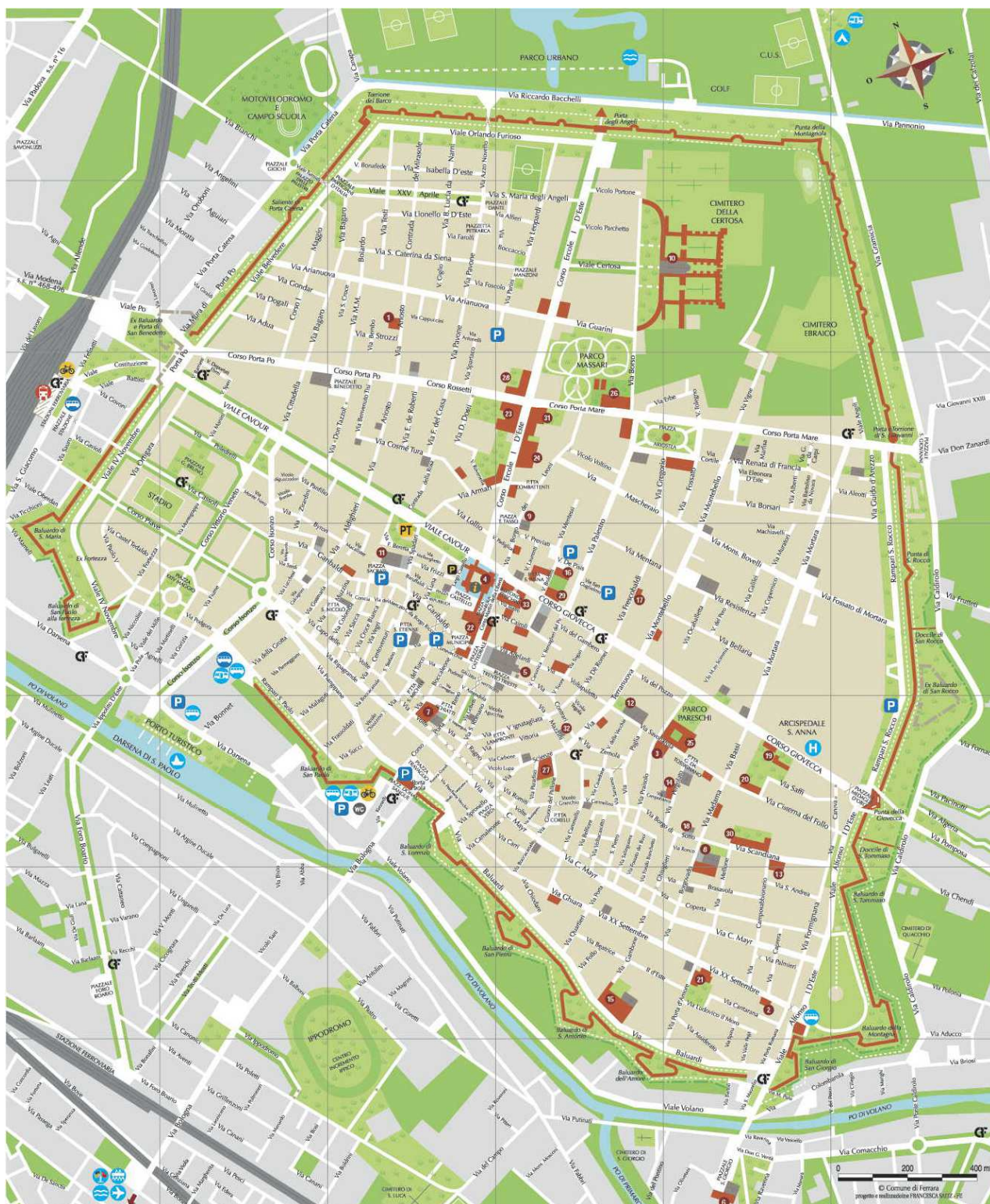
We are pleased to offer you the opportunity to visit the Renaissance palace “Palazzo Schifanoia” on **Friday 13th of June, 2014 – 10.00 (meeting point: Department of Economics).**

The name of the palace derives from the motto 'schivar la noia' meaning 'avoid tedium' and refers to the building's function as a place for fun and recreation as it was an Estense 'Delizia' (palace for recreation).

For further information: www.ferraraterraeacqua.it/en/ferrara/discover-the-area/art-and-culture/villas-historical-residences-and-theatres/palazzo-schifanoia?set_language=en



Ferrara – City Map





Schedule

International Staff Training week

09/06/2014 – 13/06/2014

**All the activities will be held at the
Department of Economics - Street: Voltapaletto 11**

Monday – 09/06/2014 – ROOM EC1	
9.00/9.30:	Registration
9.30/10.30:	<p>Welcome meeting:</p> <ul style="list-style-type: none"> ▪ Prof. Francesco Bernardi – Vice Rector ▪ Prof. Paola Spinozzi – Coordinator of the University Network “Routes towards sustainability” ▪ Prof. Gastone Ave – Coordinator of the University Network “UNITOWN” ▪ Prof. Cristiana Fioravanti – Vice Rector for Equal Opportunities ▪ Fiorenza Vandini – Head of Section – Students Career and Services ▪ Cinzia Mancini – President of the Central Committee for the promotion of equal opportunities, workers’ welfare and non-discrimination <p>Who is who, description of the programme, groups organization, ...:</p> <ul style="list-style-type: none"> ▪ Silvia Pilot, Carlo Santoro – Staff of the International Mobility and Education Office
10.30/11.00:	Coffee break
11.00/12.00:	<p>Presentation of the University of Ferrara and its services:</p> <ul style="list-style-type: none"> ▪ Giuseppina Antolini – Head of the International Mobility and Education Office ▪ Simona Malucelli – Teaching Manager <p>Presentation of the City of Ferrara:</p> <ul style="list-style-type: none"> ▪ Maria Teresa Pinna – Head of the Events and Tourism Department
12.00/13.00:	<p>Presentation of a project on Gender Report:</p> <ul style="list-style-type: none"> ▪ Silvia Borelli – President of the Equal Opportunity Committee ▪ Lucia Manzalini – Coordinator of the Gender Report for the University of Ferrara ▪ Emidia Vagnoni – Professor at the Department of Economics and Management

Tuesday – 10/06/2014	
GROUP A – ROOM EC6	
9.30/11.00:	<p>Web communication: Website, Social Networks, Youtube... and what more?</p> <ul style="list-style-type: none"> ▪ Carlo Santoro – Staff of the International Mobility and Education Office ▪ Luca Palmonari – Staff of the Job Centre <p>Presentation of IMOTION: an example of shared university web platform</p> <ul style="list-style-type: none"> ▪ Giorgio Marinoni – Project manager - UNICA Secretariat (web streaming)
11.00/11.30:	Coffee break
11.00/12.00:	<p>Communication at the University of Ferrara – Internal and external communication</p> <ul style="list-style-type: none"> ▪ Carlo Santoro – Staff of the International Mobility and Education Office
GROUP B – ROOM EC7	
9.30/11.00:	<p>Italian language survival kit: Basic phrases and most commonly used words:</p> <ul style="list-style-type: none"> ▪ Roberta Gulinelli – Director of the University Language Centre
11.00/11.30:	Coffee break
11.30/12.30:	<p>Italian language survival kit: Italian gestures and the importance of the voice tone during a conversation:</p> <ul style="list-style-type: none"> ▪ Tommaso Rossi – Staff of the International Mobility and Education Office
GROUP A AND B – Meeting point: Cathedral	
15.30/17.30:	Guided tour: a walk through a wonderful historical city and its monuments and buildings



Wednesday – 11/06/2014	
GROUP A – ROOM EC6	
9.30/11.00:	Italian language survival kit: Basic phrases and most commonly used words: ▪ Roberta Gulinelli – Director of the University Language Centre
11.00/11.30:	Coffee break
11.30/12.30:	Italian language survival kit: Italian gestures and the importance of the voice tone during a conversation: ▪ Tommaso Rossi – Staff of the International Mobility and Education Office
GROUP B – ROOM EC7	
9.30/10.30:	Reconciling work and family: telework, flexi-time, parental leaves Presentation of the projects in the University of Ferrara: ▪ Silvia Borelli – President of the Equal Opportunity Committee Interview to a teleworker: ▪ Federica Danesi – Teaching Manager
10.30/11.00:	Coffee break
11.00/12.00:	Social Services to help Workers and Students. Kindergarten, Elders Care and Summer Centres for children. Presentation of the projects in the University of Ferrara: ▪ Silvia Borelli – President of the Equal Opportunity Committee Short presentation of Mauro Vecchi (Ferrara Municipality) Short presentation of Aleksandar Cvetkovski (Phd student of the University of Ferrara)
Thursday – 12/06/2014	
GROUP A – ROOM EC6	
9.30/11.00:	University networks: our point of view ▪ Silvia Pilot - Staff of the International Mobility and Education Office
11.00/11.30:	Coffee break
11.30/13.00:	University presentations: ▪ Tanja Angleitner Sagadin - University Alma Mater Europaea – Slovenia ▪ Sibylle Möbius - University of Rosenheim – Germany ▪ Bonifac Makkai – Semmelweis University – Hungary ▪ Anna Drabina – Krakow University of Economics - Poland
GROUP B – ROOM EC7	
9.30/11.00:	University presentations: ▪ Johanna Lammi - University of Helsinki – Finland ▪ Maija Peltola – University of Turku – Finland (web streaming) ▪ Dalila Lino - Instituto de Estudos Superiores de Fafe – Portugal (web streaming)
11.00/11.30:	Coffee break
11.30/13.00:	University presentations: ▪ Claudia Brandt - University of Kassel – Germany ▪ Greta Danilavičienė – University of Kaunas – Lithuania Case studies, question time and debate
Friday – 13/06/2014 – MAIN HALL	
10.15/11.30:	Visit to “Palazzo Schifanoia” – Meeting point: Department of Economics
11.30/12.30:	Final discussion and results, questionnaire, certificates of participation
12.30:	Closing brunch



**UNIVERSITÀ
DEGLI STUDI
DI FERRARA**
EX LABORE FRUCTUS

International Staff Training
Week – LLP/Erasmus

2013/14



Looking forward
to host you
in Ferrara!