

Invitation
to the
**International
Staff-Training-Week**

organized by the
International Office of
Technische Universität Wien



Dear colleagues,

The International Office of TU Wien is glad to invite you to our International Staff-Training-Week from **28 November to 02 December 2016**, for **officers working in international relations management**.

The **program** starts on Monday 28th at 13:00 p.m. and consists of following topics:

- Organisation and Management of International Relations at TU Wien (provider: [IO](#))
- Student Counselling and Student Services (IO)
- Erasmus and the Role of Departmental Coordinators (Departmental Coordinator)
- Language Learning at TUW (IO)
- Mobility Programmes and Student Organisations ([Buddy-Network](#))
- Management of International Projects - e.g. TEMPUS (IO)
- Visit of the Austrian Academic Exchange Service ([OeAD](#))
- Visit of a Student Dormitory ([OeAD Housing Office](#))

On Tuesday 29th of November, the **Study Abroad Fair** will take place at TU Wien. We kindly invite you to take part in our fair to present your organisation for local students (bring information material).

Individual meetings could be arranged on request (e.g. Admission Office). The Staff-Training-Week ends on Friday 02nd of December when we will have lunch together.

We are looking forward to exchange experiences with our international colleagues!

To apply please send us:

- brief description of your main tasks and responsibilities in your position
- interests

Costs could be covered by the Erasmus+ budget for Staff Mobility. For more information please contact the International Office of your university.

For any further questions, feel free to contact Simone Souczek,
simone.souczek@tuwien.ac.at.

The International Office Team
Technische Universität Wien