



TECHNISCHE
UNIVERSITÄT
WIEN

Invitation
to the
**International
Staff-Training-Days**
04th – 06th of May 2020



organized by the
International Office of
TU Wien



Dear colleagues,

The team of TU Wien International Office is pleased to invite you to our International Staff Training Days taking place in Vienna from 4th – 6th of May 2020. The program starts on Monday, the 4th of May at 10.30 a.m.

Target group/topics:

We address officers (administrative staff) from partner universities also working in international relations management, since we intend to exchange experiences regarding the following aspects:

- Organization and Management of International Relations at TU Wien ([IQ](#))
- Student Counselling and Student Exchange Services, Incoming & Outgoing ([IQ](#))
- The procedure of exchange programs (ERASMUS+, Joint Study etc.) ([IQ](#))
- ESN Buddynetwork at TU Wien ([Buddynetwork TU Wien](#))
- Visit of the Austrian Academic Exchange Service ([OeAD](#))
- Japan Austria Science Exchange Center ([JASEC](#)) // ERASMUS+ Departmental Coordinators

- ➔ Please find the preliminary program in the attachment, there may be adaptations.
- ➔ Individual meetings could be arranged on request for Wednesday afternoon.

The Staff Training Days will end on Wednesday, the 6th of May at around 3 p.m.

Application:

Fill in the application form enclosed and return it to julia.kohl@tuwien.ac.at
Application deadline: 8th of March 2020

Please note that there has to be a minimum number of participants in order that the training days will actually take place. As a total amount we are able to accept a number of 12 participants maximum.

Short after the application deadline we are going to inform applicants whether they got accepted/whether the training days will take place – so please wait until you book a hotel room or flight tickets until you receive a confirmation from us.

There are no fees. Costs for accommodation/flights could be covered by the ERASMUS+ budget for Staff Mobility. Please contact the International Office at your university for more information.

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

The team of the TU Wien International Office
Contact: Julia Kohl julia.kohl@tuwien.ac.at

Program

Time	Event	Location
Monday, 04 May 2020		
10:30	Welcome Meeting	International Office Gusshausstraße 28, 1st floor, 1040 Wien
11:00- 12:00	Organization and Management of International Relations at TU Wien <i>Andreas Zemann</i>	
12:15	Lunch break at Café Restaurant Resselpark	Wiedner Hauptstraße 1, 1040 Wien
14:00- 15:00	Student Counselling and Student Services - Incoming <i>Xaver Wolski, Julia Kohl</i>	International Office Gusshausstraße 28, 2nd floor, 1040 Wien
15:30- 16:30	Guided tour of the TU Wien main building <i>Martin Atzwanger</i>	Meeting point: Karlsplatz 13, 1040 Wien, main entrance
Tuesday, 05 May 2020		
10:00- 11:00	Student Counselling and Student Services - Outgoing <i>Traude Krausler</i>	International Office Gusshausstraße 28, 1st floor, 1040 Wien
11:15- 12:15	Interactive session: exchanging experiences regarding incoming/outgoing student exchange, staff trainings <i>Traude Krausler</i>	
	Individual lunch break	
13:30 / 14:30- 15:30	OeAD Housing Office - Visit of the GreenHouse & PopUp dorms <i>Thomas Lebinger</i> <i>Info: Meeting point Intern. Office at 13:30 if you want to go there with the group</i>	Sonnenallee 41, 1220 Wien, dormitory, main entrance
18.15 / 18.30- approx. 21.00	Dinner at a Restaurant (with Buddynetwork ESN) <i>Info: Meeting point Intern. Office at 18.15 if you want to go there with the group</i>	
Wednesday, 06 May 2020		
09:15/ 10:00- 11:30	OeAD - The Austrian Academic Exchange Service ERASMUS+ <i>Tibor Szabó</i> <i>Info: Meeting point Intern. Office at 09:15 if you want to go there with the group</i>	OeAD, 1010 Wien, Ebendorferstrasse 7, main entrance
	Individual lunch break	
13:30- 14:30	Japan Austria Science Exchange Center (JASEC) OR individual appointments with ERASMUS+ coordinators <i>Thomas Rief</i>	International Office Gusshausstraße 28, 1st floor, 1040 Wien
14:30- 15:00	Feedback and closing	

Please fill in legibly in block letters and send it to julia.kohl@tuwien.ac.at Thank you!

Last Name(s) _____
First Name(s) _____
Email _____
University/ ERASMUS+ Code _____
Country _____
Organizational unit/ department _____
Job title/ position _____

Brief description of your main tasks and responsibilities in your position (what are your main tasks, every day work, projects you are in charge of etc.):

What is your motivation for joining the Staff-Training-Days at TU Wien:

What are your expectations / additional information for us:

Data protection: I agree that my personal data as provided above can be processed exclusively by TU Wien in line with the General Data Protection Regulation for the purpose of organising the International Staff-Training-Days 2020 and stored for the period necessary for conducting this event and reporting, or as long as necessary for the establishment, exercise or defence of legal claims.

Date, place

Signature, University seal