



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