



Graz, 1 February 2013

Dear colleagues,

We are happy to invite you to our next International Office Staff Week in **June 10 –14, 2013** and look forward to your participation!

Our program will focus on the topic of **Mobility and Internationalization at Home** and aims at gaining new information, looking at different projects and the exchange of experience, best practice procedures and good ideas. Apart from that we hope to strengthen existing cooperation and explore new collaboration options in the future.

Who should participate?

The program addresses staff working with international mobility and internationalization strategies, either at central level or at faculties and departments. Apart from general information about the University of Graz we will offer information sessions, round table discussions and workshops focusing on **how to improve mobility programs and make our universities more international, giving a special focus on ERASMUS Mundus Action 2 mobility.**

Following topics will be addressed:

- Student mobility: EU and Non-EU exchanges (including an EMA2 workshop)
- Mobility of teaching and non-academic staff - EU and Non-EU exchanges
- Teaching in English – key to more mobility or barrier to integration?
- Joint Degrees & joint programmes
- EU Educational Projects (LLP, ERASMUS Mundus, TEMPUS, etc...)

We would appreciate presentations on **good practice examples** from your home university in one of the above mentioned fields.

Please submit your application with the attached form by **March 15, 2013**. We will be able to confirm your participation by end of March 2013.

Accommodation:

We have pre-booked a limited number of rooms in hotels and will announce further details to all participants beginning of April.

Funding:

Please note that participants are responsible for covering their own accommodation, travel and most meals during this week. You are kindly requested to seek for ERASMUS STT funding at your home institution, where possible.

We look forward to receiving your application and to a fruitful joint experience in June.

Kind regards,

Diana Afrashteh

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International Office Staff Week in June 10 – 14, 2013

Preliminary Program

Monday, 10 June 2014

Morning: Welcome and introduction
Presentation of the University of Graz and its International Relations
Noon: Sandwich Lunch
Afternoon: Getting to know the partner universities
Campus tour: University of Graz

Tuesday, 11 June 2013

All day: Excursion in the surrounding of Graz
combined with Workshop on Mobility –
with special focus on Erasmus Mundus Action 2 and best practice examples

Wednesday, 12 June 2013

Morning: Internationalization @ Home
Teaching in English – key to more mobility or barrier to integration?
Afternoon: Open space (optional):

- individual visits to other departments
- meeting with your students
- City tour

Thursday, 13 June 2013

Morning: Mobility of Academic & Non-Academic Staff
PR and Communication for IROs
Afternoon: Managing Joint Degrees and Joint Curricula
EU Educational projects - project management

Friday, 14 June 2013

Morning: Intercultural workshops for students and staff
Students view on mobility
Round Table Discussion and Wrap Up
Noon: Good Bye Buffet

<http://international.uni-graz.at/de/personal/int-at-home/iro-week/>