



December 2016

Dear colleagues,

We are happy to invite you to our next **International Staff Days** in **May 9 –12, 2017** and look forward to your participation!

Our program will focus on the topic of **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 know-how transfer we hope to strengthen existing cooperation and explore new collaboration options in the future.

Target groups:

The program addresses staff from International Relations Offices mainly but also other administrative units open their doors to host colleagues in this week. The focus groups are:

- **Office of International Relations**

The general mission of the Office of International Relations is to promote a process of internationalization at Graz University. The Office develops and co-ordinates activities and programs to enhance the mobility of students and staff members. It serves as an information center for international relations matters and links the university to institutions of higher education world-wide. <http://international.uni-graz.at/en/>

- **Educational and Student Services**

The department of Educational and Student Services is related to the Vice Rector for Study and Teaching and deals with topics according to the Bologna Process. It offers a wide range of support services for students and for university teachers: student information services, counselling for doctoral researchers, seminars and workshops on academic writing, curricula development and quality assurance in teaching.

- **Research Management Service**

The Research Management Service is the contact point regarding research at the University of Graz. Research Management Service provides a comprehensive range of services regarding research funding, project management and controlling, research agreements, and technology and knowledge transfer. <http://research.uni-graz.at/en/rms>

- **Performance and Quality Management**

The department reports directly to the rectorate, and is divided into four sections: strategic analysis, strategic steering, reporting and quality management. The main tasks are the preparation of performance agreements and intellectual capital report, and the responsibility for the quality management system.

- **Human Resources**

Human resources management is responsible for the administration of all staff – both academic university staff and non-academic university staff – employed under private law contracts (including former contractual employees) at the University of Graz. Its area of responsibility includes the following

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tasks: Hiring of staff, administration of current employment contracts, preparation of monthly payroll accounting, accounting for business trips as well as work-related leaves of absence with travel allowances, changes in the number of working hours, counselling for employees and superiors in questions regarding labor and social insurance law and termination of employment.

Apart from general information about the University of Graz we will offer information sessions, round table discussions and workshops focusing on **how to improve the quality of cooperation and make our universities more international**. The working language is English.

The preliminary program is attached to this letter. We would appreciate presentations on **good practice examples** from your home university related to Internationalization@Home and the topics of the program.

Please submit your application with the attached form by **January 31st, 2017**. We will be able to confirm your participation by mid February 2017.

Accommodation:

We will pre-book a limited number of rooms in hotels and will announce further details to all participants by mid February 2017.

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 you home institution, where possible.

We look forward to receiving your application and to a fruitful joint experience in spring.
Kind regards,

Diana Afrashteh

International Staff Days @ The University of Graz - May 9 – 12, 2017

Preliminary Programme

Tuesday, 9th May 2017 (for all focus groups)

All day Welcome and introduction
Presentation of the University of Graz and its International Relations
Internationalisation@Home (I@H)
Getting to know the partner universities (poster session)
Good practice examples from Graz and partner universities
Campus tour: University of Graz

Evening: Joint dinner

Wednesday, 10th May 2017

All day: Focus Group IRO:
Focus on Student and Staff Exchange & Mobility Programmes
Good Practice Examples from Graz and partner universities

Other focus Groups:
Individual program at hosting unit

Afternoon: City Tour

Thursday, 11th May 2017 (for all focus groups)

All day: **Focus day: Internationalization@Home**
T-I-E: Teaching in English as a Staff Development Scheme
Welcome Services for degree seeking students and incoming staff
Curricula Development

Evening: Joint dinner

Friday, 12th May 2017

Morning: Focus group IRO:
Managing Joint Degrees & Joint Curricula
EU Educational projects - project management
PR & communication (tbc)

Other focus Groups:
Individual program at hosting unit

Noon: Round-Up and Feedback

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