

# “ERASMUS+ Staff Training Week”

## Programme Details

### International Offices

#### 4-8 December 2017

#### Special Interest Group - International Offices

##### Target group:

- Administrative staff working in International Offices/ International Programs Offices/ International Relations Offices dealing with outbound and inbound student and staff mobility
- We welcome participants from partner as well as programme countries. A certain emphasis will be on the cooperation with partner countries and the strategic ERASMUS+ project management between programme and partner countries

##### Content of the workshop:

- Overview on the organizational structures of International Offices in Germany (What are their typical tasks? Dual role as strategic partner and administrative service unit)
- The workshop will include a site visit to an International Office at a neighbouring higher education institution in the Greater Stuttgart Area.
- Exchange of best practices in the field of selection procedures for student and staff mobility (How to develop and implement a fair and transparent selection mode?)
- Exchange of best practices in the field of academic recognition (How to develop mechanisms that allow students to transfer their credits back to their home institution? LUE is currently going through an audit of the German Rectors' Conference with regard to recognition of credit mobility)
- Exchange of best practices with regard to special challenges at teacher training institutions (i.e. best practice example at LUE for transcultural learning: “Migration and Intercultural Competence as Educational Responsibilities” (project implementation presented by Dr. Marion Aicher-Jakob, Dr. Peter Dines)

##### Costs:

- The participation is free of charge. Travel expenses, accommodation, meals (except welcome dinner) and public transport have to be covered on your own or from your ERASMUS+ support.
- EU-Applicants are requested to apply for an ERASMUS+ mobility at the International Office of their home institutions.
- Applicants from the following non-EU institutions might be eligible for ERASMUS+ grants for incoming staff from partner countries (University of North Carolina at Charlotte (USA), Beit Berl College (Israel), University of Novi Sad (Serbia), Helwan University (Egypt), Ambedkar University Delhi (India)).



### Application:

- General application deadline: 15<sup>th</sup> of October 2017
- Application deadline for participants from partner countries (Egypt, USA, India, Israel, Serbia): 1<sup>st</sup> of October 2017
- Application: Please fill in the application form (to be downloaded from 15<sup>th</sup> of August, <https://www.ph-ludwigsburg.de/index.php?id=17740>) and send it via e-mail to Dr. Nina Wolfeil, Director International Office ([international@ph-ludwigsburg.de](mailto:international@ph-ludwigsburg.de)).

### Contact details

Dr. Nina Wolfeil  
Director International Office  
e-mail: [wolfeil@ph-ludwigsburg.de](mailto:wolfeil@ph-ludwigsburg.de)  
phone: +49 7141 140 432

Co-funded by the  
Erasmus+ Programme  
of the European Union

