



GEORG-AUGUST-UNIVERSITÄT
GÖTTINGEN



Welcome!

Preliminary Programme

ALL GROUPS

**12th International Erasmus+ Staff Training Week
at the University of Göttingen**

May 7th -11th, 2018



Erasmus+

Monday, 7th May 2018

Groups Time	IT (A) <i>Foyer International, (until 15:30)</i>	International Office (B) <i>Foyer International, (until 15:30)</i>	Librarians (C) <i>Foyer International, (until 15:30)</i>	Secretaries (D) <i>Foyer International, (until 15:30)</i>	Academic & Student Affairs (E) <i>Foyer International, (until 15:30)</i>
13:30 - 15:30 All Groups	<p>13:30—14:00</p> <p>Registration & Coffee</p> <hr/> <p>14:00—14:30</p> <p>Organisational Issues “Introduction—Programme and Questions”</p> <hr/> <p>14:45—15:30</p> <p>Welcome & Presentations Warm Up International Office: Structure & Organisation</p>				
15:30—17:45 All Groups	<p>15:30</p> <p>Walk to the city centre</p> <p>16:15—17:45</p> <p>Guided City Tour</p>				
18:00 –max. 19:30 All Groups	<p>18:00</p> <p>Welcome Reception</p>				

Tuesday, 8th May 2018

Groups Time	IT (A) <i>Venue:</i>	International Office (B) <i>Venue:</i>	Librarians (C) <i>Venue:</i>	Secretaries (D) <i>Venue:</i>	Academic & Student Affairs (E) <i>Venue:</i>
09:00 - 12:00	<p>Presentation IT Department of University of Göttingen</p> <p>Advisory Service and Support</p> <p>Presentation by Partners</p>	<p>Workshop Internationalisation of the Curricula</p>	<p>Guided Tour through the Library</p> <p>Presentations</p>	<p>Presentation of the Network of Secretaries at the University of Göttingen</p> <p>Structure of the University of Göttingen</p> <p>Presentations by Partners</p>	<p>Workshop Internationalisation of the Curricula</p>
12:00—13:30	12.00—13:30 Lunch Break	12.00—13:30 Lunch Break	12.00—13:30 Lunch Break	12.00—13:30 Lunch Break	12.00—13:30 Lunch Break

Tuesday, 8th May 2018

Groups Time	IT (A) Venue:	International Office (B) Venue:	Librarians (C) Venue:	Secretaries (D) Venue:	Academic & Student Affairs (E) Venue:
13:30— 16:00	Visit of the Learning Ressource Centre (LRC) Presentations Topic tbd.	Workshop Internationalisation of the Curricula	Presentations & Exchange Topic tbd.	Presentations & Discussions with different units of the central administration	Workshop Internationalisation of the Curricula
16:30— 20:00	<div style="text-align: center;"> <p>16:30—17:45 Guided Tour Option 1: Option 2:</p> <hr/> <p>18:00 Welcome Dinner Venue:</p> </div>				

Wednesday, 9th May 2018

Groups Time	IT (A) Venue:	International Office (B) Venue:	Librarians (C) Venue:	Secretaries (D) Venue:	Academic & Student Affairs (E) Venue:
09:00 - 12:00	<p>IT Security</p> <p>Client Support</p> <p>Presentations by Partners</p>	<p>Presentation & Workshop Placements (Erasmus+ and Worldwide)</p>	<p>Presentation & Discussion with different units of the State and University Library of Lower Saxony</p>	<p>Visit of different faculties</p>	<p>Presentation & Discussion with different units of the Academic and Student Affairs Department</p>
12:00—13:30	<p>Lunch Break</p>	<p>Lunch Break</p>	<p>Lunch Break</p>	<p>Lunch Break</p>	<p>Lunch Break</p>
13:30—16:30	<p>Topics tbd.</p>	<p>Staff Mobilities as part of the Internationalisation Strategy</p> <p>Presentation and Workshop</p>	<p>Presentation by Partners</p>	<p>Topics tbd.</p>	<p>Presentation by Partners</p>
18:30	<p>Get together -voluntarily - Venue:</p>				

Thursday 10th May 2018 (*Public Holiday in Germany*)

Groups Time	IT (A) Venue:	International Office (B) Venue:	Librarians (C) Venue:	Secretaries (D) Venue:	Academic & Student Affairs (E) Venue:
10:00—18:30	<p style="text-align: center;">Discover the Surroundings of Göttingen (Lunch time included, lunch is on own expense)</p> <ul style="list-style-type: none">• By train• Guided Tour• Lunch time in a local restaurant• Free time				

Friday, 11th May 2018

Groups Time	IT (A) Venue:	International Office (B) Venue:	Librarians (C) Venue:	Secretaries (D) Venue:	Academic & Student Affairs (E) Venue:
09:00 –10:30	E-Learning and E-Management	E-Learning and E-Management	Individual Meetings (only by arrangement in advance)	Individual Meetings (only by arrangement in advance)	E-Learning and E-Management
11:00—12:00 All Groups	Feedback, Issue of Certificates and Farewell International Office, Foyer International				

Contact:

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**Draft Program: Staff Training – Internationalization of Higher Education
(12 - 16 May 2018)**

	Sat, 12/05	Sun 13/05	Mon 14/05	Tue 15/05	Wed 16/05	Thu 16/04
9.00 - 10.30	<p>Introduction/ Program Presentation</p> <p>State of the art in International Cooperation</p> <p><i>N. Bhandari/ Partners</i></p>	<p>Visit Exhibition: Digital High Asia</p> <p>At the Geoscience Museum, University of Göttingen</p>	<p>Presentations by Partners: Internationalization strategy of their respective universities</p> <p><i>All partners</i></p>	<p>Successful implementation and management of EU-funded projects: understanding the technical language and assuring overall quality</p> <p><i>N. Bhandari</i></p>	<p>Synthesis of DIES Training Course “Management of Internationalization” Best Practice Sharing from the Leibniz Universität Hannover</p> <p><i>B. Ramani, Uni. Hannover</i></p>	<p align="center">Departure of the Participants</p>
11.00 - 12.30	<p>Internationalization Process and Strategy at the University of Göttingen/ & Group Work with the partners</p> <p><i>N. Bhandari/ Partners</i></p>		<p>Joint programmes and other joint initiatives between SEA partners and EU partners</p> <p><i>N. Bhandari/ Invited partner</i></p>	<p>Workshop</p> <p>How to successfully prepare a proposal to Erasmus+</p> <p>Decoding an Application Form</p> <p><i>N. Bhandari</i></p>	<p>Strategic Partnership in Higher Education: Best Practices from U4 Network</p> <p><i>M. Lange</i></p>	
14.00 - 16.30	<p>Presentations by Partners: Internationalization strategy of their respective universities</p> <p><i>Partners</i></p>		<p>Understanding Funding Opportunities under International Programmes Suggestion: Erasmus+</p> <p><i>Tbc.</i></p>	<p>Workshop</p> <p>Focusing on outgoing mobility students: intercultural awareness and preparation of mobility</p> <p><i>N. Bhandari</i></p>	<p>Workshop</p> <p>Recognition from A to Z: steps to ensure full academic recognition</p> <p><i>N. Bhandari / UGOE Faculty</i></p>	