

INTERNATIONAL STAFF WEEK AT THE UNIVERSITY OF BONN

New Approaches to Services for Students and Staff at Universities

A wide-angle photograph of the University of Bonn's main building, a large, multi-story structure with a grey roof and many windows. In the foreground, a large green lawn is filled with people sitting and standing, enjoying the sunny weather. The sky is blue with some light clouds.

May 13—17, 2024

Application deadline: January 26, 2024



In May 2024, the University of Bonn welcomes you to its International Staff Week!

The University of Bonn will be hosting its second International Staff Week in May 2024.

We want to discuss what new paths universities are exploring in terms of the services they offer their various target groups and what challenges they are facing in an increasingly complex and digitalized world.

How can information and processes be made transparent and intuitive for all the members of a university? How can researchers, teachers and staff get the information they need quickly and easily? What services do early-career researchers, newly appointed researchers or international researchers and students require? Has digitalization brought about a change in information requirements? The Staff Week wants to provide a platform for exchange on these and other questions with colleagues from around the world and the University of Bonn. Various services offered by the University of Bonn will be presented.

Our Staff Week gives you the chance to get to know the University of Bonn, which was founded in 1818 and has been a University of Excellence since 2019, and its home in the “UN city” of Bonn. You can look forward to a varied program as well as the opportunity for job shadowing within our university.

The target group of the International Staff Week are staff members of our partner universities whose work involves providing services for students, colleagues and researchers and who would like to actively participate in the Staff Week. Participants will give a poster presentation on services offered in their field of work at their home university and discuss examples of good practice as well as challenges they have encountered.

We are looking forward to welcoming you to the University of Bonn in spring 2024 for a stimulating exchange of ideas and opinions.

Holger Gottschalk
Provost

Prof. Dr. Birgit Münch
Vice Rector International Affairs

Date

May 13—17, 2024 in Bonn

Working language

English

Target group

Staff at the University of Bonn and its partner universities

Fee

Participation in the Staff Week is free of charge. The participants bear the costs for traveling and accommodation (e.g. through an Erasmus Staff Mobility grant from their home university)

Application

Application deadline: January 26, 2024

Application portal: [apply online](#)

Our decision will be communicated to all applicants by the end of February 2024.

Selection

- English skills (at least B2 level in the Common European Framework of Reference for Languages)
- Letter of motivation, including in particular the applicant's interest in the topic
- Each participant will be asked to prepare a poster about services and service concepts offered in their field of work.
- Applications will be evaluated based on the applicant's job role and the country of the sending institution in order to ensure that everyone has the best possible opportunity to share their experiences and to assemble an internationally varied group of participants.
- Participation may be limited to one person per university depending on the number of applications.

Contact

International Office

Staffexchange-assist@verwaltung.uni-bonn.de

Program overview

Monday, May 13

09:30	Arrival and registration of participants
10:00 until lunch	Welcome and presentation of the University of Bonn Entertaining introduction into German language and culture(s)
Afternoon	Keynote presentation of the topic Poster session and getting to know each other

Tuesday, May 14

Morning	Presentation and discussion of various services for (PhD) students, researchers and staff at the University of Bonn
Afternoon	World Café on the topic of service concepts

Wednesday, May 15

11:00—16:00	Study and Internship Abroad Fair / optional: meeting with students from/to partner university
16:30	Guided tour to the Botanical Garden of the University of Bonn

Thursday, May 16

Morning	Individual job shadowing (depending on availability)
Afternoon	Cultural program
Evening	Farewell dinner

Friday, May 17

Morning	Resume und lessons learned Farewell and issuing of certificates of participation
12:00	Lunch buffet
13:00	Departure



We believe that the internationalization of higher education as a cross-sectional effort can only be successful if all university members are included in the process. Advancing the intercultural qualification of administrative staff and networking with partner universities at administrative level thus play an important role in the internationalization and excellence strategy of the University of Bonn. Hosting the International Staff Week is an important element in our existing portfolio of “Internationalization of Administration” measures.

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