

HS Emden/Leer ■ Constantiaplatz 4 ■ 26723 Emden ■ Germany

To all applicants for the  
International Staff Training Week 2023

**Contact:**

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Dear partners and colleagues,  
Dear Sir or Madam,

We are pleased to inform you that we will be hosting an

**INTERNATIONAL STAFF TRAINING WEEK 2023**  
**(Shaping the Future of University Life)**  
**from 8<sup>th</sup> to 12<sup>th</sup> May 2023**

at the University of Applied Sciences Emden/Leer, Germany.

**Participants**

We are looking forward to meeting staff members of your faculties, departments and central units such as Technology Transfer, Centre for Lifelong Learning, Student Counselling Service, Computer Center, International Office, Family Service/Gender Office, Library, Staff Council, Facility Management and Department of Mechanical Engineering. This event is primarily designed for staff members and includes general sessions, individual workshops, a world-café, job shadowing as well as a cultural program. We aim to offer an ambitious and informative program reflecting "Shaping the Future of University Life" in higher education in line with our faculties and central units.

**Costs**

As this International Staff Training Week 2023 is an "Erasmus+ funded" project, no participation fee is required. We kindly ask you to note that accepted participants need to **cover travel and accommodation costs** individually. These may be financed through ERASMUS+/STT by the sending institution. The welcome dinner as well as the cultural program are included in the program and therefore free of charge for participants.

## **Application and Selection of Applicants**

Applications can be submitted from mid-November until January 4<sup>th</sup>, 2023. In order to process your application in due time, please fill out the **online application** as soon as possible but not later than January 4<sup>th</sup>, 2023. Paper-based applications (available online) via email will be accepted as well. To guarantee a realisation of the Staff Training Week, a minimum number of 5 participants in total is required and an upper limit of 25 participants may not be exceeded. If we receive more applications than 25, there will be an internal selection process together with the respective faculty or department.

**The accepted participants will be informed at the beginning of January 2023.**

## **Accommodation**

We have reserved a limited number of rooms at three hotels in Emden for you. Prices per night (including breakfast) vary between 83.00 € and 99.00 €.

**Please arrange your booking individually using the booking-code (see website) of your preferred hotel (very important for identification).** Please do not book any flights and hotels before your application has been accepted.

## **How to reach Emden**

The following national airports provide train connections to Emden: [Bremen \(BRE\) Airport](#) (approx. 2 hours by train), [Hamburg \(HAM\) - Fuhlsbüttel Airport](#) (approx. 3,5 hours by train), [Hannover \(HAJ\) Airport](#) (approx. 3,5 hours by train), [Düsseldorf \(DUS\) Airport](#) (approx. 3 - 4 hours by train) or [Amsterdam Schiphol Airport \(AMS\)](#) (approx. 4,5 - 5 hours by train). For the most suitable train connections please visit the official travelling portal at: <https://www.bahn.com/en>

## **Presentation of Participants**

In order to open and provide an interactive exchange of best practice examples within the selected special interest groups, participants will be asked to prepare a short presentation of experiences in their respective working field at their home institution. Specific information in this matter will be send out soon after the application deadline.

In this spirit we are very much looking forward to receiving your application and to welcoming you in the seaport city of Emden! Please do not hesitate to contact us in case of questions regarding the week.

Best wishes and warm regards from Emden

Your International Office Team

Andrea Meyenburg, Katja Hakkarainen, Vera von Hunolstein, Janine Hülsen and Marina Gastmann

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