

To all applicants for the
International Staff Training Week
2027

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Dear partners and colleagues,
Dear Sir or Madam,

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

7th INTERNATIONAL STAFF TRAINING WEEK
“New Horizons and Challenges in University Life”
from 26 – 30 April 2027

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 Knowledge and Technology Transfer, Staff Council, Computer Center, International Office, Career Service, the Faculty of Technology/Mechanical Engineering and the Faculty of Business Studies. This event is primarily designed for staff members and includes general sessions, individual workshops, job shadowing as well as a cultural program. We aim to offer an ambitious and informative program reflecting "New Horizons and Challenges in University Life" in higher education in line with our faculties and central units.

Costs

As this International Staff Training Week 2027 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-October until **25 November 2026**. In order to process your application in due time, please fill out the **online application** as soon as possible but not later than 25 November 2026. Paper-based applications (available online) via email will be accepted as well.

The accepted participants will be informed in Mid-December 2026.

Accommodation

Please arrange your hotel booking individually. You can find suggestions for hotels on our website.

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 to 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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