

## BEST PRACTICE FROM DIFFERENT PERSPECTIVES

The International Office of the Friedrich Schiller University Jena (FSU) invites staff from 20 international partner universities to the second International Staff Training Week (ISTW).

The main topic of our training is 'Student and Staff Incoming Service.'

Therefore, we will share our experiences of the incoming unit with you and would ask you for best practice presentations from your incoming service unit.

Colleagues of FSU Jena will present the following topics:

- Mentoring programme
- Procedures of registration and enrolment
- Management of Learning Agreements
- Integration
- Welcome Service
- Career Center

The goal is to collect best practice examples by using these and your own presentations. At the end of the week, the best experiences will be summarized and published in a compendium / guide.

### CONTACT

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## ACADEMIC MOBILITY UNDER ERASMUS+

*2<sup>nd</sup> International Staff Training Week*

24 - 30 June 2018 | Jena

Welcome to the  
2<sup>nd</sup> INTERNATIONAL STAFF TRAINING WEEK  
at the Friedrich-Schiller-University Jena

Monday, 25 June 2018

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- 09:00 Uhr **REGISTRATION & FORMALITIES**  
Haus auf der Mauer, International Center  
*Stefanie Waterstradt*
- 10:30 Uhr **OFFICIAL WELCOME**  
Schiller's Garden House  
*Dr. Claudia Hillinger*
- 11:00 Uhr **GUIDED TOUR**  
Schiller's Garden House
- 13:00 Uhr **MEET AND GREET**  
Schiller's Garden House
- with the FSU Jena International Office/  
(light meal)  
*Mathias Kirchner, Britta Möbius,  
Stefanie Müller, Dr. Britta Salheiser,*
- 14:00 – 16:00 Uhr **CITY AND CAMPUS TOUR**  
City center of Jena  
*Stefanie Waterstradt*

Tuesday, 26 June 2018

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- 09:00–10:30 Uhr **PRESENTATION FSU JENA**  
Am Planetarium 8
- Student administration (I):** from nomination to deregistration  
*Mathias Kirchner, Dr. Britta Salheiser*
- 11:00 Uhr **Herbarium Haussknecht**  
Guided Tour
- 12:00 Uhr **LUNCH**  
Cafeteria Rosensäle

- 13:30–15:00 Uhr **PRESENTATION FSU JENA**  
Am Planetarium 8

**Student administration (II):**

Learning Agreement, ECTS, course selection, Transcripts of Records, accreditation  
*Stefanie Müller*

- 15:30 Uhr **OPTICAL MUSEUM**  
Guided Tour

Wednesday, 27 June 2018

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- 09:00 Uhr **PRESENTATION FSU JENA**  
Am Planetarium 8

**Incoming Service:**

Mentoring programme  
*Britta Möbius*

- 10:00 Uhr **PRESENTATION FSU JENA**  
Am Planetarium 8

**Career Service:**

Career Center  
*Ekaterina Maruk*

- 12:00 Uhr **LUNCH**

- 13:00 Uhr **PRESENTATION PARTNER COUNTRIES**  
„INCOMING SERVICE: BEST PRACTICE“  
Am Planetarium 8

N.N.

- 14:00 Uhr **BOTANICAL GARDEN**  
Guided Tour

- 15:30-16:30 Uhr **VISIT DORMITORIES / WOHNHEIME**  
**STUDENTISCHES WOHNEN**

- 17:00 Uhr **WALK TO LANDGRAFEN**

*Please note that the programme is subject to changes*

Thursday, 28 June 2018

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- 09:00 Uhr **PRESENTATION FSU JENA**  
Am Planetarium 8

**Student support:**

Networks, services, events and discussion  
*Dr. Britta Salheiser*

- 10:00 Uhr **PRESENTATION FSU JENA**  
Am Planetarium 8

**Visiting scientists and scholars**

Welcome Service  
*Susanne Golz*

- 11:00 Uhr **PRESENTATION PARTNER COUNTRIES**  
„BEST PRACTICE“  
Am Planetarium 8

N.N.

- 12:00 Uhr **LUNCH**  
Café Ella

- 13:00 Uhr **ERASMUS+ RECRUITMENT WORKSHOP**  
Am Planetarium 8

**Fair for Incoming and Outgoing Students**

- 15:30-20:00 Uhr **EXCURSION TO WEIMAR**

Friday, 29 June 2018

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- 09:00–10:30 Uhr **DISCUSSION: BEST PRACTICE**  
**BETWEEN PROGRAMM AND PARTNER COUNTRIES**  
Fuchsturm

- 11:00–12:00 Uhr **SUMMERY & RESULTS**  
Fuchsturm

- 12:00 Uhr **LUNCH**  
Fuchsturm