

## **GUIDELINES “STAFF TRAINING WEEK AT THE UNIVERSITY OF VIENNA, 4<sup>th</sup> - 6<sup>th</sup> of June 2018”**

**General:** As part of its internationalisation strategy, the University of Vienna hosts an **International Staff Training Week** in June 2018.

**Target group:** Administrative staff, professionals and management staff

Especially staff members of the following universities are invited to send in applications:

- Erasmus+ partner universities
- Partner universities in Switzerland and Norway
- Strategic partner universities: University of Chicago and University of Jerusalem
- Partner universities within the [CENTRAL Network](#)
- Partner universities within the [Guild Network](#)

**Costs:** Travel and accommodation costs are not covered by the University of Vienna. Participants can apply for funding at their home universities, such as Erasmus+ funds for staff training.

**Deadline for submissions:** 9th of March 2018

**Documents required for application:** Completed application form and CV (Word or PDF)

**Submissions to be delivered via-email to:** [staff.mobility@unive.ac.at](mailto:staff.mobility@unive.ac.at) , International Office of the University of Vienna

**Selection procedure:** The candidates will be selected by the heads of the service departments of the University of Vienna. A reply from the University of Vienna will be sent to all applicants by April, 9<sup>th</sup> at the latest.

**If you have any questions, please contact:**

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