


Munich University of Applied Sciences welcomes non-academic staff from partner universities to benchmark and share their expertise with colleagues from around the world.



15th - 19th of May 2017

# International STAFF WEEK Munich

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30 - 10:00	Registration	Workshop Germany	Workshop Germany	Workshop Germany	Certificates / Departure
10:00 - 10:30	Welcome Speech	Coffee break	Coffee break	Coffee break	
10:30 - 12:00	Presentation MUAS and Staff Week Programme	Workshop cross-cultural competence	Workshop cross-cultural competence	Workshop cross-cultural competence	Time for Individual Meetings
12:00 - 14:00	Bavarian Culture & Lunch	Lunch	Lunch	Lunch	
14:00	Campus Tour: visit to Campus Lothstrasse and Campus Karlstraße	Administration Departments	Administration Departments	Visit to Academic Departments	
15:30 - 16:00		Coffee break	Coffee break		
16:00 - 17:00		Administration Departments	Administration Departments	Wrap Up + Feedback (starts 17:00)	
17:00	Get together	City Tour by bike	Free time	Farewell Dinner (starts 18:00)	

For registration and more information please contact

Eva Perkmann at [eva.perkmann@hm.edu](mailto:eva.perkmann@hm.edu).

Kindly note, registration is open from December 1st to January 15th.

# Participating administration departments and topics offered during MUAS Staff Week:

## Strategic Advancement Office

- „QualiFIVE“ – Future Learning Environments
- Teaching Innovation
- Digitalization
- Gender & Diversity
- Corporate Relationship Management

## Student Advising Center

- Back office / Front office
- Career Center
- Alumni project
- Online advisory center for students

## Science Support Center

- EU- research funding programmes  
How a research support service can efficiently advise and support researchers in writing proposals and managing EU research projects

## Center for Continuing Education

- Continuing education and life-long learning
- Internal Education: Qualification with the toolbox system
- Relationship management:  
Company specific training courses  
Dual Studies – theory & practice intertwined  
The Deutschlandstipendium – promoting high potentials

## International Office

- Internationalisation strategy
- Incoming / outgoing students
- Strategic partnerships

## Human Resources Department

- Employment law / civil service law at a public German university
- Differences of universities
- Hiring process
- Process of appointment of Professors

## Public Relations Department

- Social media
- Internal communication



## Workshop cross-cultural competence

- Counseling considering cultural differences
- Negotiation considering cultural differences
- Exercises on "administration and organizational culture"

## Workshop Germany

- Different regions in Germany
- Political and economic topics
- Cultural diversity
- Typical German
- Culture of administration
- University versus University of Applied Sciences