

Expand your comfort zone – be our GUEST!

UNIVERSITY OF GRAZ

Office of International Relations



Graz University Erasmus Staff Training Week

NOV, 24 – 27/28, 2025 GRAZ | AUSTRIA

international.uni-graz.at

TARGET GROUP

Administrative units at the University of Graz open their doors to host colleagues, network, and exchange good practices.

The different program tracks are:

- Office of International Relations
- Department of Academic Services and the Competence Center for University Teaching
- Human Resources Department
- Performance and Quality Management
- Research Management Service
- *treffpunkt sprachen* – Centre for Language, Plurilingualism and Didactics
- University Library

For details and updates see:



[international.uni-graz.at/en/
incoming-students-and-staff/
incoming-staff/guest-week/](https://international.uni-graz.at/en/incoming-students-and-staff/incoming-staff/guest-week/)

HOW TO APPLY

Complete the **online application** by **September 01, 2025**.

We will be able to confirm your participation by mid-September 2025.

The number of participants is limited.

Please note that the staff week ends on Thursday for most participants.

ACCOMMODATION

We will provide you with a list of hotel recommendations after your successful application.

FUNDING

Please note that participants are responsible for covering their own accommodation, travel and most meals during this week. We kindly suggest that you seek Erasmus+ STT funding at your home institution.

IRO track: This year's GUEST Week will offer ample opportunity to exchange good practices on topical issues in the internationalization of higher education. We will reflect on both the current Erasmus+ programme period and also look ahead on what's to come. There will be sessions on the Future of the Erasmus+ Programme, on Inclusion Initiatives, on Erasmus+ Blended Intensive Programmes, and Erasmus+ KA171, for example.

General information: Our GUEST Week provides a platform for exchanging experience, sharing good practices and creating new ideas. The program offers different formats, including information sessions, workshops, and round table discussions. The staff training week will not only support the transfer of knowledge but also the strengthening of existing and the creation of new cooperation links. The participants are invited to contribute their own good practice examples related to the topics of the program.

PRELIMINARY PROGRAM

MONDAY, NOVEMBER 24

10:30–17:00 Welcome & Introduction
Presentation of the University of Graz
Getting to know the other universities (Poster Sessions)
University of Graz: Campus Tour & Library Tour
19:00–21:00 Joint Welcome Dinner (optional for all)

TUESDAY, NOVEMBER 25

Depending on focus group: individual program at units

09:30–15:30 **Focus group IRO:**
The Future of the Erasmus+ Programme
Inclusion Initiatives
Good practice examples by participants
15:30–17:00 Guided City Tour (optional for all)

WEDNESDAY, NOVEMBER 26

Depending on focus group: individual program at units

09:30–14:30 **Focus group IRO:**
Challenges and Experiences within KA171 & Cooperation Partnerships
Erasmus+ Blended Intensive Programmes & Short-term Programmes
Good practice examples by participants
15:00–17:00 Tour of Museum of Crime / Botanical Gardens (both optional for all)

THURSDAY, NOVEMBER 27

09:30–14:30 Green Initiatives & Sustainability
Welcome Services & Recruiting
Good practice examples by participants
Wrap-up Session & Certificates
16:00–17:30 Let's enjoy the cozy Christmas Markets together! (optional for all)

FRIDAY, NOVEMBER 28

For participants funded through Erasmus+ International Credit Mobility only

09:30–13:00 Networking session (for participants funded via KA171 only)