

WESTFÄLISCHE
WILHELMS-UNIVERSITÄT
MÜNSTER

from
1st to 5th
December 2014
in Münster,
Germany

You are cordially invited to the

WWU INTERNATIONAL STAFF WEEK

living.knowledge
WWU Münster

WWU INTERNATIONAL STAFF WEEK



Dear participants,

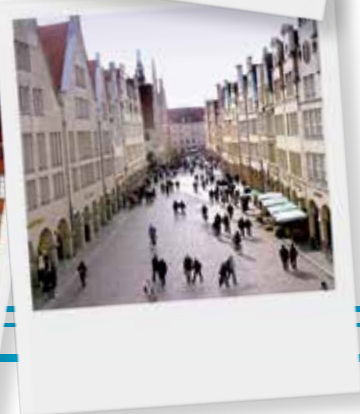
On behalf of the University of Münster I cordially invite you to our first WWU International Staff Week. The WWU Münster is continually increasing its degree of internationalisation. This process relates to the whole university; it pertains to all areas – teaching, research, continuing education, administration, staff development – and actively involves all management levels. In accordance with the University's mission statement living.knowledge all university members are engaged in furthering this ongoing development.

We are convinced that successful cooperation is based on personal encounters, which are the nucleus of prosperous exchange and sustainable partnerships. We hope that the extensive programme of the WWU International Staff Week will give us the opportunity of in-depth thematic discussions as well as provide an overview of our university, our city and country. We also invite you, our colleagues, to present your institutions, cities and countries to our staff. By organising the WWU International Staff Week, we hope to strengthen our existing partnerships but also to open new windows for future cooperation.

It is, therefore, a special honour for me to be the patron of the first WWU International Staff Week. I very much look forward to welcoming you to Münster for a mutual exchange of ideas and to enjoy the festive Season.

Yours sincerely,

Matthias Schwarte
Head of Administration



COME AND JOIN US!

- › Get to know the WWU Münster, the fourth largest university in Germany
- › Choose topics of your interest to create your individual programme
- › Explore the historic City of Münster and enjoy the Christmas Market

HOW TO APPLY:

- › Apply online until **September 30th** and select your favourite sessions at:
<https://www.uni-muenster.de/en/wwustaff-trainingweek/registration/index.html>
- › after registration you will receive shortly a message with further information

ANY QUESTIONS?

Just contact us at:

Ph: +49-251-8322602 /-01 /-00

Email: staff.week@wwu.de

For more information please visit:

www.uni-muenster.de/en/wwustafftraining-week/index.html

Your Staff Week Team



PROGRAMME

		MONDAY, 01.12.	TUESDAY, 02.12.	WEDNESDAY, 03.12.	THURSDAY, 04.12.	FRIDAY, 05.12.
MORNING	09.00		CENTRAL SERVICES e.g. Registrar's Office, Student Advisory Office, International Office	IDEA-MINING Bringing together and exploring the ideas developed in Tuesday's sessions	CENTRAL SERVICES e.g. Dual Career Office, Family Office, HR-Career Development Office	WRAP-UP BRUNCH International Centre – „Die Brücke“
	13.00					
AFTERNOON	14.00	WELCOME AT THE WWU <ul style="list-style-type: none"> › Welcome by Mr. Matthias Schwarte – Head of Administration and patron of WWU International Staff Week › Welcome by Dr. Anke Kohl, Head of International Office › Introduction and getting acquainted › Intercultural encounters › Campus tour 	PARALLEL SESSIONS Internationalisation <ul style="list-style-type: none"> › Internationalisation (at Home) › Partnership Development › Erasmus + Public Visibility <ul style="list-style-type: none"> › Science Communication › Press Work › Branding › Community Outreach Career Opportunities <ul style="list-style-type: none"> › Career Services <ul style="list-style-type: none"> - structure and implementation - co-operation between central and decentral levels 	UNIVERSITY LIBRARY TOUR TIME FOR INDIVIDUAL MEETINGS / WORKSHADOWING CITY TOUR Afterwards: jointly enjoying a 'Glühwein' at Christmas Market	PARALLEL SESSIONS Internationalisation <ul style="list-style-type: none"> › Student Mobility / Mutual Recognition › Staff Mobility Fundraising and Alumni Work <ul style="list-style-type: none"> › Grant Programmes › Project-related Fundraising › Relationship between university, city and region Career Opportunities <ul style="list-style-type: none"> › Science-to-business › Knowledge Transfer 	
	17.00					
EVENING	18.00	JOINT DINNER	PUB CRAWL		ST. NICHOLAS CELEBRATION	



HOW TO GET TO AND STAY IN MÜNSTER



BY PLANE

Münster-Osnabrück international airport (FMO) has a lot of direct flights – both domestic and European. You can choose between direct bus connections or taxis to get to Münster. Also nearby is Dortmund airport with further international connections. From here you can take a shuttle to Holzwickede station which connects you to Münster in approx. 1 to 1.5 hours.

www.fmo.de

www.dortmund-airport.de

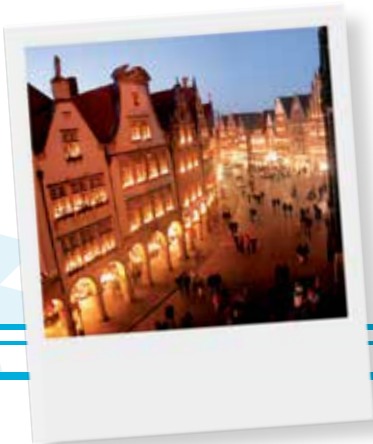
With the international airports in Düsseldorf, Frankfurt, Köln/Bonn or Amsterdam, you can also easily reach Münster by train or domestic flight. From Düsseldorf airport to Münster it will take about 1.5 hours by train, from Frankfurt about 3, from Köln/Bonn approximately 2 and from Amsterdam (Schiphol) circa 3.5 hours.

www.duesseldorf-international.de

www.koeln-bonn-airport.de

www.frankfurt-airport.com

www.schiphol.nl



BY TRAIN

Münster's main station is situated right in the city centre. Münster is linked with Germany's and Europe's metropolises via its IC, EC, and ICE connections. It takes only 10 to 15 minutes to reach the Schloss, the hotels on our accommodation list or other buildings of Münster University by bus, taxi. Up-to-date railroad connections are available at www.bahn.de



BY CAR

You can reach Münster directly via the A1 and A43 motorways.



ACCOMMODATION

For the International Staff Week 2014 we have arranged room blocks at a number of hotels in Münster. You find a list of the hotels at our website:

www.uni-muenster.de/en/

wwustafftrainingweek/accomodation/index.html

When you make your reservation, please mention the booking reference „*Staff Week University of Münster*“.

