



International Staff Week – Interculture and Job Shadowing

9th – 12th June 2020

Provisional Programme

Monday Evening – 8th June

Welcome Mingle at the Hotel

Tuesday - 9th June

Introduction to Karlstad University and introducing participants.

Rethink Workshop

Welcome Dinner

Wednesday – 10th June

Interculture Workshop

International Coffee

Guided Tour at the University

Thursday – 11th June

Job Shadowing

Choose where to conduct the job shadowing in the online application. Further information about the Departments will be presented further down in the document.

Friday – 12th June

Cultural excursion around Karlstad.

Our international week will commence on Tuesday, you will be collected from your hotel and accompanied to the University. During the first day we will welcome you to Karlstad University with a traditional Swedish fika and meet members of the university's international team. During the week there will be presentations and interactive sessions with colleagues giving you insight into the international experience at Karlstad. There will also be an opportunity to shadow colleagues in their daily working life. Of course there will be time for social activities to introduce you to Karlstad. The week will close on Friday with a tour around Karlstad to show you some of our beautiful nature.

Application Process and Participation Fee

To join us please complete the online application form **no later than 6th March 2020**.

<https://kau.moveon4.com/form/5b5094193f5d66087541e3da/eng>

We can accept up to 20 participants. If we receive more applications than places we will select from as wide a range of institutions as possible. After the selection process we will send out information about how to pay the non-refundable participation fee of €150.

Job Shadowing

On Thursday during the International Staff Week you get the opportunity to get to know our colleagues a bit better through a day of job shadowing. In your application, you can choose from one of the following departments:

Human Resources Department

The Human Resources Department supports the university's managers and employees in issues regarding recruitment, adjustment and termination. Terms and conditions of employment, competence development and staff benefits. Working environment, leadership and co-workership. Welcome services, employer branding and introduction of new employees. Gender mainstreaming and equality. Rehabilitations and preventative health care, labour laws, regulations, collective agreements and negotiations with the unions and salary structure.

Salary Department

The Salary Department supports the university's managers and employees with everything concerning salaries, payments, receipts, travel payments, bank accounts, A1's and statistics among other things.

Communications Department

The Communications Department supports with internal and external communication. They work with student recruitment, marketing, social media, PR and to promote the university and its' educational programmes and research.

Department of Student Affairs

The Department of Student Affairs includes Admission Office, Student Registry Office and Degree Office. It includes Admission of Exchange and Degree seeking students as well as Swedish students.

External Relations Department – Research and Innovation Support

Supporting research co-operation between the university and companies, organisations and authorities, as well as providing strategic support to the university and faculty managements. The department offers expert advice to researchers in connection with research applications and with the process of utilising and commercialising products or ideas.

External Relations Department – Student and Alumni Cooperation

The department is responsible for Karlstad University's alumni network as well as arranging alumni activities. It also works with connecting students, who want to carry out degree projects or test ideas, with suitable companies.

IT Department

The IT Department supports staff and students with audio and video (providing technical equipment for lecture halls and video conferences etc.), operation and development of both computer hardware and software, network, IT security and development.

Study and Career Counselling

The Study and Career Counsellors work with advice and guidance to present and prospective students on a variety of issues and questions, such as application procedures, educational and professional career choices, examinations, parallel studies, student leave, financial support, exemptions, scholarships, exchange programmes and credit transfers.

International Office

The International Office coordinates university-wide processes regarding international exchanges of students, teachers and other staff, as well as administering mobility grants. The International Office also coordinates Erasmus+ agreements and is responsible for receiving and supporting incoming and outgoing students as well as outgoing staff.

Arrival

Most people arrive to Karlstad via the train station in the city centre or the airport (20 minutes drive). Further information about travel arrangements will be sent out once applications has been confirmed.

Accommodation

Rooms will be reserved for participants at a local hotel, reservation information will be sent out once applications have been confirmed.

Funding

It is anticipated that participants will be financially supported for this week for example by their institutions, Erasmus+ or Stella grant for travel, accommodation and food.

Participation Fee - €150

After the selection process we will send out information about how to pay the non-refundable participation fee of €150. The participation fee covers Welcome Dinner and Welcome Mingle, lunches, coffee breaks, the cultural excursion and other social activities.