

UDE Staff Week 2017

UNIVERSITÄT
DUISBURG
ESSEN

Offen im Denken



INTERNATIONAL UDE STAFF WEEK FOR SECRETARIES/ADMINISTRATIVE ASSISTANTS



PROGRAMME

Monday, 27.11.2017
Campus Essen (Senatsitzungsraum, Building T01, 4th Floor, Room B34)

13:30 – 14:00 h	Registration
14:00 h	Welcome to UDE Petra Günther, Head of International Office Introduction to the Staff Week Verena Heusing and Ina Terayen Presentation of the UDE Secretary Network UNS Network Representatives
15:30 h	Campus Tour Essen
16:30 h	Modern Germany – an outsider's view from the inside Neil Deane, UDE
18:00 h	UDE/UNS Welcome Reception (Venue: Die Brücke, Campus Essen)

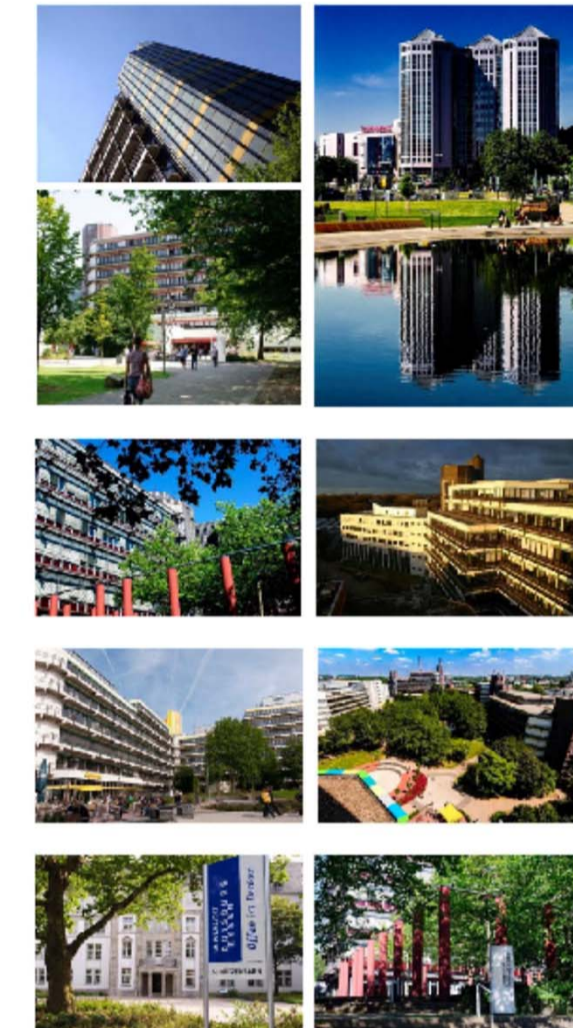
Tuesday, 28.11.2017
Campus Duisburg (Mercatorhaus, Lotharstr. 57)

9:00 h	Walk to Shuttle Bus stop (Meeting Point: Hotel Motel One)
9:30 h	Shuttle to Duisburg
10:15 h	Campus Tour Duisburg
11:15 h	UDE Services - UDE Family Services Office - UDE Social Contact Persons - Certificate for international competence for university staff - University sports
12:45 h	Lunch (Mensa)
13:30 h	Work of administrative assistants UNS Network
15:00h	Career Development UDE Personnel Development
16:30 h	Shuttle to Essen
18:00 h	Meeting in front of Hotel Motel One for departure to Zeche Zollverein
19:00 h	Guided Tour Zeche Zollverein



Programme

- 15:30 Visit to International Guest House
- 15:50 Short walk with brief stops at Café Rosso, main Library and perhaps new Audimax
- 16:00 Group 1: Visit to Fukomys, Faculty of Biology
Group 2: View over the city
- 16:15 Group 1: View over the city
Group 2: Visit to Fukomys, Faculty of Biology
- 16:30 Arrive at Senatsitzungsraum, (Room T01 S04 B34)



Staff Week
University Duisburg-Essen (UDE)
27.11.2017 – 30.11.2017

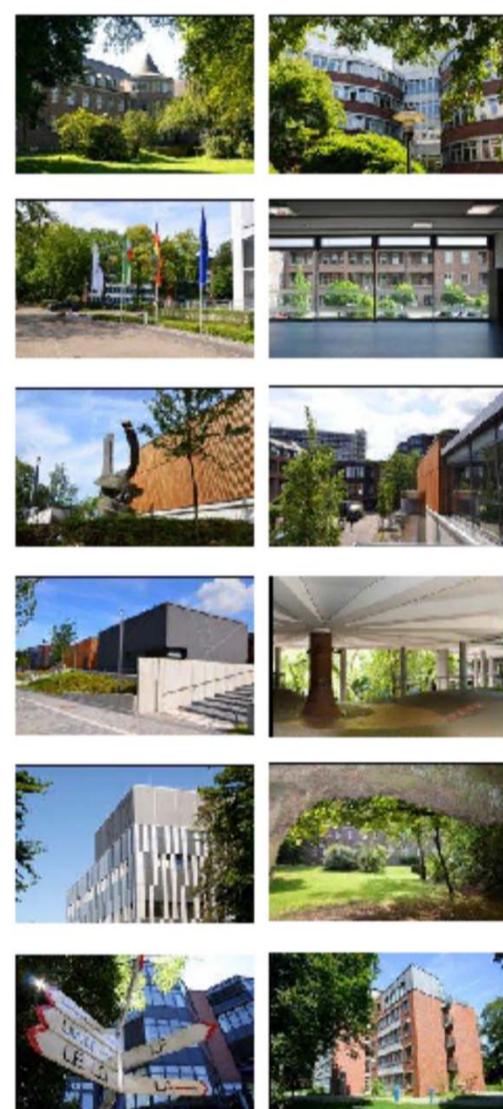
Campus Tour Essen
Monday, 27th November 2017



organized by
UDE Network for Secretaries (UNS)

Programme

- 10:15 Arrive at Duisburg Campus and leave bus at second stop (called "Universitaet" on Lotharstrasse, see campus map)
- 10:20 Visits to new Audimax, main library (with short briefing) and University Sports Club
- 11:00 Short "Biscuit Tin Tour" (Area M) and brief stop at International Guest House
- 11:15 Arrive at Gerhard Mercator Haus



Staff Week
University Duisburg-Essen (UDE)
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Campus Tour Duisburg
Tuesday, 28th November 2017



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Wednesday, 29.11.2017

Morning: Campus Duisburg or Campus Essen
Afternoon: Campus Essen (Casino, Reckhammerweg 3)

8:30	Shuttle to Duisburg (in case of Job shadowing in Duisburg)
9:30 h	Job Shadowing
12:30 h	Lunch (Mensa)
14:00 h	Exchange of Job Shadowing Experiences
15:30 h	Welcome Services for international Guest Researchers Stephanie Kaplinowski, International Office
18:00 h	Christmas Market, Essen (Meeting Point: Hotel Motel One)

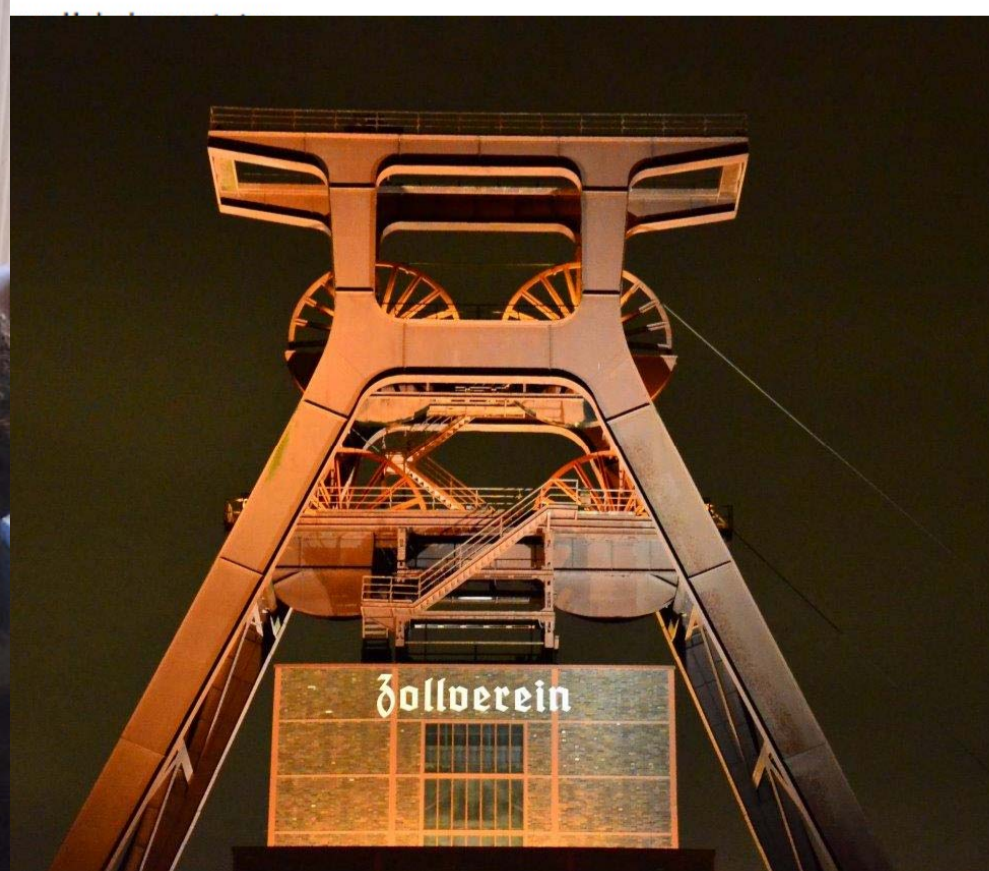
Thursday, 30.11.2017,
Campus Essen (Die Brücke, Universitätsstr. 19)

9:30 h	Wrap up Meeting (international participants only) - Feed-back session - Handing over the Certificates of Attendance - Secret Santa
12:00 h	Lunch (Mensa)

Wi-Fi Connection



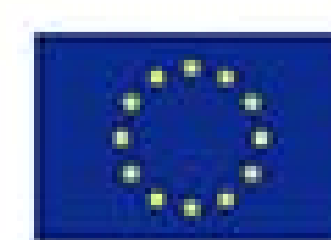
Not available to European attendees at the conference venues. If you are not a European academic attendee interested in having access to the eduroam network, you should ask for eduroam credentials to the network managers of your home institution. If you are a European academic attendee interested in having access to the eduroam network, you should ask for eduroam credentials to the network managers of your home institution. If you are a European academic attendee interested in having access to the eduroam network, you should ask for eduroam credentials to the network managers of your home institution.



https://www.uni-due.de/international/staff_week

<https://www.uni-due.de/international/personalmobilitaet.php>

<https://www.uni-due.de/uns>



Erasmus+

