# ERASMUS Staff Week (BIP)
# at Friedrich-Alexander University Erlangen-Nürnberg (FAU)

## 21-25 June 2027

## „Welcoming und Onboarding for International Students and Researchers"

Onboarding is a structured framework that integrates international students and staff into a host institution's academic and cultural ecosystem. An effective programme rests on three essential pillars: administrative alignment, practical logistics, and psychological backing. Administrative alignment secures and maintains the individual's (legal) status throughout their stay. Practical logistics streamline essential everyday tasks, such as opening bank accounts or securing visa-compliant housing. Psychological backing establishes a vital safety net against culture shock, ensuring no one faces isolation. Ultimately, robust onboarding acknowledges that professional and academic excellence is deeply rooted in personal stability.

Friedrich-Alexander University Erlangen-Nürnberg (FAU) is devoted to creating an inclusive welcome experience that handles legal requirements while making every (international) student and staff member feel seen. To our staff week, we welcome especially administrative staff from partner universities that specialise in the issues of onboarding and inclusion of international students and staff in their home universities.

The purpose of our Staff week is to allow participants to learn from the experiences, know-how, and good practices of their international peers. The goal is to acquire practical skills relevant for their current job as well as their further professional development.

The event is planned as an Erasmus+ BIP format and the BIP number is **2026-1-DE01-KA131-HED-000404586-1.** The programme will be offered by the FAU's Central Office for International Affairs (S-International) in cooperation with other Divisions of the university administration, such as the ZSB (Student Advice Center), the Central Office for Gender and Diversity, the Family Service, Academic Chairs, and student initiatives. A provisional timetable will be available by the end of January 2027.

We are planning to offer the following workshops and sessions:

**BIP online session** around 11th May, duration of approx. 3 hours, time slot tbc depending on geographical location of participants across the globe.

- Agenda and organizational issues
- Code of conduct during the event
- Warming up and getting to know each other- elevator pitch personal presentations
- Defining welcoming and belonging

**In presence programme** from Monday morning to Friday midday, with optional, additional event Friday afternoon:

- Welcome speech by Vice-president (tbc, newly elected)
- Presentation: **"Introduction to FAU"** (S-International, Kira Gehrmann)
- Presentation: "**Mobilities and belonging: conceptual remarks and empirical evidence from human geography"** (Dr. Stefan Kordel and Dr. Tobias Weidinger, Institute of Geography"
- **"International Flavours" - joint lunch and quizz.** Bring and share a specialty from your home country. Make a guess on foreign dishes and cultures
- Interactive Presentation (120 min): **„All onboard! Our roadmap (incl. milestones and obstacles) to welcoming and supporting FAU's domestic new students during their first year"** (Student Advice Center; Dorothee Antos & Celina Henning)
- Interactive workshop (120 min): **"There is no perfect Welcome Week" - about common challenges, failed ideas and shared solutions"** (S-International, Mine Lorenz, Franziska Kleinschrodt, Karin Sickel and Isabel Zier)
- Focus on Staff, Presentation of **FAU Family Service and it's services** (Familienservice, Dr. Müller-Thomas, Dr. Stollberg)
- Focus on Staff: *Workshop or Presentation?* " **Staff onboarding at Central Level – Challenges and Solutions** – (S-International Welcome Center, Xenia Mercier and Kerstin Sommer)
- Focus on Staff: Workshop "**Decentral Integration/Onboarding in Academic Chairs and Working Groups** (Early Career Support)
- Presentation on "**Diversity Networks at FAU**: **social integration and emotional support**" (Office for Gender and Diversity, Harriet Ziegler)
- Presentation: "**Challenges of accommodation support for incoming exchange students and international Researchers"** (S-International, Ursula Berg)
- Workshop on student offboarding and prevention of reverse culture shock (if speaker can be found)
- **Presentations and interactive workshops of participating universities on relevant issues**
- Presentation of **Erasmus Student Network Erlangen-Nürnberg** (ESN) and their activities
- Presentation: **"What do international students need – make a wish – (GenZ) students' point of view"** (FAU International Students)

Social, cultural and soft skills training events

- ***Intercultural Training "Germany and the Germans"*** *(S-International, Kerstin Sommer or Mine Lorenz)*
- ***Workshop "Team-building for international onboarding – reflections on social integration and belonging"*** *(Dr. Isabella May, Department of Psychology)*
- ***Guided tours of Erlangen and Fürth***
- ***Museum Visits*** *(tbc. Memorial Nürnberg Processes / Jewish Museum Franconia)*
- *Social Activity:* ***Surprise Event in Franconian Lake District, Friday afternoon*** *(bus travel, participant number limited to 15)*

**Participants:**

Please note that we can only accept administrative staff focusing on onboarding issues and processes, preferably those who are also involved in student and staff exchanges. Preference will be given a) to EELISA consortium staff and b) to applicants willing to give a keynote speech or preferably hold an **interactive** workshop. We will accept 15 "European" programme country staff (KA131) and host individually invited 10 colleagues from our partner universities in partner countries (ICM KA171) around the world. English language command at a minimum level of B2 is required.

Participants with diverse/ special need (invisible disabilities and wheelchair use) are welcome. The programme and venues should be barrier-free. We unfortunately have no support services for staff with vision or hearing impairments.

**Venue**

The staff week will take place in Northern Bavaria (Franconia) in the city of Erlangen at the main university building in Freyeslebenstrasse 1 (four days), and in the city of Fürth (1/2 day). The nearest airport (NUE) is located in Nürnberg, with local metro (U-Bahn) in Nürnberg and Fürth and a direct bus connection from the airport to Erlangen and Fürth. We recommend booking a hotel in Erlangen, since travel by train from Nuremberg takes approx. 20-25 minutes and to the Central Administration Building around 45 minutes. A list of hotels will be provided after the selection of participants.

**Additional Info:**

There is **no participation fee** and all social events including lunch /dinner are free of charge. **The deadline for the online application will be set for December 2026. Details will be provided in due time.**

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Primary Contact: bianca.koendgen@fau.de