

FREIE UNIVERSITÄT BERLIN



Quality Indicators for Staff Weeks

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Starting point for everything: Erasmus+ funding

Erasmus+ KA103

Erasmus+ KA107

2017

1.354.727 €

702.030 €

2018

1.638.223 €

780.275

2019

2.014.600 €

1.219.960 €

Staff Week History @FUB



- Annual Staff Training Week since June 2012
- Started with program by International Office
- Support of different units (University Sports Center, Personnel Development)
- Since 2016: annual program by University Library
- Since 2017: annual program by Center for Continuing Education/ Personnel Development
- Since 2017: bi-annual program by Career Service and Alumni team
- 140-150 participants each year (330 applicants in 2019), 50% from outside Europe

Monday, June 17		
10:00	Erasmus+ ICM / worldwide grantees: Grant payment at Kaiserswerther Straße 16-18, 14195 Berlin	10:00
	Joint Program: Welcome and Introduction to Freie Universität Berlin Location: Ristorante Galileo, Otto-von-Simson-Straße 26 (FU Berlin, Silberlaube), 14195 Berlin	
11:30	Arrival of participants and registration	11:30
12:30	Welcome address & Presentation of Freie Universität Berlin	12:30
13:00	Lunch / Meet & Greet Session (Introduction of Partners)	13:00
16:00	Campus Tour	16:00

Tuesday, June 18					
	Career Service	Library	Personnel Development & Continuing Education	Internationalization	
	Location: Student Service Center, K009, Iltisstraße 4, 14195 Berlin	Location: University Library, Room 184, Garystraße 39, 14195 Berlin	Location: International House, room 009, Ehrenbergstraße 26/28, 14195 Berlin	Location: Seminarzentrum, L115, Otto-von-Simson-Straße 26, 14195 Berlin	
09:00 - 16:00	See individual program	See individual program	See individual program	See individual program	09:00 - 16:00
16:00	United Nations High Commissioner for Refugees, Filippo Grandi Key note on Global Refugee Protection Location: Lecture Hall D, Henry Ford Building, Garystraße 35, 14195 Berlin				16:00
18:00	Evening Reception International Week 2019 Location: Harnack-Haus, Ihnstraße 16-18, 14195 Berlin				18:00

Wednesday, June 19					
	Career Service	Library	Personnel Development & Continuing Education	Internationalization	
	Location: Student Service Center, K009, Iltisstraße 4, 14195 Berlin	Location: Examination Center, Fabeckstraße 34-36, first floor, building: Anorganische Chemie	Location: Weiterbildungszentrum, Otto-von-Simson-Straße 13, 14195 Berlin	Location: Topoi Villa, Hittorfstraße 18, 14195 Berlin	
09:00 - 14:00	See individual program	See individual program	See individual program	See individual program	09:00 - 14:00
14:00	Free afternoon for individual appointments and activities/ meeting your outgoing students				14:00

Thursday, June 20					
	Career Service	Library	Personnel Development & Continuing Education	Internationalization	
	Location: Student Service Center, K009, Iltisstraße 4, 14195 Berlin	Location: University Library, Garystraße 39, 14195 Berlin	Location: Weiterbildungszentrum, Otto-von-Simson-Straße 13, 14195 Berlin	Location: Seminarzentrum, L115, Otto-von-Simson-Straße 26, 14195 Berlin	
09:00 - 16:00	See individual program	See individual program	See individual program	See individual program	09:00 - 16:00
16:00	Joint Event (optional): Berlin Boat Trip (upon registration) Meeting Point: Student Service Center, Iltisstraße 4, 14195 Berlin				16:00

Friday, June 21		
Joint Program: Your Week at FUB - Red Nose Principle, Wrap-up, Feedback & Goodbye Location: Ristorante Galileo, Otto-von-Simson-Straße 26 (FU Berlin, Silberlaube), 14195 Berlin		
09:30	Using the Red-Nose-Principle in challenging situations <i>Britta Piel, Freie Universität Berlin</i>	09:30
11:00	Coffee Break	11:00
11:30	Wrap-up Session <i>Organization Team FUB</i>	11:30
13:00	End of program	13:00

Structure of FUBs Staff Week

- Joint Welcome on Monday
- Individual (unit related) program from Tuesday to Thursday
- Evening Reception for Guests@FUB
- Main lecture by invited speaker (2019: Filippo Grandi, UN High Commissioner for Refugees; 2018: Prof. Joybrato Mukherjee, DAAD Vice President)
- Boat trip (partners can join)
- Study Abroad Fair (guests invited to present)
- Joint Wrap Up Event with presentation on Friday

Quality Indicators

Methods Used : before

- Application tool on FUB website
- Access to Distributed Campus for all participants (<https://distributed-campus.org>)
- From 2020 onwards: participants' booklet with information on participants and FUB contacts
- At University library: (supervised) organization of staff week program as part of formal training

How to get around Berlin using the public transportation system (BVG)?

The public transportation system in Berlin consists of **underground (U-Bahn)** (10 lines e.g. U3), **urban rail (S-Bahn)** (16 lines e.g. S1), **metrotram** (9 lines e.g. M10) and **tram** (13 lines e.g. Tram 12), **regional rail** (e.g. EC 47 to Warsaw), and several **bus lines** (e.g. X10, M11, 188, N88). Most of those are run by the "BVG". The BVG offers a website (<https://www.bvg.de/en/>) as well as an **app** (<https://www.bvg.de/en/Travel-information/Mobile>), which includes all possible systems, gives directions to explicit addresses, and offers direct purchase of a ticket.

Berlin fare zones A, B, and C



The city of Berlin and the surrounding suburbs have been organized into three tariff zones A, B and C. You can buy tickets

You can buy a ticket upon arrival at the airport easily. There is a **BVG ticket counter at Tegel Airport** – at **Schönefeld Airport** there are **ticket machines at terminals A and D**. If you use a taxi upon arrival and want

Conference Venues

Career Service: Internships and Employment Competencies -Developing an international framework for student work-based learning

17.06.2019 and 21.06.2019 (Joint Events)

Location: Ristorante Galileo

Otto-von-Simson-Str. 26, 14195 Berlin

From U Dahlem-Dorf (Metro U3):

- 1) From U Dahlem-Dorf exit the station on Illitsstraße and walk south along Brümmerstraße (parallel to Löhleinstraße).
- 2) Turn left into Thielallee, then left again into Otto-von-Simson-Straße.
- 3) The venue is located in the first floor of the university building.
(total time: about 10 minutes)

From Hauptbahnhof (Central Station):

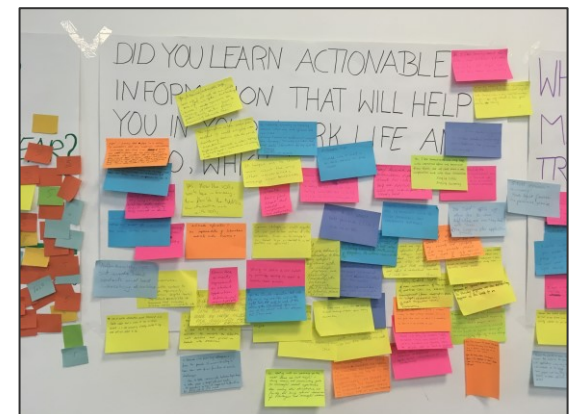
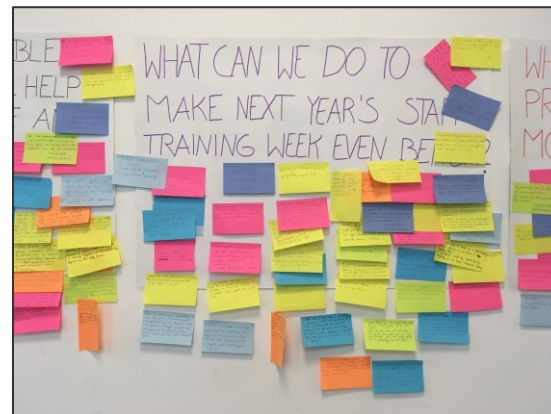
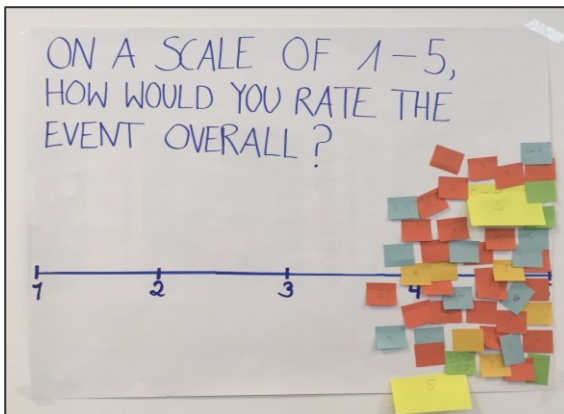
- 1) From Berlin Hauptbahnhof, take the train S7 or S75 to Zoologischer Garten (direction: "Potsdam Hauptbahnhof" or "Westkreuz").
- 2) Get off at "Zoologischer Garten" and transfer to U9 (direction: "Rathaus Steglitz").
- 3) Get off at "Spichernstraße" and transfer to U3 (direction: "Krumme Lanke").
- 4) Get off at "Dahlem-Dorf".
- 5) Exit the station on Illitsstraße and walk south along Brümmerstraße (parallel to Löhleinstraße).





Methods Used : during

- Input of good practice at participating partner institutions
- Joint program Monday/Friday: meet & greet games, zumba, group picture, campus tour, closing event
- Thursday: Individual wrap up of each program
- Friday: Joint wrap up, e.g. 2018: Improvisational Theatre - Playback Theatre Berlin “Your experience this week at Freie Universität Berlin”; 2019: “Using the Red Nose Principle in challenging situations”



Methods Used : After : Online Survey

- 1) Which of the four programs /subgroups did you take part in?
- 2) Your impression of the staff training week
- 3) Please evaluate the materials and information received in preparation of your stay in Berlin
- 4) Would you have preferred to have a special contingent of hotel rooms for staff week participants?
- 5) Group dynamics
- 6) What do you think would be an ideal number of participants for the subgroups?
- 7) Please evaluate the sessions on the first day of the staff training week
- 8) Please generally evaluate your program on the days to follow
- 9) Were you happy with the meals provided during the week? Recommendations?
- 10) How did you like the balance between the amount of content and the time available in your subgroup?
- 11) How well was the content adjusted to your level of existing knowledge?
- 12) How experienced and familiar with the topics covered did you feel compared to the majority of participants?
- 13) How did you like the supporting program during the week?
- 14) Organizational and practical issues
- 15) Do you have comments, suggestions or advice to improve next year's staff training week?

CONTACT INFORMATION

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