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InComm

Feel at Home



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InComm
Feel at Home

Building the inclusive university culture, from ideas to implementation. A training programme

24.-26.11.2021

Hosted by InComm: Feel at Home
@ TU Graz, Austria

Are you involved in the onboarding of master and/or PhD students? Do you take care that Master and/or PhD students feel at home at your university? Then we can offer you the perfect training programme! Together we will aim at building the inclusive university culture, starting with our ideas to eventually drawing an implementation plan. This training programme will be interactive, intense and inspiring!

Here are some quick facts:

- Date: 24.-26.11.2021 (Wed lunch – Fri afternoon)
- Target group: Post Docs, PhDs, and administrative staff involved in the onboarding of master and PhD students
- Location: Graz University of Technology, Graz, Austria
- Topics:
 - Communication with the new generation of students
 - Creating the inclusive community in the international classroom
 - Building an inclusive community – a community management training
 - Creating an inclusive community by supervising students in their PhD
 - Implementing action back at home universities

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	Wednesday, 24.11.	Thursday, 25.11.		Friday, 26.11.
Morning		Workshop2: Creating the inclusive community in the international classroom (Sarah Schantin-Williams, TUG)	Workshop 3: Creating an inclusive community by supervising students in their PhD (Verena Schwaegerl-Melchior, Barbara Boettger, TUG)	Workshop 4: Building an inclusive community – a community management training (Erik de Jong, TU/e)
Lunch	Opening & Welcome Lunch	Lunch Break		Lunch Break
Afternoon	Workshop1: Communication with the new generation of master and PhD students (Sarah Schantin-Williams; TUG)	Workshop 2: Creating the inclusive community in the international classroom (Sarah Schantin-Williams, TUG)	Workshop 3: Creating an inclusive community by supervising students in their PhD (Verena Schwaegerl-Melchior, Barbara Boettger, TUG)	Wrap-up & Implementation: We do care about colleagues/students/ourselves so what now? Getting started with implementing ideas (Sarah Schantin-Williams & Barbara Boettger, TUG & Erik de Jong, TU/e)
Evening	<i>Social Activity:</i> <i>Welcome Dinner</i>	<i>Social Activity:</i> <i>Meet my Culture</i>		<i>Social Activity:</i> <i>Christmas Market</i>



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Invitation Example Text:

Dear colleagues,

We would like to invite you to our training event **“Building the inclusive university culture from ideas to implementation”** from November 24 to 26, 2021 at Graz University of Technology. Within the [InComm: Feel at Home](#) project, we have been working on this topic since 2019.

After an analysis of student and stakeholder surveys at our universities and the output of the Collective Intelligence Conference, we became aware that we need to focus on building an inclusive university culture. Therefore, our training programme is aimed at both **academic and non-academic staff involved in the onboarding process**. We are inviting lecturers teaching international students, academic personnel supervising PhDs, and administrative staff supporting internationals and making them feel at home at our universities.

Together we will aim at building an inclusive university culture, starting with our ideas to eventually drawing an implementation plan. This training programme will be interactive, intense and inspiring!

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Invitation Example Text Continued:

Here are some quick facts:

- Date: 24. - 26.11.2021 (Wed lunch – Fri afternoon)
- Target group: Post Docs, PhDs (involved in teaching), and administrative staff involved in the onboarding of Master and PhD students
- Location: Graz University of Technology, Graz, Austria
- Topics:
 - Communication with the new generation of students
 - Creating an inclusive community in the international classroom
 - Creating an inclusive community by supervising students in their PhD
 - Building an inclusive community – a community management training
- Costs: Costs for the training programme are covered by the InComm project.

More information about the program as well as the registration form can be found on our website:

<https://www.incomm-project.eu/events/training-programme/>

We are looking forward to receiving your registration. Should you have any questions, please do not hesitate to contact us.

The InComm Team

<add here your name and position>

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Next steps

- Finalizing the program
- Creating a lay-out for the invitation and program (email and homepage)
- Sending out invitation: July 2
- Sending out reminder: September 22 - 30
- Registration via homepage until: October 25

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Division of Tasks

- Prior to the event:
 - Homepage - TUDa
 - Sending out invitation – everyone
 - Registration via homepage – TUG / TUDa

- At the event:
 - Organizational help: TUG, Berenice, Mirko
 - Documentation team: Benedetta, Denise, Nadia

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About the Incomm Project

Various academic studies and international surveys have shown the difficulties that newly enrolled international students face upon arriving at their new institutions. Master's and doctoral students are particularly prone to experience problems in orienting themselves and adapting to new academic and socio-cultural environments. International offices and welcome centres are often the first resource that students use to obtain information and help to get adjusted.

InComm was established in order to help ease the onboarding of newly enrolled international master's and doctoral students, to improve their feeling of inclusion and to foster the creation of a true international campus.

InComm will collect best practices across institutions of higher education, develop a customer journey, create training modules and design an interactive InComm+ Tool to support staff working with international students.



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