



# Akademisches Auslandsamt / International Office

---

## Guidelines for Research-Advisors of Otto-von-Guericke University Magdeburg

### Preamble

The international exchange in teaching and research enriches the academic ground of Germany.

Within the framework of internationalization, the University has decided to increase the number of internationally mobile researchers.

The service provision of the department for guest researchers represents an essential contribution to the successful integration of international academics to our university.

### About us

Our department is available for international academics and their hosts as a contact point for all non-academic inquires.

We are part of the EURAXESS-Network as a local information point of the German Mobility Centre.

Members of the department are multilingual, highly educated and have intercultural experience.

### Our goals

- It is our goal, that guests and their hosts take a look at the steps necessary to take, in order to prepare themselves for their stay. For this purpose, we recommend a specific course of action.
- We wish that our guests feel welcome and well looked after. We want them to be able to swiftly find their way in the everyday life.
- Our service helps in settling down quickly and making you feel good at our university, our city and in Germany.

### **Our tasks**

- We advise international guests and their family members before the arrival, as well as during the time of their stay at our university and maintain contact after their departure.
- We see ourselves as guides through the bureaucratic and other life-practical areas.
- We provide information or convey you to a competent contact person.
- We are in constant touch with our inner and outer-country partners and our contact is based on mutual support.
- We help our international guest to establish networks.

### **Target groups and cooperation partners**

- We look after the international academics at our university and support their family members.
- We are the contact point for faculties, institutes and the administration.
- We establish contact with authorities and other public institutions.
- Other institutions in charge of consulting for researches are integrated in our network.

### **How we see ourselves**

- We focus ourselves on the wishes and needs of our guests.
- Our work is defined by mutual respect and tolerance.
- We are flexible and solution-oriented.