

Staff Training Week at European University Viadrina

September 28th to September 30th 2026



AI & Digital Transformation in International Higher Education Administration

Monday, September 28th

10:00 – 11:00	Arrival and Check-In	Logensaal Logenstraße 12, 15230 Frankfurt (Oder)
11:00 – 12.30	Guided Campus Tour	Meeting point at the Logenhaus, Logenstraße 12, 15230 Frankfurt (Oder)
12:30 – 13:30	Lunch at University Canteen Lunch at your own expense – please bring cash.	Gräfin-Dönhoff-Gebäude, Europaplatz 1, 15230 Frankfurt (Oder)
13.30 – 15:00	Welcome and Introduction	Logensaal Logenstraße 12, 15230 Frankfurt (Oder)
15:00 – 15:20	Coffee Break “World-Café”	Logensaal Logenstraße 12, 15230 Frankfurt (Oder)
15:20 – 15:30	Group picture	Logensaal Logenstraße 12, 15230 Frankfurt (Oder)
15:30 – 17:00	Keynote Lecture by Prof. Dr. Charlotte Köhler: <i>“AI & Digital Transformation at the University: From Fundamentals to Responsible Practice”</i>	Logensaal, Logenstraße 12, 15230 Frankfurt (Oder)
19:00	Dinner at Fforst Buffet, water, soft drinks and one drink at the bar is included in the programme	Forststraße 4, 15230 Frankfurt (Oder)

Tuesday, September 29th

9:00 – 10:30	Workshop with Franziska Liebetanz, Center for Teaching and Learning <i>“The responsibility of universities in the age of AI”</i>	AM03 Logenstraße 4, 15230 Frankfurt (Oder)
10:30 – 11:00	Coffee Break	AM03 Logenstraße 4, 15230 Frankfurt (Oder)
11:00 – 12:30	Workshop with Klaudia Kazana, Center for Teaching and Learning (Part 1) <i>“AI-Prompt-Lab: Discover how AI can support your work in administration and International Offices”</i>	AM03 Logenstraße 4, 15230 Frankfurt (Oder)
12:30 – 14:30	Lunch at University Canteen The lunch is included in the programme.	Gräfin-Dönhoff-Gebäude, Europaplatz 1, 15230 Frankfurt (Oder)
14:30 – 16:00	Workshop with Klaudia Kazana (Part 2)	AM03 Logenstraße 4, 15230 Frankfurt (Oder)
16:15 – 17:00	Optional: Visiting St. Mary’s Church and climbing the tower with great panorama (at participants’ own expense (about 2 EUR))	Oberkirchplatz 1, 15230 Frankfurt (Oder)
18:00 – 19:00	Visiting Collegium Polonicum and panorama on the roof top	Meeting point in front of the AM, Logenstraße 4, 15230 Frankfurt (Oder)
19:00	Dinner at Villa Casino, Słubice 1 meal and 1 drink is included in the programme	Mickiewicza 11, 69100 Słubice

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Wednesday, September 30th

9:00 – 10:30	Workshop with Prof. Dr. Charlotte Köhler <i>“Vibe coding with AI for administrative tasks”</i>	AM03 Logenstraße 4, 15230 Frankfurt (Oder)
10:30 – 11:00	Coffee Break	AM03 Logenstraße 4, 15230 Frankfurt (Oder)
11:00 – 12:30	Sharing perspectives – contributions from our partner universities	AM03 Logenstraße 4, 15230 Frankfurt (Oder)
12:30 – 13:30	Lunch at University Canteen Lunch at your own expense – please bring cash.	Gräfin-Dönhoff-Gebäude, Europaplatz 1, 15230 Frankfurt (Oder)
14:00 – 15:00	Wrap-Up and certificates	AM03 Logenstraße 4, 15230 Frankfurt (Oder)
15:00 – 16:00	ERUA Networking Fair Colleagues from universities that are not ERUA partner universities are also welcome to participate.	AM03 Logenstraße 4, 15230 Frankfurt (Oder)



The programme may be subject to last-minute changes.

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