

Work shadowing opportunities for staff from our partner universities for an Erasmus+ training mobility (STT) at htw saar University of Applied Sciences, Saarbruecken-Germany

Several departments/units at htw saar offer to host staff from our partner universities for an Erasmus+ STT mobility of 2 to 4 days. You can find their profiles and contacts attached.

If you are interested in an Erasmus+ training mobility at htw saar, please contact in the first instance the contact named in the respective department, copying also the STT contacts below and included some information about your own profile.

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HR, learning and development
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Andrea Roth-Bastian,
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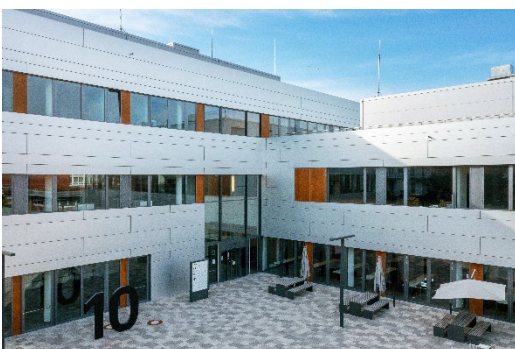


About htw saar:

Our university of applied sciences offers over 55 Bachelor and Master programs in Business, Architecture & Civil Engineering, Engineering, Social Sciences and Franco-German studies. Our study programs are designed to incorporate practical-oriented hands-on skills along with a strong theoretical knowledge base.

Approximately 6,000 students are enrolled at the htw saar and more than 900 international students from 76 countries are attending our classes. With over 600 employees including around 120 professors, we are the second institution of higher education in Saarland.

Part of our mission is to contribute to addressing and overcoming major challenges in today's society. We act as a hub connecting academic research, businesses, institutions and administrative bodies to foster and promote regional development.



Offer 1: HR department // learning & development unit

What we do

Our department is part of the central university administration with a team of about seventeen people. We deal with all personnel matters relating to members of the university. We support and assist university employees with questions relating to their employment and support the further development of the university as part of strategic personnel and organizational development.

Our main areas of responsibility: personnel planning, personnel marketing, recruiting and application management, welcome service/onboarding, collective bargaining tasks, learning and development, occupational health and safety and occupational health management and staff appraisals, counselling and conflict coaching.

We actively promote the compatibility of family and career and offer our employees family-friendly working conditions and an in-house daycare centre. We support our employees with a diverse further education and training programme as well as university sports activities.

Current focus of work // worth knowing

In addition to traditional administrative work, other relevant aspects of our work where international exchange is worthwhile, include the university-wide personnel development concept, recruitment and employer branding issues, securing specialist staff, our management development programme, activities to support the internationalization strategy and personnel controlling. We are also happy to put you in touch with other departments during your stay.

Best time for a visit

All year around. If you come to see us in May parallel to our Business School's annual Europe Week for teaching, you have the opportunity to join it's social programme and mingle with other international partners.

Contact

If you would like to get to know us and to exchange experiences in the context of a work shadowing please contact: matthias.mallmann@htwsaar.de

Please find further information about our work in English on our website:

<https://www.htwsaar.de/en/htw-saar/organization/human-reosurces>

Offer 2: Quality Assurance unit

What we do

The Quality Assurance division at htw saar is a central unit responsible for developing, coordinating, and monitoring the university's quality management system. As a small but essential team, we operate under the direction of the university's central administration, with specific functions and partnerships that span all departments and programs. Our core responsibilities include ensuring compliance with accreditation standards, enhancing educational quality, and supporting program development through structured quality assessments and internal audits.

Our team works closely with departmental quality managers, program directors, and academic staff to maintain a culture of continuous improvement. International colleagues interested in work-shadowing can gain insights into our multi-step accreditation and quality review processes, which include detailed quality assurance and improvement discussions with internal and external stakeholders. Visitors can also contribute their insights on best practices in quality management and learn from our established processes for program development and compliance monitoring.

Current focus of work // worth knowing

Currently, one of our main focus is on aligning htw saar's programs with international accreditation standards and refining our data-driven quality assurance processes. This includes developing our academic scorecard system to measure key performance indicators and enhance program evaluation. Other discussion topics we are interested in sharing with international colleagues involve cross-departmental strategies for quality assurance and experiences in implementing international accreditation models within a regional context. We are also happy to put you in touch with other departments during your stay.

Best time for a visit

All year around. If you come to see us in May parallel to our Business School's annual Europe Week for teaching, you have the opportunity to join it's social programme and mingle with other international partners.

Contact

If you would like to get to know us and to exchange experiences in the context of a work shadowing please contact: fatima.gondal@htwsaar.de

Please find further information about our work in English on our website:

<https://www.htwsaar.de/hochschule/organisation/praesidium/praesident/systemakkreditierung/personen/systemakkreditierung>

Offer 3: “Haus des Ankommens“ (“House of Arrival“) / Social Sciences

What we do

The project “Haus des Ankommens” (“House of Arrival”) is based in the School of Social Sciences. It is a cooperation project between the htw saar and the city of Saarbrücken, running from May 2023 until April 2026. In the European funded project (Asylum, Migration and Integration Fund 2021-2027), a Welcome Centre for new immigrants, especially skilled workers, was built up and opened in October 2024. In a test phase and the following pilot phase, the Welcome Centre will be evaluated and further developed. In the “Haus des Ankommens”, visitors get initial information on the authorities, learning German, training, work, recognition of qualifications, leisure, culture, housing, residence, everyday life in Germany and more. The core project team consists of 10 employees (7 from the htw saar, 3 from the city of Saarbrücken) plus research assistants. In addition, the project has a large network of cooperation partners, who, in parts, provide counselling in the “Haus des Ankommens” as well. Other partners cooperate for example regarding events (such as information events or trainings for the counselling team).

Our team’s main activities are:

- Providing counselling to the visitors
- Organising information events for different target groups in person and online
- Providing scientific support: research, performing monitoring and evaluation
- Overseeing and further developing a mentoring program for skilled workers
- Strengthening and expanding cooperation with different partners
- Project-related work (administration etc.)

Conducting a work shadowing at the “Haus des Ankommens” might for example be of interest for employees of a university’s international office/welcome centre or in similar positions (in which people from abroad are welcomed, a first orientation is given and counselling is provided).

Current focus of work // worth knowing

Our first experiences with the “Haus des Ankommens” show that it offers a bunch of possibilities to get in intercultural contact with people with different backgrounds.

In general, an exchange would provide the opportunity to learn from others’ experiences in welcoming people from abroad and in giving a first orientation. Many questions could be discussed, as: What support does the university/the “Haus des Ankommens” provide? Where are the boundaries? In which topics do students and employees from abroad/new immigrants in general need help? What measures are being taken to keep people from abroad (students, employees, other new immigrants) in the region? Which intercultural topics could be of interest in community work? Does the university/“Haus des Ankommens” organise information events and if yes, of which kind and with which cooperation partners? We are also happy to put you in touch with other departments during your stay.

Best time for a visit

All year around. Except for the Christmas period, when the “Haus des Ankommens” will be closed, it is always possible to visit us. If you come to see us in May parallel to our Business School’s annual Europe Week for teaching, you have the opportunity to join its social programme and mingle with other international partners. Also, the project will end on 30th April 2026; therefore, work shadowing won’t be possible afterwards.

Contact

If you would like to know more about our project and to exchange experiences in the context of a work shadowing, please contact: Lena Claassen lena.claassen@htwsaar.de or Prof. Dr. Ulrike Zöller ulrike.zoeller@htwsaar.de

Please find further information about the “Haus des Ankommens” on our flyer in English or on our website in German: [download-66f62a986f105 \(saarbruecken.de\)](#) (flyer) [Haus des Ankommens | Landeshauptstadt Saarbrücken \(saarbruecken.de\)](#) (website; hosted and edited by our cooperation partner)

Offer 4: Career service for international students

What we do

In 2024 htw saar newly created a career service specifically for international students, that is intended to serve as a central service point with a dual objective. The first goal is to inform and support international degree-seeking students to start a career in the region of Saarland and Germany. The second objective is to address companies and employers with the integration challenges faced by international graduates in the workplace and work with them on these issues.

The career service for international students is a unit with a core team of two people and part of the international office.

Current focus of work // worth knowing

The service is currently in the development phase on the basis of three underlying modules: "Ensuring academic success", "Increasing the employability of international students", and "Integrating international graduates into the labor market".

Our career service for international students is part of the DAAD-project "QUAZAR", a joint initiative with the Saarland University. The aim of the project is the establishment of a joint career service for international students and the implementation of measures for the qualification and labor market integration of international students in Saarland.

Because of the very high and always increasing need of qualified employees in the area of science, technology, engineering and mathematics, STEM students are our main target group.

The team works in close cooperation with the coordinator for intercultural management and German as a foreign language, the international degree-seeking student advisor, and the officer for business cooperation. We are also happy to put you in touch with other departments during your stay.

Best time for a visit

All year around. If you come to see us in May parallel to our Business School's annual Europe Week for teaching, you have the opportunity to join its social program and mingle with other international partners.

Contact

Website career service for international students: *currently under construction*.
If you would like to get to know us and to exchange experiences in the context of a work shadowing please contact: malika.picart@htwsaar.de

Offer 5: Strategic Controlling unit

What we do

The Strategic Controlling unit consists of one person and reports to the Vice President for Administration and Finances as a staff unit. The main tasks consist of the annual preparation of the business plan, the determination of strategic key figures for the allocation of funds and budgeting, medium and long-term financial planning, monitoring the expenditure of budget funds, quarterly controlling as well as supporting the Vice President in various issues. When carrying out the above-mentioned areas of work, there is typically very close cooperation with the financial accounting department.

Current focus of work // worth knowing

General topics of exchange are always financial planning, the interfaces with other departments and the strategic orientation of budgeting and the determination of key figures with regard to targeted management of the university. Currently, the topic of the use of AI is also very interesting. We are also happy to put you in touch with other departments during your stay.

Best time for a visit

The best time to visit is March to August. The months of October to February are unfortunately not ideal due to financial planning for the coming years and the final work of the previous year. If you come to see us in May parallel to our Business School's annual Europe Week for teaching, you have the opportunity to join it's social program and to meet other international partners.

Contact

If you would like to get to know us and to exchange experiences in the context of a work shadowing please contact: christine.jacob@htwsaar.de

Please find further general information about the htw saar on our website:
<https://www.htwsaar.de/en/htw-saar>

Offer 6: European Project Semester coordination

What we do

htw saar is in the meanwhile one of the providers of the European Project Semester. Previously offered at htw saar as the International Project Semester with the same content, the EPS is a one-semester study program for engineering students from our European and non-European partner universities. Local htw students are also eligible to join. All students are working in interdisciplinary teams on engineering projects in companies from the industrial sector. Heads of the project are professors of the engineering sciences.

We are a team two persons responsible for the program's administrative part and we work closely with the International Office. We promote the program in various ways, through contact with colleagues of partner universities, through presentations, and via Instagram. In addition to coordinating the program during the semester and advising the students in program specific questions and issues, we are also in close contact with companies that are integral cooperation partners of the European Project Semester. Moreover, we organize team-building activities and events for our students, sometimes together with the International Office.

Current focus of work // worth knowing

Promote the EPS to students from partner universities. Network with the IO of the universities and other colleagues who manage the EPS in European partner universities. We are also happy to put you in touch with other departments during your stay.

Best time for a visit

Middle of the semester, so that you see how we work with the students. That would be from the middle April to the beginning of July or the middle October to the beginning of February.

Contact

ilektra.miari@htwsaar.de Elektra is the study coordinator

andy.junker@htwsaar.de Mr. Andy Junker is the Project Leader.

Please find further information about our work in English on our website:

<https://www.htwsaar.de/eps>

Visit our Instagram page for insights of the EPS

<https://www.instagram.com/europeanprojectsemester/>

Offer 7: Business School Administration / Dean's office

What we do

Our School of Business is the largest school at htw saar with approx. 2,400 students and approx. 120 staff. We offer a total of 17 degree programs, including 9 Bachelor's degree programs and 8 Master's degree programs. Students on four of these degree programs obtain a joint degree together with our French partner University of Lorraine. The school's management team consists of a dean, a vice-dean research and a dean of studies. The dean's office is supported administratively by a dean's advisor, two faculty assistants and a secretary. The self-administration with committee works and official roles of faculty members is located there. The school also has a secretariat, which takes care of student matters such as exam organization, correspondence, publications, etc. In addition there is also a quality management assistant and the Office for Industrial Placement coordination. Moreover, the school is supported by its own IT department.

Current focus of work // worth knowing

We are currently working on modern technologies (AI), new teaching methods and the optimization of administrative processes, among other things.

We are also happy to put you in touch with other departments during your stay.

Best time for a visit

Guests are welcome all year round.

If you visit us in May during our International Week of the Business School, you will have the opportunity to participate in our Social Program and to mingle with other international partners.

Contact

If you would like to get to know us and to exchange experiences in the context of a work shadowing please contact: annette.dehmelt@htwsaar.de