25th International Summer University\textsuperscript{WU} 2014

Vienna, October 30, 2013

Dear Sir or Madam,

We are pleased to inform you that the "International Summer University\textsuperscript{WU}" will take place for the 25\textsuperscript{th} time during summer 2014 in Vienna.

With our International Summer University\textsuperscript{WU} (IS\textsuperscript{WU}) we would like to further increase the successful cooperation and the strong relationship between our institutions: on the one hand, by welcoming students from your school at the IS\textsuperscript{WU} and, on the other, by increasing faculty exchange. This is why we are looking for course proposals from lecturers at your university for both undergraduate and graduate courses for our 2014 program.

The 25\textsuperscript{th} International Summer University\textsuperscript{WU} 2014 consists of two programs, both on the undergraduate and the graduate level:

- **July Session:** Monday, July 7 – Friday, July 25, 2014
- **August Session:** Monday, July 28 – Thursday, August 14, 2014

We kindly ask you to circulate the following documents among interested faculty members at your university:
- this invitation to apply
- the course outline and teaching preferences form sheet (please see enclosures).

In case of any questions, please do not hesitate to contact Ms. Sarina Gludovatz, Program Manager of the International Summer University\textsuperscript{WU} at our International Office:

\begin{center}
E-mail: sarina.gludovatz@wu.ac.at  
Tel.: +43-1-31336-4314  
Fax: +43-1-31336-90-4314
\end{center}

We are looking forward to welcoming lecturers and students from your university in Vienna during summer 2014.

Sincerely,

\begin{center}
Prof. Dr. Wolfgang Obenaus  
Dean of International Programs
\end{center}
INTERNATIONAL SUMMER UNIVERSITY\textsuperscript{WU}  
INVITATION FOR FACULTY MEMBERS

Faculty members in the field of business administration who hold a Ph.D. are invited to teach a course during the 25\textsuperscript{th} International Summer University\textsuperscript{WU} 2014 (ISU\textsuperscript{WU} 2014).

The ISU\textsuperscript{WU} is a short program for international students. It was established in 1990 and, as of today, more than 5,000 students and young business graduates from all over the world have attended the summer program. The main objective of the program is to deepen specific knowledge in core business topics and to provide an education with an international and intercultural perspective.

Teaching positions are available in the graduate and undergraduate programs of ISU\textsuperscript{WU}.

\section*{I. Teaching positions in the Graduate Program of the ISU\textsuperscript{WU} 2014}

The Graduate Program is a three-week program which comprises three courses. These courses change on a weekly basis and cover different topics in the field of business.

Courses are taught on 5 days and consist of 25 academic units for each weekly course (1 unit = 45 minutes). The Graduate Program will be attended by a maximum of 25 international students who have already obtained a Bachelor’s degree in business administration or economics or are currently enrolled in a Master’s program in these fields.

The language of instruction is English.

\begin{center}
\begin{tabular}{ll}
\textbf{July Session:} & \textbf{August Session:} \\
July 7 - July 11, 2014 & July 28 – August 1, 2014  \\
July 14 - July 18, 2014 & August 4 - August 8, 2014  \\
July 21 - July 25, 2014 & August 11- August 14, 2014  \\
\textit{First weekly course} & \textit{First weekly course}  \\
\textit{Second weekly course} & \textit{Second weekly course}  \\
\textit{Third weekly course} & \textit{Third weekly course}  \\
\end{tabular}
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We invite lecturers to submit course proposals for the following subject areas:

- International Marketing
- International Entrepreneurship and Innovation
II. Teaching positions in the Undergraduate Program of the ISU\textsuperscript{wu} 2014

The courses in the Undergraduate Program comprise a total of 35 academic units (1 unit = 45 minutes) and are taught on 7 days (within 1 ½ weeks). The Undergraduate Program will be attended by a maximum of 25 international students who are enrolled in a Bachelor's program in business administration or economics and have completed at least two years of their studies.

The language of instruction is English.

<table>
<thead>
<tr>
<th>July Session:</th>
<th>August Session:</th>
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<tbody>
<tr>
<td>July 7 - July 15, 2014  First course</td>
<td>July 28 – August 5, 2014  First course</td>
</tr>
<tr>
<td>July 16 - July 25, 2014  Second course</td>
<td>August 6 - August 14, 2014  Second course</td>
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</tbody>
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We invite lecturers to submit course proposals for the following subject areas:

- International Marketing
- Negotiation Management

III. Venue

WU (Vienna University of Economics and Business)
Welthandelsplatz 1
1020 Vienna
Austria

WU is located in Vienna, one of Europe’s greatest cultural centers. Its central location has made it a gateway for business relations in the Central and Eastern European region. WU’s new university campus provides both students and faculty with the best possible conditions for teaching, learning, and research (www.wu.ac.at/campus/en/).

IV. Time Line

The following list shows several administrative steps which may be interesting to applicants:

**2013 Preparation for ISU\textsuperscript{wu} 2014**
December 2, 2013: Deadline for guest lecturers’ applications.
December 2 – 20, 2013: Applications will be reviewed by the Dean of International Programs, Prof. Dr. Wolfgang Obenaus.
December 20, 2013: Applicants will be informed of their acceptance status via email.

**2014 Preparation for ISU\textsuperscript{wu} 2014**
January 2014: An information packet with details on the facilities, grading system, responsibilities of instructors, and recommendations for finding housing and getting around Vienna will be sent to guest lecturers. Information for employment purposes will be requested from guest lecturers.
April 28, 2014: Deadline for submission of pre-course assignments.
May 30, 2014: Deadline for submission of course materials which are to be included in course readers.
June 2, 2014: Deadline for requesting electronic devices needed in class.

Grades must be submitted within 2 working days of the end of class unless an instructor teaches in the 3\textsuperscript{rd} week. In this case, the grades must be provided by noon on the last teaching day.

End of August 2014: Remunerations will be transferred to the bank accounts of guest lecturers.
V. Remuneration

The remuneration after taxes and social insurance contributions is 80 euros per teaching unit (1 unit = 45 minutes).

Graduate Program full teaching load:
25 academic units = 2,000 euros (net amount after taxes and contributions)

Undergraduate Program full teaching load:
35 academic units = 2,800 euros (net amount after taxes and contributions)

Please note that you will be registered for the Austrian social insurance scheme and that you will have to pay income tax in Austria (unless there is a double taxation treaty between Austria and your home country). The net income after tax and contributions is 80 EUR per contact unit of teaching.

VI. Application

If you are interested in teaching at the International Summer University WU 2014, kindly send the following documents at your earliest convenience, the deadline being Monday, December 2, 2013:

- Curriculum Vitae incl. research activities
- Letter of Recommendation from a dean or an academic director
- Course Outline(s) (please use the attached course outline template)
- Information on teaching preferences and availability (please use the attached form for teaching preferences and availability)

Please send documents by postal mail or email to the following address:

WU (Vienna University of Economics and Business)
International Office
Sarina Gludovatz
Welthandelsplatz 1
A – 1020 Vienna
Austria

Email: sarina.gludovatz@wu.ac.at

The decision on the teaching positions will be made by December 20, 2013. All applicants will be notified by email. If you have any queries, please do not hesitate to contact Ms. Sarina Gludovatz. For more details please see our website: www.wu.ac.at/io/isuwu