Welcome to session 8.10

Erasmus staff mobility weeks: a powerful tool for networking and Internationalisation at Home

Provide feedback on this session by filling in the online survey (a link to the survey will be e-mailed to you)
Erasmus staff mobility weeks: a powerful tool for networking and IAH

Hosting perspective – experiences from the University of Oslo (UiO)
Planning

• ESMW or «In the office» placement (IOP)
• IOP: taylor made, better learning outcome, but very work intensive for only one person’s visit (almost the same as for a group)
• ESMW: network effect, interactivity, more ideas and room for discussions. More fun, more work with logistics.
Planning

• **When?**
  One week when there is not too many other things going on….

• **What?**
  Decide themes and streams

• **Who?**
  According to themes, and your networks

• **How?**
  Practicalities (hotel, transport, meals, rooms, IT, culture etc etc)
Participants

• IRO’s only: Focus on level and approach!
• Different groups: different streams
• Many employees who only have internationalisation as part of their job might need and enjoy training in internationalisation
• Other groups (library staff, technical staff, finance and planning etc)
• Recruit from: Networks, partners, open call
Might be an advantage to have similar profiles of institutions
• Selection process: First come first serve, with a maximum number per participating institution (1 or 2?)
Format and content

• Depending on theme, but variation is a key word
• Get participants involved – ask them to prepare a presentation or another contribution to the programme
• Try to avoid being too general
• My opinion: focus on the professional outcome. Cultural and social events should be an addition and not fill the program during daytime.
Outcome

• In dept learning after a full week’s focus on one or few themes
• Sharing of best practices
• Network and new contacts in your field
• Presentation skills
Evaluation

• On the spot? Higher response percentage, better memory, but little room for reflexion

• Electronic forms after finishing? More time to reflect, but difficult to remember, and danger of not having time. Easier to read systematically.

• Can it be linked to getting the confirmation of the training?
Erasmus staff mobility weeks: a powerful tool for networking and Internationalisation at home

Chair: Luciano Saso, Sapienza University of Rome, Italy
The panel

• **Luciano Saso**, Deputy Rector for International Mobility, Erasmus Institutional Coordinator, Sapienza University, Rome, Italy and Member of the Steering Committee of the UNICA network
• **Guri Vestad**, Head of Section, International Education Office, Department of Academic Affairs, University of Oslo
• **Sylvie Kohli**, Erasmus Coordinator, University of Lausanne, Switzerland
• **Márton Bélik**, Head of the Department of International Education and Mobility, University of Budapest Eötvös Loránd
Members of the UNICA network
http://www.unica-network.eu
Erasmus Staff Mobility Weeks: a great opportunity for

1. networking
2. internationalisation at home
Questions/issues

1. Erasmus Staff Mobility Week (ESMW) OR the "IN THE OFFICE" placements?

2. ESMW open to all OFFICES or IROs only?
   - Press and communication office
   - Graduate School Offices
   - Support services for international students;
   - Financial Management Offices
   - Libraries
   - Etc
Questions/issues

• 3. how to **disseminate** information about ESMW?

• 4. how to deal with high numbers of applications? Is a "selection process" necessary/appropriate or is better to use the "first-come first-served" approach? **Motivation letters? Abstracts?**
Questions/issues

5. which structure for ESMW? Oral presentations, posters, videos, workshops? How to balance the contributions from the host Institutions with the ones from the "guests"?

6. which quality control/assurance tools should be used (traditional questionnaires during the event or online surveys afterwards, etc.)?

7. how to encourage and monitor follow up activities (other ESMW, IN THE OFFICE" placements, other collaborations, projects, conferences, workshops, etc. )?
THANK YOU FOR YOUR PARTICIPATION
Quick summary

• 30,000 students
• 1600 faculty
• ~500 administrative workers

• 8 faculties, highly decentralised
• More than 200 degree programmes in Hungarian

• 51 degree programmes in English
• 6 joint degree programmes (Erasmus Mundus 2, one master and one doctoral)

• ELTE is member of 7 university networks
• has 140 (global) bilateral agreements
• 880 Erasmus contracts with more than 375 European HEIs
Training within the Erasmus programme; 

outbound 

administrative mobility 

(2007-2012 – 146 travels)
Number of outgoings/academic year

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<th>Year</th>
<th># outgoings</th>
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<td>2007-2008</td>
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<td>Country</td>
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<td>Poland</td>
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Language of instruction (of the study visits)

- Foreign AND Hungarian
- English AND a national l.
- English only
- National only

www.elte.hu/en
Age(group) breakdown

- 24-29 years: 3%
- 30-39 years: 23%
- 40-49 years: 18%
- 50-59 years: 22%
- 60-62 years: 34%
Outbound conclusions

- Workers of different administrative offices have different needs (IROs, faculty IROs, Erasmus co-ordinators more experienced)
- Outbound „rules” reserved capacity for central and faculty level as well
- Preferred to visit an organised tematic staff week (an organised programme) than to go for individual visits
- Need for „educational programmes”, university networks provide great opportunities
Inbound staff mobility
Organised Staff Weeks

• This year ELTE and Corvinus University organises the 3rd Staff Week on interculturalism for its partners in 2012;
• Each year we accept 15-20 participants/institution ~40-45 in total
• 5 day training (Mon-Fri) focusing on intercultural competences;
• Both the participants make presentations, but within the 5 day programme there is 2 days with intercultural trainers.

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Programme of joint staff weeks

- Monday – introduction rounds
- Tuesday – Intercultural training (JOINT)
- Wednesday – joint programme on interculturalism (JOINT)
- Thursday – other units presentations
- Friday – campus tours
Organised Staff Weeks for other organisational units

In 2012.

• Joint Staff Week (May 2012.)
  • - for IROs

• Staff Week for the University Libraries, (October 2012.) - new
  • - for librarians
Plans for y. 2013.

Staff week on intercultural competences
January 2013.
- For lecturers, administrative workers working in intercultural atmosphere

Joint staff week Corvinus & ELTE
May 2013.
- For IROs

Staff Week for Librarians (?), Quality Assurance Officers (?), Financial Departments (?)

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The happy story of a Lausannoise’s Erasmus training
Staff trainings: the participant’s perspective

Chapter 1: Definition of needs, goals and expectations

Chapter 2: Different structures of trainings for different needs

Chapter 3: Exploitation of results back home
Chapter 1

Definition of needs, goals and expectations
First of all, define the expectations for the staff member involved and for the home institution.

And for the team!
Be well prepared to take greater advantage of the programme!

But also, be open to unexpected novelty!
The UNIL case
By the end of 2010, Switzerland was back in the European ERASMUS program as a full partner.

Although we had maintained continuous contacts with foreign partners thanks to a Swiss parallel Erasmus program, the whole system we were used to was going to change.
Staff trainings have been essential for the implementation of the LLP at the UNIL but also in Switzerland.

The information I received from European colleagues was shared and discussed with Swiss colleagues who had the same questionings.
I was new in the field and on a personal level, staff trainings also allowed me to extend my network.
Chapter 2

Different structures of trainings for different needs
The needs identified will define the suitable format of the training: individual and tailor made or collective, with a group that will be homogeneous or not.
My first training

**Where:** ULB and VUB in Brussels, two privileged partners  
**When:** December 2009  
**Goal:** get familiar with the generalities of the LLP  
**Program:** 2 days, individual and tailor made
The second training

Where: University of OSLO, Norway
When: May 2010
Goal: have an overview of different models for the management of Erasmus Program: Erasmus staff training week (homogeneous group, involved participants)
A third training

Where: University of Jyväskylä, Finland
When: June 2011
Goal: answer all kinds of practical questions related to the implementation of the LLP
Program: Erasmus staff training week (group made of people from various fields, involved participants)
Chapter 3

Exploitation of results back home
Expected results vs. new ideas

- Online mobility final reports for students
- Welcome back event
- Local staff trainings
- Better presentation of our academic system to new students
- Develop a mobility check list
- ...
Suggestions pour l’UNIL

Suggestions pour SASC-RI-SOC

Priorités :

- Rapports finaux des étudiants OUT en ligne, accessible pour information : un réel plus pour les étudiants qui prévoient de partir ainsi que pour l’information des facultés et SASC-RI. Points forts et faiblesses des partenaires mis en évidence. Cela répondrait à la demande pour une meilleure information sur les institutions à l’étranger de la part des étudiants qui prévoient de partir.
  Deux possibilités :
  1) Voir avec CI pour créer un lien direct sur la base des accords.
  2) Créer nous-mêmes un pdf et faire notre propre base de données qui listerait les rapports.

- Retour des étudiants OUT : Exemple en médecine où une petite réunion au sein de la faculté est prévue au retour des étudiants partis en échange. Suggérer aux facultés de réunir les étudiants de mobilité afin de discuter de leur expérience, les points forts, les points faible, particularités d’une destination, etc. Ceci est un plus surtout pour les coordinateurs mobilité des fac, afin d’augmenter l’information sur les partenaires. Demander à la médecine comment ils procèdent lors d’un midi mobilité ?

- Staff training au sein de l’UNIL (fac, RI, SASC, SOC) : afin de voir comment les uns et les autres travaillent et mieux collaborer (bases de données, formulaires, outils de travail...) nous proposons d’aller travailler une heure ou un jour avec nos collègues complémentaires.


- Meilleure présentation du système académique lors de l’accueil des étudiants. Inscription aux cours, exams, système pour les séminaires, notes ou pas, envoi des notes, contacts, horaires… Enquête auprès des facultés lors du prochain midi de la mobilité afin de savoir qui fait quoi ? Intégrer plus d’information académique lors des journées d’accueil.

- Développer une checklist pour les étudiants étrangers IN en échange et réguliers. Idem pour les OUT ?

- Semaine d’accueil du SOC : info sur la mobilité? Bonne porte d’entrée pour toucher les nouveaux étudiants. Peut-être qu’ils parlent déjà de la mobilité ??

- Guide pratique : rendre plus visible le supplément destiné aux étudiants internationaux.

- Midi de la mobilité travailler en workshop, plus de participation des coordinateurs des facultés lorsque cela est possible (par exemple lorsque nous avons mis en place des procédures stage).

A cogiter :

- Re-entry programme, valorisation de l’échange.
- Utiliser les profs en mobilité pour faire la promotion de l’UNIL et pour recoller des informations sur le partenaire (services aux étudiants, questions académiques, etc)
- Inviter un prof parti en mobilité à la journée nouveaux profs pour parler de ses expériences à l’étranger et motiver les nouveaux à s’ouvrir à ces opportunités pour eux et leurs étudiants.
- Qui fait l’information aux étrangers MAS qui arrivent et qui paient cher ??
- Stagiaire Erasmus : tâches multiples possibles. À définir (par exemple développement de l’utilisation de facebook, ou développement de blogs en lieu et place de rapports finaux pour les échanges, etc...)
- Staff training week : possibilité de regrouper plusieurs demandes de visite. Cela contribue aussi à la visibilité de l’UNIL.

- Dans le cadre des journées des gymnasiens en fin d’année, suggérer aux facultés d’intégrer dans la présentation de leur filière la possibilité de partir en échange (à discuter lors du prochain midi de la mobilité).

- Profils en ligne pour les stagiaires unistage, ou pour les petits jobs gérés par le SASC.

- L’université de Ljubljana accueille environ 30 profs IN par mois -> STT pour Dorette et Marinette ?

A suggérer à ESN :

- Café Lingua
- Christmas in Switzerland, avec des familles locales ou avec un événement ESN ?
Let's get started dear colleague!

We have our work cut out!

• Identify the priorities for your institution
• Plan realistic projects on a short or longer term
• Share the information brought back
Individual training provided me with precise and targeted information to implement a specific project.

Collective trainings allowed me to have a wider vision of the work, open up to new perspectives, meet colleagues from different fields, and enlarge my network, and also share some experience of the UNIL.
Thank you for your attention! Any questions?