

DELIVERABLE 1.2

STAFF QUESTIONNAIRES

WP1 - CONSULTATION PROCESS

WP Leader: CMET

Target groups: technical staff, administrative staff

Dissemination level: institution, local

A. INTRODUCTION

Thank you very much for speaking to us about Erasmus+ International Credit Mobility. We are carrying out this interview as part of the Erasmus+ Capacity Building Project ICMED. We would like to hear the views of Academic and Administrative staff (dealing with the management of the action).

Add information on objectives, etc. adapting to context/target group, etc

B. NOTES FOR PROJECT STAFF CONDUCTING THE INTERVIEW

Date:

STAFF member consulted:

- Name:
- M/F:
- Age:
- University:

Your name:

C. PROFILE

1. Our interview can be confidential or you can be a named staff from your institution. Which would you prefer?
2. Can you tell me a bit about your role within your institution, and your involvement (official or unofficial) with International Credit Mobility?
 - Function:
 - Main activities:
 - Expertise in the field of international mobility:

D. INTERNATIONAL MOBILITY EXPERIENCE

Have you ever undertaken an international exchange period?

If so:

1. Type of exchange:
2. Period of exchange:
3. Host institution:
4. Funding programme:
5. Preparation / training activities prior to mobility?
6. Who organised information and preparation/training activities?
7. Any obstacles/difficulties before, during or after the mobility

E. KNOWLEDGE OF ICM (KA107)

8. Does your university have a mobility strategy specifically targeted at staff?
9. Are you familiar with KA107/International Credit Mobility?
10. How did you learn about KA107? (Internet, paper material, training, conferences, National Erasmus Office, your university administration ...)
11. Did you receive enough information about this action?
12. Did you meet with your National Erasmus Office regarding this action?- Did you receive specific training? If so, provided by whom?
13. How is International Credit Mobility implemented at your institution?
14. What are the major obstacles to mobility at your institution?
15. Does your institution have a strategy to attract incoming students?

F. APPLICATION PHASE

16. Which are the procedures followed at your institution for KA107 applications?
17. Which challenges / difficulties does this application phase present?

G. SELECTION PHASE

18. Which is the procedure followed at your institution for the KA107 selection process?
19. Which challenges / difficulties does this selection phase entail?

H. MOBILITY PHASE

20. Do you have any specific tools / procedures for KA107 mobility?
21. How do you manage this kind of mobility in financial terms?
22. Who is responsible for the financial management at your institution?
23. How do you monitor your KA107 mobility?
24. What are the challenges/difficulties in this phase during the mobility?

I. RECOGNITION AND REPORTING

25. Do you have any specific tools / procedures for the period after the mobility?
26. How is recognition managed at your institution?
27. Are you directly involved in decisions on recognition issues at your institution?
28. Do you collect reports from mobile students/staff?
29. Do you collect mobility statistics, survey satisfaction, etc.?- How do you monitor the follow-up activities?
30. What are the challenges/difficulties in this phase of recognition and reporting?

J. ICM KEY CHALLENGES AT INSTITUTIONAL LEVEL

Considering the need to start negotiations of the Erasmus+ follow-up programme, we feel it is important to discuss key challenges/issues emerged during the first years of ICM implementation. Such discussion could potentially influence future policy actions of the programme taking into account the needs of the Partner countries and their HEIs.

In order to contribute to the above discussion, ICMED staff aims at preparing a set of policy briefs bringing together research evidence and local evidence to inform policy developments on ICM and Erasmus+ KA107 in particular.

31. Which is the major difficulty/weakness at your institution in handling KA107?
32. In your opinion, what could be improved in the management of International Credit Mobility?
33. Is language an obstacle to mobility?
34. Is gender an obstacle to mobility?
35. Are there financial obstacles to mobility? Which?
36. What are the major obstacles / challenges you foresee in the future?

H. FINAL QUESTIONS

Thank you very much for your time. Would you like to leave us with your email, purely for project information, and to send you the ICM toolkit and training plan?

Enter emails below of anyone who needs adding to database for project:

Name:

Email:

Name:

Email:

Name:

Email: