

DELIVERABLE 1.3
ERASMUS NATIONAL OFFICES –
NEO QUESTIONNAIRES

WP1 - CONSULTATION PROCESS

WP Leader: CMET

Target groups: other staff of NEOs

Dissemination level: national

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 explore the way ICM works here, what the key roles of the NEO are, what key challenges you face in managing this programme at national level, etc. The aim of the project is to create a training programme and toolkit for university staff to improve their skills to successfully manage ICM and international mobility programmes in general.

(Adapt to context/target group, etc.)

B. NOTES FOR PROJECT STAFF CONDUCTING THE INTERVIEW

Date:

NEO consulted:

Your name:

C. PROFILE

1. Our interview can be confidential or you can be a named expert from your NEOs. Which would you prefer?
2. Can you tell me a bit about your role at the NEO, and your involvement (official or unofficial) with International Credit Mobility?

D. ICM INFORMATION AND DISSEMINATION

3. What tools do you mainly use to communicate with HEIs and inform them about ICM (email, newsletters, etc.)
4. Do you organize National Info Days on ICM? If so, could you please tell us a bit more about these Info Days.
5. Do you mainly target HEIs or also students (e.g. by organizing Info days for students, etc.)?

C. MONITORING BY NEOS

6. Does your NEO monitor the implementation of ICM at national / institutional level?
7. If so, how?
8. Do HEIs contact you for support during the implementation of the programme?

E. DATA COLLECTION & STATISTICS

9. Do you collect data on student/staff mobility, partnership agreements, etc. from HEIs in your country?
10. If so, how, and how often?
11. Do you have access to the Erasmus+ Mobility Tool?

F. ICM TRAINING NEEDS

12. Do you provide any training activities on ICM for HEIs in your country?
13. If so, what do these trainings focus on?
14. Do you provide HEIs in your country with standard templates to be used (e.g. Call for Applications, student/staff selection criteria, credit recognition grids in line with national legislation, etc.?)
15. We are planning to organize a set a Training Weeks on ICM at different Partner universities. What are, based on your experience and NEO perspective, the main training needs of HEIs staff involved in ICM?

G. ERASMUS+ KEY CHALLENGES AT NATIONAL 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.

16. What are, according to you, the main challenges linked to ICM implementation at local/national level?
17. What would you suggest as key improvements for the next generation of the Erasmus+ ICM programme?

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18. What do you personally or as a NEO need to do to improve in ICM management at national level? If you had more (human and financial resources) for ICM management, what would you focus on (explore strategies, tools, etc.)?
 19. How are your relations with EACEA? Do you meet regularly? What type of information do you exchange?

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: