

**DELIVERABLE 1.9**  
**TRAINING PLAN**  
**TRAINING WEEK 1**

WP1 - CONSULTATION PROCESS

WP Leader: CMET

Target groups: teaching staff, trainees, administrative staff

Dissemination level: institution

## GENERAL INFORMATION

Dates: 8 -10 October 2018

Location: Université de Monastir (Tunisia)

Title: **Effective cooperation between EU and Partner countries towards a successful application**

## DAY 1

### SESSION 0

Date: 10 October 2018

Time: 9:30 – 10:30

Title: **Participants presentations and Training introduction” for Training Week 1 “Effective cooperation between EU and Partner countries towards a successful application”**

Trainer: Valentina Manzato, University of Bologna

### CONTENT

Presentation of TW1 sessions and general objectives.

### SESSION 1

## GENERAL INFORMATION

Date: 8 October 2018

Time: 11:00 -13:00

Title: **The Erasmus+ Programme/KA107 and group exercise on the application form**

Trainer(s): Francesca Pollicino, University of Messina; Kathelijne Smits, University of Leiden

### CONTENT

The session presents the characteristics of Erasmus + Programme and the mobility opportunities with Partner countries, in particular the credit mobility with Key Action 107:

- E+ programme – ICM: principles, rules, regulations, funding scheme, roles and responsibilities, who can apply/participate and timeframe;
- Official programme documents: Application form; award criteria; other related documents delivered by the EACEA/NAs for the application phase;
- Where to find useful materials on-line.

## THEORY IN ACTION

ASSESSMENT EXERCISE on KA107 Application Form: Participants are requested to split up in 4 groups. Each group receives an example of application of mobility with Partner countries prepared by the University of Leiden. Each group reads the whole application and assesses 1 section of the project application: the relevance of the strategy, the quality of cooperation arrangements, the quality of project design and implementation, impact and dissemination. With the help of guidelines “Mobility project for higher education students and staff between Programme and Partner Countries”, they

are requested to discuss about strengths/weaknesses, what is missing in the application. Each group has to explain how they would assess the given section, indicating scores and feedback. Finally, participants share views and opinions in a plenary discussion.

## LEARNING OUTCOMES

Trainees acquire a clear understanding of the basic rules and principles of the E+ Programme/KA107: what does it support, who can participate, and funding opportunities. Consequently, they can understand the reasons and aim of the information required by Programme Country partner HEIs to fill in the Application Form and can identify and provide the relevant facts and figures related to their HEI to proactively support and concretely contribute to fill in the Application Form. Thanks to the group exercise, they could recognize the criteria of the assessment process: the importance of the strategy, the quality of cooperation and project design, the activities for impact and dissemination.

## DAY 1

### SESSION 2

## GENERAL INFORMATION

Date: 8 October 2018

Time: 14.30 -17:00

Title: **Different ways to draft the application: Centralised vs decentralised approach**

Trainer(s): Valentina Manzato, University of Bologna; Kathelijne Smits, University of Leiden; Francesca Pollicino, University of Messina

## CONTENT

The session presents different ways to draft an application, comparing the centralised approach to the decentralised one and how the different methods could influence the actors involved:

- The different role of central International Offices vs International Offices of Departments or Faculties when present, including effective internal communication and sharing of tasks;
- Planning different schemes of mobility exchanges targeting selected Departments/Faculties/Academic fields or open to the entire student/staff community;
- Bilateral cooperation vs consortium;
- Presentation of best practices of the Universities of Bologna, Leiden, Messina.

## THEORY IN ACTION

GROUP EXERCISE: Participants are requested to present the organisational chart of their HEI, highlighting the roles and offices in charge of internationalisation and international mobility. They will compare their chart with the others.

## LEARNING OUTCOMES

Trainees can analyze and identify the specific context (offices, units, staff member profiles and duties) of their HEI with regard to the issues and contribution required for the E+ Programme/ KA107 application phase. Trainees are capable of planning and making proposal to the Programme Countries partner HEIs in terms of exchange schemes, by taking into consideration the concrete situation of their HEI, identifying roles, responsibilities and procedures in relation to the different approaches for writing the application.

## DAY 2

### SESSION 3

## GENERAL INFORMATION

Date: 9 October 2018

Time: 9:00 -12.30

Title: **Internationalisation strategies to underpin the application**

Trainer(s): Dorina Moisa, "Al.I.Cuza" University of Iasi; Kathelijne Smits, University of Leiden; Francesca Pollicino, University of Messina

## CONTENT

Through some practical examples, the session presents different strategies to support and improve internationalisation:

- Purpose and components of ICM, budget available, cooperation agreements, definition of responsibilities, roles & tasks, strategies for the implementation of mobility, dissemination measures;
- KA107 as a tool to serve the HEI's (internationalisation) strategy;
- the importance of prioritizing regions/countries/partner HEIs/thematic and academic fields/mobility levels in order to develop KA107 project proposals meeting the specific needs of the involved universities;
- the importance of official endorsement and support by the HEI Rector/President/vice-president for international relations and their understanding of the E+ principles. (Special focus on a common critical issue: effective recognition of credits after the end of the mobility)

## THEORY IN ACTION

GROUP EXERCISE: Trainees are requested to form different groups, basing on the participating universities. Each group will brainstorm the internationalization strategies of its own university. Participants will analyse the (internationalisation) strategy of their own HEI and identify any connections with the promotion of international mobility. In the plenary session they will have a flip-chart presentation of their findings.

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## LEARNING OUTCOMES

Trainees become aware of the fundamental importance of a tailor-made KA107 project proposal that comes from common and shared interests between the Programme and Partner Country HEI in terms of effective cooperation to be concretely put in place. They will be able to purpose new improving strategies for the implementation and promotion of the ICM at their HEI, identifying the expected impact of the plan.

## DAY 2

## SESSION 4

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## GENERAL INFORMATION

Date: 9 October 2018

Time: 14:30 -16:00

Title: **Tips and suggestions to successfully overcome competition in a specific region - the essential input from Partner Country HEIs**

Trainer(s): Kathelijne Smits, University of Leiden; Francesca Pollicino, University of Messina

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## CONTENT

The session presents practical cases of internationalisation strategies, with suggestions to write a successful proposal for a specific region:

- Writing detailed and contextualised applications: a team work;
- Dos and don'ts; good and bad practices focusing on specific HEI's added value vs generalization;
- Figuring the different phases of the staff/student mobility activities, the risks and assumptions related to a specific destination (e.g.: language of tuition, availability of academic calendar on line and in due time, clear information and protocols to compare different grades and credit systems, human resources formally assigned to manage E+ in/out mobility exchanges...).

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## THEORY IN ACTION

Group discussion on practical cases based on the participant's experiences.

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## LEARNING OUTCOMES

Trainees acquire concrete and practical experience of issues to take into consideration when designing a KA107 project proposal, by linking it to the concrete and specific reality of their HEI at the level of the academic offer, services supporting the cooperation, the geographical/ social/ economical /cultural context that will host the mobile participants and that can play an important role to increase the attractiveness of the HEI for the whole experience it can offer to mobile participants.

## DAY 3

## SESSION 5

### GENERAL INFORMATION

Date: 10 October 2018

Time: 9:00 -11:00

Title: **Effective tools for dissemination and exploitation: selecting among different options in order to make one's audience aware of the mobility opportunities and motivate their application**

Trainer(s): Dorina Moisa, "Al.I.Cuza" University of Iasi; Valentina Manzato, University of Bologna

### CONTENT

Through some case studies, the session will present the measures which could be taken to disseminate the results of a mobility project, at faculty and institutional levels, and beyond where applicable. In particular, the session is developed around the following topics:

- Who is the target;
- What information do potential applicants need to know;
- Word of mouth among peers, E+ ambassadors, testimonials;
- Info days;
- Social media and paper materials;
- Transparency and equal information to all potential applicants.

### THEORY IN ACTION

THIS IS INTENDED AS AN INTERACTIVE SESSION: participants will jointly discuss their practices for internal promotion/dissemination of mobility opportunities.

### LEARNING OUTCOMES

Trainees can describe and implement several options in terms of communicating E+ mobility opportunities, can customize the tool according to the aim and the target, can anticipate the potential doubts and requests of the applicants. They could identify the profile of the outgoing and incoming students/staff, and share strategies to increase the outgoing and incoming flows.

## DAY 3

### SESSION 6

#### GENERAL INFORMATION

Date: 10 October 2018

Time: 11:30 – 13:00

Title: **Wrap-up of past sessions and exercise group on reviewing the application form**

Trainer(s): Dorina Moisa, "Al.I.Cuza" University of Iasi; Valentina Manzato, University of Bologna;  
Kathelijne Smits, University of Leiden; Francesca Pollicino, University of Messina

#### CONTENT

In this session trainers recap the topics examined during the previous sessions, discussing with trainees especially about the critical points emerged. Main features, challenges and perspectives are identified in order to facilitate the wrap-up of each session.

#### THEORY IN ACTION

GROUP WORK: participants will review the KA107 Application Form filled in during DAY 1, taking into consideration the topics, suggestions, and information acquired during the entire training.

#### LIST OF WORKING DOCUMENTS

1. Erasmus Charter for Higher Education 2014-2020 (ECHE)

[https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/he-charter\\_en.pdf](https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/he-charter_en.pdf)

2. FAQs\_Erasmus+ for Higher Education Students and Staff

[http://ec.europa.eu/dgs/education\\_culture/repository/education/opportunities/higher-education/doc/students-questions-answers\\_en.pdf](http://ec.europa.eu/dgs/education_culture/repository/education/opportunities/higher-education/doc/students-questions-answers_en.pdf)

3. Erasmus+ Programme Guide

<http://ec.europa.eu/programmes/erasmus-plus/programme-guide/introduction/how-to-read-programme-guide>