

DELIVERABLE 1.9
TRAINING PLAN
TRAINING WEEK 2

WP1 - CONSULTATION PROCESS

WP Leader: CMET

Target groups: teaching staff, trainees, administrative staff

Dissemination level: institution

GENERAL INFORMATION

Dates: 10-12 October 2018

Location: Université de Monastir (Tunisia)

Title: **Instruments and services for ICM: from the selection process to the information policy and the mobility management**

DAY 1

SESSION 0

Date: 10 October 2018

Time: 14:30 – 15:00

Title: **Introduction to Training Week 2 “Instruments and services for ICM: from the selection process to the information policy and the mobility management”**

Trainer: Laura Brandolin, University of Padova

CONTENT

Presentation of TW2 sessions and general objectives.

SESSION 1

GENERAL INFORMATION

Date: 10 October 2018

Time: 15:00 – 16:00

Title: **Promotion**

Trainer: Kathelijne Smits, University of Leiden

CONTENT

The session is focused on strategies to effectively communicate the Erasmus + opportunities within the institution and suggestions to better advertise available mobilities for students and staff members, in particular:

- Promotion tools (e.g. posters, massive emailing, posts on social networks, professors advertise it in class, info days, word of mouth, E+ ambassadors);
- How to advertise the call;
- How to customize the communication;
- Transparency and equal information to all potential applicants;
- Presentation of best practices of the Universities of Leiden, Gafsa, Oran, Cardiff.

THEORY IN ACTION

BRAINSTORM SESSION: Participants were requested to split up in groups with 4/5 members, gathered around a sheet of paper. Each group has to write down as many ways it can think of to advertise

the call/mobilities for students and staff within the institution, indicating the ideas on different post-its and composing a poster. In the plenary session each group presents its own poster.

LEARNING OUTCOMES

Participants learn the importance to customize the communication for an effective promotion strategy, defining objectives, goals, target groups, and choosing appropriate tools and language. Trainees can implement several options in terms of communicating E+ mobility opportunities, can customize the tool according to the aim and the target, reaching an adequate audience.

SESSION 2

GENERAL INFORMATION

Date: 10 October 2018

Time: 16:30 – 18:30

Title: **The Internal Call**

Trainer(s): Otis Pioche, University of Poitiers

CONTENT

The session deals with the composition of the internal call for students and staff international mobility:

- Structure of the call according to ECHE requirements (key elements/parts to be inserted in a call in order to grant transparency and correctness). Differences among the calls for students, administrative staff, academic staff;
- Required documents;
- Evaluation and selection criteria;
- Minimum duration of the call;
- Specific measures for vulnerable groups (e.g. low-income students, students with disabilities, female students);
- Presentation of best practices of the University of Poitiers.

THEORY IN ACTION

GROUP EXERCISE: Before starting the session, participants are divided into 4 working groups. The task assigned is to create an internal call for international mobility for studies. Each group receives a paper sheet, markers, post-its and a set of cards indicating the categories of information to be included in the call ("general description of the mobility opportunities", "duration of the mobility", "mobility period during the academic year", "amount of the grant", "contribution to the travel costs", "evaluation and selection criteria", "specific measures for students with special needs", "destinations", "number of scholarships", "required documents", "duration of the call", "useful contact information"). The set of cards contains also some "fake" cards ("changing the learning agreement", "buddy service", "residence permit", "submission of the working plan"). Using the cards, each group has to create the call, choosing the category of information the call should comprise, and in which order. Then they have to add the contents suggested by the cards.

LEARNING OUTCOMES

Trainees acquire a clear understanding of how a transparent call is structured, then promoted, and tools to be in line with the principles of ECHE: eligibility criteria, selection criteria, evaluation grids, timetable and required documents. Moreover they could acquire a specific knowledge about the measures for vulnerable groups. Consequently they can understand how to adapt a standard call to the peculiarities of their HEI/country/HE system in order to receive suitable and numerous applications.

DAY 2

SESSION 3

GENERAL INFORMATION

Date: 11 October 2018

Time: 09:00 – 12:00

Title: **The Evaluation and Selection Process**

Trainer(s): Mattia Gusella, University of Padova; Saoussen Harzallah Bizid, University of Monastir; Dalila Belhassena, University of Science and Technology of Oran

CONTENT

This session is dedicated to the evaluation and selection process of students/staff for the international mobility, in particular:

- Structure and timeframe of the selection process;
- Tasks and actors involved in the selection process;
- Assessment of the applications: how to evaluate competences and choose the candidates;
- Transparency in the evaluation process (e.g. selection minutes, results published in the website, importance of communicating why an application was not successful);
- Composition of the evaluation committee;
- How to manage the selection process: definition of roles in the process for the different actors involved (who is in charge of, definition of process flows);
- Presentation of best practices of the Universities of Monastir, Gafsa and Oran.

THEORY IN ACTION

GROUP EXERCISE: Participants are divided into 6 groups, corresponding to the 6 participating institutions. Participants are invited to perform a critical assessment of the current evaluation and selection process at their own Institutions, outlining strengths and weaknesses of the existent process. In addition, participants should illustrate the improvements that may apply to the existent process and explain how they would implement it. Participants should outline their analysis preparing a poster that will be presented to the other groups. Each group presents its poster in the plenary session.

LEARNING OUTCOMES

Trainees acquire a clear understanding of the evaluation process flow, its characteristics and the actors involved, considering that same criteria can be weighted differently depending on the type

of mobility to be considered. They also acquire a clear understanding of what the selection criteria are and how they can differ from one type of selection to another one. Trainees can analyse and identify the specific context (offices, units, staff member profiles and duties) of their HEI with regard to the issues and structure flows accordingly, ensuring that the selection process is efficient and compliant with the Erasmus+ Guide requirements.

SESSION 4

GENERAL INFORMATION

Date: 11 October 2018

Time: 12:00 – 13:00

Title: **Financial aspects**

Trainer(s): Otis Pioche, University of Poitiers

CONTENT

The session is focused on the financial aspects of the ICM:

- How the scholarships are paid: financial part of Agreement with National agency, individual support and travel allowance;
- Organisational costs;
- Contractual document with the grantee, Mobility agreement with the grantee;
- Payment arrangements.

THEORY IN ACTION

During the session, the trainees work on the real documents, following the best practices of the University of Poitiers. The trainer concretely shows which documents are needed and which parts of the agreement are to be filled in, and the articles of the mobility agreement to be consulted.

LEARNING OUTCOMES

Trainees will gain a solid knowledge of KA107 scholarship management. They will be able to identify the documents to be prepared for the financial management, which costs are covered by the Programme, how to calculate the financial support through Mobility Tool, based on Erasmus + scale, and how to organise the payments.

SESSION 5

GENERAL INFORMATION

Date: 11 October 2018

Time: 14:30 – 18:15

Title: **Support to Applicants & Grantees**

Trainer(s): Mattia Gusella, University of Padova; Nabila Bedjaoui, University of Biskra

CONTENT

This session is dedicated to the system of services that Sending and Hosting Institutions are expected to offer to applicants and grantees:

- Adopt a user-friendly perspective and need-based approach in supporting students/staff prior, during and after the mobility;
- Prior the Mobility:
 - support during the application procedure;
 - documents to be prepared: mobility agreement, grant agreement;
 - health insurance;
 - language requirements;
 - visa;
 - language competences;
 - intercultural communication (best practices of the University of Goettingen)
 - housing;
- During the Mobility:
 - Arrival and installation: registration, permits of stay;
 - buddy service;
 - Welcome Days;
 - changes to the learning agreement;
 - contact with the Home Institution;
 - access to all university services;
- After the Mobility:
 - credit recognition;
 - general follow-up;
 - quality assurance;
 - building awareness and building a community;
- Presentation of best practices of the University of Padova, Monastir, Gafsa.

THEORY IN ACTION

1. BRAINSTORMING EXERCISE: At the beginning of the session, participants are divided into small groups (4/5 people). They are requested to identify, in 5 minutes, what are the main needs of a grantee. Each group presents its findings during the plenary discussion.

2. GROUP EXERCISE: “Elevator pitch: Redesign University Services for Exchange Students”. At the end of the session, participants are divided into 5 groups and receive the following instructions:

“Background: you are the Director of International Affairs in a relatively internationalized university. The Vice-Rector for International has demanded a new strategy to further develop University services for outgoing and incoming students in order to increase the number of participants in mobility programmes.

The case: Vice-Rector for International will present your plan at the next meeting of the board of governors. However, you know that the key decision-maker with respect to your plan is the Rector of your university. A very busy man, you will accidentally travel with next week in a taxi from the hotel to the EAIE Conference, thus being able to talk face-to-face and brief him for the forthcoming meeting of the board of directors.”

They are requested to prepare a 3-minute ‘elevator pitch’ where to explain why it is strategically necessary, viable and rewarding to further develop the services offered by the University. It is

imperative to talk eloquently, knowledgeably and succinctly, resonating with his views and preoccupations, but also pointing to the originality and soundness of the proposal. The Rector knows the Director of International Affairs only by name and handles a huge amount of information all the time. The task work is organized as follows: 1) discuss the plan for the development of new services: what is it about? 2) decide the key points to be communicated 3) select the speaker 4) rehearse.

Groups have 1 hour to develop their plan and prepare their 'elevator pitch'. Then one participant per group performs the 'elevator pitch'.

LEARNING OUTCOMES

Trainees will be given an insight on the outgoing and incoming mobility procedures, with tips and tricks for an efficient and smooth management. They could explore the ecosystem of services that Sending and Hosting Institutions are expected to design according to the needs of the grantee. They will receive suggestions about tools to develop services capable of transforming the experience of the grantee. Trainees will be able to identify specific and context-related issues of their HEI and structure mobility support accordingly.

DAY 3

SESSION 6

GENERAL INFORMATION

Date: 12 October 2018

Time: 09:00 – 10:30

Title: **Documents & Templates**

Trainer(s): Francesca Pollicino, University of Messina

CONTENT

The session is focused on the requested documents to prepare for ICM before the mobility starts and at the very beginning:

- The ANNEXES of the grant agreement: Annex I general conditions; Annex II approved mobility and budget scheme; Annex III financial rules; Annex IV fares; Annex V models of Learning/Training Agreements;
- Inter-institutional agreement;
- Erasmus Charter for Higher Education (ECHE);
- Mobility Agreements: Learning agreement, Training agreement, Mobility Agreement (for Teaching and Training);
- The Grant Agreement;
- Documents to be prepared at arrival and departure of the grantee.

THEORY IN ACTION

University of Messina provides concrete examples of documents and templates required before and after the selection process of students, and to be prepared during and after the mobility. The presentation of some real cases by the University of Messina is open to requests and discussion from the trainees.

LEARNING OUTCOMES

Trainees will have a clear understanding of the compulsory documents required by the European Commission and possible supporting documents for internal use. Through the concrete experience of the University of Messina they will be given an insight also about the structure of the templates to be filled in in the different phases of the mobility.

SESSION 7

GENERAL INFORMATION

Date: 12 October 2018

Time: 10:45 – 13:00

Title: **Wrap-up & general conclusions of the TW**

Trainer(s): Laura Brandolin, University of Padova; Francesca Pollicino, University of Messina; Otis Pioche, University of Poitiers; Kathelijne Smits, University of Leiden

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.

LIST OF WORKING DOCUMENTS

1. Inter-Institutional Agreement https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/inter-institutional-agreement_en
2. Learning Agreement https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/learning-agreement_en
3. Mobility Agreement for Teaching/Training https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/mobility-agreement_en
4. Guidelines on how to use the Learning Agreement for Studies http://ec.europa.eu/dgs/education_culture/repository/education/opportunities/higher-education/doc/learning-studies-guidelines_en.pdf