

ERASMUS STAFF TRAINING

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INTRODUCTION TO ERASMUS

The Lifelong Learning Programme 2007-2013

The Lifelong Learning Programme (LLP) is a European funding programme which supports education and training across Europe. The LLP provides funding for all stages of lifelong learning; for activities at school, at college, at university, in the workplace and in the community. The LLP is made up of several different programmes offering a variety of opportunities:

One of which is **ERASMUS**



The ERASMUS Programme

| STUDENTS | STAFF |
|--------------------------|--------------------------------|
| Study Placements | Teaching exchanges |
| Work Placements | Organisational Mobility Visits |
| Language Assistantships | Staff Training |
| Combination of the above | |



ELIGIBILITY

- **All Warwick employees**
(academic or non-academic)
- Placements for a duration of 5 days
- taking place between 01/06/11 and 31/07/12
- Placement must take place in EU, EEA or Turkey



ERASMUS GRANTS 2011/2012

Funding for placements of up to 5 days each, including:

- Travel grant of up to €500
- subsistence grant: (amount varies according to location of placement)



ERASMUS SUBSISTENCE GRANT 2011/2012

| Code | Country | Daily | Wk 1 |
|------|----------------|--------|---------|
| AT | Austria | 133.00 | 931.00 |
| BE | Belgium | 119.00 | 833.00 |
| BG | Bulgaria | 84.00 | 588.00 |
| CH | Switzerland | 154.00 | 1078.00 |
| CY | Cyprus | 105.00 | 735.00 |
| CZ | Czech Republic | 119.00 | 833.00 |
| DE | Germany | 119.00 | 833.00 |
| DK | Denmark | 168.00 | 1176.00 |
| EE | Estonia | 105.00 | 735.00 |
| EL | Greece | 119.00 | 833.00 |
| ES | Spain | 126.00 | 882.00 |
| FI | Finland | 147.00 | 1029.00 |
| FR | France | 140.00 | 980.00 |
| HR | Croatia | 112.00 | 784.00 |
| HU | Hungary | 112.00 | 784.00 |
| IE | Ireland | 147.00 | 1029.00 |

| Code | Country | Daily | Wk 1 |
|------|---------------|--------|---------|
| IS | Iceland | 119.00 | 833.00 |
| IT | Italy | 133.00 | 931.00 |
| LI | Liechtenstein | 154.00 | 1078.00 |
| LT | Lithuania | 91.00 | 637.00 |
| LU | Luxembourg | 119.00 | 833.00 |
| LV | Latvia | 105.00 | 735.00 |
| MT | Malta | 105.00 | 735.00 |
| NL | Netherlands | 133.00 | 931.00 |
| NO | Norway | 175.00 | 1225.00 |
| PL | Poland | 112.00 | 784.00 |
| PT | Portugal | 112.00 | 784.00 |
| RO | Romania | 91.00 | 637.00 |
| SE | Sweden | 140.00 | 980.00 |
| SI | Slovenia | 112.00 | 784.00 |
| SK | Slovakia | 105.00 | 735.00 |
| TR | Turkey | 98.00 | 686.00 |

STAFF TRAINING?

- Work-shadowing
- Secondments
- Training courses
- Organised Staff Mobility Courses

<http://www2.warwick.ac.uk/services/international/staff/programmes/placement/>



WHERE CAN YOU GO?

- University/Higher Education Institution
- Enterprise or Institution

An organisation that undertakes work that is relevant to your job role



WHATS IN IT FOR YOU?

- Develop
 - Interpersonal Skills
 - Confidence
 - skills and knowledge
 - Language skills
 - International networks
- Learn new techniques
- See your job from a different perspective!
- Generate new ideas and best practice
- Enhance your CV



WHATS IN IT FOR WARWICK?

- Sharing best practice & Investigating new ways of working
- Building new relationships
- Consolidating and developing existing relationships
- Problem solving/ Introducing new techniques



PROCESS

- investigate staff training opportunities
- Submit completed application form
- Results letters issued
- Confirm placement details: Programme, Timings
- Undertake placement



Setting up your placement

- Spend sometime thinking about where you want to go, why, and what the benefits of the training will be for you, your department and the University
- Talk to your line Manager - you have got to have their backing
- Make initial enquires with the institution you want to visit



For more information...

SEE: <http://www2.warwick.ac.uk/services/ldc/funding/erasmus/>

Or

<http://www.britishcouncil.org/erasmus-staff-opportunities.htm>

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EXAMPLES: Staff Mobility 2010/2011

- Frank Gallacher
Finance
- Helen Johnson
International Office
- Claudie Columbelas
Development & Alumni Relations Office (DARO)



Frank Gallacher (Finance):

Before the visit:

- Take time to clarify in your own mind what it is you want to gain
- Discuss and refine these objectives with colleagues and line manager
- Make early contact with your proposed host – if possible obtain the name of one person who will co-ordinate your visit
- Make your objectives clear, making sure your host knows and understands the purpose of the visit and what are your desired outcomes
- If possible obtain a programme – especially if you will be visiting other departments and ensure they are aware of your visit and are prepared to accommodate your requirements
- Wherever possible, give something back – offer something in return – what are you working on that might benefit the host etc....



Frank Gallacher (Finance):

Whilst There:

- Be interested in everything that has been organised for you and if there is something you would like to see or discuss, then raise it.
- Don't be critical – “we wouldn't do it that way” is not good
- Make sure you cover everything in your programme
- Make notes of relevant issues
- Obtain contact details for follow up after return
- Keep your eyes and ears open for things that you had not identified but which might be of interest or benefit and follow up – and not necessarily within your own discipline



Frank Gallacher (Finance): On Return

- Prepare a report on your visit quickly after your return and whilst things are still fresh in your mind– identifying the key elements of your programme and what you learned. (you have to do this for the programme in any case, but you might want a more detailed one for yourself).
- Follow up for clarification of any issues not sure about from memory or notes.
- Identify ways in which benefits to the department/University can be considered and implemented.



Helen Johnson (International Office): Overview

The purpose of the week for Gothenburg was to raise the international profile of the University, through lecturers, seminars and social events for Gothenburg international staff, international students and invited guests. I particularly noticed the concern of University staff regarding the introduction of fees for international students and the impact this might have on the overall population in the University. I was impressed by the attitude to student's travelling as part of their degree, and the emphasis on language skills and close links to industry and placement opportunities.



Helen Johnson (International Office):

Outcome:

Consider moving the responsibility for Erasmus Staff Mobility from LDC to the IO. Then, look at a strategy that would benefit Warwick administrative staff. Currently 10 places are bid for annually through Erasmus funding. Look at a strategy that specifically targets first-contact staff across the University and target programme towards the staff. For example, departmental administrators, secretarial staff, co-ordinators. The programme would require 5 days of participation. A more strategic view would help to target the presentation but also to raise awareness of professional development and involvement with other European universities.



Claudie Columbelas (Development & Alumni Relations Office (DARO))

Before the visit:

- Contacted CASE (Council for Advancement and Support of Education) the professional body for Development and Alumni Relation to ask for their advice as to which institution would be the best for me to approach.
- They suggested the University of Navarra. They referred me to their business school in Barcelona, IESE, since their Campus would be very quiet in June (when I could travel).
- I contacted them and they were happy to welcome me for a week to share best practice and learn from each other.
- As far as I am aware the University of Warwick has had no previous Erasmus links with IESE.



Claudie Columbelas (Development & Alumni Relations Office (DARO))

Whilst There:

- Meetings were arranged with
 - alumni international chapters officer, alumni careers officer, alumni marketing and communications officer, alumni international activity director, membership administrator, social networking manager, institutional development director, alumni association director, governance administrator, alumni web-portal manager.
- At each meeting we discussed the IESE model v the Warwick model since one is a small private business school in Spain and the other a much larger University in the UK,



Claudie Columbelas (Development & Alumni Relations Office (DARO)):

On Return

- I found the experience extremely rewarding since meeting with the IESE staff I have implemented some ideas from theirs. Since alumni staff around the world do not compete, it is incredibly useful to share ideas.
- It was an eye-opener to see what can be achieved in one of the best business schools in the world who have their own alumni income
- I was made very welcome and taken out to lunch every day by different members of staff. The staff in the IESE alumni office are all international so I got a very European rather than just Spanish perspective.



**If we can leave the questions to the end when
we should have about 15 minutes to discuss
the possibilities**



EXAMPLES: Staff Mobility 2010/2011

- Helen Neal
Economics
- Fiona Kent
Student Careers and Skills
- Marianne Davies
International Office



**Thank you for
your time.**

Any questions?

