



# MANAGEMENT OF MOBILITIES













# Mobility programmes

# **Sending and Host Organizations**

- ✓ Tasks
- ✓ Responsibilities
- ✓ Main problems/difficulties













# SENDING ORGANISATION TASKS

Task 1: Prepare the proposal

Task 2: Open call

Task 3: Selection process

Task 4: Organise the stay

Task 5: Pre-departure preparation

Task 6: Administrative work

Task 7: Monitoring

Task 8: Evaluation













### **TASK 1: PREPARE THE PROPOSAL**

- Identify your needs
- Define the target group, objectives
- Seek financial sources
- Look for international partners
- Submit the proposal













### **TASK 2: OPEN CALL**

- Establish requirements (language level, academic requirements, previous experiences...)
- Dissemination of the call to reach the target group: internal publications, institutional website, specialised websites, Social Media (Facebook, Twitter, LinkedIn)











## **TASK 3: SELECTION PROCESS**

- CV screening
- Evaluate all profiles
- Personal or virtual interviews
- Select candidates













### **TASK 4: ORGANISE THE STAY**

- Contact hosting organisations
- Arrange agreements with hosting organisations
- Define the stay programme: tasks, agenda, responsibilities...
  - ✓ Study programme
  - ✓ Professional stay
  - ✓ Research
  - √ Voluntary work
- Accommodation
- Travel arrangements
- Making agreements for credits recognition













### **TASK 5:**

### PRE-DEPARTURE PREPARATION

- Organize meetings with hosting organizations
- Arranging the needed documents (visa, heath...)
- Give them all the information available to make them feel comfortable
- Intercultural Preparation
  - Ex. <u>INTERMOVE</u> PROJECT
- Train candidates' languages competences

PROVIDE **INFORMATION** TO AVOID DIFFERENCES BETWEEN EXPECTATIONS AND REALITY











### **TASK 6: ADMINISTRATIVE WORK**

### OFFICIAL DOCUMENTS BEFORE

- Training Agreement
- Mobility Contract
- Insurance

### OFFICIAL DOCUMENTS AFTER

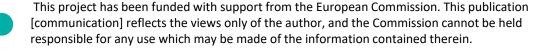
- Europass Mobility
- Participants' report (Mobility Tool)
- Final report
- Marks













### **TASK 7: MONITORING**

- Stay in contact with participants (the firsts days/weeks) to supervise the arrival, accommodation...
- Stay in contact with hosting organisations to ensure the quality of the mobility
- Ensure the documentation is properly done
- Monitoring throughout the whole stay of the participants (tasks, integration...)













### **TASK 8: EVALUATION**

- Assess the results of the mobility
- Assess participants' satisfaction
- Documentation
- Convalidation of credits









# HOSTING ORGANISATION TASKS

Task 1: Preparation

Task 2: Organise the stay

Task 3: Welcome participants

Task 4: Administrative work

Task 5: Monitoring











### **TASK 1: PREPARATION**

 Contact sending organisations to supply them with all the needed information

- Meet the participants:
  - Organise meetings: Skype meetings/ face to face/ email
  - Identify their specific profile knowing their expectations
  - Evaluate candidates' language skills and related needs













### **TASK 2: ORGANISE THE STAY**

#### PROFESSORS AND RESEARCHERS

- Job shadowing
- Lectures
- Research collaboration
- Short / Long duration exchanges

#### NON ACADEMIC STAFF

- Job shadowing
- Technical visits

#### STUDENTS

- Short / Long duration academic exchanges
- Internships

It's important to define: the exchange training programme / duration of mobilities / agenda / tutors...

Ensure candidates' have their visa (if applicable) / accommodation before the departure











### **TASK 3: WELCOME PARTICIPANTS**

- Know in advance the arrival date
- Organise/ supervise the pick up service from the airport
- Meet candidates after their arrival / contact them
- Provide participant's information about the institution, city or the country
- Facilitate participant's intercultural integration
  - Organise language courses or provide info
  - Organise "welcome days"











### **TASK 4: MONITORING**

- Depending on the type of mobility:
  - ✓ Job shadowing/ Technical visits
  - ✓ Lectures
  - ✓ Research collaboration
  - ✓ Short / Long duration exchanges
  - ✓ Short / Long duration academic exchanges
- But also depends on the target group (age, skills, previous experiences...)

### **How do the monitoring?**

Periodical meetings, reporting (text + photos), supervision, calls, questionnaires, contact with the sending organisation...















### RESPONSIBILITIES

- Solve candidates' unexpected problems
- Ensure minimum quality standards
- Ensure candidates can be well integrated in the destination country (focus on language and intercultural issues)
- Justification
- Financial control
- <u>Documentation:</u>
  - Reports
  - Official documents required
  - Provide certification of the stay













### **MAIN DIFFICULTIES**

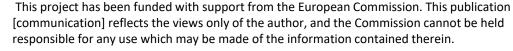
- Stereotypes / fears
- Visa application
- Cultural shock
- Language barrier
- Unfamiliarity with the rules of the hosting country, Health system...
- Safety issues
- High expectations
- Unexpected problems: accidents, illnesses...
- Recognition of the stay
- Brain Drain













### PRACTICAL ACTIVITY

### Please follow the following steps:

- 1. Make small and mixed groups
- Share with your group the Best Practices that you usually use in your institution
- 3. On the basis of this presentation and your prior experience, you should prepare a small project of mobility as a sending organization (4 hours). You will need to define: <u>objectives</u>, <u>different tasks to do and not to follow for the success of your Project</u>
- 4. Present your project to the other groups
- 5. Select the best Project on the basis of previous requierements
- 6. You can always consult this presentation! ©











# THANK YOU FOR YOUR ATTENTION!







