



**MARCO  
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# MANAGEMENT OF MOBILITIES



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# 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, health...)
- Give them all the information available to make them feel comfortable
- Intercultural Preparation
  - Ex. [INTERMOVE](#) 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



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## 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

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

- **NON ACADEMIC STAFF**

- Job shadowing
- Technical visits

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

- **STUDENTS**

- Short / Long duration academic exchanges
- Internships



## 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”

*Welcome*



## 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
- Documentation:
  - 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
2. 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: objectives, different tasks to do and not to follow for the success of your Project
4. Present your project to the other groups
5. Select the best Project on the basis of previous requirements
6. You can always consult this presentation! 😊





# THANK YOU FOR YOUR ATTENTION!



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