SURVEY TOOLS

The survey templates are addressed to Higher Education Institutions wishing to carry out a survey at internal level as a first step to improve the implementation and recognition of staff mobility:

SURVEY TOOL n°2: MAPPING TOOL

Target: International Relations offices in European higher education institutions in charge of the management of Erasmus staff mobility

Purpose: This questionnaire is designed to put together quantitative and qualitative data related to Erasmus+ staff mobility. It intends to collect information on the programme management (centralised, decentralised), main figures
related to staff mobility (LLP-Erasmus programme, and the first years of Erasmus+), practices related to communication/promotion of the programme; co-funding of activities; preparation, follow-up and exploitation of mobility; recognition in professional and career development, link with internationalisation strategy, data collection and quality monitoring of mobility activities.

*The European Commission's support for the production of this questionnaire does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.*

GENERAL INFORMATION

Please provide the name of your higher education institution.

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Please provide the total number of:

Students (1st, 2nd and 3rd cycle)

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Academic staff

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Administrative and technical staff

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Library staff (if considered a separate group)

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MAIN FIGURES REGARDING STAFF MOBILITY

Please provide the number of beneficiaries who participated in staff mobility under the framework of Erasmus-LLP programme (since 2012/2013).

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STA OUTGOING

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STT INCOMING

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STT OUTGOING

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Please provide the number of beneficiaries who participated in staff mobility under the framework of Erasmus+ KA103: Mobility with programme countries (since its launch in 2014/2015).

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Please provide the number of beneficiaries who participated in staff mobility under the framework of Erasmus+ KA107: Mobility with partner countries (since its launch 2014/2015).

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Comments:

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Please provide the number of outgoing staff members (STA/STT) who applied for a scholarship since 2012/2013

2012/2013

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2013/2014

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2014/2015

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2015/2016

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DATA COLLECTION

What problems does your institution face regarding data collection (if any)?

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STRATEGY

Is staff mobility included in the (international) strategy of your institution?

1. Yes
2. No

Please explain

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OUTGOING MOBILITY

Please describe how you promote Erasmus+ mobility for staff at your institution.

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Please briefly describe the procedure of arranging Erasmus+ staff mobility at your institution. Please refer to the following: Application/selection/nomination procedure

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Financial aspects of the mobility (grant payment, travel arrangements etc.)

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Formal approval of supervisors and/or HR department (leave of absence, replacement at work etc.)

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Any other important matters

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What are the biggest challenges? Please give some specific examples of how you respond to them.

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What is the percentage of dropouts among selected staff members?

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To the best of your knowledge, what are the main reasons for resignations from the scholarship opportunities?

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DURING MOBILITY

Is there any communication with staff required during mobility?

1. Yes
2. No

Please explain:

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AFTER MOBILITY

Are there any additional requirements (besides standard requirements of European Commission) a participant needs to fulfil after their mobility?

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Please describe post-mobility evaluation methods. How are the results of this evaluation used? Please provide examples.

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How are the results of staff mobility disseminated and applied at your university? Please provide examples.

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To the best of your knowledge, is participation in Erasmus staff mobility programmes considered as an asset for career opportunities at your university?

1. Yes
2. No
3. Hard to say

Does it have an impact on the following?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Hard to say |
| Assignment of tasks | ❏ | ❏ | ❏ |
| Promotion | ❏ | ❏ | ❏ |
| Salary rise | ❏ | ❏ | ❏ |

Please comment on the above

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Please give one example of an outstanding success story about a member of staff from your institution who went on an Erasmus+ mobility.

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Please give an example of a negative experience reported by a member of staff from your institution who went on an Erasmus mobility.

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INCOMING STAFF MOBILITY

Does your university promote opportunities for incoming staff?

1. Yes
2. No

Please explain:

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Does your university organise a training/teaching programme or any other kind of international event?

1. Yes
2. No

Please provide details of the most recent training/teaching staff week organised at your university, referring to as many of the following aspects as possible: content of the programme, main goals, expected outcomes, promotion, recruitment of participants, financial aspects, additional fees, organisational committee at the host institution, number of participants, main challenges, the biggest success of this event, evaluation of the training (by participants), main results, sustainability measures, dissemination of results.

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What were the benefits of organising this event?

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What were the greatest challenges?

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What evaluation methods were used (after the mobility), if any?

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How are the results of this evaluation used?

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How does your university support incoming staff? Please refer to as many of the following aspects as possible: information, visa, welcome services, contact with a supervisor, accommodation, finances, social events, during-mobility support, any other important matters.

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GENERAL QUESTIONS

Please assess the attitudes towards Erasmus staff exchange at your institution:

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|  | Strongly disagree | Disagree | Neither disagree or agree | Agree | Strongly agree | N/A |
| At my institution, staff are encouraged to participate in Erasmus mobility. | ❏ | ❏ | ❏ | ❏ | ❏ | ❏ |
| The regulations at my institution facilitate participation in Erasmus mobility for staff. | ❏ | ❏ | ❏ | ❏ | ❏ | ❏ |
| Senior leadership of my institution are well aware of the benefits resulting from participation in Erasmus mobility for staff.  | ❏ | ❏ | ❏ | ❏ | ❏ | ❏ |
| Participation in Erasmus mobility may help in career development at my institution. | ❏ | ❏ | ❏ | ❏ | ❏ | ❏ |
| Erasmus mobility has a positive influence on the visibility of my institution. | ❏ | ❏ | ❏ | ❏ | ❏ | ❏ |
| Erasmus mobility enhances internationalization processes at my institution. | ❏ | ❏ | ❏ | ❏ | ❏ | ❏ |
| Erasmus mobility helps to attract good students to my institution. | ❏ | ❏ | ❏ | ❏ | ❏ | ❏ |
| Erasmus mobility helps to attract good researchers and professors to my institution. | ❏ | ❏ | ❏ | ❏ | ❏ | ❏ |
| Erasmus mobility has a positive impact on sustainable cooperation with other higher education institutions. | ❏ | ❏ | ❏ | ❏ | ❏ | ❏ |
| Erasmus mobility has a positive impact on the quality assurance measures adapted by my institution. | ❏ | ❏ | ❏ | ❏ | ❏ | ❏ |
| Erasmus mobility has a positive impact on the quality of teaching at my institution. | ❏ | ❏ | ❏ | ❏ | ❏ | ❏ |
| Erasmus mobility enhances innovative practices at my institution | ❏ | ❏ | ❏ | ❏ | ❏ | ❏ |

In your view, what are the main challenges that your institution needs to address as far as staff mobility is concerned?

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In your view, what factors could improve the functioning of staff mobility programmes?

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If possible, please share some examples of good practice connected with Erasmus staff mobility.

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