Fostering Internationalization of Montenegrin HEIs through strategic planning-IESP

Staff training in Internationalisation: administrative protocols and procedures at the International Office.

Summer Schools: experience, organization, advantages and problems.

– Virtual Workshop.

WP2: Capacity Building for Internationalisation through staff training and equipment upgrade.

DEV2.3: Know-how transfer to teaching staff related to internationalization.
DEV2.4: Know-how transfer to administrative staff related to internationalization.

Dates: October 27th and 28st, 2020.

Schedule:

Short presentations ("pills") of 30-40 minutes: each pill will follow a general scheme of 30-40 minutes of presentation, followed by 20-30 minutes of discussion & questions. The time for discussion & questions can be extended, but the overall session should not exceed of 60'.

The attendants might be different from session to session, depending on their interests. Sessions might be parallel as the targets are different.

Timetable: from 10:00 a.m. – 14:00

Target: administrative staff of the international office and engaged in internationalization-related units.

Maximum placements: no limit, as the sessions will be on-line.

Expected number: minimum of 3 attendants per each MNE Universities and Institutions (15 representatives).

Technical support

The workshop will use the Google Meet tool. The virtual room will be sent to all partners 48 h before the date and the coordinator from Cadiz will check the room with a representative of each partner the day before (Monday, 26th).

Google Meet room link:

meet.google.com/rdw-drzs-eha

Date 27th. International Office procedures.	
9:45	Opening of the virtual room.
09.55	Welcoming to the attendants and introduction to the Virtual Training Webinar by the coordinator from UCA_E (Prof. Juan Carlos García Galindo) and by Prof. Rafael Velez Núñez.
10:00-11:00	**Session 1. Mobility. Procedures for managing incoming and outgoing mobility:** **IESP: Session 1 – International Office (IO)– Mobility Department – Vice-rectorate of Internationalization.** 1. General mobility scheme. **Speaker**: Ms. Regina Stork. IO Staff. 2. Managing of Erasmus and exchange bilateral agreements. **Speaker**: Dr. Maryia Maiseyenka. IO Staff. 3. Welcoming and registration procedures. Registration of non-Erasmus or exchange students (internships, etc.). **Speakers**: Mr. David Sanchez Cabrera (IO Staff) and Dr. Maryia Maiseyenka. 4. Credit recognition: interaction between the IO and the Students office. **Speaker**: Ms. Regina Stork. 5. Mobility: staff & professors; recognition of mobility. **Speaker**: Mr. Jesus Gómez Morales (IO Staff). 6. Formats and documents: IIAs, Grant agreement, Mobility Agreement, Learning and Training Agreement, ...zip Spanish National Agency SEPIE. **Speaker**: Ms. Regina Stork. 7. Co-tutelle agreements, double master degree agreements. **Speaker**: Dr. Juan Carlos Garcia Galindo (Associate Professor, Dept. of Organic Chemistry). 8. Questions
11:00-12:00	Break
12:00	**Session 2. Technical support for International projects.** **IESP: Session 2 – International Office (IO)– International Projects Department – Vice-rectorate of Internationalization.** IO International Projects team: Javier Izquierdo, Mariló Gómez, Chus Latorre. 1. Promotion of the participation in International projects (Support, Activities &Training, Internal rules, etc). **Speaker:** Mr. Javier Izquierdo Antón. 2. Support & follow up of (new) projects, support for the Kick off meeting – KOM, liaison officers, supervision of technical and economic reports, communication with the EACEA (in UCA-coordinated projects). **Speaker:** Mr. Javier Izquierdo 3. Supporting activities for international (not research) projects: (workshops, seminars, dissemination, webpage). **Speaker:** Mr. Javier Izquierdo 4. Database UCA: (WIDI: UCA database for research and cooperation projects) **Speaker:** Ms. Mariló Gómez Domínguez (IO Staff) 5. Follow-up projects details: CAU (Centre for users' attention); Slack (Communication channel), Google Drive (Cloud organiser), NAS (Private

and safe cloud organiser) Asana (task management &Relevant info). Examples (e.g., IESP, E-VAL or any others). **Speaker:** Ms. Mariló Gómez Domínguez.
6. Internal formats and documents (show in the presentation and prepare a zip file to send and share in advance: Expenditure Unit form, Project File, Funds advance form, Example Guarantee funds calculus, Follow up table, Project liquidation, Participation diploma). **Speaker:** Ms. Mariló Gómez Domínguez.

Speakers: Javier Izquierdo – Director of the Secretariat for International Projects and Networks
Ms. María Dolores Gómez Domínguez. Technical Staff International Office. Technical support of the IESP project.

Date 28th. International Office procedures (exact time schedule to be agreed).	
9:45	Opening of the virtual room.

10:00-11:00	Session 3. Informatics application for international mobility management:
	    1. Presentation of UCA's own tailored application.
	        a. Modules and architecture of the platform
	        b. Management of the payments.
	        c. Exchange agreements module.
	        d. Credit recognition.
	        e. Connection with the Mobility tool.
	    2. Questions.
	
	Speakers: Ms. Regina Stork. IO Staff.

11:00-12:00	Break
12:00-13:00	3. Problems and advantages of developing a self-tailored platform. The UCA experience. 4. Questions and open discussion. Speakers: Dr. Juan Carlos García Galindo (IESP UCA_E-coordinator) and Dr. Rafael Vélez Núñez (IESP UCA_E-team).