Fostering Internationalization at Montenegrin HEIs through Efficient Strategic Planning – IESP

Title of Work package	WP 2: Capacity Building for Internationalization through staff training and equipment upgrade
Activity no.	DEV 2.4: Know-how transfer to administrative staff related to internationalization
Title of outcome	On-line Training for administrative staff organized by the University of Cadiz
Activity date	27 & 28 October 2020
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Within WP2: Capacity Building for Internationalisation through staff training and equipment upgrade, the University of Cadiz organized virtual staff training in internationalization for representatives of Montenegrin universities' administrative staff for the purpose of know-how transfer related to internationalization.

Administrative protocols and procedures at the International Office were presented by the Mobility Department of the International Office and the International Projects Department, both constituting part of the Vice-rectorate of Internationalization of the University of Cadiz.

When administration of student and staff mobility is concerned the Procedures for managing incoming and outgoing mobility were presented by the Mobility Department .
 The topics discussed were general mobility schemes, managing of Erasmus and exchange bilateral agreements, inter-institutional agreements (KA 103 and KA107) – IIA, non Erasmus+ bilateral agreements, frame agreements about cooperation and specific mobility agreements. Managing of the IIA with UCA's software was explained and the manner in which the UCA decides and agrees about the distribution of the grants between the Partner Universities included in each Project.

Welcoming and registration procedures and registration of non-Erasmus or exchange students coming for a study period or for doing an internship were discussed. A special session was dedicated to the credit recognition issues and the interaction between the International Office and the Students office. Recognition of staff mobility was also addressed and pointed out as particularly important. The formats and documents such as IIAs, Grant agreement, Mobility Agreement, Learning and Training Agreement were presented and explained in detail as well as the manner in which the IO staff is administrating them. In addition to mobility agreements, the co-tutelle agreements, double

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master degree agreements were also discussed. The colleagues from the University of Cadiz shared their best practices when organization of work in the field of mobility of students and staff is concerned. The also presented the recent developments in view of the Corona virus pandemic.

During the sessions dedicated to technical support for international projects, the International Projects Department team functioning with the International Office presented their role in the internationalization process aimed at fostering the involvement in international projects. The department provides assistance to academic staff in all stages of the project implementation. Before the project's approval support is provided with regard to the project's idea, preparation of the proposal and its submission – from the concept note to the mandate signature. After project's approval, it is registered in the database, internal procedures and processes are defined, the project team is established, economic planning is undertaken both with regard to human and financial resources. Support is provided for preparation of interim and final reports, for the dissemination activities etc.

The office is also in charge of communication with the EACEA in the projects that are coordinated by the University of Cadiz. Other supporting activities for international projects include organization of workshops and seminars for the purpose of training for the academic staff. Very useful for Montenegrin HEIs was the presentation of the University of Cadiz database for research and cooperation projects. The database was presented in detail with all its functionalities and the benefits it brings to both the project teams and to the team of the Projects Department. It provides a possibility to all teachers and researchers, administration and service staff who participate in a Project to register themselves with their staff UCA member email. It offers a wide range of possibilities concerning participation in projects: as an engine of search for interesting events or calls, it also helps avoid missing important dates. It allows the Erasmus+ Projects and its participants, to upload content of each Project granted, where UCA is either coordinator or partner (official documentation, partnership agreement, documentation of economic control, expenditure unit, etc…) The database is a collaborative tool where the staff with their own credentials can operate and access the uploaded information. It can be as rich and deep as the need may arise.

 The database was illustrated by examples of specific projects (e.g., IESP, E-VAL). Details about he follow up of project, about the communication channel and different organization tools were also shared. Internal formats and documents such as 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). Since the information must be kept safely and be organized and under control of the University all users who are allowed to store the information on it have a user ID and a password.

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The second day of the training was dedicated to the in-house tool i.e. the informatics application for international mobility management. UCA's own tailored application was presented and how it is connected to the general information system of the university which allows for retrieving data from the general data base. The modules and architecture of the platform, management of the payments, exchange agreements module, credit recognition and the connection with the Mobility tool were presented. Reports exporting to the mobility tool were illustrated. Different roles such as administrator, office manager, coordinator, participant were explained and the interaction between participants such as coordinators and managers. Various forms used for application, Learning Agreement, nomination were also introduced and it was explained how the application works when these forms are concerned. The colleagues from the University of Cadiz shared their views on the problems and advantages of developing a self-tailored platform. The implications of the Erasmus without paper were also discussed andd the developments regarding the Erasmus Student Card were shared.

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