



Erasmus+

2018-1-ES01-KA107-049471

# Erasmus+ KA107 STAFF WEEK 11-15 March 2019



Photographer: Julia Celis Castañeda (UC)

VICERECTORATE FOR  
INTERNATIONALISATION AND COOPERATION  
**University of Cantabria (UC)**

21-3-2019

## 1. PURPOSE OF THE STAFF WEEK

The Erasmus+ KA107 Staff Week took place at the premises of the University of Cantabria (UC) in Santander from March 11 to 15, 2019. The aim of the staff week was to provide participants with detailed information on KA107 management procedures, to specify project management and communication tools, and to exchange best practices with regards to the internationalisation of universities.

## 2. PARTICIPANTS

The Erasmus+ International Credit Mobility staff week was attended by representatives of the international offices of the partner universities of the 2018-1-ES01-KA107-049471 project. Fourteen persons represented all but one project partner organisations during the staff week.



## PARTICIPANT LIST

Surname	Name	University name	Country	E-mail
Abdullaeva	Sadokat	Tashkent Chemical -Technological Institute	Uzbekistán	<a href="mailto:sadshon1975@yandex.ru">sadshon1975@yandex.ru</a>
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Bakhodurkhodzhaev	Olim	Institute of Economy and Trade of Tajik State University of Commerce	Tayikistán	<a href="mailto:Olimkhuja@gmail.com">Olimkhuja@gmail.com</a>
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Sekulich	Bradley	University of North Carolina at Charlotte	EE. UU.	<a href="mailto:sekulich@uncc.edu">sekulich@uncc.edu</a>
Shihova	Hasiyat	Urgench State University	Uzbekistán	<a href="mailto:shihovahasiyat@gmail.com">shihovahasiyat@gmail.com</a>
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Wolfson	Adi	Sami Shamoon College of Engineering	Israel	<a href="mailto:adiw@sce.ac.il">adiw@sce.ac.il</a>

### 3. AGENDA

VENUE: UC | SALA DE REUNIONES DEL CONSEJO SOCIAL | FACULTAD DE CC. EE. Y EMPRESARIALES, PLANTA 2

#### **Monday 11<sup>th</sup> March**

- 9:00-9:30 Registration
- 09:30-10:00 Welcome by the Vice-rector for Internationalization and Cooperation of UC, *Prof. Dr. Teresa Susinos*  
Presentation of the University of Cantabria  
*Prof. Dr. Jesus Angel Gonzalez, Academic Director for International Relations, UC*
- 10:00-11:15 **Working session I:** Getting to know each other
- 11:15-12:00 **Coffee Break**
- 12:00-13:00 Welcome meeting with the Rector of UC, Prof. Dr. Ángel Pazos & meeting with the KA107 students currently studying at UC
- 13:00-14:00 **Informal lunch**
- 14:15-16:00 **Working Session II:** Partner presentations  
*Adi Wolfson & Dagan Bakun-Mazor, Sami Shamoon College of Engineering*  
*Bradley Sekulich & Tarek Elshayeb, University of North Carolina at Charlotte*  
*Ilenia Suto, Université Internationale de Rabat*  
*Hasiyat Shihova, Urgench State University*  
*Larbi Safaa, Université Cadi Ayyad*  
*Saidqosim Mukhtorov & Olim Bakhodurkhodzhaev, Institute of Economy and Trade of Tajik State University of Commerce*  
*Mukhriddin Kilichov, Bukhara State University*  
*Abdelhamid Ben Kaddour, Université Abdelmalek Essaadi*  
*Nacima Benomar, Institute Nationale des Postes et Telecommunications*  
*Arcadia Ascnacio Ferrer, Universidad del Norte*  
*Sadokat Abdullaeva, Tashkent Chemical-Technological Institute*

#### **Tuesday 12<sup>th</sup> March**

- 9:00-09:30 **Working Session III:** Summary of the KA107 Project  
*Kerstin Maier, International Project Manager at UC*
- 09:30-11:00 **Working Session IV:** KA107 - before and during mobility  
*Pablo Díaz Jubete, International Project Manager at UC*
- 11:00-11:30 **Coffee Break**
- 11:30-13:00 **Working Session V:** KA107 - after mobility
- 13:30-15:00 **Institutional lunch**
- 15:00-18:00 Guided Tour visit to Santillana del Mar and the Replica of the Altamira Prehistoric Caves

**Wednesday 13<sup>th</sup> March**

- 9:30-11:00           **Working Session VI:** European projects and activities at UC and in the Cantabria region  
*Paz Díaz, Coordinator European Project Office, Govt. Cantabria*  
*Consuelo Hospital, Director European Affairs Office, Govt. Cantabria*  
*Juan José San Miguel, Director European Project Office, UC*  
*Carmela Civit, Subdirector Technological Transfer Office, UC*
- 11:00-11:30           Coffee Break
- 11:30-13:00           **Working Session VII:** Internationalization strategy at UC  
*Gemma Castro, International Relations Office Director, UC*  
Free afternoon

**Thursday 14<sup>th</sup> March**

- 09:30-11:00           **Working Session VIII:** Presentation of UC services  
*UC Library (guided visit)*  
*Sergio Martínez, Director Support Unit for Virtual Teaching, UC*  
*Iván Sarmiento, Director Centre for New Technologies, UC*
- 11:00-11:30           Coffee Break
- 11:30-13:30           **Working Session IX:** Meeting with UC academic Erasmus+ coordinators

**Friday 15<sup>th</sup> March**

- 9:30-11:00           **Working session X:** Erasmus+ BLUES project  
*José Carlos Ceballos, Project Manager, Santander International Entrepreneurship Centre (CISE)*
- 11:00-11:30           Coffee Break
- 11:30-12:00           **Working session XI:** Wrap-up  
Farewell and distribution of Certificates

## 4. TRAINING SESSIONS

MONDAY 11<sup>TH</sup> MARCH

### *Registration*

Participants received a welcome pack and were informed on the required administrative and financial procedures to be followed to justify their participation at the staff week.

### *Welcome by the Vice-rector & presentation of University of Cantabria (UC)*

Prof. Dr. Teresa Susinos, Vice-rector for Internationalisation and Cooperation at UC, welcomed the KA107 staff week participants and Prof. Dr. Jesus Angel, Academic Director for International Relations at UC, gave an overview on fields of expertise as well as the scope of UC.



### *Working session I: getting to know each other*

WS1 started with an ice-breaking activity with participants that consisted in selecting among an array of pictures of means of transport that reflected the current status of their university in terms of internationalisation. Following, all participants explained why they had chosen the selected means of transport and it became clear that internationalisation in the universities represented in the project ranged from initial steps (“camel” & “taxi” pictures) to full-fledged internationalisation strategies with several dedicated departments working on the different aspects of internationalisation (“rocket” & “submarine” pictures).

Gemma Castro, International Relations Director of UC, then presented the objectives of the week and informed participants on the interactive and practical methodology that would be used in the different working sessions so as to take advantage of the experiences and good practices represented in the consortium in terms of internationalisation strategy and activities.

### *Welcome by the Rector of UC & meeting with the KA107 exchange students*

The Rector of UC welcomed the KA107 staff week participants as well as the students currently studying at UC in the framework of the KA107 project.



KA107 representatives had the chance to meet with the students from their universities to learn about their experience at UC up-to-now.



*Working session II: Partner presentations*

During WS2, each of the representative presented his/her university to the rest of the participants, with particular emphasis on the internationalisation strategy and activities.

TUESDAY 12<sup>TH</sup> MARCH

*Working session III: Summary of the KA107 Project*

Kerstin Maier, Project Manager at the International Relations Office at UC, presented the current status of the KA107 project highlighting the main objectives and activities and emphasising on the current status of the project, with almost 50% of the mobility actions already implemented.

*Working session IV: International Credit Mobility Management – Before and during the mobility*

Pablo Díaz Jubete, Project Manager at the International Relations Office at UC, held a presentation on how the mobility project is managed before and during the mobility, explaining the offices as well as the partners' responsibilities, administrative and financial requirements, project management tools as well as the time frame.

In the lively discussion afterwards, issues such as visa procedures as well as good practices for example with regards to the student selection process were shared within the group. A particular topic that was discussed in details was how to promote the participation of disadvantaged people in the framework of this project.



*Working session V: International Credit Mobility Management – After the mobility*

K. Maier held a presentation on the tasks to be performed after the mobility, emphasising on the importance on recognizing credit mobility results as well as sharing the project results within the university ecosystem and with external key stakeholders. The presentation was followed by a group discussion on good practices with regards to the dissemination of project results such as international university fairs, seminars with testimonials of international mobility participants, information on the university website, etc.

### *Institutional lunch & guided tour visit to Santillana del Mar and the Altamira Prehistory Caves*

After an institutional lunch, the group left for a cultural tour to Santillana del Mar and the Altamira Prehistoric Caves where they had the unexpected pleasure to see the Prime Minister of Spain.



WEDNESDAY 13<sup>TH</sup> MARCH

### *Working session VI: European projects and activities in the Cantabria region*

WS6 was dedicated to provide participants with an overview on the European projects and activities of key stakeholders in the Cantabria region.



The session started with a presentation of Carmela Civit, Subdirector of the Office of Technological Transfer at UC who explained the objectives, working procedures and activities of her office.

Following, Juan José San Miguel, in charge of the European Project Office at UC presented the different Horizon2020 actions and explained how participation in these actions supported internationalisation and quality improvement at UC.

Consuelo Hospital, from the Cantabrian Government's European Affairs Office, presented the main government key services for informing, raising awareness and communicating to Cantabrian citizens about the European Union's policies, strategies and participation opportunities.

Paz Díaz, Coordinator of the European Project Office of the Government of Cantabria, explained the different projects and actions that are carried out in Cantabrian municipalities within the European regional policy and INTERREG funds.



The presentations were followed by an active discussion on how universities can collaborate with private and public stakeholders in their region to promote internationalisation such as public-private research and innovation projects.



#### *Working session VII: Internationalisation strategy at UC*

WS7 was led by G. Castro who described the internationalisation strategy and actions at UC. She provided in-depth information on the actions carried out at UC to promote internationalisation “at home” such as offering an increasing number of courses in English language, international student & staff mobility programs and international networks and collaboration with key stakeholders. Her presentation was followed by an open discussion and the sharing of good practice examples for the before mentioned internationalisation actions among the participants.

THURSDAY 14<sup>TH</sup> MARCH

#### *Working session VIII: Presentation of UC services*

Participants were guided through the UC library at the Faculty of Economics and Law. Following, S. Martinez and I. Sarmiento presented the units and services dedicated at UC to e-learning, new technologies and innovation as well as their activities and working structure.

#### *Working session IX: Meeting with UC academic Erasmus+ coordinators*

For WS9, the representatives of partner universities met with UC academic Erasmus+ coordinators individually so as to improve and promote current and future collaborations between their university and UC Departments.

FRIDAY 15<sup>TH</sup> MARCH

#### *Working session X: Erasmus+ BLUES project*

José Carlos Ceballos, International Project Manager at Santander International Entrepreneurship Center (CISE) provided participants with insight into the BLUES project, an Erasmus+-funded project coordinated by the UC with partners from several European countries. He explained the blended-learning BLUES methodology that strategically combines face-to-face and digital training on entrepreneurship education for university students to the participants as well as the preliminary teaching content and materials so that they could make use of these materials at their universities.

#### *Working session XI: Wrap-up*

Gemma Castro reviewed the week's objectives initially seen on 11<sup>th</sup> March and compared them with the results achieved during the week. Participants were reminded of the administrative steps to be

followed for the correct justification of the expenses, such as the sending of boarding passes upon their return.

#### *Farewell and distribution of participation certificates*

Participants made a round of thanks and they were given their certificates of attendance.

## 5. COMMUNICATION & DISSEMINATION RESSOURCES

You can find images and videos of the KA107 staff week at: <https://web.unican.es/en/Studying/Pages/UC-Staff-Week-2019.aspx>

## 6. SATISFACTION QUESTIONNAIRE RESULTS

The survey that was delivered to the participants to analyse their satisfaction and to detect improvement opportunities, revealed the following results: participants valued the organisational and logistical preparation and organisation of the staff week as very good, the knowledge and skills acquired during the training were also rated as very good, participants stated to have enjoyed the cultural visit to Santillana and the Altamira Cave, and outlined that their participation at the staff week has facilitated networking with representatives from other countries.

Comments about improvement opportunities for future staff training weeks:

*"More working sessions, and interviews with IRO office service staff."*

*"Providing the grant by bank transfer."*

*"Showing more closely the tasks of each member of the IRO (how workload is divided), the spaces, the platforms used for mobility, etc."*

*"Providing the grant by bank transfer."*

Some testimonials by staff week participants:

*"It was an opportunity to know more about University of Cantabria. Its programs, its organisation and its good practices. Thank you!"*

*"Thanks for this opportunity!"*

*"I recommend to increase the number of staff weeks. It is important to find partners and to learn about other education systems."*

*"It was important for me because very interesting experience of UC in terms of internationalization were shared for us."*

*"I had a very nice week experience with such nice UC staff. Really thank you for your kindness."*

*"The staff week allowed me to receive relevant information on MOOC and e-learning and to cooperate with colleagues from US and Morocco."*