



KA 2 REALISE - REALISING THE POTENTIAL OF THE INTERNATIONAL MOBILITY
IN HIGHER EDUCATION

REALISE

Realising the potential
of the international mobility
of staff in higher education

ALMA MATER STUDIORUM UNIVERSITA' DI BOLOGNA

Tool 2.3 - Action 1 :
Organize the welcome of incoming staff



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

BEFORE 2018
SINGLE STAFF
TRAINING REQUESTS

AFTER 2018
STAFF TRAINING WEEK



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

COURSE STRUCTURE AND TEACHING METHOD

Programme included short lectures, poster sessions, Q&A and site visits..

The seminar lasted **30/35 hours**: in the morning we organized frontal lectures and in the afternoon site visits (Monday-Friday, 09:30 – 16:00).

Programme was free of charge.

Participants were asked to prepare a poster presentation (2 posters) with an overview of their University, a focus on the activities they were managing at their university and an example of best practices.



STAFF TRAINING WEEK 1- “Welcoming Students” (18-22 June 2018)



Feedback questionnaire

1) Organisation of the training week:

	Strongly agree	Agree	Disagree	Strongly disagree
The programme was well organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Venues were suitable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications received before the staff training week were clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications received during the staff training week were clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The dedicated website was useful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- The University provided a **dedicated website** for the initiative with all logistic and content information;
- An **Online Registration Form** was available (including participants’ motivation, their cv and information about their position, expected outcome);
- The staff training week was open up to 30 people (from **16 different countries, 28 universities**. Max. 2 people from the same university were allowed);
- The University of Bologna **evaluated the applications** in order to guarantee a diverse composition of the class and an effective exchange of good practices;
- Extracurricular activities (ie. University Museum visits) were included;
- Participants received a certificate of attendance and were requested to fill in a **feedback form**.

S T A F TRAINING WEEK 2018



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA



Home

Program

Registration

Accommodation

Getting there



18 - 22 June 2018
Welcoming Students
Alma Mater Studiorum
Università di Bologna
Via Zamboni 33, Bologna



Rectorate, University of Bologna

Contact

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Students entering university life come across several challenges and novelties and need guidance, a pointer, a reflection in order to offer them a route to follow, or a tool to get over a hurdle and back on track. Student Services are designed to provide students with the help students need in making the best university experience possible.

Student Services constitute a huge challenge for university administrators: on one hand you must have functional tools working in everyday practice, on the other you must find the best practices, taking into consideration and harmonizing the interests of students, universities and administrators. This staff training week aims at presenting some experiences.

WHAT CAN BE IMPROVED

- **Working group sessions to ease interaction.**
- Make sure to clear communicate the approach for content organization

WHAT WAS APPRECIATED

- **Poster session experience**
- The heterogeneous composition of the class in terms of country of origin, role and expertise even if in the same field (student services).

