

International Week 2015

Student Services and Internationalization

29 June – 3 July, 2015

Go out – how to get more students out?

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Outgoings at FUB – in numbers Erasmus+ Studies (SMS) 2014/15

France	126	Belgium	13
United Kingdom	93	Greece	12
Spain	72	Poland	12
Italy	50	Austria	11
Turkey	44	Finland	7
Sweden	33	Czeck Republic	5
Norway	28	Island	2
Denmark	23	Latvia	2
Portugal	22	Slovenia	2
Netherlands	21	Hungary	2
Ireland	20	Total	600

Switzerland (Swiss-European Mobility Program)	10
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Favorite Cities	
Paris	51
Istanbul	39
Madrid	25
Rome	21
Lisbon	16
Amsterdam	15
Barcelona	
Bergen	
Edinburgh	14
Kopenhagen	
London	
Lyon	
Stockholm	
Dublin	12
Saint-Denis (Paris 8)	11
Birmingham	10

Outgoings at FUB – in numbers

Erasmus Traineeships (SMP) 2014/15

United Kingdom	8
France	7
Netherlands	7
Denmark	3
Greece	3
Poland	3
Ireland	2
Austria	2
Sweden	2
Spain	2
Turkey	2
Finland	1
Italy	1
Luxemburg	1
Portugal	1
Total	45

Erasmus+ Team Outgoings

Our Office

Erasmus studies: 1 permanent employee, 3 student assistants (41h/month each)

Erasmus traineeships: 1 permanent employee

What we do / Services

- Providing information about application procedures and responsible departmental coordinators at FUB, exchange opportunities and partner institutions (academic calendar, application deadlines, language requirements etc.) on central Erasmus website
- Providing reports of experiences from former Erasmus students (online/print)
- Organization of information events for all FUB students (e.g. Erasmus Info Day once a year in November/December)
- Participating in information events at departments/faculties
- Counseling service for students: personally during our office hours (2 days per week); anytime by phone and email
- Support of students before and during their study period abroad
- Coordination of Erasmus procedures (documents, Erasmus grant, reports to national agency, mobility tool)

Application Procedure, Selection & Nomination

Application

- Erasmus Team suggests application modalities and deadlines to departments/faculties
- Each department/faculty sets and publishes application modalities and deadlines on their website or blackboard
- Erasmus Team gathers all information and publishes it on central Erasmus website
- Application deadlines: January-March for fall/spring semester (all departments)
May-June for spring semester only (some departments)

Selection & Nomination

- Students are selected by departmental coordinators on the basis of application documents and interviews (criteria: quality of the motivation letter and purpose of study, transcript of records, language competence etc.)
- Students are nominated at partner institutions by departmental coordinators
- Nominations via moveonnet are made by the Erasmus Team

What happens after the application procedure?

- Erasmus Team receives lists with all selected students from departmental coordinators (end of March, end of June)
- Student application data is imported into our database (April-June)
- Students hand in data sheet, info on planned study period, letter of acceptance, learning agreement etc. (until 1st of July)
- Student data in our database is completed (July-August)
- Information event for all students going abroad next academic year (mid July)
- Calculation of Erasmus grants (August)
- Students receive their grant agreement (August-September for Autumn Semester start, November-December for Spring Semester start)
- Students receive the 1st instalment of their grant after sending back the signed grant agreement
- Students submit learning agreement changes (1 month after semester start abroad)
- Students submit confirmation of stay, final report, transcript of records etc. (1 month after end of study period abroad)
- Students receive the 2nd instalment of their Erasmus grant

How to get more students out?

Increasing outgoing mobility? How much? How? Mobility strategy at home institution?

2045 available Erasmus+ places vs. 600 outgoing students (900 incoming students)

- more attractive exchange opportunities:

extend available places at popular partner institutions to all departments, more partners with courses in English, more specific information by partners on study programs and course offer

- bring together FUB students and exchange students:

buddy program, study abroad fair (advertise less popular countries/partners)

- extend service to outgoing students:

provide information on all department websites/link to website of international office, improve access to language courses, standardization (same application deadline for all departments, decrease number of coordinators at one department), increase Erasmus grant per month

Contact Erasmus+ Team Outogings

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Thank you for your attention!

