

Our way to win the National ERASMUS+ Award for KA107

ERASMUS+ KA107 at FH JOANNEUM University of Applied Sciences, Graz,
Austria

Presentation for Staff Week at the University of Zadar

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04.12.2018: We won the National ERASMUS+ Award for our KA107 Call 2016/1 project!



Facts about FH JOANNEUM University of Applied Sciences

- 5000 students, 2 teaching cycles, 6 departments, 50+ study programmes
- 250 partner universities
- 250 outgoing exchange students
- 230 incoming students
- ERASMUS+:
 - 200 internships abroad
 - 25 teaching assignments
 - 30 staff mobilities
 - Incoming staff weeks

Our KA107 activities

Call 2015: € 25k, 10 participants, 4 partners in 4 countries

Call 2016/1: € 90k, 25 participants, 7 partners in 6 countries

Call 2016/2: € 19k, 7 participants, 3 partners in 1 country

Call 2017: € 344k, 102 participants, 18 partners in 17 countries

Call 2018: € 540k, exp. 150+ participants, 29 partners in 24 countries (first one with trainees, Austria's largest KA107 project)

Call 2019 – waiting for results...

Why we got the ERASMUS Award

Full use of ERASMUS+ funds

€ 90.080,-- awarded; € 90.078,-- used

Quality of the final report

provide numbers!

collect success stories throughout the whole project duration!

make suggestions to improve the program!

sharpen your writing skills (write text you enjoy reading yourself)!

Impact and Dissemination activities

Staff Week in April 2018

Incoming exchange student with toddler

make use of social media and other digital dissemination!

clearly describe what you do, do not assume that evaluators know you!

Challenges

Project Management in multiple systems without proper interfaces
(Mobility Tool+, inhouse SAP, Mobility Online, Excel, hardcopies)

Requires extensive communication

Keeping an overview of the numbers (money spent, money still to spend, different budget windows) – important for the efficient use of the funds

Even with quality and process management, nothing works „on its own“

Financial handling of the project (exceeds FHJ's financial year)

Exchange activities are usually individual cases – usually does not allow batch processing

Project Management

Mobility Tool+

Inhouse: SAP, Mobility Online, Excel

Excel list:

it's elaborate, but allows monitoring better than other tools (like „double-entry bookkeeping“)

Document Management (there will be no grant payments/approved travel authorization without complete ERASMUS+ documents!)

Financial Management – consistent double checks

Internal Call – „Deputy list“ for exchange activities

Project communication within FHJ

Internal call upon project approval

We apply for exchange activities upon the initiative of our academic bodies.

Approved exchange activities are reserved for the initiating academic entity.

Other academic entities have the opportunity to be on a „waiting list“ for approved exchange activities – „reserve list“

15.5. – preparation activities for intermediary report – if the academic entity has no plans yet to realize the exchange, the spot is offered to others

Unexpected cancellations – additional call to all departments

Guide for partners

Handbook from National Agency – quite expansive; not all partners need the whole content

Project characteristics and management „in a nutshell“

Description of the programme

Description of ERASMUS documents and administrative requirements

Financial matters

Timeline

Reduces communication efforts („see partners‘ guide“)

Efficient use of funds

Overview via Excel and MT+

Use of reserve list

Efforts to make use of remaining funds

Make use of budgetary flexibility

Regular communication with involved academic entities

Set deadlines, follow up, send reminders, stay on the ball!

Document Management

Defined processes for exchange activities (quality and process management)

Without complete Learning or Mobility Agreement/Grant Agreement no grant/approved travel authorization!

Document status in Excel list

„Reminder-Day“

What has worked for us?

Internal call - reserve list for exchange activities

Good understanding with our involved departments (academic entities, finance dept)

Learn from others! – visit Staff Weeks which focus on ERASMUS KA107

Invite your colleagues – organize a Staff Week yourself

Plan sufficient capacity for KA107 project management – it definitely does not work just by chance!

Feel committed to the project and its outcome!

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