

Administrating ERASMUS and LEONARDO Work Placements

How to organize your Erasmus Student and Leonardo Graduate Mobility
Good Practices from application to final report

LEO-NET Workshop in Seville, Spain, November 28-29, 2008

Date and Venue	November 28 - 29, 2008, Hotel Zenit, Sevilla, Spain
Contact	Bruno Woeran info@leo-net.org www.leo-net.org

Workshop Programme

		Day 1 November 28
12.30 – 17.00		
12.30 – 13.00	Registration, Networking coffee	
13.00	Welcome and Introduction to Workshop Bruno Woeran, LEO-NET Exec. Board	
13.10	Outcome of Workshop and Introduction of Participants Marjo van der Valk, LEO-NET Board	
13.30	Key note address: Status quo of the LLP programme; current implications on ERASMUS student and LEONARDO graduate placement mobility; outlook and recommendations Representative from EC/NA Discussion	
14.45	Break for coffee/tea	
15.15	Panel/Stammtisch discussion focused on <ul style="list-style-type: none"> - From application to final report: implications on administrative, financial and qualitative issues in ERASMUS student and LEONARDO graduate placement mobility projects - What is needed for each single applicant mobility: needs analysis for all parties involved – Enterprises, University Dept/Institutes/Int'l offices, Students and Graduates, Regional Networks and Consortia, Governing Bodies - Quality issues and good practices towards a better management and handling of quality, standards and recognition with viewpoints from various levels and sectors	
16.45	Short introduction on thematic group work for Day 2 Presentation of aims for group outcomes (yes, and: method)	
17.00	Cultural and social programme; Networking Dinner	
23.30	Return to Hotel	

Workshop Programme cont'd

		Day 2
9.00 – 15.30		November 29
09.00	Arrival of participants, coffee networking	
09.30	Review and feedback from Day 1 Setting the path for the parallel sessions: What needs to be done on administrative, financial and qualitative issues, feedback and needs of all parties involved, company commitment, certification/recognition and qualification	
11.00	Break for coffee/tea	
11.30 – 13.00	Parallel Sessions Specific points of view and needs analysis: <ul style="list-style-type: none"> • A ERASMUS work placements for Students – from start to finish; Quality in mobility, administration & management; Certification and Recognition • B LEONARDO work placements for Graduates – from start to finish; Quality in mobility, administration & management; Certification and Recognition • C Networks/Company Commitment/Dissemination/Incoming Principle Key words: Quality control and assurance, project management, financial administration of two budget lines, achieving planned figures, placement search, interpersonal preparation and intercultural skills development, language preparation, monitoring, placement certification/recognition, placement content preparation, company commitment, reach-out to companies/front yard principle, especially for placement opportunities in SMEs, mentoring, supervising, etc.	
13.00	Lunch break	
14.30	Short presentation of outcomes from parallel sessions Presentation of solutions and recommendations from thematic group outcomes	
15.00	Wrap-up, conclusions and feedback: Further issues to be discussed; recommendations for effective future placement schemes;	

Workshop Programme Details

(Prices of all events included in the registration fee)

Information

Contact: **Bruno Woeran at Info@leo-net.org**

Accommodation A preliminary Hotel booking has been made for a special delegate rate. Hotels to choose from will be provided upon your registration. Rooms have to be paid on departure.

Travel: Applicants will be provided with travel information to and in Seville

Price: **Price includes:**

- ✓ Dinner on November 28 and lunch on November 29
- ✓ Refreshments during the Workshop
- ✓ Hand outs and other Workshop material
- ✓ Cultural programme

LEO-NET members EUR 295

Non LEO-NET members EUR 395*

No VAT applicable. Price does not include accommodation and travel.

***) Please note:** Participants who decide to become a member of LEO-NET at time of their registration will be charged the LEO-NET member fee only!

Registration Form

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Sevilla, November 28-29, 2008

Last name	
First name	
Institution	
Position	
Full Address	
Country	
E-mail	
Tel	
Fax	
LEO-NET member: <input type="checkbox"/> Yes <input type="checkbox"/> No	
A preliminary Hotel booking has been made for a special delegate rate. Hotels to choose from will be provided upon your registration.	
Other information taken into consideration: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Others _____	
Please post, fax or e-mail this form before November 15th, 2008 to: LEO-NET Zieglergasse 28, A- 1070 Vienna, Austria Tel: +43 1 524 06 06 – 21, Fax: - 99 e-mail: info@leo-net.org	