



EXPERT SESSION USER GUIDE



PEER-TO-PEER EXPERT SESSIONS

EXPERT SESSIONS TOOLBOX

This User Guide leads you through the individual tools of the Peer-to-Peer Expert Session Toolbox. In this guide you will learn the benefits of an Expert Session, in which context it is conducted and how it is planned and prepared.

Peer-to-peer expert sessions are collegial consultations on specific challenges between university representatives representing the same profession (peers). It is planned as a program of expert-professional knowledge and experience sharing, followed by interactive exchanges and in-depth group discussions. With the help of the developed toolbox, expert sessions can be planned and implemented without much effort. Included in the tools are a survey, which is used for registration and topic selection, an Excel list, which bundles the results of the survey, and various templates. To use the tools correctly, the Expert Session User Guide explains all the steps with the help of a step-by-step diagram. Based on the pre-built tools, peer-to-peer expert sessions make an important contribution to improving personal skills, reflecting on university processes, and streamlining work processes in the parent institution. They also offer the opportunity to support each other collegially in establishing or improving specific internationalization topics or processes and to work together on solutions.

BENEFITS OF EXPERT SESSIONS

Peer to Peer Expert Sessions provide a space for sharing expertise, knowledge and know-how among peer groups (e.g. international relations staff members).

Benefits for Participants

1. gain and transfer of knowledge
2. development of professional and personal skills (language, intercultural competences, exchange of experience among peers)
3. knowledge of partner institutionS and staff counterpartS

Benefits for Experts

1. pooling / systematisation of own knowledge and expertise
2. development of professional and personal skills (e.g. presentation, leading a session, language)
3. exchange of experiences among peers

STEP BY STEP | PEER-TO-PEER EXPERT SESSIONS

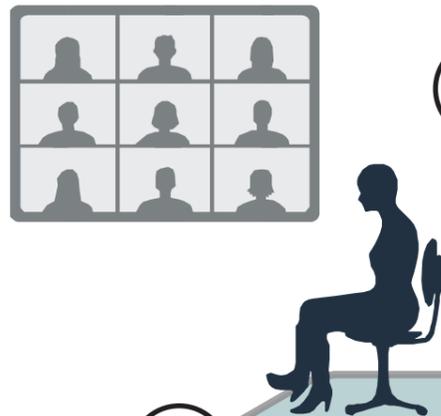
1 IDENTIFICATION OF PARTICIPANTS

1. Unifying element: Partners in an existing consortium or project; Partners in a specific region under specific circumstances
2. Commitment of each partner institution required



2 DECISION ON DATES & FREQUENCY

1. Option 1: several events spread over the semester/ year
Option 2: one single event in form of a staff week e.g.
2. Deciding on resources: How many sessions can we conduct?



3 DECISION ON THE FORMAT

1. Online (Option 1) or Face-to-face (Option 2)
2. Duration: each session 60-90 minutes
3. Useful tools: Meetings and Learning platforms

TOPICS

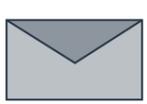
COMMON OVERVIEW
(Microsoft Excel)



4 IDENTIFICATION OF TOPICS FOR THE DEMAND AND OFFER

1. Registration form for each partner, where the demand, offer and availability is requested
2. Creating a common overview for all demand and offer
3. Selection of sessions, which will be offered & preparation of an agenda

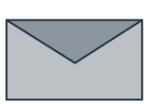
REGISTRATION FORM (LimeSurvey)



5 ANNOUNCEMENT OF SESSIONS

1. Send the agenda to partners
2. Confirmation of registration by email

MEETING AGENDA
(Microsoft Word)



CERTIFICATE
(Microsoft Word)



6 CONFIRMATION OF OUTCOMES

1. Confirmation letter for participating in the session
2. Confirmation letter for leading the session
3. Confirmation are issued by the agreed coordinator



7 TRANSFERABILITY OF LEARNING OUTCOMES

1. Select an option to document the learning outcome and provide it to participants. Options include hand-outs, videos, recording of the sessions, protocols and recommendation for deeper learning.

ATTACHMENT I PEER-TO-PEER EXPERT SESSIONS

REGISTRATION FORM

Template | LimeSurvey

1. Prepare the survey in the template in Microsoft Word.
2. Enter all the information to be asked in the survey
3. Create a LimeSurvey from the template.
4. Alternatively, you can send the document in Word to the partners.
5. Activate the survey and invite all partners to participate



COMMON OVERVIEW

Template | Microsoft Excel

1. Enter the participating partners in the top row
2. Write the selected topics in the left column
3. Enter the results of the LimeSurvey in the appropriate fields for each participating partner
4. Add the results of each row in the last column
5. From the data in the last column you can read the distribution

TOPIC	BTU	UAMONS	LIC	UNICT	LPHF	LVA	PVT	GESAMT
Academic staff support for project proposal	✓	✓	✓	✓	✓	✓	✓	3 2
Calla lookup and promotion	✓	✓	✓	✓	✓	✓	✓	4 1
Conference / Forum participation	✓	✓	✓	✓	✓	✓	✓	4 3
Delegation welcoming operation	✓	✓	✓	✓	✓	✓	✓	4 2
Double and multiple degree programme support	✓	✓	✓	✓	✓	✓	✓	2 2
Facilitating integration	✓	✓	✓	✓	✓	✓	✓	4 0
Fostering English / other language learning	✓	✓	✓	✓	✓	✓	✓	4 1
International marketing	✓	✓	✓	✓	✓	✓	✓	3 2
International student admission	✓	✓	✓	✓	✓	✓	✓	3 1
International mobility operation	✓	✓	✓	✓	✓	✓	✓	5 2
Mobility fund management	✓	✓	✓	✓	✓	✓	✓	3 0
Mobility grant operation	✓	✓	✓	✓	✓	✓	✓	3 1
Mobility project management	✓	✓	✓	✓	✓	✓	✓	4 3
Mobility related technology	✓	✓	✓	✓	✓	✓	✓	2 3
Non-mobility project management	✓	✓	✓	✓	✓	✓	✓	2 2
Partner strategic communication	✓	✓	✓	✓	✓	✓	✓	4 0
Project writing	✓	✓	✓	✓	✓	✓	✓	4 0
Promoting mobility	✓	✓	✓	✓	✓	✓	✓	3 3
Recruitment operations	✓	✓	✓	✓	✓	✓	✓	3 1
Recruitment strategy	✓	✓	✓	✓	✓	✓	✓	3 0
Staff mobility operation	✓	✓	✓	✓	✓	✓	✓	5 2
Strategic watch	✓	✓	✓	✓	✓	✓	✓	3 0
Student support on arrival	✓	✓	✓	✓	✓	✓	✓	2 3
Student support during studies	✓	✓	✓	✓	✓	✓	✓	5 1
Student support after studies	✓	✓	✓	✓	✓	✓	✓	4 2
Study abroad programme organisation	✓	✓	✓	✓	✓	✓	✓	3 1
Study mobility operation	✓	✓	✓	✓	✓	✓	✓	3 0
Teaching global competence course support	✓	✓	✓	✓	✓	✓	✓	3 2
Virtual mobility support	✓	✓	✓	✓	✓	✓	✓	4 2
Writing agreement	✓	✓	✓	✓	✓	✓	✓	3 1



MEETING AGENDA

Template | Word

1. Enter the Title of the Expert Session
2. Add location, date, time and expert
3. provide a contact address
4. add a short description of the session

CERTIFICATE OF PARTICIPATION

Template | Word

1. Enter the Title of the Expert Session
2. Add name and university of the participant
3. Fill in the required information in the short text
4. Indicate the place and date and sign at the end

ATTACHMENT I REGISTRATION FORM

Peer to Peer Expert Session: Registration form

Dear participants, welcome to our LimeSurvey on Peer-to-Peer Expert session. Please fill out the survey completely. We are very excited about the upcoming collaboration and about your interest.

Thank you!

There are 7 questions in this survey.

1. Registration

*Name of your institution

*E-mail of contact person for Expert Sessions in your institution:

2. Scheduling

*Select your Peer to Peer Expert Session organisational preference:

Check all that apply

- Several individual days
 One-time week

3. Topic Selection

*Choose the topics in which you want to participate or in which you can provide an expert:

	Demand	Offer	No interest
Academic staff support for project proposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calls lookup and promotion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conference / forum participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation welcoming operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Double and multiple degree programme support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Study abroad programme organisaiton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Study mobility operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching global competence course support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Virtual mobility support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please add any other topic for a session you would like to participate to or propose an expert in:

ATTACHMENT I MEETING AGENDA

MEETING AGENDA

PEER-TO-PEER EXPERT SESSIONS

[TITLE EXPERT SESSION]

LOCATION: [Location]
DATE: [Date]
TIME: [Time]
EXPERT: [Name and Institution]

Here is a short description about the planned meeting with the most important overpoints.

[TITLE EXPERT SESSION]

LOCATION: [Location]
DATE: [Date]
TIME: [Time]
EXPERT: [Name and Institution]

Here is a short description about the planned meeting with the most important overpoints.

[TITLE EXPERT SESSION]

LOCATION: [Location]
DATE: [Date]
TIME: [Time]
EXPERT: [Name and Institution]

Here is a short description about the planned meeting with the most important overpoints.

[TITLE EXPERT SESSION]

LOCATION: [Location]
DATE: [Date]
TIME: [Time]
EXPERT: [Name and Institution]

Here is a short description about the planned meeting with the most important overpoints.

ATTACHMENT I LECTURER CERTIFICATE



LECTURER CERTIFICATE

As part of the Peer-IR-View project, [Name] successfully lectured in the Peer-to-Peer expert session [Title]. The expert sessions serve to qualify staff and promote exchange between the International Relations Offices of the seven participating universities in Europe. [Name] has agreed to share his expert knowledge with colleagues from the other universities in a [Format] conference. The session covered the following topics:
[LIST OF TOPICS].

PEER TO PEER EXPERT SESSION

————— **[EXPERT SESSION TITLE]** —————

[NAME]

FROM [UNIVERSITY]

[Location], [Date]

Signature

Co-funded by the
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of the European Union



ATTACHMENT I CERTIFICATE OF PARTICIPATION



CERTIFICATE OF PARTICIPATION

As part of the Peer-IR-View project, [Name] successfully participated in the Peer-to-Peer expert session [Title]. The expert sessions serve to qualify staff and promote exchange between the International Relations Offices of the seven participating universities in Europe. The expert session was led by [Lecturer] from [University] in an [Format] conference and included the following topics:
[LIST OF TOPICS].

PEER TO PEER EXPERT SESSION

————— **[EXPERT SESSION TITLE]** —————

[NAME]

FROM [UNIVERSITY]

[Location], [Date]

Signature

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