SURVEY TOOLS

The survey templates are addressed to Higher Education Institutions wishing to carry out a survey at internal level as a first step to improve the implementation and recognition of staff mobility:

SURVEY TOOL n°3: TOP MANAGEMENT INTERVIEWS

Target: Higher education institutions top management (president/rector, vice-p/r, head of faculty/office, e.g. human resources, staff training, career centre management, International Relations Office). It should be addressed both to persons familiar and not familiar with mobility activities for staff.

Purpose: Get feedback on the motors and obstacles to mobility and tackle the challenges at the department or institutional level in terms of staff mobility.

This tool includes:

1. Guidelines and questions (p.2)
2. An interviewer’s form (p.3)

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**Semi-structured interviews for University leadership:** **Guidelines**

* Approximate length of interview: 20-40 minutes
* Interviewees:

1 at top level – Vice-Chancellor

4 at level of Heads of Departments, Schools, Faculties: 2 Faculty (from 1 faculty with a high number of staff mobility and from 1 with a lower number), 1 International Relations Office, 1 Human Resources/ Staff Development

* It is recommended to complete an Interviewer’s Form for each interview to keep record of some specific notes.
* It is recommended to record and transcribe the interviews in order to analyze them.

**Questions**:

1) In your view, how popular are international mobility programmes among staff members at your University/ Department?  
(Prompts: e.g. what mobility programmes are the most popular (Erasmus)?)

2) What benefits does Erasmus staff mobility bring to the University in your view?

(Prompts: How does staff mobility contribute to international (or other) strategies at your University/Faculty/Department? To professional development/progression? What would be the greatest loss if this programme ceased to exist?)

3) What do you think might discourage staff to participate?

4) And what do you think might encourage them?

5) How do staff members disseminate the outcomes of their visits? (Or how do you think they should disseminate….)

6) How might the University take better advantage of the Erasmus staff mobility programme?

7) What are some of the main challenges that your institution needs to address as far as staff mobility is concerned?

**Semi-structured interviews for University leadership:**

**Interviewer’s notes**

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| **Name of the interviewee** |
| **University/ Department/ position** |
| **Name of the interviewer** |
| **Date of the interview, time** |
| **Place of the interview** |
| **Duration of the interview** |
| **Any special circumstances** |
| **Other notes** |
| **Post-interview notes/ impressions of the interviewer** |