

SEA-EU International Symposia for Administrative and Academic Staff

General information

Hosting Institution:	University of Gdańsk 7 Prof. Maria Janion Street, 80-309 Gdańsk, Poland	
Title:	SEA-EU International Symposium for Administrative Staff	SEA-EU International Symposium for Academic Staff
Abstract:	<p>A symposium for administrative staff involved in SEA-EU joint study programmes will bring together knowledge and experiences in programme management. It will cover administrative coordination, student experience and mobility, and quality management fostering collaboration between scholars and administrators. Key topics include organizing and coordinating inter-university activities, supporting incoming and outgoing students, and optimizing processes related to student documentation. This symposium will focus on strengthening administrative capacities and collaboration across SEA-EU joint study programmes. Participants will engage in integrative workshops to get to know colleagues from different countries and develop a shared understanding of administrative roles in transnational programmes. Attendees will explore best practices, common challenges, and build a common operational language.</p>	<p>A symposium for academic staff will focus on the educational aspects of cooperation. Key issues will include a collaborative analysis of the program's implementation to date, as well as a comparison of various approaches and experiences across different universities. It will concentrate on the development of joint study programmes from identifying current challenges to analyze teaching methods, and the overall student experience.</p> <p>Participants will explore organisational and academic barriers, while working together to develop shared standards and good practices. The overall goal is to create practical recommendations and transferable solutions for joint study programmes. Participants will engage in integrative workshops to get to know each other, explore different teaching experiences, and build trust across institutions and countries.</p>
	<p>The symposium will also include joint sessions where administrative participants and academic staff can interact and integrate, providing opportunities to better understand all processes, share perspectives, and strengthen collaboration across roles and institutions.</p>	



<p>Application details and deadline:</p>	<p>Application deadline: 30 March 2026</p> <p>We kindly ask that the decision regarding who will participate in the symposia be made by the SEA-EU Offices of the respective Partner University. The recruitment criteria are left to the discretion of each university. A mandatory admission requirement is involvement in any form in the implementation of joint study programmes. Please ensure that a reserve list of participants is prepared in case of withdrawals.</p> <p>How can participant join the event:</p> <p>Contact Your University's SEA-EU Office</p> <ul style="list-style-type: none"> • All individuals interested in participating must first reach out to their university's SEA-EU Office to obtain approval for attending the Symposium. <p>Obtain Your University Approval</p> <ul style="list-style-type: none"> • Complete and present the nomination letter for signature in your SEA-EU Office. • <u>Send the signed nomination letter to:</u> seaenergy2.0@ug.edu.pl • The nomination letter serves as your official registration for the symposium. Upon submitting the nomination letter, you will receive a confirmation of your acceptance to the Symposium.
<p>Dates:</p>	<p>20.05-22.05.2026</p>
<p>Number of participants:</p>	<p>up to 30 persons (up to 4 persons from 1 university)</p>
<p>Mobility costs:</p>	<p>Participation in the Symposium is free of charge.</p> <p>Partial meals will be provided. Travel expenses and accommodation can be covered through Erasmus+ Staff Mobility Erasmus (KA103)</p>
<p>Contact:</p>	<p>seaenergy2.0@ug.edu.pl</p>

Contents

Target group:	Administrative staff involved in the coordination and administration of joint study programmes, including those from the departments of international cooperation (Erasmus department, institutional coordinator), education, education quality, recruitment, IT, promotion and mobility services.	Academic staff leading courses in joint SEA-EU study programs, as well as those participating in curriculum development and teaching materials preparation.
Requirements:	Involvement in any form in the implementation of joint study programmes.	
Thematic Framework:	Symposium for Administrative Staff	Symposium for Academic Staff
	<ul style="list-style-type: none"> • Integration workshops • Operational experiences • Student experience throughout the education cycle • Designing user-friendly and efficient administrative processes • Organization of mobility programs • Data management and information flow in joint study programmes 	<ul style="list-style-type: none"> • Integration workshops • Lessons learned from the first phase of implementation and collaboration • Student Engagement & Digital Tools • Co-teaching • Teaching staff mobility • Fostering collaboration between academia and industry
	Joint sessions: <ul style="list-style-type: none"> • Collaboration in international teams • Quality assurance as a shared process • Mutual understanding of roles and perspectives within the institution • Future directions for cooperation 	
*the framework plan of the Symposia may change slightly **final and detailed plan will be provided closer to the event date		

The initiative is implemented as part of the project "Support for synergistic and complementary activities of the SEA-EU 2.0 - SEA-energy 2 project", which is part of the NAWA programme "Support for European University Alliances" from the European Social Development Funds.