

SEA-EU STAFF WEEK

Access and Admission to SEA-EU Joint Programmes

General information

Hosting Institution	University of Cádiz (UCA)
Title	From Application to Enrolment: Building a Common Admission Pathway for SEA-EU Joint Programmes
Abstract	This SEA-EU Staff Week will bring together academic and administrative staff involved in the access and admission processes of SEA-EU Joint Programmes. The event will provide a practical forum to exchange institutional practices, identify common challenges and explore opportunities for greater coordination and harmonisation across SEA-EU universities. The programme will focus on the complete admission cycle, from access requirements and application procedures to selection, admission, enrolment and the management and exchange of student data. Particular attention will be paid to the specific challenges arising from the transnational nature of Joint Programmes, including different national and institutional requirements, admission calendars, communication and dissemination, digital platforms, local enrolment procedures and the management of students enrolled at more than one university. The Staff Week will combine short presentations, hands-on workshops and the voice of current students, and will deliver concrete outputs: a comparative matrix of admission requirements, a draft common admission calendar and a template for the exchange of student data.
Dates	19–21 January 2027
Selection procedure and nomination deadline	Selection of participants is done by the sending university. To apply please contact your local SEA-EU Office. Deadline for nominations: November 5, 2026
Number of participants	Maximum of 36 participants (ideally up to four per SEA-EU university).
Mobility costs	Please contact the people in charge of mobility within your own institution to apply for an Erasmus+ staff mobility grant.
Contact	SEA-EU Local Manager at UCA: local.manager.uca@sea-eu.org

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Target group / Expected profile of participants	Academic and administrative staff from SEA-EU universities involved in the access, admission and enrolment of students in SEA-EU Joint Programmes. Ideally, each university will be represented, at least, by one admission/enrollment officer and one academic coordinator of a Joint Programme.
Agenda (provisional)	Preliminary online session [date TBC – 8-15 December 2026] Prior to the Staff Week, an online preparatory session will be organised. Each SEA-EU university will briefly present (10 minutes) its current access and admission procedures covering: access requirements, admission calendar, application platform, enrolment procedure and student data exchange. The information will be compiled into a comparative mapping shared with participants before arriving in Cádiz, so that the Staff Week can focus on solutions rather than on diagnosis. <u>DAY 1 (Tuesday 19 January)</u> <i>Understanding and comparing admission requirements</i> 09:00–09:30. Welcome and introduction – Welcome from the University of Cádiz. – Objectives, methodology and expected outputs of the Staff Week. – Main challenges identified in previous Staff Weeks (Naples, Gdańsk). 09:30–10:15. Governance of Joint Programmes: who does what in admission Distribution of responsibilities between the SEA-EU Joint Programmes Committee, programme coordinators and the admission and academic services of each partner university, including who takes selection decisions and who handles appeals. 10:15–11:00. Debrief about the online session Comparison of admission and selection process across SEA-EU universities, compatibility with national deadlines and with visa procedures for non-EU students. 11:00–11:30. Coffee break 11:30–13:00. The admission platform Presentation of the current admission platform: profiles, review process, documentation, tasks, etc. Future prospective.

13:00–14:00. Networking lunch

14:00–16:00. Practical session: Testing the admission platform

Hands-on review of the application and admission platform used for the Joint Programmes. Participants will receive test credentials in advance and are asked to bring a laptop.

18:00. Guided walk through the historic centre of Cádiz

DAY 2 (Wednesday 20 January).

09:00–10:00. Keynote: Lessons from other European University Alliances

Exchange of experiences with other European University Alliances on how they organise access and admission to their Joint Programmes.

10:00–11:00. Keynote: The role of the National Ministries and the European Commission

Authorities from both the Commission and National Ministries reflect on how the admission to international degrees can be done to map all regulations in place.

11:00–11:30. Coffee break

11:30–13:00. Admission calendars and requirements

Comparison of admission and selection calendars together with the requirements across SEA-EU universities, compatibility with national regulations, deadlines and with visa procedures for non-EU students. Output: draft common admission calendar and entry requirements.

13:00–14:00. Lunch

14:00–16:00. Working groups

- Group A: refining the common admission calendar.
- Group B: refining the common requirements.

20:00. Social dinner

	<u>DAY 3 (Thursday 21 January).</u> 09:00–09:45. From admission to enrolment Transition from admission to formal enrolment at partner universities. 09:45–11:00. Local enrolment at two or more universities Practical discussion on students being locally enrolled at two or more partner universities at the same time: tuition fees and fee waivers, student status and access to services, insurance and academic records. 11:00–11:30. Coffee break 11:30–13:00. Conclusions and next steps Presentation of the outputs of the week and agreement on practical recommendations and follow-up actions, to be submitted to the SEA-EU Joint Programmes Committee. Expected outputs – Comparative matrix of admission requirements. – Draft common admission calendar. – Report with recommendations for the SEA-EU Joint Programmes Committee. N.B.: Session moderators and speakers will be confirmed in the final programme.
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Practical information

Accommodation	Practical information about accommodation and how to get to Cádiz: https://internacional.uca.es/plan-your-trip-to-cadiz/
Venue	Campus Cádiz