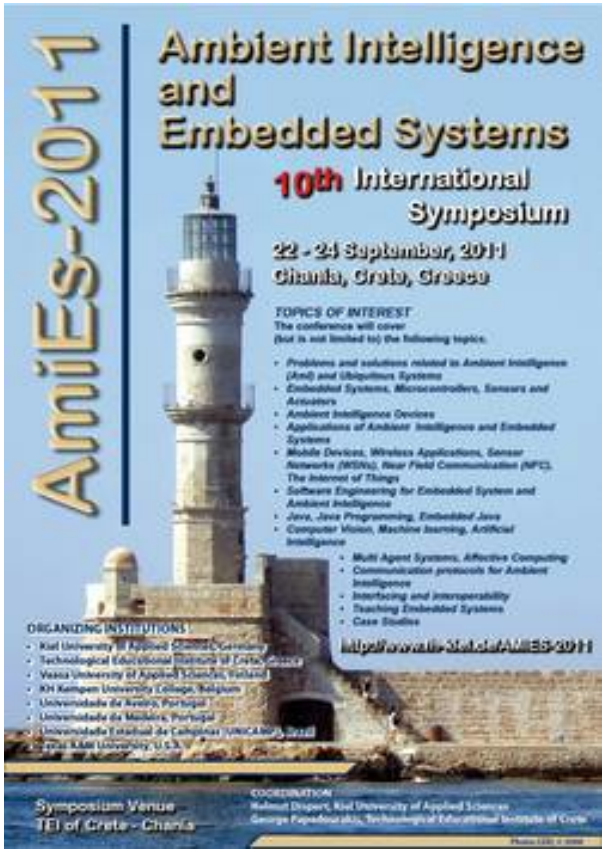
10th International Symposium on Ambient Intelligence and Embedded Systems



How to organize an Erasmus Intensive Program : A study case in the Department of Electronics, TEI of Crete

C. Petridis, K. Tsitou, E. Mavrogiorgou, I. Kaliakatsos and M. Tatarakis

10th International Symposium on Ambient Intelligence and Embedded Systems

10th International Symposium on Ambient Intelligence and Embedded Systems

http://www.teicrete.gr

TEI of Crete consists of 19 Departments in a variety of scientific fields including:

SCIENCE

ENGINEERING

ECONOMICS & MANAGEMENT

ACRIGULTURE TECHNOLOGY

HEALTH & SOCIAL WELFARE

STUDENTS	19500
ACADEMIC STAFF MEMBERS	600
DEPARTMENTS	19
BUDJET	35.000.000€

10th International Symposium on Ambient Intelligence and Embedded Systems

http://www.chania.teicrete.gr

The Department of Electronics of TEI of Crete is a leading department of education and research. Founded in 1983 in Chania, Crete.

10th International Symposium on Ambient Intelligence and Embedded Systems

- The Department of Electronics is involved in the following educational and research areas:

TELECOMMUNICATION SYSTEMS & NETWORKS

OPTOELECTRONICS & LASERS

AUTOMATION SYSTEMS & COMPUTERS

STUDENTS	600
ACADEMIC PERSONNEL & TECHNICIANS	24
BUDGET	2.500.000 €

ERASMUS is the EU flagship educational and training program enabling 200 000 students to study and work abroad each year.

In addition, it funds co-operation between higher education institutions across Europe.

ERASMUS ACTIONS

For students

(1)Studying Abroad (2) Doing a placement abroad (3) linguistic prep.

For Universities

(1) Intensive Programmes (2) Academic & Structural Networks

(3) Multilateral Projects

Universities / HEI academic staff

(1) Teaching Abroad (2) Receiving training abroad

Business

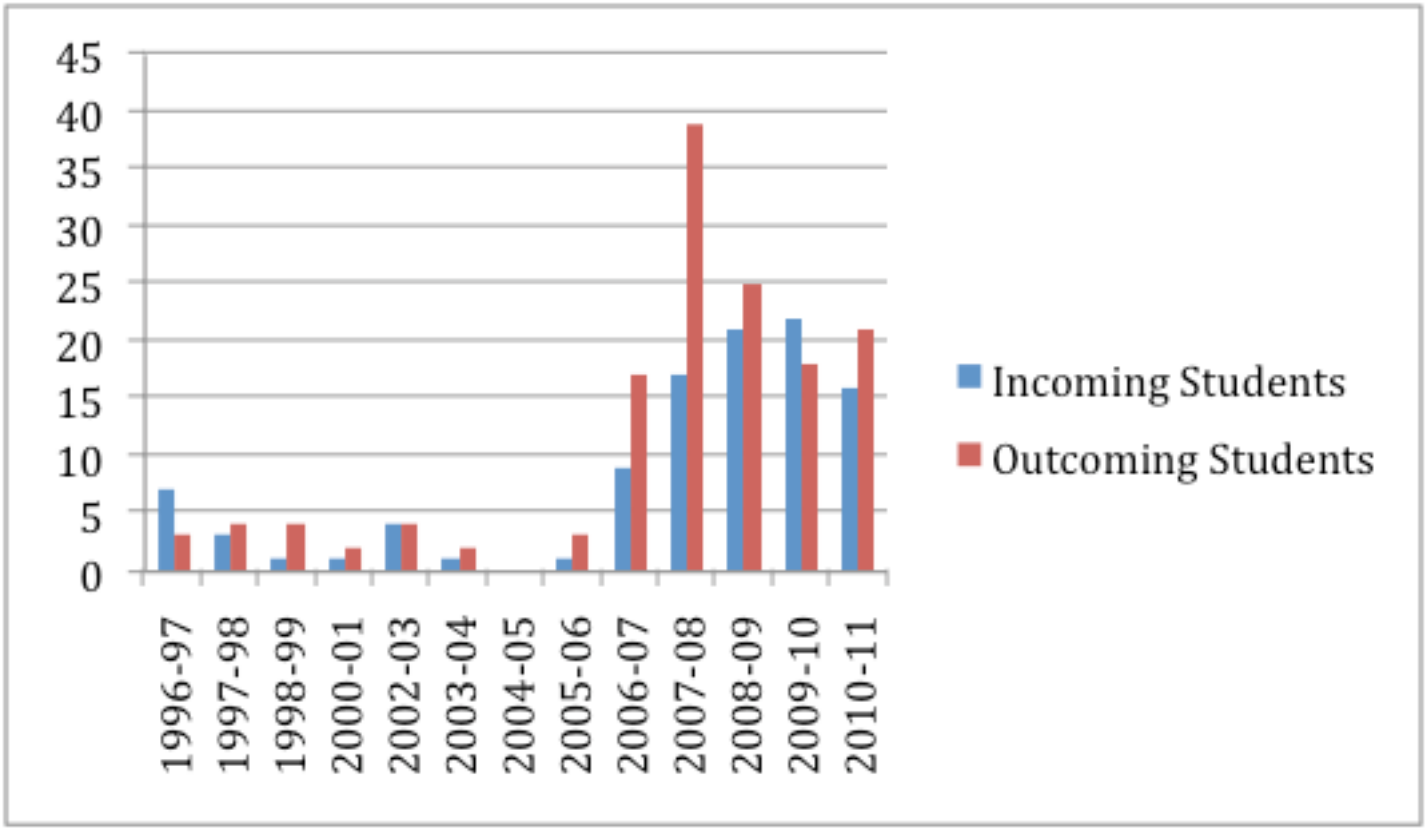
(1)Hosting students placements (2) teaching abroad as external experts

(3) Participating in University cooperated projects

For more info: http://ec.europa.eu/education/lifelong-learning-programme/doc80_en.htm

The Department of Electronics has recognized the role and the importance of the Erasmus Programme for the implementation of a European Higher Education Area.

Department of Electronics – Students' Mobility



For more info: http://erasmus.chania.teicrete.gr

Department of Electronics - Erasmus Partners:

22 and we are looking for more!!!!

For more info: http://erasmus.chania.teicrete.gr

- **What is an Erasmus Intensive Programme?**

(a)An Intensive Programme (IP) is a short program of study

(b) Its topic should be innovative and should be not already included in the study curricula of any of the participant HEI

(c) It requires the cooperation of at least three HEI from 3 different countries participating in LLP.

(d) The minimum duration is 10 working days up to 6 weeks

(e) Specific ECTS credits should be awarded for the workload of each IP

(f) It is not a research project/ conference

Erasmus Intensive Programmes Objectives

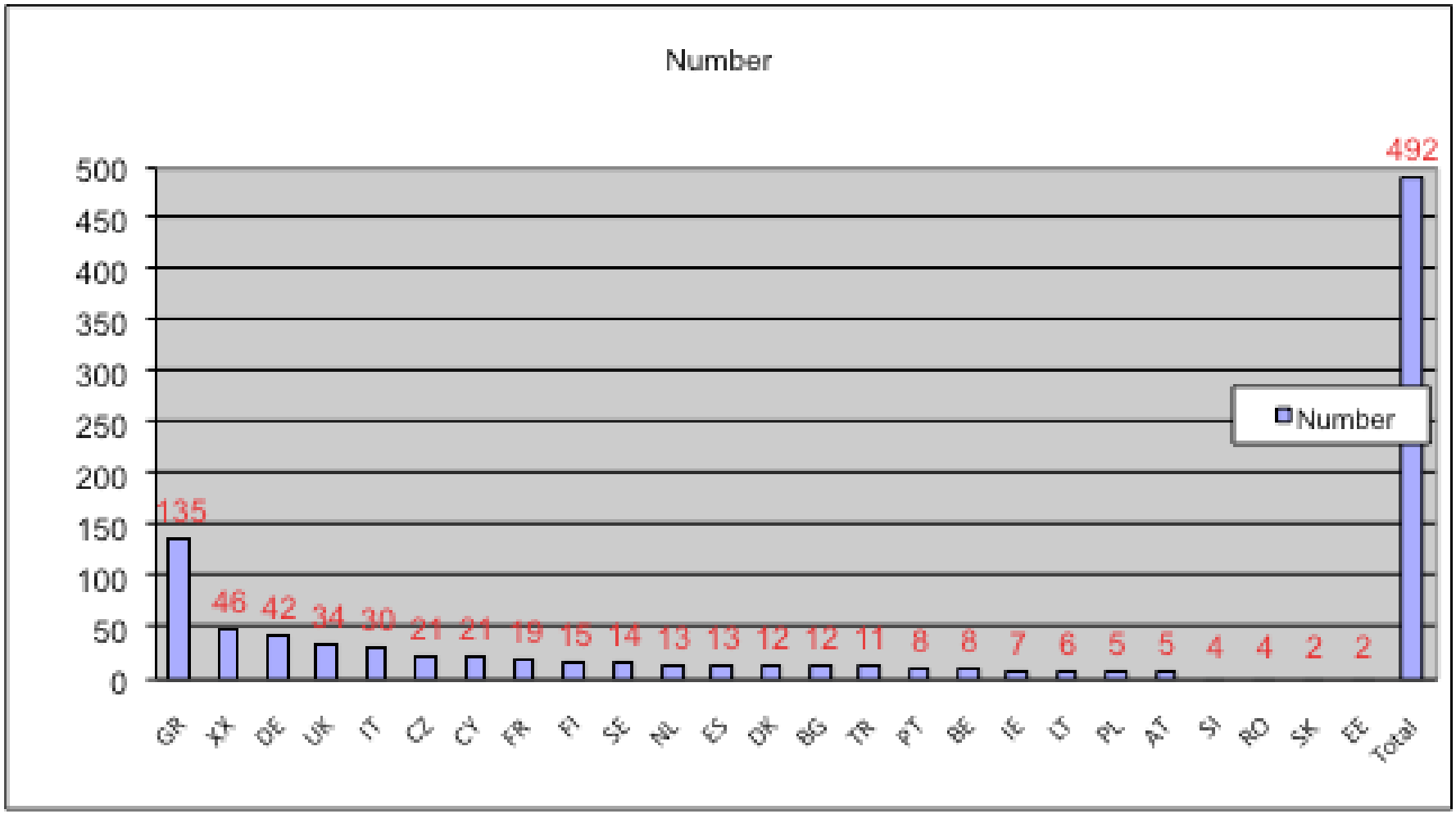
(a) **Encourage efficient and multinational teaching of special topics which might otherwise not be taught at all or only in a very restricted number of HEIs.**

(b) Enable students and teachers to work together in multinational groups so as to benefit from special learning teaching conditions not available in a single institution and to gain new perspectives on the topic being studied.

(c) Allow members of the teaching staff to exchange views on the teaching content, new curricula approaches and to test innovative teaching methods in an international classroom environment.

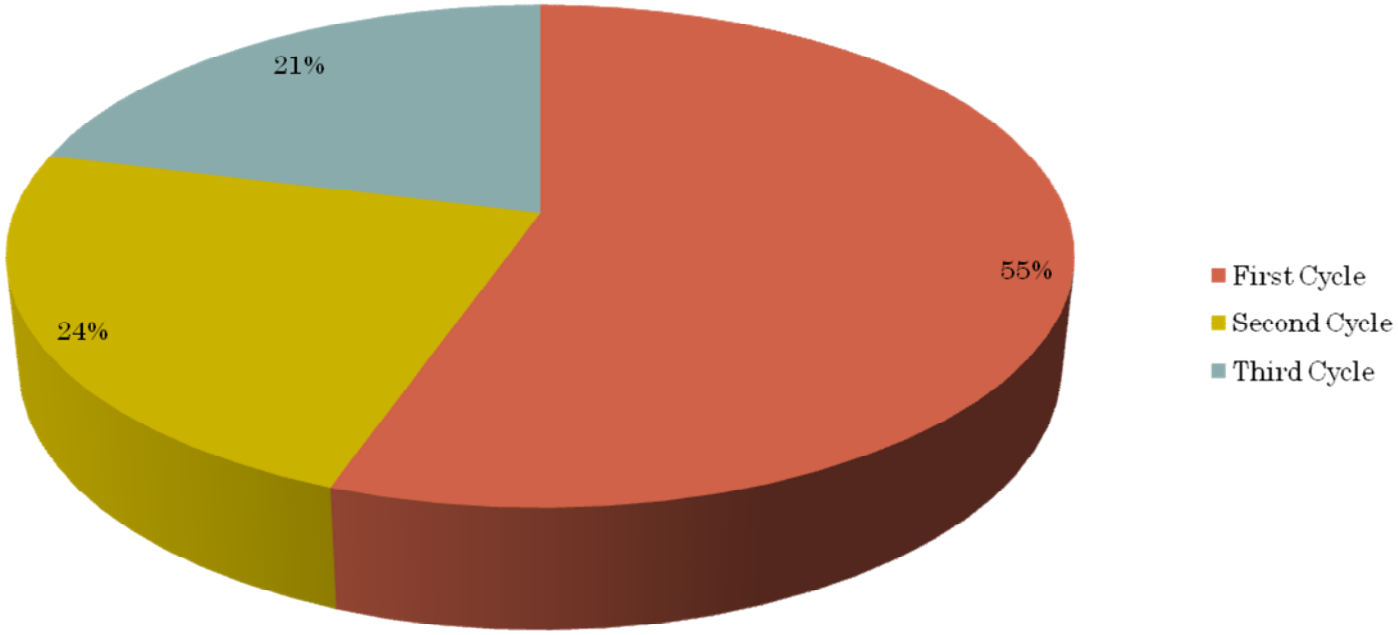
Erasmus Intensive Programmes

of Participant Students
IP 2009-2010 (coordinated by Greek Institutions)



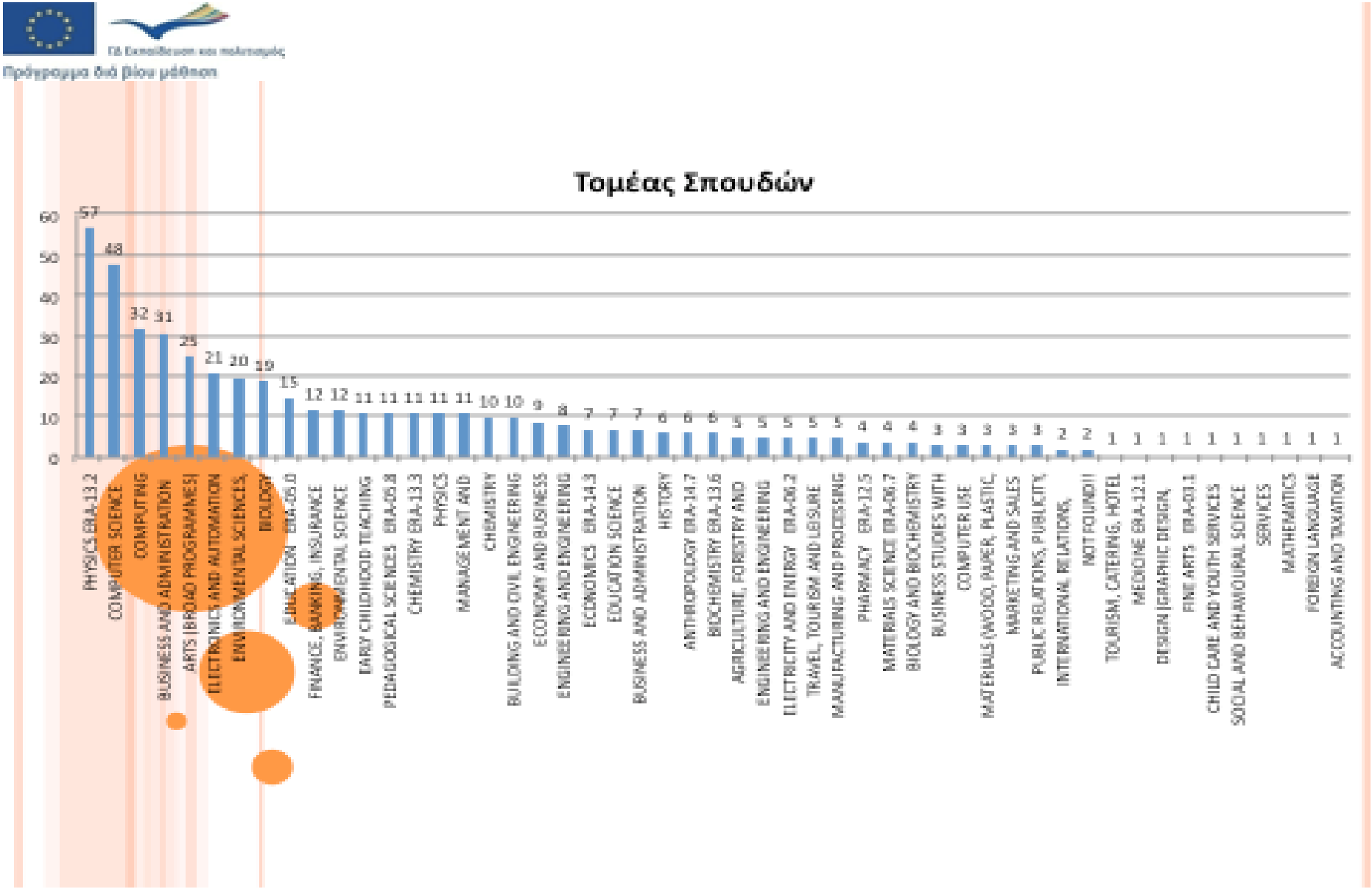
Erasmus Intensive Programmes in Greece

of Participant Students per Educational Cycle
IP 2009-2010 (coordinated by Greek Institutions)



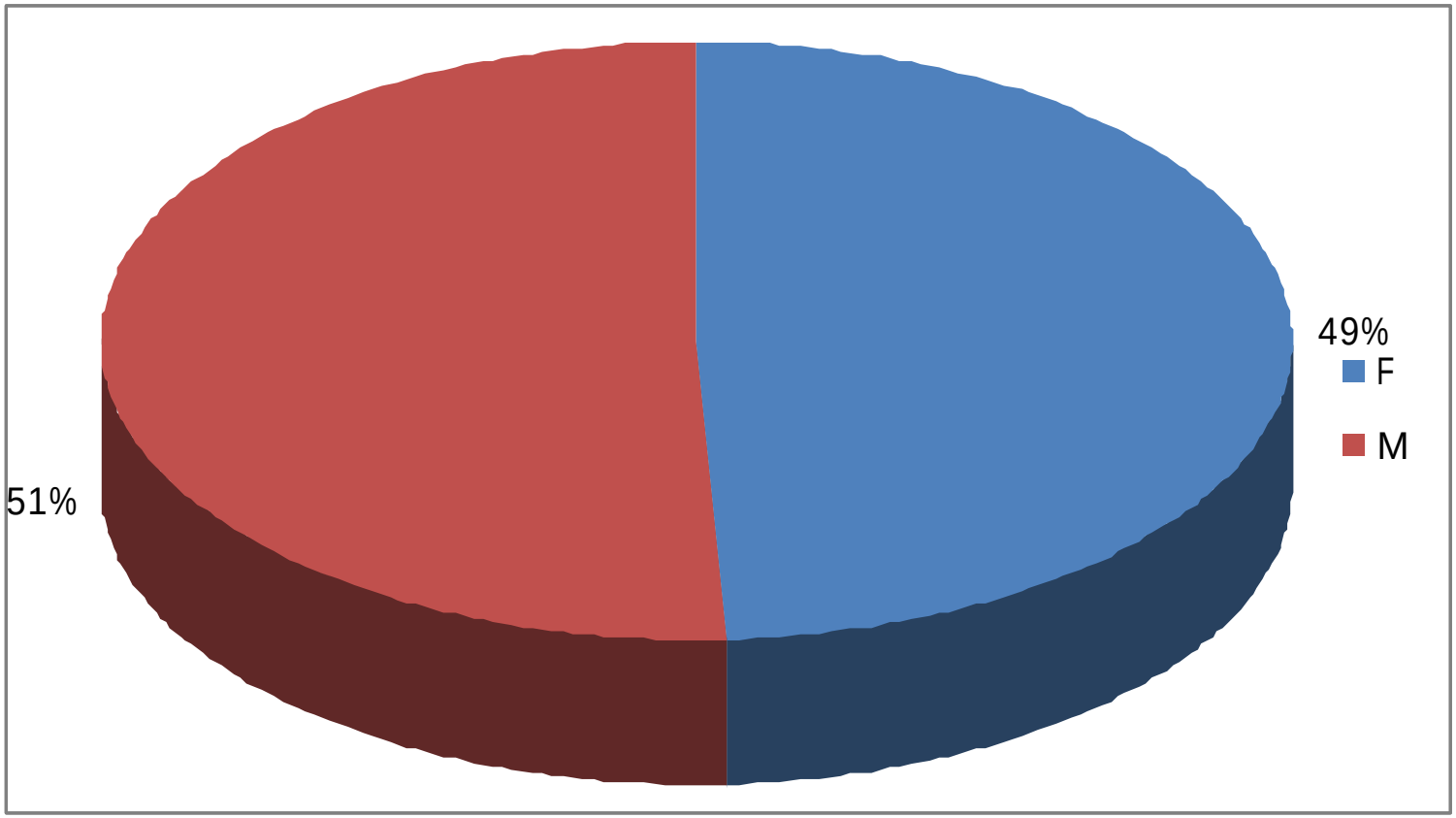
Erasmus Intensive Programmes in Greece

of Participant Students per Field of study
IP 2009-2010 (coordinated by Greek institutions)



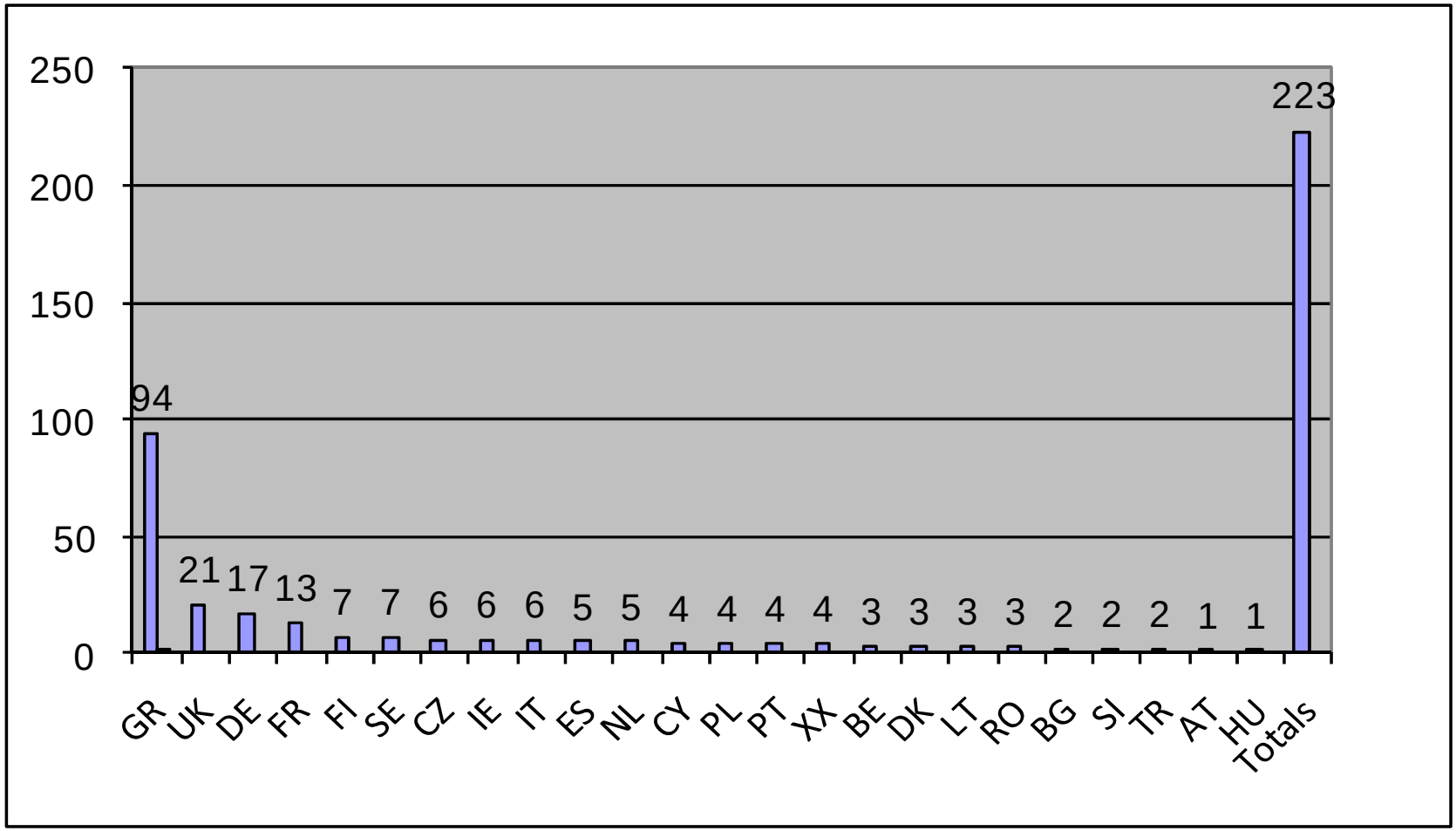
Erasmus Intensive Programmes in Greece

of Participant Students per Sex
IP 2009-2010 (coordinated by Greek Institutions)



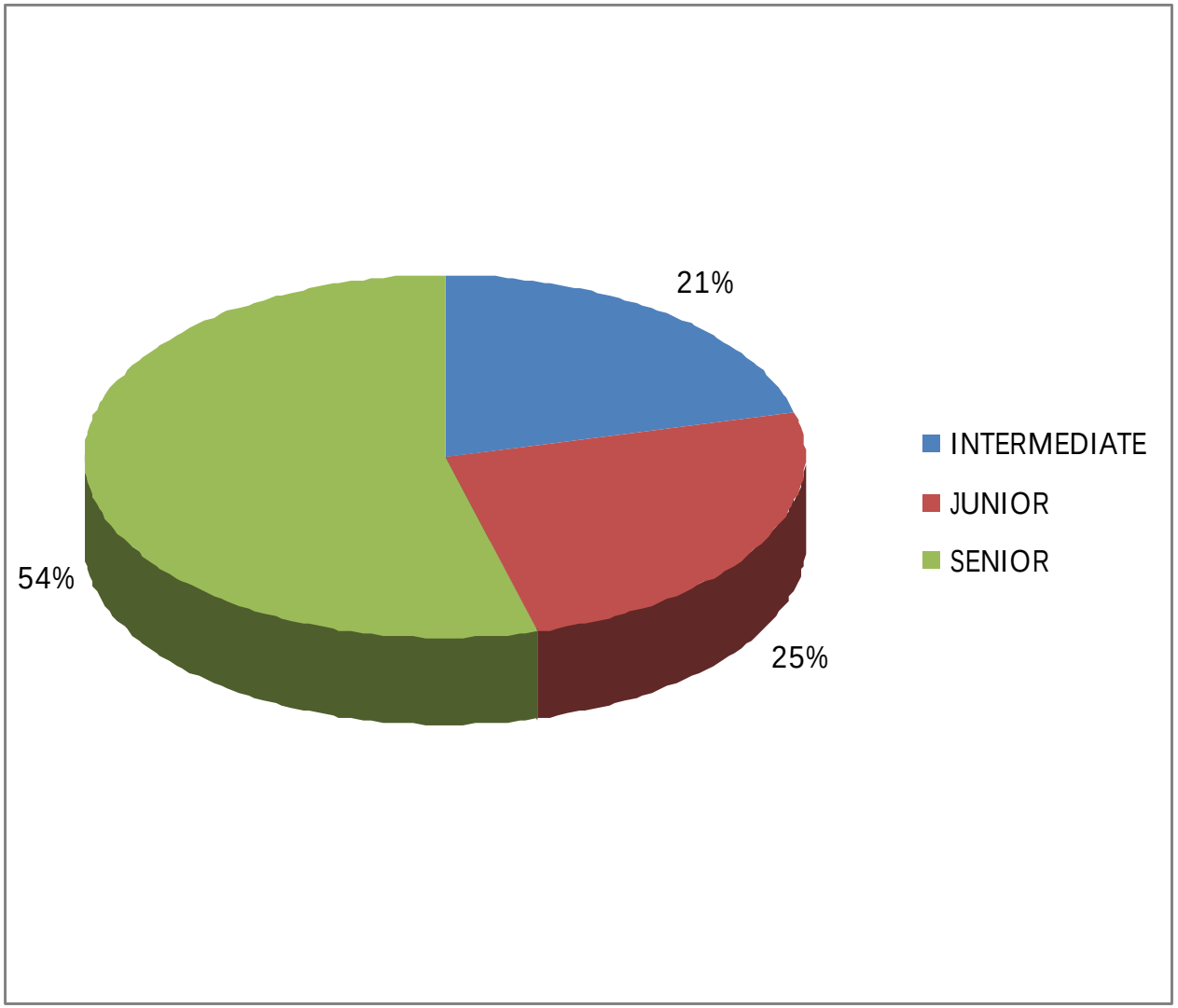
Erasmus Intensive Programmes in Greece

of Participant Teachers & Nationality
IP 2009-2010 (coordinated by Greek Institutions)



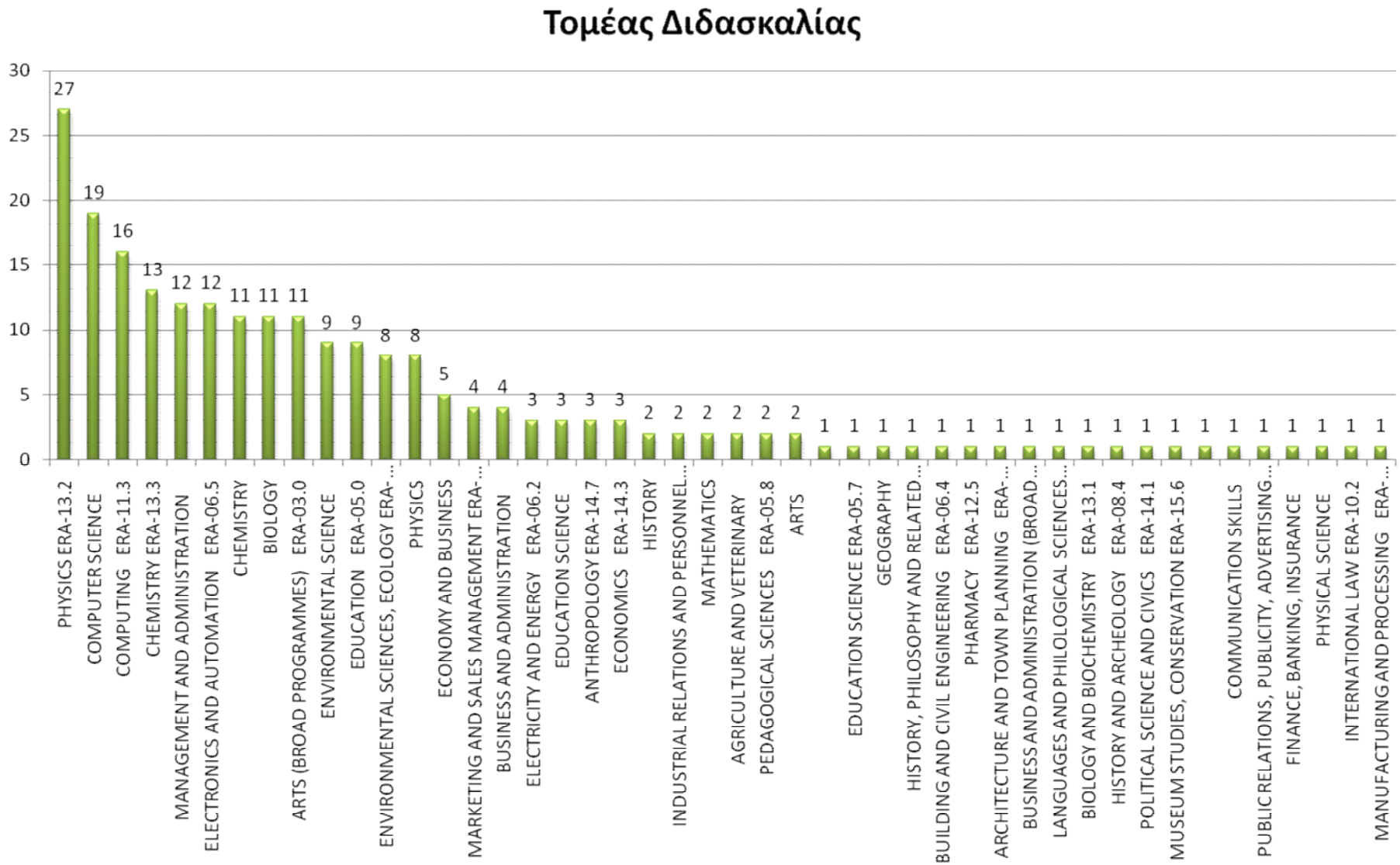
Erasmus Intensive Programmes in Greece

Academic Level of the participant Teachers
IP 2009-2010 (coordinated by Greek Institutions)



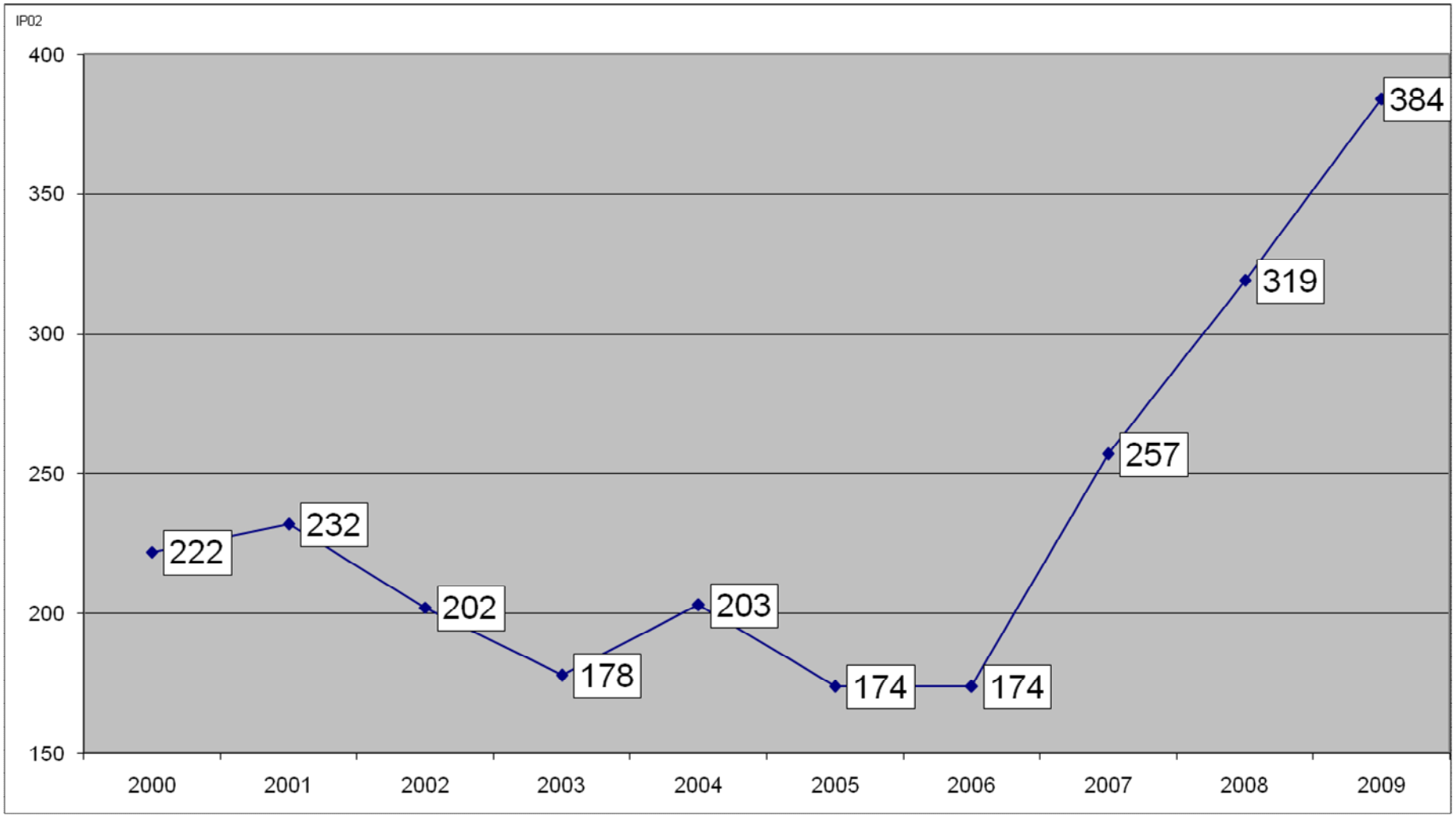
Erasmus Intensive Programmes in Greece

Teaching field of the participant Teachers
IP 2009-2010 (coordinated by Greek Institutions)



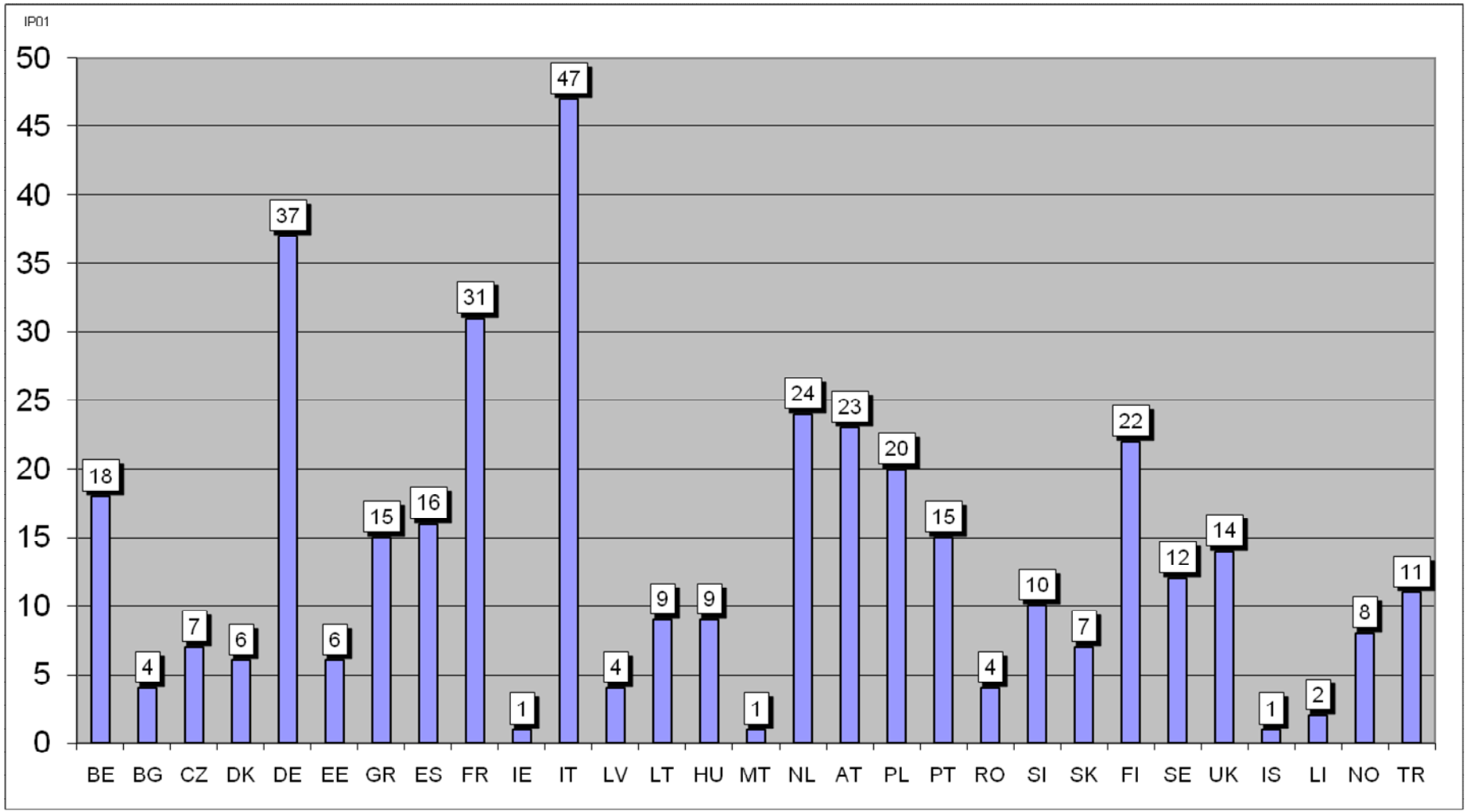
Erasmus Intensive Programmes in Europe

Overall Number of Implemented IP across Europe



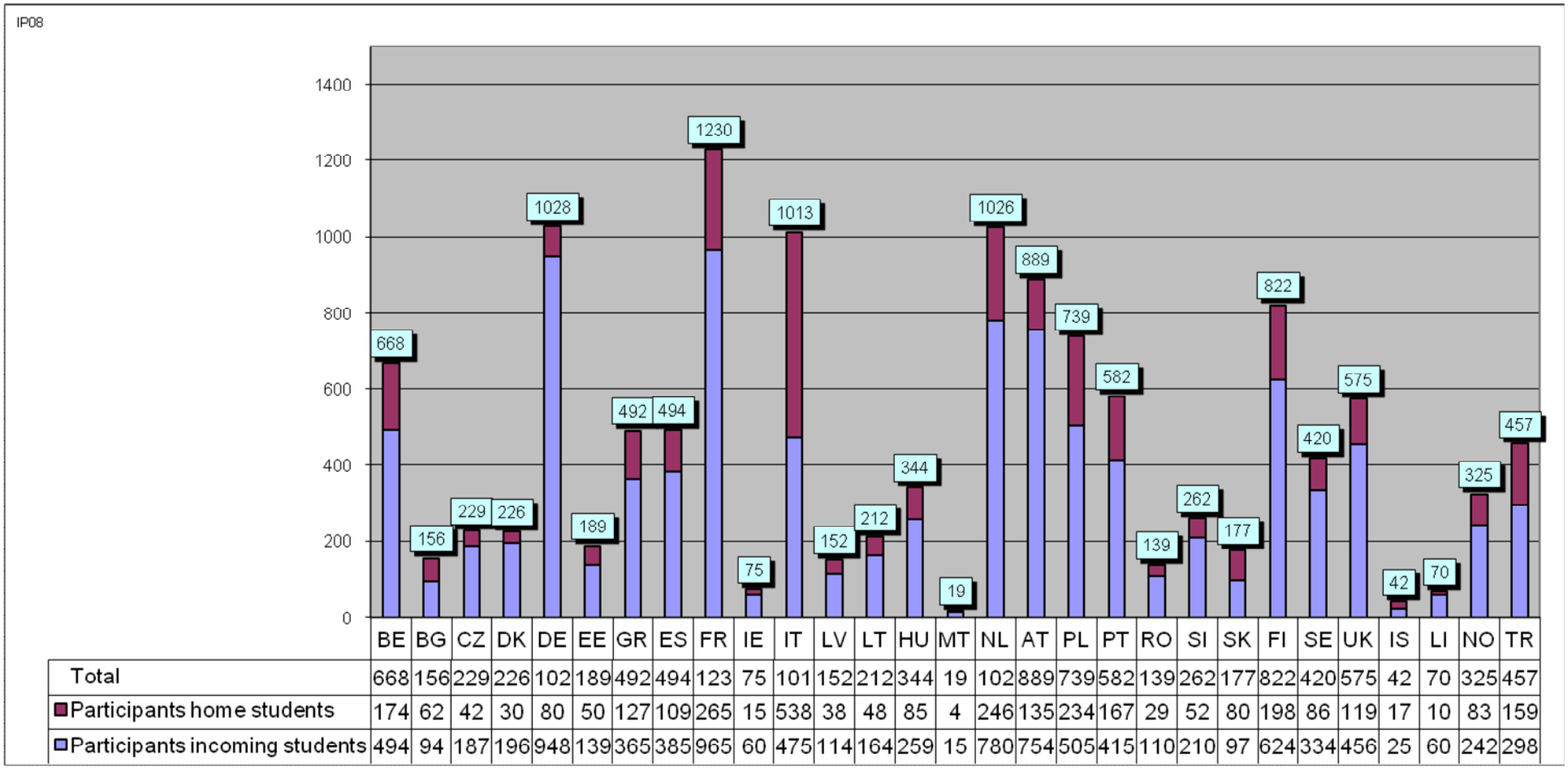
Erasmus Intensive Programmes in Europe

Overall Number of Implemented IP per country for 2009 - 10



Erasmus Intensive Programmes in Europe

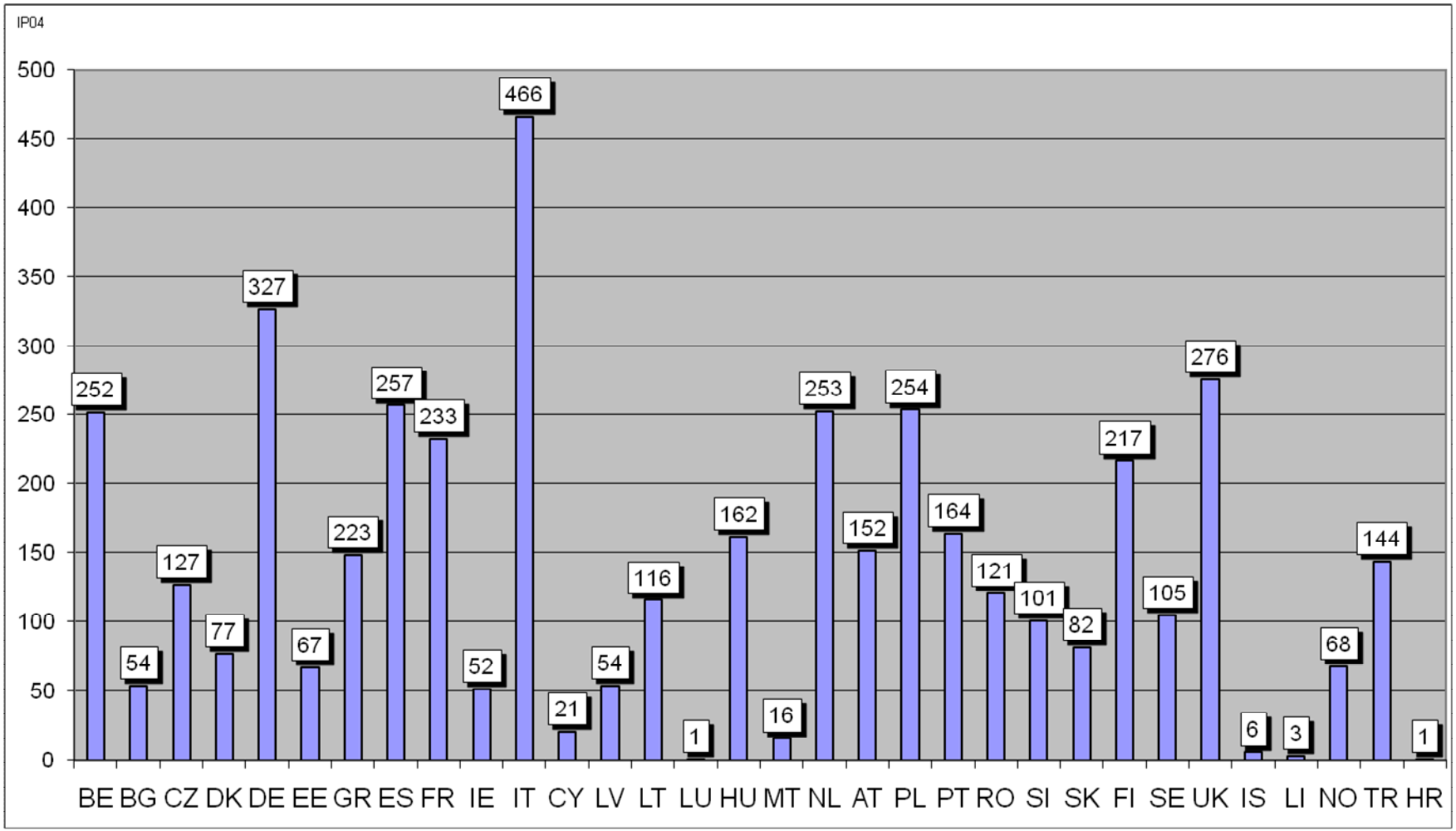
of participant home / incoming students for 2009 - 10



	BE	BG	CZ	DK	DE	EE	GR	ES	FR	IE	IT	LV	LT	HU	MT	NL	AT	PL	PT	RO	SI	SK	FI	SE	UK	IS	LI	NO	TR
Total	668	156	229	226	102	189	492	494	123	75	101	152	212	344	19	102	889	739	582	139	262	177	822	420	575	42	70	325	457
Participants home students	174	62	42	30	80	50	127	109	265	15	538	38	48	85	4	246	135	234	167	29	52	80	198	86	119	17	10	83	159
Participants incoming students	494	94	187	196	948	139	365	385	965	60	475	114	164	259	15	780	754	505	415	110	210	97	624	334	456	25	60	242	298

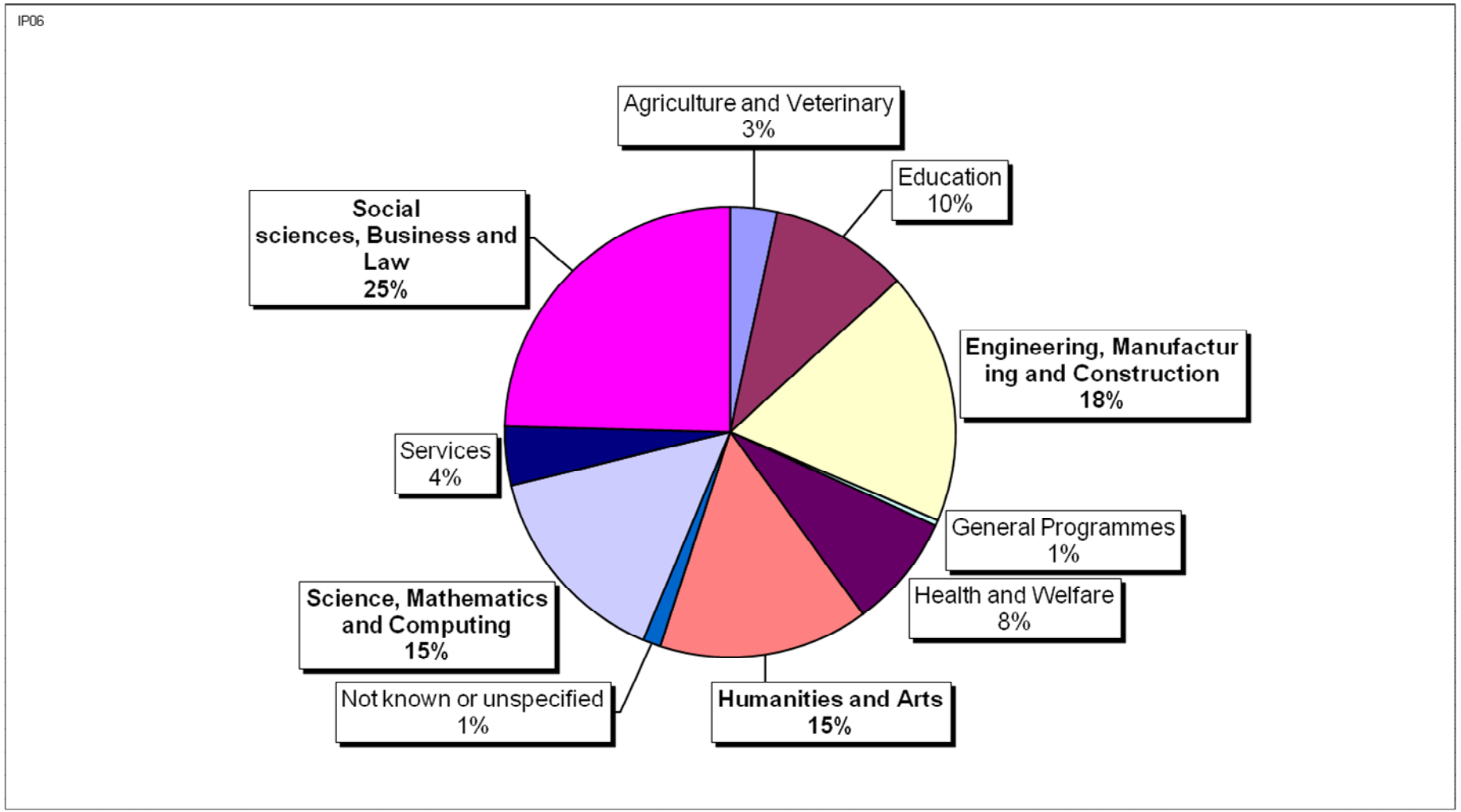
Erasmus Intensive Programmes in Europe

of participant teachers and nationality for 2009 - 10

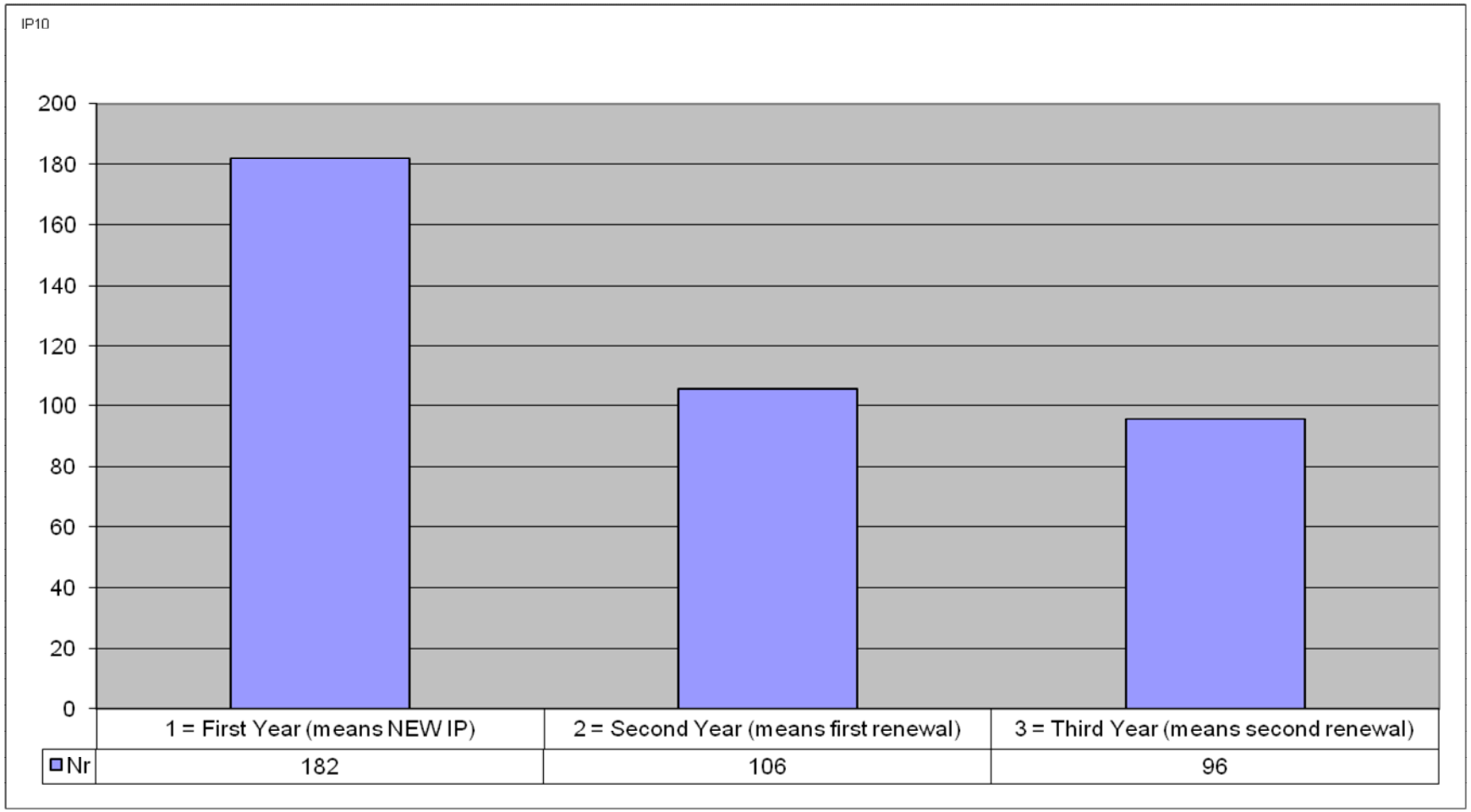


Erasmus Intensive Programmes in Europe

Topics of the selected IP in Europe for 2009 - 10



Erasmus Intensive Programmes in Europe



Erasmus Intensive Programmes in the Department of Electronics:

Optoelectronics, Lasers & Applications (OLA) 2006-2008

Erasmus Intensive Programmes in the Department of Electronics:

Optoelectronics, Lasers & Applications (OLA) 2006-2008

Web – Link: http://olaschool.chania.teicrete.gr/

Topic: Optoelectronics, laser technology and applications

Partner Universities:

1.Imperial College London (United Kingdom)
2.Como University (Italy)
3.Brunel University (United Kingdom)
4.Vilnius University (Lithuania)
5.Brno University (Czech Republic

# of Participant Students & Teachers: 60 students and 20 academics (2006 – 2008)

Erasmus Intensive Programs in the Department of Electronics:

Organic Electronics and Applications (OREA) 2010-2012

Web – Link: http://orea2011.chania.teicrete.gr/

Topic: The Organic and Hybrid Electronics and their applications

Partner Universities:

1.Oxford University (United Kingdom)
2.Imperial College of London (UK)
3.University of St-Andrews (UK)
4.Sheffield University (UK)
5.Linkoping University (SWE)
6.University of Cyprus (CY)
7.Technological University of Cyprus (CY)
8.Bilkent University (TK)

# of Participant Students & Teachers: 40 students and 25 academics (only for 2011)

Erasmus Intensive Programs in the Department of Electronics:

Organic Electronics and Applications (OREA) 2010-2012

Erasmus Intensive Programmes in the Department of Electronics:

Applications of Electronics in Plasma Physics (APPEPLA) 2010-2012

Web – Link: http://appepla2011.chania.teicrete.gr/

Topic: Laser Fusion as a Green Energy Source

Partner Universities:

1.Imperial College London (UK)
2.University of York (UK)
3.University of Bordeaux (FR)
4.EcolePolytechique(FR)
5.University of Milano - Biccoca (IT)
6.Technical University of Prague (CZ)
7.Technical University of Madrid (ES)
8.Technical University of Lisbon (POR)
9.University of Queens (UK)

# of Participant Students & Teachers: 40 students and 15 academics (only for 2011)

Erasmus Intensive Programmes in the Department of Electronics:

Applications of Electronics in Plasma Physics (APPEPLA) 2010-2012

Erasmus Intensive Programmes Financial Rules: (2010 -11)

For Teachers: (max 20 students)

ü 153 Euros / per day - 1499 € for two weeks (Greece)

This amount of money covers daily expenses of incoming teachers from the partner HEIs including accommodation costs. For IP that last more than 2 weeks the rate per week is different. the subsistence rate is different depending on the country where the IP takes place / on the coordinating institution. Please consult your national agency.

ü 75% of travel expenses (real costs incl. Visa costs)

Travel costs for teachers and students from the coordinating institution are not eligible, if the IP takes place in the town where the coordinating HEI is located.

For Students: (max 60 students – minimum 10)

ü 20 Euros / per day (for Greece):

This amount of money covers daily expenses of incoming students from partner HEIs including accommodation cost. For other countries the subsistence rate is different. Please consult your National agency.

ü 100% of their travel expenses for a total amount of up to 450 Euros

Erasmus Intensive Programmes Financial Rules: (2010 -11)

Organizational Costs: 6.500 Euros

This costs category refer to the preparation of the program, its implementation and its follow up. It covers the following costs:

(1)Production of documents or educational material

(2)Rental of conference or training rooms

(3)Rental of equipment

(4)Field trips

(5)Excursions

(6)Meetings of the academic coordinator with the partners

(7)Project secretary and administration tasks

(8)External experts providing input to the IP

Organizing an IP – Steps that you should follow:

Step 1: Find an innovative topic that is related to the main topics in your Department.

Step 2: Select your **partners** (it is mainly affected by the selected topic)

Criterion 1: Select the best!!! Top Scientists in top Universities: Improve the quality of the whole consortium.

Criterion 2: The implementation of the IP is a team work. So the compatibility between the characters of the partners is a very important issue.

Criterion 3: Select partners across Europe: from South to the North and from East to the West: Fulfill the multinational objective of the IP.

Criterion 4: Select various specializations in order to present the selected topic from various scientific angles.

Step 3: *Write down the proposal – Be careful of the deadlines:* ***March 9th, 2012***

Hint: *Engage your partners in the composition of the proposal. This way you will make them feel the project as their own so that they contribute to the maximum.*

Organizing an IP – Steps that you should follow:

Each partner's role:

It should be clear to the partners that each one of them should contribute to the implementation of the IP. As a coordinator you should make clear to them that:

(1)They should contribute to the structure of the lectures program through:

(a) Giving a or a number of lectures according to their specialization

(b) Suggest some colleagues from their University to contribute to the curriculum development of the project.

(2) **Advertise the IP to students of their Department:**

(a) Visibility of the IP Poster-chose the right places!

(b) Advertise the event through their daily interaction with the students

(3) **Collect the students' application forms and select the most appropriate of them / set criteria (should be the same for all partners)**

(4) **Collect all the travel documents related to the teachers and students of their HEI and sent them to the coordinator.**

Step 3 (continue):

During the preparation of the proposal please be careful of the following:

(1)Read very carefully the rules of the program

(2)Start preparing on time!

(3)Present very clearly that your proposal satisfies the objectives of an IP

(4)Prepare a draft lectures agenda that will help to award the correct number of ECTS credits to the participant students

(5)Define the target group of the proposed IP

(6)Define the selection rules for the students

(7)In order to estimate your budget you should set a maximum number of participant students per partner University

(8)Clearly state the rules for successful attendance of the IP and the consequences for the students in the opposite case

(9)Define the expected learning outcomes/ outputs of the project / Monitoring methods

Define clearly the role of each partner in the project's implementation

Step 4 Estimate your budget: Your proposal should be cost effective

Step 1: Set a maximum number of students / per partner Institution

Step 2: Set a maximum number of teachers / per partner Institution

Step 3: Multiply the above numbers with the corresponding rates for students & teachers.

*Step 4**:** Concerning the travel expenses check through the web-pages of the national airlines of each partner country for flights to the host country in a month time from the time that you prepare the proposal. In case you are planning to organize the event during a high tourist season add to the airfare a 20% of the present value.*

Step 5: (if your proposal has been approved) Design of the Web – Page:

- Should contain the following essential information :

(http://orea2011.chania.teicrete.gr)

(1) The topic and the thematic areas of the IP

(2) The target group and the corresponding ECTS credits

(3) The partner HEI and the responsible persons in each Institution

(4) The participation and the financial rules of the IP

(5) Travel & Accommodation information for all participants

(6) All the teaching material and the evaluation of the program after the implementation of the IP

(7) Contain the **teacher and student application form**

(http://orea2011.chania.teicrete.gr/Application_files/ATTENTANCE%20APPLICATION%20FORM.pdf)

- Should be placed as a link at the main web – page of the coordinating and partner HEI
- A good web – page is the 1st step in order to advertise the IP to potential external sponsors

Step 6: Prepare the poster.

ü Should contain the following essential information:

(1) The host University and its location. The Partner Universities.

(2) The web-page of the IP

(3) The contact details (email) of the coordinators in each partner HEI

(4) The logos of the LLP program and the logos of the national agency of the host HEI + the sponsors

(5) The registration deadlines (its useful to be at least a month before the event)

ü *Sent the poster to the local responsible persons in the partner HEI.*

IKY
ΙΔΡΥΜΑ ΚΡΑΤΙΚΩΝ ΥΠΟΤΡΟΦΙΩΝ
STATE SCHOLARSHIPS FOUNDATION

Education and Culture DG
Lifelong Learning Programme

MARIE CURIE ACTIONS

PEOPLE

Erasmus Intensive Program OREA 2011

An Introduction to Organic Electronics & Applications

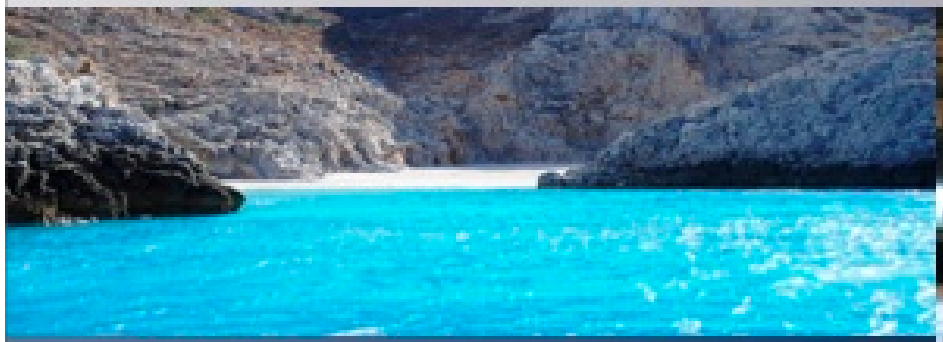
Department of Electronics, Technological Educational Institute of Crete

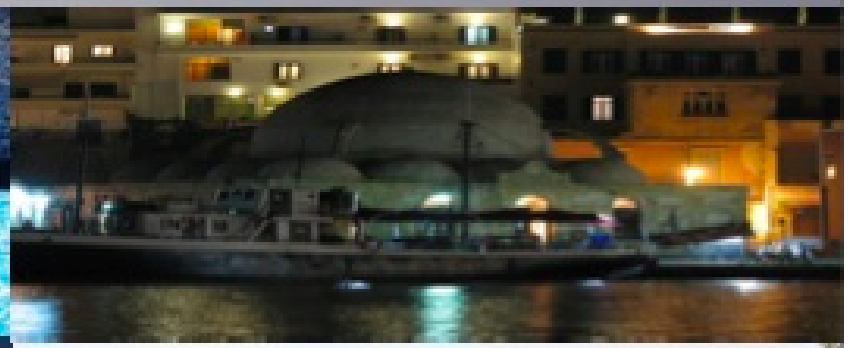
4th July - 15th July 2011

Chania, Crete, Greece

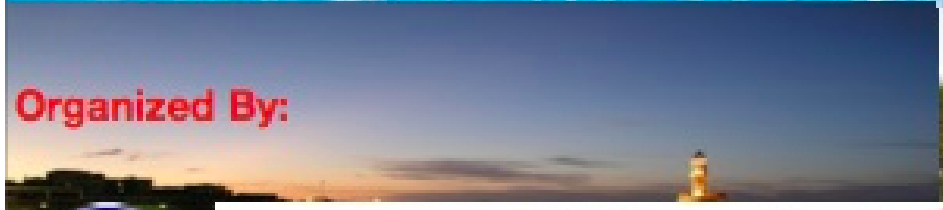
Visit us on line : http://orea2011.chania.teicrete.gr

Application Deadline: 31st of May 2011 (contact our local contact person)





Organized By:



Imperial College London

University of St Andrews

Linköping University

icarus

Step 7: Financial Management of the Project Issues

A devoted and specialized person should be in charge of the financial management of the project. This person will be the link between the IP coordinator and the special account of the host University that handles the National Agency funding.

The financial manager of the project should:

(1) Read and be familiar with the financial rules of the project

(2) Make clear to the academic coordinator and to the participants which expenses are eligible and which are not.

(3) Collect and process all the documents related to the teachers and students expenses.

(4) In cooperation with the special account of the host University secure the refunding of the participants according to the IP rules.

(5) Prepare the financial report as a part of the final report of the implemented IP

Step 8: Secretariat Issues

A devoted person should be in charge of the secretariat issues of the project. This person will be the link between the IP coordinator and the participants.

The secretary of the project should:

(1)Reserve the accommodation for the participants (teachers and students)

(2)Exchange emails with the participant students and teachers related to their travel details, **accommodation and catering issues**.

(3) Communicate with the teachers of the IP in order to send the lecture transparencies in time. Transfer these transparencies to the web-page responsible person in order to load them on time.

(4) Collect the travel documents of the participant teachers and students and send them to the financial manager of the project.

(5) Be responsible of the printing and distribution of the academic material.

(6) Keep in a daily base the participants' attendance sheet.

Step 8: Preparation of the academic material & deadlines.

The academic coordinator of the project in cooperation with the secretary of the IP should communicate to the IP teachers and set a deadline for the following:

- ü Send an abstract of their lectures (a month before the actual IP dates)

  This will help to check if there is a possible overlapping between the presented talks. Also helps a lot to place the right lectures in the right order: The introductory talks first and the more advanced later.

- ü Send a 1st draft of the lectures PPT in order to be placed on the web page (usually two weeks before the actual dates of the IP).

  It has been noticed that it is not worth to print out the transparencies for various reasons. So keep them in an electronic form on the web – page of the IP.

- ü Send a collection of questions / problems that can be used in the final exam paper (usually two weeks before the actual dates of the IP).

- ü Finalization of the lectures' program at least two months before the start of the IP: This helps a lot in order for everyone to book the less expensive airfares.

Step 9: Design strategies in order to make a team of the participants' group

The success of an IP is not only determined by the its academic quality. It is also crucial how close it brings the participant teachers and students. The latter objective can be achieved through:

- ü Arrange all the students to stay in the same residence hall or hotel.
- ü Arrange so that room come from different Universities (do not mix the sexes). This way, students can know each other and mingle.
- ü During the 1st weekend of the IP arrange a trip / excursion.
- ü Encourage host University students to engage with the incoming students
- ü During the last day of the IP arrange a farewell dinner for teachers and students.

It has been noticed that all these measures increase the satisfaction of the participants. The best way to advertise your IP is through the participant students of the previous year.

Step 10: During the IP …..

ü A day before the start of the IP, arrange a welcome meeting with the students at the hotel or at the residence hall:

(a) This action will make students feel more comfortable and know that they have someone to refer to in any case.

(b) Remind them of the documents that should deliver the next day to the IP secretary. Among these documents are:

(1) The arrival boarding passes

(2) Any receipts related to their trip to the host University town

(c) Give them the final guide - lines how to reach the host University facilities

ü Be aware in a daily base if any of the participants faces any problems.

ü Inform them that internet accounts have been created for the participants in order to be able to have access to the lecture transparencies that have been loaded to the web-page long before the start of the IP

Step 10: During the IP ….. Monitoring measures

The success of the IP can be monitored through:

(a)the National Agency Evaluation sheet that is distributed to the participant students.

(b) The internal evaluation sheet which gives participant students the opportunity to grade the teachers.

Step 11: After the end of the IP

(a) Inform the participants that should send by post the original documents of the return boarding pass and any travel receipts that are related to their return trip at home.

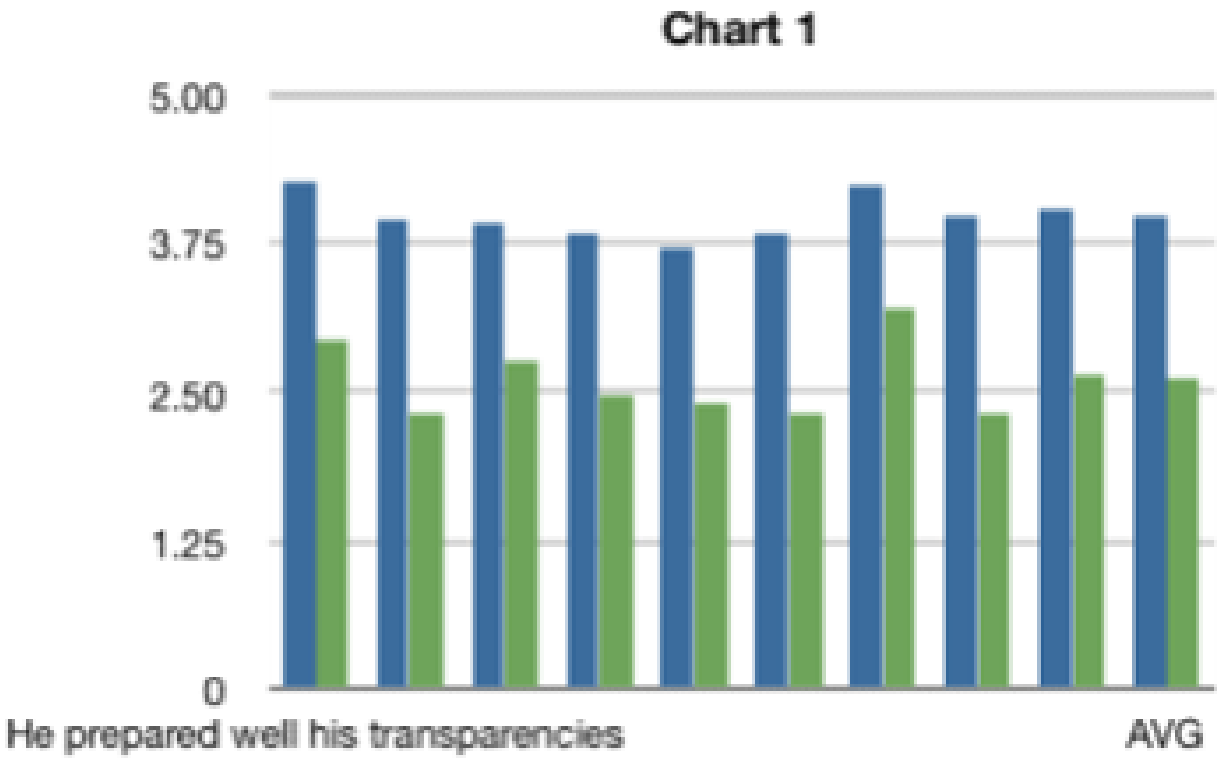
(b) Start to write in cooperation with the financial manager of the IP the final report that should be sent to the Agency by the end of October. Send it by post along with all deliverables to the National Agency.

(c) Start preparing the renewal application and communicate with the partners for the organization of the next IP.

Evaluation of the Lecturers:

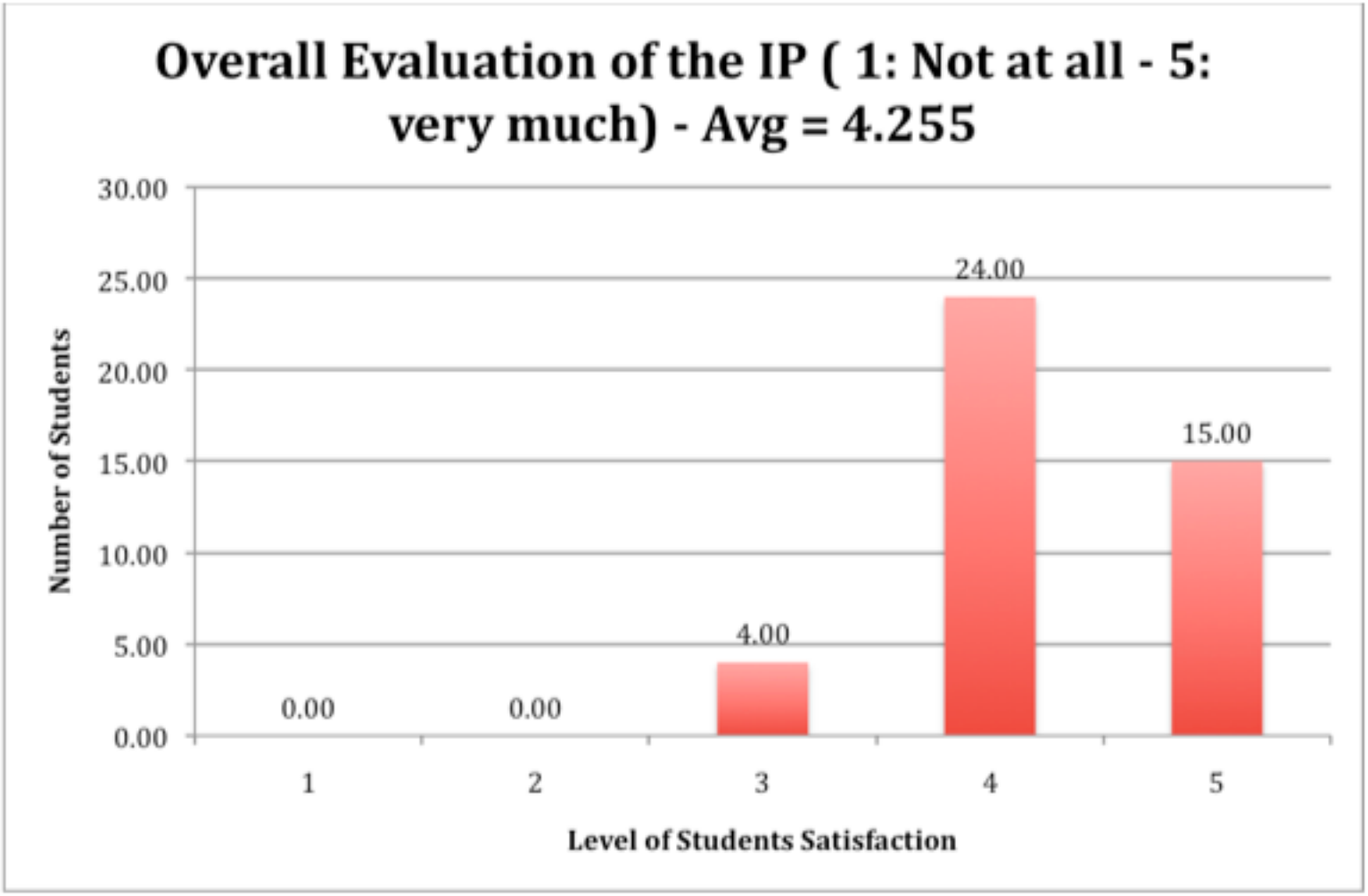
The lower score: 2.62 / 5.0 The best score: 4.86 / 5.0

The average performance: 4.00 / 5.0



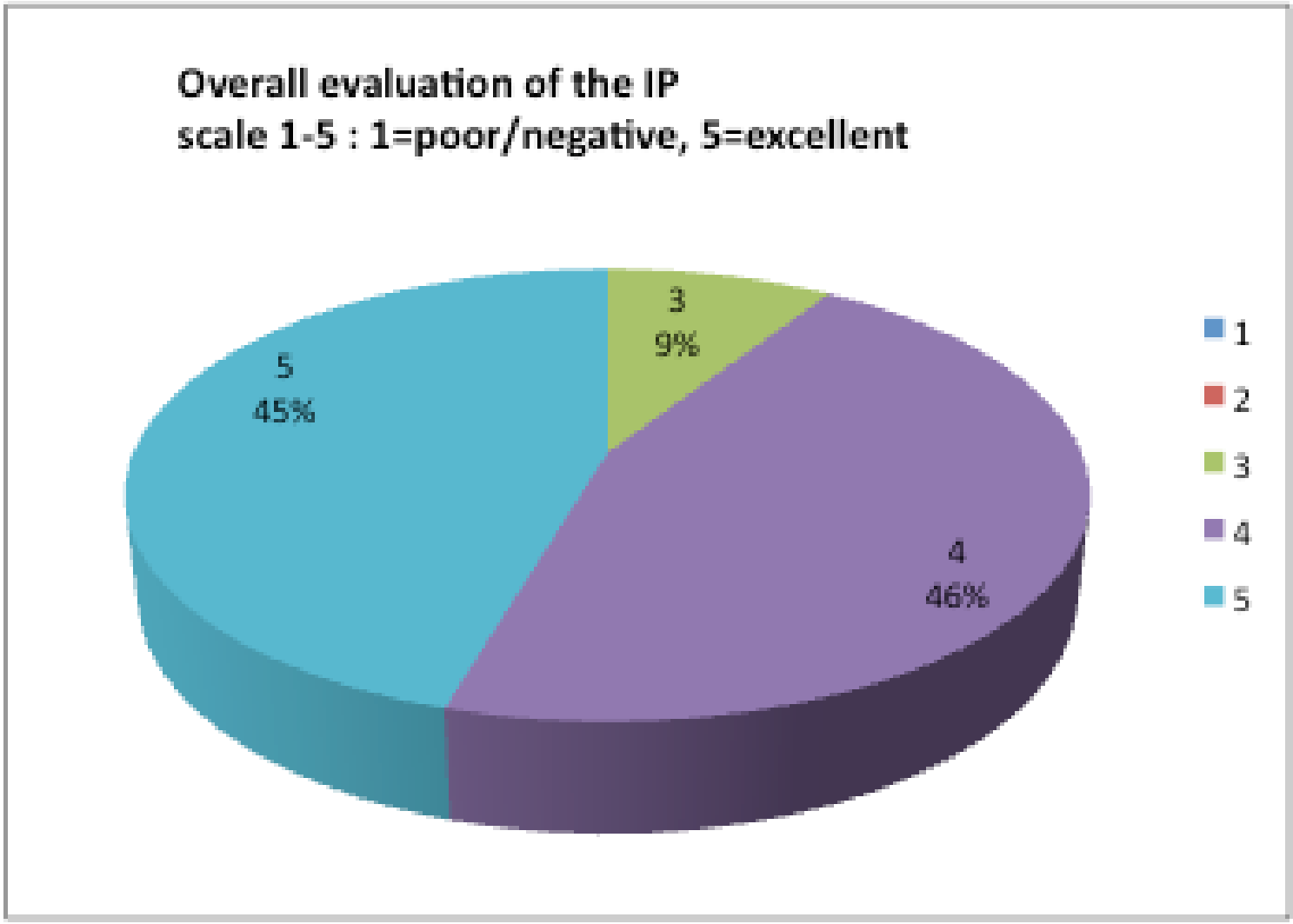
Department of Electronics success in organizing IP's:

OREA 2010



Department of Electronics success in organizing IP's:

OREA 2011: AVG Marking: 4.4 / 5.0



Department of Electronics IP outcomes:

- **New Erasmus Partners (sign bilateral agreements between the cooperated Dept)**

- **Cooperation in new Bilateral Agreements**

  (CD PLAPA – http://plapa.chania.teicrete.gr)

- **Participation in scientific projects**

- **Agreements to develop new LLP projects**

Many thanks:

(a)To Mrs Kaliopi Tsitou (Financial and Secretariat Management)

(b)To the Greek LLP National Agency/ IKY and especially to Mrs Elina Mavrogiorgou

(c)To Dr Kaliakatsos that introduce me to the magnificent world of the Erasmus

(d) To my colleagues in the Department of Electronics for their contribution in the implementation of the IP

(e) To my students: MrTriamatakis, MrAiginitis, MrKoutsikos, Mr Sarris, MrTsairidis for their contribution in the actual run of the IP