Call for participants
Una Europa Live My Life 2024

Are you a professional services staff member at one of the [11 Una Europa partner universities](#)?

Do you work in one of the following fields?

- ICT – Information and Communication Technology
- Human Resources
- Research Management
- Digital Pedagogical Engineering

Are you interested in meeting peers across Europe and spending up to one week at another university?

Then participate in our 2024 edition of Una Europa Live My Life!

What is Live My Life?

Live My Life is Una Europa's joint format for blended job shadowing targeted at professional service staff at the alliance's partner universities, providing professionals with the chance to engage in our network through peer-to-peer learning in a transnational context.

Target group

The Live My Life programme is reserved for professional staff from Una Europa partner universities. The term 'professional staff' includes all staff working in the administration of the university, either in the central or in the departmental/faculties units, with a management, technical or administrative role. Academic staff or staff covering academic roles such as teaching and research are not included**.**

Live My Life is preferably addressed to staff working in administrative units not yet directly or significantly involved in international activities.

Diversity and inclusion

In accordance with the values of Una Europa, expressed by the work of the Diversity Council[1] and in line with the European Commission and Erasmus+ Programme priorities and principles, each partner university will promote equal opportunities and accessibility, inclusion, and fairness in the application and selection phases. In particular, each institution will make sure that the information will be widely spread in order to reach all potential participants, including those less familiar with the Una Europa information channels. Diversity and gender balance will be promoted in the selection of participants and the participation of less widely internationally exposed staff will be promoted.

What to expect?

Live My Life 2024 will start in October 2024 with three online sessions and will be followed by reciprocal on-site visits of up to one week per person, which must take place between October 2024 and March 2025. A final online wrap-up and evaluation event will be organised at the end of the on-site visits.

The online sessions will focus on:

1. **What is Una Europa and how does it work?**
   The aim of this online session is to share the purpose of Una Europa and its main results to date. What is Live My Life in the context of Una Europa? What should I expect as a participant? This session will be open to a wider audience of professional staff of the Una Europa partner universities.

2. **Intercultural/Transversal skill module**
   This session will equip participants with tools to work effectively in a transnational team.

3. **Tandem and first exercises**
   Planning the work together, developing a 'knowledge transfer template'.

These virtual sessions will be followed by a series of individual virtual meetings in tandems, focusing on topics related to each tandem's work. Each tandem will choose the topics and will organise their individual sessions.

Following the general and individual virtual exchanges, the colleagues are mutually expected to spend a period of three to days at the host university. However, if not available or not selected for the physical exchange, participants will be offered the opportunity to either host their peer or follow the programme entirely online.

---

[1] « Engaging with Diversity in European Universities », September 2022 and « Visions and Action Plans on Transversal Themes », pp. 6-22, June 2023

At the end of the programme, the participants are expected to report to the institution and colleagues.

Sustainability commitment

Sustainable development and climate protection are among the biggest global challenges of the twenty-first century and will remain focal points of academic research and university life in the decades to come. In line with the Una Europa 2030 Strategy[2] we are committed to playing a decisive role in delivering transformational change by addressing challenges to sustainability such as the climate crisis, biodiversity loss, as well as contributing to solutions like the energy transition, awareness raising, and behavioural change.

Following Una Europa's Sustainability and Climate Protection Strategy, we aim to reducie our GHG emissions and sustainable and green travel will be promoted for staff physical mobility, encouraging, whenever possible and according to each partner's internal regulations, the use of [sustainable means of transportation.](#)

How to apply?

The first step for applicants is to get familiar with the open positions and suggested activities, which are described at the end of the call. This step is important to align expectations of the participants and to organise tandems of 'peers' working on similar activities at each respective institution.

The second step is applying online via the **application form**.

You can apply as a 'tandem' with a peer from one of the listed universities or you can apply as an individual. If you apply as a "tandem" you will be required to indicate in the application the name of your peer. If you apply as an individual, we will try to match you with other individual applicants.

The online application form requires you to:

- Select one of the focus working areas of the Live My Life 2024 Programme
- Select one of the subcategories
- Describe your current position and your main activities and responsibilities
- Describe your motivations and expectations for the Programme
- (*in case of tandem application*) indicate the name of the peer, their job position and institution
- Indicate if, in case of unavailability of funds, you would be keen to accept the 'unilateral mobility mode', (meaning that you will host your peer at your institution but you will not be able to participate in the outgoing mobility) and the 'fully virtual mode' (meaning that you will organise online meetings with your peer without participating in the physical mobility part)

---

[2] Una Europa Sustainability and climate protection task force, June 2022 and « Visions and Action Plans on Transversal Themes », pp. 41-45, June 2023

Selection of participants

- The Live My Life organisation team will receive all applications, review the tandem applications, and match the individual candidates.
- The list of the more feasible couples will be shared with the involved institutions to take a final decision on the selection, according to the available funding. Each institution can fund a minimum of two participants, but may decide to fund more positions depending on the availability of budget or on the possibility to use alternative funding.
- Candidates or tandems who will not have the chance to be funded will in any case be invited to take part in the online preparatory meetings, especially the first one on 'What is Una Europa and how it works' and offered the possibility to get involved in the second part by either only hosting their peer or follow the programme entirely online.

Timeline

- Applications are open between 13 May and 9 June 2024
- Selected participants will be contacted in July 2024, together with their peer
- The three online sessions will take place in October 2024
- The on-site visits must take place between October 2024 and April 2024

Further information:

In case of questions, contact the Una Europa Live My Life organisation team Una Europa team at Alma Mater Studiorum - Università di Bologna: una.europa@unibo.it

Eligibility

1. You must be a staff member at one of the following universities:
   - Freie Universität Berlin
   - Alma Mater Studiorum - Università di Bologna
   - University of Edinburgh
   - KU Leuven
   - Universidad Complutense de Madrid
   - Uniwersytet Jagielloński
   - Helsingin yliopisto/Helsingfors universitet
   - Université Paris 1 Panthéon-Sorbonne
   - Universiteit Leiden
   - University College Dublin/An Coláiste Ollscoile Baile Átha Cliath
   - Universität Zürich

2. You must work in one of the areas included in annex 1.

3. You must be able to communicate in English.

Annex 1. Detailed description of positions

Position	Sub-area name and/or description
1. Research Managers	- Professionals working in the research coordination, research development, research project and funding management, financial support (including pre and post award grant management) - Data-based research support, such as data stewards and data analysts, exploitation of research data, data protection - Professionals specialised in research infrastructure operation - Professionals working in the area of scientific integrity and ethics, as well as in the area of legal support to research - Professionals working in the in the field of Science communication support - Professionals working in the field of knowledge transfer and innovation support, knowledge brokering, incubator coordination and business development
2. Human Resources	- HR consultants/Business Partners Managers; - Professionals working in the Recruiting of staff sector and/or Resourcing Managers; - Learning Developers/Professional and Career Development/Continuing Education Managers; - HR Service Managers (salaries, legislation, procedures, etc.);
3. ICT	- Professionals working in the area of Digital Identity (including blockchain technology) - Professionals working in the development of web applications for the management of students' data, research and international mobility data and procedures - Professionals working in the management of ICT infrastructure (networks, systems etc.) - Professionals working in the management of ICT facilities and hardware, including facilities of classrooms

4. Pedagogical engineers, e-learning specialists and learning managers	- Pedagogical engineers designing, developing, and improving digital learning experiences and materials using learning management systems, multimedia tools, and online collaboration platforms to enhance their teaching skills, incorporate innovative pedagogical approaches. - E-learning specialists integrating technology into teaching and learning practices and providing support to faculty in using digital tools, such as Moodle or MOOCs, and platforms effectively (multimedia developers, web designers, and authoring tools experts) - E-learning managers administering and managing the digital learning environments, such as learning management systems (e.g., Moodle) and MOOC platforms and overseeing the development, implementation, and maintenance of online courses