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#background

Who? Why? What?



Who?



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Why?



Everyone:

- **EWP seminar**
- **EWP will introduce**
- **ESCI has a new**
- **EWP Phase II**
- **IIA version**
- **ESC was**

Us:

- **Selection procedures**
- **Grant Agreement**
- **Checklists**
- **Transcripts**
- **BIP administration**
- **Nominations**
- **Course catalogue**

What?



In common

- **University Information System**
- **EWP Solution**
- **DigiMindset**

Not in common

- **Centralised/decentralised**
 - Selection procedure
 - Faculty coordinators

#mindset 1

is more important than the tool itself

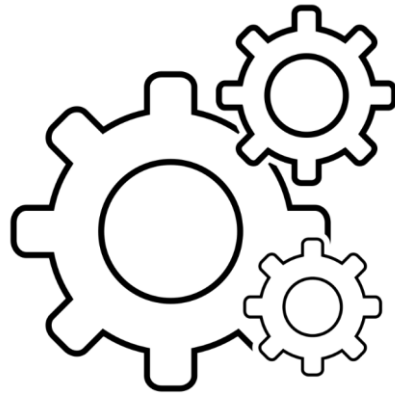


Mindset before tool



- A digital mind does not buy tools - but asks questions first.
 - *Suggestion: „We need a new form/sheet to...“*
 - *Digital mind: Why do we need it? Who will be filling it in? What will happen with the data? Isn't there a better solution?*

A tool without a mindset is just a tool

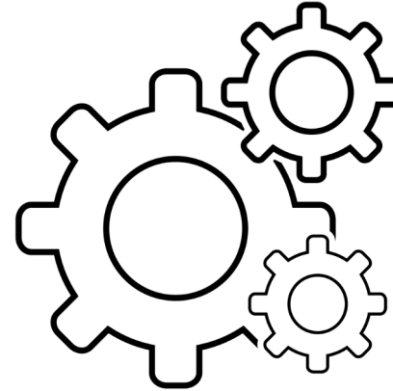


- A tool will do the job for me.
 - Reality: A tool will only make our thinking about the process more visible.
 - Confused process = confused digital solution.

EWP Parallel
Counter:

1

Use what you have



- Don't run towards a „new solution“ that will do everything.
 - Mindset: Use what you have, but in a smart/innovative way.

Use what you have – examples



ToR

2017: Print, send by post.

2018: eIDAS

Regulation -> standards for digital signatures = paper-based signatures.

All ToRs have a digital signature.

BIP

Huge administration burden (IIAs, DLAs, participants, budget, list of participants, ToR, CoS, info for partners, ...)

Initially, the information was scattered throughout.

Eventually, the so-called BIP Dashboard is created in a shared Excel.

CoS

Also digitally signed and shared via UIS

Most of the universities appreciate/accept it.

EWP Parallel
Counter:
2

#tools 1

Embedded in the University Information System



Participant Grant Agreement



- Usually, the only paper-based document.
 - Signed in person, sent by post, or signed with the power of attorney
- Could we and should we digitalise it?
 - Why? It would make the process 100% paper-free. It would be easier for both us and the students.
 - How? eIDAS – not a good solution. E-databox – not a good solution. **UIS – good solution.**

We used what we have.

- CZ reality: The updated Higher Education Act (Zákon o VŠ) allows **document delivery via UIS.**
- The original idea of signing the PGA via UIS was extended to other documents as well.

#mindset 2

Gremlins, team, and failure



Gremlins



- Fight the historical gremlins – fight and question mischievous little „creatures“ introduced a long time ago.
 - „Oh, we have been doing it like that forever.“
 - Reaction: Yes, but why?
- „I have been doing it like that because it's quick“
- Reaction: Yes, but it requires manual work, hence a possibility of error. Isn't there a way to automate the task?

EWP Parallel
Counter:
3

Team



- Digital mindset is not individual – it's a team culture.
- Don't be afraid of trying out new things.
 - There is (almost) always a [way back](#).
- Share what is working for you and what is not.
 - [Team education](#).
- Follow tech/digi-based YT Channels.
 - Educate yourself not because of your job but because you want to [learn something new and be more efficient](#) -> time for strategic topics.

Failure



- Don't be afraid of failing.
- Testing environment.
 - UIS-test = testing environment
- Version history.
 - Office 365 (Google etc.) allows you to go back in time.

#tools 2

Outside the University Information System



Document generator



- Gremlins: „I have been doing it like that because it's quick“
- Workflow: Every week, the information of approximately 30 students must be collected. For each student, a document (based on a template) must be created, printed, and signed.
- Monkey approach: Somehow collect the data, create 30 copies of the template, copy-paste the data, print, sign.
- It's quick approach: Mail-merge (hromadná korespondence). Data collected in Excel (not clean), mail merge (template), print, and sign.
 - The data in Excel might not be the correct format.
- Digi Mindset approach: I have seen a video about Power Automate. MS Forms->Excel->Word->PDF->OneDrive.
 - New workflow: get up, go to the printer, print, sign.

DigiDays



- One hour per week = One hundred hours in the future.
- Workshops.
- So, you have learnt a new Digital skill? Share it with us!
- „Tips and Tricks“ Channel in Teams.
- Streamlining processes within the institution

Shared mailboxes



- Centralised communication – transparency and continuity
- Team collaboration – substitution during vacations/business trips
- Agenda handover

Templates



- Useful sentences – shared know-how and FAQ
- Templates in Outlook

#mindset 3

Solution and communication



Solution



- Digitisation
 - Convert from analogue to digital form. No change in the process.
- Digitalisation
 - Using digital technology to transform the processes.
- *Digitisation changes what we see. Digitalisation changes how we think.*

EWP Parallel
Counter:
4

Communication



- Must be part of all your digitalisation efforts
- Must be centralised, clear and done where the audience is
- Website
 - Has it been updated? Is it modern? Can the audience find it?
- Social media (IG)
 - Limited, but can be a good start

#future

Wishes and Dreams



Wishes

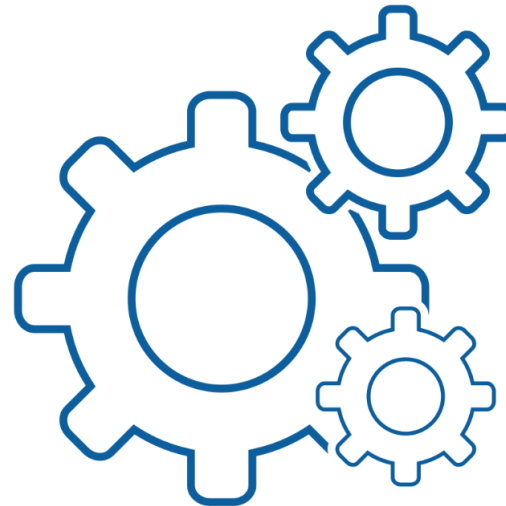
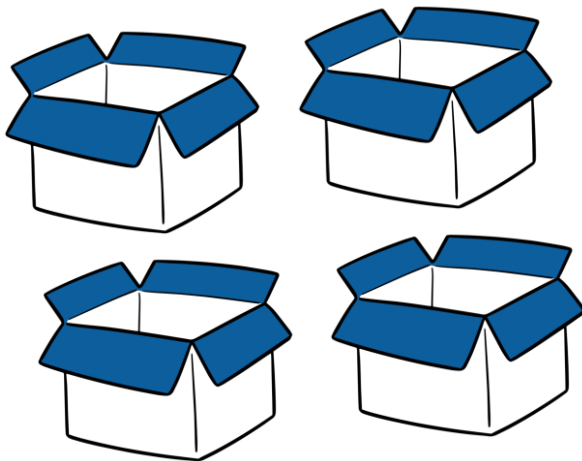


- More universities to digitise/digitalise the processes.
- Clarification of the Erasmus+ rules regarding what is/is not considered a valid/original document; what is the end of the mobility period?
- More universities/more discussions about the future processes to be digitalised within EWP (Course catalogue + Confirmation of Study)
- Discussing the procedures (UIS Round Tables, MoveON, ...)

Dreams



- True digitalisation of Erasmus+ processes.
- Leave the paper-based thinking behind and introduce new, innovative digitalised processes using a digital mindset.



Thank you

Q & A

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