

PROGRAMME



Staff Week

Monday 20
to Friday 24
October 2025

The role of administration in
the student's experience

Erasmus blended
intensive programme
for NEOLAiA and
long-standing
partners



Université de Tours
Tanneurs campus



The target group is administrative staff dealing with one or more of the following tasks: registration to courses, managing students' timetables, issuing transcript of records, organising exam sessions.



Online sessions: before and after the physical mobility, dates to be determined



Physical mobility: Monday 20 to Friday 24 October 2025



Location: Université de Tours,

Tanneurs campus

(Languages, Literature, Arts and Humanities)



Monday 20

Morning

Welcome speech and introduction

Vice president of International Affairs

Deans of Tanneurs campus

Organising staff members

Networking

Icebreakers

Conference

Introduction to French Higher Education system and University of Tours organisation

Afternoon

Networking

Campus tour

Guided tour of the city

Tuesday 21

Morning

Conference

Introduction to Erasmus mobility programmes and organisation of the central International Office

Workshop

How to manage specific issues related to Erasmus short term mobilities (BIP): academic recognition, academic calendar, etc.

Workshop

How decentralised administration deals with incoming international students: custom course schedule, anticipated exams, etc.

Afternoon

Networking

Visit of a Loire valley castle

Wine and regional food tasting





Wednesday 22

Morning

Conference

Introduction to students support services (financial aid, healthcare, etc.) and students associations in the University of Tours

Afternoon

Conference

How University of Tours deals with special needs: staff training, flexible study plan (RSE), students healthcare mentors ("relai santé")

Workshop

How decentralised administration staff deal with students with special needs? What part do they play and what means do they have?

Thursday 23

Morning

Conference

How students' political life is organised in University of Tours: elections, responsibilities, events, etc.?

Workshop

How does decentralised administration deal with crisis: student protests, strikes, global pandemic, natural disaster, etc.?

Afternoon

Networking

Introduction to French language

Networking

Dinner

Friday 24

Morning

Wrap up workshop

How things that I learned can be brought back home

How to keep this network going

Future training needs

Survey





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Thank you for your presence,
your contribution, participation, discussions, etc.