Staff Mobility Institute Oxford

ERASMUS+ PROFESSIONAL DEVELOPMENT FOR HIGHER EDUCATION STAFF

Five Days in Oxford. One Day in London. New Skills.

A practical short English course for higher education staff from universities across Europe — eligible for funding under Erasmus+ (KA1, Staff Mobility).

KA1	5	15	595 €
Erasmus+ eligible	Days, Mon–Fri	Places available	5-day programme fee

English for the Higher Education Workplace. One Week. Full Focus.

Staff Mobility Institute Oxford offers a compact, practice-oriented professional development week for higher education staff — designed for people who want to genuinely take something away, not sit through another conference. A small group, experienced trainers, and a day in London in the middle of the week.

PROGRAMME

English for the Higher Education Workplace

Communicate with more confidence in an international higher education context — from writing emails to presenting in front of an audience.

- Everyday language for emails, meetings & advising conversations
- Presentation skills with plenty of hands-on practice
- Your own final presentation to the group

Mon–Fri	Wed	max. 15	595 €
standard course week	shared London day	participants	total price, all inclusive*

*See the “Price & Registration” page for what’s included.

Why Oxford?

Oxford combines international prestige with a compact, walkable city centre — ideal for a focused learning week without long journeys. London is under an hour away by train, which makes the shared mid-week trip easy to arrange.

5 DAYS · MAX. 15 PARTICIPANTS

English for the Higher Education Workplace

Practical working English for international communication — focused on real situations from administration, advising and teaching.

Whether it's an email to a partner university, an advising conversation with international students, or a presentation to an English-speaking audience: this course trains exactly the language situations that actually come up in day-to-day higher education work — with plenty of active practice rather than pure theory.

Weekly Schedule

DAY	CONTENT
Monday	Arrival & welcome · Level assessment & individual learning goals · Everyday language: emails and written communication
Tuesday	Meetings & advising conversations in English · Role-plays with realistic higher education scenarios
Wednesday	**London Day** – a shared day trip for the group, return travel between Oxford and London included
Thursday	Presentation skills: structure, language, body language · practical training in small groups
Friday	Your own final presentation to the group · individual feedback & certificate presentation

What You'll Take Away

- More confidence in meetings, emails and advising conversations in English
- Your own rehearsed presentation, ready to use back at your home institution
- Individual feedback on pronunciation, vocabulary and delivery
- An international network of colleagues from other universities

Six Course Weeks to Choose From

Choose whichever date suits your calendar best. Every course week includes the shared London day on Wednesday.

COURSE WEEK	COURSE DAYS (MON–FRI)	LONDON DAY
Week 1	12–16 April 2027	Wednesday, 14 April
Week 2	10–14 May 2027	Wednesday, 12 May
Week 3	14–18 June 2027	Wednesday, 16 June
Week 4	12–16 July 2027	Wednesday, 14 July
Week 5	13–17 September 2027	Wednesday, 15 September
Week 6	11–15 October 2027	Wednesday, 13 October

Registration & Erasmus+ Funding

For your Erasmus+ funding application at your home institution, we are happy to send you an official confirmation or invitation letter well in advance, on request. Non-binding pre-registration is possible by email at any time — final places are confirmed on receipt of payment, in order of registration.

How to Get to Oxford

The most convenient way to arrive from abroad is via London Heathrow or London Gatwick airport, then directly into central Oxford on the Oxford Bus Company coach ("The Airline").

✈ London Heathrow → Oxford

approx. 90 minutes · several times an hour, including overnight

Coaches run directly from all Heathrow terminals and stop centrally at Gloucester Green bus station in Oxford, from where most accommodation is within walking distance.

✈ London Gatwick → Oxford

approx. 2–2.5 hours · regular services

Also operated by Oxford Bus Company's "The Airline", also arriving at Gloucester Green bus station in the heart of Oxford.

Practical Tips

Book tickets online in advance at **oxfordbus.co.uk** — return tickets are usually cheaper than two singles

Check current departure times and fares on the website again before you travel, as timetables can change

The coach stops at Gloucester Green bus station — most recommended accommodation is a 5–15 minute walk from there

For the London Day itself, return travel between Oxford and London is already included in the course fee — there's nothing you need to arrange

Recommendations for Every Budget

Accommodation is not included in the course fee — here are a few reliable recommendations across different price ranges, all well connected to the course venue in central Oxford.

BUDGET

Royal Oxford Hotel

Central, right by the station — short walk to the course venue and Gloucester Green.

Holiday Inn Oxford

Reliable standard, a little outside the centre, well connected.

MID-RANGE

Courtyard by Marriott Oxford City Centre

Right on the Thames, walking distance to the city centre, a reliable international brand.

Malmaison Oxford

Housed in a former prison — an unusual atmosphere, central location.

PREMIUM

The Randolph Hotel (Graduate by Hilton)

Oxford's most storied grand hotel, right in the historic centre.

Old Bank Hotel

Boutique hotel overlooking the Radcliffe Camera, a very central location.

Please check prices and availability directly with the hotels or via standard booking platforms, as these vary by season and demand.

One Price. Everything Included.

Total price per person

595 €

- 5 course days
- Course materials
- London day visit
- Return travel Oxford–London
- Coffee breaks
- Certificate of attendance

Not included: accommodation in Oxford, travel to Oxford, flights and airport transfers, meals outside of coffee breaks.

Questions or pre-registration for one of the six 2027 dates:

info@staffmobilityinstitute.co.uk

On request, we are happy to send you a confirmation letter for your Erasmus+ funding application.