Staff Mobility Institute Oxford



A EUROPEAN STAFF MOBILITY WEEK

International Office in Practice

Connect. Exchange. Learn. Innovate.

A practical and interactive professional development week for staff working in International Offices, Erasmus+, internationalisation, student mobility and higher education administration.

5	8–15	EN	695 €
Days, Oxford & London	Participants (small group)	Programme language	Programme fee

Who is this Staff Week for?

This Staff Mobility Week brings together international higher education professionals from different European countries to exchange experience, share good practice and develop new ideas for the future of internationalisation. The programme is designed for professionals working in:

- International Offices
- Student and staff mobility
- International partnerships
- Student services
- International recruitment
- Erasmus+ coordination
- Internationalisation
- Higher education administration
- Global engagement

IDEAL GROUP SIZE

8–15 participants

A deliberately small international group allows for intensive discussion, networking and peer-to-peer learning.

Why join?

Exchange

Learn how International Offices in different European countries organise mobility and internationalisation.

Share

Present your own approaches, projects and challenges and receive ideas from experienced colleagues.

Discover

Explore the British higher education environment and gain insights into internationalisation in the UK.

Innovate

Discuss how AI, digitalisation and new approaches can transform the International Office.

Network

Build lasting professional contacts with colleagues from across Europe.

DAY 1 · MONDAY

Internationalisation in Practice

The International Office of the Future

- Current trends in international higher education
- Erasmus+ and international mobility
- Strategic internationalisation
- Organising an effective International Office
- Roles and responsibilities
- Key challenges facing International Offices

PEER EXCHANGE

How does your International Office work?

Participants introduce their institution, structures and responsibilities and compare different approaches.

DAY 2 · TUESDAY

Sharing Good Practice

Learning from each other — interactive sessions on:

- Increasing student and staff mobility
- Attracting students to international opportunities
- Developing and maintaining international partnerships
- Supporting incoming and outgoing students
- Staff mobility
- Communication and internationalisation
- Measuring success and impact

GOOD PRACTICE MARKETPLACE

One successful project · one challenge · one idea to improve

Each participant presents their own case. The group develops practical solutions together.

DAY 3 · WEDNESDAY · LONDON DAY

UK Higher Education & Internationalisation

From Oxford to London — a full-day professional and cultural programme

Possible elements:

- Visit to a UK higher education institution or education organisation
- Insights into international student services
- Internationalisation in the UK
- Professional networking
- Guided exploration of London

FOCUS

What can European International Offices learn from the UK?

DAY 4 · THURSDAY

Digital International Office

AI, digitalisation and the future of mobility — practical exploration of:

- Artificial Intelligence in International Offices
- AI-assisted communication
- Digital student support
- Automation of routine processes
- International communication and social media
- Digital tools for collaboration
- Opportunities and risks of AI in higher education

WORKSHOP

Design your International Office of 2030

Participants work in small international groups to develop ideas for a modern, efficient and student-centred International Office.

DAY 5 · FRIDAY

From Ideas to Action

Turning exchange into practical change

- Reflection on the week
- Lessons learned from other institutions
- Transfer of good practice
- Individual and institutional action planning
- Future cooperation opportunities

FINAL WORKSHOP

What will I do differently when I return home?

Each participant develops a short personal action plan with concrete ideas that can be implemented at their home institution.

By the end of the week, participants will have…

- ✓ exchanged practical experience with international colleagues
- ✓ discovered new approaches to internationalisation
- ✓ gained insights into the UK higher education environment
- ✓ developed new ideas for Erasmus+ and mobility activities
- ✓ explored practical applications of AI and digital tools
- ✓ established new European professional contacts
- ✓ created an individual action plan for their home institution

A different kind of Staff Mobility

This is not a traditional conference and not a lecture-based course.
It is a **small, international and highly interactive Staff Week.**

Professional Input + Peer Learning + Best Practice Exchange + Networking + UK Experience

The participants are not only learners.
They are also the experts.

Everything at a glance

Location: Oxford, United Kingdom

Duration: 5 days

Group size: 8–15 participants

Language: English

Target group: International Office & Erasmus+ professionals

Programme: Oxford + professional day in London

Certificate: Certificate of Attendance

Planned from: 2027

The programme is designed for participation within the framework of Erasmus+ Staff Mobility / Staff Training, subject to the individual institution's eligibility and funding arrangements.

Programme fee per participant

695 €

- 5-day programme
- Course materials
- London Day visit
- Return travel Oxford ⇄ London
- Coffee breaks
- Certificate of Attendance

Included: your return journey between Oxford and London for the London Day.
Not included: accommodation in Oxford, travel to and from Oxford (e.g. flights, airport transfers), meals outside of coffee breaks.

Four Staff Weeks to Choose From

International Office in Practice runs on its own schedule, separate from our other short courses — so it can be combined with another Staff Mobility Institute Oxford programme in the same year.

STAFF WEEK	PROGRAMME DAYS (MON–FRI)	LONDON DAY
Week 1	15–19 March 2027	Wednesday, 17 March
Week 2	21–25 June 2027	Wednesday, 23 June
Week 3	20–24 September 2027	Wednesday, 22 September
Week 4	15–19 November 2027	Wednesday, 17 November

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 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 away
- For the London Day, return travel between Oxford and London is already included in the programme fee

Recommendations for Every Budget

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

BUDGET

Royal Oxford Hotel

Central, right by the station — short walk to the 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.

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.

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

Staff Mobility Institute Oxford

Professional development in the heart of Oxford. We create focused Staff Mobility experiences that combine professional learning, international exchange and the unique academic environment of Oxford.

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

info@staffmobilityinstitute.co.uk

Staff Mobility Institute Oxford · Oxford, United Kingdom