



Linköpings universitet
expanding reality

Simplification of administrative procedures

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"Erasmus – the way forward and the Green paper
on mobility of young people"

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Administrative procedures

- Pros and cons -



Transparency – the HEIs can be audited and monitored in order to secure the correct handling of financial contributions from the EU

The perspective of the participants rights – administrative procedures can document whether the rights of the individuals for instance in an application procedure have been respected

Following administrative protocol can also ensure that programmes and initiatives are not as dependent on individual officers and that there is a ”common language” spoken by participants all over Europe

Administrative procedures

- Pros and cons -



The individual perspective – administrative procedures can hinder students, teachers and staff from participation in programmes and initiatives. Deadlines that do not match planned activities, complicated forms that need to be dealt with, changing procedures by the year etc.

The institutional perspective – what is the cost of handling a programme at an HEI, how many hours do we put down on administrative procedures and what do we get in return?

A proposal for a solution?

No, but a simple suggestion.

There should always be a clear **purpose** of centrally designed administrative procedures. Some examples:

A "Learning Agreement" and "Changes to Learning Agreements". Does the implementation of these specific documents necessarily guarantee or facilitate recognition and quality in student mobility?

Requirements regarding copies of travel costs for Teaching Staff. Does the implementation of this administrative procedure guarantee the correct use of the funds?

Requirements of a work plan – signed and stamped? Are a signature and a stamp signs of good quality?

My conclusion

Yes, administrative procedures are needed in order to secure some aspects of quality. But implementing a form or an administrative clause from a central level does very rarely address an issue of quality. It can on the contrary hinder mobility and create badwill for participation.

If you were to ask a HEI why they administer a certain document and the answer is "in case of an audit or for our final report" – it is not going to be an administrative procedure that necessarily contributes to quality.

And no, HEIs do (generally) not look forward to a new set of central regulations regarding administration. At least not new ones every year...

Thank you!