

EUIMA – Full Costing

Call for expressions of interest to participate in the EUA study visit to the University of Birmingham (UK)

Deadline for applications: Friday, 9 September 2011, 12.00h (midday) CET

1. Introduction

As part of the EUIMA – Full Costing project, which aims to enhance the development of full costing in European universities, EUA is organising its third study visit to foster the development of human resources departments responsible for its implementation.

The study visit will take place at the **University of Birmingham** in the United Kingdom on **25- 27 October 2011**. The aim of the study visit is to allow European university leaders, managers and administrators to learn about full costing from an institution well advanced in the practice, and to use the experience to implement the process at their own universities. The study visit will be a unique opportunity for participants to learn about the results of the recent review of the UK full costing methodology, which will be presented by experts from leading UK universities and other stakeholders in the field. In particular, the event will provide practical advice from different management levels at the host institution, which will be complemented by expert perspectives from other UK and foreign universities. Participants will be able to learn about the key strategic issues involved in setting up full costing at their university, and to develop the skills required for managing this complex change process. These include how to set up costing methodologies, to manage the data collected, and to design effective communication strategies. The study visit will also provide space for peer learning and for building networks to share expertise in the future.

The study visit is a one and a half day event and is limited to a maximum of 40 participants. There is no registration fee, though participants are required to cover their travel and subsistence costs themselves. A contribution towards meeting the costs of travel and subsistence will be offered to a limited number of participants who are unable to cover the full expenses.

More information about the study visit along with a preliminary programme can be found by [clicking here](#).

2. Eligibility

Participation will be open to a wide variety of staff profiles, some examples of which are given below. Priority will be given to applications submitted by groups of two university representatives, including a senior university leadership representative and a senior management or administration delegate.

Leadership representatives: rectors, vice-rectors, deans, vice-deans, heads of administration, heads of departments, directors of schools, etc.

Senior management/management representatives: heads of accounting, heads of finance, financial officers, control and audit officers, research officers, strategic development officers, etc.

3. Selection criteria

Applicants will be selected according to the criteria below. Special consideration will be given to ensuring a balanced geographical distribution of participants:

- ♦ Coherence of participants' expectations from the study visit with the focus of the event
- ♦ Demonstration of intention to use the experience gained from the study visit in participants' home universities and/or national higher education context.

Selected participants will be asked to provide a summary on the development of full costing at their institution.

Applicants not selected to take part may be invited to the next study visit, if they meet the criteria.

4. Submitting your expression of interest

For more information please contact Anna-Lena Kulik at +32 2 743 1 148. To submit your expression of interest, please fill in the application form [available here](#). Please send the completed application form to anna.lena.kulik@eua.be by **Friday 9 September 2011 (12.00h CET)**.