

Call for participation

Una Europa Live My Life - 2025

Are you a member of professional services staff at an Una Europa partner university?

Do you work in one of the following fields:

- Human Resources
- Financial services
- Placement opportunities
- Public Engagement
- Continuous Education services
- Language Centres services
- Knowledge Transfer Office
- PhD Division services
- Library services?

Are you interested in meeting peers across Europe and spending up to one week immersed in another university?

Then apply to participate in our 2025 edition of Una Europa Live My Life!

What is Live My Life?

Live My Life is Una Europa's joint format for blended job shadowing targeted at professional services staff at the alliance's partner universities. The programme seeks to give professionals the opportunity to actively engage in the Una Europa community and get involved in peer-to-peer learning, providing an opportunity for mutual learning in a transnational context.

Is this opportunity for me?

Live My Life is for professional services staff at Una Europa partner universities. Each edition is targeted towards specific professional families, selected in consultation with colleagues from our partner universities and grouped according to a priority criterion established for the 2025 edition.



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Priority groups for Live My Life 2025

Priority level	Professional families
1	Human Resources Financial services Placement opportunities
2	Public Engagement Continuous Education services Language Centres services
3	Knowledge Transfer Office PhD Division services Library services

Selection and prioritization of professional families for Live My Life was carried out in consultation with the Una Europa Professional Staff Working Group and the Senior Local Leads of all 11 partner universities. This decision followed an analysis of the professional families that typically have less international exposure, as well as a review of previous editions of Live My Life (2021, 2022, 2023, and 2024).

'Professional services staff' refers to staff working in the administration of the university, either in the central or in the departmental/faculty units, with a management, technical or administrative role. Academic staff or staff covering academic roles such as teaching and research are not included and are therefore ineligible to participate in Live My Life.

Diversity and inclusion

Una Europa is committed to promoting equal opportunities, accessibility, inclusion, and fairness throughout the application and selection process of Live My Life. In line with the values of the alliance and the work of the Una Europa Diversity Council, as well as the priorities of the European Commission and the Erasmus+ Programme, all prospective participants are encouraged to apply, regardless of their background or level of international experience. The selection process will aim to ensure diversity, gender balance, and the inclusion of staff members who have had fewer opportunities for international exposure.

What to expect?

The 2025 edition of Live My Life will start in October 2025 with three online sessions, followed by in-person mobility visits of up to one week per person, which must take place between November 2025 and April 2026. The programme will close with a final online wrap-up and evaluation event, which will be organized at the end of the mobility visits.

The online sessions will be preparatory to the mobility visits. We will focus on:

1. What is Una Europa and how does it work?



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The aim of this online session is to share the purpose of Una Europa and its main results until now. What is Live My Life in the context of Una Europa? What should I expect as a participant? This session will be open to a wider audience of professional services staff at Una Europa partner universities.

2. Building your intercultural and transversal skills

This session will give participants some tools to help you make the most of your mobility visit.

3. Tandem and first exercises

Together with your Live My Life partner, you will start to plan your exchange by developing a “knowledge transfer template”.

These virtual sessions will be followed by a series of individual virtual meetings in tandems focusing on topics related each tandem’s work. Each tandem will choose the topics and will organise their individual sessions autonomously.

Following the general and individual virtual exchanges, participants are expected to spend a period of three to five days at the host university.

At the end of the programme, participants are expected to report to their home institution and colleagues in order to share insights and outcomes from their experience. They will also receive a certificate of participation to the programme from the Live my Life organising team at Alma Mater Studiorum - Università di Bologna.

How do I apply?

1. Get familiar with open positions

The first step for applicants is to get familiar with the open positions and suggested activities, which are described at the end of the call. This step is important to align expectations of the participants and to organise tandem of “peers” working on similar activities at alliance partner universities.

2. Submit your application

Apply online via our [APPLICATION FORM](#). You may apply as a *tandem* with a peer — already independently identified — from an Una Europa university, or individually:

- Applying as a tandem

If applying as a *tandem*, you must provide your peer's name and all required details in your application. A tandem application will only be confirmed once both individuals have submitted their applications, each referencing the other.

- Applying as individual

If you apply individually, the *Live My Life* organising team will match you with another candidate who has a compatible profile.



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Please note that, while the matching process aims to be as accurate as possible — pairing applicants working in the same professional fields — in the interest of maximum inclusivity, pairings may sometimes involve individuals with similar, not identical, job descriptions. Nevertheless, such pairings have proven highly valuable and effective for mutual exchange in previous years.

The online application form requires you to:

- Select one of the professional families of the Live My Life 2025 programme
- Describe your current position and your main activities and responsibilities
- Describe your motivations and expectations for the programme
- *When submitting a tandem application*, you must also indicate the name of the peer, their job position and home institution

How are participants selected?

The Live My Life organising team at Alma Mater Studiorum - Università di Bologna will receive all applications, review the tandem applications, and match individual candidates.

Selection will not be based on merit or CV evaluation, but rather on the compatibility of the pairings and the availability of funding at each institution. Compatibility will largely depend on the job description and the motivation provided by each applicant.

The list of the most feasible pairings will be shared with the institutions involved, grouped according to the priority areas indicated above, to enable a final decision on selection based on the available funding.

Candidates or tandems who are not selected for funding will nevertheless be invited to participate in the online preparatory meetings, particularly the first session on “What is Una Europa and how does it work?”, and will be offered the opportunity either to host their peer or to follow the programme entirely online.

Key dates

- Applications close on 16 June
- Selected participants will be contacted by mid-July, together with their peer, asking to confirm their participation by the beginning of September 2025
- The three online preparatory sessions will take place in October 2025
- The in-person mobility visits will take place between November 2025 and April 2026

Eligibility

To participate in Live My Life, you must meet the following criteria:



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1. You are a member of professional services staff at an Una Europa partner university:

- Freie Universität Berlin
- Alma Mater Studiorum - Università di Bologna
- University of Edinburgh
- KU Leuven
- Universidad Complutense de Madrid
- Uniwersytet Jagielloński w Krakowie
- Helsingin yliopisto/Helsingfors universitet
- Université Paris 1 Panthéon-Sorbonne
- Universiteit Leiden
- University College Dublin
- Universität Zürich

2. You work in one of the professional families included in annex 1

Commitment to sustainability

In line with the Una Europa Sustainability and Climate Protection Strategy, participants are encouraged to opt for sustainable and green travel options when planning their physical mobility. Whenever possible, and in accordance with their home institution's internal regulations, staff are invited to consider environmentally friendly modes of transportation.

The Live My Life format was initiated under the 1Europe project and developed as part of the activities on Empowering Staff under the Una.Futura project.



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Annex 1. Detailed description of positions



Priority	Professional family	Sub Area name and/or description
1	Human Resources	<p><u>HR Consultants/Business Partners Managers</u> Act as strategic advisors within faculties and departments, aligning human resources with institutional goals and supporting academic and administrative leadership in workforce planning and development.</p> <p><u>Professionals in Recruiting / Resourcing Managers</u> Coordinate inclusive and competitive recruitment processes to attract top academic and professional talent, while ensuring compliance with institutional and international standards.</p> <p><u>Learning Developers / Professional and Career Development / Continuing Education Managers</u> Design and implement training programs for university staff, fostering continuous professional growth and building skills aligned with evolving educational and research environments.</p> <p><u>HR Service Managers (Salaries, Legislation, Procedures, etc.)</u> Oversee core HR operations including payroll, contracts, legal compliance, and policy implementation</p>
1	Financial Services (This category does not include research managers directly involved in the management of EU/national research funds either in pre or post award phase)	<p><u>Operational Administration</u> Covers staff responsible for day-to-day financial operations such as budgeting, accounting, payroll, tax duties, and procurement—typically within central administration or at the department level.</p> <p><u>Strategic Analysis</u> Refers to staff involved in financial reporting, forecasting, and analysis that supports high-level decision-making and university governance (e.g. within strategic planning or management control units).</p> <p><u>Student Financial Services</u> Includes personnel managing student-related finances, such as tuition fee collection, scholarships, financial aid, and contributions—often within dedicated student finance or services offices.</p>



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1	Placement opportunities	<p><u>Internship and Traineeship Coordination</u> Staff in charge of managing internships and traineeships, both domestic and international, including coordination with departments, businesses, and mobility programmes.</p> <p><u>Career Services and Employer Engagement</u> Teams providing career guidance, CV and interview workshops, job matching, and liaising with local, national, and international employers to enhance student employability.</p> <p><u>International Opportunities and Mobility for Work Experience</u> Advisors facilitating access to international internships and global work placements, often in the context of Erasmus+ or similar frameworks.</p> <p><u>Job Fairs and Professional Development Events</u> Organization of career fairs, networking events, employer panels, and alumni talks to prepare students for the labor market.</p>
2	Public engagement	<p><u>Community Engagement and Civic Participation</u> Staff dedicated to fostering relationships between the university and local communities, promoting civic involvement, and facilitating community-based projects.</p> <p><u>Public Engagement with Research</u> Teams that support researchers in sharing their work with the public, encouraging dialogue, and ensuring that research outcomes benefit society.</p> <p><u>Civic Education, Service Learning and Policy collaboration</u> Units that coordinate student involvement in community service, integrating practical experiences with academic learning to address societal needs. Units that engage with policy-makers, contribute to public debates, and organize educational initiatives</p>
2	Continuous Education Services	<p><u>Professional Development and Lifelong Learning Programs</u> Departments offering a range of courses, from short-term workshops to extended programs, aimed at professionals seeking to update or expand their skills.</p> <p><u>Flexible Learning Opportunities</u> Provision of part-time, evening, weekend, and online courses to accommodate diverse learner schedules and commitments.</p>

		<u>Tailored Programs for Diverse Audiences</u> Customized courses designed for specific groups, including working professionals, retirees, and individuals pursuing personal enrichment.
2	Language Centres Services	<u>Course Management and Scheduling</u> Administrative staff coordinate course calendars, classroom allocations, timetables, and registration processes. They liaise with instructors and departments to ensure smooth academic operations <u>Student Services and Enrolment Support</u> Staff assist with enrolments, language placement tests, proficiency exams, and issuance of certificates <u>Digital Learning and Platform Management</u> Administrative teams may assist in managing learning platforms (e.g., Moodle, Tandem, online testing software), help desk services for e-learning users, and logistics for hybrid or online language courses <u>Event and Cultural Program Organization</u> Administrative support in the organisation of language-related events or intercultural workshops
3	Knowledge Transfer office	<u>Patents and Intellectual Property Management</u> Support researchers in protecting and commercializing their innovations through patents and licensing <u>Industry Collaboration and Partnerships</u> Foster partnerships with companies for collaborative research, product development, and funding opportunities, including programmes for students' entrepreneurship <u>Technology Transfer and Start-up Support</u> Translate academic research into practical applications, including spin-offs and commercialization services. <u>Research Valorization and Economic Impact</u> Ensure that university-generated knowledge contributes to societal and economic advancement.
3	PhD Division Services	<u>Doctoral Program Administration and Guidance</u> Oversee admissions, progression, regulations, and degree completion for PhD candidates. <u>Mentorship and Career Development</u> Provide personalized advising and prepare students for academic and non-academic career paths. <u>Community Building and Well-being</u> Foster a supportive research environment through networking, peer interaction, and mental health initiatives

3	Librarians and Library Services	<p><u>Collection Management and Access to Resources</u> Curate physical and digital collections</p> <p><u>Research Support and Information Literacy</u> Assist users with finding, evaluating, and using information effectively for academic work.</p> <p><u>Workshops, Training, and Personalized Services</u> Offer group instruction and one-on-one guidance to enhance research and digital skills.</p>
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