

## Call for Speakers

ENGAGE.EU Staff Training Week

*Artificial Intelligence in Higher Education Administration*

April 5-9, 2027 - Toulouse, France

**Deadline for proposals: July 5, 2026**

### About

Toulouse Capitole University will host the second edition of the ENGAGE.EU Staff Training Week on Artificial Intelligence in Higher Education Administration from April 5 to 9, 2027.

This staff training week aims at providing a forum for staff members from ENGAGE.EU universities to learn about the evolving role of AI in higher education administration, exchange best practices to relevantly and responsibly integrate AI in everyday office work, and reflect on desirable pathways for the implementation of AI technologies at ENGAGE.EU universities.

By allowing exchange of knowledge and good practices between administrative staff members of ENGAGE.EU higher education institutions, this staff training week contributes to strengthening and sustaining the Alliance's efforts towards bringing together communities at all levels of our institutions with the aim of driving innovation and sustainable transformation.

This one-week programme is open to administrative staff members from ENGAGE.EU partner universities. Prior to the on-site part of the staff training week, an online session will be organised to introduce the programme and the teachers. The language of instruction is English. The staff training week will host a maximum of 35 participants.

### Call for Speakers

Toulouse Capitole University is inviting academics and administrative staff members from ENGAGE.EU partner universities to propose courses and workshops for the staff training week. Two types of contributions are invited:

- Lectures about AI and its impact in higher education administration
  - Duration: 3 to 8 hours
- Practice-based contributions presenting concrete tools, best practices, and strategies for the use of AI in higher education administration
  - Duration: 3 hours

Candidates should be able to demonstrate significant experience and expertise of AI and of digitalisation in higher education.

Proposed courses should contribute to the development of participants' understanding of AI and how it is (re)shaping everyday work in higher education administration, equipping them with knowledge and tools to responsibly leverage Artificial Intelligence to address challenges faced in their daily administrative work.

Topics of interest include, but are not limited to, the following list:

- History and foundations of AI
- Digital transformation of work
- Evolving role of AI in higher education administration
- Existing AI tools and how they can be relevantly used in everyday administrative work
- Responsible and sustainable use of AI (ecological, social and economic risks, information security and data privacy, ethical issues, etc.)
- Higher education institutions AI strategies and practices (e.g., regulations, staff training, implementation of AI tools, etc.)
- Future perspectives, emerging trends and innovations

Other relevant topics related to AI and higher education administration are welcome.

Proposed courses should be designed in an interactive way that allows an active contribution of the participants, discussion between participants and teachers, and sharing of experiences and best practices.

## Proposal Guidelines

Proposals should include the following information:

- Personal details
  - Name, higher education institution, position
  - Short CV
  - Description of your experience of AI and digitalisation in higher education
- Title of the proposed workshop or lecture
- Summary (150 words max)
- Description of the workshop or lecture (250 words max)
- Tentative outline (including information about how you plan to encourage active participation and interactions)

## Submission Information

**Proposals should be submitted to [internationalisation@ut-capitole.fr](mailto:internationalisation@ut-capitole.fr) by July 5, 2026.**

Selections will be made based on the following criteria: 1) Quality of the teaching plan; 3) Expertise of the speaker in the staff training week theme; 4) Balance of chosen teaching topic with other proposals.

## Mobility Grants and Remuneration

This ENGAGE.EU staff training week is eligible for selected candidates to apply for Erasmus+ mobility grants provided by their home institutions to support travel costs. Please contact the relevant person at your home institution to inquire if Erasmus grant funds are available. In addition, Toulouse Capitole University will remunerate speakers. More information about remuneration will be shared with the selected candidates.

## Contacts

If you have any questions, do not hesitate to contact Anaïs Georges, Internationalisation at Home project coordinator: [internationalisation@ut-capitole.fr](mailto:internationalisation@ut-capitole.fr)