

INTERNATIONAL CREDIT MOBILITY

KEY DOCUMENTS AND PRACTICAL HANDBOOKS

Seminar in Kiev, 27th June 2017

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THE ROLE OF A HIGHER EDUCATION INSTITUTION (HEI) IN A PROGRAMME AND A PARTNER COUNTRY

- ✓ Information and promotion of the programme to potential participants: student and staff members
- ✓ Organisation of selection process: students and staff
- ✓ Preparation of participants for mobility period abroad
- ✓ Financial agreements with individual participants: students and staff
- ✓ Monitoring of students and staff performance
- ✓ Reporting to the National Agency



ERASMUS CHARTER FOR HIGHER EDUCATION 2014-2020

The European Commission hereby awards this Charter to:

Nazwa Uczelni

The Institution undertakes to respect the following principles:

- ✦ Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds.
- ✦ Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system). Ensure the inclusion of satisfactorily completed study and / or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).
- ✦ Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.

The Institution further undertakes to:

- When Participating in Mobility Activities -

Before Mobility

- ✦ Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- ✦ Carry out mobility only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants.
- ✦ Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- ✦ Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants.
- ✦ Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.
- ✦ Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.
- ✦ Provide guidance to incoming mobile participants in finding accommodation.

During Mobility

- ✦ Ensure equal academic treatment and services for home students and staff and incoming mobile participants.
- ✦ Integrate incoming mobile participants into the Institution's everyday life.
- ✦ Have in place appropriate mentoring and support arrangements for mobile participants.
- ✦ Provide appropriate linguistic support to incoming mobile participants.

After Mobility

- ✦ Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.
- ✦ Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period.
- ✦ Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- ✦ Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

- When Participating in European and International Cooperation Projects -

- ✦ Ensure that cooperation leads to sustainable and balanced outcomes for all partners.
- ✦ Provide relevant support to staff and students participating in these activities.
- ✦ Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community.

- For the Purposes of Visibility -

- ✦ Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website.
- ✦ Promote consistently activities supported by the Programme, along with their results.

On behalf of the Institution, I recognise that implementation of the Charter will be monitored and that violation of any of the above principles and commitments may lead to its withdrawal by the European Commission.

-signed-

Imię i nazwisko prawnego przedstawiciela uczelni
Legal representative

Kod Erasmusa



KEY DOCUMENT FOR BOTH HEIS (PROGRAMME AND PARTNER COUNTRY)



Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-20[21]²
between institutions from
Programme and Partner Countries³

[Minimum requirements]⁴

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

INTER-INSTITUTIONAL AGREEMENT BETWEEN PROGRAMME AND PARTNER COUNTRY HEIS

Respect of fundamental principles:

- ✓ Respect in full the principles of **non-discrimination** set out in the Erasmus for All programme and ensure equal access and opportunities to mobile participants from all backgrounds.
- ✓ Ensure **full recognition** for satisfactorily completed activities of mobile students in terms of credits awarded (ECTS or compatible system) and inclusion in the final record of student achievements (Diploma Supplement or equivalent).
- ✓ **Charge no fees**, in the case of credit mobility, to incoming exchange students for tuition, registration, examinations or access to laboratory and library facilities.

Obligation when participating in mobility:

- ✓ Publish Course Catalogues
- ✓ Apply ECTS rules
- ✓ Ensures good preparation of mobile individuals (language, documents, logistics)
- ✓ Assistance for visas, accommodation, insurance

- ✓ Guidance to incoming participants
- ✓ Equal academic treatment and services
- ✓ Integration into the local society
- ✓ Mentoring
- ✓ Linguistic support

INTER-INSTITUTIONAL AGREEMENT BETWEEN PROGRAMME AND PARTNER COUNTRY HEIS

Details to be agreed:

- A. Information about higher education institutions
- B. Mobility numbers per academic year
- C. Minimum requirements:
 - Language skills required at the start of the mobility:
 - Respect of fundamental principles and other mobility requirements
 - Any additional requirements (to be completed if necessary)

INTER-INSTITUTIONAL AGREEMENT BETWEEN PROGRAMME AND PARTNER COUNTRY HEIS

Details to be agreed:

D. Calendar

E. Information

1. Grading systems of the institutions
2. Visa
3. Insurance
4. Housing

Financial agreement with attachments:

- 1) Grant agreement model for Erasmus+ student mobility between PROGRAMME and PARTNER COUNTRIES
 - a. Learning Agreement for studies
- 2) Grant agreement model for Erasmus+ staff mobility for teaching and training between PROGRAMME and PARTNER COUNTRIES
 - a. Mobility Agreement - Staff Mobility for Teaching
 - b. Mobility Agreement - Staff Mobility for Training

- ✓ Information about student (mobility participant)
- ✓ Table A - Before the mobility
- ✓ The level of language competences
- ✓ Table B - Before the mobility
- ✓ Commitment
- ✓ During the mobility: Exceptional changes to table A and table B
- ✓ After the mobility: Transcript of Records at the Receiving Institution and Transcript of Records at the Sending Institution

MOBILITY AGREEMENT - STAFF MOBILITY FOR TEACHING OR TRAINING - WHAT HAS TO BE AGREED BEFORE MOBILITY

- ✓ Main subject field
- ✓ Level of studies (according to the EQF)
- ✓ Number of students targeted
- ✓ Number of teaching hours
- ✓ Language of instruction

- ✓ Overall objectives of the mobility
- ✓ Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved)
- ✓ Content of the teaching programme (**STA**)/ Activities to be carried out (**STT**)
- ✓ Expected outcomes and impact

PRACTICAL HANDBOOKS

- „Do's and don'ts for applicant higher education institutions” (at the application stage)
- „Erasmus+ International Credit Mobility. Quick Guide for Participating HEIs in Partner Countries”
- „Erasmus+ International Credit Mobility. Handbook for HEIs”
- „Erasmus+ International Credit Mobility. Guide on Amendments to the Beneficiary Grant Agreement

QUESTIONS? COMMENTS?

