UNIVERSITY OF APPLIED SCIENCES IN NYSA

What needs to be agreed between Polish and Ukrainian Universities before the ICM application is submitted

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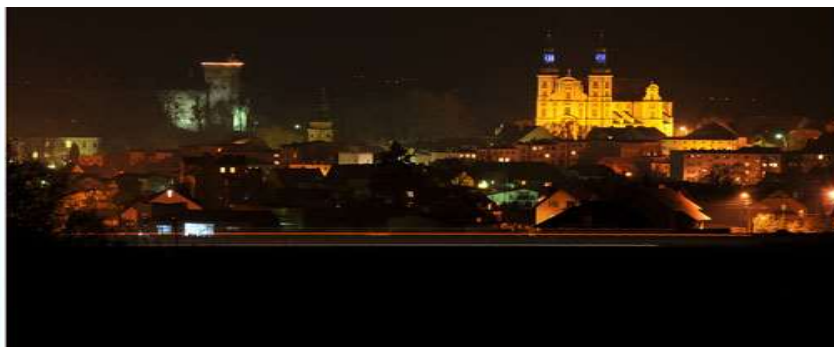
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PRESENTATION FLOW

1. UNIVERSITY OF APLIED SCIENCES (UAS) IN NYSA BACKGROUND AND INTERNATIONAL COOPERATION EXPERIENCE
2. KA-107 ICM E+ APPLICATION GENERAL RULES
3. PARTNERSHIP RULES
4. CRUCIAL POINTS BEFORE APPLICATION SUBMISSION
5. QUALITY ASSURANCE
6. KEY POINTS COMING FROM THE EXPERIENCE

POLAND, NYSA- a nice place to stay and jump around!

Cultural and touristic heart of the region

Berlin – 421 km

Wroclaw – 90 km

Warsaw – 375km

Nysa

Cracow – 236km

Prague – 244km

Vienna – 345km

**Only 20 km
to the Czech Rep. border!**

PAŃSTWOWA WYŻSZA
SZKOŁA ZAWODOWA W NYSIE

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UNIVERSITY OF APPLIED SCIENCES IN NYSA

Facts and figures:

- founded on 1st June 2001
- More than 4.000 students
- 14 Faculties, 16 specialisations
- Titles: Engineer (3,5 years), Bachelor (3 years), Master (2 years)

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ADVANTAGES OF NYSA

- The Programme assures the highes quality standards
- The living expenses in Nysa are much lower than in other polish cities
- Schoolarships founded by the major of the City are available
- So called „Silesian Rome" is a cultural and turistic heart of the region
- **Only 20 km to the Czech border! Nice to jump around!**
- International atmosphere with other foreign students
- Study in a nice, home atmosphere with no rush and stress☺

UNIVERSITY

- MODERN & PROFESSIONAL
- DIVERSE OFFER
- PRACTICAL PROFILE
- SCHOLARSHIPS
- INTERNATIONAL COOPERATION
- VISITING PROFESSORS
- INNOVATIONS
- 5 ADDITIONAL COMPETENCES: ENTERPRENEUR TRAINING, DRONS OPERATING, ADDITIONAL FOREIGN LANGUAGE, STUDY VISITS, FIRST AID PROFESSIONAL TRAINING
-

TECHNICAL

Architecture & Urban Planning
Computer Science
Production Management

ECONOMICAL

Finance and Banking

HUMANISTIC

English Philology
German Philology
Business English

MEDICAL

Dietetics
Cosmetology
Nursing
Medical Rescue
Public Health
Personnal trainer

ARTISTIC

Jazz and pop music
Sound realisation
Renovation and conservation

SOCIOLOGICAL

Internal Security

Internationalisation

ERASMUS (2004-2017): 2 MLN EURO
c. 80 PARTNERS FROM 26 COUNTRIES

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BELGIUM
BULGARIA
CZECH REP.
DENMARK
FINLAND
GREECE
SPAIN
IRELAND
LITHUANIA
LATVIA
GERMANY
ITALY

INTERNATIONAL

COOPERATION

PORTUGAL
ROMANIA
SLOVAKIA
SLOVENIA
TURKEY
RUSSIA
UKRAINE
HUNGARY
GREAT BRITAIN
KOSOVO, MONTENEGRO
BOSNIA I HERCEGOVINA
INDIA, VIETNAM, MEXICO

Offer for International Students

1. Regular Studies in Polish, German and English language, postgraduate studies in English
2. Erasmus exchange for students/ foreign guest lectures
3. Traineeships in the region/ companies, industry, institutions, all kinds of schools
4. Polish Language&Culture Intensive course/ IX 2017
5. International Workshops, Summer Schools, and Conferences

www.pwsz.nysa.pl

Offer for International Students

6. Certified professional courses/CISCO Academy
7. English, German and Czech Language courses
   for exchange students
8. Tutor and Buddy system within the IRO Office
9. Dormitory guaranteed for foreign students/ 70 Euro
10. Rich cultural program: excursions, concerts,
    cooking evnings, Christmas celebrations,
    film projections and others

UAS IN NYSA BACKGROUND
& INTERNATIONAL COOPERATION EXPERIENCE

- ERASMUS+ – KA-103- Programme Countries (regulary)
- ERASMUS+ – KA-107-Partner Countries

  Erasmus – International Credit Mobility 2015project (ICM – KA107)

  Erasmus – International Credit Mobility 2016project (ICM – KA107)

  Erasmus – International Credit Mobility 2017 project (ICM – KA107)

- Double Degree with BTU Cottbus Germany
- LEONARDO DA VINCI PILOT PROJECTS
- Europa Creativa
- ERASMUS INTENSIVE COURSES I, II, III
- INTERREG III/NTPHARE CBC

UAS IN NYSA KA-107
(129 mobilities in 2015-2017 up to 30.06.2017)

Państwowa Wyższa Szkoła Zawodowa w Nysie

University of Podgorica, Montenegro

Koordynator projektu

over 315. 000 EURO

University of Mostar, BiH

University of Pristhina, Kosovo

Uczelnia partnerska

BALKANS: 99

www.uni-pr.edu

University of Pune, Indie

Uczelnia partnerska

INDIA: 7

http://www.unipune.ac.in/

University of Lviv, Ukraina

Uczelnia partnerska

UKRAINE: 12

www.lingua.lnu.edu.ua/en

Lviv Polytechnic National University, Ukraina

Uczelnia partnerska

www.lp.edu.ua/en/iarch

www.pwsz.nysa.pl

UAS IN NYSA IN COOPERATION WITH UKRAINE

1. 2017-04-24 **5th INTERNATIONAL STAFF TRAINING WEEK in Nysa**
2. 2017-05-11 **Succes of the BRCDGV 2017**
3. 2017-04-04 Professional training in Nysa – University of TARNOPIL
4. 2016-07-08 **Summer Polish Language Course for foreigners – participants from Ukraine**
5. 2016-06-20 **NEW AMBASSADORS OF UAS IN NYSA! Promotional actions with the ukrainian students**
6. 2016-04-26 **Educational fairs and partner visit to Ternopil, UKRAINE** From 21st till 24th of April 2016
7. 2016-04-22 **4th International Staff Training Week** From 11-15 April 2016 – participants from Lviv
8. 2015-07-06 **Polish Language Course for foreigners 2015, students from Ukraine**
9. 2015-04-13 **International Staff Training Week, participants from Ukraine**
10. 2014-10-07 **International Congress "Multilingualism as a Chance„** The University of Applied Sciences in Nysa & Ivan Franko National Lviv University as partners

SUPPORTIVE ACTIVITIES:
staff exchange visits; study visit of the students; visiting professors supporting the process; promotional material in Ukrainian;

GENERAL ISSUES/PRINCIPLES Key Action (KA) 107

➢ Quick Reference Guide for HEIs in Partner Countries_KA107 Projects
➢ The list of Partner Countries the ERASMUS+ Programme Guide (pages 22-24).
➢ Cooperation between Polish universities and universities in Partner Countries (PC) is based on:

- • ERASMUS+ Programme Guide
- • Inter Institutional Agreements, signed by central university authorities (Rector, President) (Polish version; English version)

➢ Every IIA shall be accompanied by a text file "Answers to 4 Quality Questions"
➢ Application submitted to the Polish National Agency for ERASMUS+
➢ Next application deadline – February/March 2018. Applications are subject to careful evaluation and there is **no guarantee of acceptance.** Success rate may vary from one Region to another and final results of the **competition** must be awaited.
➢ In case of a positive evaluation of the Application (as a whole or for chosen Regions) a Financial Contract for a KA 107 Mobility Project is signed with the Polish National Agency. This Contract is binding as far as the number, type, level and direction of mobilities are concerned.

CHECK before the application

Inter-institutional agreement:
http://ec.europa.eu/programmes/erasmusplus/discover/guide/documents-applicants_en.htm

Do's and don'ts for applicant higher education institutions:
http://mobilnost.hr/cms_files/2015/11/1448628877_do-s-and-don-ts-forapplicants--he-intl---nov-2015.pdf

Frequently Asked Questions for Higher Education Institutions:
http://mobilnost.hr/cms_files/2015/11/1448628902_faq-on-internationalcredit-mobility-for-heis-nov-2015.pdf

Guide for Partner Countries:
http://www.mobilnost.hr/prilozi/05_1444207656_Erasmus+_ICM_Quick_Reference_Guide_for_Partner_Country_HEIs_Oct2015.pdf

Guidelines for Experts:
http://www.mobilnost.hr/cms_files/2015/12/1449659010_expert-guideka107-nov2015.pdf

GENERAL ISSUES/PRINCIPLES KEY ACTION (KA) 107

➢Eligibility- to be checked. An HEI must be awarded the **Erasmus Charter for Higher Education (ECHE) – VERY USEFUL ON THEAPPLICATION STAGE!**

➢ The ECHE describes:
- the HEI's context
- the HEI's strategy for internationalisation and how participation in Erasmus+ will contribute to this
- how the HEI will support students before, during and after mobility
- the outcomes expected of co-operation projects

➢The HEI also agrees to **promote** the programme and the mobility opportunities which it offers students and staff. This should include:

promotional talks by returning students;/internationalisation at home; production and posting of promotional materials; adherence to the requirements of the ECHE, including making the Erasmus+ policy easily accessible via the HEI's website.

➢By signing the Erasmus Charter for Higher Education (ECHE), higher education institutions **commit to provide all the necessary support** to mobile participants, including linguistic preparation.

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KA-107 ICM E+ APPLICATION GENERAL RULES

➢Programme Country **have to identify the Partner** HEIs it is going to work with in the application form

➢For reporting purposes, the Partner Country HEI will need a 9-digit **Participant Identification Code (PIC)** unique to their institution. The Partner Country HEI will need a PIC as soon as they have been selected, and in any case before the start of the mobility. This PIC will then have to be communicated to the Programme Country HEI before they can start reporting on the mobility. Please note that **no PIC will be required at application stage for the Partner Country institution.**

➢If the Partner Country institution does not already have a PIC, then they will have to register their organisation in the Unique Registration Facility (URF) of the Participant Portal to obtain one. The higher education institution should check carefully whether their institution already has a PIC before requesting a new one. (Participant Portal for Research & Innovation)

CHECKLIST FOR APPLICATION TO THE INTERNATIONAL CREDIT MOBILITY (ICM) 2017-2019

Background – CRUCIAL IN APPLICATION AND GOOD COOPERATION

➢**results** from previous contact and cooperation with the partner institution
➢**purpose** of the cooperation and anchorage at the department / UNIVERSITY
➢**connection to the institution's internationalisation strategy** (or priorities in the area), integration in curricula and learning outcomes, and what added value you expect the project to provide the participants
➢ how the project and its mobilities have been discussed with the Head of Department as well as with responsible personnel for education
➢how will the experiences of the participating students and staff be recognized after completed mobility?
➢strategy for internationalisation (or similar) documents from the partner institution (if available)

CONTRACTING PROCESS

Grant awards Award Criteria Eligible grant applications (after having passed the eligibility check) will be assessed, for each mobility project with a Partner Country, on the following criteria:

Relevance of the strategy (maximum 30 points)
The extent to which the planned mobility project is relevant to the internationalisation strategy of the higher education institutions involved (both in the Programme and in the Partner country) and the rational for choosing staff and/ or student mobility.

Quality of the cooperation arrangements (maximum 30 points)
The extent to which the applicant organisation has previous experience of similar projects with higher institutions in the partner country and the clarity of the description of responsibilities, roles and tasks between partners.

Quality of the activity design and implementation (maximum 20 points)
The completeness and quality of arrangements for the selection of participants, the support provided to them and the recognition of their mobility period (in particular in the Partner country).

Impact and dissemination (maximum 20 points)
The potential impact of the project on participants, beneficiaries, partner organisations, at local, regional and national levels and the quality of measures aimed at disseminating the results of the mobility project at faculty and institution levels, and beyond where applicable, in both the programme and partner countries.

Checklist for application to the International Credit Mobility (ICM) 2017-2019

Selecting Partner institutions

Choose to cooperate with an institution where there is a <u>long-term view on cooperation</u> and an established partnership. Note that GU has specified a number of prioritised areas for the selection of applications.

Before the pre-application The following should have been discussed with the partner institution:

➢What mobility types are to be included in the agreement? Incoming students, outgoing students, incoming teachers, outgoing teachers, incoming staff outgoing staff.

➢Number of mobilities per mobility type

➢Study Level Undergraduate, graduate, postgraduate

➢Teaching Level Undergraduate, graduate, postgraduate ⬡ Length of mobility – has to be anchored with educational administration You and your partner need to discuss how the study period should be planned

➢Subject area and which courses should be included in the staff exchanges

➢Time schedule according to the lenght of the project and workflow of the institution

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PARTNERSHIP RULES

1. Common interest of the institutions. Similar internationalisation strategy, vision, goals. **MOBILITY IS NOT A PURPOSE ITSELF.** It should bring added value for both institutions. Follow this aim and create this VALUE to develop Your partnership.
2. Good partnership **needs time and action.** Organise other events together to get to know each other (conferences, publications, meetings)
3. **PEOPLE ARE CRUCIAL** for good cooperation flow. Build trust on personal relations.
4. Discuss the agreement and cooperation flow IN ADVANCE! Remember that „the devil lies in details" – do not leave any issues to be agreed in the last moment
5. Comprehensive patnership is a **commitment** confirmed through **action,** not words and promises infusing international and comparative perspectives throughout the **teaching, research, and service missions** of higher education and embraced by institutional leadership, governance, faculty, students, and all academic service and support units

RESPONSIBILITIES- COORDINATOR

1. Submission of the application
2. Signing the agreement with the NA
3. Alocation preparation and signing agreements with partner`s institutions
4. Information package for partner institutions , staff and students
5. Direct agreements with beneficiariess
6. Transfer of payments (full amount or in number of installments)
7. Mobility Tool reporting system
8. Monitoring of the student`s application and study period documentation
9. Financial Controlling
10. Coordination of the timeline and flow of the project.
11. Issuing the report

RESPONSIBILITIES- PARTNER

1. Supporting submission of the application
2. Signing the agreement with the coordinator
3. Preparation of the work flow and promotional plan
4. **Recruitment of the outgoing students and staff based on the agreed documentation and deadlines** (providing comprehensive, transparent and public information on exchange opportunities and appropriate choice of students and staff. The persons qualified must present appropriate level of language competence as specified.
5. Current monitoring orf project`s realisation together with coordinator
6. Collecting all the necessary documentation as agreed in the Cooperation agreement.

Checklist for application to the International Credit Mobility (ICM) 2017-2019

Inter-Institutional Agreement

➢verify Inter-Institutional Agreement before the final application. We recommend that both parts agree upon the terms in the agreement at an early stage

➢The inter-institutional agreement does not need to be signed at application stage. However, the agreement must be signed at the latest before the start of the mobility period. The partner institutions are nevertheless encouraged to discuss the content of the agreement while preparing the project application

❑SELECTION
❑AGREEMENT WITH THE STUDENT & STAFF MEMBER

❑GRANT PAYMENTS
❑PROLONGATION OF STUDENTS' MOBILITY
❑REPORTING

Organisational Support (OS)

A contribution to any cost incurred by the institutions in relation to activities in support of student and staff mobility, both inbound and outbound, to comply with the Erasmus Charter for Higher Education in Programme Countries, and with the principles of the ECHE as reflected in the inter institutional agreements agreed in the case of institutions from Partner Countries.

➢General rule: **money go after student`s mobilities** for their preparation and adaptation within the spent on the organisational issues of the contract with special care for preparatory actions at receiving institution

➢Could be used on promotional materials and actions, information campaign including Web services, press assistance and language support

➢Organisational support may enlarge the number of exchanges in the next call –we may realise more than stated in the agreement transferring allowed amount into the mobility category

➢One of the solutions could be also issuing 10% of OS for each Partner as a minimum lump sum that gives an opportunity to activate all the partners in promotional actions

Organisational Support (OS)

Organisational arrangements with partner institutions**, including visits to potential partners**, to agree on the terms of the inter-institutional agreements for the selection, preparation, reception and integration of mobile participants and to keep these inter-institutional agreements updated;

•provide updated course catalogues for international students;
•provide information and assistance to students and staff;
•selection of students and staff;
•preparation of the learning agreements to ensure full recognition of the students' educational components- preparation and recognition of mobility agreements for staff;
•linguistic and intercultural preparation provided to both incoming and outbound students and staff, complementary to the Erasmus+ Online Linguistic Support;
•facilitate the integration of incoming mobile participants in the HEI;
•ensure an efficient mentoring and supervision arrangements of mobile participants;
specific arrangements to ensure the quality of student traineeships in enterprises;

QUALITY ASSURANCE

➢ reading the 'Do's and don'ts for applicant higher education institutions recommended.

➢ prepare and implement monitoring plan in order to be in accordance with the agreement

➢ clerarly state and divide the roles of partner`s institutions, also in quality assurance process

➢ **QUALITY** - description of previous collaboration . The results from previous contact and cooperation with the partner institution, roles and responsibilities, existing agreements (eg. Linnaeus-Palme, Erasmus Mundus, etc.)

RELEVANCE

➢why the chosen type of mobility was selected, which of the selected types

(if more than one) will be a priority and why?

➢Project design and implementation

➢Which of the parties does what and at what stage

➢How will you work with promoting the mobility?

➢Which courses are given and when desirable effects and dissemination of results - long-term

objectives and targets (For example, integration in curricula and learning outcomes, and

expectations of what added value the project will provide the participants)

Planned dissemination activities such as evaluations and exchange of experience

PROCEDURES for KA-107 INCOMING STUDENTS

COORDINATOR/ICO of the University of Applied Sciences in Nysa:

- Sending the draft of the agreement to be filled in by a student and sending university
- Checkof the agreements & Learning Agreement of a student
- Sending information about the student and his/her Learning Agreement to appropriate coordinator and Institute
- If accepted – sending back signed and stamped LA to student's home university
- Informing students about formalities: accommodation, academic calendar, grant, agreement, bank account number, insurance, etc.
- Payment of the the first installment of the grant (50%) max. 30 days after signing the agreements by all the parties
- If needed – helping a student to book a room in the Dorm / other accommodation
- Setting up meetings with coordinators

KA-107 SCHEDULE_UAS in NYSA

- FORMAL PREPARATIONS: VALIDITY, REGISTRATION INTER INSTITUTIONAL AGREEMENT

- INFORMATION&PROMOTION ATIONS/DETAILED ARRANGEMENTS BETWEEN PARTIES/STAFF OF ICOTRAINING/INTERNAL RULES WITHIN THE INSTITUTION: COORDINATOR. PROCEDURE, DEADLINES, RECRUITMENT CRITERIA, AVAILABLE AND AGREED COURSES

- DEADLINE FOR APPLICATION: 15.12.2015, PROTOCOL SIGNED BY INSTITUTIONAL ERASMUS COORDINATOR SENT TO POLAND ON 20.12.2015 WITH SCANNED AGREEMENTS SIGNED WITH THE STUDENTS. MONEY TRANSFER TO STUDENT`S ACCOUNT TILL 11TH OF JANUARY

- PREPARATION OF MOBILITY, LANGUAGE PREPARATIONS AND OLS, ACADEMIC CALENDAR, ACCOMODATION IN RECEIVING INSTITUTION, TRAVEL ARRANGEMENTS

- ADAPTATION DAY FOR INCOMINGS, MEETINGS WITH COORDINATORS, LA CHANGES ETC., MONITORING BY RECEIVING AND SENDING PARTY

- EXAMS AND TRANSCRIPT OF RECORDS

PROCEDURES for KA-107 INCOMING STUDENTS

PREPARATORY ACTIONS

- Be informed about the possibilities, conditions and procedures, deadlines for the application • Prepare documentation for application process: write good CV and motivation letter • Ensure yourself that you fulfill local criteria to go abroad regarding grades or language • Meet with ICO at home university, read posts in the internet and ask other Erasmus students • what they think about their mobility and what are advantages and difficulties ICO of the University of Applied Sciences in Nysa: • Send Invitation with deadlines to a partner university • Prepare and send or update List of valid courses

APPLICATION PROCESS AND RECRUITMENT

• Fill in the online application form to be registered in the recruitment procedure • Complete documentation and submit at your home ICO in original and scanned version send to the host institution • Take an English exam if available or bring other certificate of your language proficiency • Wait for the confirmation that you have been provisionally accepted ICO of the University of Applied Sciences in Nysa: • Send to a student's home university information about possibilities, conditions and procedures • Check the enrollment /application documents by the deadline • Contact with the student if required • Send to the student's home university signed Acceptation Letter

PROCEDURES for KA-107 INCOMING STUDENTS

PREPARATION , MOBILITY & MONITORING STAGE

• Checking the dates of student's arrivals

• Adaptation Day for students and informing students about: procedures, supporting programme for international students, meetings, available language courses, excursions, student's activities, Student card, Library card, Dormitory regulations, meetings with coordinators etc.

• Issuing the Confirmation of Arrival

• Meetings with coordinators (Changes in LA; Signing the document and sending to Home University

CLOSING MOBILITY PROCEDURES

• Examination chart/Transcript of records

• Plan Your travel back and buy tickets.

• Checking and analysing reports sent by the students

• Transcript of Records and Confirmation Letter preparation

• Issuing he final installment of the grant (20%) after delivery of the reports

KEY POINTS FOR SUBMITTING KA-107 PROPOSAL

➢Involve your partner in the application process
➢Link the Partner HEIs to your internationalisation strategies
➢Keep the budget availability in mind
➢Be aware of the budget restrictions and timeline
➢It is mandatory to identify Partner country HEIs in the application
➢Consult the comprehensive Manual Do's and don'ts for applicants and Guidelines for Experts before submitting the application
➢ Synthetic info about te partner to be used in all the materials
➢Documents regarding internationalisation vision of the partner institution
➢Discussion on the Agreement and schedule
➢Planning information and promotinal actions in advance
➢Realising the teacher`s exchange first in order to prepare mobility of the students