

University of Bamberg



Experience on How to prepare ICM project proposals, contractual documents and implement ICM projects between Ukrainian and European partners: practical guidelines and tips



Preparation

- **Step 1:** Strategic decision for Internationalization by the Head of the Institution / Board of Directors, etc.
- **Step 2:** Set-up or inclusion of a central unit for International Affairs (Erasmus Office) for coordination
- **Step 3:** Top-Down approach: Contacting selected Faculties / Departments
Bottom-up approach: Collecting interest from all Faculties / Departments



Either way: Already existing international contacts should be used in finding a European partner willing to file an application for ERASMUS+ KA107:

Institutional Level (already active partner institutions) or
Department Level (personal contacts)



Implementation

1. The ICM application:

ICM Erasmus+ KA107 application is carried out by EU partners

Tasks for Ukrainian institutions:

- Who provides information for EU partners?
- Who signs the bilateral agreements?



2. The ICM application was successful? Congratulations!

- Next steps: Communication about opening calls with the EU partner and about the selection process
- Deadlines? Number of grants? Criteria for selection? Selection committee? Pre-selection in Ukraine – final selection by the EU partner?
- Find a balance between central level (EU Office) and department level (coordinators). It is most important to involve the departmental coordinators as much as possible: You need people „who make things happen“, who are close to the students, who can advise and motivate them.
- Who signs the learning agreements? Be prepared for changes in the learning agreements.
- Who is later responsible for the recognition?
- What is the benefit for the people „who make things happen“?

Recognition

- **Learning Agreement** is binding for Ukrainian HEIs and Ukrainian HEIs must recognize the courses listed in Learning Agreement and Transcript of Records.
- De facto the recognition process remains challenging and problematic in Ukraine:
 - Fixed internal deadlines in Ukrainian HEIs for examination period not corresponding to the examination period in partner institutions abroad
 - Due to “missing the deadline” at the home institution students obtaining state scholarships in Ukraine often lose them for a certain period of time after their mobility term abroad
 - “Missing internal deadlines” in Ukrainian HEIs means often no recognition at all resulting in two parallel examination sessions for students: one at the receiving institution and another one at the sending institution
- **Recommendation:**
 - Flexible examination deadlines
 - Recognition of credits as a mobility window





Support of Incoming Ukrainian Students at the University of Bamberg



- **Pre-Departure Counselling:** Application (“Easy application format”), Admission, Grant- and Learning Agreements, information on course selection, visa, health insurance, etc.
- **Accommodation Arrangement:** a special short-term lease for exchange students, on offer are single furnished rooms with kitchen and bathroom as well as shared apartments which are single rooms with shared use of kitchen and bathroom(s) for 2 to 3 people.
- **Tandem Programme:** Assistance with basic study requirements by German students or just informal meetings for a coffee or a beer
- **Orientation Programme and Intensive German Course:** Counselling on enrolment, Preparatory German course, study orientation programme (e.g. guided tour of the libraries, help with registration for classes and exams, explanation of fixed dates and deadlines), day trips and city tours, leisure activities taken care of by tutors
- **Integration during the stay:** Counselling on course selection, language courses (wide range of language courses in different languages at all levels (A1-C2); various German courses (Grammar, Vocabulary, Listening Comprehension, Creative Writing, German Culture and Mentality, Theatre Workshop, etc.) at all levels (A1-C2)) offered by Language Centre, excursions (day trips and weekend trips e.g. to Berlin or Bavarian Alps)
- **Before/After Leaving Bamberg:** Departure Checklist / Issuing of Transcript of Records

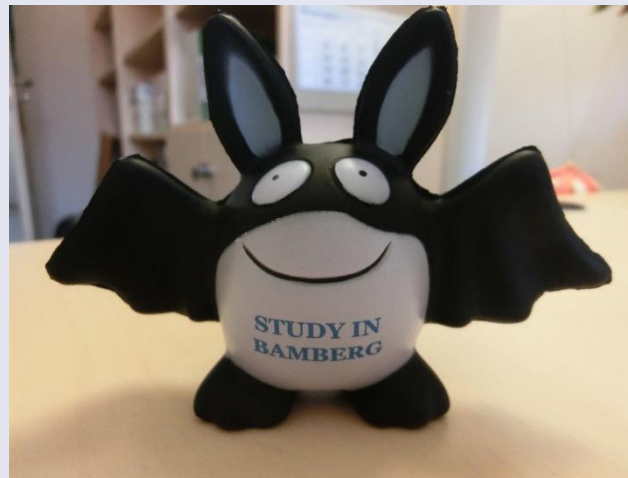
Finally: Incoming mobility – students, teachers and administrative staff coming to Ukraine...

What you need:

- English taught course programmes
- Flexible admission process for „visiting students“
- Assistance for finding accommodation
- Ukrainian language and culture programme
- Tutors
- Welcome Centre for Teachers and Staff



Thank you for your attention!



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