



film\_eu

European Universities Alliance  
for **Film and Media Arts**



## Table of Contents

Final Report .....	4
Introduction.....	4
Highlights.....	5
Mobility Programmes .....	6
Implementation of Mobility Programmes in FILMEU institutions .....	7
Administrative structures for organising and implementing the Programmes activities .....	7
LUCA .....	7
SZFE.....	7
ULHT .....	8
IADT .....	8
Academic structures for organising and implementing the Programmes activities .....	9
LUCA .....	9
SZFE.....	9
ULHT .....	10
IADT .....	10
Tasks and Responsibilities – Administrative and Academic Staff.....	10
LUCA .....	10
SZFE.....	14
ULHT .....	14
IADT .....	16
Operational and communication methods with all the Programme implementation .....	17
LUCA .....	17
SZFE.....	19
ULHT .....	19
IADT .....	20
Measures in process: Implementation and adoption of European main initiatives for Higher Education.....	20
LUCA .....	20
SZFE.....	22
ULHT .....	22

IADT .....	22
Measures implemented for Recognition of the Staff Teaching and Training Mobility's .....	23
LUCA .....	23
SZFE.....	23
ULHT .....	24
IADT .....	24
Measures implemented for Recognition of the Students Mobility.....	25
LUCA .....	25
SZFE.....	25
ULHT .....	26
IADT .....	26
Institution's procedures for approving and monitoring inter-institutional agreements for study and teaching mobility .....	27
LUCA .....	27
SZFE.....	28
ULHT .....	28
IADT .....	29
Management of the learning agreements .....	29
LUCA .....	29
SZFE.....	30
ULHT .....	30
IADT .....	31
Management of the Staff Mobility Agreements .....	31
LUCA .....	31
SZFE.....	31
ULHT .....	32
IADT .....	32
Language activities for outgoing mobility's.....	32
LUCA .....	32
SZFE.....	34
ULHT .....	34
IADT .....	34
Language activities for incoming mobility's .....	35
LUCA .....	35

SZFE.....	35
ULHT .....	36
IADT .....	36
Mentoring and support arrangements for Incoming Mobility’s .....	36
LUCA .....	36
SZFE.....	38
ULHT .....	39
IADT .....	40
Mentoring and support arrangements for Outgoing Mobility’s .....	40
LUCA .....	41
SZFE.....	42
ULHT .....	42
IADT .....	43
Measures implemented in FILMEU institutions for Respect the principles of non-discrimination transparency and inclusion.....	43
LUCA .....	43
SZFE.....	44
ULHT .....	44
IADT .....	45
Key areas of future intervention .....	46
Key enabling factors .....	46
Annexes .....	47

# Existing mobility processes, services and structures

Final Report

WP4 – T1

## Introduction

FILMEU – The European University for Film and Media Arts, (Project: 101004047, EPP-EUR-UNIV-2020 — European Universities, EPLUS2020 Action Grant), brings together four European Higher Education Institutions: Lusófona University from Lisbon, Portugal; SZFE – University of Theatre and Film Arts, from Budapest, Hungary; LUCA School of Arts from Brussels, Belgium; and Dún Laoghaire Institute of Art Design and Technology, from Dublin, Ireland. Together, these institutions collaborate around the common objective of jointly promoting high-level education, innovation and research activities in the multidisciplinary field of Film and Media Arts and, through this collaboration, consolidate the central role of Europe as a world leader in the creative fields and promote the relevance of culture and aesthetical values for our societal wellbeing.

In order to pursue its objectives, FILMEU will develop and implement new and original joint programmes, namely at Master and PhD level, with strong mobility features and a focus on innovative challenge-based pedagogical and didactic approaches that cover all domains of the knowledge triangle. Complementarily, FILMEU will also foster the design and piloting at the bachelor level of a multi-layered learning experience, building on the specific expertise and focus of each of the partner institutions that allows students to obtain a common degree provisioned by mobility periods in all the Alliance institutions. In order to attain such objectives, FILMEU will promote the design and implementation of a common system for digitize mobility management that is compliant with the principles of EWP (Erasmus Without Paper) and facilitates the automatic recognition of mobility periods and the issuing of joint diplomas across the Alliance. This report is a first step in that direction. It identifies and describes all existing forms of mobility and its management structures in the different HEI that integrate the Alliance, besides highlighting institutional arrangements already in place to support the future development of original modes of mobility the project entails. This is the first report in work package 4 dedicated to mobility management and promotion.

## Executive Summary

Diversity and convergence are possibly the words that fit better to describe the different organizational approaches and services available for managing mobility processes among FILMEU partners at the time of this report.

### Highlights

- All the partners have specific, direct or indirect organizational and administrative structures that are in charge of international mobility programmes. LUCA has an IRO, SZFE has Institutional Erasmus Coordinator, an International Coordinator and an Erasmus+ Mundos Coordinator. ULHT has a more general approach where mobility management is on the General Central Services and other support services. Finally, IADT has set up an Erasmus Office in 2019 who manages outgoing and incoming mobilities.
- Tasks and responsibilities referring to international mobility are in general very detailed in each partner, but also very different. A harmonization is needed so all the different ways of work could be easily combine;
- Organizational and communication methods differ among partners, possibly due to a question of scale in terms of number of students, staff and teachers among partners and systems available for managing all communication process. The actual report is a contribution for future improvements in this regard.
- Adoption of the European initiatives for Higher Education is a key part of FILMEU. In general, all the partners have already adopted base line initiatives, namely EWP, which contribute in a great extend for the future exchange of data within the FILMEU Alliance. From the data collected one can easily confirm that all the partners are committed and in line with the needs for digitization of all the process involved in international mobility;
- Recognition measures for mobility is a great concern among partners. This is a very important area for a truly European Mobility. FILMEU will need to push this so it can be aligned with European Commission efforts, namely Micro-Credentials within Europass Initiative.
- Student Mobility recognition and exchange is a key part for FILMEU. Most partners use Diploma supplement for it. More mobility windows should be included in the formal curriculum of the courses independent of their nature. Mostly all the partners follow similar rules and ways of doing it.
- IIAs are changing, so data from this report is based on the way IIAs were managed before digitization. From the adoption rate of EWP among partners, the adoption of digitized IIA should not constitute a blocker;
- Learning Agreement among partners are managed in a very similar way. EWP exchange and OLA will contribute for a more efficient approach to it;
- The offer of language courses is different among partners. Some partners offer it, some don't. Some harmonization should be done within FILMEU Alliance;
- All the partners make available a large number of support activities and organizational resources for incoming and outgoing students.

- Non-discrimination, inclusion and transparency measures are building blocks for European Higher Education. All the partners indicated the existence of organizational structures to deal with this questions but within FILMEU Alliance a more common approach should be addressed.

## Mobility Programmes

Mobility programmes available among partners.

Partner	Erasmus / KA1 programmes	Type	Other programmes	Cycle	Year
IADT	4	SMS, SMT, STT and STA	1	1, 2, 3	2020/21
LUCA	5	SMS, SMT, SMP, STT, STA and VM, BM	1	1, 2, 3	2020/21
ULHT	3	SMS, SMT,STT, STA and VM, BM	5	1, 2, 3	2020/21
SZFE	4	SMS, SMP, STT, STA	0	1, 2, 3	2020/21

The sum of Erasmus Program for all the partners at the time of this report are the following:

- Consortium
- ERASMUS MUNDUS Master Programmes
- Individual/Institutional
- Intensive Programmes
- International Credit Mobility

Besides Erasmus Program, for all the consortium, eight more different programmes are available:

- Summer Programs
- AULP
- OVERSEAS
- Damião de Góis
- Free Movers
- ISEP
- Overseas Partnerships
- DocNomads summer school

For 2021/22, besides maintaining the number of actual programmes and to grow the number of mobility's in each, a new program is expected to be implemented for SZFE and

LUCA: The Teachers Academy. The FILMEU mobility matrix, with details about each mobility within the consortium will be the subject of the next report in Work Package 4.

## **Implementation of Mobility Programmes in FILMEU institutions**

### **Administrative structures for organising and implementing the Programmes activities**

#### **LUCA**

At LUCA the organization of student and staff mobility, support is guaranteed by the IRO – International Relations Office which consists of two centrally operating team members (including the International Mobility Expert / Erasmus Coordinator) and 4 international campus coordinators. They are working together with the international study advisors at study programme level. The coordinators take in hand the preparation and information phases before mobility, the follow-up during the actual mobility activity and the wrap up after the mobility.

For staff who intend to develop innovative projects in education and research, LUCA has put in place a project office that can assist members of staff in designing, applying for and implementing international projects. The project office also provides administrative support in the financial follow-up of projects.

Furthermore, the quality of the implementation is monitored in close cooperation with LUCA's quality assurance department. Under the 'KOPERA' framework 9 quality features including 'International education' have been identified. At regular intervals a panel of experts monitors the overall quality of the educational programmes and therefore also investigates and discusses the way in which international education is implemented into each course programme.

Regular polls amongst students and staff involved in international activities and the Erasmus+ programme in particular also provide input for quality improvement. The results of the polls are analysed and discussed with the Internationalisation Committee, resulting in identification of good practices, proposals for new or adjusted working methods or policy advisory papers to be presented at the executive board.

#### **SZFE**

SZFE is the smallest University in Hungary but in the past 6 years the mobility numbers were increasing extremely (from 20 to 150 outgoing mobility) regarding the changes of the



internationalisation processes. We are participating in KA103, KA107 and 3 Erasmus Mundus Programmes. Due to the progress 3 full time teammate are working in the International Relations Office:

- an Institutional Erasmus+ Coordinator who is the Head of the Office and responsible for the outgoing mobility.
- an International Coordinator who deals with incoming students, international festivals and organising staff weeks.
- an Erasmus+ Mundus Coordinator for the Joint Master Programmes.

The IRO closely cooperate with the Educational Organization Department (organizing Course Catalogue and implement it in the national Neptun Study System), the Financial Department (transferring international grants), the Human Resources Department (supporting internalization with well-qualified staff), the Legal Department (supporting to synchronize the SZFE rules and regulations with the EU contracts) and the Operational Department (providing all technical issues).

## ULHT

The Administrative structure at Lusófona University is composed by a large team, bringing together elements from several sectors and services, which respond to the different areas of Internationalization. In the area of Mobility, we highlight:

- Vice-Rector for Research and Internationalization;
- General Central Services, through the Mobility Unit;
- International Coordinators from each UO -- Organic Unit;
- EVA | Internships and Active Life;
- IY Services.

## IADT

IADT as a small institution, with over 2,500 students, Erasmus+ opportunities exist since 2009/2010. KA103 student study and staff exchanges teaching/training started then. Student and recent graduate traineeships were introduced in 2017. KA107 projects with staff exchanges started in 2015/2016, and the first student exchanges took place in 2019/2020.

In September 2019, an Erasmus Office was set up with one full-time administrator (Erasmus Co-ordinator) who manages all outgoing and incoming student and staff mobilities across the two IADT faculties for projects KA103 and KA107.

For the EMJMDs Viewfinder & KinoEyes a programme team under the leadership of a Head of Department co-ordinates with the consortium for student and staff mobility. Activities are supported by the Erasmus co-ordinator and post-graduate admissions.

## Academic structures for organising and implementing the Programmes activities

### LUCA

Implementation of the Erasmus actions will be incorporated into the overall structure of the LUCA'S organization. On management level an **Internationalisation Committee** has been put in place which gathers 4 times per academic year. The vice-dean for Research and Internationalization presides the committee and is the link with the higher management level (Board of directors, Academic Council). LUCA's overall internationalisation policy is developed in consultation with the committee members and validated by the board of directors.

Members of the Internationalisation Committee are the international coordinators of the LUCA campuses and a representative selection of course leaders and study abroad advisors (academic staff members in a course programme or research unit with a specific assignment in internationalisation, in Dutch: 'ankers').

Course leaders and coordinators of research units develop their own plans and activities, taking into account the overall LUCA strategic goals and the specificity of their educational and research programmes. They are assisted in their task by the international coordinators linked to the campus (an administrative role) and the study abroad advisors or 'ankers'.

The Vice Dean in charge of internationalisation is advised by the Internationalisation Committee on the policy, the strategy to be followed and the processes that are necessary to realise the objectives of the policy. Internationalisation is a domain that forms an important part of the policy within all study programmes, research units and support services. For the specific follow-up of internationalisation dossiers, there are 4 important roles besides the functioning of the committee:

- Study abroad advisor > within a specific programme / department
- International Campus Coordinator > campus related
- International Mobility Expert > education administration office
- Partnerships and cooperations > project office

### SZFE

At SZFE all the internationalization issues belong under the Erasmus+ Committee.

Members are:

- vice-rectors;
- Head of the Institutions;
- Head of the Educational Organization Department;
- delegated member of the Student Council;

- and the Institutional Erasmus+ Coordinator.

## ULHT

At the Lusófona University, the base of the Academic structure are the International Coordinators of the Academic Organic Units and Directors of the Study Programmes.

## IADT

For IADT the Heads of Department are the base of the academic structure, they are the decision makers in the selection of outbound and inbound students, also some programmes have a dedicated Erasmus lecturer.

## Tasks and Responsibilities – Administrative and Academic Staff

### LUCA

The international Campus Coordinator is linked to the concerned campus and provides practical and administrative support for student and staff mobility on campus. The international campus coordinator works closely together with the study abroad advisors in the programmes on the campuses and the LUCA expert internationalisation.

Enumeration responsibilities:

> Practical and administrative organisation and follow-up of **student** related mobilities:

- Before the mobility: organising info sessions, following up on students' questions, organising and following up on selection interviews with students, supporting the application procedures for exchange and creating and/or filling out documents (e.g. grant agreements, learning agreements), providing information for exchange grants, registering exchange students, creating and/or processing the exchange in the individual study programme of incoming and outgoing students;
- During the mobility: provide support for practical and organisational questions from incoming and outgoing students (in the area of organising lessons / accommodation / registration with the city / problems at the partner institution...;
- After the mobility: support and monitoring of the correct completion of the mobility process (e.g. processing results in SAP, supplying ToR for incoming students, monitoring the payment of the scholarship balance, monitoring the completion of surveys...).
- Practical and administrative organisation and follow-up of staff mobilities:

- Supporting the practical organisation of a mobility (transport, stay, ...), contact with the partner school/company, support in filling in documents for Erasmus+ grant applications (e.g. training/teaching agreement and grant agreement), control of the completion of Erasmus+ survey;
- Participation in career development and/or campus meetings on internationalisation;
- Supplying information for the NA, the government, institution's management, etc;
- To give advice to study abroad advisors on exchange possibilities, international projects;
- An international coordinator on a campus can, in consultation, also take on administrative-supportive tasks in the framework of cross-campus internationalisation processes, such as the creation of interinstitutional agreements, data registration in Mobility Tool+, etc.;
- Monitoring recent developments in the field of internationalisation, making information available to students and lecturers;
- Organisation and follow-up of visits by international partners / delegations to the concerned campus;
- Managing the internationalisation budget of the concerned campus + cross-campus budget together with the other teammembers;
- Participation in LUCA cross-campus meetings (internationalisation committee) and meetings at programme level where internationalisation related topics are discussed;
- Representation of LUCA in external consultation bodies concerning internationalisation (e.g. working groups KU Leuven, Flemish Council Universities of Applied Sciences,...);
- Follow-up and management of one or more of the specific LUCA mobility programmes (Generic Scholarships, Priority Country, Master Mind, Global Minds, ...).

#### > International Mobility Expert

The LUCA Mobility expert is part of the Unit for Education Administration. All of the departments, the Project Office, LUCA Art Office and all other services can consult the internationalisation expert.

The role includes the following tasks:

- Acquire expertise within the field of Internationalisation, is aware of the technical requirements of project calls he/she is following up, he/she also has a broader view of administrative regulations concerning international cooperation (e.g. language legislation, education legislation) and can be called upon to look for new information through external sources and make it available within the organisation;
- Being aware of the latest developments in the field of subsidy programmes that he/she monitors, he/she ensures the dissemination of information to the anchors and coordinators of internationalisation on the one hand, and to the LUCA Art Office and the Project Bureau on the other; if necessary, he/she can also advise on subsidy programmes within which activities can be applied for;
- Elaborating LUCA-wide processes concerning internationalisation and taking the initiative to implement and monitor these processes;

- Is responsible for the applications and reporting in the framework of funded projects that he/she monitors (both internal and external reporting);
- Is responsible for the reporting in the framework of the LUCA annual report;
- Is responsible for the follow-up of the STUVO ranking for student mobility grants;
- Is responsible for the follow-up of the payment of the student mobility grants in the framework of the programmes he/she manages;
- Secretary to the 'committee internationalisation' of LUCA;
- Can represent LUCA in external consultative bodies on internationalisation (e.g. EPOS NA, working groups, KU Leuven, Flemish Work Placement Consortium,...),...;
- Is responsible for requesting and monitoring the LUCA internationalisation budget (in cooperation with the vice-dean);
- If required, can support project funding applicants in substantiating/underpinning their application, is capable of analysing and evaluating project budgets and can provide advice on a project application or formulate concrete points for improvement;
- As a member of the Internationalisation Committee, has a supporting and advising role in screening and concluding qualitative new partnerships for international cooperation for education/research and in evaluating existing cooperation agreements;
- Can be delegated to represent LUCA in international networks (ELIA, Cumulus, CILECT,...)
- Within the Education Administration, also coordinates the tasks of the Admissions Unit (intake procedure, diploma and language check, visa and residence)
- implementation of tools to manage internationalisation processes (Applicant KU Leuven, LUCA Admissions tool), EASY, Erasmus Dashboard, Outgoing Mobility tool ADUM, Institution Agreements,...)

#### > Partnerships and cooperations

The international cooperation agreements are administratively managed by a staff member of the Project Office. The strategy to be followed for existing and new cooperation agreements is determined by the Internationalisation Committee. The Project Office employee is responsible for:

- Mapping all possible forms of international cooperation: participation in networks, MoUs, IIAs, research and education projects, ad hoc collaborations, ...;
- Managing the agreements and collaborations in an online database;
- Monitoring all current agreements and collaborations;
- Communicating about the agreements and collaborations with the partner institutions;
- Managing the database and developing a system of priority partners;
- Informing about existing agreements in international project applications;
- Input regarding collaborations for the Internationalisation Commission;
- Consultation with the project coordinators about forms of international cooperation.

#### > Study Abroad advisor within a department / programme

The role of the study abroad advisor is credited within the academic role of the employee. The following responsibilities could be linked to the advisor, depending on the percentage awarded to the role:

General tasks:

- An advisor will take part in the meetings of the POC (Steering Board at programme level) and/or the bureau;
- An advisor has a clear view of the structure, the organisation, the profile and the objectives of the concerned department / programme and can serve as a contact for the study programme with external partners;
- An advisor is aware of the (subsidy) options for internationalisation and is prepared to attend study days, professionalization courses, etc. on the subject;
- An advisor contributes to the integration of internationalisation in the department /programme;
- An advisor stimulates international activities among lecturers and students;
- An advisor participates in the meetings organised by the study programme and/or by the coordinator internationalisation on campus;
- An advisor informs the coordinator Internationalisation about current or planned initiatives concerning internationalisation within the concerned department /programme;
- An advisor can ask the support of the coordinator Internationalisation on campus and the LUCA expert Internationalisation regarding regulations regarding (European) projects, practical organisation of study visits, reception of incoming students/lecturers, introduction of incoming students, administrative processing of files (project applications, incoming/outgoing students and lecturers, ...), collecting administrative information,
- An advisor supports the coordinator Internationalisation on campus in drawing up the Learning Agreement and Individual Study Programme of incoming and outgoing students and works together with the study pathway counsellor if necessary.

**Tasks related to networking and project support:**

- An advisor participates in the development of structural partnerships for the concerned department / programme;
- An advisor examines and advises on proposals for cooperation with foreign partners; an advisor may also undertake a prospective visit;
- An advisor is willing to set up an international project and a corresponding subsidy application and/or to participate in faculty mobility him/herself;
- An advisor is willing to participate in activities organised by one of the international networks of LUCA (ELIA, CUMULUS ...) and/or to subscribe to calls from partner institutions (e.g. workshop week...).

**Tasks related to the academic support and mentoring of incoming students:**

- An advisor is responsible for the academic support of incoming students and can be involved in welcoming activities of international students on campus;
- An advisor guides the incoming student in composing his/her study programme (and can also call upon the help of the coordinator Internationalisation on campus and/or the programme counsellor);
- An advisor supports lecturers where necessary in editing the ECTS sheets of course units available to incoming exchange students;
- An advisor is a contact person for students and lecturers from within the concerned department / programme;
- An advisor takes note of the results of the surveys completed by incoming exchange students in order to refine the cooperation with the exchange partner concerned.

Tasks related to the academic support and mentoring of outgoing students:

- An advisor participates in the selection process for outgoing mobility within the department / programme;
- An advisor, if necessary, advises students on the preparation of their external application file;
- An advisor drafts the student's learning agreement together with the student and the Internationalisation Coordinator on campus;
- An advisor reads the student's narrative experience report after the exchange and takes it into account;
- An advisor takes note of the results of surveys completed by returning exchange students with a view to refining cooperation with the exchange partner concerned.

Tasks related to the support of incoming and outgoing staff mobility

- An advisor is an important intermediary in the organisation of academic staff mobility, both in the case of outgoing staff mobility from the own institution and incoming staff mobility from the partner institution. An advisor promotes opportunities for staff members to fellow staff members and examines or gives advice on proposals for staff exchange from foreign partners, in consultation with the head of programme or the programme coordinator.

## **SZFE**

At SZFE the distribution of tasks is organized as follow:

- Administrative: manage and run KA103 and KA107 mobility projects, prepare mobility applications, interim and final reports;
- Institutional Erasmus+ Coordinator: cooperation, and network building with international Erasmus+ partner Institutions and building new partnerships; arrange and sign contracts (with Tempus Foundation, with the participants of Erasmus+ mobilities), plan and prepare extra Erasmus+ mobility grants, contract modifications; prepare and keep presentations; up-to-date administration; prepare statistics, data analysis and evaluations;
- Academic responsibilities: develop the internationalization strategy and action plan for the University; Bilateral Agreements with whom to set a partnership in which study field; creating an up-to-date course catalogue for the incoming international students relies on the feedback of the previous incoming students; ensure the Erasmus Charter of the University.

## **ULHT**

At ULHT the responsibilities are divided as such:

> At the Administrative level:

The Vice-Rectorate is responsible:

- for the funding applications for mobility activities within the Erasmus+ Program (KA1) or other national and international funding programmes, as well as for its management and

implementation at ULHT in close cooperation with the Organic Units, the Academic Planning and Management Department and other University Services;

- for the Internationalization of the Teachers and Staff, the coordination of the internationalization activities for Teachers and Staff, in particular concerning Mobility (Teaching and Training Missions);
- for Teaching Staff training to teach programmes for International Students;
- Support the integration of International Students: the organization of activities for international students (inbound and outbound students) all Organic Units and in articulation with them, in crucial moments of integration or preparation, that guarantee quality and excellence in the welcome as well as the preparation for the study and training periods abroad;
- for the Preparation of Outbound Students, by organizing Dissemination Sessions, Cultural Orientation Sessions, Follow-up Session at the end of each semester and Dissemination of results.

Central University Services/Mobility Unit - responsible for:

- global management of the inbound and outbound students' processes
- reception and validation of applications;
- articulation with the International Coordinators of the selection process and student's acceptance (inbound and outbound);
- announcement of selection results;
- student's nomination;
- support, preparation and validation of Learning Agreement with the International Coordinators;
- communication about the mobility's with the partner HEIs;
- sending acceptance and information package to inbound students;
- registration of inbound and inbound mobility's in the student management computer system;
- uploading of mobility's on Mobility Tool;
- requesting the payment of scholarships;
- follow-up of all the necessary administrative processes during inbound and outbound mobility's;
- production of the final documents for inbound students;
- reception and processing, in articulation with the International Coordinators, final documentation of outbound students;
- Loading of the transcript of grades in the system and loading of information for the Diploma Supplement.

EVA - Internships and Active Life

- Global management of inbound and outbound students' processes;
- reception and validation of applications;
- articulation with the International Coordinators of the process of selection and acceptance of students (in and out);



- contractual formalization with the host entities;
- preparation and validation of Learning Agreement for Training with the International Coordinators;
- communication with the host institutions;
- sending acceptance and information package to inbound students;
- registering inbound and outbound mobility's in the student management computer system;
- uploading of mobility's on Mobility Tool;
- requesting the payment of scholarships;
- follow-up of all necessary administrative processes during inbound and outbound mobility's;
- The Erasmus Co- production of the final documents for inbound students;
- reception and processing, in articulation with the International Coordinators, of the final documentation of outbound students;
- Loading the transcription of grades into the system and loading information for the Diploma Supplement.

> Concerning the Academic tasks:

The Vice-Rectorate is responsible for Institutional Cooperation, namely within the scope of the ERASMUS+ Program, the establishment of the Inter-Institutional Agreements in articulation with the International Coordinators of Academic Organic Units.

>International Coordinators of the Organic Units are in charge of:

- promote the internationalisation of the OU;
- motivating and involving Course Directors in internationalisation activities (mobility and research);
- evaluate and accept partnerships;
- propose new partnerships;
- selection of outbound students;
- acceptance of inbound students;
- approval of Learning Agreements for studies /Learning Agreement for Training for in and out students;
- academic follow-up of inbound and outbound students during mobility's;
- integration of inbound students in the OU;
- transcript of grades of outbound students (studies and internships).

## IADT

At IADT the tasks and responsibilities are divided among staff as such:

Coordinator manages all student applications, both inbound and outbound, as well as all relevant Erasmus paperwork (grant and learning agreements, certificates of attendance and data entry into the Mobility Tool platform.

Academic: The academic staff make the final decision on whether a student application both inbound and outbound is approved or rejected.

The Erasmus Co-ordinator manages the complete process - nominations, applications, student documentation and grant payments, recognition. The communication channel is mainly direct email with the individual students and partners, and through our Erasmus website page [www.iadt.ie/erasmus](http://www.iadt.ie/erasmus)

## Operational and communication methods with all the Programme implementation

### LUCA

Implementation of the Erasmus actions will be incorporated into the overall structure of the LUCA organization. On management level an Internationalisation Committee has been put in place. The vice-dean for Research, Internationalization and LUCA Art Office presides the committee and is the link with the higher management level (board of directors, academic council). Reports of the committee's meeting are shared on intranet and sent to all study abroad advisors, programme & international coordinators. Members of the Internationalisation Committee are the international coordinators of the LUCA campuses and a representative selection of course leaders and study abroad advisors (academic staff members in a course programme or research unit with a specific assignment in internationalisation).

Promotion for staff mobility is done both at the level of LUCA as a whole as at the level of course programmes or research units. Staff will receive calls for funding or submission of project proposals via the campus coordinators, via LUCA Art Office (calls related to their artistic profession or of the artistic portfolio of students) and via LUCA Research and Project office (research- or innovation-driven calls). Calls are being published in the intranet for staff (Sharepoint) and distributed through monthly Education or Research newsletters. Once or twice a year, the International Office and the office for Quality, Innovation and Professionalization in Education prepare a special newsletter on Internationalisation.

Internationalisation and staff mobility in particular is also a topic dealt with at staff meetings, councils and decision-making platforms at study-field level (on campus or cross campus meetings). The study abroad advisor plays an important role in this. Once a year, an activity/workshop/event to exchange good practices in internationalisation is also organized for all interested staff member of LUCA.

The **LUCA Erasmus Policy Statement** is published at the following webpage <https://www.luca-arts.be/en/erasmus-charter-higher-education-eche>.

Visibility of student mobility opportunities for study or training will be realized through:

- Informative sessions on international mobility for future participants, including testimonials of participants;
- Atelier/internship feedback sessions after mobility organized at programme level;
- Distribution of funding calls and testimonials of participants on Toledo intranet / blackboard;
- Meetings with student union representatives;
- Discussion on project results and opportunities during meetings of the LUCA Internationalisation Committee and other advisory boards (i.e. Academic Council);
- Discussion on project results and opportunities during staff team meetings or Educational Committees (POC) (Faculty / programme level);
- Information on internationalisation in newsletters like LUCA.Kort (monthly), LUCA Research (monthly), LUCA Education (3 monthly and LUCA International (annual): sharing good practices and project results;
- Presentation of papers during conferences and working groups of strategic networks and organizations in the field of the arts (ELIA, Cumulus, CILECT, AEC, EARN,...);
- Participation in externally hosted campaigns and promotion activities such as Erasmus Student Network, the Buitenlandbeurs / GO Abroad Fair,....

Visibility of staff mobility opportunities will be realized through:

- Promotion by the study abroad advisors in faculty staff meetings at program level;
- Open lecture sessions or international staff weeks;
- Publication of funding calls and testimonials of participants on Sharepoint (intranet) for administrative and academic staff;
- Discussion on project opportunities and results during meetings of the LUCA Internationalisation Committee and advisory boards (i.e. Academic Council) (LUCA central level);
- Discussion on project opportunities and project results during staff team meetings or Educational Committees (POC) (Faculty / programme level);
- Information on internationalisation in newsletters
- Integration of international mobility in professional trajectories and career opportunities;
- during welcome activities for new staff members;
- Presentation of papers during conferences and working groups of strategic networks and organizations in the field of the arts (ELIA, Cumulus, CILECT, AEC, EARN,...).

Visibility of project mobility around innovation, artistic collaboration will be realized through:

- LUCA Research Council, researchers meetings per research unit, informative events on research and creative funding, organized by the LUCA Research and Project Office;
- Publication of information on the LUCA website in the dedicated section for artistic and research projects
- Information on project opportunities and dissemination of project results in newsletters
- Information on Sharepoint (intranet) for administrative and academic staff;
- Discussion on project results during staff team meetings or Educational Committees (POC) (Faculty / programme level);

- Publication of papers in academic journals;
- Exhibitions: academic staff set up a personal artistic project or joint exhibition project, the project results are presented by way of an exhibition at the faculties' exhibition spaces;
- Good practice presentations and study days at national level (Quality Agency, National Agency) or international (PIE meeting ELIA, EMMJM Consortium Coordinators meeting, 'ERRIN regional network' strand Design & Creativity',.....);
- Integration of project results in databases or specifically designed for particular programmes or activities (i.e. Erasmus Mundus Joint Master Courses via the Erasmus

Mundus Joint Master Programme database: <https://eacea.ec.europa.eu/erasmus-plus/library/scholarships-catalogue> en the Via the Erasmus+/Horizon 2020 project database, the annual Erasmus+ compendia: <https://www.epos-vlaanderen.be/nl/compendia-2019>

## **SZFE**

SZFE understand that the Word of mouth is one of the most effective promotional platforms, and the special small group occupation system, which is one of the trademarks and features of the university, is very conducive to sharing experience within the Institution. Students meet each other constantly, during theatre rehearsals, and during filmmaking outside of university training. Thus, they have several opportunities to talk about what positive experiences they had during and as a result of their Erasmus mobility. Various Facebook groups are also constantly present in the life and everyday life of the university, where the successful mobility period is also discussed.

But of course SZFE use the original platforms too. Students will receive an Erasmus + call for proposals by e-mail and will be included on the website. Email proves to be the most effective alert. This is sent out to the students in a targeted way, preparing the informative content according to the study levels. For students preparing to graduate, we draw attention to the post-graduate internship opportunity half a year before obtaining the planned degree. Emphasizing that the acquisition of the reception place is the responsibility of the student, at the same time a list containing the previous practical places with contact will be sent out to support the process. This gives the student plenty of time to organize their professional mobility and schedule it for their graduation date, thus taking advantage of the full 12-month Erasmus + opportunity.

## **ULHT**

At ULHT the Internal communication between administrative staff and academics is done by email, internal management platforms and face-to-face.

Communication with participants (faculty, staff and students) is done by email, common platforms; face-to-face sessions. Communication with partners is done by email, management platforms, regular post and telephone.

The following are also available for use: the institution's website and social networks.

## IADT

At IADT -- the Erasmus Coordinator manages the complete process - nominations, applications, student documentation and grant payments, recognition. The communication channel is mainly direct email with the individual students and partners, and through our Erasmus website page [www.iadt.ie/erasmus](http://www.iadt.ie/erasmus)

## Measures in process: Implementation and adoption of European main initiatives for Higher Education

FILMEU Institutions are committed with the new initiatives for Higher Education, namely: EWP implementation, European Student Card Initiative, Erasmus+ mobile App to students as well as Mobility Tool, Erasmus Dashboard, Erasmus+ OLS Platform. However, the institutions are at different stages of implementation.

## LUCA

LUCA is currently implementing the EWP Dashboard functionalities to manage the exchange process. International campus coordinators were introduced to EWP in March 2020 and now have their own client account. In a preparatory phase, the staff will now test the dashboard functionalities such as the online Learning Agreement. The team members involved in preparing and signing IIA's and fact sheets started testing the Online IIA Manager. Some partners are and will be contacted to test the dashboard. At the same time, and in response to the request of a number of partner institutions, we are also using the EASY application tool (European Online Application System), the preferred tool by AEC, the network of Conservatoires Européennes of which LUCA is a member. EASY is a unique subject-specific system enabling the online management of both incoming and outgoing applications for Student Mobility for Study (other kind of mobilities might be added in the future). EASY already offers its own online learning agreement and it sends and receives student nomination and acceptances digitally. AEC is currently studying the documentation produced by EWP in order to connect EASY the EWP Network through the APIs developed by EWP with the goal of be fully compliant with the timeline proposed by the ESC, provided that the tools at disposal are fit for purpose. LUCA will closely follow-up the opportunities of the EASY application system as the tool, designed to cover the entire nomination and application phase across sending and hosting university in one single digital programme system, allows the transfer of all application data/portfolios in all kind of forms (audio, video,...) and is subject to adaptation to other fields of study than music in higher art education.

The timeframe for the integration of LUCA into the new features being developed as part of SAP was not determined at the moment of the ECHE application. The timeframe set out by the EC is the following with 2021 as implementation year for the OLA (Online

Learning Agreement). On February 16th 2021 LUCA had a 1st workshop with KU Leuven about the implementation of the OLA functionality in SAP.

As long as the full implementation of the EWP features in SAP is not decided upon, LUCA will continue to work with the possibilities of the EWP dashboard functionalities and the EASY application tool.

Parallel to the developments with EASY, LUCA is also closely monitoring the initiatives KU Leuven is taking as regards the implementation of the **European Student Card Initiative**. As a member of the KU Leuven Association, LUCA is already using the KU Leuven in-house management system (SAP) for the administration of key data regarding mobile students and the digital management of IIA's via the 'International Cooperation Database' (<https://www.kuleuven.be/iia/?lang=n&instid=51181994#view=card>).

LUCA also uses the same student card software as KU Leuven. KU Leuven's International Office and the Office for Teaching and Learning Processes, together with the university's ICT department, are planning the next stage of implementation of EWP for the coming months by building the necessary software (API's) to connect the SAP system to EWP. KU Leuven is very ambitious to adhere to the timeline set forth by the European Commission for the implementation of specific features, starting with the inter-institutional agreements and the online learning agreements in 2021. KU Leuven is also planning to replace the traditional student card by a virtual student card (QR code on smart phone) in the coming years, making transfer of information between institutions, and access of information within the university, easy and transparent for both student and university administration. As features become available, they will be implemented not only at KU Leuven, but will also be available to the university of applied sciences in the KU Leuven Association.

SAP:

- in-house management system (SAP) for the administration of key data regarding mobile students IN (called 'Applicant') and students OUT (called 'ADUM').
- for the digital management of IIA's via the 'International Cooperation Database' (<https://www.kuleuven.be/iia/?lang=n&instid=51181994#view=card>).
- For the educational and course offer, for planning and scheduling courses and lessons, for monitoring individual study progression,...
- For student card software.

Erasmus+ OLS platform: used to distribute licences for Erasmus OLS Language Tests and Online Language Courses to outgoing students

- Mobility Tool: EACEA/EC's online management and reporting system for the submission of interim reports which are submitted during the project's lifecycle of Erasmus+ projects and final reports submitted after the project end date.
- SOP/Budget Online: third-party software tool used for the administration of the Belgian Inter- Community exchange programme Erasmus Belgica ,
- SOP/ Placement Online: third-party software tool used for the consortium of the Flanders Traineeship Programme, managed by VLUHR-I (platform for all higher education organizations in Flanders) for the administration of the Erasmus programme for recent graduates,

- EASY (European Online Application System): application tool designed by Dreamapply, for AEC, the network of Conservatoires Européennes of which LUCA is a member. EASY is a unique subject-specific system enabling the online management of both incoming and outgoing applications for Student Mobility for Study

## SZFE

Since it's mandatory to implement EWP so SZFE is constantly working on it regarding the Bilateral Agreements and Learning Agreements. And would like to create the online form for the nominations and ToR too planned in 2022. The European Student Card Initiative is also planned to have its implementation in 2022.

SZFE will be using Erasmus+ Dashboard for the next (autumn) semester. Already registered on the platform and supporting the students and staff to get to know and use it.

Mobility Tool, Erasmus Dashboard, Erasmus+ OLS Platform are already implemented at SZFE

## ULHT

- IdP for federated login is already implemented since 2010
- EDUgain federation is available since 2019.
- EWP implementation -- Access do Erasmus Dashboard and implementing Mobility Online System from SOP
- European Student Card Initiative -- Joint eduGAIN and the ESC Project - <https://router.europeanstudentcard.eu>
- Expected ESC identifier implemented until end of April 2021.
- Erasmus+ mobile App to students -- Access do Erasmus Dashboard where the HEI data can be managed
- Actual IT systems for Mobility Management (dashboard/private solution/commercial solutions) -- SOP - Mobility Online
- EMREX member since 2019. The implementation for data exchange through EMREX is planned for 2021
- EGRACONS – ULHT Grade Conversion table available since 2017.
- IIA - implemented through EWP – SOP
- ToR – Implemented through SOP – Mobility online and EMREX services

Developing REST services for integration with our Academic System namely:

- Outgoing – for easy exchange of internal data into Mobility system SOP where the student can use their own credentials for mobility application ;
- Incoming – Data for each application automatically pushed into academic system.

## IADT

At IADT the implementation of EWP will commence in the academic year 2021 – 2022 with the renewal and management of all inter institutional agreements and students' online learning agreements. Management of student nomination and acceptances processes and the exchange of student transcript of records are expected to take place from 2022/2023. The European Student Card is expected to be implemented in 2022/2023 and the Erasmus+ mobile app is expected to be used from 2022.

The Erasmus Dashboard and the Mobility Tool are the management systems in place to record all information. As our student mobility numbers continue to grow, the Institute may consider other private/commercial systems in the near future.

## **Measures implemented for Recognition of the Staff Teaching and Training Mobility's**

### **LUCA**

LUCA aims to recognize staff mobility as part of the professional development of individual staff members. Mobility is to be incorporated into the annual work plan of a professor and should be a topic dealt with in the evaluation of academic staff. International mobility is also a prerequisite for specific promotions. Even though LUCA has adopted these principles, an analysis of the survey reports in Mobility Tool+ shows staff to be dissatisfied about the recognition of their mobility activities. Staff also indicate the recognition of competences related to international staff mobility are not yet part of LUCA's HR policy. Under the new Erasmus+ programme an extra effort will have to be made to implement the principles of recognition.

LUCA also aims to recognize staff mobility of administrative staff as part of the professional development of individual staff members. Training initiatives are internally organized or offered by our associated university KU Leuven. Communication and announcement about specific training activities are published by the Unit for Quality and Development of Education: <https://sharepoint.luca-arts.be/Onderwijsontwikkelingenkwaliteitszorg/Paginas/Professionalisering.aspx>

International training activities offered by international partner organizations and networks (ELIA/Cumulus) are announced through the Sharepoint page of the International Relations Unit: <https://sharepoint.luca-arts.be/Internationalisering2/SitePages/Introductiepagina.aspx>

. During the annual meetings days for administrative and pedagogical staff (Luca Meet) in January a presentation is given about Erasmus Staff Mobility for Training. Also, LUCA International Office co-finances (50%) expenses related to the international training mobility of administrative staff members.

### **SZFE**



SZFE supports the in- and outgoing mobility of staff in order to give them the possibility to spend a period abroad and so increase their personal skills and employability and to share good practices in the education. Supports the academic and non-academic staff mobility according to the educational development plans of the University, recognises and utilizes the knowledge and experience obtained from the mobilities and integrates them to its long-term development plans.

In line with the main objectives of the development plan of SZFE, the highest importance is attached to the mobility of teachers and staff. The knowledge and experience gained abroad is then to be applied and inserted into the university's long-term development plan. Incoming mobilities lead to the increase of the institution's international visibility and enables to expand the number of international relations. With the help of the established contacts, we have the opportunity to participate in international cooperation projects even more actively.

With the participation of staff involved in the mobility, we plan to organize workshops, where the experience and knowledge gained abroad is to be shared with the staff at home. However, SZFE being the smallest university in Hungary – and as a small organisation - the most effective means of communications are the informal 'corridor' meetings where colleagues share their positive and good experiences of their mobility with others. Positive reporting is considered by several studies to be the most effective promotional method. The university can continue to apply this with great efficiency in the future.

## **ULHT**

At ULHT all Mobility activities undertaken by academic staff are formally accounted for faculty performance evaluation process. The mobility activities for training carried out by the administrative staff are included in the annual performance evaluation. During 2021 ULHT will implement the issuing of micro-credentials with digital seals in line with the europass microd credentials initiative.

## **IADT**

Recognition of staff engagement in Erasmus is considered as part of formal progression from Assistant Lecturer to Lecturer, along with a range of other activities. Staff have also built on their experiences in the development and improvement of their teaching and learning practice and presented on their experiences at IADT's annual Teaching and Learning Showcase event.

Over the duration of the 2021-2027 ECHE, IADT will consider the establishment of a more formal recognition for this type of staff mobilities by creating an Erasmus Fellows or International Fellows system, and showcasing their work on the Institute website and other online channels.

## Measures implemented for Recognition of the Students Mobility

### LUCA

Full automatic recognition is prepared academically in close cooperation with responsible persons of educational programmes. For LUCA this preparation is taken up by the study abroad advisors who discuss the details of exchange programmes (learning outcomes, credits and courses enrolled for at partner institutions). As part of the internationalisation policy, course leaders have been motivated to introduce mobility windows into their curricula and to aim for sustainable cooperation with strategic partners as a way to facilitate the process of academic recognition. Over the next programme period, we expect these principles to be implemented in all course programmes.

At LUCA verification and approval of exchange programmes is done by study abroad advisors or international coordinators. If needed, course leaders or study counsellors are asked for advice about learning agreements of individual students with individualised study programmes.

Key instruments in this process are:

- cooperation agreement between institutions with basic principles governing the exchange;
- up to date course guides;
- Erasmus+ (digital) template for the formal learning/training agreement between LUCA, the partner institution and the student;
- Erasmus+ (digital) template for the exchange of information on obtained credits (transcript of records).

At university level LUCA uses SAP for student administration purposes. Over the past years the system has undergone a number of updates to incorporate credit mobility. These updates now make it possible to register credits gained at the home university and the host university, be it by way of physical, virtual or blended mobility. This information is also included in the diploma supplement of students.

At governmental level the Flemish Database for Higher Education was also modified (DHO2.0) to allow data transfer about international credit mobility. DHO was already connected to the database systems of the HEI's to exchange information about study programmes and validated credits, and now contains also information on international credit mobility.

### SZFE

For SZFE -- SMS recognition is 30 ECTS for 1 semester and 60 ECTS for a full academic year exchange. SMP if it's mandatory part of the degree is 15 ECTS, if not as a recent graduate traineeship then it's recorded on the diploma supplement.

It is difficult for the university's special education structure to increase student mobility, there is a small group talent-centered education at SZFE, which makes it difficult for

students to catch up after a semester, so class teachers are reluctant to allow students to spend longer study at university. There is often no follow-up class to which the student can reconnect to his/her training after a period of mobility abroad. Students of the various trainings at the film institute make their exam films in small groups, so they are also faced with a difficult situation of 1-1 people longer absences. Therefore, so far the proportion of mobility has shifted towards internships. The introduction of a mobility window is planned to solve this problem. We plan to introduce a system where all students in the class would go abroad for study mobility at the same time for a specific semester, upon completion of which they would automatically receive 30 ECTS and be included in the diploma supplement.

## **ULHT**

At ULHT all outbound students, either for studies or for traineeships are guaranteed the automatic and full recognition of all the ECTS defined in the Learning Agreement for Studies or in the Learning Agreement for Training. This requires the approval of the Learning Agreement for Studies or the Learning Agreement for Training before the student's departure for the mobility period of studies, traineeships or for a combined period of studies and traineeship, as well as the approval by the parties involved of any changes that take place during the mobility period.

The sending of the Transcript of Records by the receiving HEI leads to the transcription of the evaluations and the recognition of the equivalences defined before the student departure. This process is the responsibility of the International Coordinator of the respective Organic Unit, in articulation with the Mobility Unit of the Central University Services. The same happens in the case of curricular internships, with the attribution of equivalences.

In all cases, mobility's are always registered in the Student's Diploma Supplement.

In the case of extra-curricular and graduate placements - the recognition is done in the Diploma Supplement.

Whenever the student, in study mobility, completes ECTS or attends Course Units that have no equivalent in his/her programme of studies, the recognition is done in the Diploma Supplement.

In these records in the Diploma Supplement, are indicated: Mobility Programme; Country and City where the mobility took place; Period; Host Institution; Activity (Studies/Internship/Curriculum Unit) and Assessment obtained

## **IADT**

In IADT the recognition for students is the amount of credits (ECTS) they have gained during their studies: 30 ECTS for one semester and 60 ECTS for a full academic year exchange.

If the training is part of a learning programme, the recognition for students is the amount of credits (ECTS) they have gained during their studies, this is normally 30 ECTS (one

semester). If the traineeship is not part of a programme (e.g. summer or recent graduate traineeship) the traineeship is then recorded on the student diploma supplement.

## **Institution's procedures for approving and monitoring inter-institutional agreements for study and teaching mobility**

### **LUCA**

An Interinstitutional Agreement (IIA) frames the official cooperation between LUCA and a foreign partner school and is always signed by the Dean-General Director. Each IIA is followed by one permanent administrative staff member of the Internationalisation team. Renewals of existing agreements or new IIAs are prepared by this staff member. New agreements are submitted for notification to the Internationalisation Team Meetings and the Internationalisation Committee.

All staff members in a programme can submit a concrete proposal to conclude an agreement with a partner institution. Most cooperation agreements originated at the campus or training programme level and grew out of previous mobility projects. Some cooperation agreements are the result of our presence in international networks (ACE, CILECT, Cumulus, ELIA or EARN) or have grown out of other forms of cooperation such as research. The initiative to enter into an agreement can also be taken by a foreign partner. A request for starting a cooperation is submitted to the international coordinators on campus and is also presented to the study abroad advisor and/or the programme coordinator. The study abroad advisor is the first point of contact in the study programme for questions about internationalisation and the advisor will discuss the cooperation proposal at programme level with other involved parties such as the Head of Programme and/or fellow lecturers. This can be done relatively informally, but on the other hand also more formally as an agenda item during a team meeting or during an education committee (POC).

For new cooperation proposals, the programme examines the complementarity of the study programmes and, if possible, conducts a preparatory visit to the foreign institution. If there is an intention to cooperate, the Internationalisation team discusses whether the bilateral agreement can be made. All new agreements, as well as agreements to be extended or decisions about IIAs to be put 'on hold', are now also submitted for information to the Internationalisation Committee. The contracts are signed and dated by the dean/general director. IIAs with LUCA School of Arts are therefore not concluded at the campus level. Agreements with different campuses of LUCA are integrated into one IIA whenever possible. A team member of the IRO follows up the entire administrative flow with the partner organisation abroad, keeps the Erasmus coordinator and campus coordinator(s) Internationalisation informed and publishes two lists on the intranet: one with all active partner institutions and one with the contact persons at these organisations. On Sharepoint, each partner institution has its own folder in which a copy of the IIA is kept together with useful information (e.g. course offer, accommodation,

application requirements...). If any adjustments are needed to an IIA during the term of the contract, this is monitored centrally. All staff members can view the agreements on Sharepoint.

In 2019, all LUCA mobility agreements (+ all project and research agreements) were also entered into a central database. From this database, a world map can visually display all LUCA mobility agreements. This map is now online:

<https://www.kuleuven.be/ia/?lang=n&instid=51181994#view=card>.

## **SZFE**

In accordance with the Z SZFE internationalisation policy the focus is on increasing the number of bilateral agreements. The International Office is responsible for the management of these agreements (partner acceptance, contracts, amendments). IRO also checks and registers these contracts and monitors that no mobility can be started without signed contracts. The European Policy Statement provides the quality measures to be followed in connection with the evaluation process of the activity between partners with special regard to previous mobility procedures. All contracts can be renewed accordingly. New partnerships came to existence as a result of outgoing teacher and staff mobility. Prior to a bilateral contract both parties checked the number and quality of courses provided in foreign language and the service offered. Partners were to offer the same amount of credits to be gained on each programme in order to enable SZFE students to conclude their Erasmus+ mobility.

The provided information was mainly that of the partners' website but in some cases we requested a Fact Sheet to widen our knowledge.

During the conciliation period the main point was to harmonize the conditions such as: level of foreign language knowledge, level of education, and agree upon the number of exchange students. In case of teachers and staff only the number of mobilities were to be agreed on beforehand.

One of the most important tasks of the International Office to track the changes of the bilateral agreements and to provide information on any changes on behalf of SZFE.

SZFE Fact Sheet is sent out to our partners regularly before Spring and Fall semesters.

The Office releases the partners' valid programme list on the SZFE site together with the contact list of coordinators.

A new mobility support development on the SZFE site is a list that contains the previous internships together with the relevant contacts.

## **ULHT**

The Vice-Rectorate for Research and Internationalization is responsible for the preparation, management and organization of IIAs at ULHT. However, the establishment and maintenance of IIA's depends on the approval of the International Coordinator of each Organic Unit. Therefore, whenever there is an invitation for a partnership, it is evaluated in terms of: compatibility of study programmes; possible activities; number of

mobility's; duration of activities - whenever it represents an added value or corresponds to a complement for our students, staff and study program, the process is proceeded. Partnership may be requested by the Program Course Directors to the International Coordinators, who request the Vice-Rector's Office to make the necessary contacts. Once the IIA is formalized - signed by all the parties - the dissemination of the new opportunity among students and staff is started and the information is made available on the International Webpage, an updated online platform for mobility applications (inbound and outbound).

Whenever there is an update of the relevant information in the institution, a communication is sent to all partners with the respective updates. In the preparation of each mobility semester, an email is sent to the partners, containing information about the dates of appointments and applications; dates of the semester (academic period and assessments), information about accommodation and other reference information for inbound students.

## **IADT**

With the joining of the EWP, IADT is working to start managing the IIA's through SOP - Mobility Online, a situation that will greatly facilitate the whole process of preparation, signing, management and monitoring of the IIA's and that will necessarily change the procedures mentioned above.

There is a robust system for the establishment of new IIAs between IADT Erasmus Office and Faculties. Detailed information is exchanged with the potential partners prior to the setting up of a new partnership (modules catalogues, ECTS, learning outcomes, language of tuition, support services, etc.) in order to make sure that the programmes proposed for the new partnership are a good match / reasonably similar between both institutions.

## **Management of the learning agreements**

### **LUCA**

> Learning Agreements for student mobility are organized at LUCA as:

- Drawing up and adapting a Learning Agreement for incoming and outgoing students is done by the coordinator of internationalisation of the concerned campus. This will be done together with the study abroad advisor and the study guidance counselor.
- Regarding an outgoing mobility will the coordinator request information about the exchange programme from the partner. Exchange subjects are registered in the ISP student file. The coordinator collects the Certificate of Stay (statement of host) and processes the Transcript of Records of its own students through a conversion table.
- Incoming students receive an ECTS-compliant ToR from LUCA via an online tool and can consult their results in their electronic student file (KULoket). The ToR is exported from SAP. The Education and Examination Regulations (OER) and the information booklet state how the academic recognition of course units followed abroad will be carried out and how

the results will be processed. LUCA uses the principles of the ECTS credit system. LUCA's conversion table can be found on the English-language website, at most IIA partners or on the website.

#### > Learning Agreements for training mobility

Not all LUCA international internships take place within the context of an exchange programme or by a partner institution organizing the internship as part of the Learning Agreement. Most of the internships will be done in an external company which means that only the credits related to the internship in the student's curriculum are exchanged. These credits vary between 6, 10, 12 or 14 ECTS. Outgoing students receive a grading by the external company for the students' work during the internship. The internship and linked grading will be registered in the ISP Student file.

Internships where digital competencies, assignments and applications are part of the learning process and are also applied in the professional field (e.g. programmes in Visual Design, Graphic Design or Interior Design), are marked as Digital Skills Internships. The Digital Skills box is checked as standard in the Learning Agreement for Training. All internship coordinators of LUCA have been informed about the meaning of Digital Skills within Erasmus+ internships and received a short description with examples of such 'Digital Skills internships'.

## **SZFE**

Learning Agreements for student mobility are organized at SZFE as:

In the case of an outgoing student, subjects selected by the student and agreed upon in advance with all relevant home tutors will be stated in the Learning Agreement, approved by the host partner institution and signed by the Head of the Study Department. Any amendments made throughout the duration of the mobility are added to the initial LA. At the end of an incoming student mobility, a Transcript of Records will be issued to the sending institution of the student who successfully completes the incoming mobility no later than 5 weeks after the completion of the mobility, the same obligation applies for our outgoing students.

The Transcript of Records includes the subjects completed with grades and credits, based on which the credit is calculated. In case of internships, we agree in the activity and the purpose of the internship in advance with the host company/institution. The host should nominate a responsible person and a mentor to monitor the internship and re-evaluate it upon completion of the internship.

## **ULHT**

Learning Agreements for student mobility are organized at ULHT as:

At ULHT the Learning Agreement for Studies and the Learning Agreement for Training are validated with the signature of the International Coordinator of the respective Organic Unit. The processes take place in the following way:

Learning Agreement for Studies or Internship, for students: the student presents and discusses with the Course Director his proposal for a Learning Plan or his proposal for an Internship plan, once approved it is delivered to the Mobility Unit that validates it with the Partner Institution (HEI or Enterprise). These documents can be changed during the mobility period, which always requires the agreement of the Course Director and the signature of the International Coordinator.

## **IADT**

Learning Agreements for student mobility are organized at IADT as:  
This is managed by the supervisor of the student in the company and the Erasmus coordinator in IADT.

## **Management of the Staff Mobility Agreements**

### **LUCA**

At LUCA -- Teachers and other staff members receive information on staff mobility through calls on Sharepoint, programme committees or via the study abroad advisor. When participating in a staff mobility, each teacher / staff member must describe a teaching or training programme in the Mobility Agreement submitted to the partner school. The head of the programme must approve the mobility. The internationalisation coordinator checks with the Erasmus coordinator whether there is sufficient budget and creates the Grant Agreement if positive. Afterwards, the teacher submits his Certificate of Stay and reports to the coordinator on campus. The file is also digitally archived in a special team working environment.

Mobility Agreements are drawn up and signed before the exchange starts. All important agreements regarding the teaching or training programme are laid down prior to the exchange. Again, the international campus coordinator supports the staff member in drawing up the Mobility Agreement.

In the case of teaching mobility, the teaching programme is discussed beforehand between the lecturer and the representative(s) of the host institution. The teacher is also assisted by the international co-ordinator at his/her own campus, who helps to draw up the Mobility Agreement.

In the case of mobility for training purposes, the exchange often takes place during an international staff week and the basis of the work programme is defined in advance and included in the Mobility Agreement.

### **SZFE**



At SZFE, the mobility of teachers and staff, the purpose and implementation of the mobility are fixed in the teaching or training plan approved by the host party. In each of these mobility types the Head of the Institute decides and authorizes the planned mobility. The scholarship contract will be fully administered by the International Office.

## ULHT

Staff mobility, both for teaching missions and training, is a priority for ULHT. The whole process is managed by the Vice-Rector Office. The Staff Mobility Agreement is proposed and discussed by the participant with the host entity. Once complete it is validated, with Vice-Rector signature.

In terms of Promotion:

- the staff mobility's, are subject of dissemination by the academic community by facebook, instagram and web page (with text and images requested from the former participants so that everyone recognizes that carried out the activities);
- all participants are asked to make a presentation to exhibit among their peers (either in work meetings or in Program dissemination Sessions).

In terms of Support:

- help in finding the most suitable partner for the teaching missions or training in the field of interest of the participant;
- collaboration in the preparation of the necessary documentation;
- contact with partners by the Vice-Rector's Office, whenever necessary;
- payment of grants, immediately after signature of the Staff Mobility Agreement by all involved;
- in the provision of relevant information about the destination country/city/IES;
- extension of the work accident insurance provided by the HEI;
- the provision of a permanent contact (24h) during the mobility for any eventuality.

## IADT

The whole process is managed by the Vice-Rector Office. The Staff Mobility Agreement is proposed and discussed by the participant with the host entity. Once complete it is validated, with Vice-Rector signature.

This is managed by the University abroad and the Erasmus Office within IADT.

## Language activities for outgoing mobility's

### LUCA

> Outgoing students

Students can register for an external language course on their own initiative.

If the partner institution requires a declaration of English proficiency from our student, there are two possibilities:

- The student can take an internal language screening with a LUCA staff member who is at least certified in English at level CEFR B2 or higher;
- The student may take an official language test at IELTS/TOEFL - which is more often requested by non-EEA partners such as US/Australia - which will be reimbursed by LUCA on the condition that the student is eventually selected by the partner school and leaves on mobility.

Policy on the allocation of OLS language courses:

- Since the Erasmus call 2019, all LUCA international coordinators have administrator rights in the OLS application: they can send the invitations to students;
- Students who want to learn the local language can get a licence to take a language course on request.

Support students who have to follow a language course:

- If the main language of the mobility is English and the student has sufficient proficiency (B2 or higher), we inform our students that there is the possibility to take an online language course via OLS in the local language of instruction. However, this is still underused, although some students do take advantage of the language courses in the local language offered by host organisations;
- Recognition: Whether it is a short-term language course for incoming students like the former EILCs - i.e. an introductory course to get to know the local language and limited in class time - or an intensive language course lasting a semester, we can recognise the courses in the study programme as electives;
- Outgoing students can take language courses in the local language of instruction at some partner schools or at other educational institutions in the city where the exchange takes place. We encourage students to take such language courses. If electives are provided in LUCA's curriculum during the phase in which the exchange is organised, then a language course can be included as an elective in the student's individual study programme (ISP) and thus also obtain a form of recognition as part of the study programme.

> Outgoing staff

Staff can enroll in a preparatory language course. The cost will be reimbursed either fully or partially by LUCA.

LUCA supports language guidance opportunities for teachers (in)directly as follows: Teachers who teach English classes at LUCA (Erasmus Mundus courses, Audiovisual and Visual Arts in Brussels and Master of Music) are asked by the Flemish language regulations to proof their proficiency in English (Certificate min. C1). Teachers can take an English language test at one of the university language centres: LUCA (Internationalisation) will bear the costs from its own operating funds. Agreements have been made with a number

of reference language centres for this purpose. If it turns out that a coordinating subject teacher does not attain the required level, he can, for instance, follow a course in academic English via ILT, the costs of which can be partially borne by the study programme or by Internationalisation.

## **SZFE**

As the university does not have language courses and due to the drastic reduction of funding of higher education and the relatively small number of outgoing students, the university can provide language training for students and staff only upon request. But of course the OLS system can help to improve the students language skills.

## **ULHT**

With regard to staff mobility for training or teaching, no language preparation is currently available, as we assume that the choice of the destination country will be made by the staff themselves based on their language skills. The English language is the working language of the majority of our staff, so that when the language of the destination country is not mastered, the work is usually carried out in English.

Regarding students: in Portugal, most secondary school graduates have a reasonable command of the English language. A large number of our Study Programmes have an annual English Language Course Unit.

It is our policy:

- to alert students to the need to acquire language skills from entry to the Institution;
- promotion the learning of new languages - the University has free courses in various languages throughout the year which students can attend;
- Technical English courses - the University promotes Technical English courses every year, namely in study areas where language skills are more urgent or complex (e.g. Tourism and Law).

It is our priority in this area to give the OLS the highest visibility - it is already used "as an obligatory step of mobility".

## **IADT**

No language activities are offered, as languages are not taught in IADT. We mostly set up partnerships with institutions where English is the language of tuition. Outgoing students make use of the Erasmus OLS (online language courses).

## Language activities for incoming mobility's

### LUCA

#### > For Incoming students as LUCA

- Campus Sint-Lucas Gent: Incoming students can take an intensive Dutch language course in Ghent for 3 credits. These are evening classes in Dutch, organised by the organisation 'Perspectief'. Upon successful completion of the module, successful students are awarded 3 ECTS.
- Campus Lemmens Leuven: Exchange students for LUCA campus Lemmens in Leuven are referred to the Centre for Living Languages (CLT) of the KU Leuven where Dutch lessons can be followed.
- Campus Sint-Lukas Brussels / Narafi Brussels: students receive a brief explanation of the possibilities of the House of Dutch through StuVo.
- C-Mine Genk: no special/seperate language support activities

#### > Incoming staff (mobility)

Incoming staff (Erasmus+, on invitation, conference, ...) will teach or take part in a mobility project by using English. For staff exchange under Erasmus it's the responsibility of the sending university that the staff member's has obtained the required English proficiency level to be able to communicate on a professional base with students and staff members from LUCA. LUCA bears no responsibility in educating incoming staff members regarding their language competences, hence there is no structure in place.

#### > Incoming staff (official subject coordinators)

If LUCA would appoint staff members, hired on the LUCA payroll and as an official subject coordinator for course components in the English language master programmes, both Belgian as international staff members will have to comply with the language requirements set out by the Flemish Ministry of Education and have to officially proof their level of proficiency. For art related study fields the minimum required proficiency level is B1, for other study fields the minimum required level is C1. LUCA School of Arts provides information about the language centres, the recognized certificates and corresponding levels. The cost of the language test is covered by LUCA.

LUCA doesn't offer language (support) programmes for staff. Staff members are informed about externally offered language programmes at an University Language Center. Some staff members join a language course programme there on their personal behalf. If academic staff wishes to follow a language programme in the framework of their professional career development at LUCA they can request this and if the language course is considered as part of their career trajectory LUCA may (partially) reimburse the costs for subscribing in this programme.

### SZFE

At SZFE we do not offer language support for incoming mobility's because all of our courses are taught in English and it's set in the Bilateral Agreements that B1 level in English language is required.

## **ULHT**

At ULHT All inbound students have access to the Portuguese Language Courses, organized by the Institution. These Courses have a duration of 30 teaching hours per level and three levels are offered each semester (Level I, II and III). There is an evaluation test to place students in each level.

These introductory Portuguese language courses were designed and developed to meet the needs of foreign students who wish to learn the language in a limited amount of time. The courses are organized according to the proficiency levels provided by the QERCL. These Courses are a complement to the OLS Courses.

Once accepted, students will receive a link to the online Portuguese Course of the ACM - High Commission for Migrations (<https://pptonline.acm.gov.pt/>). From that moment they can start learning the language.

## **IADT**

At IADT no language activities are offered. Inbound students, and our partners, are aware that a B2 is required, as all our teaching is done through English.

## **Mentoring and support arrangements for Incoming Mobility's**

### **LUCA**

Staff mobility is supported by the study abroad advisors who can advise interested staff members on mobility opportunities abroad. If necessary, the study abroad advisor can also assist with the exchange application at LUCA. New staff members are given the opportunity to undertake a first international assignment together with a more experienced colleague. Staff can enroll for a preparatory language course, the cost of which will be reimbursed either fully or partially by LUCA.

As regards the administrative requirements, the international coordinator of the campus will provide assistance (request of financial support for the mobility, preparing documents, (when needed) communication with partner institution, help with visa regulations, accommodation, travel arrangements etc).

Furthermore, at LUCA we have a very reputable and committed team of teachers, most of whom have an internationally renowned practice. LUCA also has a lot of artistic and technical facilities, workrooms, workshops, libraries and lending services for audiovisual material. In support of these facilities, LUCA has a large number of committed site staff

who assist students with assignments and projects with a great deal of know-how. Services such as StuVo and education administration often come into contact with international students, are easily accessible and often provide bilingual communication with students. We continue to evaluate and improve our services.

#### > Welcome activities

on each campus there are welcome activities organised for the incoming exchange students. These activities can be organised especially for them and/or can be integrated in existing activities such as a kick-off day for degree students. Students receive a presentation with information about the functioning of the campus/programme, a welcome package (via StuVo) and a tour of the campus. They get a separate registration moment (if not finalised upfront) and follow an ISP session to discuss their study programme with the anchor and/or study guidance counsellor. On the Ghent and Brussels campuses, the kick-off consists of a introduction week which also includes a cultural introduction module that introduces students to Belgian art, museums and other events or visits. StuVo organises a separate welcoming activity for international students on each campus, including a city tour with an introductory game and an information session about accommodation, public transport, health insurance, etc. In Leuven, someone from the KU Leuven informs the first year students about the support KU Leuven offer to LUCA students (e.g. student health centre, social services, housing, etc.). Afterwards, there is a kind of 'info market' where these services are presented. In Genk, on campus C-mine, a similar service is organised by StuVo UCLL.

#### > Farewell activities

At the end of the semester, Campus Gent organises a farewell moment with the incoming students and the international anchors. The students can exchange their experiences and discuss positive and negative points of their exchange. The other campuses are considering organising a similar activity.

For the follow-up and guidance of students in and out, the first point of contact is the international campus coordinator on the concerned campus. He/she is in contact with the student, welcomes the student, and assists him/her throughout the process from registration to departure. For educational questions (curriculum content, contacting other lecturers,...) the student can contact the study abroad advisor (or the study guidance counsellor). If timing and budget allow, the advisor sometimes visits a student on mobility abroad (e.g. during a Teaching Assignment). An (more realistically) alternative is a conversation via Skype.

At the end of their mobility semester, incoming students are asked to fill in an online questionnaire by LUCA's Quality Assurance service: this allows them to evaluate the course of the exchange at LUCA, the education, the services and facilities. The results are discussed in team meetings, the Internationalisation Committee and with the involved department. (Informal) exit interviews are also conducted when a student has his/her LA After Mobility/Statement of Host signed.

Insurance: Incoming students can make use of the insurance coverage of KU Leuven. If a study visa is needed, non-EEA students receive an official acceptance letter for the diplomatic post and are referred to the Federal Immigration Office for information on the

Belgian consular services and the application procedure for a type D study visa. In case of visa or residence permit problems, we can seek advice from KU Leuven.

The registration of foreign students in the city is done by the municipality in which the student is living. Every semester, the Student Services Department (StuVo) organises a special information session for international students together with Partena in which StuVo explains its support and activities; Partena provides information on health insurance and assistance for international students during their stay.

#### > Accommodation

StuVo LUCA also informs about student accommodation and recently has its own (limited) accommodation offer via ArtUpkot. In Brussels, foreign students can also contact BRIK, which promotes studying in Brussels, while in Leuven they can call on the KU Leuven housing service. In Ghent, international students can contact Kotatgent, in Genk Kotatlimburg. Some partner institutions have their own housing service or 'dorm' with student flats on or near the campus.

StuVo also offers social, medical and psychological services; information on student work, nutrition and mobility. Their job service offers internal and external student jobs. In Leuven, they work together with the job service of KU Leuven. In Genk there is no job service provided by stuvo UCLL, but all LUCA students can go to the general job teaser page of LUCA. Finally, LUCA also refers to external organisations such as KAMIEL on travel and residence documents and child benefits,.... and to the Erasmus Student Network that employs volunteers to help international students find their way in a host country or city: <https://www.luca-arts.be/en/welcome-buddy-system>.

#### > Language

LUCA itself does not offer language courses or language classes for outgoing or incoming students. We refer students to external language centres in their own country or to a language preparation programme via the partner school. At our campus Sint-Lucas Gent, they have the chance to enroll in a Dutch language course (3ECTS) organised by an external partner.

## **SZFE**

SZFE understand that the increase in the number of incoming students can be reached by the growth of infrastructure at the university.

Taking into consideration the characteristics of our university - elite artistic education in Hungarian in small group classes – we can offer an Erasmus Course package in English at present. Though the number of incoming students and the available courses quality (various practical courses) has risen according to last year's numbers.

All students' premises are at the disposal of our incoming students as well. Coordination and assistance is also provided throughout their stay (visa issues, arrival, accommodation, departure). Provides the necessary coaching/tutoring sessions and support from the local Student Council network to integrate incoming mobility members into the local academic and student community.

## ULHT

At Lusófona University it is defined that the students accepted for inbound mobility receive an information package about the University, the City of Lisbon and about Portugal, with the most relevant and useful information for their period in Portugal:

- Dates of the Semester (classes and Exams);
- Welcome Week (dates and activities);
- Portuguese Language Courses (dates, levels and procedures);
- How to start learning the Portuguese Language before arrival (link to online courses);
- List of the ERASMUS+ Student Associations in Lisbon (with the respective links where you can find information and support for your stay in the country);
- Accommodation;
- Other official procedures, when applicable.

Regarding Accommodation: Lusófona University does not have a University residence, however it has a set of partnerships that allow it to offer inbound students a set of differentiated possibilities (<http://bemvindo.ulusofona.pt/>), as well as its own provider, the beroomers

[https://beroomers.ulusofona.pt/pt?utm\\_campaign=partner&utm\\_content=uni&utm\\_medium=web&utm\\_source=ulusofona](https://beroomers.ulusofona.pt/pt?utm_campaign=partner&utm_content=uni&utm_medium=web&utm_source=ulusofona))

Regarding Visas, at a national level, Portaria n.º 111/2019 of 12 April is in force, which we apply equally to all foreign students, both those attending full Study Programmes and the Students who will be with us in Mobility. Thus:

- In the list of foreign students sent to DGES-Direção Geral do Ensino Superior, ERASMUS+ students also follow (being that DGS articulates with the Ministry of Foreign Affairs, the information for validation of visa requests by the students);
- The students (all of them) are issued with a Letter of Acceptance (as soon as they accept the mobility), which, if a Visa is required, should be presented by the student at the Embassy/Consulate when the visa is requested.

All Inbound Students in mobility for studies, will be enrolled during their mobility under ULHT's Student Insurance, similarly to the other students of the Institution. However:

- Proof of the student's insurance in their home institution will be requested from the home HEI;
- In case of traineeship, the home HEI will be requested to send the proof of insurance, according to the rules of the Traineeship Programme;
- The inbound student will always be requested (in the application process) to send the "Medical Report" - form to be filled in by the "Family Doctor", which gives an account of the student's health condition and refers to any special needs. This document is particularly important in case of an accident - it allows us to act immediately and provide assistance with knowledge or for sports - some institutions require a medical document and sometimes, on arrival in the country, it is difficult to speed up this process.

Upon arrival students have a welcome week, organized by the Vice-Rectorate for Research and Internationalization, during which they:



- registration with the mobility services
- meetings with the UO Coordinators and Course Directors;
- debate sessions with the presentation of films about Portuguese Culture;
- conferences on current topics related to the mobility period, life in Lisbon, etc.
- session with the Public Security Police -- about security issues in the city and personal life during mobility;
- meetings with the Erasmus+ Associations in the city.

The Students' Association also supports the follow-up of these students with integration activities: visits to the city and main places of interest, leisure activities in line with the local culture, parties and fun activities.

In the city of Lisbon, ERASMUS+ students can count on a wide structure of welcome, such as the Study in Lisbon Project, of which Universidade Lusófona is a founding member (<http://www.studyinlisbon.pt/>) that allows to prepare the coming to Lisbon, from the moment of acceptance, promotes integration activities in the city, provides a common space, transversal to all HEIs in the city for the students, with a set of services that greatly contribute to the success of mobility.

All inbound students also have a general welcome session on arrival, in which all the above-mentioned aspects are also addressed, in a perspective of welcome and integration, thus:

- Promotion of the Culture/s - of his/her own and of the one/s he/she will have the privilege of getting to know during his/her mobility period, not only the Portuguese host but also the others present in the Institution - appealing to the respect for difference;
- Social Responsibility - presentation of the possibilities of voluntary work in the region, covering different areas, from the environment to caring for the elderly;
- Responsibility for oneself and for others - presentation of parties, outings, visits, adventure activities available, but an appeal to the need to control excesses and to the sense of responsibility in defending one's physical integrity.
- Security - the PSP - Public Security Police (Campo-Grande) comes every semester to our reception week to talk about Security and Safety in the City.

The Erasmus Co-ordinator is in regular contact with all incoming students (at pre arrival, duration/stay and departure stages).

## **IADT**

For Incoming (students and staff)

The Erasmus Co-ordinator is in regular contact with all incoming students (at pre arrival, duration/stay and departure stages).

## **Mentoring and support arrangements for Outgoing Mobility's**

## LUCA

At LUCA each campus has an Internationalisation Coordinator (ICO) who is usually on campus 2, 3 or more days a week. The ICO guides and helps out the outgoing (and incoming students) of his/her campus. The ICO also ensures that a Learning Agreement is drawn up for each student and that the subjects on the Learning Agreement are registered in our system. They'll also take care of the transcript of records and of the recognition of the grades obtained abroad.

When students are looking for a suitable destination, the advisors and international campus coordinators advise and guide candidates, as they have the best insight into the study programmes and possibilities at the partner institution. Students are also able to consult reports from students who studied abroad in the past. Once the student has decided where to go to and after he / she receive the 'ok' from the international office and the department, they will be informed about the external application procedure. The ICO and advisor will support the student compiling the external application (motivation letter, portfolio and cv). When the student is accepted by the partner university, each student receives a brochure from the ICO as a preparation for departure.

On the Toledo student community information on insurance (illness/hospitalisation, travel assistance, civil liability, subletting of digs) and travel advice can be found. Furthermore, each ICO organises a briefing moment for the departing students about the practical preparations for their stay. Participants receive certificates for the health insurance fund to apply for an EHIC (European Health Insurance Card). They get information about the LUCA accident insurance and the possibility of taking out an optional assistance insurance and subletting policy via the KU Leuven association. The Student/Staff Grant Agreement also contains a reference to the insurance coverage.

### > Insurance and residence permits

Our students receive instructions from the partner institution on practical preparations and residence permits. Often, the information can be found on the website of the partner school or in the fiche at the IIA. The 'safety' aspect is also monitored. Travel advice is consulted on the website of Foreign Affairs. Since 2019-2020, KU Leuven and its association partners exchange questions on destinations and travel advice. A committee on Risk Destinations at KU Leuven reviews biweekly planned mobilities and the government recommendations for these destinations. In case of negative travel advice from the government, the Internationalisation team discusses whether the mobility can go ahead or not, but usually LUCA follows KUL's travel policy on the matter. Before departure, our students are required to fill in the 'emergency sheet' with information about the trip and they also have to fill in their temporary contact details abroad in KU Loket. Foreign students must provide their emergency details in their online student file. Outgoing lecturers must submit to the IRO a request for travel approved by the Head of Programme/Unit Head. Once the teaching or training programme has been set out in the Mobility Agreement and the budget has been agreed, the staff member may plan their trip. They can make use of framework agreements with, among others, Omnia Travel for travel arrangements or with Data Translations for translations or revision of English texts. There is also a central budget for English language tests of lecturers from programmes

that focus on English language teaching. Finally, teachers must register in the travel register for travel assistance insurance. The ICO at both organisations help with the practical organisation of the stay.

## **SZFE**

At SZFE all students wishing to take advantage of Erasmus Programme will consult personally with the Erasmus Coordinator. All the necessary information on the mobility programme will be given for the right decision to be made. By the time of the application all students will have a clear view of the to-do's (what documents to be filled and presented, what prior steps are to be made). Former mobility students also share their experiences which highly contributes to the success of the various mobility programmes. The growing number of staff mobility is the result of a conscious step of the Erasmus coordinator. Constant flow of information on the staff mobility possibilities and feedbacks led to the personnel seeking for mobility opportunities.

## **ULHT**

At Lusófona University all outbound students, for studies and for curricular internships, have a Student Insurance Policy, provided by the University. All students for extra-curricular placements or for graduates must provide their own insurance and prove it with the Mobility Services before their departure.

All students must participate in the Cultural Preparation Session, which takes place before their departure. In these sessions, topics such as:

- Need for Language Learning - as a tool for relating to others, but also as an essential working tool;
- Promotion of Culture/s - your culture/s and the one/s you will have the privilege to know during your mobility period, not only the one of the host country, but also the ones you will have the opportunity to share with the many colleagues you will meet during your mobility, coming from many European countries;
- Social Responsibility - alert for all the possibilities that a mobility creates: Networks, Relationships, possibilities of internships, possibilities of voluntary projects and of response to the social needs of the host country (presentation of the possibilities of voluntary work, as a way of "giving oneself" to the host society, but also of learning more, of discovering, of acquiring new skills;
- Platform Ministry of Foreign Affairs - presentation of the National Institutions that can give support during the mobility, in particular the MNE; in years of elections in the country the provision of information on what the procedures are so that they can participate even if at a distance;
- Responsibility for oneself and for others - parties, outings, visits, adventure activities are an integral and important part of the mobility's. In these sessions we take good note of this, appealing, however, to the need to control excesses, to the urgency of being responsible for oneself and for those around them;

- Safety - nowadays safety is becoming more and more an issue, safety on the street, but also on social networks - what to do in each case, what precautions to take, on the street and in publications.

On their return, they are called upon to share their experiences with their colleagues, in the Program's dissemination sessions.

The Erasmus Co-ordinator is in regular contact with all incoming students (at pre departure, duration/stay abroad and return stages).

## IADT

> For Outgoing (students and staff)

The Erasmus Co-ordinator is in regular contact with all incoming students (at pre departure, duration/stay abroad and return stages).

## **Measures implemented in FILMEU institutions for Respect the principles of non-discrimination transparency and inclusion**

### LUCA

LUCA endorses a non-discrimination policy as regards both students and staff. This policy is laid down in a number of general LUCA policy documents such as the education and research policies, the regulations on education and examinations, the employment contracts of staff. All LUCA policy documents apply to degree students and exchange students alike. Staff members and researchers, whether they have a permanent or temporary contract or are undertaking a short or long term exchange at LUCA are also included.

In addition, LUCA's Social Services, has put in place a number of support services for special needs students or students from financially disadvantaged backgrounds. LUCA has recently implemented a central registration system for these groups of students. While at the same time observing the privacy regulations, this registration system makes it possible for counsellors working in the Social Services to offer tailor made support to students requiring specific assistance.

For internationalisation purposes, a number of specific measures have been put in place:

- incorporation in internationalisation policy documents of equal treatment of international students and equal access to campuses, IT facilities, academic software, student restaurants, library, technical workshops, artistic labs and printing facilities and the services to lend audio-visual equipment;
- selection regulations for students and staff participating in international programmes with endorsement of the non-discrimination policy;
- support for students from disadvantaged socio-economic backgrounds by way of a grant awarding regulation stipulating that grants are awarded to students coming first on the

financial ranking drawn up by the Social Services of LUCA (on the basis of financial documents provided by students);

- reservation of part of the OS-budget (budget for the organization of mobility) to students who do not receive a grant in case of insufficient funding by the grant awarding body.

## **SZFE**

The same rights and privileges and obligations apply to all students studying at the SZFE. Incoming foreign students are treated equally to Hungarian students.

The Erasmus Committee is responsible for the application procedure. Checks the application forms, ensuring that the most experienced and motivated teachers of the relevant programmes are chosen for the mobility. The Committee also assures that no discrimination of any kind nor gender equality matters occur and assists the integration of the disabled.

To assist the conformity of incoming students, volunteers of the receiving class and Student Council are promoted to help solving any daily issues that may arise and the integration into the university's everyday life. We are convinced that by taking exchange students into the university's social responsibilities they can get a deeper feeling for the university's spirits.

## **ULHT**

ULHT has a student body of about 8500 students and a faculty of 875 teachers, the University offers an educational, social and cultural environment suitable to all those who seek it. The number of foreign students, namely those from Portuguese speaking countries, contributes to a significant international dimension in the University. The average number of foreign students is around 24% of our population.

In this diverse cultural environment, the issues of non-discrimination, transparency and tolerance for difference assume particular importance in the decision-making process and in the daily life of the Administrative Services and Organic Units.

In view of the above, the international area also seeks, in its actions and processes, to contribute to the consolidation of a policy of non-discrimination and transparency, as well as to the integration of those who may feel marginalized:

- mobility and research activities are spread equally to all, without exception;
- the opening of applications for mobility is preceded by the publication of a Joint Decision (Administration and Rector), by activity - Mobility of Students for Studies and Internships, Mobility of Teachers for Teaching Missions and Training Missions; Mobility of non-teaching staff, with presentation of dates; conditions of application and selection criteria;
- all information for Students are made available on Moodle (all students regularly enrolled in a course leading to a degree have permanent access to this platform);
- all information for Teaching and Research staff is sent by email by the Human Resources Department – sent to all at the same time in the same conditions

Regarding the inbound mobility of students, teaching and non-teaching staff

- our policy is to accept all those nominated by their home HEI;
- all are equally accompanied;
- all are equally integrated in the activities available for each of the groups.

It is also important to mention that one of the reasons identified for the low numbers of outbound students is related to financial factors. To remedy this situation, financial benefits were created, with the institution's own funds, for mobile students, which translate into a reduction in the payment of tuition fees during the months of mobility: 30% reduction for periods of mobility for studies and 25% reduction in mobility's for curricular internships.

## **IADT**

All IADT students, including incoming Erasmus students, are treated equally in all academic and service matters. The Institute has clear and robust procedures in the areas of appeals and complaints that apply to all students. Equal treatment, as per our Learner Charter, is ensured.

Incoming students attend an Induction/Orientation week every September together with all new students. We also operate a "buddy system" for incoming students.

Incoming students have access to all our support services (counselling, career guidance, disability and learning difficulty supports, health centre). Our Erasmus Co-ordinator is also a source of support for incoming students (support in personal and academic matters). Students are also encouraged to join any of our Clubs and Societies, and attend events organised by our Students' Union – all very important initiatives from an inclusion point of view.

We welcome applications from students and staff with disabilities/learning difficulties. At the application stage, we request the student/staff's disclosure, so that our staff (academic and non-academic) can make the required preparations prior to the student/staff arrival.

In terms of outgoing students, the Erasmus opportunities are promoted across all our programmes to all students and staff. Our Erasmus Office works with our Support Services department in order to promote the Erasmus opportunities among students from disadvantaged backgrounds or with special needs, that would perhaps not consider an Erasmus mobility.

Equal treatment is given to all students and staff at the selection process. Specific supports are put in place for all students before, during and after their mobility (supports preparing for the departure, monitoring during their time abroad, survey/feedback on their return).

## **Key areas of future intervention**

- Digitization for a better harmonization of mobility procedures among partners;
- Clear communication rules for mobility process between staff, students and Offices

## **Key enabling factors**

- Partnerships already in place could improve and speed up the implementation of common mobility management
- The partners will to facilitate and implement innovation process in the European Higher Education

## **Annexes**

Tables for each of the partners are available as a zip file that can be downloaded here - [URL](#)