



film_eu

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



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D 8.3 FILMEU Mobility Management Manual - version 1.0 (October 2021)

Overall Introduction

8.3 LUCA leads this deliverable

Manual - Public - Month 12 - Manual for FILMEU mobility managers. English

WP 8 Digital Learning Services

Introduction to WP8 work package

In this Work Package the FILMEU Alliance will define, design and implement the Digital Learning Ecosystem that will be used by FILMEU students, teachers, staff, and partners across the knowledge triangle to implement all of the activities of the Alliance and support the future activity of the European University. This WP is highly complementary to WP5 where the infrastructures are implemented that will support the proposed services. One of the core services in this WP is the federation of all users in the Alliance that, almost from the start of the project, will allow FILMEU to give equal and transparent access for all users to all services and applications (i.e. libraries; mobility management online tools) across all campuses of the Alliance.

Introduction to WP8.3 work package deliverable

This 8.3 Month 12 deliverable concerns the implementation of the FILMEU mobility system.

- (i) Identification of key users in each partner who will be responsible for the management of FILMEU mobility;
- (ii) Staff training for each partner in the use of the proposed mobility management system;
- (iii) Definition of partners' users policy;
- (iv) Definition and implementation of the Pipeline that will be used to build the network for FILMEU mobility management;

- (v) Workflows implementation for each mobility type in accordance with D4.4. tasks;
- (vi) Definition and implementation of emails flow policy for each step of the different workflows.

Executive Summary

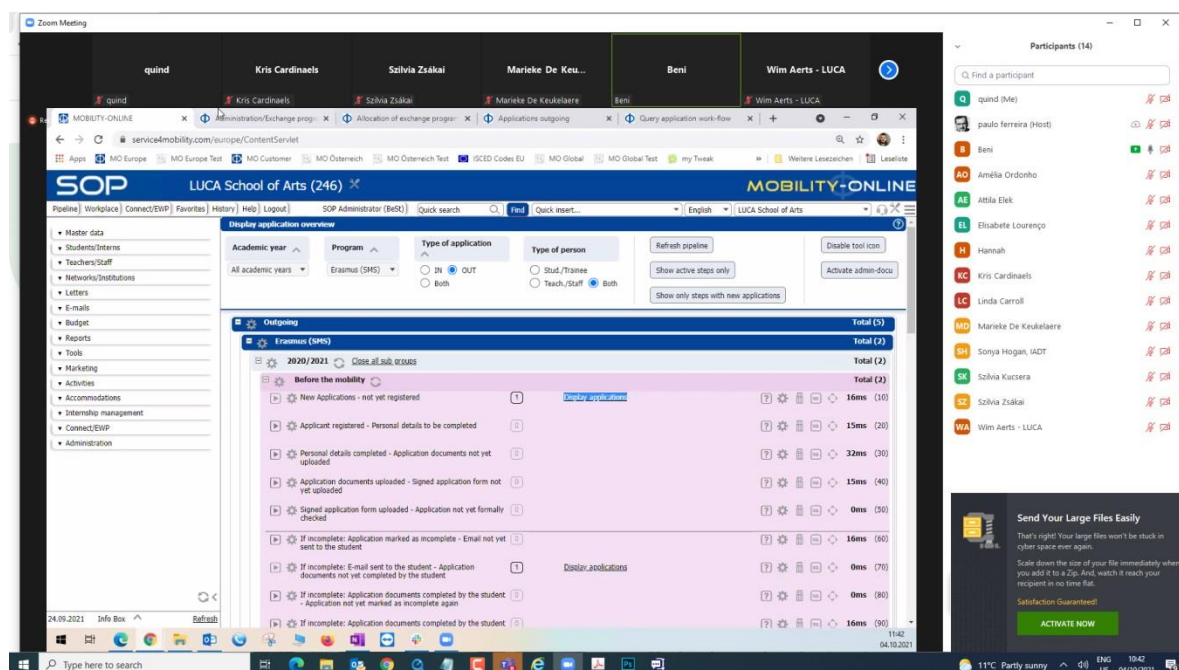
WP8.3 Deliverable line items...

- (i) Identification of key users in each partner who will be responsible for the management of FILMEU mobility;

Key users in each partner institution have been identified – usually the Erasmus Officer or the Head of the International Office, and/or The Institution’s FILMEU Manager. In all cases, these ‘key users’ should be the key decision makers in terms of FILMEU mobility.

- (ii) Staff training for each partner in the use of the proposed mobility management system;

SOP training has taken place on 300621 and on 041021 and 051021. All partner institutions were represented at the training (LUCA, IADT, SZFE and ULHT). Our FILMEU SOP Manager Benjamin Streulea benjamin.streulea@sop.co.at directed the trainings. Follow up trainings may well be necessary in the coming months as SOP is implemented across the alliance. This follow up training may be group training or more specific and individualised, targeted at specific FILMEU partner institutions.

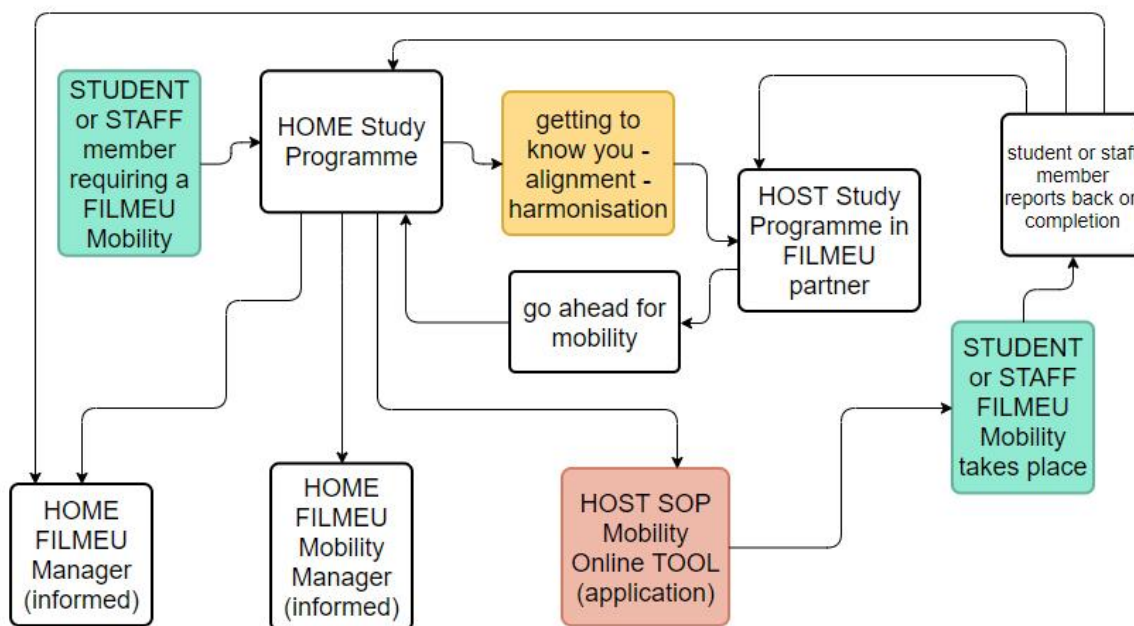


(iii) Definition of partners' users policy;

In the template for each FILMEU partner institution, we've attempted to include links with mobility-relevant policies and procedural documents. Because our WP8 Digital Learning Services has a technical focus, we've included the ICT user policies for the respective institutions.

(iv) Definition and implementation of the Pipeline that will be used to build the network for FILMEU mobility management;

We've tried to flowchart the CURRENT pipelines for the respective FILMEU partner institutions. However, if our alliance mobility targets are to be attained, we would suggest that NEW, harmonised, streamlined FILMEU mobility network urgently needs to be constructed.



FLOWCHART for a suggested streamlined FILMEU mobility pipeline

It is quite normal that, at this very early stage in the development of our alliance, so many mobility-related questions are as yet unresolved. Partner study programmes are very much still at the earliest 'getting to know you' stage. If we're to regularly travel larger groups of our students and staff to each other's programmes, we'll have to much more closely harmonise and align the work of our respective study programmes, learning outcomes (both programme and module or course), academic calendars, teaching and learning approaches, programme spatial, resource and staffing capacities, student affairs

(including such issues as student accommodation). Fundamentally, we also need to be completely clear on the financial aspects – how much can FILMEU subsidise or facilitate our ambitious mobility targets from its budgets and how much can and will Erasmus funding step up to facilitate our mobility targets. IADT in Ireland has already found itself with its Erasmus budget for 2021 slashed by its National Agency, the HEA. Such budget restrictions do not sit with the immediate strategic targets of the FILMEU alliance.

(v) Workflows implementation for each mobility type in accordance with D4.4. tasks;

The FILMEU 4.4 (Harmonisation of processes and services) tasks are as follows...

- 1 - Based on 4.2, the workflows for each type of mobility of FILMEU will be defined;
- 2 - Normalisation planned for documentation and flow process for each type of mobility;
- 3 - Normalisation planned for management practices applied to Learning Agreements, Transcript of Records for specific mobility types and rules for the accreditation of credentials coming from non-formal (professional) mobility types;
- 4 - Technical Implementation of the workflows and tests;
- 5 - Piloting the mobility workflows and evaluation

In this WP8.3 deliverable, we've started to describe the respective workflows for each type of FILMEU mobility. As the 4.4 Manual data is examined over the coming weeks, we'll add more mobility workflow flowcharts and we'll work with WP4 on harmonisation. Right now, each partner institution has a different approach to the mobility workflow and decision-making. We can use a comparative analysis of the respective institutional flowcharts, to see better what's happening in each institution, to identify bottlenecks and barriers and ultimately, to harmonise and speed up our institutional decision-making approaches across the FILMEU alliance.

(vi) Definition and implementation of emails flow policy for each step of the different workflows.

The email flows in each FILMEU partner institution are closely aligned to the decision-making and oversight practices. As decision-making is harmonized, streamlined and sped up across the alliance, we would hope that the emails flow would be simplified and reduced.

WP8.3 Overall Summary of Findings...

If the ambitious FILMEU Mobility targets for staff and students are to be met over the coming years, mobility decision-making across the FILMEU institutions will have to be significantly streamlined, sped up and harmonized.

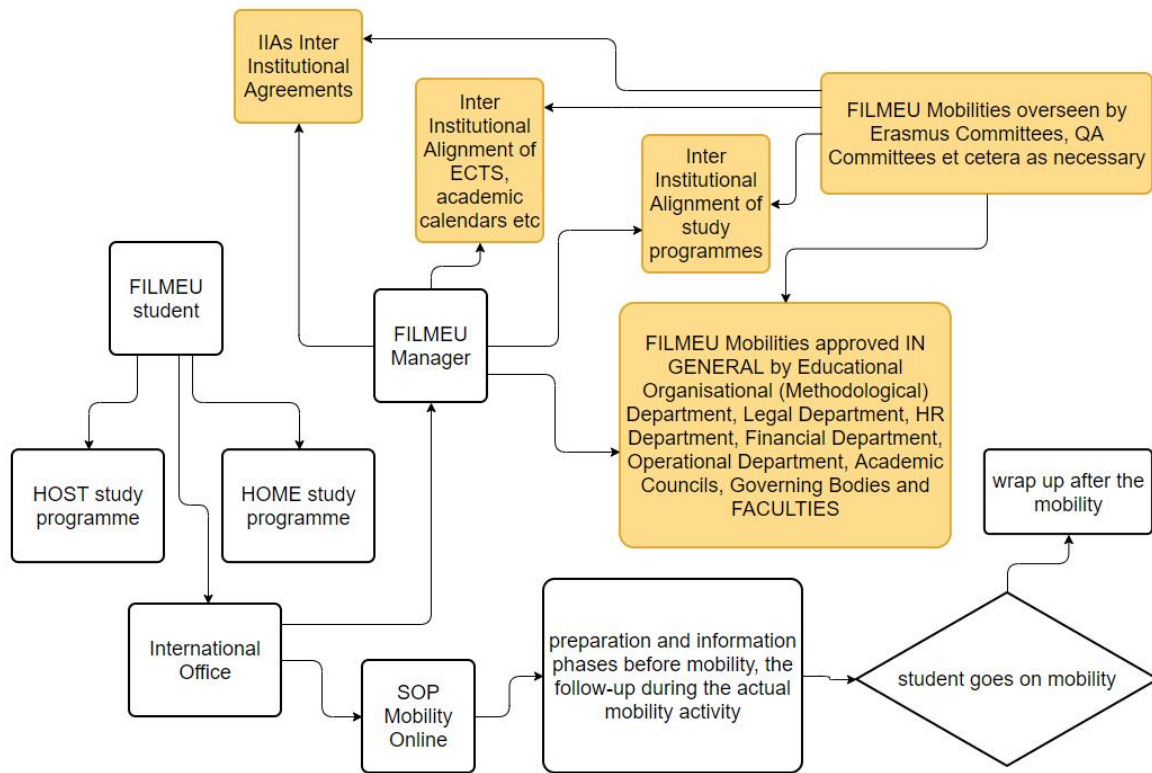
The need for multiple institutional stakeholders to be involved in decision-making for each and every mobility is an administrative barrier to mobility.

The preliminary workflows outlined here clearly demonstrate that many institutional stakeholders, guidance committees, study programmes, Heads of Department, Heads of Faculty, HR Departments, Legal Departments, Methodological Departments, Operational Departments, Financial Departments et cetera can all (for very sensible and understandable reasons) have a direct decision-making role in current mobility management. The safeguarding aspect to this is obvious. However, administrative scrutiny, caution and care seems (in many cases) to be dominating the direct mobility application processes.

In some FILMEU institutions, decisions on roles, responsibilities and decision-making have not yet been decided. Wim Aerts in LUCA has quite rightly pointed out that (October 29th 2021) LUCA is proposing to follow many of Lusofona's SOP-related workflows. IADT are also proposing such a course, but the implementations have not yet happened yet. In general terms, most of the Institutional mobility decision-making in place across the alliance is pre-FILMEU and will not be fit for purpose as FILMEU needs us to significantly ramp up mobility numbers.

The pan-FILMEU adoption of the SOP Mobility Online tool offers a potential to streamline the mobility decision-making processes in our institutions. Alternatively, the introduction of SOP Mobility Online can simply add yet another decision-making stakeholder layer to the already tangled mobility decision-making processes.

FILMEU needs to establish a process whereby ALL administrative workings (Inter Institutional Agreements, the necessary alignment of study programmes, academic calendars and ECTS, the GENERAL approval of Academic Councils, Governing Bodies, HR Departments, Legal Departments, Methodological Departments, Finance Departments et cetera) are firmly moved into the background, allowing the student or staff mobility applicant a more streamlined application flow – see below for a possible idealized suggestion.



FILMEU STUDENT IDEAL mobility Management – background permissions in BEIGE

8.3 Deliverable Highlights

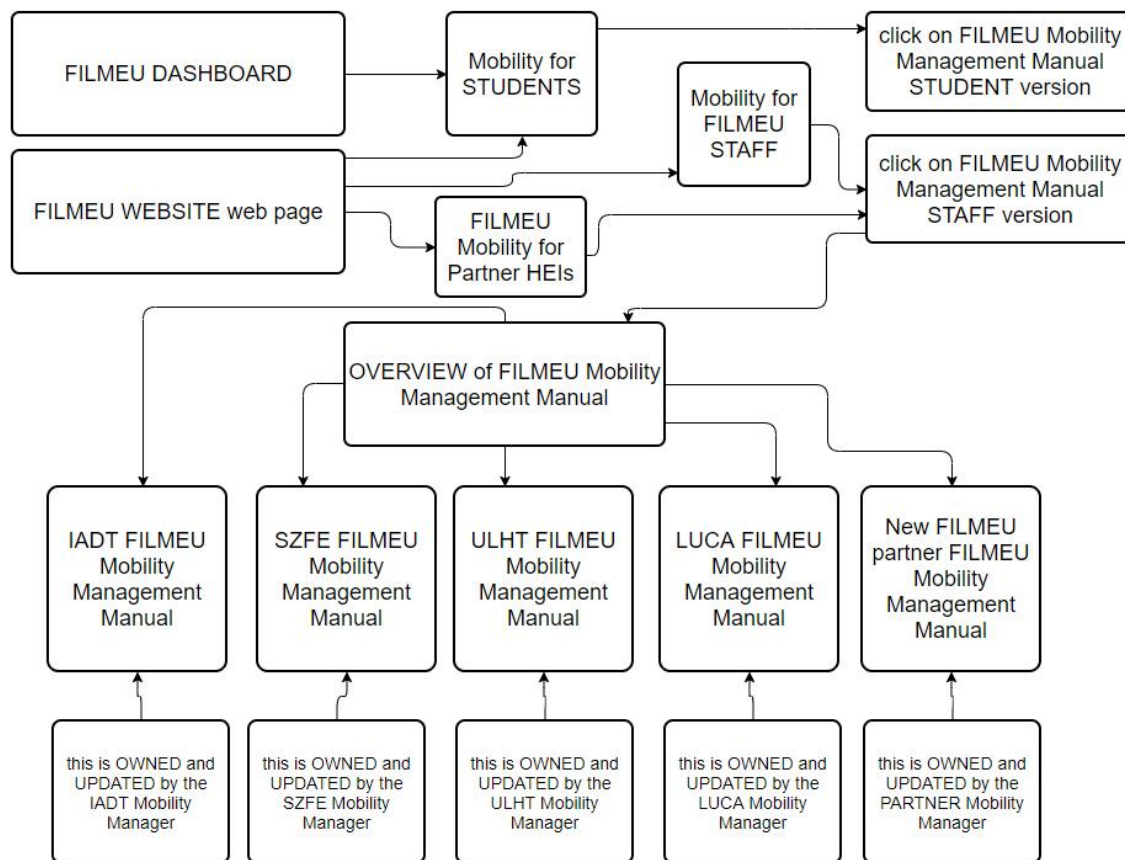
- If the ambitious FILMEU Mobility targets for staff and students are to be met over the coming years, mobility decision-making across the FILMEU institutions will have to be significantly streamlined, sped up and harmonized.
- The need for multiple institutional stakeholders to be involved in decision-making for each and every mobility is an administrative barrier to mobility.
- In some FILMEU institutions, decisions on roles, responsibilities and decision-making have not yet been decided (October 2021).
- In general terms, most of the Institutional mobility decision-making in place across the alliance is pre-FILMEU and will not be fit for purpose as FILMEU needs us to significantly ramp up mobility numbers.
- The pan-FILMEU adoption of the SOP Mobility Online tool offers a potential to streamline the mobility decision-making processes in our institutions. Alternatively, the introduction

of SOP Mobility Online can simply add yet another decision-making stakeholder layer to the already tangled mobility decision-making processes.

General Principles for this WP8.3 Mobility Management Manual...

For this deliverable, our Work Package WP8 Digital Learning Services will focus on the more Technical aspects of FILMEU Mobility Management. The WP8 (Digital Learning Services) Work Package team have decided to take these basic approaches.

1. This FILMEU Mobility Management Manual is a WORKING document – what we present here at the end of October 2021 is very much version 1.0. Our WP8 (Digital Learning Systems) are focusing on the more technical and ICT based aspects of mobility management, notably decision-making flows, policies related to ICT, mobility decision-making and email flows. The FILMEU Mobility Management Manual will be updated regularly, especially as information changes, as information comes in from the other FILMEU Work Packages (especially from WP4), as FILMEU procedures are rationalised and improved or if it's decided that our alliance mobility processes can be better described. **Next review and revision of this WP8.3 document – FEB 2022.**
2. This FILMEU Mobility Management Manual is a description of how FILMEU mobilities are currently managed and organised in our different FILMEU partner institutions (currently (OCTOBER 2021) LUCA, IADT, SZFE and ULHT). Once our mobility management processes are described, our alliance will be better placed to look for harmonisation of processes and services. Instances of best practice will be of particular interest to all FILMEU partners.
3. As part of this Manual, we may suggest optimum (or idealised) mobility management and decision-making flows for FILMEU. These will be discussion documents, to assist with the process of future mobility-management harmonisation across the FILMEU alliance.
4. We envisage that this Manual will have different user groups... FILMEU students who are considering embarking on mobilities will find some of this Manual of interest to them. Staff in FILMEU Institutions and schools who are considering embarking on mobilities will find some of this Manual of interest to them. Prospective partner institutions (ie institutions who may be considering joining the FILMEU European University alliance) will also find parts of this FILMEU Mobility Management Manual of interest.



a suggestion for an online FILMEU Mobility Management Manual aimed at THREE user groups

5. As part of our reach-out to FILMEU students across the alliance, we will work with WP5 on their implementation of The FILMEU Dashboard, to include a 'FILMEU Student Mobility Journey' as part of the Dashboard launch. This 'FILMEU Student Mobility Journey' will be an infographic, possibly animated.
6. To construct this FILMEU Mobility Management Manual, we have provided each partner institution with a simple .doc template (Blank Template in Appendix 001 at end of document). The template is based on the line items of our WP8.3 deliverable. Each institution is responsible for filling in the information relating to their institution.

We envisage an online version of this Manual (to be hosted on the FILMEU website), where the information is gathered together, where direct comparisons can be made and where the information is publicly available.

7. We envisage that Mobility Managers in each of the FILMEU partner institutions will own and update the information in this Mobility Management Manual.

8. Our Mobility Management Manual is closely related to the FILMEU WP4 Mobility Manual – which is focusing more on the pedagogical, policy and procedural aspects of mobility in our alliance institutions. In time, the documents will probably merge to form an overall FILMEU Mobility Management Manual.
9. A lot of the information in this WP8.3 Mobility Management Manual has been taken from the FILMEU WP4 Report_4.1-30042021

Mobility Management MANUAL for EACH FILMEU partner...

This task concerns the implementation of the system.

Mobility Management MANUAL

IADT

(i) Identification of key users in each partner who will be responsible for the **management** of FILMEU mobility;

Person	Role	Email
Sonya Hogan	IADT International and Erasmus Officer	Sonya.Hogan@iadt.ie
Linda Carroll	IADT European Projects Coordinator	Linda.Carroll@iadt.ie
Barry Dignam	IADT Manager FILMEU and European Projects	Barry.Dignam@iadt.ie

(ii) Staff **training** for each partner in the use of the proposed mobility management system;

SOP and other mobility trainings	IADT Staff and student attendees	dates
SOP intro training (one day)	Linda Carroll Sonya Hogan David Quin	300621
SOP user training (one day)	Linda Carroll Sonya Hogan David Quin	041021
SOP user training (one day)	Linda Carroll Sonya Hogan David Quin	051021

(iii) Definition of **partners' users policy**; - a lot of these policies and documents should be in Appendices at end of manual???

Policy name/description	URL
ICT Acceptable/Appropriate Usage Policy - IADT	https://www.iadt.ie/content/files/ICT_Acceptable_Appropri

Erasmus Procedures for Incoming and Outgoing Students - IADT	https://iadt.ie/wp-content/uploads/2020/06/00_iadtpolicy_IADT_Erasmus_F
1 IADT International Policy Statement, incorporating Erasmus ...	https://iadt.ie/wp-content/uploads/2021/03/IADT-International-Erasmus-Policy-Statement.pdf
IADT current travel insurance (STAFF)?	<i>Not sure this needs to be included?</i>
IADT Risk Assessment document (STAFF)	<i>Not sure this needs to be included?</i>
erasmus charter for higher education 2021-2027 - IADT	https://iadt.ie/wp-content/uploads/2021/03/Erasmus-Charter-2021-2027-1.pdf

(iv) Definition and implementation of the **Pipeline** that will be used to build the **network for FILMEU mobility management**;

This should/could be done as a flowchart??? And/or as text descriptor???

IADT pipeline of network for FILMEU mobility management

IADT FILMEU Manager

IADT FILMEU WP leaders

IADT WP staff teams

IADT Mobility Manager

IADT HODs HoF and Management

IADT students

IADT programme Chairs (DoFM)

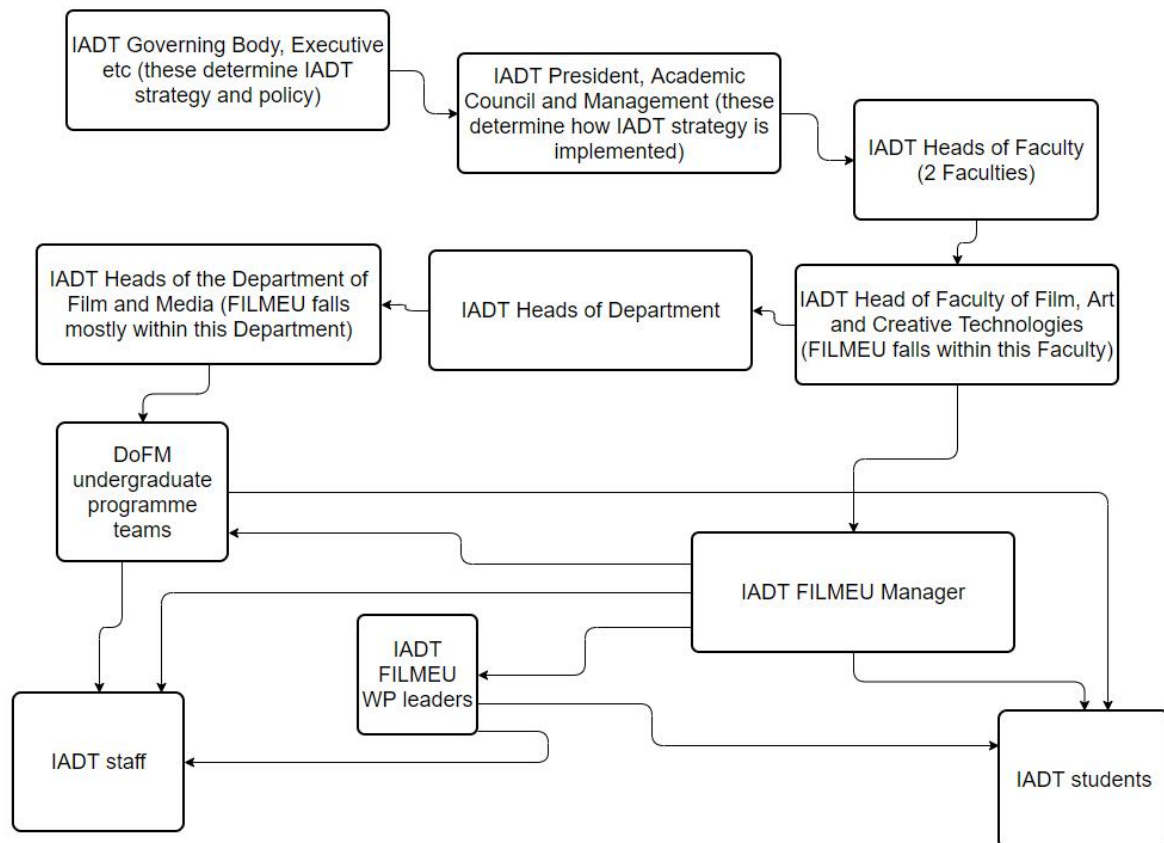


Diagram of IADT network for the Management of FILMEU mobilities

(v) **Workflows** implementation for each mobility type in accordance with D4.4. tasks;

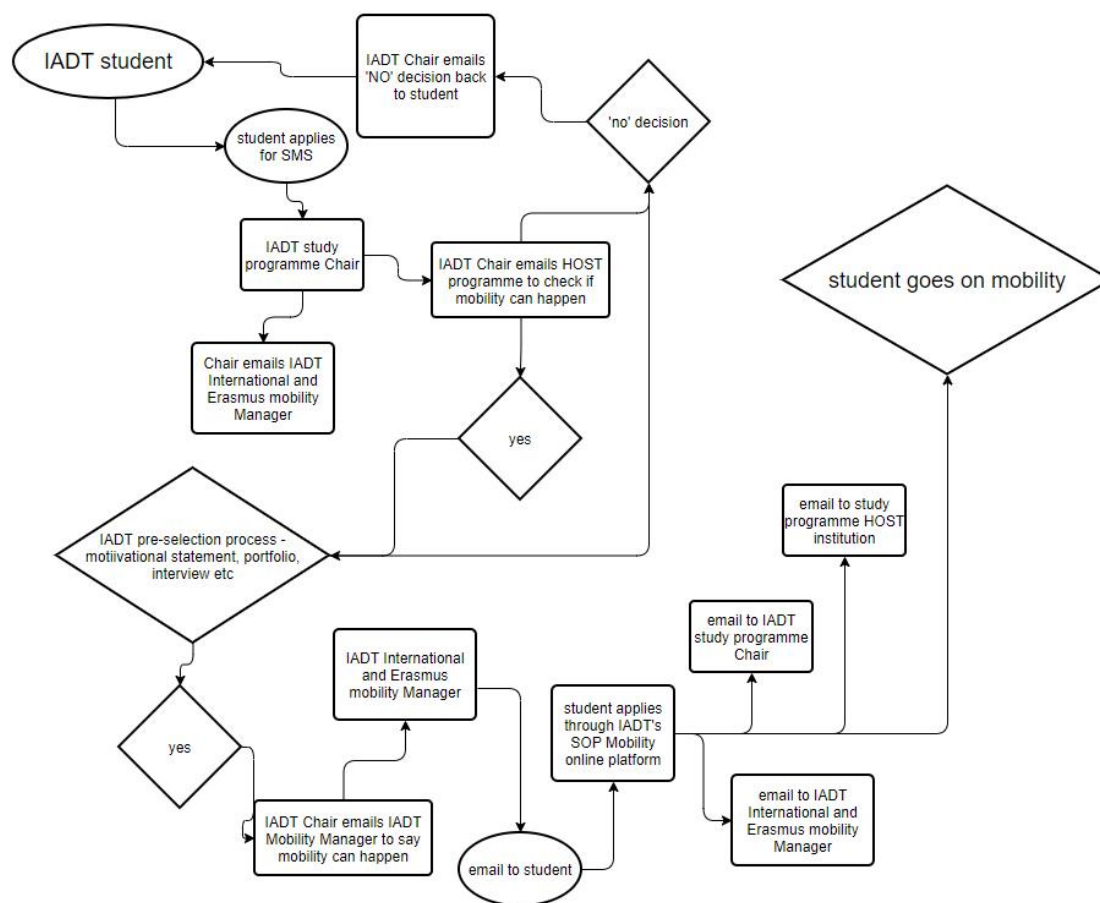
FILMEU WP4.4 Deliverable: Harmonisation of processes and services

- 1 - Based on 4.2, the workflows for each type of mobility of FILMEU will be defined;
- 2 - Normalisation planned for documentation and flow process for each type of mobility;
- 3 - Normalisation planned for management practices applied to Learning Agreements, Transcript of Records for specific mobility types and rules for the accreditation of credentials coming from non-formal (professional) mobility types;
- 4 - Technical Implementation of the workflows and tests;

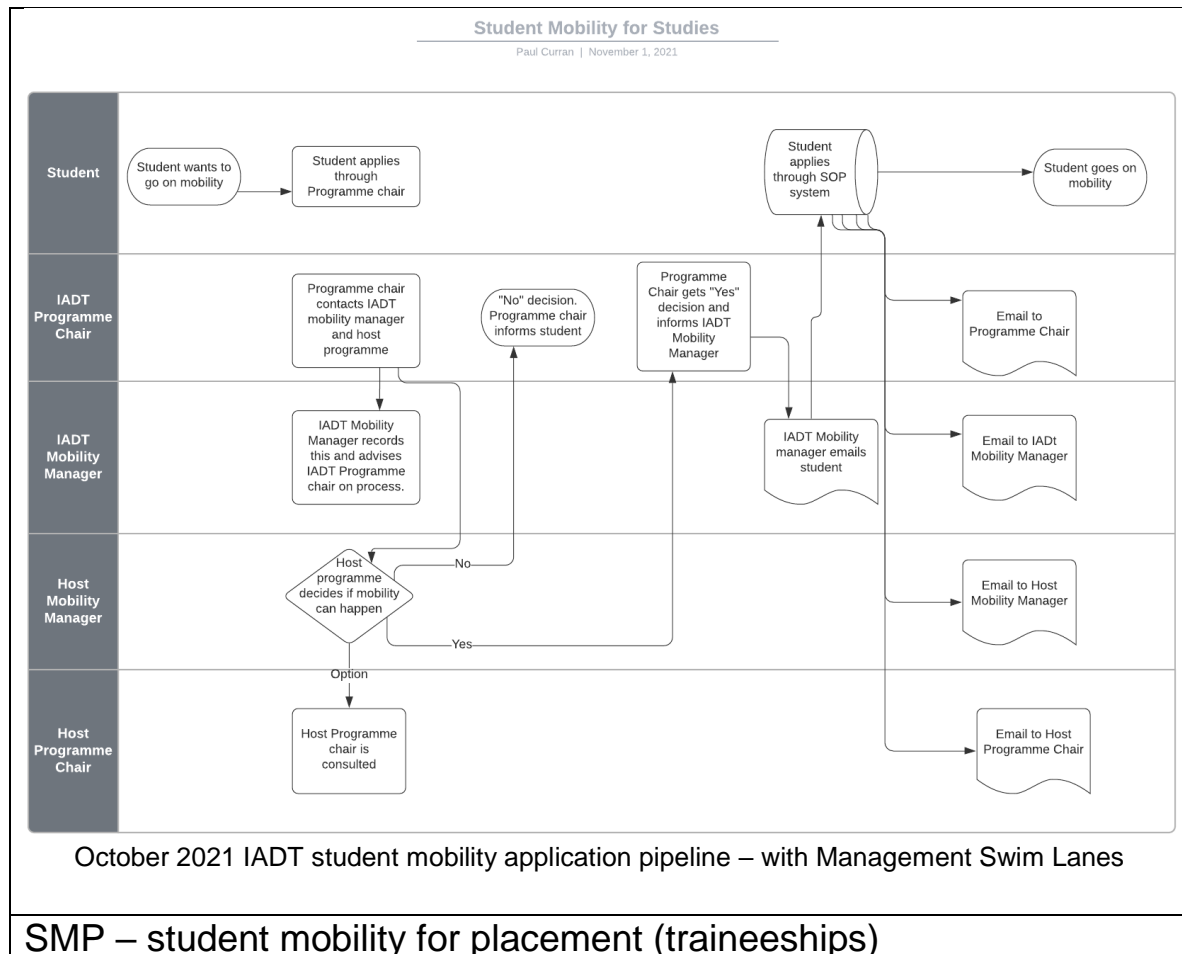
5 - Piloting the mobility workflows and evaluation

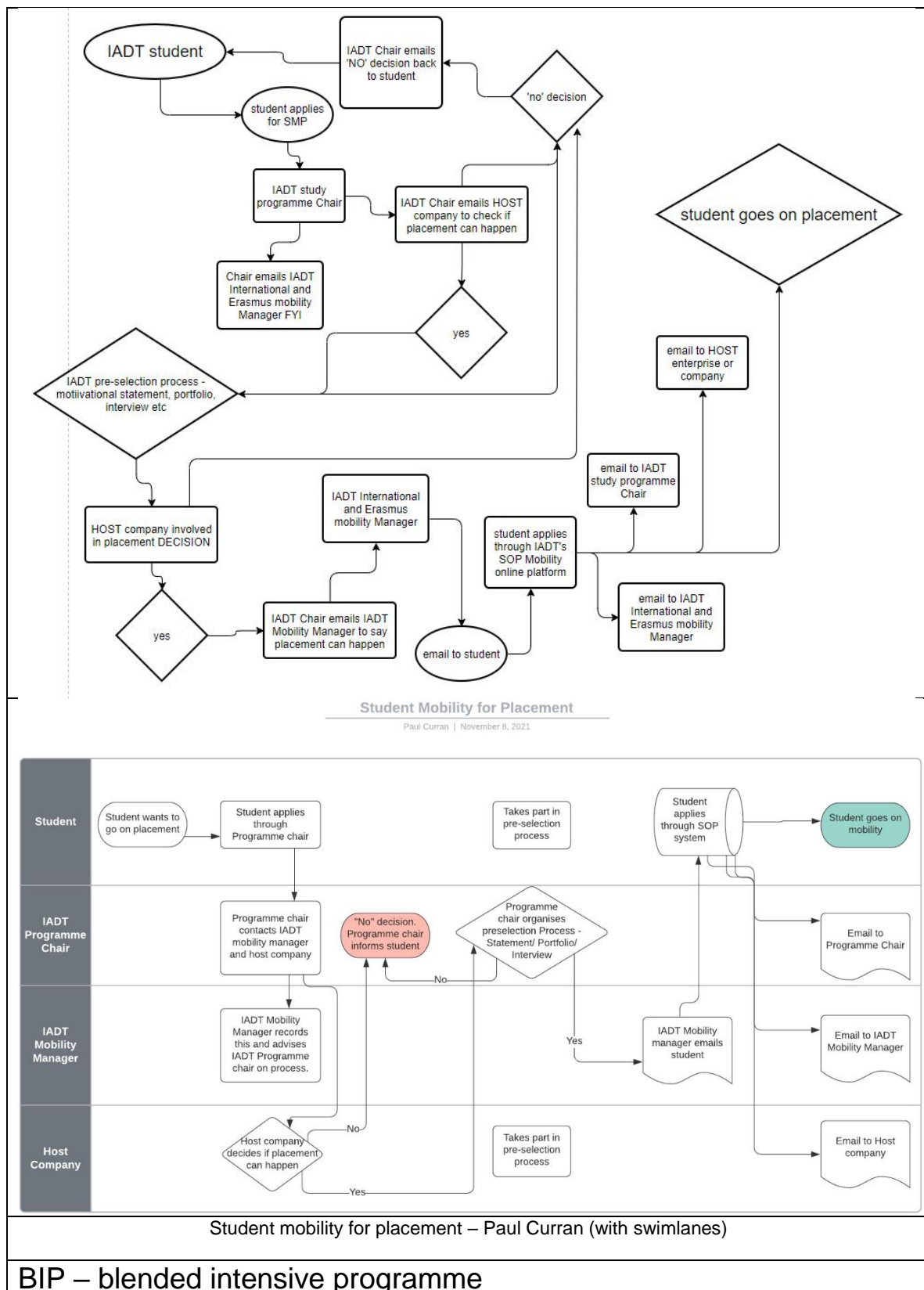
Types of Mobility

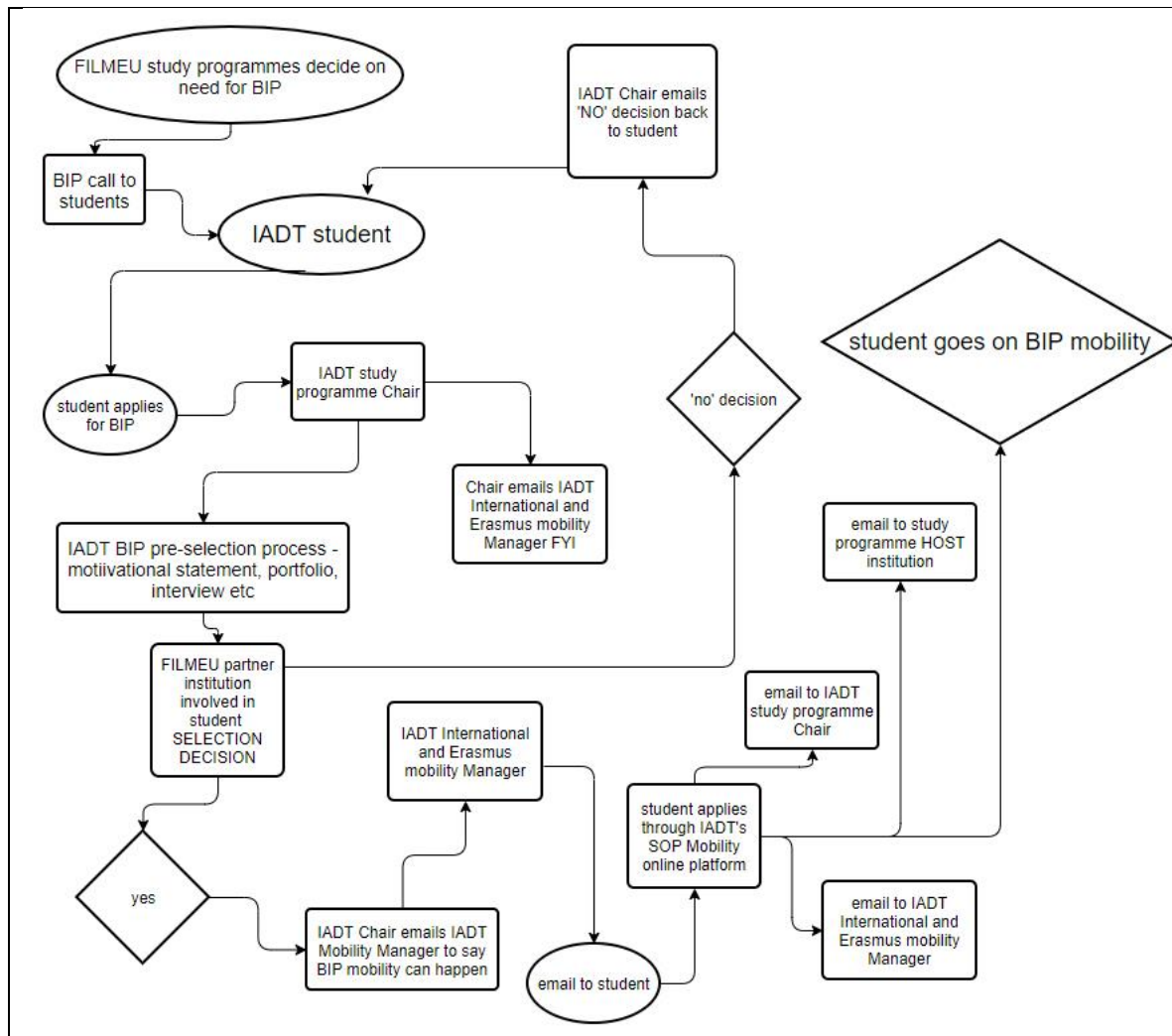
SMS - student mobility for studies

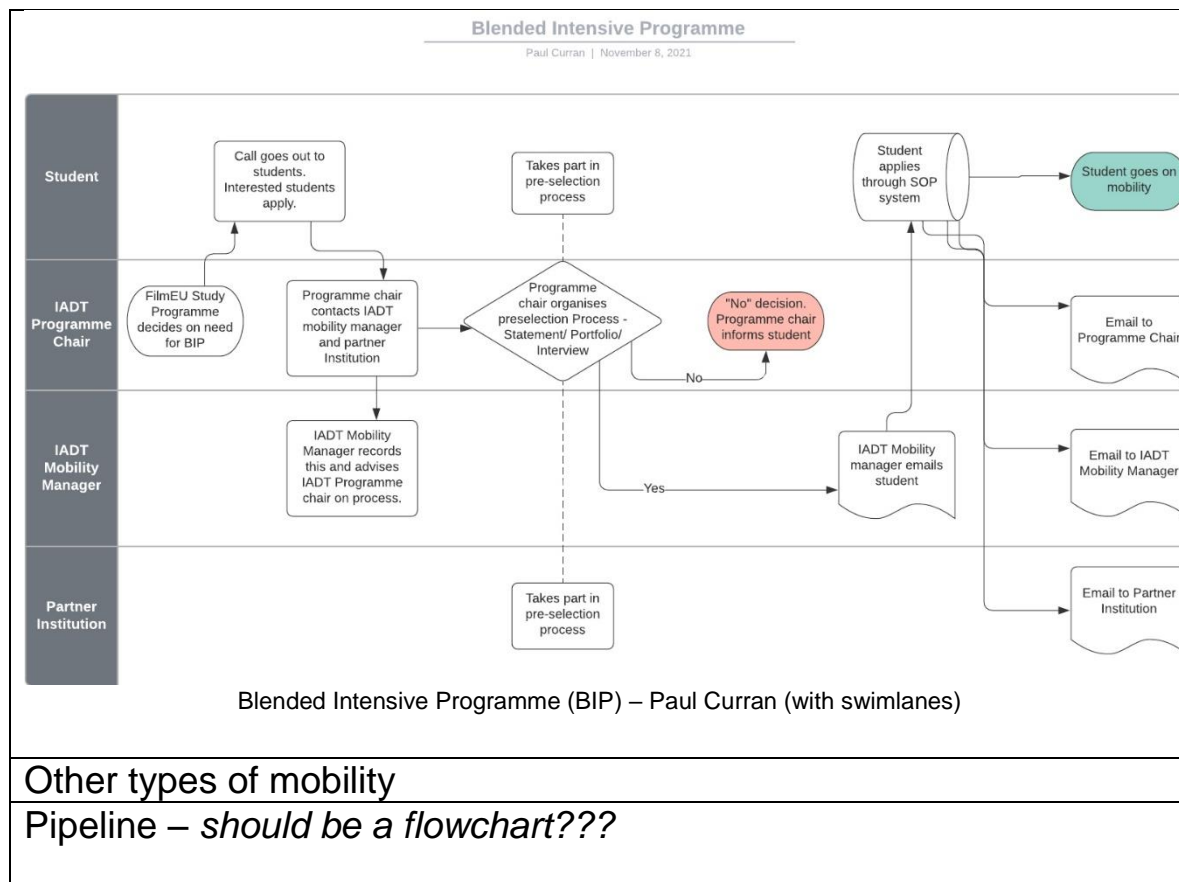


October 2021 IADT student mobility application pipeline





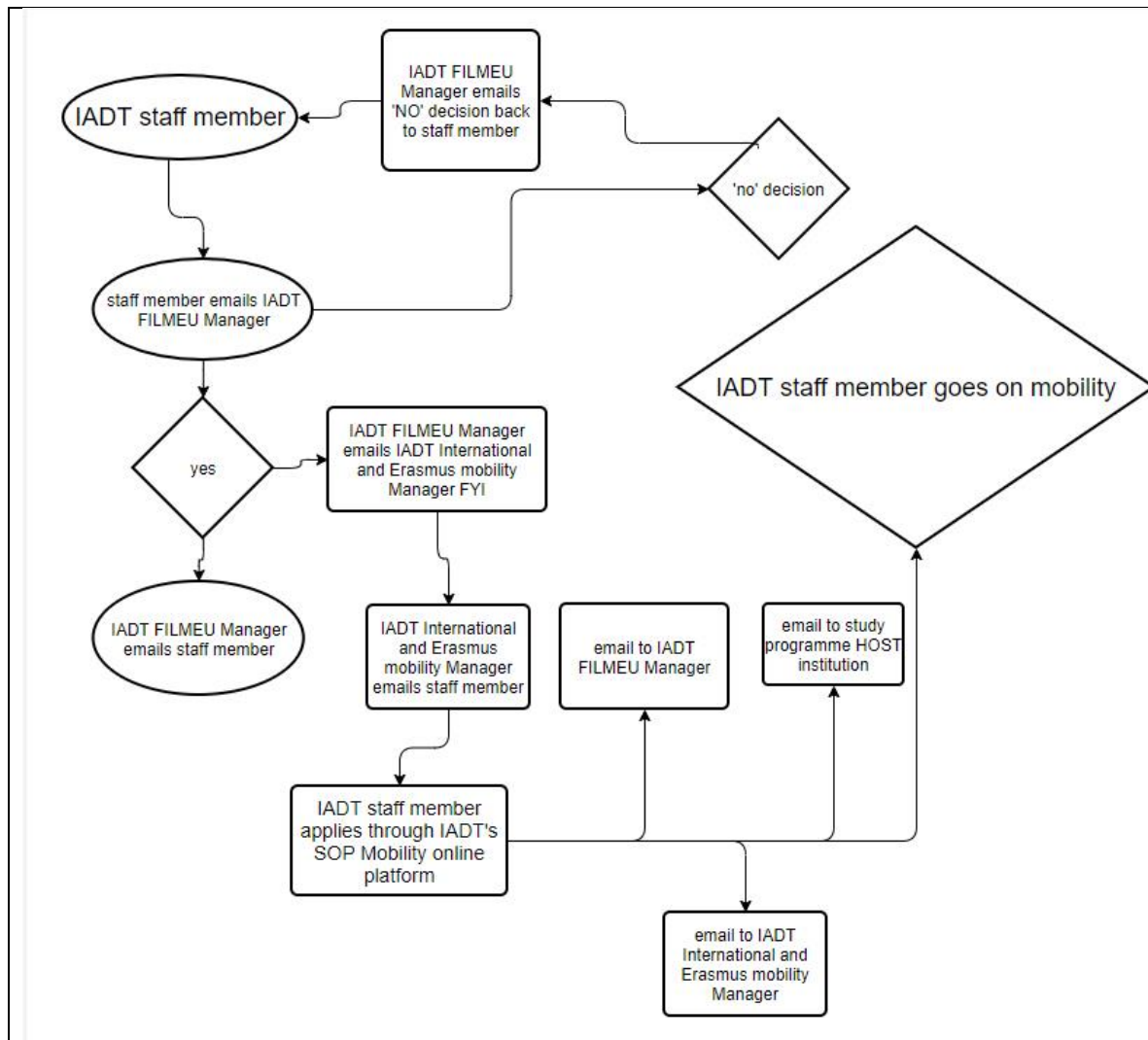


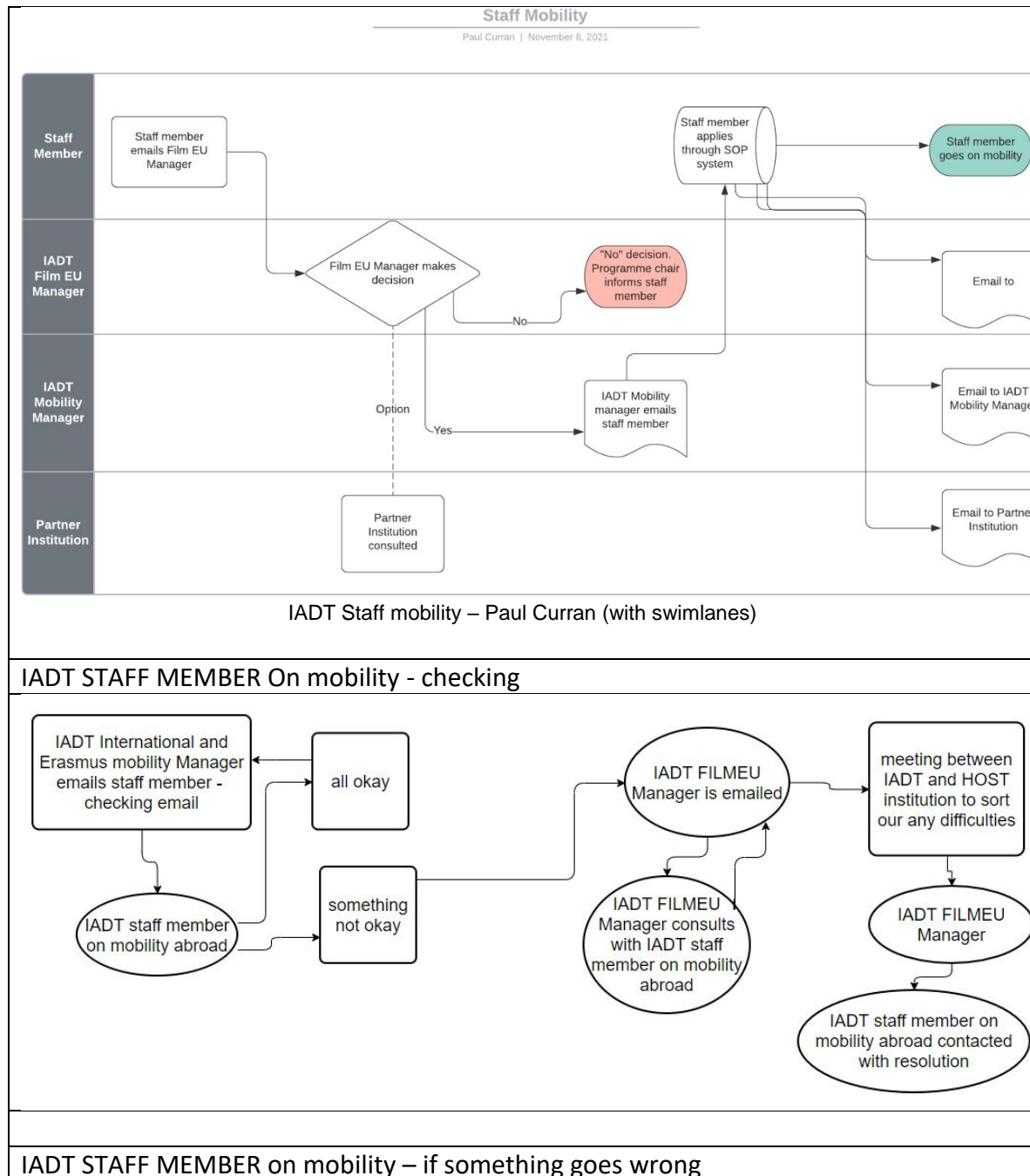


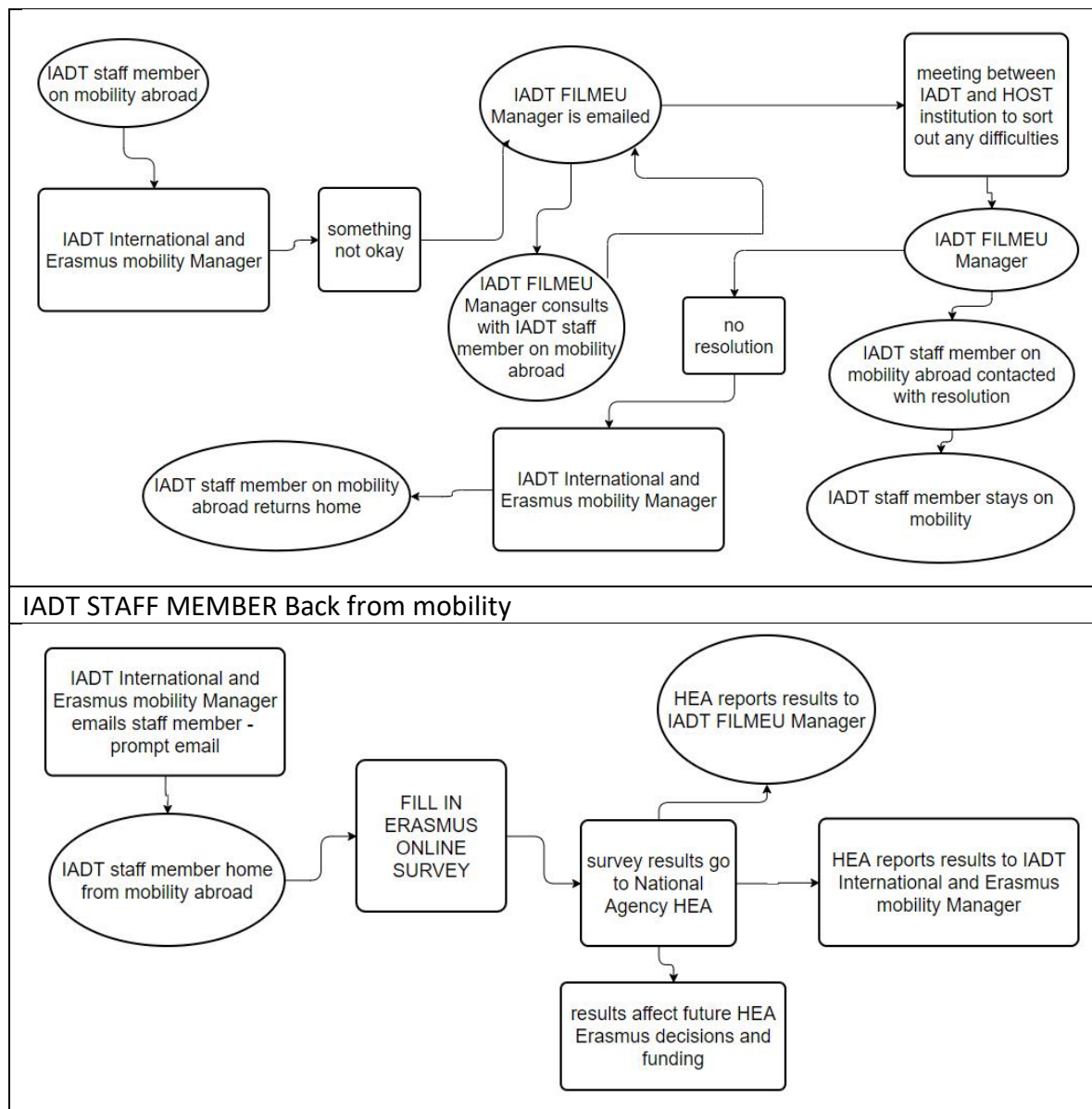
Definition and implementation of **emails flow policy** for each step of the different workflows.

Staff mobility

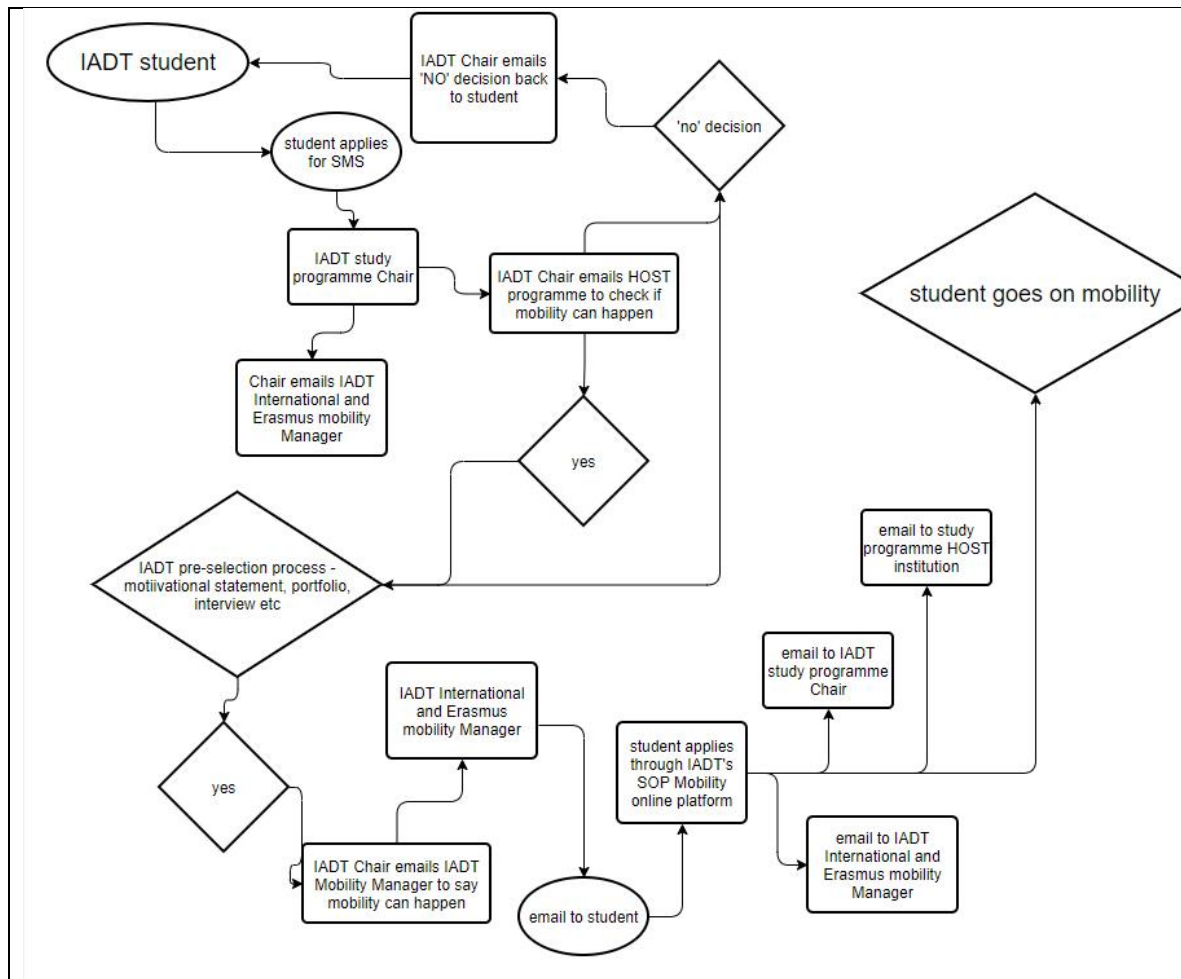
Proposing a mobility – approved/declined



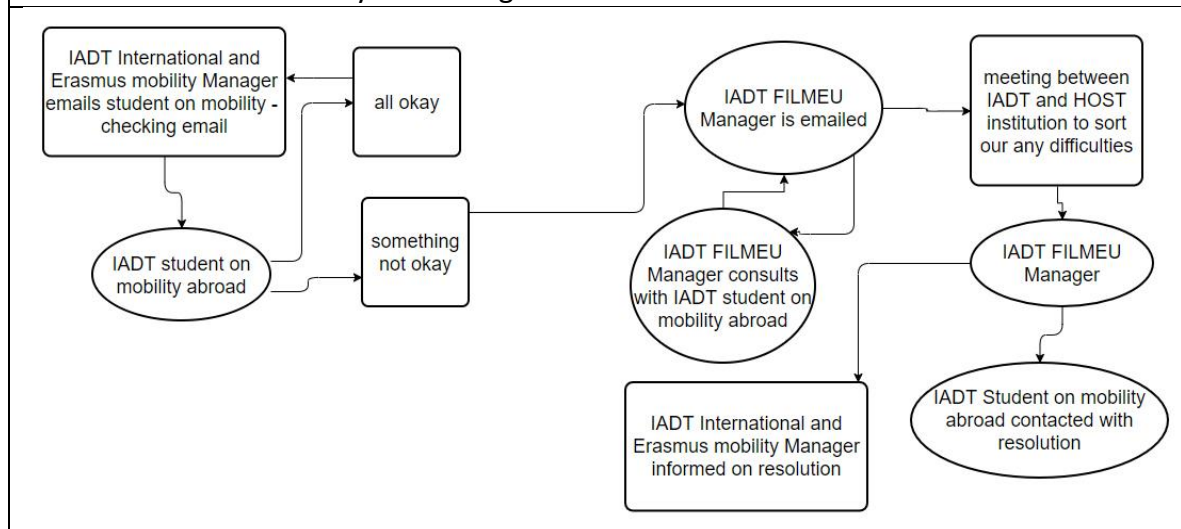




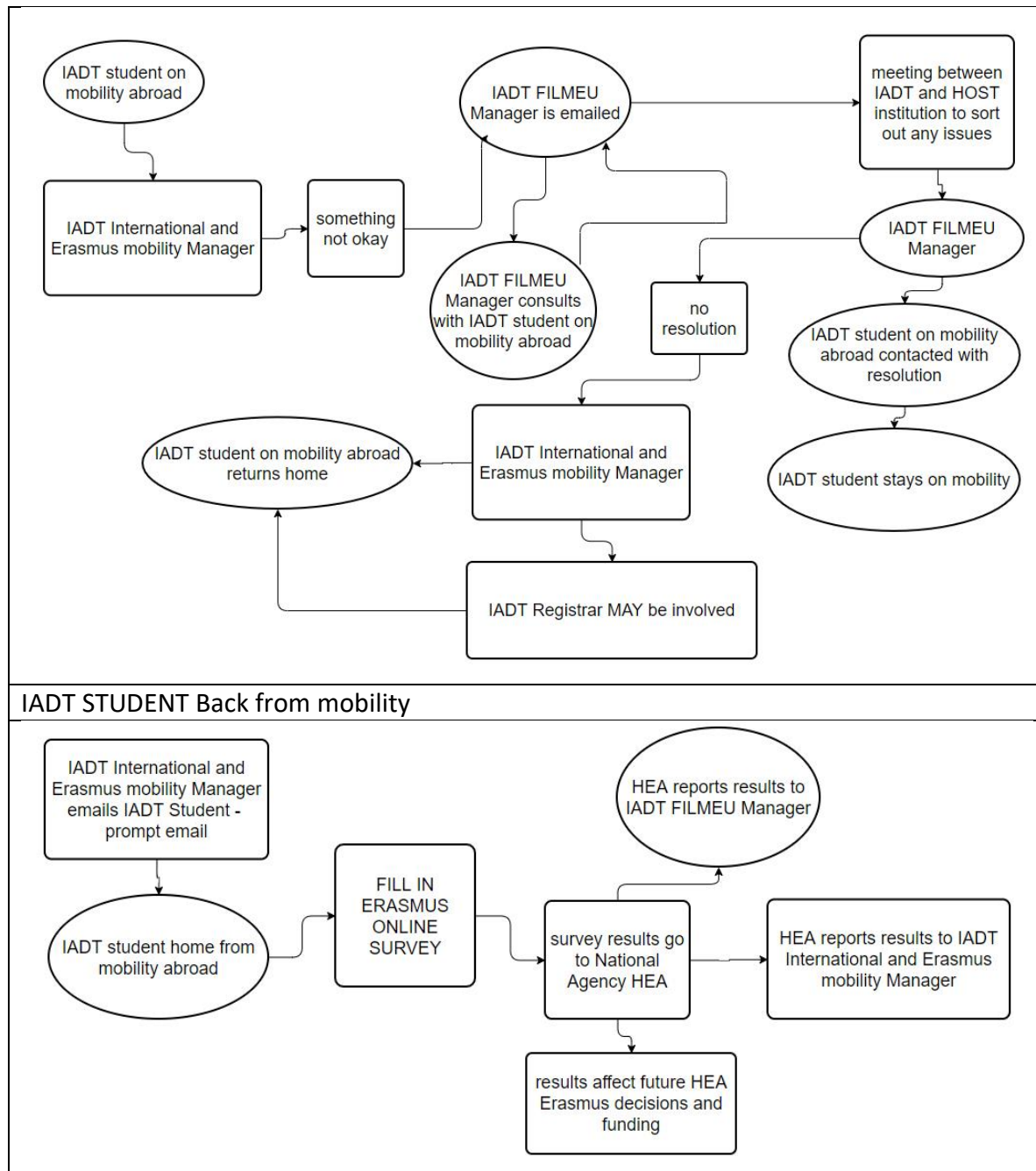
Student mobility



IADT STUDENT on mobility – checking emails



IADT STUDENT on mobility – if something goes wrong



D 8.3 FILMEU Mobility Management Manual

LUCA School of Arts Brussels / Belgium

OCTOBER 29th 2021 note from Wim Aerts:

At LUCA we are simultaneously working on 5 IT projects:

- 1) the FILMEU Mobility Online tool.
- 2) the annual evaluation and update of the in-house developed tool (designed by Kris) for the admission of international degree students.
- 3) the implementation of the KU Leuven Applicant/Admissions processing tool which we will have to use to administer and select non-FILMEU exchange students who are applying for our Spring semester of 2022.
- 4) the pilot phase of the new KU Leuven Application/Admissions processing tool which will go live by the end of this year, which we have to use for the Autumn 2022 intake period of the non-FILM EU exchange students.
- 5) all other EU/EWP reporting/data tools like the IIA Manager, OLA, the new Beneficiary Module which will replace Mobility Tool,...

Too many new systems, pilots and workflows to dig into all at once!

(i) Identification of key users in each partner who will be responsible for the **management** of FILMEU mobility;

person	role	Email
Wim Aerts	LUCA Erasmus Institutional Coordinator	wim.aerts@luca-arts.be
Hannah Dick	International Coordinator LUCA Brussels	hannah.dick@luca-arts.be
Marieke De Keukelaere *PS: she is not officially part of the FILMEU team, but she will be supporting the implementation of in-	Admissions officer	marieke.dekeukelaere@luca-arts.be

house/third party hosted EWP tools at LUCA		
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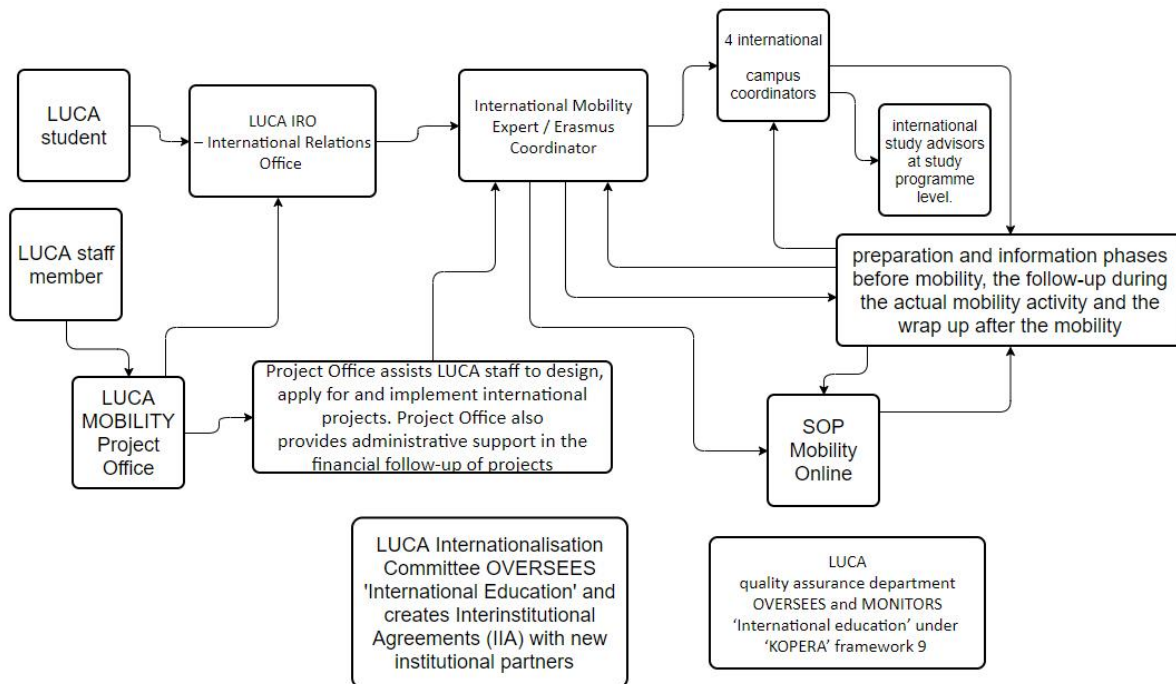
(ii) Staff **training** for each partner in the use of the proposed mobility management system;

SOP and other mobility trainings	IADT Staff and student attendees	dates
SOP intro training (one day)	Wim Aerts Hannah Dick	300621
SOP user training (one day)	Wim Aerts Marieke De Keulenaere Hannah Dick	041021
SOP user training (one day)	Wim Aerts Marieke De Keulenaere Hannah Dick	051021

(iii) Definition of **partners' users policy**; - a lot of these policies and documents should be in Appendices at end of manual???

Policy name/description	URL
ICT Acceptable/Appropriate Usage Policy	?????
Erasmus Procedures for Incoming Students	https://www.luca-arts.be/en/applying-exchange-student
Erasmus Procedures for Outgoing Students	Link to Toledo platform
LUCA Erasmus Policy Statement & Charter	https://www.luca-arts.be/en/erasmus-charter-higher-education-eche
LUCA Travel Insurance	Optional or mandatory, depending on the activity and target group. For students: link to Insurance information on Toledo For staff: https://sharepoint.luca-arts.be/Verzekeringen/SitePages/Reisregister.aspx

(iv) Definition and implementation of the **Pipeline** that will be used to build the **network for FILMEU mobility management**;



LUCA School of Arts Brussels / Belgium network for FILMEU mobility management

WIM: Does this require the names/roles/authorities of everyone that will be involved in certain pipelines/flows?

We are currently designing a SOP workflow for Student and Staff mobility under Erasmus+ based on pipelines used by ULusófona, but it does not yet include the roles/authorisations/names, only the steps in the workflow.

(v) **Workflows** implementation for each mobility type in accordance with D4.4. tasks;

4.4 Harmonisation of processes and services

- 1 - Based on 4.2, the workflows for each type of mobility of FILMEU will be defined;
- 2 - Normalisation planned for documentation and flow process for each type of mobility;
- 3 - Normalisation planned for management practices applied to Learning Agreements, Transcript of Records for specific mobility types and rules for the accreditation of credentials coming from non-formal (professional) mobility types;
- 4 - Technical Implementation of the workflows and tests;
- 5 - Piloting the mobility workflows and evaluation

Types of Mobility	
SMS - student mobility for incoming studies	Pipeline – <i>should be a flowchart???</i> ⇒ We are currently designing a SOP workflow for Incoming students under Erasmus+ based on the pipeline used by Ulosofona. This is not yet completed
SMS - student mobility for outgoing studies	⇒ We are currently designing a SOP workflow for Outgoing students under Erasmus+ based on the pipeline used by Ulosofona. This is not yet completed
SMP – student mobility for placement (traineeships)	Pipeline – <i>should be a flowchart???</i>
BIP – blended intensive programme	Pipeline – <i>should be a flowchart???</i> ⇒ This SOP workflow for BIP's under Erasmus+ is not yet discussed
ST – staff mobility Erasmus outgoing	Pipeline ⇒ We are currently designing a SOP workflow for Outgoing staff under Erasmus+. This is not yet completed

ST – staff mobility FILMEU outgoing	Pipeline ⇒ We are currently designing a SOP workflow for not-Erasmus related Outgoing staff, so called FILMEU Mobility of staff. This is not yet completed
	Pipeline

Definition and implementation of emails flow policy for each step of the different workflows.

Staff mobility	
Proposing a mobility – approved/declined	emails flow policy – <i>should be a flowchart???</i>
Before a mobility	emails flow policy – <i>should be a flowchart???</i>
On mobility - checking	emails flow policy – <i>should be a flowchart???</i>
On mobility – if something goes wrong	emails flow policy – <i>should be a flowchart???</i>
Back from mobility	emails flow policy – <i>should be a flowchart???</i>

Student mobility incoming	
Example: flow Incoming students Ulusofona including e-mail flow: https://grupolusofona.sharepoint.com/:x:/s/WP4FutureMobilityandPedagogies/ESU04Mg4G-VDkVjq_Uy2DgkBWHk14a1VVhyZTTSqxvqi8Q?e=loBOzd	
Proposing a mobility – approved/declined	emails flow policy (see sharepoint document above for general flows)
Before a mobility	emails flow policy (see sharepoint document above for general flows)
On mobility - checking	emails flow policy (see sharepoint document above for general flows)

On mobility – if something goes wrong	emails flow policy (see sharepoint document above for general flows)
Back from mobility	emails flow policy (see sharepoint document above for general flows)

Student mobility outgoing Example: flow Outgoing students Ulusofona including e-mail flow: https://grupolusofona.sharepoint.com/:x/s/WP4FutureMobilityandPedagogies/ESFTifz1c5Dv2kUnvFXHAWBGB_6ZRuYl8LD1UkGQWLh8A?e=fz0Re7	
Proposing a mobility – approved/declined	emails flow policy (see sharepoint document above for general flows)
Before a mobility	emails flow policy (see sharepoint document above for general flows)
On mobility - checking	emails flow policy (see sharepoint document above for general flows)
On mobility – if something goes wrong	emails flow policy (see sharepoint document above for general flows)
Back from mobility	emails flow policy (see sharepoint document above for general flows)

D 8.3 FILMEU Mobility Management Manual

8.3 LUCA leads this deliverable

Manual - Public - Month 12 - Manual for FILMEU mobility managers. English

DQ Note: A lot of the Mobility Management Manual information about your institution MAY already be on the SOP Mobility Online system?

MANUAL TEMPLATE

This task concerns the implementation of the system.

ULHT Lusófona University Lisbon / Portugal

(i) Identification of key users in each partner who will be responsible for the **management** of FILMEU mobility;

person	role	Email
Elisabete Lourenço	ULHT Mobility Manager	Elisabete.lourenco@ulusofona.pt
Anna Coutinho	Mobility Office ECATI / DCAM	anna.coutinh@ulusofona.pt
Pedro Caetano	Mobility Office ECATI / DCAM	pedro.caetano@ulusofona.pt
Inês Santa	Mobility Office ECATI / DCAM	Ines.santa@ulusofona.pt

(ii) Staff **training** for each partner in the use of the proposed mobility management system;

SOP and other mobility trainings	ULHT Staff and student attendees	dates
SOP intro training (one day)	Elisabete Lourenço Amélia Ordonho Pedro Caetano Sandra Rocha Anna Coutinho	300621

SOP user training (one day)	Elisabete Lourenço Amélia Ordonho Paulo Ferreira	041021
SOP user training (one day)	Elisabete Lourenço Amélia Ordonho Paulo Ferreira	051021

(iii) Definition of **partners' users policy**; - a lot of these policies and documents should be in Appendices at end of manual???

Policy name/description	URL
Erasmus Procedures for Incoming Students	https://www.ensinolusofona.pt/en/mobility/incoming
Erasmus Procedures for Outgoing Students	https://www.ensinolusofona.pt/en/mobility/outgoing
Mobility application portal	https://www.service4mobility.com/europe/LoginServlet
Filmeu Website	https://www.filmeu.eu/

(iv) Definition and implementation of the **Pipeline** that will be used to build the **network for FILMEU mobility management**;

This should/could be done as a flowchart??? And/or as text descriptor???

ULHT Lusófona University Lisbon / Portugal pipeline of network for FILMEU mobility management

The FILMEU mobility management is done through SOP Mobility-Online Software. Different pipelines and workflows were discuss

among partners and a common version was designed for each one. The final versions will be copied from ULHT SOP instance into partners SOP instance. Small changes in each pipeline and workflow will be implemented at partner level for internal compliance. These changes will be implemented in collaboration with SOP Project Manager and won't have any impact on the overall mobility flow among FILMEU partners and future Alliance partners

(v) **Workflows** implementation for each mobility type in accordance with D4.4. tasks;

4.4 Harmonisation of processes and services

- 1 - Based on 4.2, the workflows for each type of mobility of FILMEU will be defined;
- 2 - Normalisation planned for documentation and flow process for each type of mobility;
- 3 - Normalisation planned for management practices applied to Learning Agreements, Transcript of Records for specific mobility types and rules for the accreditation of credentials coming from non-formal (professional) mobility types;
- 4 - Technical Implementation of the workflows and tests;
- 5 - Piloting the mobility workflows and evaluation

Types of Mobility	
SMS - student mobility for studies	Implemented pipeline and workflow in SOP – see annexes See annexe 1
BIP – blended intensive programme	By November 1st 2021 ULHT is still waiting detailed guidelines from the Portuguese National Agency / European Commission about the administrative needs for BIPs, namely the need for LA's and TR's See annexe 1

FILMEU - STA	Implemented pipeline and workflow in SOP – See annexe 1 FILMEU STA pipeline is a common SOP implementation for all partners See annexe 1
FILMEU – STT	Implemented pipeline and workflow in SOP – see annexes FILMEU STT pipeline is a common SOP implementation for all partners See annexe 1
FILMEU - SMP	Implemented pipeline and workflow in SOP – see annexes FILMEU SMP pipeline is a common SOP implementation for all partners See annexe 1
Other FILMEU Mobility type according with 4.2	Some mobilities in 4.2 have specific rules and fall out of the regular european mobility process. For those, a specific IT solution will be developed and made available through FILMEU Dashboard. See annexe 1

Definition and implementation of **emails flow policy** for each step of the different workflows.

Staff mobility	
Proposing a mobility – approved/declined	It depends on the kind of Mobility Implemented workflow in SOP – see annexes
Before a mobility	It depends on the kind of Mobility Implemented workflow in SOP – see annexes
On mobility - checking	It depends on the kind of Mobility Implemented workflow in SOP – see annexes

On mobility – if something goes wrong	It depends on the kind of Mobility Implemented workflow in SOP – see anexes
Back from mobility	It depends on the kind of Mobility Implemented workflow in SOP – see anexes

Student mobility	
Proposing a mobility – approved/declined	It depends on the kind of Mobility Implemented workflow in SOP – see anexes
Before a mobility	It depends on the kind of Mobility Implemented workflow in SOP – see anexes
On mobility - checking	It depends on the kind of Mobility Implemented workflow in SOP – see anexes
On mobility – if something goes wrong	It depends on the kind of Mobility Implemented workflow in SOP – see anexes
Back from mobility	It depends on the kind of Mobility Implemented workflow in SOP – see anexes

8.3 FILMEU Mobility Management Manual

SZFE University of Theatre and Film Arts Budapest / Hungary

(i) Identification of key users in each partner who will be responsible for the **management** of FILMEU mobility;

person	role	Email
Szilvia Zsákai PhD.	SZFE Institutional Erasmus Coordinator and outgoing mobilities	zsakai.szilvia@szfe.hu
Szilvia Kucsera	Erasmus Coordinator and incoming mobilities	kucsera.szilvia@szfe.hu
Attila Elek	IT manager	elek.attila@szfe.hu

(ii) Staff **training** for each partner in the use of the proposed mobility management system;

SOP and other mobility trainings	IADT Staff and student attendees	dates
SOP intro training (one day)	Szilvia Zsákai, Szilvia Kucsera	300621
SOP user training (one day)	Szilvia Zsákai, Szilvia Kucsera, Attila Elek	041021
SOP user training (one day)	Szilvia Zsákai, Szilvia Kucsera, Attila Elek	051021

(iii) Definition of **partners' users policy**; - a lot of these policies and documents should be in Appendices at end of manual???

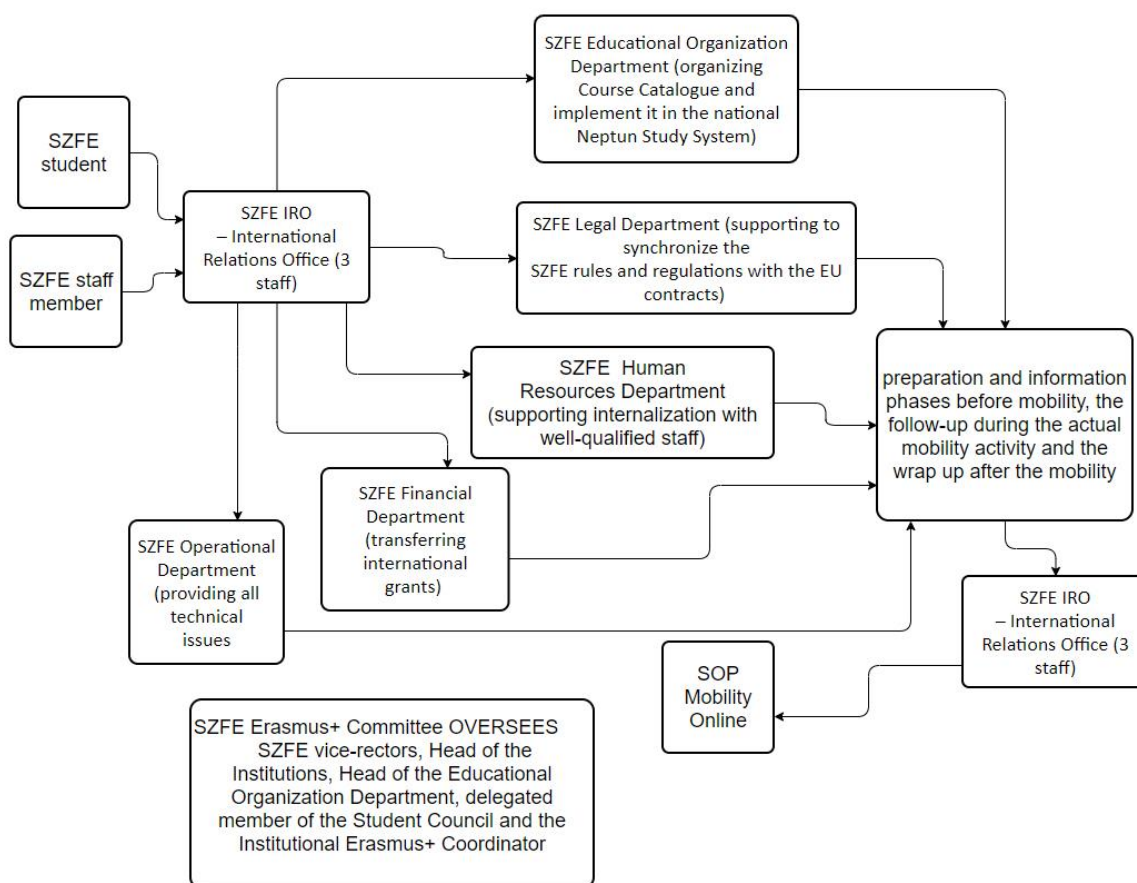
Policy name/description	URL
application, rules, procedures, Partner Institution, Policy statement, Erasmus charter	https://szfe.hu/erasmus-aktualis-palyazati-anyagok/

Incoming mobility
information

<https://szfe.hu/en/incoming-exchange-students/>

(iv) Definition and implementation of the **Pipeline** that will be used to build the **network for FILMEU mobility management**;

SZFE University of Theatre and Film Arts Budapest / Hungary
network for FILMEU mobility management



SZFE mobility management from page 8 of WP4.1 report

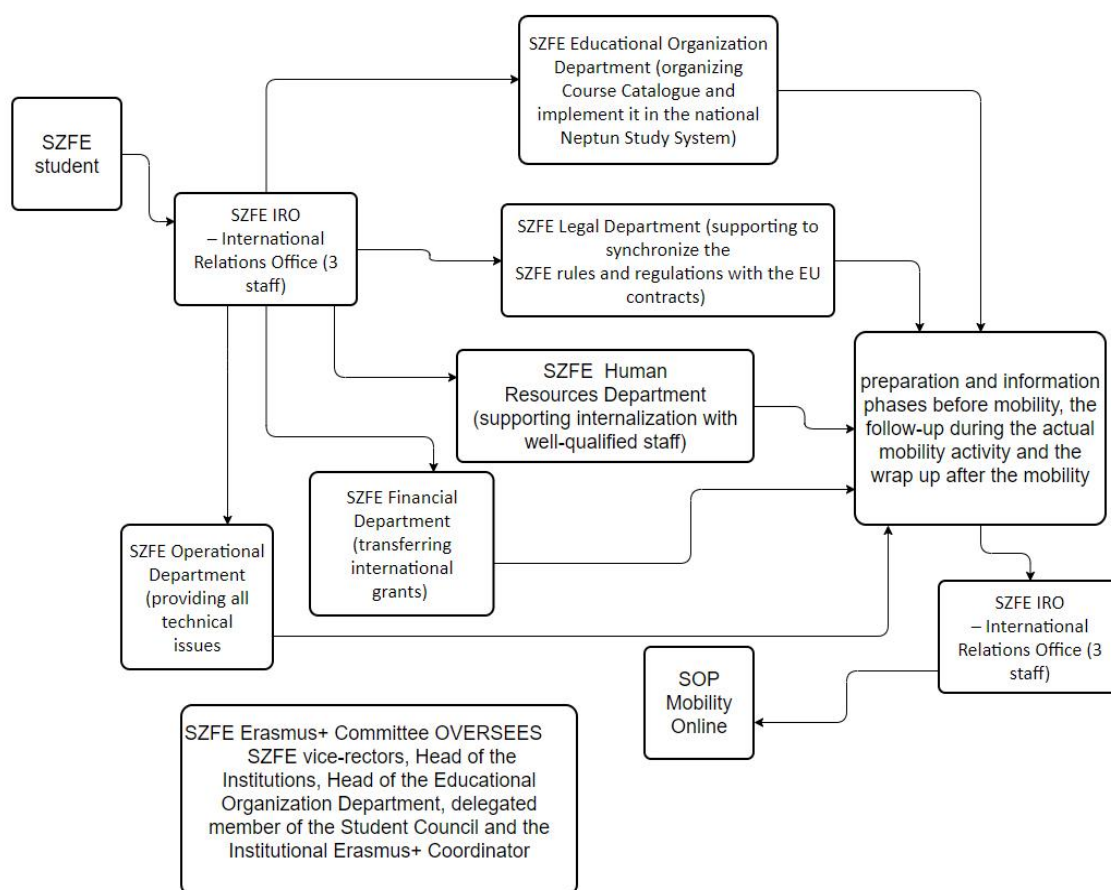
(v) **Workflows** implementation for each mobility type in accordance with D4.4. tasks;

FILMEU WP4.4 Deliverable: Harmonisation of processes and services

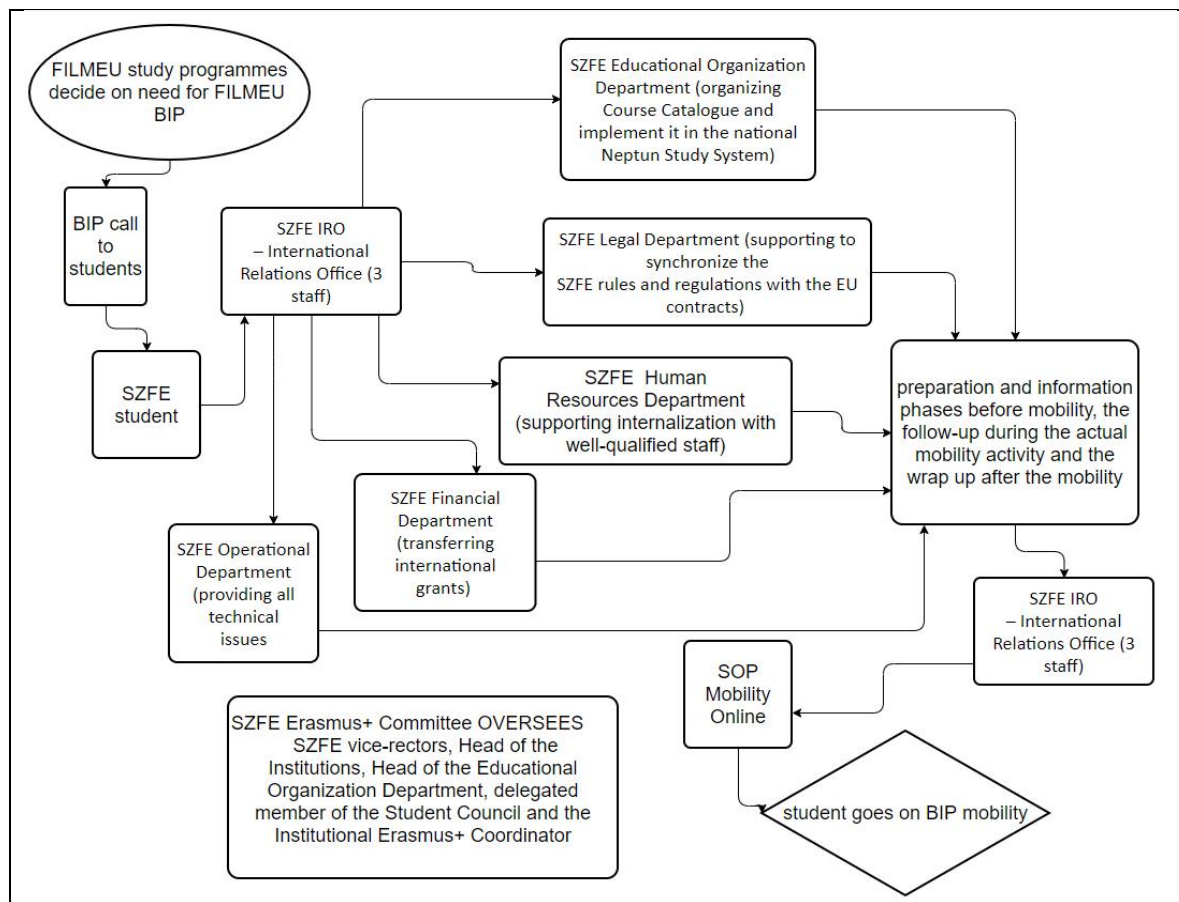
- 1 - Based on 4.2, the workflows for each type of mobility of FILMEU will be defined;
- 2 - Normalisation planned for documentation and flow process for each type of mobility;
- 3 - Normalisation planned for management practices applied to Learning Agreements, Transcript of Records for specific mobility types and rules for the accreditation of credentials coming from non-formal (professional) mobility types;
- 4 - Technical Implementation of the workflows and tests;
- 5 - Piloting the mobility workflows and evaluation

Types of Mobility

SMS - student mobility for studies or SMP – student mobility for placement (traineeships)

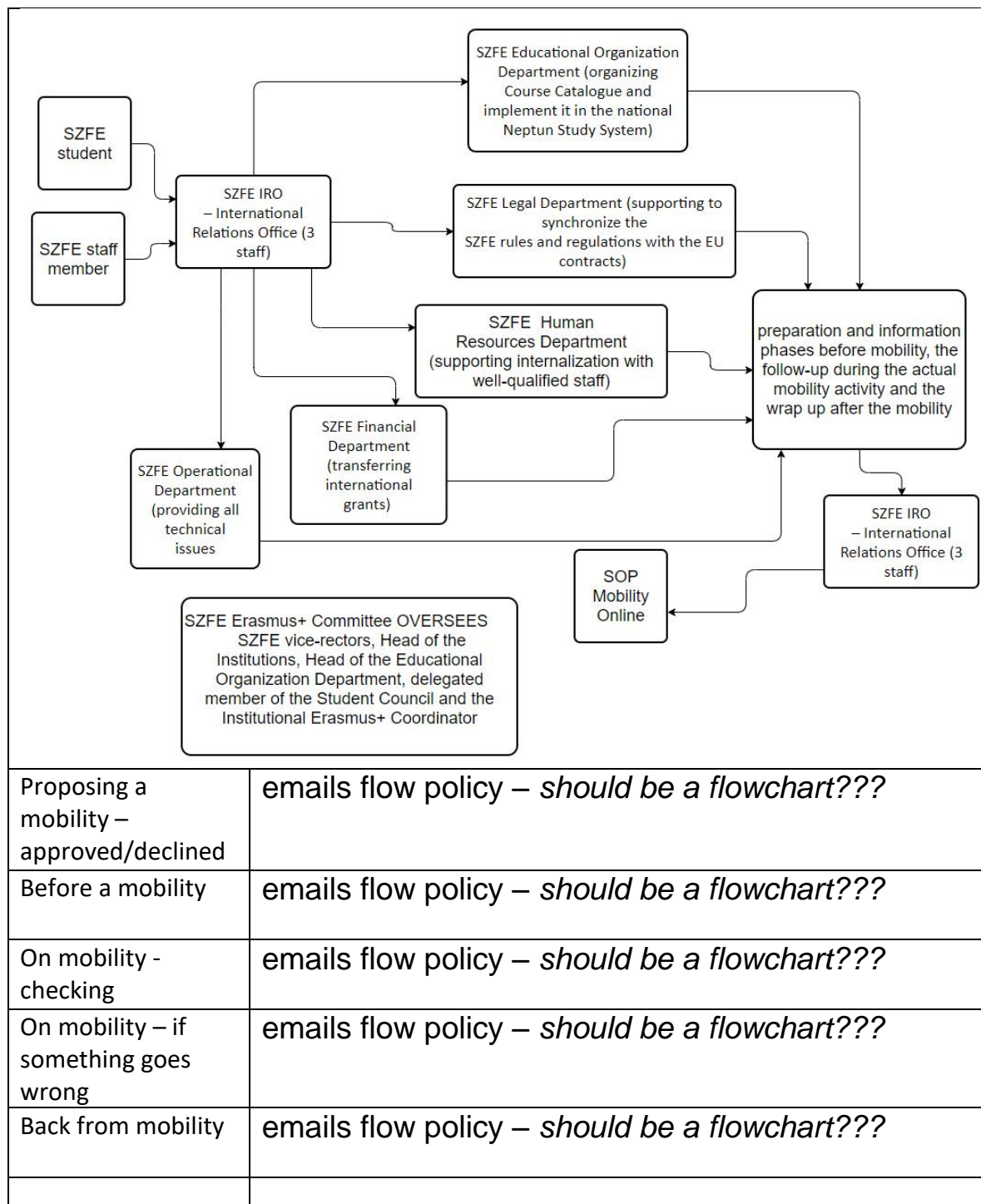


BIP – blended intensive programme

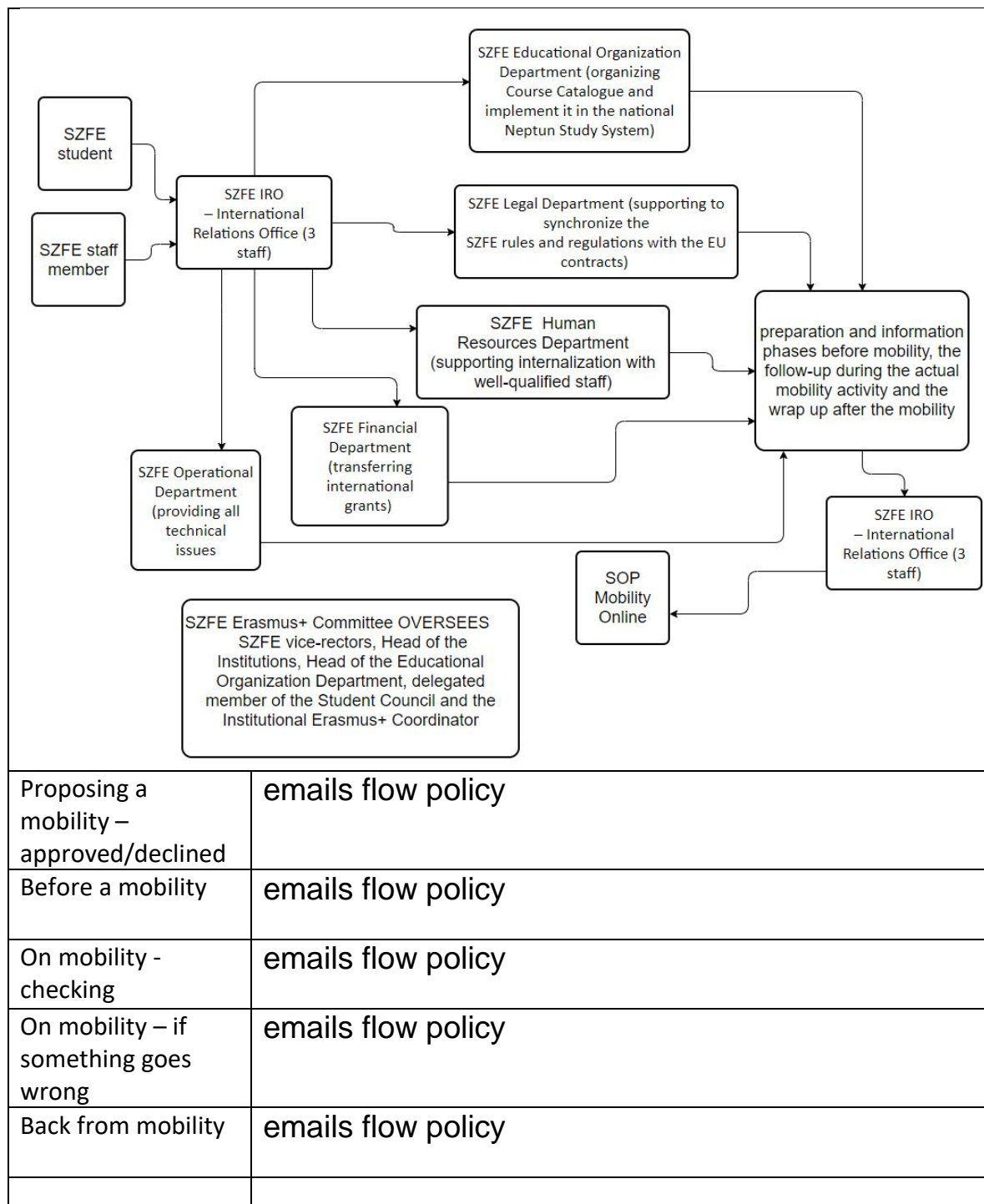


Definition and implementation of **emails flow policy** for each step of the different workflows.

Staff mobility



Student mobility



Additional information for SZFE exchange students is available in Appendix TWO at the end of this document.

Annexes

ANNEX ONE – Blank Mobility Management Manual TEMPLATE

D 8.3 FILMEU Mobility Management Manual – version 1.0 – October 2021

BLANK MANUAL TEMPLATE

This task concerns the implementation of the system.

Partner School Name goes here

(i) Identification of key users in each partner who will be responsible for the **management** of FILMEU mobility;

person	role	Email

(ii) Staff **training** for each partner in the use of the proposed mobility management system;

SOP and other mobility trainings	Staff and student attendees	dates
SOP intro training (one day)		
SOP user training (one day)		
SOP user training (one day)		

(iii) Definition of **partners' users policy**; - a lot of these policies and documents should be in Appendices at end of manual???

Policy name/description	URL

(iv) Definition and implementation of the **Pipeline** that will be used to build the **network for FILMEU mobility management**;

This should/could be done as a flowchart??? And/or as text descriptor???

Partner Institution network for FILMEU mobility management

Flowchart or text descriptor here???

(v) **Workflows** implementation for each mobility type in accordance with D4.4. tasks;

4.4 Harmonisation of processes and services

- 1 - Based on 4.2, the workflows for each type of mobility of FILMEU will be defined;
- 2 - Normalisation planned for documentation and flow process for each type of mobility;
- 3 - Normalisation planned for management practices applied to Learning Agreements, Transcript of Records for specific mobility types and rules for the accreditation of credentials coming from non-formal (professional) mobility types;

- 4 - Technical Implementation of the workflows and tests;
5 - Piloting the mobility workflows and evaluation

Types of Mobility	
SMS - student mobility for studies	Pipeline – <i>should be a flowchart or text descriptor???</i>
SMP – student mobility for placement (traineeships)	Pipeline – <i>should be a flowchart or text descriptor???</i>
BIP – blended intensive programme	Pipeline – <i>should be a flowchart or text descriptor???</i>
	Pipeline
	Pipeline
	Pipeline

Definition and implementation of **emails flow policy** for each step of the different workflows.

Staff mobility	
Proposing a mobility – approved/declined	emails flow policy – <i>should be a flowchart or text descriptor???</i>

Before a mobility	emails flow policy – <i>should be a flowchart or text descriptor???</i>
On mobility - checking	emails flow policy – <i>should be a flowchart or text descriptor???</i>
On mobility – if something goes wrong	emails flow policy – <i>should be a flowchart or text descriptor???</i>
Back from mobility	emails flow policy – <i>should be a flowchart or text descriptor???</i>

Student mobility	
Proposing a mobility – approved/declined	emails flow policy – <i>should be a flowchart or text descriptor???</i>
Before a mobility	emails flow policy – <i>should be a flowchart or text descriptor???</i>
On mobility - checking	emails flow policy – <i>should be a flowchart or text descriptor???</i>
On mobility – if something goes wrong	emails flow policy – <i>should be a flowchart or text descriptor???</i>
Back from mobility	emails flow policy – <i>should be a flowchart or text descriptor???</i>

Annex TWO

Official documents needed for Mobility

Activities	Official Documents
Staff mobility for teaching	STA Agreement/Certificate of Attendancy/Grant Agreement
Staff mobility for teaching -- Blended	STA Agreement/Certificate of Attendancy/Grant Agreement
Staff mobility for teaching -- Virtual	STA Agreement/Certificate of Attendancy/Grant Agreement
Staff mobility for teaching -- DIRECT EXCHANGE	STA Agreement/Certificate of Attendancy/Grant Agreement
Staff mobility BIP -- Blende Intensive Programs	STT Agreement/Certificate of Attendancy/Grant Agreement
Staff mobility for training	STT Agreement/Certificate of Attendancy/Grant Agreement
Staff mobility for training -- Blended	STT Agreement/Certificate of Attendancy/Grant Agreement
Staff mobility for training -- Virtual	STT Agreement/Certificate of Attendancy/Grant Agreement
Staff mobility for research/supervision	STT Agreement/Certificate of Attendancy/Grant Agreement
Staff/students mobility for research (Horizon/Marie curie DN)	
Student mobility for studies and professional development	Learning Agreement for Studies /Learning Agreement for Training/arrival Certificate/Certificate of Attendancy/Transcript of Records/Grant Agreement
Student mobility for studies -- Blended	Learning Agreement for Studies /Learning Agreement for Training/arrival Certificate/Certificate of Attendancy/Transcript of Records/Grant Agreement
Student mobility for studies -- Virtual	Learning Agreement for Studies /Learning Agreement for Training/arrival Certificate/Certificate of Attendancy/Transcript of Records/Grant Agreement
Student mobility for traineeships	Learning Agreement for Studies /Learning Agreement for Training/arrival Certificate/Certificate of Attendancy/Transcript of Records/Grant Agreement
Student mobility for traineeships -- Blended	Learning Agreement for Studies /Learning Agreement for Training/arrival Certificate/Certificate of

	Attendance/Transcript of Records/Grant Agreement
Student mobility for traineeships -- Virtual	Learning Agreement for Studies /Learning Agreement for Training/arrival Certificate/Certificate of Attendance/Transcript of Records/Grant Agreement
Student mobility for traineeships (Graduates)	Learning Agreement for Studies /Learning Agreement for Training/arrival Certificate/Certificate of Attendance/Transcript of Records/Grant Agreement
Student mobility for traineeships -- Blended (Graduates)	Learning Agreement for Studies /Learning Agreement for Training/arrival Certificate/Certificate of Attendance/Transcript of Records/Grant Agreement
Student mobility for traineeships -- Virtual (Graduates)	Learning Agreement for Studies /Learning Agreement for Training/arrival Certificate/Certificate of Attendance/Transcript of Records/Grant Agreement
Student mobility BIP -- Blended Intensive Programs	Learning Agreement for Studies /Learning Agreement for Training/arrival Certificate/Certificate of Attendance/Transcript of Records/Grant Agreement
Student mobility - Doctoral (3rd cycle) Short-term Mobility (also blended)	Learning Agreement for Studies /Learning Agreement for Training/arrival Certificate/Certificate of Attendance/Transcript of Records/Grant Agreement
Event based mobility	Registration/Certificate for Diploma Supplement
Event based mobility - Cine Club	Registration/Certificate for Diploma Supplement
Event based mobility - Summer school	
Event based mobility - Masterclasses	Registration/Certificate for Diploma Supplement
Cultural integration based mobility	Registration/Certificate for Diploma Supplement
Cultural integration based mobility - mentoring "buddy system"	Registration/Certificate for Diploma Supplement
Cultural integration based mobility - induction activities	Registration/Certificate for Diploma Supplement

Annex THREE

STT and STA IN - pipeline Flow

STT and STA IN
Start
Online application
Confirmation e-mail of online application
Online registration
Personal master data completed
Before the mobility - Application to host Institution
Staff Mobility Agreement uploaded
Staff Mobility Agreement reviewed
During the mobility
ISSUE OF THE CERTIFICATE OF ATTENDANCE

STT and STA OUT - pipeline Flow

STA and STT OUT
Start
Online application
Confirmation e-mail of online application
Online registration
Personal master data completed
Before the mobility - Application and registration
Documents uploaded
Application documents reviewed
Staff Mobility Agreement uploaded
Staff Mobility Agreement reviewed
Grant Agreement e-mail received
Signed Grant Agreement uploaded
Signed Grant Agreement reviewed and marked as "correct"
After the mobility
Final Report from the Home Institution uploaded
Final Report from the Mobility Tool uploaded
Certificate of Attendance uploaded
Boarding Passes uploaded
other documents
Final documents reviewed

Annex FOUR

Information for SZFE exchange students

Erasmus+ possibilities:

Studies

- 3-12 months (24 months for undivided studies)
- Partner institutes only
- Possible after one finished year (2 for undivided studies)
- Credits will be taken into account
- Only students with active status
- 470-520 EUR/month

Professional practices

- 2 – 12 months (24 months for undivided studies)
- Institute will be chosen by the applicant
- Possible at any time, even after graduation
- 570-620 EUR/month

Information for incoming exchange students

Application documents:

- application sheet
- CV
- one art work (production, exam work, etc.)
- a master or teacher recommendation

Courses for 2021 fall semester:

1. CREATIVE SCRIPT (6 ECTS) CSILLA SZABÓ
2. BASIC ELEMENTS OF THE MOVING PICTURE (6 ECTS) BARBARA BASKA
3. ART (KNOWLEDGE) OF CINEMATOGRAPHY (6 ECTS) JÁNOS VECSENYÉS
4. SOUND DESIGN (6 ECTS) GÁBOR ERDÉLYI
5. INTRODUCTION TO NON-LINEAR EDITING (6 ECTS) ISVTÁN KOMÁR
6. CREATIVE WRITING (3 ECTS) ZOLTÁN BÓDI
7. ARCHITECTURAL HISTORY (2 ECTS) FERENC VERESS
8. HISTORY OF ART I. (2 ECTS) FERENC VERESS
9. FILM HISTORY (2 ECTS) SZILVIA DEISLER
10. HISTORY OF ART II. (2 ECTS) FERENC VERESS
11. HISTORY OF ART (2 ECTS) FERENC VERESS
12. CONTEMPORARY DANCE, PHYSICAL THEATRE (Improvisation) (2 ECTS) ESZTER GÁL

13. CONTEMPORARY DANCE, PHYSICAL THEATRE (Improvisation) (2 ECTS) ZOLTÁN GRECSÓ

ECTS grading:

Description of the institutional grading system:

ECTS Grade Hungarian Grade ECTS Appreciation

A	5	Excellent
B	4	Very Good
C	3	Good
D	2	Sufficient
E	1	Failed

Policy statement summary

The UNIVERSITY OF THEATRE AND FILM ARTS/SZFE hereby prolongs its Erasmus Charter for Higher Education for another 7-year period in the areas of student, academic and non-academic staff mobility as well as European joint programmes/degrees (Key Action 1), building and strengthening strategic partnerships in higher education (Key Action 2) with partners in European and non participating countries

1. in mobility activities at the BA level

- It will use academic and non-academic staff mobility to prepare international activities and trainings planned in the University's curriculum development plan and will recognize these in professional advancement in Hungary. In each case, it will contract with the participants prior to departure based on a work programme for teaching or faculty training abroad;
- It will compensate for the lack of English-language courses by offering one-on-one tutoring to incoming students. Since the relatively less known Hungarian language limits further bilateral contracts with universities, it will orient its students to internships abroad;
- It will commit to non-discrimination and take additional measures to promote the mobility of underrepresented, socially or physically disadvantaged students and faculty;
- it will only send and receive students in the framework of bilateral institutional contracts stating the annual student/faculty/staff quotas and the level and duration of accessible courses of study, signed at the highest institutional level and thereby ensuring a safe and dependable framework for mobility;
- it will publish an English-language course catalogue to make registration easier for incoming students; it will make the names and contact information of university staff in charge of administrative and study affairs accessible on its website; it will provide a university tutor for mobility students received in the areas of film and theatre; it will release a Transcript of Records within a month of completing the studies in question; it will not require the payment of tuition; and it will assist incoming students with obtaining a Hungarian visa, finding accommodation and getting involved in local student life;
- prior to outgoing students' mobility, it will sign a trilateral Study Contract for all courses of study and internships; it will accept exams and credits passed and earned abroad within

regulations, and it will note the fact, duration and completed courses of any credit mobility or internship abroad in the Diploma Supplement; it will verify its students' required and sufficient language skills and their possession of international health insurance prior to departure; it will provide continuous background support throughout the duration of studies and internships abroad;

- it will publish the Senate-approved Erasmus Policy Statement on its website, thereby making the framework and conditions of study abroad and internship opportunities transparent. All decisions by the University's Erasmus Committee will be made public on the university's website.

2. In its Joint Masters programme(s):

SZFE is currently implementing a programme with English as the language of instruction, while also offering the opportunity to learn Hungarian. It strives to offer a joint degree; until that goal is reached, the language of the degree certificate issued to students is Hungarian. Students are offered assistance in English in the areas of obtaining a visa and finding accommodation, and students in the joint programmes are genuinely integrated into the Hungarian programme. The programme curriculum, course materials, faculty, assessment criteria, and marks conversion charts are accessible on the website. SZFE operates a student self-government and assists with the creation of an alumni network. Striving to ensure the sustainability of the joint program, it initiates a mobility scheme and prepares a joint programme with third-country universities. It ensures the national and international dissemination of the programme and its results both in higher education and in the profession.

3. It will continue to participate in European cooperation projects among universities both as a partner and as a consortium leader, particularly in the area of cooperation between higher education and the relevant professional enterprises.

University of Theatre and Film Arts/SZFE

1. Creates a special funding quota to increase the mobility of students in previously underrepresented, socially disadvantaged groups;
2. Ensures the ongoing development of the structure and content of education to harmonize it with the continuously changing needs of the film, theatre and media professions and participates in the newly launched Alliance project;
3. Secures private and other funding to compensate for budget cuts in higher education in order to teach cutting edge digital technology to its film and media students. It participates in international projects aimed at an intensive use of advanced digital technologies as part of the curriculum.
4. Plans to launch a second Joint Masters degree programme that will disseminate European cultural tradition and embody European excellence in the arts and education;
5. Motivates its faculty to join European and non-European educational co-operations that help them keep their knowledge and skills internationally competitive and up-to-date.
5. Maintains its current high rate of student mobility (in proportion to its total student population).
6. Joins the EU visa code in its Joint Masters programmes in order to streamline visa administration for incoming students from third countries.

7. Intends to create a European professional and knowledge centre around its EMMC in documentary film-directing, which will make this international educational programme sustainable and preeminent in the field; it will also serve as an institutional base for the alumni, whom it will motivate to keep creating globally informed media content of the highest professional quality.

end