

ERASMUS+

Proposal Template

**Administrative Forms (Part A)
Project Technical Description (Part B)**

Erasmus: Key action 1: Erasmus Charter for Higher Education

EACEA-03-2020 ECHE-LP-2020

Version 1.1
4 March 2020





ERASMUS+
PROPOSAL (PART B)

**Erasmus: Key action 1: Erasmus
Charter for Higher Education**

EACEA-03-2020 ECHE-LP-2020

IMPORTANT NOTICE

Applications must be submitted via the Funding & Tenders Portal Submission Service before the call deadline.

Applicants must use this template for their applications (designed to highlight important aspects and facilitate the assessment against the evaluation criteria).

Character and page limits:

- page limit 20 pages
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 8 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are not a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your proposal.

⚠ If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. After you have submitted it, any excess pages will be made invisible and thus disregarded by the evaluators.

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	11.02.2020	Initial version
1.1	04.03.2020	Changes in page 10, 1st box after the Erasmus Policy Declaration

COVER PAGE

Part B of the proposal must be filled out by the participants in WORD, assembled and uploaded as PDF in the Funding & Tenders Portal Submission System. The template to use is available there.

Note: *Please take due account of the objectives and Charter's principles to be awarded with the Charter under the call (see Call document). Pay particular attention to the award criteria; they explain how the proposal will be evaluated.*

TABLE OF CONTENTS

PROPOSAL (PART B).....	2
COVER PAGE	5
COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES	7
1. Erasmus Policy Statement (EPS).....	10
1.1 Erasmus activities included in your EPS.....	10
1.2 Erasmus Policy statement (EPS): your strategy	10
2. Implementation of the Fundamental Principles	13
2.1 Implementation of the new principles.....	13
2.2 When participating in Mobility Activities - After mobility	14
2.3 For the Purposes of Visibility.....	14

COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES

Declaration

I, undersigned, declare that if my institution is awarded with an Erasmus Charter for Higher Education, my institution will undertake to:

- Respect in full the principles of non-discrimination, transparency and inclusion set out in the Programme.
- Ensure equal and equitable access and opportunities to current and prospective participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.
- Ensure full automatic recognition of all credits (based on the European Credit Transfer and Accumulation System – ECTS) gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility.
- Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.
- Ensure the quality of the mobility activities and of the cooperation projects throughout the application and implementation phases.
- Implement the priorities of the Programme:
 - By undertaking the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative.
 - By promoting environmentally friendly practices in all activities related to the Programme.
 - By encouraging the participation of individuals with fewer opportunities in the Programme.
 - By promoting civic engagement and encouraging students and staff to get involved as active citizens before, during and after their participation in a mobility or project.

WHEN PARTICIPATING IN MOBILITY ACTIVITIES

Before mobility

- Ensure that selection procedures for mobility activities are fair, transparent, coherent and documented.
- Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Publish and regularly update information on the grading system used and grade distribution tables for all study programmes. Ensure that students receive clear and transparent information on recognition and grade conversion procedures.
- Carry out mobility for the purpose of studying and teaching only within the framework

of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception, support and integration of mobile participants.

- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of linguistic proficiency and develop their intercultural competences.
- Ensure that student and staff mobility is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide active support to incoming mobile participants throughout the process of finding accommodation.
- Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.
- Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.
- Ensure that students are aware of their rights and obligations as defined in the Erasmus Student Charter.

During mobility

- Ensure equal academic treatment and the quality of services for incoming students.
- Promote measures that ensure the safety of outgoing and incoming mobile participants.
- Integrate incoming mobile participants into the wider student community and in the Institution's everyday life. Encourage them to act as ambassadors of the programme and share their mobility experience.
- Provide appropriate mentoring and support arrangements for mobile participants, including for those pursuing blended mobility.
- Provide appropriate language support to incoming mobile participants.

After mobility

- Provide incoming mobile students and their sending institutions with transcripts of records containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Ensure that all ECTS credits gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility are fully and automatically recognised as agreed in the learning agreement and confirmed by the transcript of records/traineeship certificate. They shall be transferred without delay into the student's records, shall be counted towards the student's degree without any additional work or assessment of the student and shall be traceable in the student's transcript of records and the Diploma Supplement.
- Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (the Diploma Supplement).

- Encourage and support mobile participants upon return to act as ambassadors of the programme, promote the benefits of mobility and actively engage in building alumni communities.
- Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement and in line with the institutional strategy.

WHEN PARTICIPATING IN EUROPEAN AND INTERNATIONAL COOPERATION PROJECTS

- Ensure that cooperation activities contribute towards the fulfilment of the institutional strategy.
- Promote the opportunities offered by the cooperation projects and provide relevant support to staff and students interested in participating in these activities throughout the application and implementation phase.
- Ensure that cooperation activities lead to sustainable outcomes and that their impact benefits all partners.
- Encourage peer-learning activities and exploit the results of the projects in a way that will maximise their impact on individuals, other participating institutions and the wider academic community.

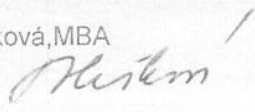
FOR THE PURPOSES OF IMPLEMENTATION AND MONITORING

- Ensure that the long-term institutional strategy and its relevance to the objectives and priorities of the Programme are described in the Erasmus Policy Statement.
- Ensure that the principles of the Charter are well communicated and are applied by staff at all levels of the Institution.
- Make use of the "ECHE guidelines" and of the "ECHE self-assessment" to ensure the full implementation of the principles of this Charter.
- Regularly promote activities supported by the Programme, along with their results.
- Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website and on all other relevant channels.

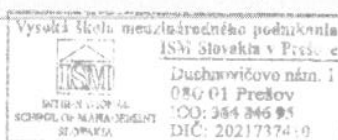
On behalf of the Institution, I acknowledge that the implementation of the Charter will be monitored by the Erasmus National Agencies and that a violation of the above principles and commitments may lead to its withdrawal by the European Commission.

On behalf of the institution, I commit to publishing the Erasmus Policy Statement on the institution website.

Legal representative of the institution: Ing. Anna Poláčková, MBA



Signature of the legal representative



In the following sections of the application form, you will need to explain how your institution will fulfil the ECHE principles if the Charter is awarded. You are encouraged to consult the [ECHE Guidelines](#) for support in completing this application.

Please note that your Erasmus+ National Agency will monitor your Erasmus Policy Statement and your answers to the questions given in the application. The Erasmus+ National Agency reserves the right to request more information on your activities and propose supplementary measures, for the purposes of monitoring and implementing the Charter principles by your institution.

1. ERASMUS POLICY STATEMENT (EPS)

1.1 Erasmus activities included in your EPS

In this section, you need to tick the Erasmus activities covered by your Erasmus Policy Statement. Please select those activities that your HEI intends to implement during the entire duration of the Programme.

Erasmus Key Action 1 (KA1) - Learning mobility:

The mobility of higher education students and staff

Erasmus Key Action 2 (KA2) - Cooperation among organisations and institutions:

Partnerships for Cooperation and exchanges of practices

Partnerships for Excellence – European Universities

Partnerships for Excellence - Erasmus Mundus Joint Master Degrees

Partnerships for Innovation

Erasmus Key Action 3 (KA3):

Erasmus Key Action 3 (KA3) - Support to policy development and cooperation:

1.2 Erasmus Policy statement (EPS): your strategy

Your Erasmus Policy Statement should reflect how you intended to implement Erasmus after the award of the ECHE. Should you wish to add additional activities in the future, you will need to amend your Erasmus Policy Statement and inform your Erasmus National Agency.

What would you like to achieve by participating in the Erasmus Programme? How does your participation in the Erasmus Programme fit into your institutional internationalisation and modernisation strategy?

(Please reflect on the objectives of your participation. Please explain how you expect the

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participation in Erasmus to contribute towards modernising your institution, as well as on the goal of building a European Education Area¹ and explain the policy objectives you intend to pursue).

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

The College of International Business ISM Slovakia in Prešov, as an integral part of the ISM brand network based in Dortmund, is one of the leaders in Germany within private universities with a business focus. As part of the objectives of the European Education Area, it is a member of the German educational institution ESO Education Group, based in Stockstadt am Main, Bavaria, together with 176 universities. The strategy of internationalization and modernization is enshrined in the VSMP ISM Slovakia within the founding charter as well as in several strategic documents and guidelines (University Statute, Study Regulations 1/2020).

From participation in the Erasmus + programme, the university expects:

- to be part of the European educational area in the provision of higher education towards European cohesion and competitiveness;
- to support the mobility and exchange of students, academics and university staff in order to acquire innovative skills in the field of pedagogical competences, communication, language and cultural skills, as well as in the field of scientific research;
- to support the Bologna Process in recognizing qualifications and more effective tools for improving higher education.

Please reflect on the Erasmus actions you would like to take part in and explain how they will be implemented in practice at your institution. Please explain how your institution's participation in these actions will contribute to achieving the objectives of your institutional strategy.

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

Our college wants to actively continue in the exchange educational mobility of individuals supporting the individual and social development of individuals in the provision of higher education focused on job creation in connection with the application practice. Within the implementation possibilities, the school supports the increase of skills in connection with inclusive systems of higher education in the form of integrated educational programmes aimed at the quality of excellence and innovation. For the implementation of mobility programmes, it has developed a Directive on the implementation of mobility within the Erasmus + program. This Directive regulates the implementation of mobility activities and is governed by the binding documents of the European Commission (EC), the European Union (EU) and the National Agency (NA) for the Erasmus + programme. The process of implementing university mobility is transparent in accordance with the directive. The implementation of mobility at the university is guided by the institutional coordinator. At the VSMP ISM Slovakia in Prešov, grants are awarded for all types of mobility on the basis of a selection procedure. The selection committee for awarding grants to students consists of the

¹ For more information on the priorities of the European Education Area, such as recognition, digital skills, common values and inclusive education, please consult the following website:
https://ec.europa.eu/education/education-in-the-eu/european-education-area_en

Vice-Rector for Study affairs or International Relations, the heads of departments, the Erasmus + institutional coordinator and, depending on the circumstances and needs, other specialists (foreign language teachers, coordinator of professional practice, etc.). In the selection criteria for international mobility, there are taken into account the student's intellectual and personal readiness for study stays or work placement abroad, study results, overall attitude to study, and/or professional practice, clearly defined goals of mobility, motivation, independence and responsibility. The selection criteria for international mobility for employees are related to the submission of a project declaring the benefit of mobility for the quality level of education provided at VŠMP ISM Slovakia in Prešov and for scientific and research activities of this institution as well as the benefit of mobility for our institution.

What is the envisaged impact of your participation in the Erasmus+ Programme on your institution?

Please reflect on targets, as well as qualitative and quantitative indicators in monitoring this impact (such as mobility targets for student/staff mobility, quality of the implementation, support for participants on mobility, increased involvement in cooperation projects (under the KA2 action), sustainability/long-term impact of projects etc.) You are encouraged to offer an indicative timeline for achieving the targets related to the Erasmus+ actions.

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

The impact of mobility on our educational institution has a wide range, starting with the mobility of teachers and staff, which will manifest itself in the form of cooperation with partner universities, as well as improving professional competences, cultural and language skills, social competences, the use of examples of good practice abroad, organizational and managerial competencies, skills in using information platforms and career growth. The aim of student mobility is to support the university's participation in mobility towards improving their educational outcomes, better employment opportunities, increasing analytical and critical thinking, gaining a greater degree of independence in the context of adaptation to new environments, friendships and student cooperation activities, to perceive the values of different cultures.

2. IMPLEMENTATION OF THE FUNDAMENTAL PRINCIPLES

2.1 Implementation of the new principles

Please explain the measures taken in your institution to respect the principles of non-discrimination, transparency and inclusion of students and staff. Describe how your institution ensures full and equitable access to participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.

When selecting students, teachers and staff for mobility, we proceed transparently in accordance with the elaborated Directive of the Rector of the University No. 2/2019 on the implementation of mobility as well as with the Study Regulations of the University No. 1/2020 in accordance with the amendment of the Higher Education Act no. 131/2002 Coll. and its amendment dated 25/04/2020. Students from disadvantaged backgrounds and students with special needs have the opportunity to participate in mobility, and our educational institution pays increased attention to them as part of their integration into the mobility process. For these purposes, we have a coordinator designated at the university, who works with these students in accordance with the Rector's Directive no. 20/2015 on the support of students and applicants for study with special needs at the College of International Business ISM Slovakia in Prešov, where issues related to mobility are included.

Please explain what measures your institution will put in place to implement the European Student Card Initiative, and promote the use of the programme's Erasmus+ mobile App to students. Please refer to the timeline indicated on the European Student Card Initiative website².

As part of the launch of the European Student Card Initiative, the College will promote it on its website as well as at student meetings and the institutional coordinator will inform and promote this EWP Network platform. In 2020-2021, all inter-institutional agreements will be managed and online learning agreements will use the EWP Network platform. In 2022, the sending of mobility documents and acceptance of students will be added, and in 2023, transcripts of student mobility records will be exchanged. We are convinced that our school, as a modern educational institution, will increase the efficiency of administrative processes within the Erasmus + programme, to which it will subordinate all processes and tools.

Please explain how your institutions will implement and promote environmentally friendly practices in the context of the Erasmus+ programme.

The introduction of all measures regarding the use of the paper-free Erasmus network leads to the prudent management of natural resources. All information regarding student, teacher and staff mobility will be published online.

² https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

Please explain how you will promote civic engagement and active citizenship amongst your outgoing and incoming students before, after and during mobility.

Incoming students will be fully involved in all activities organized by our institution, not only in the teaching process, but also cultural, social and sports activities. The institutional coordinator provides them with information on the conduct of activities related to the traditions and socio-political system of our country and the values shared by our educational institution. The coordinator for incoming students organizes an information seminar, where she will acquaint them with the conditions of mobility. Upon arrival from mobility, outgoing students share their experiences of mobility through social networks and present their knowledge and impressions in workshops initiated by the institutional coordinator.

2.2 When participating in Mobility Activities - After mobility

Please demonstrate your commitment to implement full automatic recognition in your Higher Education Institution.

Please describe the concrete steps you will take to ensure the full automatic recognition of all credits gained for learning outcomes achieved during a mobility period abroad/ a blended mobility, according to the Council Recommendation on Automatic Mutual Recognition³.

The College of International Business ISM Slovakia will recognize all credits obtained for educational outcomes achieved during a period of mobility abroad. After returning from mobility and submitting the necessary documents in accordance with Council Recommendation no. 2018 / C444 / 01, all credits students achieved will be recognized in accordance with the set ECTS system and information and evaluation of mobility for completed subjects will be provided in the supplement to the university diploma issued by our institution.

Please describe your institution's measures to support, promote and recognise staff mobility:

After returning from mobility and submitting the necessary documents in accordance with Council Recommendation no. 2018 / C444 / 01, all credits students achieved will be recognized in accordance with the set ECTS system and information and evaluation of mobility for completed subjects will be provided in the supplement to the university diploma issued by our institution.

2.3 For the Purposes of Visibility

Please provide the web link where you will host the Erasmus Policy statement in the future. Please reflect on how you plan to regularly promote the activities supported by the Programme.

We will carry out Erasmus+ information and all activities via the home website: www.ismpo.sk and the social network Facebook as well as through personal consultations with students.

³ The text of the Council Recommendation on Automatic Mutual Recognition may be found at: [https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210\(01\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210(01))

Please describe how you will ensure that the principles of this Charter will be well communicated and applied by staff at all levels of the institution.

The charter will be published on the school's website, presented by the management of our university at a pedagogical meeting. The application of the charter will be monitored by the institutional coordinator and the school management.