



**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.

 **Please do NOT delete any instructions in the document. The overall page-limit has been raised to ensure equal treatment of all applicants.**

<b>HISTORY OF CHANGES</b>		
<b>VERSION</b>	<b>PUBLICATION DATE</b>	<b>CHANGE</b>
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)**

#### **COVER PAGE**

### **COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES**

#### **1. Erasmus Policy Statement (EPS)**

1.1 Erasmus activities included in your EPS

1.2 Erasmus Policy statement (EPS): your strategy

#### **2. Implementation of the Fundamental Principles**

2.1 Implementation of the new principles

2.2 When participating in Mobility Activities - After mobility

2.3 For the Purposes of Visibility

## **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

Prof. Vilberto Stocchi –

Rector



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	<input checked="" type="checkbox"/>
---	-------------------------------------

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

Partnerships for Cooperation and exchanges of practices	<input checked="" type="checkbox"/>
---	-------------------------------------

Partnerships for Excellence – European Universities	<input checked="" type="checkbox"/>
---	-------------------------------------

Partnerships for Excellence - Erasmus Mundus Joint Master Degrees	<input checked="" type="checkbox"/>
---	-------------------------------------

Partnerships for Innovation	<input checked="" type="checkbox"/>
-----------------------------	-------------------------------------

#### Erasmus Key Action 3 (KA3):

Erasmus Key Action 3 (KA3) - Support to policy development and cooperation:	<input checked="" type="checkbox"/>
---	-------------------------------------

### 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 participation in Erasmus to contribute towards modernising your institution, as well as on the goal of building a European Education Area<sup>1</sup> 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 University of Urbino Carlo Bo (Uniurb) is a qualified generalist university featuring 6 Departments and 14 Schools in different fields, including: Economics, Political Science and Sociology, Foreign Languages, Humanities and Cultural Heritage, Education, Communication Arts, Law, Pharmacy, Biology, Biotechnology, and Sports Science. The multidisciplinary environment on its campus allows for high-quality training, promoting the effectiveness of educational processes. Internationalization represents an essential goal in Uniurb's strategy plan. Uniurb conceives internationalization as a value that offers a multicultural environment in which students, academics, and administrative staff can meet, and find that their respective experiences are valued. Internationalization also has significant repercussions on services and the territory. The fact that Uniurb is a medium-sized Italian university with about 15,000 students based in a small historical-centre-based campus hosting circa 15,000 thousand local residents, facilitates this perspective. Furthermore, Urbino is an area where economic activities are growing rapidly. The internationalization process is fostered and coordinated by the Uniurb Internationalization Commission. The Erasmus+ program is an integral part of the Uniurb internationalization plan. The University di Urbino conceives the Erasmus+ program as a driving force for increasing synergies that will motivate its Schools to more widely internationalize their courses and research. With the Erasmus+ program, Uniurb is pursuing the following aims:

- increasing the international mobility of students, academics, and administrative staff (outgoing and incoming), through new agreements and collaborative projects;
- strengthening the international profile of teaching and research by enhancing the number of courses taught in English and harmonizing courses to maximize credit recognition, thereby facilitating student mobility;
- launching new double-degrees/joint degree programmes and innovative PhDs with an international profile.
- setting up/renderng active existing cooperation projects in the field of education and training, particularly in the Western Balkans and Mediterranean area
- creating opportunities for traineeship experiences

Uniurb's priority for the 2021-2027 agenda, however, will be to increase not only the number of exchanges carried out, but also the quality of exchange activities and cooperation. This will be done by carefully selecting partner institutions, emphasizing students' accomplishments abroad, signing agreements leading to double-degree or joint-degree programs, and creating more opportunities for traineeship experiences. Uniurb trusts that this policy will improve education and the training of students and staff, in line with the European Commission initiatives of building a European Education Area.

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

<sup>1</sup> 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](https://ec.europa.eu/education/education-in-the-eu/european-education-area_en)

strategy.

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

The Uniurb internationalization strategy aims at increasing the mobility of higher education students and staff, creating new partnerships and cooperation within and outside of the European Higher Education Area; this will be pursued through KA1, KA2 and KA3 actions. In the 2019 call, Uniurb presented new KA107 and KA2 collaboration projects, both as bilateral projects and as part of a consortium of Universities. These projects aimed to increase the cooperation actions of Uniurb mainly in the Western Balkans and Mediterranean area. Indeed, as Urbino is in the Marche Region, 35 km from the Adriatic coast, its internationalization strategy cannot ignore the Marche Region's priorities of strengthening relationships within the Adriatic-Ionian Area. This strategy is also being pursued by the European Union through the European-Ionian Initiative (EUSAIR; <https://www.aii-ps.org>), and many foreign students enrolled at our University come from this area. Uniurb is a partner of the Euro-Mediterranean University (EMUNI), the Association of Universities of the Adriatic-Ionian area (UNIADRION), the Mediterranean Universities Union (UNIMED), and the University Coordination for Development Cooperation (CUCS). Uniurb is also one of the 3 Italian University members of ISEP (International Student Exchange Program), based in Washington DC. Through ISEP, Uniurb already exchanges students with more than 100 American Universities. These partnerships encourage and stimulate Uniurb to participate in the different Key Actions of the Erasmus+ program, fostering collaboration among these various actors in the international arena. Partnerships and related projects promote and strengthen the internationalization of higher education for students, academics and administrative staff.

Students and academics in all the diverse Uniurb departments and schools are actively participating in the Erasmus+ mobility programme. Another priority of Uniurb is developing cooperation agreements that enable students to seek specialized degrees and traineeships through possibilities offered by the Erasmus programme. Uniurb is investing in the development of joint or double degrees with partner institutions abroad, and to this purpose has set up a joint-degree agreement with the University of Jena (Germany), sending out students for part of the curriculum to Jena, and at the same time hosting German students to complete part of their studies at Uniurb. Uniurb also set up a convention with the Institute of Technology at Sligo (Ireland), allowing outgoing students to receive a double BA degree both at Uniurb and at the Institute of Technology at Sligo. Uniurb has furthermore signed an agreement with the City Hall of Urbino, the province of Pesaro-Urbino and ERDIS (the regional agency supporting low-income students) to establish the Urbino International Centre (UIC). UIC is an association of Public Local Institutions involved in promoting internationalization in the local territory. UIC has started fruitful cooperation with Local Firms and Organizations interested in accessing new markets. Mobility students can take advantage of the possibilities offered by UIC.

Uniurb is confident that the expansion of the number of international mobility and cooperation projects will also increase the number of students, professors/academic staff and administrative staff involved. This can create a virtuous circle that will promote contacts with different organizations and cultures, as well as foster cultural and social growth of the various actors directly involved in mobility/cooperation. In addition, the dissemination of experiences resulting from these projects will also help to create a more open mindset towards other cultures in the work and study environment, encouraging others to take part in this type of experience. However, Uniurb is aware that it is critical to carefully select its fellow partner institutions. Therefore, Uniurb will principally sign agreements that can lead to double-degree or joint-degree programs, and/or that can provide opportunities for work traineeship experiences. The aim is to highlight student and staff accomplishments abroad.

To reach these objectives, Uniurb will use both a top-down and a bottom-up approach. The Uniurb Internationalization Commission, which also includes the Rector's delegate for International relations and the Erasmus delegate, will propose and encourage new cooperation projects and mobility agreements in KA2 and KA3 actions of the Erasmus+ programme to academics. Furthermore, the commission will evaluate proposals coming directly from academics, in order to assess the feasibility of the former and coordinate the projects. New cooperation projects will encompass and evaluate European policy priorities, geographical and subject area priorities, outcomes from previous projects and the institutional capacity to participate. New KA1 mobility projects will be proposed, implemented and monitored at the departmental level (each Department has appointed an Erasmus Coordinator and there is an Erasmus Commission in each school), and approved by the Uniurb Erasmus Commission. The latter includes the Rector's delegate for the Erasmus programme, the Erasmus delegates of the 6 departments and the chief of the International Mobility Office. The International Mobility Office will give administrative support for all activities and will disseminate information. Students and staff could also participate in partial blended mobility programs, with a combination of short-term physical mobility paired with virtual components, to facilitate collaborative online learning exchanges and teamwork.

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 Erasmus+ Programme is already well established at Uniurb, which actively supports students and staff mobility. The Uniurb policy for the 2021-2027 period will not only be aimed at increasing the number of exchanges, but will mainly focus on increasing the quality of the exchange activities by careful selecting partner institutions, highlighting students' accomplishments abroad, giving priority to agreements that feature double-degree or joint-degree programs, creating more opportunities for traineeship experiences, and developing cooperation projects in the field of education and training. The Uniurb Internationalization Commission, the Uniurb Erasmus Commission, and International Mobility Office provide support to staff in the preparation of applications for mobility and cooperation projects. This policy assures that they follow the quality standards defined in the ECHE. The International Mobility Office provides administrative support during and after the implementation phase of mobility and cooperation projects, ensuring management, resources and recognition. In the last few years the number of students involved in Erasmus+ mobility has increased (+57%) ; in large part this rise is due to the internationalization policy and the additional financial and human resources that Uniurb contributed to better implement the Erasmus+ programme. Uniurb has also added more transparency to the mechanisms used to select students for mobility (online-based), and reduced the paperwork involved for students and administrative staff. Applications for mobility and traineeship are examined and approved through a competitive scholarship competition by dedicated Commissions which evaluate: the quality of the mobility and traineeship proposed; the receiving organisation (workplace); the students' grades and the appropriateness of their curriculum vis-a-vis the exchange experience. At the end of their mobility experience, students are required to give feedback to the International Mobility Office. Uniurb also makes available to students applying for traineeships a list of companies in which Uniurb students had in previous years had a positive traineeship experience. The International Mobility Office supports all students and staff involved in mobility (outgoing and incoming), including those who need visa and/or accommodation assistance. In the last call (2019) Uniurb applied for KA107 and KA2 projects. The KA2 project, in particular, was presented as a member of a consortium of Universities (UNIADRION), and arises from the interactions that the Uniurb Erasmus delegate has had in the meeting organized by the European Commission in Tirana ("Erasmus+ Contact Seminar with the Western Balkans", 24-25 October 2019, Tirana, Albania). Sustainability of the project was discussed by the International Commission, after discussion with the academics in the different areas involved. The target of this project, as well as of others presented in the KA107 action, is the Adriatic-Ionian Area which represents an Uniurb priority and will also strengthen the interaction/collaboration with other universities in that geographical area. Since the granting of these projects has not yet been assigned/announced, it is not possible to foresee a timeline.

The qualitative and quantitative monitoring of the Erasmus KA1 programme takes place at two different levels. The first level is at the level of academic Schools. These analyze the progress of the programme when they approve the Schede Uniche Annuali (SUA). On this occasion, academics compare their data with those of other universities in the same region and discuss how to improve the programme. The second level is that of the Uniurb Erasmus Commission. Every year the Commission analyzes the results of the report prepared by the International Mobility Office and generated using the Mobility Tool+. The report summarizes the data relating to the mobility carried out, the satisfaction of students and staff after returning from mobility and the satisfaction of incoming students with their mobility experience at UniUrb. After evaluating the report, the Commission proposed the actions to be taken by Uniurb to resolve the problems which arise in the questionnaires, leading to continuous improvement of the program. This monitoring has positive effects on the programme because it allows early problem identification and the provision of possible solutions. KA2 projects will be monitored by the Internationalization Commission.

## 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.

In 2019 Uniurb appointed the new “Sole Guarantee Committee for equal opportunities, the enhancement of worker well-being, and the fight against discrimination”, to monitor and promote positive action to increase transparency, inclusion, and non discrimination <https://www.uniurb.it/ateneo/governance/organi-consultivi-e-di-garanzia/comitato-unico-di-garanzia-per-le-pari-opportunita-la-valorizzazione-del-benessere-di-chi-lavora-e-contro-le-discriminazioni>. With regards to all the University stakeholders (Students, Teaching staff, Administrative staff, ecc.) positive actions and the Monitoring of the situation and positive actions taken are stated in the “Positive Action Plan 2019-2021” (: [http://blog.uniurb.it/wp-content/files\\_mf/1554301599PAP\\_20192021.pdf](http://blog.uniurb.it/wp-content/files_mf/1554301599PAP_20192021.pdf))

The principles of non discrimination, transparency and full participation of Uniurb students in the activities are described in the Regulation entitled “Student Rights ”, adopted by Uniurb in 2012 - <https://www.uniurb.it/it/cdocs/CWEB/2001-CWEB-26102012144618-cweb.pdf> . Uniurb offers financial agevolations for university fees to students with disadvantaged social backgrounds or those with disabilities [http://ateneo.uniurb.it/gest/wp-content/files\\_mf/1524148332regolamentocontribuzionestudentesca20182019.pdf](http://ateneo.uniurb.it/gest/wp-content/files_mf/1524148332regolamentocontribuzionestudentesca20182019.pdf).

Additional financial support is provided to students from disadvantaged backgrounds engaged in the Erasmus mobility programme and mobility for study within the double degree master programmes. Transparency is maintained in the participation/selection calls and personal communication support offered by Uniurb; students/staff access these announcements and documents on the website.

Financial support and other types of support for students/staff with special needs are declared within the participation/selection calls, to provide better information to all candidates.

For students with disabilities, including Specific Learning Disabilities, Uniurb offers support and special services (such as transport and support for studying). All services are explained at the web page: <https://www.uniurb.it/studiakonno/studenti/studenti-diversamente-abili>; the same section features Guidelines for students with Specific Learning Disabilities, informing them of the agevolation and support they can get from the University, and their rights when taking exams (e.g. the concession of additional time, use of concept maps). University colleges (managed by the Regional Right to Study (ERDIS) offer a certain number of facilities equipped for persons with disabilities. The Central Library has a room equipped with several PCs and instruments for students with visual disabilities. It also offers an increasing number of Alternative Format Books; students can apply for this kind of book, and if they are not available, the Library will procure it. Further information is available at the following university website: <https://www.uniurb.it/studiakonno/studenti/studenti-diversamente-abili/servizi-bibliotecari-specifici>.

Several years ago Uniurb developed a reliable system for blended and distance learning (web platform + support services). Blended learning is available for all study programs and represents an opportunity to further foster blended mobility. Online learning and services available to Uniurb students will be furnished to students taking part in blended mobility experiences.

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 website<sup>2</sup>.

Uniurb will work to set up the European Student Card Initiative following the milestones on the website of the European Commission. To promote the European Student Card Initiative and the use of the Erasmus+ Mobile App, Uniurb will create a dedicated page on its institutional website. This page will give students a platform to find information and links to the specific EU platform already online. Specific student-friendly posts and contents will be created for the institutional social networks (via Facebook, Instagram, Twitter) to spread news about the two initiatives to a broader community of students. These initiatives will be discussed during the Erasmus+ meetings organized by the International Mobility Office for the promotion of the Erasmus+ Programme among students. Another critical tool to promote the European Student Card Initiative and the Erasmus+ Mobile App will be the ESN-Urbino social network profiles, and the meetings organized by Uniurb and ESN-Urbino to promote the Erasmus+ Programme.

<sup>2</sup> [https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative\\_en](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en)



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

An environmentally friendly approach to the Erasmus+ Programme has already been implemented in the last two years due to the digitalisation of bureaucratic documents for student mobility; this was possible thanks to the implementation of a CINECA tool that allows officers to manage mobilities online. As a consequence, the quantity of paper used has increasingly diminished, even if it has not yet entirely disappeared. The Erasmus+ 2021-2027 program aims to be more and more digitally implemented. Thus, Uniurb will pay even greater attention to the amount of paper used, according to the Erasmus Without Paper initiative. When welcoming international students, the University of Urbino will include eco-friendly gadgets in the welcome pack prepared for them, encouraging students to use environmentally friendly objects in their daily life abroad, from the very beginning of their mobility. Cooperation with ESN-Urbino will also make a substantial contribution to the promotion of environmentally friendly behavior, thanks to in-loco initiatives and social network campaigns aimed at fostering respect among students for the environment and awareness of humans' impact on the Earth. Uniurb is also carrying out the activity on the Erasmus Dashboard to foster dematerialization process and ease the exchange of information and documents with Partners in the Erasmus+ Programs.

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

To foster a positive attitude towards multicultural awareness and a stronger sense of European identity, Uniurb organizes an annual Europe Day, in collaboration with ESN-Urbino; the event is dedicated to celebrating the peace and unity guaranteed by the EU. During the meeting, speakers address issues related to intercultural competence, economics, and European institutions and policy. Additional meetings and activities are organized during the whole academic year. In these activities, incoming and local students can meet and discuss their experiences while volunteering in civil society organizations. The aim is to foster integration of students into the local community, as a part of Uniurb's inclusion strategy, as well as promote civic engagement. To encourage these actions, Uniurb signed an agreement with the local section of ESN. The agreement establishes a university contribution to ESN for the organization of these activities alone, or in collaboration with Uniurb staff.

## 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 Recognition<sup>3</sup>.

Uniurb has already taken many steps towards and will further proceed in the direction of ensuring full automatic recognition of activities that students undertake abroad. As agreed in the Learning Agreement (LA) and confirmed by the Transcript of Records, credits will be transferred and counted as Erasmus ECTS in the student's career transcript, without delay and without requiring any additional work or assessment of the student. [http://ateneo.uniurb.it/gest/wp-content/files\\_mf/15433129751495553949regolamento\\_esami\\_erasmus.pdf](http://ateneo.uniurb.it/gest/wp-content/files_mf/15433129751495553949regolamento_esami_erasmus.pdf)

This will also be applied to blended mobility. The KA103 Final Report for 2019 gives evidence of this achievement. Nonetheless, Uniurb is engaged to further improve this result, offering as many opportunities as possible to students to maximize their efforts abroad. Uniurb uses the Cineca Esse3 program, adopted by many Italian universities, to reduce paperwork and facilitate the presentation of the proposal of the LA and its approval by the Erasmus commission by Schools. In addition, Uniurb adopted guidelines to ensure full automatic recognition for each exam undertaken at hosting Universities. Credits recognized on for outgoing mobility have significantly increased in the last few years. As suggested by the National Erasmus Agency, recognition takes place as credit packages and not as single exams. When the student acquires all the credits listed in the learning agreement, recognition takes place through the international mobility office and the student secretariats. Uniurb is taking steps to recognize credits directly through the Esse3 software, thus bypassing paperwork, as indicated by the UE Commission. However, problems remain when the student fails to pass all the exams foreseen in a student's LA, making automatic recognition complex and sometimes impracticable. In this case, the intervention of the Erasmus Commission is necessary to remodel the LA and maximize the recognizable credits in agreement with the criteria established by the didactic regulations of the Schools. To facilitate the recognition of credits for students' preparing their final thesis

<sup>3</sup> 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))

during Erasmus mobility, most degree/bachelor programmes have divided the credits for graduation theses into two parts: preparation of the thesis with the tutor of the host university and discussion of the thesis in Uniurb. This allows students to carry out an internship/a thesis research and drafting phase while on Erasmus mobility, with the assignment of the respective credits established by the Schools. Moreover, all Schools add some points to the final dissertation mark for students who have completed exams while away for the Erasmus+ Programme, to encourage student enrollment in the programme.

Mobility activities for Traineeships are recognized as curricular internships if included: in the student's degree course programme; in thesis preparation activities in the event that an Uniurb tutor monitoring the student's thesis recognizes that the work done during a traineeship can be used the student's thesis preparation. When these procedures are not feasible, the traineeship is mentioned in students' Diploma Supplement. However, when students start their Traineeship after graduation, there is no possibility of ECTS recognition or mention in their Diploma Supplement. In order to get graduates recognition for this experience, which is highly appreciated in the job market, Uniurb is working to develop alternative ways of recognition linked to personal engagement or experience (open badge; <https://openbadges.org/>).

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

International staff mobility is an integral part of the professional development of Uniurb staff. Staff mobility will be another strategy to improve internationalization in the 2021-2027 Erasmus+ programme. Teaching staff as well as administrative staff are encouraged to take part in the programme. Participating procedures are transparent and all Uniurb teachers and administrative staff are encouraged to participate. Publishing calls are made public on the university website and emails are sent to all academic and administrative staff, to further share that information. Application procedures take place online, to ease and encourage participation. Applications have significantly increased in the past two years, especially among teaching staff. The introduction of blended learning methods will further increase cross-University teaching. In order to support the engagement of teaching Staff, teaching hours performed during mobility at partner Universities (together with blended online hours) will be recognized as part of instructors' overall contract "teaching workload" at Uniurb. Administrative staff are also encouraged to participate in mobility programs. An increase in participation has been registered, and staff not part of the International Mobility Office have also taken part. Mobility periods are recognized as regular working time. Excellent command of a foreign language (mostly English) has become a requirement in most of the recruitment procedures for Admin Staff at Uniurb, to enhance staff mobility and exchange of experiences with colleagues at partner Universities.

### 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.

The Erasmus Policy Statement will be hosted in the existing section of the Uniurb website dedicated to Internationalization: [www.uniurb.it/international](http://www.uniurb.it/international) (Uniurb is working to renew this website to better spread and share information; a new version of the site will be available soon). This section of the Uniurb website features all information to apply to mobility programmes within Erasmus, as well as the link to course catalogue for incoming students. Other initiatives, such as double/joint degrees, additional mobility programs toward countries which are not part of the Erasmus program are also present in this site. To spread information on the opportunities given to students by the Erasmus Programme, Uniurb organizes "Erasmus Days" at university headquarters as well as within each Department. Information on mobility opportunities for study as well as for traineeships is given both before and after publication of the call.

In addition to the Erasmus Days, all events organized in Summer and in the Autumn to welcome new and future students will also have an "online" section dedicated to mobility programmes. Events to promote Traineeships abroad - in particular for digital skills - will also receive increasing focus in the years to come.

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.

A special event will be organized upon the inauguration of the new Erasmus Charter, during which specific actions and targets will be communicated. The link to the Erasmus Charter will be sent to all Uniurb personnel via email. Specific student-friendly posts and contents will be created for the institutional social networks (Facebook, Instagram,



Twitter) to share the link to the Erasmus Charter with a broader community of students.

Principles and specific targets will become part of the new Uniurb Internationalization Policy, in the new Strategic Plan to be released at the end of 2020, in time for the new Erasmus Charter. The new Strategic Plan for Uniurb will also appear therein.

Articles and interviews will be published on the Uniurb Blog website “UniAmo”. This is the link to the contents on Erasmus Day promoted by ESN with the collaboration and support of Uniurb: <https://uniamo.uniurb.it/europe-and-italy-esn-urbino/>