



**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 1.0  
11 February 2020

## Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates provided in the Funding & Tenders Portal Electronic Submission System might differ from this example. Proposals (and annexes and supporting documents) must be prepared and submitted directly inside the Portal.



**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.**

EU Grants: Proposal template (EACEA Erasmus+ IBA): V1.0 – dd.mm.2017

**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.*

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## **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.*

Rector, Prof. dr. Caroline Pauwels

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 evaluate 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 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)

Internationalisation is an instrument in support of providing excellent education and research, taking up a wider social and societal responsibility and delivering open-minded graduates with world citizens' skills. Since 2009 Internationalisation has been, and continues to be, a strategic priority for VUB with a focus on the internationalisation of research and curricula, the recruitment of international students (I@H purpose), the increase of student and staff mobility (joining communities for enhancing respect and understanding) and the expansion of structural partnerships with foreign universities (joint contribution to global issues). This has led to an important increase in international/European research projects, English taught programmes, strategic exchange agreements and the number of international students.

VUB's most recent strategic plan (2018-2021) identified the following objectives regarding internationalisation:

- encouraging VUB students to develop their intercultural skills by increasing both incoming and outgoing student mobility.
- the development of a more reflective internationalisation policy, while keeping in mind the ethic and social dimensions of internationalisation, based on the values of the VUB.
- promote inclusion of all students and staff
- strengthen the structural international partnerships and networks and the recognition of VUB.

VUB's vision on education is based on 5 pillars, in line with the internationalisation policy:

- deliver open-minded students
- students get engaged in a sustainable humanistic society
- students become world citizens
- students adapt an inquisitive attitude
- students are prepared for their future function in society. VUB continuously invests actively in expanding international internship opportunities as a first work experience.

Since 2019 the VUB is part of the European University Network EUTOPIA together with CY Cergy Paris Université, University of Gothenburg, University of Ljubljana, Universitat Pompeu Fabra Barcelona and the university of Warwick. EUTOPIA aims to become a fully federated inter-university campus alliance. In order to establish the foundations of a federated university by 2025, EUTOPIA will focus on five core areas bringing modernisation and digitalisation to the forefront as a pilot to then empower the whole university with new findings and best practices to become the university of the future:

- Prepare students, staff and learners to be empowered European citizens in today's disruptive world
- Adjust the university organisation and practices to lead the challenges of the 21st Century
- Increase and intensify the Europeanisation of programmes on offer
- Catalyse place-making by the universities in partnership with their regions, engaging with all agencies to embed and empower the transformative effect of universities
- Serve as an example for other universities, across Europe and in the wider international arena, in order to share and develop the focus on building transformative, challenge-driven and contemporary universities.

For all activities, a quality assurance framework is put in place. Mobility is supported by exchange agreements, to accommodate student and staff exchanges. These agreements are evaluated based on a number of criteria to ensure strong and high-quality partnerships. Professors guiding the exchange mobility explore matching interests in research, which often leads to joint research projects, or vice versa.

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

<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)

languages)

The VUB takes part in the following Erasmus actions: KA1 (The mobility of higher education students and staff and Erasmus Mundus Joint Master Degrees (EMJMD)), KA2 (Partnerships for cooperation and exchanges of practices; Partnerships for excellence – European Universities; Partnerships for excellence –; Partnership for innovation) and KA3 (Support to policy development and cooperation), Sports and Jean Monnet.

In the framework of the E+ programme VUB coordinated and participated in projects in all 3 Key Actions, Sports and Jean Monnet. In the new framework programme the strategic commitment to actively participate in these and new project types to support our strategic goals will remain.

The VUB strategy for participating in projects falls under the general internationalisation policy and objectives as mentioned above. We are convinced that the competences, experience and knowledge within one single university are insufficient to understand the complexity of some subjects and global problems, to model them and to design solutions. Therefore, we gradually develop the university network as the basic instrument to fulfill our functions and to which our individual university belongs. In such a network, sustainable partnerships are extremely important to realise more than just individual in- and outgoing student mobility and exchange, but also to build, next to occasional synergies, sustainable cooperation structures such as international joint educational programmes, joint research laboratories, joint and dual degrees, embedded in a system of quality assurance that transcends the boundaries of the own university. Participation in projects allow for extra funding to achieve these goals.

Projects can be initiated by academics or centrally by initiative of the Council for International Policy. When designing a project, (preferential) partner universities are considered in first priority to become partner in the project. Complimentary expertise in the considered domains presented in the project is key, so different universities take up different work packages. When it comes to larger consortia, a mix of existing partner universities and new ones are considered to expand our network. Synergies between projects is always considered since different projects can reinforce each other in the collaboration and create more sustainability.

The International Relations office is responsible for the communication, information dissemination on calls and guidelines, providing university administrative data as part of the proposal, annexes and submission, or works out projects under the supervision of the vice-rector internationalisation.

For the implementation, support is given centrally for contract management, financial management and financial reporting (Financial department), scholarship payments (if applicable) and welcoming and informing the scholars (if applicable). Procedures are in place to follow up on the projects. While each project has it's own particularities that are being taken into account, there are no separate strategies for EU and non-EU projects.

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)

An international campus with a good interaction between local and international (exchange) students is one of the goals within each curricula as well as during extra-curricular activities. This interaction and diversity on VUB-campus, based on tolerance towards diverse philosophies, is the direct implementation of the Universitas thought, essential in the education towards independent world citizens. The same experience is aspired for VUB students going abroad on an exchange.

Both student exchanges and Internationalisation@Home play an important role in the development of students into open-minded world citizens with respect for other communities. The VUB strives to meet the EU-target of 20% students with an international experience of 15 ECTS upon graduation as well as the ambitious Flemish target of 33% students graduating with a 'mobile' diploma of 10 ECTS. The mobility policy, put in place by VUB (sustainability, CO2 compensation,...) will be implemented.

In parallel, I@H is elaborated using new digital techniques to bring international groups virtually together. Bringing the local student body and the more than 20% international student body together in groups to work out academic assignments allows for ALL students to experience I@H.

Staff mobility plays a key role in the further internationalisation of our university and the pursuit of excellent education and research. VUB encourages staff mobility by offering financial support to all the faculties for both teaching and training staff exchanges. International-minded staff will encourage the interest of students for going abroad and/or internationalisation and strengthen international contacts and cooperation. A lot of collaboration starts from student

exchanges and is strengthened by staff exchanges. VUB is aiming to have at least one mobility per year per academic and administrative staff, although it's not about the numbers. Staff exchanges aren't the goal, but a means to improve the VUB's network and knowledge and to increase the international collaborations and the sustainability of these collaborations. It is a given that the VUB works very hard on increasing the overall number of Erasmus projects with international partners. The different Erasmus programmes help strengthen the collaboration and form the basis for sustainable and long term partnerships.

## 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.

VUB actively encourages students and staff with fewer opportunities to participate in Erasmus+ programmes during info sessions and promotion campaigns. All the available (financial) support is always mentioned to all the students during these info sessions and has a prominent place on the student website, to ensure that all the students are aware of the possibilities. Outgoing students with financial needs can apply for a top-up to the Erasmus grant. These applications are assessed confidentially by the Social Support service of the university. Incoming students receive an overview of the available support at VUB via the student website, the student newsletter and during the welcome activities.

For academic advice, both incoming and outgoing exchange students can contact their respective exchange coordinators and study path counsellors of their faculty. Some of the VUB faculties have a internationalisation coordinator who's responsible for welcoming and supporting the international degree and exchange students at the faculty. At all faculties, the students are always welcome to discuss their course package in person with their exchange coordinators. The faculty coordinator for internationalisation will keep the students informed. The faculty secretariats support the incoming and outgoing Erasmus students with the necessary administration.

Incoming exchange students take the same classes and exams as degree students. When problems arise or if students have complaints, students can contact the following staff members: Exchange coordinator, Faculty coordinator internationalisation, study path counsellors/Study Guidance Centre, the chairman of the examination committee, the dean and the ombudsperson. All the procedures for complaints and/or concerns are explained in the Examination and Teaching regulations. The regulations are available on our student website in Dutch and English and revised regularly. On the student website a page is available where students can find all the options for feedback and official complaints. Staff members are aware of the options and will offer them to students when issues arise.

Incoming international students are invited to participate in the 'International Student Platform' (ISP), an advising policy platform to the student council of the VUB. Via the collaboration with the International Student Platform and the International student organisations, the International Relation office continues to improve the integration of incoming exchange and international students. Since October 2018, the International Relations office organises geographical theme days (e.g. Latin American Day, Asia Days, EU-day, Middle East days, ...) together with international students present at the university. The VUB's student restaurant regularly serves international meals to make the international students feel at home and to help local students expand their knowledge about different cultures.

VUB has installed the 'Reflex' programme, a programme for a.o. students who are mentally and/or physically challenged, students who combine study and work, students who run a start-up,... and who need some flexibility in certain education processes.

The VUB also participates in the Erasmus+ KA3 project SIEM (Social Inclusion & Engagement in Mobility). A project that aims to increase opportunities and chances in life for young people from disadvantaged backgrounds by increasing their participation in the Erasmus+ programme. During this project a toolkit with guidelines and a workshop manual to increase social engagement between international students, local students and younger people with fewer opportunities will be created in order to boost the social impact of the Erasmus+ programme. These guidelines for educational staff will be applied at VUB and will further improve the inclusive recruitment policies and practices to include students with a disadvantages background to participate in student mobility.

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>.

<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)

The first steps of Erasmus going digital will be implemented by the beginning of the next programme in 2021. Mobility Online, the mobility management software used by the VUB, is currently being updated so that all the outgoing and incoming exchange students are processed via this software. Renewal of inter-institutional agreements in preparation of the new programme will be done via Mobility Online by the beginning of the academic year 2020-2021 (September 2020), to allow the faculties and the International Relations office to promote all the destinations to the outgoing exchange students 2021-2022. Nominations and acceptances will be followed up online via Mobility Online by 2022. Incoming exchange students already receive their Transcripts of Records via Mobility Online.

The Erasmus+ mobile app will be promoted to all the selected outgoing and incoming students before their departure in the automatic emails send out to the students after registration in Mobility Online. Outgoing exchange students will be reminded of the app during the exchange take off sessions, while incoming exchange students will be reminded during the Orientation Week (September), Orientation Day (February) and info sessions for exchange students.

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

In January 2019 the ABC Travel Policy was approved at the VUB to allow two strategic priorities of the VUB to co-exist: internationalisation and sustainability. The ABC principle works as follows:

Avoid travelling: The VUB stimulates its staff to be selective when making business trips. Videoconferencing and teleclassing are complementary alternatives to business trips. Travel-free courses, meetings and conferences allow us to save both money and time and spare the environment. The department *Onderwijsinnovatie* (Educational innovation) offers trainings to stimulate and facilitate distance/blended learning. VUB AV Services offer Lifesize video conferencing licenses for users who want to conduct external meetings where our internal Skype for Business cannot offer a solution.

Book an alternative: If travel time by train is less than 6 hours, the standard travel mode is the train. The VUB has drawn up a list of cities that are accessible from Brussel-Zuid in less than 6 hours by train. Air travel is allowed if there is an acceptable motivation. If travelling by train from Brussel-Zuid takes between 6 and 8 hours, travelling by train is strongly encouraged. Therefore a city list is also available with designated destinations for journeys by train.

Compensate your CO2 emissions: If avoidance is not feasible and the trip over land is too long, the CO2 emissions of flights can be compensated. A financial contribution for a CO2 reduction project in a developing country is calculated according to the CO2 emitted by the travel.

Students who are participating, or interested in participating in the Erasmus+ programme are actively encouraged to think about alternative ways of travel. Students can for example win a rail pass during the yearly Go Abroad Fair and information about alternative travel means is offered both to incoming and outgoing exchange students during the welcome and take off sessions. The VUB's Green Team also regularly organises activities to raise awareness and to promote environmentally friendly practices.

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

Student engagement and active citizenship is highly valued and promoted at VUB. Student representatives are part of all important policy decision bodies, students have a vote in the rector elections and student organisations are recognised by and receive support from the university. To ensure that not only local students participate in policy making, advisory councils (such as the International Student Platform, ISP) are installed to ensure that the voice of international students is also heard. A few examples of councils where students participate in include the student council, council for student services, Faculty council, Study Programme committees, academic council, Council International Policy, Ethical committee, Cycling working group, .... Incoming exchange students can participate to the VUB's policy making via the International Students platform, an advisory board to the Student Council or whenever meetings are organised in English such as the study programme committees of English taught programmes and exchange students stay for one year.

There is a wide variety of student organisations available at VUB that both outgoing and incoming exchange students can participate in. From international student organisations, to cultural and political societies, students can pick and choose to participate in and organise events based on their interests. Student organisations are promoted by the university to students via events, the student website and newsletters. Students are encouraged to organise their own events and to actively contribute to university life.

During take-off sessions, VUB outgoing students are encouraged to engage in civic and other activities abroad. It boosts integration and gives more insight into other communities' way of life outside the walls of a classroom.

VUB was a partner in the Erasmus+ Key Action 3 project SocialErasmus in which we developed and successfully tested the possibilities and a recognition framework for volunteering activities during an exchange, both incoming and outgoing.

During or after mobility, students are encouraged to share their experience and testimonies which are posted on several social media, website or VUB magazine.

## 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>.

The recognition starts with the installed quality framework for inter-institutional agreements. The course package that students can sign up for at the partner institution is checked by VUB-academics of the programme. Also the language of education and number of credits related to courses is checked.

The final learning agreement and selected courses for outgoing VUB students are registered in the central administrative system. Upon return, the Transcript of Records (TOR) is checked, grades are converted, transferred and recognized. The transfer, conversion and recognition are done at faculty level by the respective exchange coordinator. After graduation, the mobility courses are mentioned on the Diploma Supplement.

Incoming students' courses are also registered centrally. The students Transcript of Records are sent to the home HEI at the end of the exchange. For placements, credits are assigned by the home HEI in the curriculum, with an evaluation by the host HEI. The recognition of study and placement mobility is a well-defined process of responsibilities between the Student Administration, faculty and exchange coordinator.

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

Staff mobility is one of the ways to increase internationalisation and international cooperation and also capacity building in administrative processes at our university. The VUB encourages staff members to go abroad and tries to provide financial support when possible. In 2020, a new VUB budget line was installed for academic and administrative staff as a complement to externally funded exchange possibilities.

Once a year the International Relations Office launches an E+ call for staff mobility. This call is spread internally to all the academic and administrative staff members of the VUB through the internal communication channels such as the staff newsletter, intranet and mails. The exchange team responsible for the staff exchanges makes sure to promote the staff exchange opportunities as often as they can while in contact with members of different departments. To ensure more visibility in the future, information sessions on staff exchanges will be organised regularly. Staff members (both academic and administrative staff) will be invited to talk about their exchange experiences. Candidates for teaching staff exchanges are selected directly by the faculties and candidates for training staff exchanges are selected by the International Relations office. All candidatures go through our International Policy Council, that need to approve the exchanges.

Incoming staff mobility can also play an important role in promoting staff mobility within the university. The International Relations office tries to match potential candidates with VUB departments to allow knowledge transfer and to increase the interest of their own staff members for exchanges. The International Relations office regularly shares photos of incoming staff members on their Facebook page to promote the collaboration between the universities and the exchange opportunities.

The International Relations office supports incoming and outgoing mobilities. Incoming mobilities receive support with finding a host dept., following up on the necessary documents and the welcoming by either the International office or their host at the university. Outgoing staff members receive support applying for the scholarship, the necessary documents and payment of their scholarship.

Staff members are encouraged to share their experiences with their colleagues after their return. Depending on the faculty their might be a report to be filled out by the staff members upon return. Staff members who go abroad with an Erasmus+ scholarship will receive the E+ survey at the end of their exchange and are encouraged and reminded to fill it out.

VUB included international staff mobility, incl. mobility outside the E+ programme, in its promotion and evaluation policy for academics and the faculty KPI's for internationalisation, with a minimum of 5 teaching hours and/or 3 months of research. Allocation of governmental funds to the faculties is based on these KPI's amongst many others.

<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))

### 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 at the International pages of the VUB: <https://www.vub.be/en/international#home>.

The activities from the programme will be regularly promoted to both students and the staff by the International Relations office.

KA1 student mobilities are promoted throughout the year following a regular schedule. At the start of the academic year (end of September), the exchange team promotes going abroad during the student kick off, an event where students can find an overview of all the services and activities on campus. In October the Going Abroad Fair takes place, an event during which students are informed about the different mobility opportunities inside and outside the programme. After the Go Abroad Fair, exchange info sessions are organised per faculty. During these sessions students are informed about the specific mobility opportunities within their programme, the existing scholarships, the partner universities and the application procedure. At the beginning of the academic year the programme is also promoted via testimonials from students on the student website, our student newsletter and social media of the VUB (e.g. student take over of the VUB's Instagram account).

KA1 staff mobility is regularly promoted via the VUB's social media accounts. Incoming staff members will be promoted on the International Relations office Facebook page and outgoing staff members are asked to take over the VUB's Instagram account for a week. A call for staff mobility is launched once a year. This call is internally distributed to all VUB departments via intranet, the staff newsletter and is sent out via mail to all the department heads. During the info sessions for exchange coordinators, the mobility opportunities for staff exchanges are mentioned and staff members are encouraged to remind colleagues and/or to apply for a scholarship.

The Erasmus+ projects (KA1, 2, 3, Sports and JM) are promoted before the application procedure, after the selection and at the end of the project. Before the call, the International Relations office organises an info session on the different E+ funding opportunities to promote the activities and to prepare staff members for the application. Furthermore, we annually organize an Erasmus+ project writing training by an external expert. Once the call is launched, the information about the different funding opportunities is spread to all VUB faculties via mails, staff newsletter, intranet and the VUB website. After the selection is announced, the selected projects are promoted on the VUB news website VUBToday, the International Relations Facebook page and via the staff newsletter. Once the projects are concluded, the results of the project will be shared to the VUB community in a similar way.

The different funding opportunities via Erasmus+ are also mentioned on a webpage on the VUB website that gives an overview of all available funding opportunities by the EU and other financing bodies. Staff members can always contact the International Relations office if they have questions about the funding opportunities. The Erasmus+ coordinators will help staff members find the right funding opportunities for their project.

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 new principles of Erasmus+ will be communicated to the university staff via the internal communication (e.g. staff newsletter, intranet, the website). To ensure that the principles of the Charter are implemented, they are included in the procedures followed by the staff working on Erasmus+ and included in the existing platforms such as the mobility management software Mobility Online.

The principles will be an annex to the new policy plan for Internationalisation 2030, to be written in the coming year.