

Quality of project design and cooperation arrangements

We would like you to present the cooperation arrangements that will be put in place for all the activities of the project:

- Describe how the responsibilities, roles and tasks will be divided between you and your partners as receiving/sending institutions throughout the project and how it will be defined in the Inter-institutional Agreements.
- Refer to the arrangements and measures that you foresee for the different phases of the mobility project, including:
 - selection of participants,
 - the support provided to participants before, during and after the mobility period,
 - measures to ensure full recognition for all participants (students and staff), by your institution and your partners,
 - and procedures for debriefing participants after mobility.
- When you refer to outreach and selection strategies, please highlight specific measures to ensure participation of those with fewer opportunities (in accordance with the [Inclusion and Diversity Strategy](#)).

The University of Miskolc (UM) has been actively participating in the ERASMUS+ ICM Programme from the very start of the programme in 2015 and has successfully implemented nearly 200 STA, STT and SMS mobilities in the frame of 7 projects between 2015 – 2021 utilizing completely all allocated budget, except for the 2018 project, which was interrupted by the pandemic. Even this later project was implemented in 83% which was reported as a significant achievement by the reviewers of the final report resulting from the thorough preparation work that preceded the proposal, as well as the proper design and implementation of mobilities. Two of these projects (2019, 2020) are under implementation.

Nearly all partner universities who joined the partnership once, remained part of it in the course of the years. First UM focused on laying the foundations of the ICM project management at institutional level (partner selection, proposal writing procedure, promotion, communication channels, inner regulations, inserting alerts and filters into the system to reach a successful project implementation). Later UM opened and invited further partners to join the partnership. At present the number of partner universities count 21 in more than 15 countries from Columbia to Azerbaijani and Australia, from China to India and Egypt just to mention some. The present proposal builds on the achievements of the past years serving the internationalisation aims of UM that is to improve its international scientific and academic visibility by inviting new partners to the programme.

12 out of the 26 proposed partnerships are based on former KA171 cooperations where the smooth implementation of the project has already been proven. The proposed new partners all have previous either academic or research cooperation with the University of Miskolc, none of them are new to the partnership.

The 26 partner Universities are located in 8 regions: in all these regions UM had partners previously, which means that the coordinating university has prior experience to the educational system (study cycles, credit system) of the given area as well as has experience in handling the cultural differences. All proposed partners - regardless of previous E+ experience and region - completed a comprehensive DATA SHEET, which collects all crucial academic details like eg. credit system and recognition, grading, selection and evaluation of outgoing beneficiaries, course offer for incoming beneficiaries or the way how the timetable of incoming staff is organised. After processing the Data sheets of partners, UM provided each and every partner with a detailed scheme and guided them via online discussions in the preparation (administrative and academic), implementation and dissemination of the mobilities as well as highlighted and clarified those areas which showed differences in the two institutions. This practice whereby the quality requirements of the Erasmus Charter for Higher Education as well as the E+ horizontal dimension were

introduced are constant elements of the preparation phase- independent from the region or the country. UM made sure that 1. all partner universities understand and strive to reach the widest possible inclusion of beneficiaries with fewer opportunities 2. investigate the possibility of mobility windows, blended learning forms ; the promotion of environmentally friendly practises.

While implementing the programme basically two types of tasks (administrative and academic) emerge both at the partner and at the coordinating university.

ADMINISTRATIVE RESPONSIBILITIES OF UM: ICM mobility projects are implemented at UM in a centralized way at the Directorate for International Relations (DIR) by the Erasmus+ICM team : institutional ICM coordinator (Ms Krisztina SANDOR) and two Erasmus assistants (Ms Henriett Tóth - general administration; outgoing -incoming staff mobilities; Ms Ágnes Magyar, incoming student mobilities). This team is responsible for sharing the E+ principles with the partners, ie. non- discrimination, ensuring equal access and opportunities, transparent selection and application process. A detailed project management scheme is shared with all partners. The team guides them via online discussions in the project management.

E+ ICM coordinator : promoting the EC Call; preparation of the proposal; organizing information days; financial and administrative management, coordinating staff weeks.
E+ Faculty Coordinators (lecturers): proposing partner universities the Call; introducing the academic expectations and priorities to partners; sharing curricula and course descriptions with partners, explaining credit recognition, teaching methods, etc. Defining the goal of the partnership (eg. double-degree, innovative methods, etc.).

E+ ICM assistants at DIR: keeping contact with partner universities, preparing partnership agreements (IIAs); website management (documents, course offer, general information); issuing Invitation Letters, VISA, preparing documents: GA, LA MA docs.; organizing orientation meeting, Immigration Office issues, Mobility Tool management, Mentor students management , contacting the UM hostel and the international colleagues of partner universities. All phases of project implementation and are quality assured having not only an Institutional Erasmus Regulation (<https://erasmus.uni-miskolc.hu/files/7166/ErasmusSzabalyzat-ME.pdf>) which clearly defines the tasks, responsible units, obligations, but a network of ICM coordinators (lecturers and admins). The Erasmus website of UM (for outgoing: <https://erasmus.uni-miskolc.hu>; for incoming: <https://www.uni-miskolc.hu/e-plus-107-creditmobility>) contains all information which an incoming or outgoing SMS, STA or STT needs, including the yearly updated course offer (more than 400 English courses with course descriptions <http://meph.uni-miskolc.hu/registration/subjects/>), the application process, the registration form (online), accommodation (all incoming students are provided with a place in the dormitory), health insurance, immigration procedure, student card, mentor system etc.

ADMINISTRATIVE RESPONSIBILITIES OF PARTNER INSTITUTIONS: Colleagues at partners universities must follow closely the instructions of UM throughout the project management; They circulate the call for individual mobility at the widest possible circle; manage mobility documents; follow the ICM website of UM for the latest information; inform outgoing beneficiaries of their tasks; help beneficiaries in VISA, travelling and insurance issues; issue the TRANSCRIPTS and RECOGNITION OF CREDITS docs; pay attention to disseminating the mobility results.

ACADEMIC RESPONSIBILITIES OF UM:

The E+ Faculty Coordinators (lecturers) assist outgoing students in course selection and credit recognition, in defining research activities and connecting them with a partner supervisor. They sign and LA and MA docs, approve work plan of staff . They are in contact with and report to the ICM institutional coordinator at the DIR on a daily basis. They are also responsible for utilizing the outcome (innovative teaching methods, project proposals, double-degree programme initiatives) of the implemented mobilities and for dissemination at the widest possible circle (Erasmus newsletter (<https://erasmus.uni-miskolc.hu/hirlevel>) Erasmus website, monthly faculty meetings, ESN). They counsel outgoing students in course selection before the mobility and credit recognition on their return.
ACADEMIC RESPONSIBILITIES OF PARTNER INSTITUTIONS: Finalizing the content and signing MA and LA documents; planning and approving the work plans; for organizing academic programmes; for helping outgoing SMS in selecting, changing courses, implementing credit recognition on their return.

PHASES OF PROJECT IMPLEMENTATION APPLIED BY UM (SEE BELOW) IS SHARED WITH EACH AND EVERY PARTNER. PARTNERS IMPLEMENT EXACTLY THE SAME PROCESS AS INTRODUCED BELOW REGARDLESS OF THE REGION OR THE COUNTRY.

BEFORE MOBILITY: Universities individually promote the scholarships using their own channels set in the (IIA): website, newsletter, e-mail, posters, at least twice a year. Nominations are set in the IIA. The selection is a two-step process set in the Erasmus+ Regulation of UM in accordance with ECHE paying attention to inclusion and diversity in order to involve participants with fewer opportunities. First level: Faculty Erasmus Committee (lecturers of the given faculty) ranks candidates. Second level: Institutional Erasmus Committee brings final decision. The process is transparent (open call, pre- set requirements, minutes on the committee meeting) and provides equal opportunity. Special attention is paid to applicants with fewer opportunities and to green solutions. In the case of staff, professional experience, language knowledge, the quality of the work and dissemination plan submitted are the decisive factors. Selection criteria for incoming SMS: learning outcomes, the motivation, the social engagement and language command. International offices provide the beneficiary with overall information of the forthcoming tasks with the help of information letters, e-mails and the UM Erasmus website (https://www.uni-miskolc.hu/exchange-programmes-erasmus_plus). E+ team assists beneficiaries (SMS) in selecting courses or in organizing a schedule/timetable (STA, STT) by connecting lecturers from the sending and host institutions. E+ team issues the E+ documents, reserves accommodation, arranges mentor students; VISAs; insurance.

DURING MOBILITY: E+ team organizes orientation meeting to incoming SMS whereby each student receives an information pack that contains all necessary information and advice as well as a student guide (<https://www.uni-miskolc.hu/files/13101/Erasmus+Student+Guide+2021-2022+I.pdf> – about how to apply for courses, how to use the student card, what language courses are available etc.) he/she needs for the start. The faculty coordinator and the E+ team help the students in finalizing their courses. Students upload their final course list to an online platform which forms the basis of their Transcript of Records. In case of STA/STT mobility, the Erasmus faculty coordinators at the sending and host institution are responsible for organizing the timetable of the incoming STA/STT .

AFTER MOBILITY: When a student mobility is completed the E+ team at either university issues the Transcript of Records with the earned ECTS credits and grades in it based on the Study Records Sheet on which students collected their grades and credits when passing their exams. E+ team sends out the Recognition of Credits formula to the partner university, whereby the partner university confirms the amount of recognized credits in case of each beneficiary. It shall be equivalent with the amount of earned credits. It is assured by the thorough course selection procedure by all parties which precedes the signing of each Before Mobility Learning Agreement. Recognition of STA and STT outcomes forms part of the evaluation and career development system. It means an extra value when applying for the next scholarship and in the case of UM it is built in the performance indicator system of lecturers and staff. Beneficiaries (SMS, STA, STT) prepare a written report following the mobility, including photos and contact details, along with a brief summary of the professional content of the given mobility. For all beneficiaries it is compulsory to have the Confirmation of Arrival and Departure document ready and completed.