

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

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

## 1. ERASMUS POLICY STATEMENT (EPS)

### 1.1 Erasmus activities included in your EPS

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

#### Erasmus Key Action 1 (KA1) - Learning mobility:

The mobility of higher education students and staff

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

Partnerships for Cooperation and exchanges of practices

Partnerships for Excellence – European Universities

Partnerships for Excellence - Erasmus Mundus Joint Master Degrees

Partnerships for Innovation

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

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

### 1.2 Erasmus Policy statement (EPS): your strategy

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

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

(Please reflect on the objectives of your participation. Please explain how you expect the 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 overriding priority of the University's development strategy with regard to internationalisation is to further modernise itself and contribute to the goals of a European Education Area. To this end, the University aims to further develop its educational and research capacity as well as social and cultural activities in an international context, by inter alia active participation in new EU programmes, including the 2021-2027 Erasmus Programme, Horizon Europe and other EU programmes.

Within this context, the objectives of the University until 2027, based on the internal monitoring of European and international mobility and cooperation activities to date, benchmarking activities (including national and international rankings, National Agency evaluations of final reports, ECHE Self-Assessment Tool) and consultations at all levels in the University (management, staff and students), will be in particular:

1 to further promote and support high-quality student mobility, including blended mobility, for studies (both credit and degree) and traineeships as well as staff mobility within Europe and to/from third countries so as to increase the flow numbers and improve the quality of the mobility

1.1 to increase the mobility numbers of all-cycle students and staff from all backgrounds, with particular focus on the inclusion those with fewer opportunities, for either economic, social, cultural, geographical, health reasons or for reasons such as disability or educational difficulties

1.2 to implement digital mobility management in line with the technical standards of the European Student Card Initiative.

1.3 to promote civic engagement and encourage students and staff to get involved as active citizens throughout their participation in a mobility or project.

1.4 to prolong or enter into Erasmus agreements with both Programme and Partner country universities to provide possibilities for mobility activities based on compatibility of academic profiles adequate for mobility activities and geographical and subject area balance in line with the University's internationalisation strategy

1.5 to sign new agreements for home departments with hitherto lower mobility performance with a view to increasing their internationalisation

2 to increase the number of international (both degree and credit mobility) students and provide them with high-quality support

2.1 to further increase the number of degree programmes and courses offered in English

2.2 to enhance the academic offer and further improve the administrative, logistic and cultural services for incoming students and staff

2.3 to further develop a range of social and cultural activities aimed at promoting intercultural dialogue at the University and in the local community and enhancing the integration of foreign students into the local society

2.4 to enhance promotion activities worldwide targeted at foreign potential students

3. to further increase and enhance the participation in international cooperation projects

3.1 to effectively promote among students and staff the opportunities offered by international cooperation projects

3.2 to support the participation of staff in international cooperation projects and transnational/international activities by offering wider recognition to the staff involved (inter alia through including this participation as a key component in staff evaluation and promotion schemes, providing financial incentives and specialist administrative back-up from respective units)

3.3 to capitalize more on the staff mobility with regard to developing cooperation projects as a follow-up of their mobility

3.4 to ensure that cooperation activities and their outcomes and impact are sustainable and balanced and take proactive measures to widely disseminate the project implementation and results

<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)

4 to stimulate and expand international research cooperation of the staff within Horizon Europe and other international research programmes

4.1 to capitalize more on the experience and cooperation contacts from both mobility and international cooperation partnerships/projects for developing research projects

4.2 to support the participation of staff in international research projects by offering wider recognition to the staff involved (as set out in 3.2)

5 to improve the quality and attractiveness of education

5.1 to better attune curricula to current and emerging labour market demands and offer employability and transversal skills to enhance creativity and innovation, including entrepreneurship, at all levels of education and training (through developing active cooperation with partners from outside the University e.g. enterprises, professional organisations, local/regional bodies)

5.2. to increase the number of invited staff from foreign enterprises providing courses/training to home students to make programmes more practical and business-oriented

5.3 to carry out regular evaluation and quality control of all its current study programmes and to aim to have all of the programmes awarded accreditation

5.4 to further develop integrated, transnational teaching activities (joint courses / modules / curricula, double / multiple / joint degrees) offered together with international partners

5.5. to support further development of distance learning, e-learning tools and methods

6. to modernise the University's infrastructure, facilities, management, services and improve staff competencies

6.1 to continue the modernisation of information and communication technology facilities to support teaching, research, administrative services and governance

6.2 to actively promote learning and training opportunities to administrative and other staff within the University to upgrade staff skills and build capacity for implementing structural and organisational changes

6.3 to make effective use of the funding offered under the new Erasmus programme as well as other EU programmes to support the modernisation of the University

7. to promote environmentally friendly practices in all international activities

In pursuing to accomplish the above objectives, the University will continue to enter into inter-institutional agreements with both participating and third country partners, based on a comprehensive understanding of the partner institution, compatibility of academic profiles (levels/programmes considered adequate for mobility activities) and mutual interests. As regards international cooperation and research projects, the University will cooperate in the first place with the partner institutions with which it has signed agreements to date (be it E+KA103/KA107 or other bilateral agreements) or has implemented international cooperation projects. Apart from EU and non-EU EEA partners (Norway, Iceland - cooperation within EEA grants), given the geographical location of the University close to the Eastern border of the EU, the natural partners of the University are also neighbouring countries, such as Ukraine, Russia and Belarus, with which the University has a tradition of cross-border cooperation and aims to strengthen cooperation under the new Programme, as well as with other Central and Eastern European countries. The University will also continue to enter into strategic agreements with other Partner country universities, in particular in the USA, Canada and China.

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

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

The University will work towards achieving the abovementioned objectives by participating in all Key Actions. In implementing Key Action 1 activities, the University is going to make use of the models of good practice and procedures which have been used with regard to student and staff mobility within the current Erasmus+ KA103 and KA107 projects. In addition, in line with the principles of the new Erasmus programme, the management of all administrative processes around managing mobilities will be carried out in a digitalised manner using the Erasmus Without Paper Network, including Erasmus Dashboard, Inter-Institutional Agreement Manager, Online Learning Agreement, Erasmus+ mobile app. The University undertakes to take appropriate actions in this area to ensure by 2021 to manage inter-institutional agreements and online learning agreements, by 2022 to send and receive student nominations and acceptances and by 2023 to exchange transcripts of records related to student mobility. Key Action 1 projects will be managed at a

central level by the staff of the International Exchange Section (IES), part of International Relations Office, in close cooperation with Erasmus+ faculty and degree programme coordinators. IES will be responsible for the correct implementation of all the activities in line with the project implementation schedule. IES is staffed by 5 employees, including Head of the Section, who is Erasmus+ Institutional Coordinator. Erasmus+ Institutional Coordinator will be responsible for preparing and signing E+ Inter-Institutional agreements with the use of the digital Inter-Institutional Agreement Manager; the academic details concerning the compatibility of academic programmes and the mobility numbers per academic year will be each time consulted with E+ degree programme coordinators to ensure the feasibility and high quality of cooperation. The communication within the Key Action 1 projects with foreign partners before, during and after mobility will be carried out by IES staff, except for academic issues related to Learning/Traineeship Programme, which will be also consulted by E+ degree programme coordinators with foreign partners. All the administrative steps related to student mobility will be managed with the use of Online Learning Agreement and Erasmus+ mobile app and will be carried out and supervised at a central level by the IES staff to ensure the control and high-quality of the Learning Agreements. The recruitment procedures of students for studies and traineeships and of staff will be carried out centrally by IES in collaboration (regarding information and promotion) with E+ coordinators. The selection of candidates (both students and staff) will be made by a Senate Committee for International Relations composed of faculty staff members, student representatives, Rector's Representative for International Relations, E+ institutional coordinator, IRO head and chaired by the Vice-Rector, according to fair, transparent, coherent and documented procedures and based on the criteria published online. The procedures will ensure equitable access to all potential participants, including those with fewer opportunities and will contain clear complaint procedures for applicants. IES will provide assistance in all practical issues related to mobility including cultural preparation, travel, accommodation, visa, insurance, preparation of grant agreements, assistance during mobility (emails, phones, liaison with home E+ coordinators, home dean's offices, host university administrative contact persons/E+ coordinators) and recognition of mobility. Guidance regarding academic issues with preparation of learning agreements and during-mobility changes will be provided by E+ degree programme coordinators. The university-wide recognition and grade conversion procedures, ensuring full automatic recognition of all credits gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility, will be uniform across the University and laid down in the document signed before mobility by the University legal representative and the student. The procedures are described in detail under 2.2. Regarding outgoing staff mobility, IES will provide assistance in practical issues related to mobility including application documents, information on application and selection rules and procedures, formal arrangements at home university, preparation of staff mobility agreements and grant agreements, assistance during mobility, administrative recognition of mobility. IES will also centrally manage and coordinate all incoming student and staff mobilities and will provide assistance in all practical issues related to mobility in close collaboration with student organisations, student buddies/guardian angels (for incoming students) and E+ degree programme coordinators and host units (for incoming staff), including preparation of learning agreements/ staff mobility agreements, reception, support and integration of mobile participants. It will be also responsible for updating course catalogue on the university website dedicated to the E+ programme. As the coordinating unit of Key Action 1 activities at the University, IES will be responsible for monitoring and evaluating the project outcomes, promoting Key Action 1 activities and disseminating the project results.

On the basis of the experience gained in obtaining funds from the Erasmus + Programme (international cooperation projects), the continuing growth of cooperation networks with foreign universities, the recognition of the University abroad and the priorities of its development strategy, the University will also seek to participate in Key Action 2 and Key Action 3.

A wide participation in European and international projects supported by a specific needs analysis is the central aspect of the university's development strategy. Therefore, the University will ensure that activities undertaken in the framework of cooperation will contribute towards the fulfilment of the institutional strategy. The expected results of any participation in cooperation projects will be sustainable and balanced and, undoubtedly, it will lead to the future development of the University's international involvement. The main purpose of the future cooperation projects will be to work together across borders with other stakeholders in order to achieve common objectives in the field of education and training. Taking into account Programme regulations and countries' differentiations, the main beneficiary will be in the EU Member States or third countries associated to the Programme in the case of European projects, whereas the main beneficiary will be in non-associated third countries in the case of international ones. In the process of planning the composition of the partnership, the University together with other partners will make informed decisions about the strategic or ad-hoc partnerships by taking into account the following factors: relevant European policy priorities, geographical and subject area priorities, outcomes from previous projects and the institutional capacity to participate. The University will actively contribute to the project outcomes and ensure its wide-scale embedment at its own institution.

The University will promote the opportunities offered by the cooperation projects and provide relevant support to academic/non-academic staff and all students (national/international students of all degrees, stages of education) interested in participating in these activities throughout the application and implementation stage. The University is open and supportive to project ideas brought forward by academic/non-academic staff. Once committed to a given project, the University undertakes, both as coordinator or as partner, to support participation at all levels of the institution. Relevant support will be provided to staff involved in project management and participation by other members of staff is considered a key component in their evaluation.

As part of the University's development strategy, specific support measures are foreseen that allow participating staff and students adequate time to carry out their project work. In addition, sufficient resources are allocated to support the project by providing adequate administrative back-up (e.g. Department for International Projects – a central administrative unit responsible for Key Actions 2 and 3, International Relations Office, Financial and Accounting Departments). The University has transparent staff development, evaluation and promotion systems whereby participation in transnational/international activities and European projects contribute to the professional recognition of academic/non-academic staff, including, where applicable, staff promotion, and academic recognition for students (e.g. an academic researcher evaluation survey, Rector's award for academic achievements).

Furthermore, the University will ensure that cooperation activities and their outcomes will be sustainable and that their impact benefits all partners. For many years, it has proactively participated in European and international cooperation projects by establishing from the very beginning the objectives for its participation, deciding what role it intends to play and which results it expects to achieve. Participation in such projects is integrated in the University's development strategy and based on a specific needs analysis. Commitment to project implementation will be undertaken not only

for the benefit of the institution itself, but also for the benefit of other participating institutions and wider academic environments (higher education policy and system at national and/or European level). The foreseen outcomes of any participation in cooperation projects will be sustainable (e.g. results continue to be used by the partnership after the project ends, the results are reusable or the partnership engages in other future activities) and balanced (e.g. the results benefit all partners) and will, therefore, lead to further development of the European Higher Education Area, in general, and the University's international involvement, in particular.

Both the activities undertaken by the University as part of the projects' implementation and the overall participation in international cooperation projects are coherent and consistent with the University's development strategy, especially in the field of university internationalisation through: conducting research and university education internationally, promoting the catholic university in the world, internationalisation and visibility of research results by publishing in the recognized international journals, developing a more attractive education offer for students, developing research conducted in cooperation with foreign research centres, which result in high-quality scientific publications, as well as establishing lasting contacts with foreign institutions and scientific communities, networks.

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 participation in the Programme will play a crucial role in accomplishing institutional modernisation and internationalisation objectives. It will have a significant impact on the University itself (students, academic / non-academic staff) and more broadly on the academic environment, non-academic environment, and the socio-economic environment in Lublin and Poland.

The envisaged impact on our institution will be the following:

In the case of participants:

Students and staff:

1. increase in the number of mobilities of outgoing students (the target figure is 200 outgoing students at an annual average by 2027), academic/non-academic staff (the target figure is 150 outgoing staff at an annual average by 2027) as well as of incoming students, academic/non-academic staff of other universities and entities (the target figures to be attained are 50% of outgoing students/staff respectively at an annual average by 2027)

2. increased academic, linguistic, career, social and intercultural competences conducive to personal development and important for entering the labour market and/or pursuing further education in the EU and outside the Union

3. raising the level of knowledge of other cultures and countries among participants through the opportunity of developing the network of international contacts

Additionally, in the case of staff:

1. improving competences and qualifications related to teaching in a foreign language

2. developing academic and research contacts, developing cooperation in terms of joint international cooperation projects

3. acquiring practical skills relevant to professional work and development

4. knowledge transfer, exchanging know-how and models of good practice

5. increasing the experience of administrative staff through courses or trainings

In the case of the University:

1. increased internationalisation of the University

2. increasing the University's international recognition as a reliable project partner

3. raising the prestige of the university at local, national, international levels
4. strengthening the University's position in the region in terms of international cooperation in comparison with other HEIs in Lublin, Lublin Province
5. strengthening cooperation between the University and its partners during and after the project
6. raising the level of knowledge, skills, competences and experience of the University's employees
7. ensuring better recognition of competences acquired during the study/traineeship period abroad
8. increased awareness of students and staff of the possibilities of cooperation between universities and funding opportunities under the Erasmus Programme
9. acquiring new contacts, developing international cooperation through participation in international cooperation projects, which can be used also in other joint research projects in other EU programmes, e.g. Horizon Europe
10. modernization of the university's educational offer (inter alia an increased number of English-language degree programmes, joint/double degree programmes)
11. implementation of the best practices and innovative solutions in the field of research and education from European and non-European countries
12. improving performance across teaching, research, knowledge transfer and international outlook in the national / international university rankings
13. implementation of the goals of the University's development and internationalisation strategy

In the case of impact on non-academic environment / socio-economic environment:

1. development of long-lasting results, solutions for various target groups, entities of various sectors easily transferable to other cities in Poland, other countries
2. cooperation with entities of various sectors (private sector, NGOs) for the professional development of students, involvement of business representatives in improving education
3. impact on policy makers responsible for creating the policy of Lublin, Poland in the field of education, development and international cooperation

The evaluation of the KA1 project outcomes will be carried out by the staff of administrative unit responsible for this action based on quantitative indicators (number of mobilities, number of meetings/ workshops/seminars with the participants during and after mobility, number of people attending those meetings/ workshops/seminars, number of additional spin-off projects/activities carried out between the universities, interim/final reports submitted to E+ National Agency, the position of the universities in the internationalisation rankings (before and after the project) as well as qualitative indicators (e.g. interviews with participants, individual questionnaires/reports of the participants, final report evaluation by E+ National Agency ). Additional source of information will be feedback and analyses from contact persons responsible for the project at the University and partner universities. Collected information/results will be compared with the results of ex-ante and ongoing evaluations and analyzed with regard to evaluating the results of the project, its impact and making possible improvements in the next Erasmus+ mobility projects.

Monitoring of participation in cooperation projects co-financed from the Erasmus + Programme in terms of the number and quality of achieved results will be constantly carried out by the employees of administrative unit responsible for development and implementation of international projects in the form of summary statements, interim/final reports submitted to project coordinators, and internal progress reports submitted to the university authorities and other reports submitted to organizations, ministerial units evaluating the university's activities (e.g. POL-on - the Integrated System of Information on Science and Higher Education. The Central Nationwide ICT System in Poland).

In accordance with planned project activities and adopted research methodologies, appropriate monitoring and evaluation tools will be selected (e.g. assessment questionnaires, diagnostic tests, focus group interviews). Similar tools will be used to assess the quality of participation in the Programme (especially in the form of e-tools). Moreover, the impact will be measured by a number of websites' entries, a number of followers of the various social media accounts (e.g. Facebook, Twitter), a number of downloads of project results (developed tools), a number of meetings with key stakeholders, a number of participants in workshops and conferences, a number of people trained, etc.

Long-term effects / sustainability of projects, due to the mostly intangible results (e.g. increase of competence, professionalization of academic and administrative staff, modernization of didactic offer adapted to the needs of labour market, implementation of good practices and innovations, establishing contacts with foreign partners for future international cooperation), will be unlimited in time. The results such as reports, expertise, training programs, publications will be generally available on dedicated websites (open access, free of charge) and online repositories of the Erasmus + Programme.

## 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.

The University adopts transparent, clear and equitable selection procedures with regard to student and staff mobilities. First and foremost, information on application calls is widely available for the whole academic community (published on university web pages, sent by emails, displayed on posters, conveyed during information meetings). The two main selection criteria for student mobilities are the overall grade average and a good knowledge of the given language of instruction. In the case of students with similar qualifications, the priority is given to students from disadvantaged backgrounds (receiving maintenance grants at the home institution) and for those who apply for the first time. The basic criterion for qualifying staff for mobility is the assessment of the Staff Mobility for Teaching/Training Mobility. However, extra credits can be earned by Erasmus+ degree programme coordinators, those who were actively involved in international cooperation and candidates who apply for the first time. Disabled students and staff members and those students with fewer opportunities are entitled to receive extra funding in order to equalise opportunities. During the recruitment processes, there are equal opportunities for all applicants regardless of their sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. Selection policies adopted at the University ensure individuals and groups are treated equally and equitably, in line with Article 21 of the Charter of Fundamental Rights of the European Union.

The final evaluation is made by the Senate Committee, which consists of faculty staff members, student representatives, Rector's Representative for International Relations, E+ institutional coordinator, IRO head and is chaired by the Vice-Rector. Information about the results of the recruitment is sent to all the applicants, who have the right to appeal in line with the adopted appeal procedure.

An important document for mobile students is the Erasmus Student Charter. In order to ensure that both incoming and outgoing students are aware of their rights and obligations, the document is published on university website and sent to students by email.

Incoming students are required to take part in the Orientation Days before the semester starts. During the Orientation Days mobile students gain information on academic aspects of their mobility, administrative arrangements and learn how to deal with day-to-day issues in their host university and city. Each mobile student has their Guardian Angel (buddy student) who help them fit into the new environment and integrate with the host community. Incoming students at the University enjoy the same rights and need to comply with the same obligations as full-time students. They are also welcome to engage in the activities of social organisations. Teaching and administrative staff members ensure that mobile students receive equal academic treatment, access to facilities and services as regular home students. They are also entitled to raise queries and make complaints and receive exhaustive response.

International Exchange Section at the University offers assistance and support to all mobile participants (students and staff) with particular focus on those with health issues and disabilities. Such participants can voluntarily disclose their situation and expect that it will not be revealed to any third parties without their consent. They are offered help in accessing the office, filling in the documents, gathering information on the opportunities that are available to them and preparing for their mobilities. Erasmus+ officers act flexibly whenever needed and make every effort to ensure all the procedures are clear and feasible. Special procedures are adopted depending on the type and degree of disability, for instance a visually impaired student can take their exams in oral, instead of written, form. Additionally, there are many solutions introduced on the university level with regard to accessing the university buildings (guide's help, access to elevators, special system of signs), commuting (car adjusted to transporting persons with special needs), organising the study period (access to special educational aids, alternative forms of assessment). At the University there is a special unit, Centre for Inclusion of Students with Special Needs, that was established to disseminate information about support available for students with various special needs, information about grants and sources of financial support and help students access university social and academic activities. Furthermore, mobile participants may obtain medical and psychological advice at on-campus university clinic where services are delivered also in the English language.

Finally, there are bottom-up student initiatives supervised by the University's teaching and administrative staff, for instance psychology students offer peer support to those who are unwell or feel depressed and alienated. Another initiative is "Let's talk" project, which aims at creating opportunities of establishing contact between local and foreign students. Its goal is to ensure greater inclusion and integration of international students into the local community.

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>.

The University will make use of the digital mobility management tools developed in the context of the European Student Card Initiative. The management of all administrative processes around managing mobilities - before, during and after mobility - will be carried out in a digitalised manner using the Erasmus Without Paper Network, including Erasmus Dashboard, Inter-Institutional Agreement Manager, EGRACONS platform, and the interconnected tools to support mobile students, i.e. Online Learning Agreement and Erasmus+ mobile app. The University undertakes to take appropriate actions in this area to ensure by 2021 to manage inter-institutional agreements and online learning agreements, by 2022 to send and receive student nominations and acceptances and by 2023 to exchange transcripts of records related to student mobility. To this end, IES, an administrative unit responsible for Key Action 1 at a central level, will actively promote digital learning and training opportunities/seminars/webinaria, organized by E+ National Agency and European University Foundation, to managerial and administrative staff to build capacity for implementing digital mobility management. Additionally, an information report for the relevant authorities (including Rector, Vice-rectors, Rector's Representative for International Relations, deans) will be prepared by IES highlighting the E+ programme requirements and the digitalisation roadmap related to implementing digital mobility tools at the University. IES also plans to organize several meetings a year, especially in 2020 and 2021, with students, student's organizations and university staff (E+ coordinators and administrative staff, in particular dean's office staff) to inform them about the key elements, explain all the benefits and promote the use of the Erasmus+ Mobile App to outgoing students. In order to promote the Erasmus+ mobile App IES also plans to post relevant information on the E+ website and facebook profile. Finally, the University will promote an ESC initiative by participation in KA2 international projects (e.g. project proposal 'EU Student Card Extension and Adoption' submitted in 2020 by EDUCatt Ente per il Diritto allo Studio Universitario dell'Università Cattolica with KUL as project partner).

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

Due to many environmental challenges that the world is facing nowadays, it is of the utmost importance to promote environmentally sustainable and responsible behaviour among the participants of the Erasmus+ programme. The University will make use of the opportunities provided by the programme to implement and promote new environmentally friendly practices among students and staff participating in Erasmus+ mobilities as well as to continue implementing and promoting the good practices that have been used so far. As far as new practices are concerned, first and foremost, the University will join the Erasmus Without Paper Network, which will not only make it possible to more efficiently and securely exchange data related to student and staff mobility, but will also reduce significantly the amount of necessary printed documents required from the participants. The same principle will also apply to the circulation of documentation within the University. Employees will use, if applicable / if possible, telephone, emails, online messengers in communication with colleagues, students, project partners' representatives. Secondly, as well as reducing our materials, we will be looking for ways we can reuse or recycle them. While minimising the use of printing, we will be also recycling waste paper. This way, any leftover materials will be either reduced, reused or recycled. We also plan to have as many promotional items as possible made from either recycled or sustainable materials or disseminate them in the form of downloadable files. Furthermore, we will also plan to raise awareness of incoming participants (both students and staff) of environmentally friendly everyday tips they could apply during their stay. In the case of students, this information will be included in the *Guide for incoming Erasmus+ students* and in a presentation on practical aspects of living in Lublin. The guide will be sent to students by e-mail and published on the website for the participants of Erasmus+ programme, and the presentation will be delivered during the Orientation Days, organized at the beginning of each semester for new incoming students. In the case of incoming staff, the information will be included in the *Short guide for foreign visiting staff* and also sent by e-mail as well as published on the website. Both guides and the presentation are prepared every year by the officers of the International Exchange Section of the International Relations Office. As regards the environmentally friendly practices that have already been implemented and promoted, we regularly organize one-day trips for the incoming Erasmus+ students and their *buddy students* in order to show them the beauty of Polish nature and inform them about the means of preserving it. Furthermore, Erasmus+ incoming students and staff are also advised to use sustainable means of transport during their stay. City of Lublin offers a few environmentally friendly solutions to heavy traffic in the city, for example Lublin City Bike (bikes for rent) or a very good network of public transportation (buses and trolleybuses), which is especially beneficial for students, who enjoy a 50% discount on tickets.

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

As studies have shown, thanks to the Programme mobile students develop a positive attitude towards multicultural awareness and a stronger sense of European identity, not to mention greater engagement in civil society organisations. Understanding the importance of the above mentioned values as well as the fact that engagement in local communities plays an important role in integrating in the host society, our University will actively promote civic engagement and active citizenship among our outgoing and incoming students on each level of their mobilities. Before the mobility, students will be informed about and encouraged to participate in different possibilities of integrating into new university community, for example through joining student associations or sport sections at the host university. Especially worth mentioning is the participation in *buddy student* initiative (at our University known as *Erasmus+ Guardian Angel Programme*), thanks to which incoming students have the opportunity to meet local students online and get to know their host university community before their actual arrival. This form of integration is beneficial to both parties: *buddy students* will develop multicultural awareness and personal skills in international context while helping mobile students to ease the stress of the unknown (especially strong right before arrival and during the first days in the new environment) and feel more at home. As a result, students may be more open to the initiatives presented to them during their mobility. These initiatives will focus on integrating mobile participants not only in the host university community, but also in the local society. In order to achieve this goal, mobile students will be offered different volunteer opportunities, such as joining NGOs, whose actions aim at overcoming prejudice and leading to the acceptance of cultural diversity or supporting non-native citizens, joining an international volunteer organization that works with local community. Erasmus+ students coming to our University will have access to all the above mentioned possibilities of integrating in the local society, for example through *Homo Faber* – an NGO that operates in the fields of anti-discrimination and integration; *Omnes Gentes* – an international volunteer group; *The Rule of Law Institute Foundation* – another non-governmental organization related to our university that specializes in legal aid and support offered to foreigners in Lublin. At the same time, mobile students will be offered other opportunities of integration at the University as well, including a possibility of a group video chat with local students or signing up for a tandem language exchange – both at the University and outside (participants offer to teach each other their native languages for free). Mobile students will also be encouraged to actively participate in university events, such as *International Day* during which they will be able to exchange their impressions or increase multicultural awareness by presenting information about their country of origin. All the initiatives mentioned above will help international exchange students to take active part in the life of their local community, both at the level of the university and society, which leads to the activities we will promote after the mobility, such as encouraging mobile students to share their experiences with prospective Erasmus+ students during informative meetings or Erasmus+ Day. Exchange students will also be asked to write some tips or advice for the next incoming students on how to develop their skills beyond the formal education and which initiatives they recommend. Such feedback will be then published on the website for exchange students. Due to the fact that promoting civic engagement and active citizenship needs to be visible for students and reach as many recipients as possible, we will make use of different means of communication such as e-mails, Facebook groups, face-to-face or telephone conversations, a board next to International Relations Office, leaflets and posters. In the case of the outgoing students, we will rely on the information received from our partner universities but will also encourage students to search and sign up for interesting initiatives on their own, for example by contacting their Erasmus+ coordinators or *buddy students*.

## 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>.

By 2025 the University undertakes to take all necessary measures to ensure full automatic recognition of all credits gained during the mobility for studies and traineeships, including blended mobility. Consequently, all credits gained during the period of study/traineeships abroad – as agreed in the Learning/Training Agreement and confirmed by the Transcript of Records/Traineeship Certificate – will be transferred without delay and counted towards the students' degree without requiring the student to take any further courses or exams. In order to do that, we will take every effort to help students to choose courses at the receiving institution as similar as possible to the courses constituting the equivalents at the sending institution in terms of curriculum content and learning outcomes, though they may differ in terms of the number of allocated ECTS credits. To avoid any differences with regard to the minimum curriculum requirements, we encourage the students to carry out their traineeships during holiday period and we popularize traineeships for recent graduates. We will do our utmost to minimize changes to the original learning components outlined in learning agreements. Students are expected to take educational component of 30 ECTS credits per semester, but they are allowed to exceed this number if they wish to, without any fees charged. We are flexible and allow to students change the original Learning Agreement – if this helps them to improve the quality of the study. We will continue to use the ECTS system to guarantee the quality of mobility activities and to improve it in order to ensure the transparency of recognition procedures taking into account special situations according to previous new cases

<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))



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activities will be posted in the current news section on the University's main website as well as internal e-kul website, sent by emails to all students and staff at their University's email addresses.

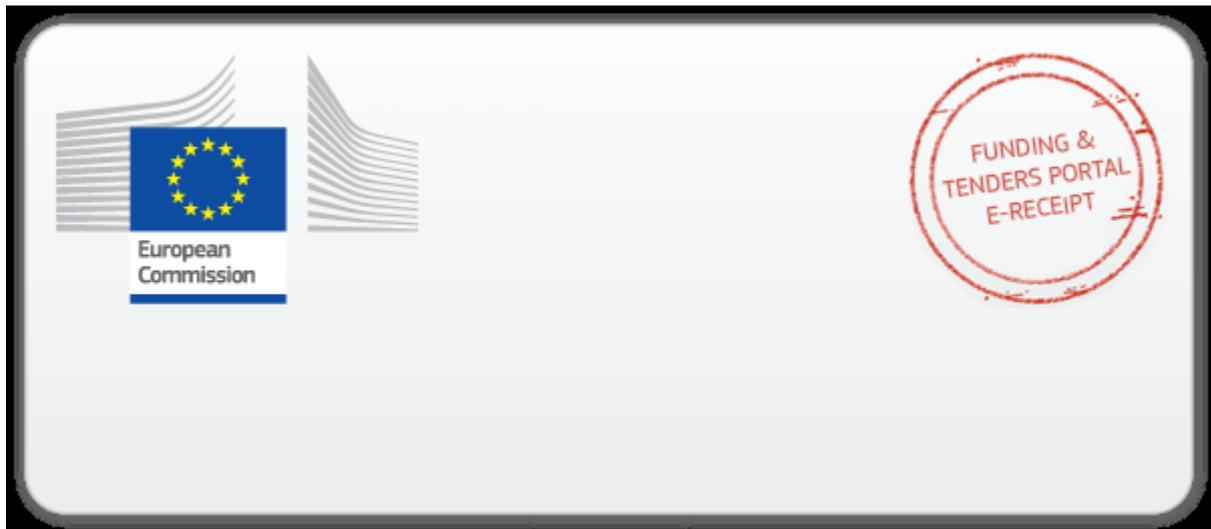
The University will make adequate arrangements to ensure that project dissemination takes place from the very beginning of the project activities. They will be undertaken by the coordinating administrative units responsible for respective E+ Key Actions at the University. The University will support projects' leaders in dissemination activities by providing information about the project (project logotype, Erasmus+ logo, Programme notification and disclaimer), results, project implementation activities on dedicated websites, in forms of either scientific articles published in recognized national and international (online, open access) magazines or short entries in 'KUL University Review' magazine. The University will organise events, such as seminars and wrap-up conferences, for both target groups from inside/outside of partnerships. Recaps of workshops, conferences, interviews with experts and participants carried out by university TV station will be prepared and made available (open access) on the You Tube TV KUL Channel and Facebook. Moreover, information about the participation in the project will be included in the electronic newsletter sent to the University academic community as well as the friends of the University, collaborating organisations, institutions in Poland and abroad. The information on the Programme will also be disseminated at university meetings, faculty/department meetings, seminars as well as in the form of printed information materials, articles, leaflets, internal documentation templates, and also communicated during organized events, e.g. nationwide events organized annually: International Day held annually at the University, Open Days of European Funds; international and / or national events disseminating projects' results (intellectual outputs) organized depending on the timetable for the implementation of the given projects. The participants of the project will be invited to meetings with the academic community (students and staff) and local community to directly share their experience about the advantages of participating in the project; their reports on mobility period "success stories" will be published in university press and/or on university websites. Furthermore, the courses delivered by incoming staff will be open to everybody and promoted in advance at the university in order to attract the largest number of students/participants. In addition, the staff – participants of the Programme (academic and administrative staff) - will be invited to meetings organized at their home units/departments/faculties after return to share their experience with their colleagues.

The project results will be disseminated and benefited from both within the participating institution(s) (e.g. university's authorities, academic staff, students, other employees not involved in project implementation but active in the thematic areas of the given project – in order to implement new tools, solutions, to identify/gain best practices) and further afield (e.g. other institutions of the same type as partner organizations: universities and students in Lublin, in Poland, NGOs, business institutions, municipalities, representatives of the ministry, academics, parents, teachers).

In general, the University disseminates the project results at the local, regional, national, European and international levels by the following activities: information on the Internet websites, e-mailing at the end of the project (e-mailing list), placement of project intellectual outputs in an easily accessible data basis for all interested, informing the local, regional, national media about project during and after implementation, presentation of project's results at scientific national/international conferences/multiplier events, possible use of project's results as basis, parts of MA, PhD thesis. General dissemination and visibility policies adopted by the university includes proactive measures to ensure the visibility of the project activities and outcomes.

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

The Charter text will be displayed on the bilingual webpage devoted to Erasmus+ Programme: [www.kul.pl/erasmus](http://www.kul.pl/erasmus) ([www.kul.pl/erasmus\\_eng](http://www.kul.pl/erasmus_eng) in English), which is easily accessible from the University's main page by clicking on E+ logo. The Charter will be communicated to the relevant authorities (including Rector, Vice-rectors, Rector's Representative for International Relations, deans), student's organizations and university staff (E+ faculty and degree programme coordinators and administrative staff, in particular dean's office staff) to inform them about the principles and ensure their application by staff at all levels of the University. The principles of the Charter will be incorporated into the University's internationalisation strategy (part of the University's development strategy) and standard documents of the institution related to the implementation of E+ Programme and its activities (e.g. with regard to credit accumulation, staff and student mobility, participation in and implementation of international cooperation projects, staff development, etc.). Furthermore, the staff of the coordinating administrative units responsible for respective E+ Key Actions at the University will closely follow ECHE guidelines to ensure the full implementation of the principles of this Charter. In addition, the ECHE Self-Assessment Tool will be used on all faculty and departmental levels to achieve better staff awareness of the Programme's aims and objectives and its impact on the development of internationalisation within the University.



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