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

Agreements (OLA) in 2021; 2) online Inter-Institutional Agreements in 2021-22; 3) management of nominations and applications online (process already underway through our new institutional website) in 2022-23; 4) Management of final mobility documents online (Transcript and Certificate of Stay) in 2023-24. This management of procedures will be a cornerstone of our implementation of the **European Student Card Initiative**, and for achieving a fast-paced activity based on **transparency and quality**. That being said, our start to digitisation shall take into account the quality of processes and contents, for a concept of internationalization even better expressed and disseminated through the new institutional website https://abamc.it and https://www.abamc.it/en. Featuring greater accessibility and transparency, the site has new formal aspects (e.g. "hamburger" side menu) and easily accessible pages; the International sections are complete with all the necessary information to outgoing students/teachers/staff in the Italian version and to the incoming ones in the English version, in detail: forms, Erasmus Info Sheet, training offer, list of courses, prospect of study plans and list of all programs (also in English); organization chart, ECTS Guide, Erasmus Policy Statement, partner list, modules, Erasmus call, academic procedures and visa procedures; all that to facilitate an immediate website surfing and the understanding of the various topics (https://www.abamc.it/international and https://abamc.it/en/international-eng).

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)

Among the Erasmus actions our institution is implementing, the review and updating of our website https://abamc.it/ is a high priority both graphically according to criteria of greater accessibility and consultation, both from the point of view of the content and its constant updating. In fact, the section dedicated to the Erasmus programme, named **International** includes the complete new course catalog (with clickable study plans and the main contents of the various subjects); the online forms and the Erasmus Call constantly updated; the online application forms; Visa procedures; ECTS Guide; the main issues of the Erasmus programme; the partner list and the Erasmus policy. There is an identical version of the website in English, bearing the same content and designed for an easy usability by incoming students, teachers and staff. Some specific pages also bear a short translation in Chinese for the students belonging to the Turandot Project. As for the organization of activities, the Erasmus-International Relations Office (located at Palazzo Galeotti - noble building of the 17th century and headquarters of Governance, Secretariat, GABA.MC Art Gallery, as well as of a valuable Library) offers a **front office** for the reception and information to students and staff INCOMING/OUTGOING and a **back office** dedicated to the work for processing the administrative and organizational procedures of the Erasmus program. All the activities of the Erasmus Office will, as always, be carried out by two teachers with the following functions: a Coordinator (appointed by the Director) and a Collaborator (selected by internal call) with proven foreign language skills and well-established familiarity with the themes and procedures of the Erasmus Program. Mobility will be managed according to established practices, the program's guidelines and the aims of the institutional strategy. The promotion of the program will be carried out both online (newsletter, website, social networks) and through two info meetings (Erasmus Info Meeting), one for each semester of the academic year, at the Svoboda Auditorium (ABAMC's *Aula Magna*), on the occasion of the publication of the Academy mobility Call. The info-sessions will always be attended by ABAMC Director, confirming the importance of internationalization and the synergy in the work of the various institutional players for the realization of the strategy. Taking into account the Modernization Agenda of the European Higher Education System to support growth and work, for the new ECHE our institution aims at achieving the following further objectives:

1) **Implementation and guarantee of the ECTS system** through: a) the constant updating of our course catalog (in Italian and English) on the totally renewed institutional website; b) an assisted drafting of the Learning Agreement to make the total recognition of the credits acquired by the student abroad more direct and automatic; c) systematic and transparent procedures for the drafting and management of the mobility documentation in line with the modalities and timelines indicated by the programme (Learning Agreement students IN/OUT – before the mobility with possible changes during the mobility; Certificate of Arrival - at the beginning of the mobility; Certificate of Stay students IN/OUT; Transcript of Records bearing the local grade system for students IN - at the end of the mobility; Recognition Sheet according to transparency criteria and full recognition of studies abroad for outgoing students- after the mobility).

2) **Inclusion and non-discrimination** through: a) inclusion of incoming students into academic daily life and, in a broader sense, into city life (each semester we will organize an Erasmus Welcome Day in collaboration with UNIMC – University of Macerata, as an informational opportunity, convivial meeting, dialogue and group sharing with all the Erasmus students present in the city, local students and city associations involved in youth activities: CUS for sport, Radio RUM and UNIMC Chorus for recreational activities, Macerasmus_ESN providing opportunities for cultural understanding); b) Post-mobility tutoring for outgoing students (students returning from mobility are invited to pour the experience into activities of support and service to incoming and departing students, as a buddy for incoming students and Ambassadors of the Erasmus experience for outgoing students on the occasion of the Erasmus Info Meeting (EIM); c) Support to the mentor/student relationship for incoming students: in the first call of the new seven-year programme we will include planned mobility flows at foreign languages schools accredited by the Erasmus Programme, for the Teaching Staff for refresher training courses (STT), in order to encourage teachers to improve their language skills and to ensure a more inclusive and interactive teaching to incoming Erasmus students; d) encouragement of artistic practices for INCOMING students (exhibitions, collective installations and performance

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Europass. The evaluation phase of eligible students will be followed by the drafting of a ranking, sent by email to the individuals concerned, respecting the privacy. The Erasmus SMS scholarship-winning students will then be "nominated" at the partner institution they have chosen, according to the procedures each partner may request. Following the Application and as indicated by each Host institution, the Learning Agreement will be drafted as well as - upon request - the Transcript of Records bearing the exams passed by the student with grades and credits. This whole phase will take place in one-on-one meetings at our office with the students in turn involved, in order to verify the accuracy of the Learning Agreement and the relevance of the chosen subjects (Table A of the document), in relation to the recognition of credits/exams (Table B of the document). All this to ensure a full recognition of the credits the student achieved during the mobility abroad. In this sense, we always try to encourage the students to choose also cross-cutting subjects from foreign study plans which will be recognized among the curricular CREDITI LIBERI (credits from elective learning activities) - as per our study plans - as a further enrichment of the artistic-cultural and pedagogical quality of the experience and of the related Learning outcomes. Students' monitoring will be carried out during the mobility through visits by teachers or by the Erasmus Coordinator.

b. SMP Mobility: eligible students will be recommended by the teacher of the main subject of the course, according to the project to be carried out during the mobility (previously agreed), and to the skills acquired or to be acquired at a partner institution and/or enterprise. The leading teacher writes a reference letter for the student to be attached to the Learning Agreement for Traineeship. During the mobility (SMP) the students will have to show (in video conference) their work-in-progress, both to the teachers involved, and to the Erasmus Officers, so that there is constant shared monitoring of the activities in progress and for any adjustment may be needed. The period of SMP mobility will be recognised as a curricular internship with a minimum of 4 ects and a maximum of 10 ects.

c. STA and STT Mobility: Following a notice posted on the Homepage of our website, also sent by email, the teachers and the academic staff will be invited to submit expressions of interest for the Erasmus mobility, by sending a Teaching/Training program and the Teaching/Training Agreement duly completed, according to their professional path of experimentation and research and choosing those partner Institutions where their educational/professional contribution may be more efficient. At the same time, a host Institution can be chosen in view of the fact that students from our Academy are in mobility there, so that meeting and monitoring them may be possible, as mentioned above.

INCOMING MOBILITY.

SMS IN: as described in the previous section, students will be first met at an Erasmus Welcome Day, organized in collaboration with the University of Macerata (UNIMC), one for each semester. In detail, prior to their arrival, students will receive by e-mail info about the Erasmus office hours for consultations and registration, which will include the delivery of the Certificate of Arrival, of the Erasmus student ID card, the latter needed for the access to the university canteen, to local health facilities and museums, libraries and local and national transport services; delivery of the official timetable and of the password for the ABAMC wi-fi; the map of the city and the specific map of the various facilities of the Institution; information about the procedures for getting the fiscal code at the local Agenzia delle Entrate. Similar procedures will be carried out for SMP IN students, with the addition of the scheduling for the first meeting with their on-site mentor, tutoring their Traineeship project.

STA and STT IN: for the incoming teachers and staff the role of the Erasmus Office is crucial, for this reason we will be always concerned in facilitating the phases of preliminary contacts among the incoming teachers/staff, our teachers/staff and our departments involved, so that the aims of the mobility might be fully achieved. As regards practical and logistical issues, we will always provide information on the best itinerary options to reach our area and therefore also to make available a list of suitable hotels or accommodations other than hotel. The new seven-year programme will also be for us an opportunity to finally realize a series of International Staff Weeks, which we have been thinking about for some time, with a view to the full and effective involvement at all institutional levels, with a great opportunity to raise further awareness about cooperation and the exchange of good internationalization practices.

Language skills support for OUT and IN students: In order to provide the most appropriate service possible for both outgoing and incoming students, our institution has signed an agreement with CLA - University Language Centre of the University of Macerata (http://cla.unimc.it/it), which, in addition to the language preparation courses for the main international certifications, organizes foreign language courses for Italian students and Italian language courses for foreign and Erasmus students. For this reason, the scheduling of CLA's courses perfectly matches with the timing of our academic terms. For less common languages in Europe and for a more detailed study, we encourage students to use OLS (Online Linguistic Support).

We think we will be able to achieve our goals, because over the seven-year program still in progress, the ABAMC Erasmus office has created an effective and efficient structure, based on efficient human resources working in strong synergy. The office is run by two teachers: one with the role of Erasmus Coordinator, in charge for the opening of new Inter-Institutional Agreements and the calls for transnational projects (KA107-ICM); the management of teachers and staff mobility, as well as for the relationships with the Consortia Placement and in the agreements with international non_EU institutions. The other teacher, with proven skills and expertise in foreign languages and international relations, acts as a collaborator and deals with the management of students mobility (INCOMING and OUTGOING, SMS and SMP), as well as with the management of the Mobility Tool for KA103 and the OLS portal, she is also the main contact for the Bologna Process. With regard to the administrative and financial part, the Bursar's Office is the one directly involved in a constant collaboration and support to the Erasmus office. Another essential resource for the services offered to students is undoubtedly represented by the buddy (our students who have already experienced an Erasmus mobility) who helps the incoming students to integrate into the city and the Academic life. In addition to this, we will continue collaborating with UNIMC's internship office by hosting students from Language Mediation and Foreign Languages Faculties as a support for the front desk work in the periods of greatest activities and as interpreters for incoming teachers and staff, where necessary.

At a conclusion of the aforementioned narrative section, we summarise hereafter the core of our project in relation to

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.

Il rispetto dei principi di non-discriminazione, trasparenza, inclusione ed equo accesso ad ogni tipologia di partecipante, sarà garantito attraverso: a) inserimento degli studenti incoming nella comunità accademica e, in senso più ampio, nella vita cittadina, attraverso l'Erasmus Welcome Day, nonché l'inclusione nei progetti curriculari portati avanti nei corsi scelti e il supporto in tutti quei processi per l'inserimento nel tessuto sociale locale (ricerca alloggio, accesso ai servizi e al sistema sanitario locale); b) tutoraggio post mobilità per gli studenti outgoing con il coinvolgimento degli studenti di ritorno dalla mobilità affinché riversino la propria esperienza Erasmus in un'attività di supporto e servizio verso gli studenti in arrivo e in partenza, ossia buddy per gli studenti incoming e ambasciatori dell'esperienza Erasmus per gli studenti outgoing in occasione degli Erasmus Info Meeting (EIM); c) supporto della relazione mentore/studente per gli studenti incoming attraverso l'incentivazione dello Staff docente alla formazione e aggiornamento (STT), al fine di acquisizione nuove e maggiori competenze in una lingua straniera e garantire agli studenti Erasmus in entrata una didattica più inclusiva e partecipativa; d) incentivazione di pratiche artistiche collettive e condivise (mostre, eventi installativi e performativi, coordinati e supervisionati dallo staff Erasmus e docente), in cui coinvolgere anche gli studenti INCOMING, in stretta connessione con le vocazioni indicate dalla scelta dei piani di studio e nei Learning Agreement; e) supporto linguistico attraverso l'erogazione gratuita di corsi ad hoc di lingua italiana in loco, grazie all'accordo con il CLA di UNIMC (Centro linguistico d'Ateneo), la cui frequenza e superamento attribuisce 2 crediti ECTS; f) incentivazione della partecipazione al Programma di mobilità Erasmus da parte dei soggetti svantaggiati a vario titolo e per quelli con bisogni speciali IN e OUT, attraverso un'attività informativa specifica, che illustri in maniera chiara e trasparente tutte le opportunità previste dal programma, e la pubblicazione di un bando Erasmus 2 volte l'anno con sezioni dedicate, chiare e dettagliate; g) realizzazione di un sito istituzionale, completamente aggiornato secondo criteri di massima accessibilità e trasparenza, completo anche di tutte le informazioni relative al Programma sia in italiano che in inglese.

> 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[2].

L'adesione al sistema Erasmus without Papers (peraltro già attivata), attraverso l'uso sistematico dell'Erasmus Dashboard, renderà possibile per gradi, ma comunque entro il 2024, la totale implementazione della European Student Card Initiative. L'obiettivo è di raggiungere in tal senso un alto grado di digitalizzazione delle procedure e dematerializzazione delle pratiche (Inter-institutional Agreement, sistema online di Nomination/Application, Learning Agreement, Transcript of Records), con conseguente innalzamento di agilità, flessibilità, puntualità dei processi, qualità e trasparenza. Grazie alla nuova veste e alle funzionalità del sito istituzionale, sarà possibile (con l'ausilio dell'efficiente staff tecnico ABAMC) includere la promozione dell'APP con icona cliccabile direttamente nella home del sito. A supporto di un'efficace diffusione di tale strumento, coinvolgeremo alcuni studenti per la realizzazione di brevi video spot, in cui loro stessi promuoveranno l'APP, spiegandone il funzionamento, con un linguaggio di immediato impatto presso i loro colleghi. Parallela promozione sarà realizzata ad hoc per gli studenti incoming (se non già fatto dalle Istituzioni di origine), affinché ci sia totale inclusione e partecipazione alle modalità messe in atto presso la nostra Accademia.

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

Al momento della registrazione degli studenti incoming, nel kit informativo fornito saranno inclusi anche dettagli relativi alla regolamentazione cittadina sulla raccolta differenziata e ai principi ambientali in vigore, peraltro molto sentiti a livello locale (le Marche sono definite in tal senso "regione virtuosa") e per i quali chiederemo agli studenti particolare attenzione. Come Istituzione, infatti, siamo da sempre attivi nella questione ambientale, anche attraverso

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

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[3].

In questi ultimi anni la nostra istituzione si è impegnata fortemente per il pieno riconoscimento dei crediti ECTS acquisiti dagli studenti Outgoing in mobilità Erasmus SMS. Il lavoro dell'Ufficio Erasmus a tal proposito è stato implementato proprio nella fase *Before the Mobility* al momento della compilazione del Learning Agreement, cercando di bilanciare il più possibile l'afferenza dei corsi scelti presso l'istituto partner con quelli previsti nel piano di studi presso l'Istituzione d'origine. Consolidato ad oggi questo procedimento, sarà nostra priorità proseguire nella pratica del totale riconoscimento delle attività e dei crediti ECTS ottenuti all'estero, con una chiara previsione nel *Learning Agreement* (Before the Mobility), supportata successivamente dal monitoraggio virtuale per eventuali modifiche in loco (During the Mobility), che porteranno quindi alla stesura definitiva del Learning, approvato da entrambe le Istituzioni coinvolte. Ciò porterà a un *Transcript of Records* redatto in totale trasparenza e secondo i criteri del Programma. Nello specifico del riconoscimento crediti - nel *Recognition Sheet* - si potrebbero verificare delle piccole eccedenze di crediti laddove il totale dei crediti ottenuti dagli studenti all'estero risulti dispari; ossia in quei casi in cui ad esempio lo studente riportasse un totale di 31 crediti e glie ne venissero da noi riconosciuti 30. Ciò perché alcuni istituti partner hanno dei corsi con un numero di crediti ECTS dispari, mentre la nostra Accademia ha solamente corsi con numero di crediti pari (es. 2 – 4 – 6 – 8 -10 - 12). Con la didattica blended prevista dal programma in futuro, non cambierà l'entità dei crediti di ogni singola disciplina, saranno quindi garantiti gli stessi crediti previsti nel piano di studi. Una volta finita la mobilità ed entro massimo un mese dalla ricezione del *Transcript Records*, il nostro Ufficio Erasmus provvederà a stilare il *Recognition Sheet*, che verrà convalidato dal Direttore e poi trasmesso in originale alla Segreteria. Quest'ultima procederà alla registrazione dei crediti/esami e relativi voti riconosciuti. Con la prevista adesione all'Erasmus Dashboard (Erasmus without Papers), tutta la documentazione cartacea tenderà gradualmente a scomparire e il processo di totale riconoscimento avverrà a tutti gli effetti in forma automatica e dematerializzata.

Riguardo agli Studenti Outgoing SMP, la nostra Accademia adotterà le seguenti modalità: nella compilazione del *Learning Agreement for Traineeship*, indirizzeremo gli studenti ad una scelta coerente degli Enti/Imprese presso cui svolgere il periodo di mobilità, considerando la corrispondenza degli obiettivi formativi e professionalizzanti, in modo che si verifichino la piena ottimizzazione e il totale riconoscimento dei *learning outcomes*. La mobilità SMP verrà monitorata in base alla relazione del tutor d'impresa (o docente-mentore dell'Istituzione partner), al termine della stessa rilasceremo una certificazione di riconoscimento crediti (da 4 a 10 ECTS) in base al *workload* e alla durata della mobilità in cui questo viene svolto. Per tutte le mobilità i crediti riconosciuti verranno sempre esplicitamente riportati nel Diploma Accademico e, parallelamente nel Diploma Supplement. Nel caso di *Traineeship post Diploma*, si richiederà all'Ente/Impresa ospitante una lettera di referenze per il *Trainee*, utilizzabile per futuri colloqui professionali, quale bagaglio di esperienza già acquisita a *curriculum*.

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

La nostra Istituzione ha finora promosso fortemente la mobilità di tutto lo staff accademico (STA e STT), favorendo quelle opportunità di scambio, di differenti procedure didattiche e di aggiornamento professionale. Dobbiamo tuttavia rilevare che, in tal senso, nel nostro comparto, non sono contemplati il riconoscimento e la piena valutazione in termini di progressione di carriera o in altra misura, se non un mero apprezzamento istituzionale, che non determina un'effettiva valorizzazione personale. Si fa particolare riferimento a quando i docenti (soprattutto coloro che si sono contraddistinti nella loro mobilità all'estero) vengono invitati nuovamente presso un'istituzione partner a tenere un seminario, una lezione, o un workshop, o addirittura una mostra personale. Ciò costituisce per ora l'unico elemento di gratificazione, purtroppo però non "a casa propria". Alla luce di quanto sopra, sarà nostra premura nei prossimi Consigli Accademici far inserire all'ordine del giorno la proposta di nuove misure di riconoscimento istituzionale in tal senso. Come già indicato nei punti precedenti, sarà nostra prerogativa, nel prossimo settennato, promuovere mobilità programmate e contingentate con apposito bando per lo staff docente e amministrativo, finalizzate all'acquisizione di ulteriori competenze (ad esempio in una lingua straniera o nelle *pedagogical digital skills*), secondo il principio della formazione permanente. Ciò affinché - almeno nei bandi di concorso interni - ci sia un riconoscimento in termini di punteggio nella valutazione per le graduatorie. Auspichiamo comunque che questa disparità tra comparto AFAM e Università, nei riconoscimenti ai fini della progressione di carriera, venga presto superata.

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

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