**INFO SHEET – PART I: INSTITUTION**

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| **GENERAL INFORMATION ABOUT INSTITUTION** |
| **Full Legal Name of the Institution** |  |
| **Erasmus ID Code (OID)** |  |
| **Legal Representative** |  |
| **Contact Person:****Name:****Position:****E-mail Address:** |  |
| **BRIEF DESCRIPTION OF INSTITUTION** |
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| **GENERAL INFORMATION ABOUT INTERNATIONAL RELATION OFFICE** |
| **Head of International Relations**  |  |
| **Address** |  |
| **Web site** |  |
| **BRIEF DESCRIPTION OF INTERNATIONAL RELATIONS DEPARTMENT**  |
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| **EXPERIENCES in INTERNATIONAL COOPERATION** |
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* 1. **Short description of your institution (history, number of students, courses offered, etc.):**

**PART II: PROPOSAL QUALITATIVE QUESTIONS**

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| **Please, be as specific as possible in your answers, and avoid generic descriptions** |

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| **Question** | **Answer/Comment** |
| **1. Relevance of the strategy** of the University in Partner country |
| What is the strategy of your country in terms of higher education and regarding the relations within the region and with the EU? What are the strategical priorities? |  |
| Does your university have an internationalization strategy (or other strategic document with a component of internationalization targets) and if mobility activities are included into it? What are the internationalization strategic goals of your institution? |  |
| Some examples of European projects in which your university is involved expected impact for the country, for your university? |  |
| Please provide details such as which type of mobility (students or staff or both) is mentioned in the strategic document. |  |
| **2a. Quality of cooperation arrangements** at the University in the Partner country |
| Please explain how your institution will be implementing the Erasmus+ mobility. Do you have an international office (IO) responsible for outgoing/incoming mobility administration and support? If yes, how the tasks and responsibilities are divided between the IO and the faculties (or academic coordinators at the faculties)? Is there a supervisory body which monitors the transparency and efficiency of organization of mobility at your institution? |  |
| **2b. Quality of project design and implementation** at the University in the Partner country |
| Please explain the selection procedure of students at your university for studies abroad starting from the call for applications, (please mention the requirements that your university sets for the eligible candidates) documents that they submit and how the students are selected.  |  |
| Please explain the selection procedure of staff at your university for teaching or training assignments abroad starting from call for applications, (please mention the requirements that your university sets for the eligible candidates) documents that they submit and how the staff members are selected. |  |
| After the selection procedure, do you support the students/staff before their mobility with any kind of information or advisory services? If yes, please explain.Who confirms the learning agreement for students?Does the confirmed learning agreement guarantee that the positive results of studies will be recognized after the mobility period? |  |
| Please explain the recognition procedure for students after their participation in a mobility program.Do students need to ask additionally that their results of studies abroad be recognized by your university?Are the results of studies abroad clearly identifiable on the diploma supplements (transcript of records) at the graduation of the student from your university?Please, explain how the faculty and staff mobility is recognized and awarded at your institution? |  |
| Please describe in detail the available support/ services for the outgoing students before, during and after mobility (intercultural training, visa, travel, insurance etc.)Please describe the available support before and after arrival by your university for the incoming faculty/staff.If you have a student buddy or mentorship system, please mention it as well.During the mobility period at your university what services or support are available for the incoming faculty/staff.  |  |
| **3. Impact and dissemination** at the University in the Partner country |
| Please, describe the measures which Your University intends to take to disseminate the results of the Erasmus+ mobility at faculty and university levels and how the quality assurance management (monitoring, evaluation assessment of the mobility program) is implemented at your institution and by which department? |  |
| Please mention what impact is expected by your university from the implemented Erasmus+ student mobility. Please mention the impact of the project on individual, University and possibly regional or national levels.Please mention what impact is expected by your university from the implemented Erasmus+ teaching mobility. Please mention the impact of the project on individual, University and possibly regional or national levels.Please mention what impact is expected by your university from the implemented Erasmus+ staff mobility. Please mention the impact of the project on individual, University and possibly regional or national levels.What is the expected impact of the project on your institution at international level? |  |
| What tools/platforms of dissemination will your institution use to promote the Erasmus ICM program from the perspective of participating students as well as faculty/staff? (Journals, blogs, social media, events, conferences etc.). |   |