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Erasmus+ Credit Mobility –
How Can Things Be Done Better
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INTRODUCTION

Facts and Figures

on

SGH International Centre

SGH INTERNATIONAL CENTRE

- Top university of economics and management
- Established 1906, private until 1949, currently public university educating at all levels
- Non-faculty structure (change to be considered)
- Accreditations: (CEEMAN IQA, CeQuInt ECA, ACCA, CIMA)
- Rankings: #1 in Poland, Eduniversal (5 Palmes), FT
- Member of prestigious networks: CEMS, PIM
- Member of: EFMD, EUA. EDAMBA, EUCEN, PRME, ABIS etc.
- Over 16,000 students (over 7,000 full-time at BA and MA levels), 700+ faculty members
- Over 270 partners from over 50 countries
- Exchanging ca. 500 students per year

SGH INTERNATIONAL CENTRE

- 14 members of staff (merit supervision of Vice-Rector for Research and International Relations)

- Managing centrally student, faculty and staff mobility (Erasmus+, bilateral, special programmes, freemovers)

- Managing selected educational programmes (CEMS MIM, Double-degree programmes, CIEE, Polish-German Academic Forum, Post-diploma studies with EY)

- Initiating and managing international agreements

- Organising summer school (German-speaking)

SGH INTERNATIONAL CENTRE

- Coordinating visits of foreign guests

- Travel arrangements for SGH employees

- Supporting promotion of SGH internationally (website, promo materials, participation in local and international fairs: EAIE, NAFSA, APAIE, government-organised events)

- Used to manage EU Framework research projects (now managed by Projects' Support Office)

- Supervises two student organisations (ESN, CEMS Club Warsaw) that assist IC in managing mobility, organising extracurricular activities, helping during orientation, providing buddies.

SESSION 1.1

Roles and Responsibilities
of IR departments

IRO RESPONSIBILITIES

- Implementing internationalisation policy/mission
- Supporting school accreditations (local and international)
- Stimulating mobility of students, faculty and staff
- Supporting research cooperation and sharing best practices with partner universities at all levels
- Supporting the internationalisation of school polices, communication, events
- Managing programmes also from legal and financial point of view
- Establishing strong relationships with other SGH units involved in internationalisation processes
- Organising and managing selection processes

STUDENT MOBILITY ACTIONS

- Cooperation with Erasmus+ National Agency (applications, grant management, reporting)

- Managing selection (outgoing) and nominations (incoming & outgoing)

- Managing flow of mobility docs (signing LA's, mobility request, student's commitment, credit/course transfer forms, sending ToRs)

- Grade conversions

- Organising PDOs, Orientation Weeks, Cross-Cultural Trainings, Information Sessions

RESPONSIBILITIES WITHIN IRO

- Institutional Erasmus+ Coordinator
  - IRO's Head (Erasmus+ student agreements, scholarships)
- Erasmus+ Office Coordinator
  - Day-to-day management, agreements preparation, reporting
- Responsible Officers:
  - Incoming: Europe/Overseas
  - Outgoing: Erasmus+ mobility & Internships/Bilateral
- Grade transfer/ECTS coordinator
  - IRO's Deputy Head
- PhD mobility/Bilateral agreements' registry/preparation
- Rectors'/Faculty/Staff mobility
- Travel arrangements
- Double-degree coordinator
- Financial coordinator
- Programmes' managers/officers

STAFF QUALIFICATIONS

- English language proficiency (C1 minimum for front-line, B2 for back-office)
- Optional proficiency in other language
- Ability to work with people
- Proficiency in office software
- International experience/exposure
- Project management skills
- Self management, initiative, open-minded
- Flexibility, multitasking skills
- Open to new challenges
- Specific skills, depending on the position (experience in educational institutions or in business, etc.)

INTERACTION WITH OTHER UNITS (LOCAL)

- Deans' Offices (Undergraduate/Graduate)
- Collegia (PhD, Faculty)
- IT Services
- Financial Office
- Admissions and Educational Support Office
- Communications Office
- Conference Support Office
- Education Development and Promotion Office
- Organisation and Legislation Office
- Procurement
- Rector's Office
- Student Services Office

INTERACTION WITH OTHER UNITS (OUT)

- National Agency
- Professional for a (IRO's Forum in Poland)
- Partner schools
- Partner/member organisations
- Potential partner schools
- Immigration agencies and organisations
- Health Care (vaccination)
- Insurance companies
- Ministry of HE
- Consulates
- Travel offices
- Other: hotels, restaurants, cultural sites/agencies

COURSE OFFER

- Creating/stimulating course offer in English
- Development of degree programmes in English available to both local and exchange students (avoiding "ghetto")
- Choice of elective/author's courses
- Polish for beginners
- Incentives for students and faculty in offering courses
- Quality management
  - Course evaluations, student feedback, faculty comments
- Consulting choice and in problematic cases

SESSION 1.2

Selection Criteria

for Outgoing Mobile Students,

Advising and Consultancy,

Pre-Departure Orientation

SELECTION CRITERIA FOR OUTGOING MOBILE STUDENTS

- **General selection criteria**
  - Language proficiency (B2 minimum)
    - List of accepted certificates
    - SGH language certificates
    - SGH language competence tests
    - University degree in the given language (C1), secondary education (B2), mother tongue (C2)
  - GPA (with lower limit), or Entry exam result
  - Students' activity (assessed by the Student Union)
- **Specific selection criteria (not applied to Erasmus+)**
  - Interview
  - Assessment

SELECTION CRITERIA FOR OUTGOING MOBILE STUDENTS

- ## On-line application system
  - Designed and serviced by IT
  - Extra functions: confirmations, banking accounts, database for nomination, etc.

- ## Rules and regulations
  - Very specific
  - Approved by the Deans and the Student Union
  - Updated regularly
  - Appellations' procedure
  - Allocation of slots: according to ranking list and student preferences (max. 16)
  - Swapping slots, handling resignations

ADVISING AND CONSULTANCY

- Information sessions with presentations and students with mobility experience
- Extensive website with step-by-step guides, pre-filled documents and instructions, FAQ's
- Office hours
- Access to student reports on-line
- Facebook
- Erasmus Student Network

PRE-DEPARTURE ORIENTATION

- Optional, but highly recommended, organised each term (semester) once students are nominated and are collecting departure docs, Erasmus+ agreements, LA, etc.

- Presentation of departure and after-arrival procedures with special emphasis on typical mistakes (selection of courses, changes to the LA, grade/credit transfer rules, failed courses, etc.)

- Cross-cultural training with students who were on mobility

- Immigration rules

- Vaccination policies (some of the require 4-6 weeks advance action)

- Consular support and registration of stay abroad

- Emergency situations and risks (including terrorist attacks)

- Do's and Dont's while on exchange

ADVISING AND CONSULTANCY - ARRIVAL

- Credit load requirements
  - 21 ECTS, 2/3 or courses related to school disciplines
- Grade conversions
  - Using individual tables based both on grading scale and grading table
- ECTS transfer
  - Course by course
- Course transfer
  - ECTS as in home university, the rest under separate course
- Discrepancies between LA and ToR
- Potential disadvantages for mobility students and ways to minimise them
- Financial issues: confirmation letters – dates, fails, absence

SESSION 1.3

Welcoming Incoming Students

„Survival Guides"

WELCOMING INCOMING STUDENTS

PHASE I: Nomination & Registration

- Nomination on-line by exchange coordinators
- Application of incoming students (on-line and paper)
- Matriculation and Acceptance letters
- IT support (logins for Virtual Dean's Office)
- Selection of courses
- Allocation of room in dorm
- Support in off-campus accommodation
- Special cases (availability of specific courses)
- Selection and assignment of "buddies"
- Arrival form/Arrival tips for students

WELCOMING INCOMING STUDENTS

PHASE II: Orientation Week (4-day activity)

- Setting the Agenda (a week before the semester's start)
  - Administrative issues (student ID, docs, fees, LA etc.)
  - Immigration & Personal Safety
  - Cross-cultural training
  - Campus sightseeing
  - Health and safety training (material on-line + statement)
  - Library tour
  - Welcome packs (SGH promo, ECTS Guide, Student Information Guide, Maps, Guides to Warsaw, IT Guide, Immigration rules, mobile phone welcome pre-paids)
  - Preparing for accommodating students in the dorms (weekend before orientation)

WELCOMING INCOMING STUDENTS

PHASE II: Orientation Week (4-day activity: Wednesday-Saturday)

- Invitation of school officials
  - Meet the dean and dean's office
  - Meet IRO
  - SGH Presentation

- Catering
  - traditional local cuisine lunch
  - sandwiches during the most intensive day

- Rabbit Hunting game

- Sightseeing tour (Saturday)

- Student activities & parties (ESN)

SURVIVAL GUIDES

- Practical: Cross-cultural workshop
  - During orientation
  - Rules, Ice-breaking with one-to-one discussion on proposed questions,
  - group work on the definition of culture,
  - presentation of cultural shock phases, tips on how to survive the shock,
  - peculiarities of the host country, traditions, do's and dont's
  - Excursion, country discovery proposals
  - Coming events, festivals, holidays…
  - Practical tools and websites helping to adapt to the environment and move around

SURVIVAL GUIDES

- Written: Student Information Handbook & ECTS Booklet
  - Compacted knowledge on educations system, school organization, courses, credits, grading system, using Virutal Dean's Office
  - Practical information on campus and student services
  - Living in the country, living in the city
  - Checklist (before and after arrival)
  - Language tips and important phone numbers
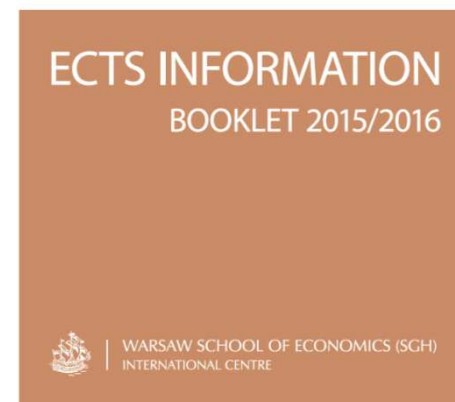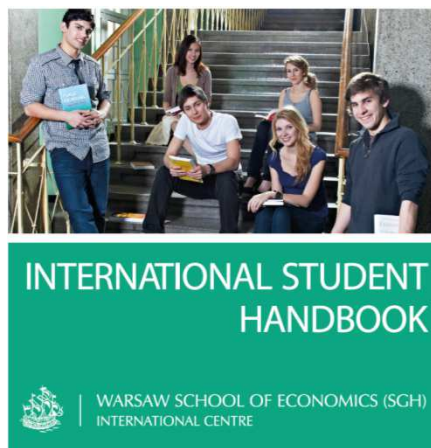
SESSION 2.1

Selection:

**consulting of academic
and administrative staff for mobility**

CONSULTING FOR ACADEMIC MOBILITY

- Promotion of STA (Teaching assignment) and STT mobility (Training)

- Collecting and disseminating opportunities

- Signing agreements

- Individual contacts

- Clerical aspects (agreements, work/teaching plan, confirmations, financial procedures)

- Information sessions at collegia upon request

CONSULTING FOR STAFF MOBILITY

- Promotion STT mobility (Training)
- Collecting and disseminating opportunities
- Tailored-made visits (found by interested staff members or identified by IRO based on existing contacts
- Signing agreements
- Clerical aspects (agreements, work/teaching plan, confirmations, financial procedures)
- Information sessions for administration upon request
- Organising training weeks for incoming
- Providing shadowing/internship opportunities at IRO

SESSION 2.2

Partner search for mobility programmes: programme contry view

PARTNER SEARCH FOR MOBILITY

- Make your SWOT and relate to your strategy
- Prepare course offer and infrastructure for mobility
- Partners in research or joint educational programmes
- Support of local universities – cooperation of IROs
- Recommendations of partner universities
- Contacts of your faculty
- Promote during educational fairs
- Search and join or initiate joint projects
- Santander Universidades – via companies
- Consulates
- Contacts during EFMD or other meetings of educational networks and organisations

SESSION 3.1
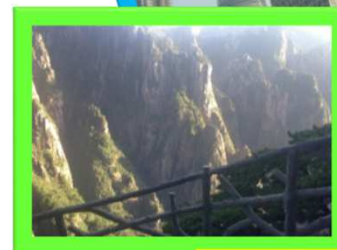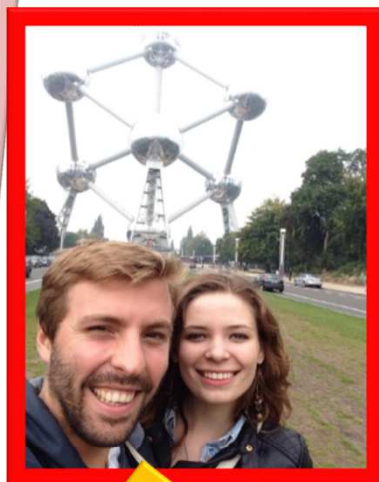
Wrap up and recommendations for Georgian partners

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Q&A Session

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Tu byliśmy...

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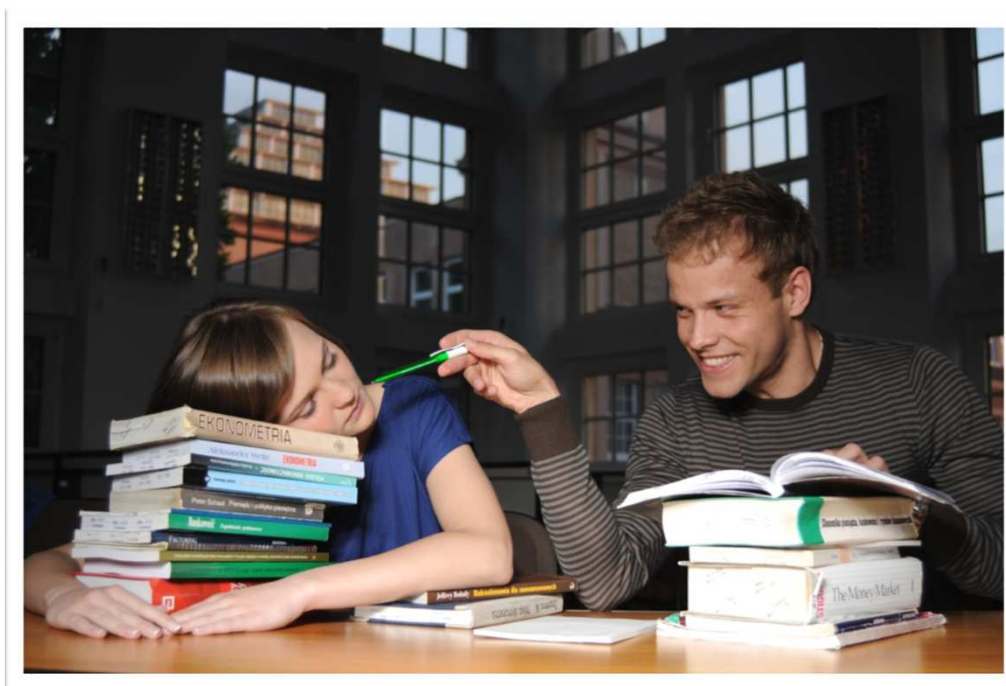
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USEFUL LINKS

- www.sgh.waw.pl/international - SGH Int'l Centre
- http://administracja.sgh.waw.pl/en/dpm/international_exchange/incoming_students/informations/Pages/default.aspx (promo & info materials)
- http://administracja.sgh.waw.pl/en/dpm/international_exchange/outgoing_students/exchange/departure/Pages/Procedures_2015.2016/on_return_20152016.aspx (Grade conversion table and rules
- http://en.irosforum.pl/ - IRO's Forum

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THANK YOU!!!