

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 strategy for the development of international cooperation of the Old Polish University in Kielce is an important element in the implementation of its mission. The university emphasizes the activity of participating in building the contemporary labor market by integrating experience and the needs of employers with the learning process. The university wants to achieve this task by maintaining relations with domestic and foreign, social and business institutions and by participating in the creation of European higher education. Operating within Poland and abroad, the University wants to:

- create conditions for students and employees for comprehensive development of their talents,
- create, develop and implement innovative teaching methods,
- in response to the changing challenges of the market and global economy, it wants to provide specialist knowledge and develop practical, creative skills and social competences in an atmosphere of tolerance and freedom, lasting relationship with society and responsibility for the action;

One of the University's strategic goals is participation in the global education market through international cooperation and extensive use of the opportunities arising from participation in the Erasmus program. The university intends to participate in all activities under the Erasmus program in 2021-2027, in which the main priorities and goals are:

1. Erasmus Key Action 1 (KA1) - Learning mobility: The mobility of higher education students and staff. The main goal will be to involve as many students and employees of University as possible in international exchange enabling them to benefit from education, culture, linguistic development and from learning or teaching experiences in other program and partner countries. This will allow to expand the university's internationalization process, acquire new partners and promote the program.

2. Erasmus Key Action 2 (KA2) - Cooperation among organizations and institutions: Partnerships for Cooperation and exchanges of practices:

- a) entering into strategic partnerships that will aim to implement and disseminate innovative solutions in University. The effect will be the modernization of the University's didactic offer, its better adaptation to the needs of society and the economy, and the improvement of the quality of education at the University,
- b) concluding knowledge alliances in cooperation with enterprises, that aim will be to promote innovation, entrepreneurship, creativity, increase student employability, exchange knowledge and support multidisciplinary teaching and learning;

The Old Polish University in Kielce, implementing the student and staff exchange program in accordance with the principles of the Erasmus program, will ensure the highest quality of its activities in the field of academic mobility, in particular through:

- full compliance with the principles of non-discrimination
- complete credit for all positively assessed subjects that the student attended during the period of study abroad
- not collecting any tuition fees, registration fees, examination fees, use of laboratories or libraries from incoming students
- ensuring full and equal access for all participants, including those from disadvantaged backgrounds
- having a procedure for awarding ECTS credits
- implementing the provisions of the European Student Card Initiative
- promoting the Erasmus + mobile application among students
- implementing and promoting environmentally friendly practices under the Erasmus + program
- promoting civic attitudes among program participants
- publishing on the website and regularly and timely updating course catalogs to ensure transparency of information for all concerned and enable students - candidates for mobility - to make the right choices regarding the foreign curriculum,
- implementing mobility based on previously concluded inter institutional agreements; defining the role and obligations of each party and obliging them to comply with agreed quality criteria applied in the selection of candidates,
- preparation of mobility participants, their reception in a foreign institution and integration with the local community,
- providing mobility participants with good preparation for the trip, including language preparation enabling them to reach an appropriate level of proficiency,
- implementing educational mobility of students and employees on the basis of agreements prepared and approved before departure (on the study program / internship in the case of students and on the curriculum / training for employees), agreed by the sending, receiving institution and the mobility participant,
- ensuring outgoing and incoming mobility of assisted participants with obtaining a visa, if required,
- ensuring outgoing and incoming mobility of assisted participants with insurance, if required;
- providing arriving mobility participants with support in finding accommodation;
- ensuring equal treatment of students and local employees as well as incoming mobility participants in academic terms and in relation to other services rendered,

<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)

- integrating incoming mobility participants into the daily life of the host institution and integrating them into the local academic community,
- offering incoming mobility participants appropriate advice and support,
- providing incoming mobility participants with adequate language support,
- recognition of all student activities listed in the study / apprenticeship agreements - provided they are successfully completed - as part of the education program leading to a home university diploma,
- forwarding to incoming mobility participants and their home institutions certificates containing a full and accurate record of their achievements,
- supporting the reintegration of returning mobility participants and enabling them to use the experience gained for the benefit of the institution and other students / staff,
- recognition of the teaching and training activities undertaken by employees during the mobility period in accordance with the previously concluded agreement;

With the participation in cooperation projects of the Old Polish University in Kielce:

- will ensure that the cooperation undertaken leads to lasting results that benefit all partners,
- provide appropriate support to employees and students participating in projects,
- will use the results of projects in such a way as to ensure the greatest possible impact on individual participants and institutions, as well as to promote mutual exchange of knowledge and experience within the wider academic community;

In order to promote information, the Old Polish University in Kielce:

- place the ECHE Card with the Erasmus university policy statement on its website,
- will consistently promote the activities undertaken in the program and their results.

The Old Polish University in Kielce observes the principles of gender equality, integration of disabled students and employees, the principles of social and economic cohesion as well as the fight against xenophobia and racism.

The participation of specific actions under the Erasmus + program will allow the achievement of the main strategic goals of international cooperation:

1. Creating an international, dynamic environment conducive to the transfer of knowledge.
2. Developing students' professional, social and intercultural competences and strengthening their position on the domestic and international labor market.
3. Acquiring an increasing number of partners among international institutions operating in areas consistent with the fields of study at the university.
4. Improving the potential of teaching and administrative staff through participation in mobility under the Erasmus + program.
5. Constant development and improvement of the University's educational offer aiming at increasing the number of domestic and foreign students.
6. Take action to ensure the use and promotion of digital mobility management tools
7. Wider use of mixed mobility. Promoting environmentally friendly practices in all program activities.
8. Using former participants, students and employees to promote participation in the program as local ambassadors of program;

The entire academic community is involved in the internationalization process of the Old Polish University in Kielce. By supporting the mobility of students and academic staff, creating modern curricula adapted to the requirements of the modern labor market, the University contributes to the promotion of the European dimension of higher education. Mobility under the Erasmus + program serves the achievement of objectives related to the internationalization and modernization of the University and has a significant impact on the process of reforming education areas. The Erasmus + program at the University acts as a platform for other activities based on mobility, such as cooperation with higher education institutions, companies, authorities, creating strategic partnerships, knowledge alliances and projects related to capacity building. The implementation of projects under the Erasmus + program is a key factor in achieving the objectives that are to serve its modernization in all priority areas. The program will promote mobility and openness of the University to international cooperation with various institutions. The international environment for the exchange of experience and knowledge, as well as a cooperation plan with institutions outside the education sector, in particular with business, will support the University's efforts to improve the quality and usability of teaching and equip graduates with the knowledge and competences necessary to succeed in the labor market. The Erasmus + program will provide students with the opportunity to gain additional skills through the implementation of international mobility. Improved study programs that may arise as a result of the implementation of mobility activities will largely meet the expectations and needs of students. Through an attractive educational offer, the University will be able to attract a larger number of Polish and foreign students, which will contribute to the increase in the number of university graduates. Participation in the program will strengthen efforts to create an effective management system and financing mechanisms within the institution. New projects will launch new opportunities, new challenges and results. Through its active participation, the University will be able to strengthen the procedures of effective financial management in order to maximize the project results within the available financial means and by seeking and using additional external funds. By participating in the program, the University will gain new opportunities to verify its strengths and will be able to focus on using them to ensure positive results.

Implementation of projects.

The university plans to successively increase the mobility of students and employees, engage in new projects with current and future partners while striving to achieve education at a high international level. International projects and participation in them the University will conduct based on an analysis of the institution's needs and taking steps to satisfy them. This will allow selection of appropriate projects and partners that guarantee a positive result of the undertaking. Projects based on bilateral cooperation will lead to further deepening its international commitment, bringing positive and sustainable results. The objectives of cooperation, the role of the University in the project and the expected results will be defined in advance. Organizational structure, action plan, selection of people responsible for their implementation and monitoring methods will be established in advance to ensure project implementation in a controlled and effective way. Each time, the university will appoint a team responsible for preparing standards and procedures, ensuring financial resources and managing them effectively as part of the project implementation. Participation in each project will be an important part of the professional development of individual participants as well as a key element of internationalization and modernization of the institution. The university will ensure the project's promotional activities, dissemination and use of its results to maximize its impact on individuals, the entire academic community and participating institutions.

Partners

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The university establishes cooperation with partners from European Union countries and from outside it focusing its interest on the countries of Eastern Europe, Central and Eastern Asia, North America, Africa and Australia. The geographical scope has been determined by the increasing number of students, especially from Eastern Europe, and established contacts with universities, which have resulted in active cooperation to date. Currently, the University has over 90 signed partnership agreements. Full text of Erasmus Policy Statement in English and Polish language is available at the University website: <http://www.uczelnia.stsw.edu.pl/program-erasmus>

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 Old Polish College in Kielce emphasizes the activity of participating in building the modern labor market by integrating the experience and needs of employers with the education process. The university operates in Poland and abroad. With its activities, it wants to create conditions for students and employees to comprehensively develop their talents, create, develop and implement innovative teaching methods as well as provide specialized knowledge and educate practical skills and creative as well as social competences as a response to the changing challenges of the market and global economy. In an atmosphere of tolerance and freedom, lasting relationship with society and responsibility for action. The activities for the years 2021–2027 specified in the Erasmus Policy Statement in which the University intends to participate are:

Erasmus Key Action 1 (KA1) - Learning mobility: The mobility of higher education students and staff. The main goal will be to involve as many students and employees of University as possible in international exchange enabling them to benefit from education, culture, linguistic development and from learning or teaching experiences in other program and partner countries. This will allow to expand the university's internationalization process, acquire new partners and promote the program.

2. Erasmus Key Action 2 (KA2) - Cooperation among organizations and institutions: Partnerships for Cooperation and exchanges of practices:

a) entering into strategic partnerships that will aim to implement and disseminate innovative solutions in University. The effect will be the modernization of the University's didactic offer, its better adaptation to the needs of society and the economy, and the improvement of the quality of education at the University,  
b) concluding knowledge alliances in cooperation with enterprises, that aim will be to promote innovation, entrepreneurship, creativity, increase student employability, exchange knowledge and support multidisciplinary teaching and learning;

Participation in the listed activities will significantly contribute to achieving the strategic goals set in the institutional strategy. The university wants to educate students in accordance with the needs of the information society and knowledge economy, capable of creating new economic, social and cultural values. The implementation of student mobility with EU countries and partner countries in Action 1 will enable the exchange of information, knowledge and thus will make them become more aware of the socio-cultural changes and challenges they face. The opportunity to share experience among students and acquire new skills through mobility to partner institutions under the program will allow for equal opportunities and will open new development perspectives for them. The world is constantly transforming, requiring students to acquire the predispositions needed to live in modern European society.

Participation in specific activities will allow students to develop openness to changes, be more innovative, strengthen their intellectual mobility and the need for continuous learning. Exchange of experience and cooperation with foreign enterprises will create conditions for the development and dissemination of innovative and entrepreneurial attitudes, at the same time focused on values. Participation in the program's activities will support the didactic process at the University, which is guided by the principle of paying special attention to major and specialized subjects as well as learning foreign languages using digitization. The implemented mobility projects and in cooperation with foreign enterprises will enrich the content of the subjects taught with social and economic practice. Cooperation with foreign higher education institutions will allow the exchange of experiences related to education methods and their improvement. Through contacts with foreign partners and planned activities, it will be possible to develop the university's research and development activities and the development of young staff. This will strengthen the development of the majors. Participation in projects and thus access to the global education market will strengthen the University's position on the international arena and will allow sharing good practices with partners. Participation in the program will allow the preparation of various forms of education for the implementation of the idea of lifelong learning, implementation of individual paths to raise professional qualifications and shaping highly specialized competences using the latest technologies, including digital and methods. The university has been a beneficiary of the Erasmus program for many years. Over the years, it has developed models of cooperation with foreign partners. It has a rich portfolio of foreign partners - over 90 institutions with which it has completed a number of student and staff mobility, which also contributed to the broadly understood internationalization of the University. In addition, the University has its branches not only in Poland but also in Ireland and Ukraine, which indicates a strong international character. The cooperation models developed so far, enriched with new program elements and the available partner base will allow the University to participate in Action 1 in the next edition of the Erasmus + program related to with student and staff mobility. In the coming years, the University wants to apply a policy of modernizing its teaching offer, better tailoring it to the needs of society and economy, as well as improving the quality of education. To this end, it will establish a strategic partnership for the implementation and dissemination of innovative solutions and good practices (Action 2) with three university partners from EU countries and one enterprise from the tourism industry from an EU country. The project is scheduled for 24 months. The project will be consistent with horizontal priorities



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for strategic partnerships and priorities for strategic partnerships in the field of higher education. The result will be developing new didactic methods including stimulating creativity and entrepreneurial skills. Materials, didactic methods and tools will be developed, and quality standards will be developed. Through the partnership and implementation of the project, there will be a development of university-business cooperation with the involvement of students and university staff. Blended mobility and short-term employee training are also planned. In the coming years, it is also planned to implement an international project in Action 2 aimed at supporting innovation in education and business, developing students' entrepreneurial skills, and stimulating and facilitating the flow of knowledge between universities and enterprises. To this end, the University will establish a knowledge alliance with six institutions from three program countries and partner institutions including three universities and three enterprises. The project is scheduled for 24 months.

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 University's participation in the Erasmus program will bring measurable benefits to the institution itself and its academic community, help to achieve the set goals and tasks. In view of the above, the University outlined important goals in the field of student and staff mobility in the form of a prepared schedule, taking into account the high quality of their implementation and high commitment to support participants during mobility. Every year, the university will apply for co-financing in Action 1 for the implementation of a project containing activities in the following categories: student mobility (studies and apprenticeships) and staff mobility (departure for teaching and staff training). The aim will be to submit an application for annual funding for the implementation of mobility in the above four categories with a minimum of 60 mobility for all participants: 10 students mobility in the study category study, 40 students mobility in the internship category, 5 teaching staff mobility in the category of conducting classes, 5 staff mobility in the staff training category. The university will implement student and staff mobility with EU countries and partner countries. This will enable the exchange of information, knowledge and will strengthen the awareness of socio-cultural changes and challenges faced by the participants. The opportunity to share experience among students and employees and acquire new skills through mobility to partner institutions under the program will allow for equal opportunities and will open new development perspectives for them. Mobility under Action 1 will significantly affect the image of the university and its location as a strong educational center dealing with the transfer of knowledge to practice, educating not only Polish but also foreign students. What's more, it prepares staff to perform managerial and service tasks in the conditions of a modern, integrated European economy and plays the role of culture-forming, entrepreneurship and social activity animator, integrating economic environments and initiating pro-European projects. Recruitment of participants will take place in accordance with the principles of the Erasmus program through fair and clear recruitment taking into account an equal number of participants for each sex. While maintaining the highest quality of mobility through recruitment, categories such as knowledge of a foreign language and academic performance for students will be taken into account. The university has signed contracts with 90 foreign partners, which is why in the upcoming edition of the Erasmus program it will maintain a rich travel offer. The university expects further increase in the number of partnership agreements from areas such as Eastern Europe, Central and Eastern Asia, North America, Africa and Australia. The selection of high-quality partners educating in fields consistent with the University's education profiles will be key. With its promotional and information activities and disseminating the results, the University assumes an annual increase in the number of participants participating in mobility. Participation in the program will allow participants to develop openness to change, strengthen their innovativeness, intellectual mobility and the need for continuous learning. The policy of modernizing the University's didactic offer and better matching it to the needs of society and the economy, as well as improving the quality of education is the task set for participation in Action 2. A strategic partnership will be established for the implementation and dissemination of innovative solutions and good practices with three university partners from EU countries and one travel company from an EU country. The project is scheduled for 24 months. The project will be consistent with horizontal priorities for strategic partnerships and priorities for strategic partnerships in the field of higher education. The result will be developing new didactic methods including stimulating creativity and entrepreneurial skills. Materials, didactic methods and tools will be developed, and quality standards will be developed. Through the partnership and implementation of the project, university-business cooperation will develop, where the involvement of students and university staff will be an important issue. Blended mobility and short-term employee training are also planned. In the coming years, it is also planned to implement an international project in Action 2 aimed at supporting innovation in education and business, developing students' entrepreneurial skills, and stimulating and facilitating the flow of knowledge between universities and enterprises. To this end, the University will establish a knowledge alliance with six institutions from three program countries and partner institutions including three universities and three enterprises. The project is scheduled for 24 months. Exchange of experience and cooperation with foreign enterprises will create conditions for the development and dissemination of innovative and entrepreneurial attitudes, at the same time focused on values.

## 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 has developed a model of systemic view on the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities. It is the result of many years of intra-institutional cooperation and with external partners. The overriding principle that the University applies is that the availability of European funds should be an opportunity for progress for the entire academic community, in particular with disabilities and with different functional needs.

1. The International Cooperation Department conducts recruitment activities of project participants in a way that allows any interested person to participate in this process, easy access to information about the project and the support offered to participants, including people with fewer opportunities.
2. The University organizes recruitment meetings in places easily accessible to each group of recipients, including people with fewer opportunities (excluding architectural barriers) with the possibility of the presence of a sign language interpreter, employees who will provide assistance in completing recruitment forms, also with access to computer positions facilitating the use of them to people with disabilities. The university has its own specialized transport.
3. Information channels appropriate for each group of recipients are selected to make the most of the chosen medium. Messages about the project are posted on the University's website, social media, information boards of individual faculties of the University, websites used by people with disabilities, by direct transmission during cyclical information meetings, by means of radio spots, video recordings with subtitles in several languages. The university employs employees who use sign language.
4. Prepared informational and promotional materials: posters, leaflets, press advertisements are prepared using easy-to-read text - both in language and presentation.
5. All persons interested in participating in the project also have transparent access to the websites of the institutions supervising the program.
6. Mobility of all participants shall be carried out in compliance with the principles of non-discrimination by all parties, assistance at every stage of their implementation, with a carefully planned timetable taking into account the needs of all participating groups, especially those with fewer opportunities.
7. The university has a very wide scholarship offer for students in difficult financial situation and those achieving high academic results. This allows you to level the playing field.
8. The university conducts a number of activities in the form of organized additional courses and training for people at risk of digital exclusion and having little skills in the use of computers and the Internet. In addition, it has a rich database of computer labs available for students and employees.
9. Each student and employee of the University has access to the foreign language learning platform, where they can additionally take courses at different levels of language proficiency.
10. The University has a Rector's Proxy for persons with disabilities who monitors the process of compliance with the principles of non-discrimination, transparency and inclusion of students and employees. All University employees follow the overarching principle of non-discrimination and sensitivity.
11. The International Cooperation Department and the University Career Office support students, including those with fewer opportunities in searching and selecting offers for internships and apprenticeships, developing application documents, conducting recruitment interviews, strengthening motivation and involvement in the offer search process, during and after implementation.
12. The University has student research clubs and groups of former Erasmus students who support promotional and informational activities for the program. The University invites foreign Erasmus students to act as program ambassadors.
11. Every year, the University raises funds from the POWER program to implement foreign mobility of students with special needs.
13. The University operates the Association "Safe House" for victims of as a result of domestic violence.
14. There is a "Helping Hand" Psychological and Pedagogical Counseling Center at the University supporting people with problems.

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's priority task in the near future is to implement the European Student Card Initiative initiative as well as to take actions aimed at promoting the use of the Erasmus + Mobile App among students. The process involves the integration of the entire academic community of the University for the digitization of Erasmus mobility. Applying to individual stages of implementation, it adopted the following schedule of activities:

2021r. - management of inter-institutional agreements and online learning agreements. The university does not have its own IT system to manage student mobility, and for this purpose it has already started testing the Erasmus Without Paper Network platform. The testing team included employees of the international cooperation office and IT department. The next stage is testing tools with foreign partners to start signing inter-institutional agreements as well as testing Erasmus + Mobile App with a selected group of students. To this end, the University has undertaken information and promotion activities for the platform among the academic community and a mobile application using available sources of communication and communication. An introductory training for students will be organized before testing. Testing activities with foreign partners will be preceded by establishing a schedule for their implementation.

2022 - sending and receiving student nominations and acceptances. At this stage, there will be training for institute management staff, teaching staff, planning staff, members of the Erasmus university recruitment committee, and testing activities with foreign partners. The whole process will take place with the technical and technical support of the employees of the international cooperation office and the IT department.

2023 - exchange of transcripts related to student mobility. At this stage, training of the quality coordinator and ECTS points will take place, as well as testing activities with foreign partners with the technical and technical support of the employees of the international cooperation office and the IT department. All actions taken by the University will aim at the smooth implementation of the European Student Card Initiative ensuring greater efficiency of administrative processes for students of Erasmus + and maintaining high quality at every stage of mobility. It will also allow for secure exchange of student information, smooth data transfer between mobility pages as well as easy online management of the entire mobility process - from student selection to recognition of ECTS credits. In addition, in the future University also wants to use the eQuatic and MyAcademicID tools.

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

The University, in cooperation with its foreign partners under the Erasmus program, will endeavor to promote sustainable and responsible behavior among its participants. Make full use of the opportunities offered by the Erasmus program to support sustainable travel measures and reduce the negative impact of mobility on the environment. To this end, she developed her own institutional strategy for sustainable development and combining them with the concepts of mobility and internationalization. The university makes a conscious effort to minimize negative impact on the environment, while maximizing the assumptions of the Erasmus program. Therefore, all activities will be planned to be more sustainable. Ecological activities will be reflected in prepared materials, tools used to support mobility, adaptation of the facility, reuse or recycling. The main directions of changes will be:

1. University digitization: implementation of the European Student Card Initiative and promotion of the use of the Erasmus + Mobile App; Using EWP Dashboard solutions; Presentation and integration of the recruitment process on the e-learning platform - E-Learning StSW Center; conducting meetings and student recruitment talks with foreign partners online; presentation of materials, rules, regulations etc. on the university's websites; using social media, digital forms of communication to promote the program and disseminate results
2. Recycling of materials used during informational and promotional meetings, conferences;
3. Using durable articles to promote the program made of environmentally friendly materials;
4. Cooperation with partners based on developed environmental policies;
5. Organization of information and recruitment activities related to the program in locations easily accessible by public transport as well as promotion of the use of public transport in implemented mobilities.

By introducing changes, the University wants to create sustainable activities and help make the entire Erasmus + community environmentally friendly.

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

<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)



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The university will support a proactive approach to multicultural awareness and a stronger sense of European identity among students pursuing mobility in the Erasmus program. It will create conditions for students to maximize their potential and experience arising from the implementation of mobility for civic engagement. The university wants to actively create added value, promote and organize activities that will allow mobility participants to be more engaged citizenship, develop their skills beyond formal education, volunteer and actively participate in the local community. All initiatives will be focused on the integration and membership of mobility participants in local society, ensuring internationalization of the process, elimination of any prejudices and acceptance of cultural diversity. An important aspect of the University's integration strategy will be the involvement of students and employees in volunteering and active citizenship. The university intends to create and promote its ambassador program 'My older brother ... Erasmus', which will bring together Erasmus students and outgoing / incoming employees. The aim of the program will be to share mobility participants with their experiences among communities and groups with fewer opportunities. The ambassador program will promote Erasmus mobility and support participation in the program and the elimination of anticipated obstacles.

The university will organize and promote activities / projects increasing civic activity, skills and competences of students and employees through:

I. Erasmus Student Network – Social Erasmus Project (<https://socialerasmus.org/>)

This will ensure international integration of incoming students with the local community, better exchange of experience between foreign and local students.

II. ESAA We AfriHug project (<https://www.weafrihug.com/>). This will ensure the promotion of European and international understanding through the Erasmus program.

In addition, the University will implement broad and effective communication and dissemination activities that will effectively consolidate the positive image of the Erasmus + program in local communities:

1. cooperation with local sport and culture authorities and institutions to promote mobility, dissemination of results and involvement of Erasmus mobility participants
2. participation in cultural and sporting events of foreign Erasmus students
3. organization of a summer student camp for Erasmus students / employees arriving / departing
4. organization of international staff week for employees
5. organization of evenings of cultures during which Erasmus students and employees will present their national customs and traditions
6. implementation of the University's proprietary program "Closer to Partner" - exchange of experiences between students and foreign employees and the local community, history learning, presentations of their countries, home universities, cultural and entertainment classes, language learning.

## 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>.

In accordance with the Council recommendation on automatic mutual recognition, the University undertakes to make every effort to ensure automatic recognition of all satisfactory learning outcomes achieved during the study / placement period as well as mixed mobility (based on the European Credit Accumulation and Transfer System - ECTS). To this end, the University will take necessary internal actions as well as in consultation with partners to achieve automatic mutual recognition without the need for students to undergo separate procedures. The university will apply the principle set out in the guide for ECTS users, which means that all credits obtained during the study period abroad, as agreed in the Learning Agreement and confirmed in the Transcript of Records list of credits, will be transferred and credited without unnecessary delays to studies, and without any additional work or assessment. This will apply to mixed mobility. The university will ensure full implementation of ECTS as a common tool guaranteeing the quality of mobility activities and the transparency of recognition procedures. This will facilitate the transfer of points between the University and partners, increase student mobility and flexibility in completing studies. 60 ECTS credits will be assigned to the workload and accompanying learning outcomes in the full academic year. The student will have the opportunity to exceed this number. Mobile students are considered full-time students. In order to obtain transparency of the process, the University will:

- a) maintain a current course catalog on its website;
- b) guarantee full recognition of achievements obtained abroad by entering them in the student's course of studies, in accordance with the university's ECTS credit transfer and accumulation system (system in accordance with the recommendations of the ECTS guide) and with the rules for converting grades set out in the study regulations
- c) recognize the ECTS credits assigned to individual subjects. Grades will be calculated in accordance with the adopted ECTS grading table, in the case of internships, the university will count the achievements as part of the study program or element of education entered in the Diploma Supplement.
- d) before the start of each mobility, an agreement on the curriculum (for studies and internships) will be drawn up, signed by all parties to the mobility
- e) Credit for achievements obtained under the Erasmus program will be based on the following documents: Learning

<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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Agreement / Training Agreement, Changes to Learning Agreement / to Training Agreement, Information on the conditions for crediting the period of study completed abroad Transcript of Records / Letter of Confirmation with practice grade, internship diary

f) in the case of students arriving after the end of mobility and without undue delay, a Transcript of Records will be prepared indicating the number of ECTS points gained and student's grades obtained (in the case of internships, the appropriate document will be Transcript of Work / Internship Certificate);

g) Credit for achievements will be made after verification of compliance of the required documents in accordance with the detailed provisions contained in the information on the conditions of crediting the period of study completed abroad

h) the achievements shown in Transcript of Records / Letter of Confirmation along with the grade from practice, will be included in the student's course of studies by entering them in the index and the APR system. Then the achievements will be shown in the Diploma Supplement

i) implemented recognition procedures will be published transparently on the University's website; The implemented procedures will contain special situations.

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

The mobility of University staff is an important element of the international cooperation strategy. The university intensively promotes the program among lecture and administrative staff through numerous information and promotional activities. The University's website contains current information about the possibilities of mobility for employees under the Erasmus program. The university conducts an honest recruitment process taking into account criteria such as language competences, professional experience and previous international cooperation activity. Employees qualified to travel throughout the entire mobility process have the support of employees of the International Bureau of the University. The university makes every effort to ensure that employees are properly prepared for the mobility period. Language preparation is a key element to ensure success in mobility, therefore employees have the required level of language proficiency already at the selection stage. In addition, employees have access to free courses in various languages purchased by the University on the platform <http://lemi.us>. Employee mobility is based on inter-institutional agreements and prepared agreements approved before departure by all mobility parties. Before commencing mobility, all activities that employees should undertake, achieved on the level of mutual agreement between the parties, are precisely defined, taking into account the expected results and ways of their dissemination. Employee mobility is an integral part of the University's professional development policy. The university provides active support for outgoing / incoming employees in the form of: mentoring support during the mobility stages, assistance in finding accommodation offer, assistance in obtaining a visa, insurance, providing information on potential threats and prevention tips, emergency instructions, information on health centers, psychological support. Good practices applied at the University are: undertaking activities integrating employees coming with the academic community by involving them in the University's everyday and cultural life; encouraging employees coming to act as ambassadors to be able to promote and share their mobility experience under the Erasmus program, using a replacement system during mobility, organizing bilateral exchanges with enterprises, inviting employees of enterprises. Based on the mobility agreement and in accordance with the institutional strategy adopted, employees have recognized their didactic and training activities undertaken during the mobility period. Forms of recognition of employee mobility and appreciation of achievements include: taking into account mobility in the periodic assessment of work, including mobility in the application for departmental awards, the possibility of receiving the Rector's annual award, enabling knowledge sharing, internal training of other employees. The results resulting from employee mobility are sustainable and disseminated. Good examples are conducted joint international scientific research, organized international conferences, implementation of joint educational programs, multilateral projects, scientific publications, and open lectures of company managers.

### 2.3 For the Purposes of Visibility

Please provide the web link where you will host the Erasmus Policy statement in the future. Please reflect on how you plan to regularly promote the activities supported by the Programme.

The full version of the Erasmus Policy Statement of the Old Polish University in Kielce (in English and in Polish language) is available on the University's official website: <http://www.uczelnia.stsw.edu.pl/program-erasmus>

The EPS is an important university strategic document in which the long-term institutional strategy and its objectives are fully correlated with European policy and its priorities for higher education. The university intends to undertake regular activities to promote the offered cooperation projects under the Erasmus program and to provide appropriate support to students and employees interested in participating in the program - at the stage of submitting the application and its implementation. The university will support project ideas submitted by employees and support participants at all levels. University in order to implement the activities of the Erasmus program and to promote it, it will implement an effective model based on high-quality coordinating staff and a transparent evaluation and promotion development system. Regular promotional and informational activities will be undertaken and proactive measures to ensure visibility, implementation of projects and their results will be used. On the University's website in three languages (Polish, English and Ukrainian) will be regularly published the results of projects under the program. The university will also regularly disseminate results on the Erasmus Project Results Platform. The tools used to promote and disseminate the activities supported by the program will also be media communications, publishing reports on the institutional website, preparation and dissemination of promotional and informational materials, promotion using social profiles, webinars, video conferences, newsletters, articles, photo reports, creating the

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ambassador program older brother ... Erasmus ", direct contacts such as presentations, meetings, conferences, trainings, seminars, skill shows, reports, press articles, interviews with participants, trainers, instructors, exhibitions, fairs, galas, symposia, leaflets, brochures, guides; All the tools used and selected channels will ensure high quality and efficiency so that they form a coherent whole. Actions taken to increase the sustainability of results will include: inclusion of results in the University's activity, reporting pedagogical innovations, passing on the results to other entities for the purpose of adaptation, multiplication and implementation of project results, commercialization of project results, application of open licenses.

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 university will provide the necessary actions so that the principles adopted in the ECHE card are well known and applied at all levels and by all organizational units of the University. The official text of the Charter will be placed in easily accessible places in the University's buildings visible to students and employees, as well as it will be clearly displayed on the University's official website in the native language and in English. The rules adopted in the Charter regarding the accumulation of ECTS points, mobility of employees and students, recognition and development will be included in the University's standard documents in the form of prepared procedures. In order to gain better awareness of the program objectives and its impact on the development of its internationalization, the university will use the ECHE card self-assessment tools. Each newly introduced action will be evaluated against the short and long term goals set. Comparative activities will be undertaken in a systematic way, assessments will be made to increase employee awareness at all levels regarding the principles adopted in the ECHE Charter, and institutional development will be assessed in accordance with the principles adopted in the ECHE Charter. The university has a clear strategy prepared and will use the necessary tools to promote the activities supported by the program and the results achieved so that they are available in three languages on the University's website and embedded in everyday information flows at the University. The University website will also provide a link to the Erasmus Project Results Platform where the results of the University's project activities will be systematically posted in a spirit of compliance with the provisions contained in the ECHE card.