



# **ERASMUS+**

## **Proposal Template**

**Administrative Forms (Part A)  
Project Technical Description (Part B)**

Erasmus: Key action 1: Erasmus Charter for Higher Education

EACEA-03-2020 ECHE-LP-2020

Version 1.1  
4 March 2020





# **ERASMUS+**

## **PROPOSAL (PART B)**

# **Erasmus: Key action 1: Erasmus Charter for Higher Education**

**EACEA-03-2020 ECHE-LP-2020**

### IMPORTANT NOTICE


Applications must be submitted via the Funding & Tenders Portal Submission Service before the call deadline.

Applicants must use this template for their applications (designed to highlight important aspects and facilitate the assessment against the evaluation criteria).

**Character and page limits:**

- page limit 20 pages
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 8 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are not a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your proposal.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. After you have submitted it, any excess pages will be made invisible and thus disregarded by the evaluators.

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	11.02.2020	Initial version
1.1	04.03.2020	Changes in page 10, 1st box after the Erasmus Policy Declaration

## COVER PAGE

*Part B of the proposal must be filled out by the participants in WORD, assembled and uploaded as PDF in the Funding & Tenders Portal Submission System. The template to use is available there.*

**Note:** *Please take due account of the objectives and Charter's principles to be awarded with the Charter under the call (see Call document). Pay particular attention to the award criteria; they explain how the proposal will be evaluated.*

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## COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES

### Declaration

I, undersigned, declare that if my institution is awarded with an Erasmus Charter for Higher Education, my institution will undertake to:

- Respect in full the principles of non-discrimination, transparency and inclusion set out in the Programme.
- Ensure equal and equitable access and opportunities to current and prospective participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.
- Ensure full automatic recognition of all credits (based on the European Credit Transfer and Accumulation System – ECTS) gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility.
- Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.
- Ensure the quality of the mobility activities and of the cooperation projects throughout the application and implementation phases.
- Implement the priorities of the Programme:
  - By undertaking the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative.
  - By promoting environmentally friendly practices in all activities related to the Programme.
  - By encouraging the participation of individuals with fewer opportunities in the Programme.
  - By promoting civic engagement and encouraging students and staff to get involved as active citizens before, during and after their participation in a mobility or project.

### WHEN PARTICIPATING IN MOBILITY ACTIVITIES

#### Before mobility

- Ensure that selection procedures for mobility activities are fair, transparent, coherent and documented.
- Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Publish and regularly update information on the grading system used and grade distribution tables for all study programmes. Ensure that students receive clear and transparent information on recognition and grade conversion procedures.
- Carry out mobility for the purpose of studying and teaching only within the framework



of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception, support and integration of mobile participants.

- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of linguistic proficiency and develop their intercultural competences.
- Ensure that student and staff mobility is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide active support to incoming mobile participants throughout the process of finding accommodation.
- Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.
- Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.
- Ensure that students are aware of their rights and obligations as defined in the Erasmus Student Charter.

#### **During mobility**

- Ensure equal academic treatment and the quality of services for incoming students.
- Promote measures that ensure the safety of outgoing and incoming mobile participants.
- Integrate incoming mobile participants into the wider student community and in the Institution's everyday life. Encourage them to act as ambassadors of the programme and share their mobility experience.
- Provide appropriate mentoring and support arrangements for mobile participants, including for those pursuing blended mobility.
- Provide appropriate language support to incoming mobile participants.

#### **After mobility**

- Provide incoming mobile students and their sending institutions with transcripts of records containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Ensure that all ECTS credits gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility are fully and automatically recognised as agreed in the learning agreement and confirmed by the transcript of records/traineeship certificate. They shall be transferred without delay into the student's records, shall be counted towards the student's degree without any additional work or assessment of the student and shall be traceable in the student's transcript of records and the Diploma Supplement.
- Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (the Diploma Supplement).



- Encourage and support mobile participants upon return to act as ambassadors of the programme, promote the benefits of mobility and actively engage in building alumni communities.
- Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement and in line with the institutional strategy.

#### **WHEN PARTICIPATING IN EUROPEAN AND INTERNATIONAL COOPERATION PROJECTS**

- Ensure that cooperation activities contribute towards the fulfilment of the institutional strategy.
- Promote the opportunities offered by the cooperation projects and provide relevant support to staff and students interested in participating in these activities throughout the application and implementation phase.
- Ensure that cooperation activities lead to sustainable outcomes and that their impact benefits all partners.
- Encourage peer-learning activities and exploit the results of the projects in a way that will maximise their impact on individuals, other participating institutions and the wider academic community.

#### **FOR THE PURPOSES OF IMPLEMENTATION AND MONITORING**

- Ensure that the long-term institutional strategy and its relevance to the objectives and priorities of the Programme are described in the Erasmus Policy Statement.
- Ensure that the principles of the Charter are well communicated and are applied by staff at all levels of the Institution.
- Make use of the "ECHE guidelines" and of the "ECHE self-assessment" to ensure the full implementation of the principles of this Charter.
- Regularly promote activities supported by the Programme, along with their results.
- Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website and on all other relevant channels.

*On behalf of the Institution, I acknowledge that the implementation of the Charter will be monitored by the Erasmus National Agencies and that a violation of the above principles and commitments may lead to its withdrawal by the European Commission.*

*On behalf of the institution, I commit to publishing the Erasmus Policy Statement on the institution website.*

Legal representative of the institution Prof. Carlos Rodrigues – IPVC President

Signature of the legal representative

*Carlos J. Rodrigues*





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)

O Instituto Politécnico de Viana do Castelo - IPVC define sua visão, como sendo uma instituição que se afirma pela qualidade dos seus modelos organizacionais e de governança, inovadora e pró-ativa. Alicerçada numa oferta formativa diversificada, inovadora, profissionalizante, global e versátil, em plena articulação com a investigação aplicada e em permanente compromisso com a região e o país. Constitui-se como uma comunidade dinâmica, centrada na promoção do potencial humano e que através de redes colaborativas, incentiva o empreendedorismo com vista à empregabilidade, numa lógica de cocriação de valor. É uma instituição empenhada na internacionalização através da partilha de conhecimento, formação, mobilidade e desenvolvimento de projetos, sendo reconhecida na cooperação internacional. Essa aposta no triângulo do conhecimento, que é a base para a aquisição e antecipação de competências inovadoras, criativas e empreendedoras, conta com a colaboração de seus colaboradores, parceiros nacionais e internacionais, essenciais para atingir os objetivos propostos no seu Plano Estratégico. O IPVC também partilha da abordagem da Comissão Europeia, de que é necessário 'reforçar a identidade Europeia através da educação e da cultura', ambiciona fazer parte integrante da criação de um Espaço Europeu da Educação até 2025, segundo o qual 'a aprendizagem, os estudos e a investigação não serão limitados por fronteiras, para isso será necessário remover obstáculos ao reconhecimento das qualificações no ensino superior. Para atingir este fim, o IPVC define como prioritária sua estratégia de modernização e atualização no reforço da internacionalização, nos seus múltiplos aspetos. O Plano Estratégico do IPVC para o período 2020-2024, deixa claro o objetivo institucional da construção de um Politécnico que gerará um conhecimento global e assume um papel que realça o desenvolvimento regional do Alto Minho. Nesse sentido, é essencial estabelecer relações de parceria com instituições de ensino superior e outras entidades estrangeiras que permitam ao IPVC refinar as suas competências e, consequentemente, fortalecer a sua capacidade nas áreas de educação (através do estabelecimento de duplos diplomas), inovação e I&D.

No caso específico da educação, o IPVC procurará garantir que um número significativo dos seus alunos, professores e colaboradores participe em programas de mobilidade e, ao mesmo tempo, procurará atrair também estudantes de países de fora da Europa, nomeadamente de países africanos, de países de língua oficial portuguesa, também de destinos da emigração portuguesa e de países da América Latina. Para atingir esses objetivos, o IPVC definirá, entre outras iniciativas, instituições estratégicas de ensino superior com as quais deverá estabelecer a colaboração na área da mobilidade e identificar eventos, exposições, feiras e outras iniciativas na área de educação e formação, de âmbito internacional, em que devemos participar para divulgar nossa oferta de formação. Além disso, de acordo com o atual Plano Estratégico, o IPVC pretende, entre outros objetivos, aumentar o seu envolvimento em projetos internacionais e promover parcerias com instituições estratégicas de ensino superior, através da integração em consórcios que permitam aos estudantes obter um diploma académico através da combinação de estudos realizados em vários países da EU, contribuindo assim para a competitividade internacional das instituições europeias de ensino superior. A consolidação da estratégia institucional para a internacionalização, nomeadamente através da participação no programa Erasmus, dependerá de como o IPVC garantirá a combinação destes dois objetivos. De facto, é claro que a diferenciação, no período de programação que está a iniciar, dependerá da capacidade do IPVC em estabelecer parcerias e participar em projetos de cooperação e inovação alinhados com os outros desafios e estratégias institucionais. Atualmente, o IPVC já participa em várias redes internacionais e apresenta um amplo conjunto de parceiros com potencial que permite alinhar seus objetivos com os desses parceiros, não apenas através dos resultados de atividades e projetos implementados de forma autónoma, mas respondendo estrategicamente a desafios comuns da sociedade. Além disso, no que se refere à investigação e desenvolvimento, o IPVC procurará aumentar o seu envolvimento em projetos internacionais, dando especial atenção às oportunidades existentes ao nível do programa ERASMUS+, Horizonte 2020, no futuro Horizonte Europa e promovendo parcerias com instituições de ensino superior estratégicas.

O IPVC defende que, para alavancar a sua estratégia internacional e de modernização, o Programa ERASMUS+ é essencial, pois desenvolve a aquisição de novos conhecimentos, capacidades e competências, tanto pessoais como sociais e profissionais, inclusive experiências únicas e uma conscientização cultural, que facilitam a participação ativa numa sociedade e num mercado de trabalho global, que por si só promoverá a identidade Europeia. O Programa ERASMUS, é uma prioridade para nossa instituição, pois permite melhorar a qualidade e a eficiência da educação e da formação através da mobilidade. A estratégia de qualidade da educação que o IPVC pretende implementar, vinculada à mobilidade internacional, visa fomentar o espírito empreendedor, a inovação e ao mesmo tempo, criar a sensibilidade cultural dos nossos alunos, professores e colaboradores. O alinhamento dos objetivos institucionais às atividades e parcerias estabelecidas internacionalmente representa uma evolução significativa na abordagem da postura internacional do IPVC. Com os recém-eleitos órgãos do IPVC, em meados de 2019, a internacionalização tornou-se um objetivo estratégico, como mencionado anteriormente, e é considerada um componente essencial para o processo de crescimento e modernização institucional.

O apoio ao intercâmbio de pessoal e à experiência prática durante os cursos impulsiona e ajusta os currículos às necessidades atuais e emergentes do mercado de trabalho, promovendo a empregabilidade e o empreendedorismo. A mobilidade de docentes e staff e o estabelecimento de parcerias permitem um maior conhecimento dos diferentes mercados de trabalho, que é uma boa prática que permite ao IPVC qualificar e ajustar o tipo de oferta de formação e

<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)

aumentar as possibilidades dos seus estudantes a entrarem no mundo do trabalho e adotarem um plano de vida mais produtivo.

O IPVC alinha a sua estratégia de internacionalização à estratégia de sustentabilidade e responsabilidade social de acordo com a agenda 2030 para o Desenvolvimento Sustentável, para poder contribuir para o tão desejado crescimento europeu inteligente, sustentável e inclusivo. O IPVC pretende tornar a aprendizagem e a mobilidade uma realidade crescente e igualmente acessível a todos, 'promovendo a equidade, a coesão social e a cidadania'. Parcerias nas áreas dos cursos que leciona, em países estratégicos, garantem a aquisição avançada de competências-chave, no caso de mobilidade de estágio, o nosso alvo são países com oportunidades de emprego futuras, onde o aluno pode, em simultâneo, aprender e garantir um emprego futuro. A mobilidade transfronteiriça para estágios e projetos de voluntariado é outra das apostas do IPVC, fortemente apoiada pelo Corpo Europeu de Solidariedade, especificamente para jovens com menos oportunidades.

A mobilidade de professores e investigadores é outra das estratégias que o IPVC definiu, a aquisição de conhecimento fora do país permite visualizar novos contextos de educação e formação que são uma mais valia, tanto pela motivação, como pela qualidade da instituição.

Em resumo, o compromisso do IPVC é cumprir a meta estabelecida para a criação do Espaço Europeu da Educação até 2025, de que todos tenham acesso a uma educação de alta qualidade, para isso, o IPVC promoverá o intercâmbio de estudantes e colaboradores no contexto do programa Erasmus, como norma, em conformidade e respeito com os requisitos de qualidade da Carta Erasmus para o ensino superior. Respeitar os requisitos de organização e gestão da mobilidade, em particular o reconhecimento automático dos créditos concedidos aos alunos em conformidade com acordado no Plano de Estudos e confirmado na Transcrição de Notas, em conformidade com o Sistema Europeu de Transferência e Acumulação de Créditos. O IPVC concorda na cedência de dados necessários à mobilidade, de acordo com os padrões técnicos da Iniciativa para o Cartão de Estudante Europeu.

O reforço da participação do IPVC nas ações KA2 e KA3 é, portanto, um aspeto central para o crescimento da instituição como uma entidade pública de referência no ensino superior, particularmente nas relações estabelecidas com os seus diversos parceiros internacionais. A participação nesta tipologia de projetos tem os seguintes objetivos específicos:

- Contribuir para a consecução dos Objetivos de Desenvolvimento Sustentável;
- Apoiar instituições europeias e nacionais na implementação de políticas públicas;
- Promover atividades de cooperação e inovação em parceria com instituições de ensino superior, empresas e outras entidades;
- Incentivar o desenvolvimento de novas metodologias de ensino, formação e investigação; Capacitar estudantes de diferentes ciclos de ensino e indivíduos com interesse na aprendizagem ao longo da vida com as competências e habilidades necessárias para ter sucesso no mercado de trabalho.

The Polytechnic Institute of Viana do Castelo – IPVC - defines its vision, as an institution highlighting by the quality of its organizational and governance models, innovative and proactive. Based on a diversified, innovative, professional, global and versatile training offer, in full articulation with applied research and in permanent commitment to the region and the country. Constitutes itself as a dynamic community, centered on the promotion of human potential and that through collaborative networks, encourages entrepreneurship as a view to employability, in a logic of co-creation of value. It is an institution committed to internationalization through knowledge sharing, training, mobility and project development, being recognized in international cooperation. This bet on the knowledge triangle, which is the basis for the acquisition and anticipation of innovative, creative and entrepreneurial skills, counts on the collaboration of its stakeholders, national and international partners, essential to achieve the objectives proposed in its Strategic Plan. It also shares the view of the European Commission, in 'Strengthening European identity through education and culture', which aims to be an integral part of the creation of a European Education Area by 2025, according to which, 'learning, studies and research won't be limited by borders, will be necessary to remove obstacles to the recognition of qualifications in higher education'. To this end, it defines as a priority, its strategy of modernization and updating in strengthening internationalization, in its multiple aspects. The Strategic Plan of IPVC for the period 2020-2024, makes clear the institutional purpose of building a polytechnic that generates global knowledge and takes a role that enhances the regional development of Alto Minho. In this sense, it is essential to establish partnership relations with higher education institutions and other foreign entities that allow the Polytechnic to improve its skills and consequently strengthen its capacity in the areas of education (through the establishment of double degrees), innovation and R&D. In the case of education, the IPVC will seek to ensure that a significant number of its students, teachers and employees participate in outgoing mobility programs and, at the same time, it will seek to attract students from countries beyond Europe, namely from African countries, and others speaking official Portuguese countries, also countries of destination of Portuguese emigration and Latin America countries. To achieve these objectives, IPVC will among other initiatives, define strategic higher education institutions with whom it should establish collaboration in the area of mobility and identify events, exhibitions, fairs and other initiatives in the area of education and training, of an international scope, in which we must participate to publicize our training offer. Also, according to the current Strategic Plan, IPVC intends, among other objectives, to increase its involvement in international projects and promote partnerships with strategic higher education institutions, by integration in consortia that allow students to obtain an academic degree through the combination of studies carried out in several EU countries and contributing to the international competitiveness of European higher education institutions. The consolidation of institutional strategy for internationalization, namely through participation in the Erasmus programme, will depend on how IPVC manages to ensure the combination of these two objectives. In fact, it is clear that the differentiating aspect, for the programming period that is starting now, will depend on the IPVC's capacity to establish partnerships and participate in cooperation and innovation projects aligned with the other challenges and institutional strategies.. Currently, IPVC already participates in several international networks and presents a broad set of potential partners that allows it to align its objectives with those of these partners, not only, through the results of implemented activities and projects autonomously, but strategically responding to common challenges in the society. Also, regarding R&D, the IPVC will seek to increase its involvement



in international projects, paying special attention to the existing opportunities at the level of the ERASMUS + Program, Horizon 2020 and the future Horizon Europe and promoting partnerships with strategic HEIs.

The IPVC argues that to leverage its international and modernization strategy, the ERASMUS Program is essential, as it develops the acquisition of new knowledge, skills, competences, both personal, as well as social and professional, even unique experiences and cultural awareness, which facilitate active participation in a society and a global labor market, but promoting European identity. the ERASMUS Program as a priority for our institution, allows to improve the quality and efficiency of education and training through mobility. The strategy of quality of education that IPVC intends to implement, linked to international mobility, aims to foster the entrepreneurial spirit, of innovation and at the same time to create the cultural sensitivity of our students and of our teachers and staff. The alignment of institutional objectives with activities and partnerships established internationally represents a significant evolution in IPVC's approach to its international posture. With newly elected governing bodies of IPVC, in mid-2019, internationalization has become a strategic objective, as previously mentioned, and is considered an essential component for the institutional growth and modernization process.

Supporting staff exchange and practical experience during courses drives and adjusts curricula to current and emerging labor market needs and promotes employability and entrepreneurship. Staff Mobility and partnerships allows higher knowledge of different labor markets, which is an essential practice that enables IPVC to qualify and adjust the type of training offer and increase the possibilities for students to enter the world of work and undertake a more productive life plan.

The IPVC aligns its internationalization strategy with the sustainability and social responsibility strategy in accordance with the 2030 agenda for Sustainable Development, to be able to contribute to the much-desired intelligent, sustainable and inclusive European growth. IPVC intends to make learning and mobility a growing reality and equally accessible to all, 'fostering equity, social cohesion and citizenship'. Partnerships within the areas of the degree courses it teaches, in strategic countries, guarantee the advanced acquisition of key skills, in the case of internship mobility, our target are countries with future employment opportunities, where the student can simultaneously learn and ensure future employment. Cross-border mobility for both internships and volunteer projects is another of the bets of the IPVC, strongly supported by the European Solidarity Corps, namely for young people with fewer opportunities.

The mobility of teachers and researchers is another of the strategies that the IPVC has defined, the acquisition of knowledge outside the country allows visualizing new contexts of education and training and are added value, both for their motivation and for the quality of the institution.

As a summary, the IPVC's commitment is to meet the goal set for the creation of the European Education Area by 2025, that everyone should have access to high quality education, for that, IPVC will promote the exchange of students and staff in the context of the Erasmus programme, as a norm, in accordance and respect with the quality requirements of the Erasmus Charter for Higher Education. Respecting the organization and management requirements of the mobility, in particular the automatic recognition of the credits awarded by students and as agreed in the Learning Agreement and confirmed in the Transcript of Records, in line with the European Credit and Accumulation System. IPVC agrees on exchanging mobility related data in line with the technical standards of the European Student Card Initiative. The strengthening of IPVC's participation in Key Action's 2 and 3 projects is therefore a central aspect for the institution's growth as a public higher education entity of reference, particularly in the relationships established with its several international partners. Participation in this typology of projects has the following specific objectives:

- To contribute to the achievement of the Sustainable Development Goals;
- To support European and National institutions in the public policies implementation;
- To promote cooperation and innovation activities in partnership with higher education institutions, companies and other entities;
- To encourage the development of new teaching, training and research methodologies;
- To empower students from different education cycles and individuals with interests in lifelong learning with the skills and abilities needed to succeed in the labour market.

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)

Entre seus principais objetivos, o IPVC deseja reforçar os projetos de mobilidade KA1, através do fortalecimento de parcerias já existentes e estabelecer novos acordos de cooperação com instituições de ensino superior fora da União Europeia, baseada em parcerias existentes em projetos anteriores, como Projetos Erasmus Mundus e também KA107, International Credit Mobility. Além disso, o IPVC visa estabelecer novas parcerias estratégicas com os países de língua oficial portuguesa. Essas parcerias criam redes de excelência na aprendizagem, formação e I&D que tornarão possível, além da mobilidade das pessoas, a partilha de conhecimentos, investigação e novas metodologias.

O IPVC, como instituição de ensino superior, desenvolve atividades de ensino, inovação e I&D nas mais diversas áreas do conhecimento. Considerando as seis escolas que constituem o IPVC, Educação, Saúde, Tecnologia e Gestão, Agricultura, Ciências Empresariais e Desporto e Lazer, há uma tendência natural para o desenvolvimento de projetos nacionais e internacionais. Durante o período em que decorrerá o novo programa, como já mencionado, o IPVC pretende fortalecer a sua participação em projetos europeus, por meio da seleção de tópicos e parcerias alinhados, tanto com seus objetivos institucionais, como com as atuais necessidades europeias e globais. Devido à sua anterior participação em programas europeus, em particular no Erasmus, onde o IPVC participou e coordenou vários projetos, foi possível criar redes em que o IPVC já é reconhecido e valorizado pelos seus parceiros. Na estrutura

da comunidade que está a iniciar, é importante melhorar o trabalho desenvolvido, apostando em projetos e parcerias cada vez mais inovadores e bem-sucedidos. Entre as tipologias de projetos nos quais o IPVC pretende fortalecer sua presença, é importante destacar: Capacitação; Cooperação e Inovação, Alianças de Conhecimento e também a integração em consórcios para a constituição de uma Universidade Europeia. A Universidade Europeia deve ter como objetivos gerais a contribuição para os objetivos sustentáveis e, simultaneamente, reduzir as assimetrias entre territórios de alta e baixa densidade. Cabe destacar também que toda a estratégia de participação está alinhada com os objetivos de médio e longo prazo da Instituição, pois o IPVC visa contribuir para o desenvolvimento sustentável da região em que está inserida e onde, devido à sua dispersão geográfica, coexiste estreitamente com diferentes ritmos de desenvolvimento e desafios da sociedade.

Among its main objectives, IPVC desires to reinforce mobility projects in KA1, through the strengthen in existing partnerships and establish new cooperation agreements with institutions of higher education out of the European Union, based in our previous partners of Erasmus Mundus Projects and also at our KA107 ICM projects. Also, IPVC aims to establish strategic new partnerships with Official Portuguese Language speaking countries. These partnerships create learning, training and Excellence R&D networks that make possible, in addition to the mobility of people, the sharing of knowledge, research and new methodologies.

IPVC, as a higher education institution, develops teaching, innovation and R&D activities in the most diverse knowledge subjects. Considering the six schools that IPVC is made up, namely Education, Health, Technology and Management, Agrarian, Business Sciences and Sports and Leisure, there is a natural tendency for the development of national and international projects. During the period to which this application corresponds, as already mentioned, IPVC intends to strengthen its participation in European projects through the selection of topics and partnerships that are aligned, both with its institutional objectives, and with the present European and global demands. Because of previous participations in European programmes, in particular Erasmus, where IPVC has participated and coordinated several projects, it has been possible to create networks of partners where IPVC is already recognized and valued. In the community framework that is beginning now, it is important then to improve the work developed by betting on increasingly innovative and successful projects and partnerships. Among the typology of projects in which IPVC intends to strengthen its presence, it is important to highlight the following: Capacity Building; Cooperation and Innovation, Knowledge Alliances and also the integration in consortia for the constitution of an European university. The European University should have as its general objectives the contribution to the Sustainable Goals and, simultaneously, reduce the asymmetries between high and low density territories. It must also be highlighted that the whole participation strategy is aligned with the mid-long-term objectives of the Institution, as IPVC aims to contribute to the sustainable development of the region where it is inserted and where, due to its geographical dispersion, it closely coexists with different development rhythms and societal challenges.

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)

As ações de mobilidade para a aprendizagem, estimulam o desenvolvimento de competências chave e experiências, cruciais para a participação ativa na sociedade e no mercado de trabalho Europeu. O IPVC é testemunha que a sua participação no programa Erasmus+ reporta um impacto positivo nomeadamente da mobilidade nos estudantes, na criação de autoconfiança, independência, integração social, desenvolvimento cultural, mas também na modernização e sustentabilidade das IES que a promovem, e sem nenhuma dúvida, na criação de um sentido de identidade Europeia.

O investimento estratégico do IPVC para o seu futuro vai na direção da internacionalização com a alavanca do ERASMUS+. O IPVC acredita na mudança através da 'evolução e não da revolução', uma evolução em que o conhecimento e a aprendizagem são a essência para uma vida melhor e mais sustentável. Como essa essência só tem valor quando compartilhada, a cooperação e a mobilidade internacional são a chave principal que quando apoiadas pelo ERASMUS+ alavancam essa partilha de conhecimento. A cooperação com empresas, nacional e internacionalmente é também outra das chaves do IPVC, não apenas no fomento de atividades de desenvolvimento curricular em parceria, mas permitindo a prática de experiências em contexto de trabalho, aproximando os estudantes do mercado de trabalho global. O ganho, nesse sentido, é bilateral e impulsiona a criação e a assimilação de novas competências profissionais e pessoais com o seu respetivo reconhecimento. A flexibilidade e adaptação das IES e das empresas a essa nova estrutura e a essa realidade em que vivemos é obrigatória, exigindo responsabilidade social em todos os níveis e qualidade. A adaptação a novas oportunidades digitais e novas tecnologias, especialmente em tempos de crise, como o que estamos a viver atualmente, aprimora novas oportunidades, tornando realidade o "smart working". O IPVC destaca a importância e aposta nos jovens para esta evolução, compartilhando a visão europeia do novo Erasmus+, em direção ao 'Espaço Europeu da Educação' 2025, adotando medidas propostas que envolvem a criação de valores comuns e inclusivos na educação, competências digitais chave, competências na aprendizagem ao longo da vida, sempre em consonância com a Agenda 2030 (para o desenvolvimento sustentável). A estratégia do IPVC para os próximos anos é baseada nessa visão europeia, em que o ensino superior é contínuo e de alta qualidade, com competências adquiridas certificadas, válidas no mercado global e, principalmente, igualmente acessíveis a todos. Onde a aprendizagem é uma realidade permanente, atualizada nos seus diferentes contextos e abordagens. No contexto de uma educação global e de um ambiente de emprego, é essencial que os estudantes possam fazer o melhor uso possível de todas as oportunidades de aprendizagem em toda a UE. Todas as atividades

e projetos internacionais que nos propomos a desenvolver contribuirão para reforçar a imagem internacional do IPVC e a consolidação dos objetivos estratégicos da instituição para os próximos anos.

A participação do IPVC nas ações KA1 permitirá ampliar a oferta de disciplinas em inglês e, também, para os estudantes incoming, é uma oportunidade de divulgar o nosso idioma, através dos cursos de língua e cultura portuguesa. Além disso, ter o mesmo sistema de reconhecimento para acreditação na aprendizagem, como todos os países da UE, partilhando as boas práticas no ensino, desenvolvendo parcerias estratégicas de investigação com empresas de alta qualidade para atividades de formação de estudantes, permite a estes uma abordagem mais fácil ao mercado de trabalho. Além das ações KA103 e KA107, o IPVC tem também outros objetivos que gostaria de alcançar em um futuro próximo:

- Estabelecer, como coordenador ou parceiro, candidatura a universidade europeia até 2023;
- Reforçar a presença do IPVC nas redes europeias de investigação e desenvolvimento;
- Reforçar a submissão de candidaturas, como líder ou parceiro, sobre temas alinhados à promoção de: Igualdade entre homens e mulheres, igualdade de oportunidades e não discriminação, saúde, meio ambiente e empreendedorismo;
- Aumentar em 25% o número de projetos das tipologias KA2 e KA3;
- Assumir o compromisso de que todas as solicitações não financiadas, lideradas pelo IPVC, serão enviadas no ano seguinte;
- Em estudo diplomas conjuntos com o Brasil e a América Latina, para que possamos receber e enviar estudantes nas diversas áreas estratégicas.
- Garantir o desenvolvimento de projetos de qualidade - 80% dos projetos com a participação do IPVC obtêm, no relatório final, uma pontuação acima de 75 pontos;

A participação do IPVC no programa Erasmus e a sua contribuição para o desafio da qualidade do ensino e da investigação na instituição é um fator essencial para o sucesso da modernização das IES na Europa. De facto, a aposta na qualidade é uma opção forte e antiga deste instituto, reconhecida por entidades externas credenciadas. Essa participação também é uma condição essencial para aproveitar ao máximo o capital intelectual, adaptando esse conhecimento à diversidade e promovendo a empregabilidade dos nossos graduados, uma vez que os novos programas curriculares serão continuamente adaptados às necessidades do mercado de trabalho.

Este desafio criará formas de motivação para professores, alunos e todos os que trabalham na instituição, a fim de serem melhores profissionais, para que a formação de qualidade ministrada seja reconhecida, visível e transparente. A possibilidade de condições de financiamento para essa modernização, a promoção e a comunicação associadas ao programa são vistas como fundamentais para o sucesso da estratégia que se pretende implementar.

Learning mobility actions fosters the development of key competences and experiences that are crucial for active participation in society and in the European labor market. IPVC already testified that its participation in Erasmus+ programme, reported a positive impact of mobility on students' self-confidence, independence, social integration, cultural development, but also in the modernization and sustainability of HEI that promote it, and without any doubt, the creation of a sense of European identity.

The IPVC strategic investment for its future goes in the direction of internationalization with the lever of ERASMUS+. IPVC believes in change through 'evolution and not revolution', an evolution where knowledge and learning are the essence for a better and a more sustainable life. As this essence has only value when shared, international cooperation and mobility are the key parts enhanced by ERASMUS+ that leverage this knowledge sharing. Cooperation with companies is also one of the key of the IPVC, both nationally and internationally, not only in fostering curriculum development activities in partnerships, but allowing the experience practices in work environment context, placing students in closer proximity to the global job market. The gain in this sense is bilateral and boosts both, the creation and the assimilation of new professional and personal skills with their respective recognition. The flexibility and adaptation of both HEIs and companies to this new framework and to this reality that we live in, is mandatory, demanding social responsibility at all levels and quality. Adapting to new digital opportunities and new technologies, especially in times of crisis, like the one we are currently experiencing, enhances new opportunities by making "smart working" a reality. IPVC highlights the importance and bets on young people for this evolution, sharing the European vision for the new Erasmus+, towards the 'European Education Area' 2025, taking proposed measures that involve the creation of common and inclusive values in education, digital skills and key competences in lifelong learning, also in line with the 2030 Agenda (for sustainable development). The IPVC strategy for the coming years is based on this European vision where higher education is continuous and of high quality, with acquired skills certified, valid in the global market and mainly, equally accessible by all. . Where learning is a permanent reality, updated in its different contexts and approaches.

In the context of a globalized education and employment environment, it is essential that students are able to make the best possible use of all learning opportunities across the EU. All the international activities and projects that we propose to develop, will contribute to reinforce the international image of the IPVC and the consolidation of the institution's strategic objectives for the coming years..

Our participation in actions KA1 allow us an enlargement of subjects offer in English language, and also, for incoming students it is an opportunity to spread our language, trough Portuguese language and culture courses. Also, having the same recognition system for accreditation in learning, as all EU countries, sharing the best practices in learning, developing strategic research partnerships with high quality companies for training actives of students, allows these students an easier approach to the labor market. Beyond our KA103 and KA107, IPVC as some targets that would like to achieve in the near future:

- Establish, as coordinator or partner, and submit for funding a European University till 2023;
- Strengthen the presence of IPVC in European research and development networks;
- Reinforce the submission of applications, as leader or partner, on themes aligned with the promotion of: Equality between men and women, equal opportunities and non-discrimination, health, environment and entrepreneurship;



- Increase by 25% the number of projects of typologies KA2 and KA3;  
- To assume the commitment that all not funded applications, led by IPVC, will be submitted in the following year;  
- Joint degrees are being studied with Brazil and Latin America, so that we can receive and send students in the various strategic areas.  
- Ensure the development of quality projects - 80% of projects with the participation of IPVC obtain, in the final report, a score above 75 points;  
The participation of IPVC in the Erasmus Program and its contribution to the challenge of the quality of teaching and research in the institution is an essential factor for the success of the modernization of HEI in Europe. In fact, the bet on quality is a strong and old option of this institute, recognized by external accredited entities. This participation is also an essential condition for taking full advantage of intellectual capital, adapting this knowledge to diversity and promoting the employability of our graduates, given that the new curricular programs will be continuously adapted to the needs of the labor market.  
This challenge will create forms of motivation for teachers, students and all who work at the institution, in order to be better professionals, so that the quality training taught is recognized, visible and transparent. The possibility of financing conditions for this modernization, the promotion and communication associated with the program are seen as fundamental for the success of the strategy that is intended to be implemented.

## 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.

Since the beginning of the creation of the IPVC and with emphasis on the implementation of the ERASMUS Program at this institute, transparency and respect for equal opportunities are the main concern of this institution. Currently with the implementation of the Social Responsibility system at the IPVC, one of the strategies that the IPVC continuously seeks to reinforce within the scope of its activities is the issue of Human Rights. Some commitments assumed by the IPVC in this area are the right to education, non-discrimination, gender equality, freedom of expression, recognition and reward, among others. The IPVC Strategic Plan was supported by the 2030 Agenda for Sustainable Development, which highlights three of the axes; reduce inequalities (10), promote gender equality (5) and promote quality education (4). The bet on teaching with quality assurance is also the basis for performance with transparency, emanating an image of confidence in the institution.

In the specific case of mobility, the opening of calls in any of the typologies requires respect for these axes and the rights of participants. Mobility opportunities are disseminated to the entire IPVC community from students, teachers and employees through the general email list, for each type of participants, through the disclosure on the PT and EN version on portal of the IPVC and on the institution's Social Networks. It is also posted on posters at IPVC schools and sessions to publicize the Program, weeks before the opening of applications. The selection also obeys this respect required in the disclosure of the program, there are ranking criteria for each type of mobility created by all those responsible for the IPVC international cooperation process (mobility coordinators, International Office and the institutional coordinator of international relations), updated criteria and available on the institution's international website <http://internacional.ipvc.pt/pt/node/435>. In addition to the selection criteria by type, the list of selected participants is also published on the international website, referring to the result obtained for each ranking criterion used and sent by email to all candidates with the respective complaint period.

This respect for equal access rights and opportunities referred, is also extended to all incoming participants on the program, the treatment given to national IPVC students is also safeguarded for incoming students, both at the academic level and at services offered. In addition to all the information sent to participants by email before their arrival, contact is made with an 'Erasmus Guide Friend' (buddy) who guides the student, welcomes him on arrival, fits him in the academic and social context of the region and the institution, always available to give them the basic support they need. Also, students with special needs will be able to access all services, like national students, namely support from the social service and health office of the IPVC. Teachers and Staff are also welcomed and integrated through teachers in the areas or the respective services in which they are integrated. Students with fewer economic opportunities are encouraged to move for learning purposes or cross-border internships.



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 IPVC has been using digital tools for several years to facilitate international work. The digital archive of most ERASMUS documents is already a reality since 2009 at our institution. Also Erasmus registration and mandatory documents are sent by ON.IPVC platform since 2018.

Since its creation, we have been following the Erasmus Without Paper project through workshops promoted at the national level by one of the partners of this project. The use of the Erasmus Dashboard for Learning Agreements is already a reality with several European institutions. We have now made the Registration so that Erasmus Interinstitutional Agreements can be as planned, established online on the European platform for that purpose by 2021. We are working together to be a pioneer with the Erasmus Without Paper network. IPVC is committed to work in accordance with technical standards launched at European level, to adapt information systems to the new digital reality. IPVC is working with a national company to implement a specific service that will be compatible with the digital reality of European mobility management with regard to the Erasmus Program and all its initiatives. So that in 2022 we will be able to send and receive student nominations and acceptances and in 2023 we intend to exchange transcripts of records related to student mobility. IPVC will also participate in the promotion of the use of the Erasmus+ mobile app between our incoming and outgoing participants, we will warn them about the importance of it, to ensure that institutions and Erasmus+ students can benefit from increased efficiency in administrative processes. It will allow then to find all Erasmus information they will need about their mobility experience and host and home institutions information without registration procedures and paper work. By 2025, as expected by EC all mobile students of IPVC should be able to enjoy the benefits of the European Student Card Initiative that will secure international students' rights and welfare. IPVC agrees to implement digital mobility management and exchanging mobility related data in line with the technical standards of the European Student Card Initiative.

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

The IPVC shares the concern that the high environmental consumption today that causes successive climate change and the growing threats to the environment must be disclosed, mainly to young people, so that they can be active in this matter and make the difference as agents of changing towards a sustainable society. For this reason, the IPVC in its Strategic Plan follows the indications of the 2030 agenda for sustainable development. At the international level, it increases its international cooperation so that, in collaboration with its partners, we can find ways to minimize superfluous and harmful to the environment.

Additionally to a strong intervention in the field of energy efficiency by improving buildings' thermal comfort and by the use of renewable energy, IPVC also stands out for implementing an integrated project in the field of sustainable mobility. Some projects regarding this field are already in its execution phase: Bira Project involves the provision of free access 200 bicycles, both electric and conventional, for the use of in and outgoing students, teachers and employees. Academic Bus Project make available buses to transport in and outgoing students between IPVC schools, an Fundo Ambiental Project allows the provision of electric cars for transportation of employees and collaborators.

Bira IPVC is a project integrated in U-Bike Portugal, which aims to promote smooth mobility, with a focus on the use of bicycles as a transport tool, through a contract at reduced cost and of long duration, in order to contribute to the creation of regular habits of use of this transport, as well as, encourage energy efficiency, rationalization of consumption, and environmental sustainability.

Academic Bus is project that involves the provision of a bus service that establishes a connection between the IPVC schools. Due to a low-cost transport service, IPVC community can easily move between their homes and schools, simply by purchasing a monthly pass, which in addition to providing access to exclusive buses for the academic community, also benefits of a set of additional schedules provided daily by public transports in Alto Minho. Academic Bus covers ten municipalities of Alto Minho, in a total of 17 locations connected to the six IPVC schools.

Based on a Project sponsored by Fundo Ambiental, in October 2019, 3 electric vehicles were made available for IPVC community use the electric vehicles assigned were contracted by an Environmental Fund, under an operating vehicle rental system (AOV), through a public tender conducted by Public Administration Services (ESPAP).

The digital archive and the sending of agreements and program documents in digital format has been a norm at IPVC since 2018, registrations are all online and documents in digital format. Volunteering in the environmental and rural sector, as well as the use of innovative technologies in environmentally friendly research are a reality in our institution.

<sup>2</sup> [https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative\\_en](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en)



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

IPVC adopted EFQM model and integrated Social Responsibility in the Management System by implementing the Portuguese standard NP 4469 reinforcing the strategic axis "IPVC Sustainable and Inclusive Campus" of the new Strategic Plan IPVC 2020-2024. IPVC is committed to implementing the Principles for Responsible Management Education and assigned the Commitment with the PRME-Principles for Responsible Management Education (PRME) a United Nations Global Compact initiative founded in 2007 as a platform to raise the profile of sustainability in schools around the world. The IPVC adopts appropriate procedures to ensure that the programmes are delivered in a way that favours an active role of the student in creating the learning process, as well as student assessment processes that are consonant with this approach. For the achievement of this objective, the institution promotes learning environments able to respect and attend to the diversity of students and their needs, consider and use different teaching and learning methods (including Problem Based Learning and Service-learning), in accordance with students' needs and the learning objectives, evaluate and adjust teaching and learning methods regularly, encourages a sense of autonomy in the student, while ensuring adequate guidance and support from the teacher, promote mutual respect in the student-teacher relationship, provide mechanisms for dealing with students' complaints. Since 2000, IPVC has a Unit for Education and Development Studies (GEED), and based on values such as global citizenship, interculturality, solidarity and cooperation in order to build a fairer world, its operating strategy has been based on partnership and network work. GEED has promoted "Open Courses" in the fields of international cooperation and volunteering. More recently with the strengthening the Development Education and Global Citizenship area the Open Courses adopted the name "Learning for Development: Education, Cooperation and Global Citizenship", aiming at "Contributing to a conscious and critically reflective around global issues and development prospects in the IPVC environment and the community. Also "IPVC Inclusive School" a project related with service learning methodology applied to study programmes, aims to be one of the faces of our social responsibility strategy to consolidate and develop a strong community and territorial/ local base. A co-construction / intervention project in the community that integrates students in service-learning projects with real problems, integrated in the curricula resulting from external challenges. From November 2017 until October 2020 IPVC is participating in the DEAR project Get up and goals! Global education time: an international network of learning and active schools for Sustainable Development Goals (SDGs) which aims to contribute to structurally link formal education to Global Citizenship Education (GCE) and awareness on SDGs. This project has four main thematic focus – on Gender Inequalities, Climate Change, Global Inequalities and Migrations. Since 2016, IPVC collaborate with the municipality of Viana do Castelo in projects: design and implementation of the Municipal Plan for the Integration of Immigrants. Since 2018, IPVC is also part of the national project Transforming Schools, funded by Camões, the Portuguese Agency for Development Cooperation, which establish a network of Higher Schools of Education working in GCE. Since 2019, IPVC leads the international project Rural 3.0: Service Learning for the Rural Development, co-funded by Erasmus+, and will set a framework for an integrated transnational approach of academic teaching and learning that contributes to the development of rural areas, meeting their needs and boosting innovation in these areas through an innovative methodology and creating community-university partnerships. IPVC is member of the OECD program for innovation in education through CERI- Directorate for education with the Project "Fostering Creativity and Critical Thinking in Higher Education. We are part of the HEInnovate expert group, as active members of the consortium of the Erasmus project Beyond Scale, an initiative from the OECD HEInnovate expert group. This project is working on developing the organizational capacity of Higher Education Institutions using the HEInnovate platform to facilitate peer learning and a pan-European community of practice.

Besides that, at quality management framework level, the Strategic Plan IPVC2020-2024 [http://www.ipvc.pt/sites/default/files/Plano\\_Estrategico\\_IPVC\\_20\\_24.pdf](http://www.ipvc.pt/sites/default/files/Plano_Estrategico_IPVC_20_24.pdf), is based on an alignment of the sustainability and social responsibility strategy with the SDGs which aims to align with the SDGs of the various areas of IPVC's activity, in the institution's governance, for a socially, economically and environmentally responsible IPVC and in compliance with the IPVC ethical conduct code (<https://dre.pt/application/conteudo/131793911>).

All our incoming students are also invited to participate in this spirit, integrating them in all our activities of social engagement and volunteering activities. Last year all our incoming students participated in collaboration with the FOOD Bank to collect food in supermarkets in the district. We active organize and promote activities in all projects referred above that allow mobile participants to be civic engage, integrated and active part in our local community. They accept and share our culture and values and after their departure they are always ambassadors of our region values and culture in their country of origin. Also, the 'saudade' of their Erasmus local place is always present in their future life. Our outgoing students make internationalization at home respecting diversity and difference that they had and sharing their experiences abroad with their colleagues when they arrive. The European identity is always spread between mobility participants, implementing a tolerant spirit. IPVC is preparing a call for quality label to work in projects in collaboration with European Solidarity Corps to apply for volunteering, to show our engagement with young European to show solidarity towards people and places in need.

## 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>.

IPVC has already implemented recognition of credits gained for learning during mobility abroad as the Recommendation of 22 May 2017 on the European Qualifications Framework for lifelong learning. For the award of equivalence and also in accordance with the rules of the Erasmus program, all the work done by the students will have academic recognition; if properly planned in the study plan approved - 'Learning Agreement'. The calculation and allocation of credits to the different courses, integrated in a particular scientific area, are based in general principles defined in the National regulation n.º 42/2005 of 22 February and was based, in particular, in the ECTS regulation of IPVC, with the necessary changes to the form of the DGES. They are determined according to the following principles: The work is measured in estimated hours of student work; The number of hours of student work to consider includes all forms of work provided, including contact hours and hours devoted to internships, projects, fieldwork, study and evaluation; The work of an academic year full time is between 1500 and 1680 hours and is completed within 36 to 40 weeks. <http://internacional.ipvc.pt/node/161>

The Erasmus/Course Coordinators are the responsible for the validation and acceptance of learning agreements (LA) for foreigner students. For outgoing after coordinators must be validate by scientific council. Students cannot start any period abroad without the LA being signed by the 3 parts (student, host and home institutions). For equivalence's purposes, all the work done by the students will have academic recognition, if properly provided in the LA approved. Given 60 credits per academic year in mobility activities and others for diploma supplement. This procedure aims to improve the transparency, comparability and portability of qualifications, facilitating their recognition.

With the departure of students, IPVC declares the period of stay of the student in a form call 'Certificate of Stay' and the students' marks are provided in the 'Transcript of Records'. <http://internacional.ipvc.pt/en/node/158> For curricular traineeship must have ECTS attribution. All extra subjects made by the students or extracurricular traineeship will be refer in Diploma Supplement DS or Europass mobility.

The certification of QMS-IPVC by A3ES(\*), obtained by IPVC, proves that IPVC promote processes for the design and approval of educational offer, ensuring that study programmes are structured so that they can achieve the objectives, adopts mechanisms to promote, assess and enhance quality collaboration with other institutions and with the community, namely regarding its contribution to regional and national development. In the ambit of its external relations policy, IPVC has in place procedures to promote, monitor, assess and enhance interface and external action activities, namely with regard to: Inter-institutional collaboration; Services to the community; Cultural, sporting and artistic action; Integration in national projects and partnerships; Contribution to regional and national development, in accordance with IPVC mission. At Internationalisation level, IPVC adopted mechanisms which allow it to promote, assess and improve its international cooperation activities. In the ambit of its internationalisation policies, IPVC defined procedures to promote, monitor, assess and improve international activities, namely those in relation to: Participation/coordination of international education and training activities; Participation/coordination of international research projects; The mobility of students, teaching and non-teaching staff.

QMS-IPVC is also internationally certified in accordance with ISO 9001:2015, at the following scope: Higher education in all the scientific areas taught in the six Higher Schools and in Social Services of IPVC (Accommodation, Meals, Scholarships, Culture, Sports, Health, Academic BUS, student employment promotion) and development of studies and projects (Research and Development activities, innovation, entrepreneurship and technology transfer) see certificate:

[http://www.ipvc.pt/sites/default/files/certificado\\_da\\_qualidade\\_iso\\_9001\\_2018.pdf](http://www.ipvc.pt/sites/default/files/certificado_da_qualidade_iso_9001_2018.pdf). The QMS-IPVC is organized and directed towards improving the quality of teaching and learning processes, R&D, management and support activities.

IPVC already follows recommendation builds on the Bologna Process and the Lisbon Recognition Convention, as well as inter-institutional agreements between his partners institutions. It also promotes the further use of existing tools which can support the recognition of qualifications and the learning outcomes for mobility abroad, such as Europass, the European Qualifications Framework, the European Credit Transfer and Accumulation System (ECTS) and the Diploma Supplement.

(\*) The Quality Management System (QMS-IPVC) is certified by Portuguese Agency for Assessment and Accreditation of Higher Education - A3ES since 2013, in consonance with the European Standards and Guidelines (ENQA, 2015). A3ES is a full member of the European Association for Quality Assurance in Higher Education (ENQA), is listed in the European Quality Assurance Register for Higher Education (EQAR) that is the Higher education in the European Higher Education Area (EHEA) official register of Quality assurance agencies (QAA), listing those that substantially comply with the ESG. A3ES is also member of CHEA International Quality Group.

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

Teachers and staff mobility, incoming/outgoing are an important strategy of IPVC internationalization, is a way to improve the quality and efficiency of education. It encourages the exchange of knowledge and experiences, and raises strategic contacts to all levels. Besides encouraging internal mobility, we promote the IPVC International week by all partners and non-partners, in order to attract mobility to our institution, we inform about all type of events sponsored by our partners and others, so that our teachers and staff can participate in these international activities. Recognition

<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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of staff mobility is done in the evaluation and management of teachers' curriculum, where mobility is an asset with attribution career benefits. The recognition of teacher mobility, it is currently very evident in the evaluation of teachers, being a factor valued in the evaluation grid.

For Staff evaluation is measured in training hours valued in their performance evaluation. Recognition of participation is also reflected in the good image of the institution and the large number participation in projects is a gain in curricular and assessment of teachers and administrative staff, with benefits in career.

The mobility of teachers and researchers is highly promoted for the acquisition of knowledge outside the country to visualize new contexts of education and training are of added value both for teachers and staff motivation and for the quality of the institution.

### 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 web site where IPVC will host the Erasmus Policy statement in the future will be in the same page that we use nowadays in the 1<sup>st</sup> page of our institution <http://www.ipvc.pt/> and also in our International website <http://internacional.ipvc.pt/pt/node/167>

Usually the KA1 mobility actions for learning purposes, the dissemination made among the students, which we believe to be the best dissemination: the experience that students bring from mobility is usually so positive that, no doubt when shared, it makes the best dissemination of the Program. This awareness makes the Erasmus information and dissemination sessions promoted by IPVC, accompanied by testimonies from students who have already lived this experience. The Erasmus Program is spread among posters in IPVC schools, on social networks through application and testimony phases, events associated with the Program. The teachers themselves, course coordinators and mobility in schools share this experience and this dissemination among students and also partners. IPVC holds biannually its International Week usually oriented to the Erasmus Mobility or areas related to its courses, with the participation of its national and international partners where we develop teaching, staff activities and conferences about Erasmus, with social and cultural integration activities.

Related to KA2 and KA3 at the end of the community framework that now ends, IPVC has reinforced its participation in networking activities and in the search for projects and partners, namely Information days, visits to potential partners and events organization to exchange experiences and brainstorming searching for new ideas and concepts.

It became clear the impact of this type of activities on the institution's capacity to promote and participate in new applications and more projects. Considering these experiences and their impacts, now reinforced with the strategic alignment of the institution (Strategic Plan of IPVC 2020-2024), it is intended to maintain and increase this type of activities. On the other hand, IPVC also intends to leverage contacts with entities in its surroundings in order to identify regional needs and gaps and, together with European partners, who recognize the same shortcomings in their respective territories, to build and value the development of tools and methodologies for teaching and cooperation.

Whenever these proposals are the object of funding, IPVC, in addition to the means of communication and dissemination foreseen in each of the projects, has specialized structures that can promote the activities undertaken. In this context, it is important to highlight the Mobility and International Cooperation Office, Projects Office and the Communication and Image Office, which, in its totality, is composed by 15 specialized collaborators in activities related to project and their results dissemination. From an institutional point of view, IPVC frequently uses its own Portal, newsletters, social networks and other means of communication to disseminate its activities. Finally, being the only public higher education institution in the Alto Minho region, IPVC also counts on the attention and availability of several local, regional and national media.

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 Erasmus Charter is publicising in IPVC International office walls since 2003. The Erasmus Charter is also visible in the 1<sup>st</sup> page of IPVC website, IPVC International website and sent to all mobility participants every year.