

Erasmus+ Policy Statement
State University of Applied Sciences
2021-2027

1. Introduction

Internationalisation is one of the most important challenges faced by higher education in Poland and around the world. According to the developed "Higher Education Internationalization Program", the Ministry of Science and Higher Education defines this process as: not only undertaking studies by foreign students in Poland, but also long- and short-term employment of foreign academic staff or participation of Polish scientists in international educational programs and research. Internationalisation is also the acquisition and exchange of knowledge and experience. Poland's membership in the EU, the geopolitical location of our country and the development of the knowledge-based economy are the main factors contributing to increasing the level of internationalization of Polish higher education. Successes in this field are also an opportunity for further development of science and higher education, and for a stronger position of Poland in Europe and in the world. Finally, it is also participation in international student and staff exchange programs, such as the Erasmus + Program.

2. Basic Principles

State University of Applied Sciences in Racibórz (PWSZ), by educating students in many first-cycle studies and uniform master's studies with a practical profile, through internationalisation of the education process, wants to participate in creating more integrated and inclusive European society. The measures proposed in the "Internationalization Strategy" have been defined in the Report on International Cooperation and Directions of Its Development for 2020-2026. According to the adopted report, the main strategic goals of the PWSZ in Racibórz were defined in its part. The main goal of the STRATEGY adopted for the years 2020-2026 is to set directions for the development of the PWSZ consistent with the idea of a knowledge-based society. The university, by supporting the mobility of students and academic staff, and creating

modern curricula, adapted to the requirements of the modern labour market, contributes to the promotion of the European dimension of higher education.

The mission of the State University of Applied Sciences in Racibórz is to enrich knowledge and educate highly qualified, entrepreneurial staff, able to meet the challenges of the European economy. An important element of the implementation of the above mission is broad international cooperation, and in particular all activities related to the functioning of the ERASMUS + Program of the EU program for education, training, youth and sport for 2021-2027 (hereinafter: the Program), which confirms that its participation in the Program is part of its own strategy of modernization and internationalization. By implementing the objectives set out in the Strategy, PWSZ undertakes to further modernize it and contribute to the achievement of the objectives of the European Education Area, jointly set out in the communication "Strengthening European identity through education and culture" published before the meeting of EU leaders in Gothenburg on November 17, 2017. These goals will be through participation in activities:

- Key Action 1 'Learning Mobility of Individuals': Mobility of university students and staff. This action will be a continuation of institutionalized cooperation between universities and program countries under the KA103 action, which we have been successfully implementing since 2007. An important step in order to expand the spectrum of institutionalized cross-border cooperation beyond the borders of the European Union was the conclusion, from 2015, of a bilateral agreement under the Erasmus + Program Action 1 - Educational Mobility, action - Mobility of students and university staff - cooperation with partner countries (hereinafter KA107). We will carry out these activities with success so far, striving to maintain the existing partnerships and expand the catalogue of new partners.
- Key Action 2 "Cooperation for innovation and the exchange of good practices" This action will be an extension of the current activities of the Program.

The participation of State University of Applied Sciences in Racibórz in activities under Key Action 1 and Key Action 2 will be based on high-quality mobility of employees and students as well as cooperation with universities and other strategic partners, such as enterprises, regional authorities, etc.

The university, implementing the 3rd strategic objective of the Development Strategy of the State University of Applied Sciences in Racibórz for the years 2020-2024 adopted by the Resolution of the Senate of the State University of Applied Sciences in Racibórz No. 24/2020 of 30 April 2020, which concerns international cooperation, guarantees that mobility and cooperation are one of the main elements institutional policy of the PWSZ.

For this purpose, the State University of Applied Sciences in Racibórz will:

- develop cooperation with partners from other countries based on the adopted internationalization strategy;
- promote and support the mobility of students and workers, especially mobility involving people with fewer opportunities, and develop a non-discrimination policy by supporting people from disadvantaged groups;
- pursue a clear policy for the development of integrated transnational learning activities (common courses / modules / curricula / common degrees);
- recognize the relevance and display the results achieved by their mobility staff or collaborative projects with strategic partners;
- take account of the results of internal monitoring of European and international mobility and cooperation activities, thus improving its international performance.

The main elements of the institutional policy of PWSZ will be published on the university's website within one month of the award of ECHE by the European Commission and will be used by Erasmus + national agencies as a tool to monitor compliance with ECHE and these guidelines.

In accordance with the Development Strategy, State University of Applied Sciences undertakes to:

1. Fully adhere to the principles of non-discrimination, transparency and inclusion as defined in the program.

PWSZ will implement appropriate procedures necessary to recruit students and staff for mobility and implement grant award procedures in a fair, transparent, consistent and documented manner, in line with the provisions of the contract with the National Agency. The

implemented guidelines will ensure fair and transparent procedures at all stages of mobility and in the evaluation process, including responding to inquiries or complaints from mobile students and staff.

The university has the necessary measures to ensure equal treatment of each person or group, in accordance with art. 21 of the Charter of Fundamental Rights of the European Union. During the implementation of projects, in accordance with the adopted procedures, PWSZ will ensure compliance with and counteracting the occurrence of discrimination "on the basis of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or other views, membership of a national minority, property, birth, disability, age or sexual orientation".

2. Make adequate resources available for the PWSZ in Racibórz in order to ensure equal and equitable access and opportunities to current and potential participants from all backgrounds, paying particular attention to the inclusion of people with fewer opportunities.

In the adopted procedures for the implementation of mobility projects, the university actively promotes mobility opportunities abroad among people with fewer opportunities, for economic, social, cultural, geographical, health reasons or for reasons such as disability or educational difficulties, and to ensure that their support needs are met and privacy is respected. The procedures used allow mobility applicants to disclose that they qualify for additional financial support due to reduced participation opportunities, including qualifying for additional financial support. The procedures adopted at the university, taking into account the guidelines at the national and European level, allow for appropriate support for all mobility participants, including support from enterprises being the University's partners in implemented projects.

In the adopted regulations, the PWSZ in Racibórz provides fair and equal opportunities to all potential participants, including those belonging to groups with fewer opportunities for participation and underrepresented in mobility programs, with particular emphasis on people with special needs, from lower socio-economic backgrounds, students with family responsibilities, working part-time or enrolled in programs where mobility is difficult, etc. The university provides additional support for participants arriving and departing from these groups. There is an individual approach to the needs of people from this group, including the

appointment of special advisers, the development of learning and teaching techniques in an environment adapted to students with special needs, providing additional time during exams / extracurricular activities by needs, etc.

To ensure flexibility in implementation and better access to the ERASMUS + program, the possibility of using combined mobility, including student mobility for studies and internships, is foreseen. . Combined mobility is a combination of short-term physical mobility with a virtual component. The virtual component must include online knowledge exchange and teamwork. The learning outcomes obtained under the virtual component will count towards the overall learning outcomes (based on the European Credit Transfer and Accumulation System - ECTS, which has been in operation at PWSZ since 2008), obtained for the entire combined mobility period. Participants in blended mobility during the virtual mobility period are guaranteed the same treatment, services and opportunities as students and local workers, as well as participants in long-term physical mobility. The rules of the awarded PWSZ the ECHE Charter will apply equally to participants of mixed mobility and to any other type of mobility.

3. Ensure full automatic recognition of all credits (based on the European Credit Transfer and Accumulation System - ECTS) obtained for learning outcomes satisfactorily achieved during a study / training period abroad, including blended mobility.

The State University of Applied Sciences in Racibórz, which implemented ECTS as a common tool to guarantee the quality of mobility activities and the transparency of recognition procedures, since 2007 fully applies and will continue to maintain, based on the guidelines of the European User Guide, the principle that: "all ECTS points obtained during studies abroad - in accordance with the provisions contained in the Agreement on the curriculum and confirmed in the transcript of records - should be immediately transferred and counted towards the student's degree without additional work or student evaluation ". The tool used also applies to combined mobility.

4. PWSZ undertakes not to charge incoming students for tuition, registration, examinations or access to laboratories and libraries in the case of partial mobility.

The university accepting students of foreign partner universities involved in "credit mobility" (i.e. students who are mobile as part of their studies at another university) will not charge fees

for participation in classes, remedial classes, registration fee or examination of these students, as well as for access to laboratories, libraries or other facilities offered to local students.

However, in some cases, mobile students may be required to pay small fees such as insurance, contributions to student organizations, use of various materials such as photocopies, and laboratory products on the same terms as students of the State University of Applied Sciences. Details of such costs are provided in the description of the university's course catalogue on the website, so that students are aware of them before starting their mobility. Charging is allowed for full-cycle mobility (e.g. ERASMUS Mundus Joint Master Degrees) or for students registered at more than one institution in a JMD.

Mobility participants (students and staff) have the option, for the duration of the mobility, to withhold any grants, scholarships, loans, national disability allowances, national support to broaden their access to education and / or other similar support they are currently receiving.

5. The PWSZ guarantees the implementation of high-quality mobility activities and cooperation projects at all stages of application and implementation.

The university must provide high-quality support to staff involved in the preparation of mobility and collaborative project applications to adhere to the quality standards set out in ECHE for mobility and collaboration activities and to provide support to their participants. PWSZ undertakes to conduct monitoring during and after the implementation phase of mobility and cooperation projects in terms of management involvement, resources and recognition of the mobility of its participants. In the case of mobility for apprenticeships, the institution will ensure the quality of the mobility as well as the highest level of the receiving organization (workplaces) before and during the mobility period. If necessary, this may include a prior visit to the workplace by the project staff / employer of the prospective trainee. The control / monitoring activity is now financed from the funds that the University will receive to support the organization of the project during the mobility period.

The university guarantees regular assessment of the feedback received through participant reports from both incoming and outgoing participants and take appropriate action when feedback indicates irregularities and problems. The feedback will provide a forum for discussing quality within the institution. At the same time, the university guarantees the existence of a

clear mechanism for reporting feedback to the administrative staff while respecting the confidentiality of data

PWSZ guarantees the implementation of the program priorities:

- Take the necessary steps to implement digital mobility management in line with the technical standards of the European Student ID Initiative.

PWSZ will take active steps to implement the minimum requirements for digital mobility management in a timely manner, and the university staff involved in the operation was informed about the action plan for digitization in accordance with the guidelines of the European Student ID Initiative available on its website. The university will actively promote digital learning and training opportunities among administrative staff and other staff and relevant stakeholders in partner universities to build opportunities for digital mobility management implementation. The above activities will also promote the use of the Erasmus + mobile application for incoming and outgoing students and useful information about the university and the host community will be available via the Erasmus + mobile application for incoming students.

Promote environmentally friendly practices in all program activities.

PWSZ as a sending and receiving institution of exchange participants make efforts to promote sustainable and responsible behaviour among its beneficiaries. Beneficiaries will use the opportunities offered by the program to support sustainable modes of transport and reduce the negative environmental impact of mobility. University authorities will ensure the development of institutional strategies for sustainable development and linking them with the concepts of mobility and internationalization

- Encourage people with fewer opportunities to participate in the program.

The university will guarantee the development of recruitment procedures that will systematically support people with special needs, from disadvantaged groups, while developing a policy of non-discrimination, transparency and inclusion. The procedures developed with

additional support will promote people with disabilities and people in a worse socio-economic situation.

- Promote civic engagement and encourage students and staff to engage as active citizens before, during and after their participation in the mobility or project.

PWSZ by active promotion and organization of activities that allow mobile participants to engage in civic participation, initiates the development of skills beyond formal education, volunteering and active participation in the life of the local community will create a clear opportunity to create added value.

The above activities will not only foster the integration of mobile participants in the PWSZ community, but it is important for students and employees as well as the local community because it ensures internationalization at home, helps overcome prejudices and leads to acceptance of cultural diversity.

The involvement of PWSZ students and staff through volunteering and active citizenship will also be an essential aspect of the institution's integration strategy. One way to achieve this could be through student / staff ambassador programs where incoming / outgoing participants who have been mobile share their experiences with potential applicants or target groups with fewer opportunities. Ambassadorial participants will promote mobility and explain how the foreseen obstacles to mobility under the program can be overcome.

The university will organize or promote activities / projects that increase the skills and competences of students and employees as part of active citizenship, following the example of the Social Erasmus Student Network project. A project aimed at better integration of international exchange students in the local community by organizing engagement opportunities for volunteers in order to ensure the exchange of values between foreign students and the local community. Like the EC AfriHug project funded by ESAA, which aims to promote European and international understanding through Erasmus +

The State University of Applied Sciences in Racibórz also undertakes to:

Support the development of professional, social and intercultural skills and increasing employability through learning mobility. The above-mentioned activity is perceived by the

university as the "cornerstone" of internationalization and modernization of education and the main tool for further development of the European Education Area. The PWSZ in Racibórz, in order to achieve successful, cost-effective and sustainable results of sufficiently high quality, using the necessary procedures developed, will organize clearly defined activities - before, during and after the mobility - within the institutional mobility culture that covers the entire academic community. Appropriate procedures, as internal legal acts, are adopted by the PWSZ bodies in the form of ordinances and resolutions of the PWSZ Senate; they define the principles of the ERASMUS + Program implementation at the university.

During participation in European and international cooperation projects in accordance with the Development Strategy of PWSZ in Racibórz, he undertakes to:

- Ensure that the cooperation activities contribute to the implementation of the institutional strategy. The PWSZ in Racibórz, taking into account the relevant priorities of European policy and the goals of the university development strategy, will take an active part in European and international cooperation projects. When commencing these activities, it will be based on a detailed analysis of the needs and ability of the university to participate as well as experience from other projects. The conducted analyzes of planned project activities should show the need for implementation, opportunities and possibilities of engaging our university in achieving the indicators and results assumed in the projects. Effective implementation of these projects should guarantee full absorption and embedding of the results in the resources of the PWSZ.
- The implemented partnership projects of mutual cooperation between higher education institutions will be focused on the goal of cooperation across borders. In European projects, PWSZ together with partner universities from the Member States will be the main beneficiaries; universities from third countries associated with the program may be members of these projects. In the case of the implementation of international projects, the main beneficiaries will be universities from third countries not related to the EU.
- Promote the opportunities offered by collaborative projects and provide adequate support to staff and students interested in participating in these activities during the application and implementation phases. PWSZ is open to new opportunities and

supports design ideas submitted by its own employees. After being involved in a given project, he undertakes, both as a coordinator and a partner, to support participation at all levels of the partner universities. The university provides and guarantees appropriate support for the staff involved in project management. Participation in the projects of the PWSZ community participants is considered a key element of their assessment of academic activity. Within the framework of its transparent evaluation tools, PWSZ will evaluate and promote employees whose participation in international activities and European projects contributes to their professional development and academic recognition of the achievements of participating students.

- Make every effort to ensure that the collaborative activities and their results are sustainable and that their impact benefits all partners.
- PWSZ will make every effort to ensure that the expected results of participation in cooperation projects are used by the partners after the end of the project. From the very beginning, our university will carefully characterize the roles it wants to play in the project and what results it wants to achieve thanks to it. The PWSZ will reuse these results by engaging in other future activities, ensuring that the benefits are balanced for all partners. Such implementation of projects will contribute to the further development of the European Higher Education Area, and in particular to the international involvement of universities
- Take measures to encourage mutual learning and the use of project results in a way that will maximize their impact on individuals, other participating institutions and the wider academic community. PWSZ has been taking active steps for years to ensure the dissemination of the project from the very beginning of its activities (e.g. providing space on the website for a single project, conducting presentations, publishing news, etc.). The results of the projects will be disseminated and used by the academic community inside and outside the university. The general principles of dissemination and visibility adopted by the university will include proactive measures to ensure visibility of the project implementation and its results. University staff will regularly upload the results of the Erasmus + project to the platform throughout the project lifecycle, including the billing and finalization stages. PWSZ will make every effort to ensure that the text of the ECHE Charter is properly displayed and easily accessible for viewing by students and employees. The text of the card will be displayed on the

university's website in Polish and English. The principles of the ECHE Charter will be incorporated into the content of standard academic documents and will apply where possible and necessary (ECTS University Guide, University Guide for Foreigners, etc.).