**ERASMUS POLICY STATEMENT**

**2021-2027**

1. **Development of academic mobility**

Stefan Batory State University (PUSB) seeks to actively participate in activities that encourage the development of the European Higher Education Area and the implementation of the Bologna Process objectives. We realise it mainly by expanding co-operation between other Higher Education Institutions in the field of increasing student and staff mobility as well as by constant improving our education standards and boosting the attractiveness and competitiveness of our offer.

International cooperation is of high priority for our institution and plays a significant role in strategic planning. It involves student and academic staff exchange supported by European Union Programmes. Mobility objectives which are based on the strategic objectives of our school are as follows:

a) recognizing and fulfilling educational needs of students, graduates, staff and employers in the spirit of non-discrimination principles

b) further improving education quality, especially vocational education, and expanding its offer in this area in accordance with the transparency policy concerning integrated and transnational development

c) improving quality of research activities which influence the strategy, objectives and practical applications

d) implementing co-operation of all organizational units of our school to ensure full digitalization of administrative procedures connected with mobility management and thus rendering the programme more environmentally friendly

Given the specific nature of modern society as well as directions of its development, our university promotes the idea of lifelong learning among our students and staff. We implement this idea by organizing educational activities such as adult specialist training courses, post-graduate studies and further education courses. We also pursue co-operation with our foreign partners within the adopted internationalisation strategy.

All of the above objectives are in line with our school’s policy. Organisational units responsible for foreign cooperation will distribute information among students and staff about all activities undertaken within the Erasmus + Programme.

1. **Providing equal opportunities to access Erasmus+ Programme**

Our school prevents and eliminates any signs of racism and xenophobia. Such attitudes are not accepted among our academic community. To ensure international exchange and cooperation within the Erasmus+ programmes our didactic and administrative staff are encouraged and motivated to focus on personal and professional development. In order to provide high quality of student and staff exchange the following measures will be undertaken:

a) developing co-operation through agreements and organisational arrangements with other schools and partner institutions regarding outgoing and incoming students, academic and administrative staff

b) promoting the Erasmus+ Programme by popularising it among staff and students

c) recognising periods of study abroad on the basis of course of study agreements signed between students and home / host HEIs

d) using ECTS credits and diploma supplements in all programmes in order to boost student mobility and facilitate the recognition of all credits gained for learning outcomes achieved during a study period abroad

e) monitoring the stay of outgoing students

f) supporting incoming students in the following areas: administrative aid, accommodation, basic language preparation, introduction to the curriculum, academic advice, social life in student community

g) broadening the educational offer by using modern IT tools that enable remote learning in a synchronous and asynchronous mode

h) organising study visits for members of the school’s Research Clubs (including students and staff)

i) developing co-operation in the framework of publishing activities (e.g. multilingual publications and monographs prepared jointly with foreign partners)

j) organising international conferences, symposia and seminars

k) organising scientific internships and practical trainings, which will transfer to an improvement in teaching methodologies and intensification of digitalising education processes

l) promoting mobility by active cooperation with former graduates of European programmes (including both staff and students)

Equal and fair treatment of students and staff members as well as respecting each person’s dignity is one of the fundamental principles of social interaction. The only criterion of student and staff selection procedure for different Erasmus+ programmes is their academic achievements. Our school undertakes to actively promote mobility opportunities for persons with disabilities and those at a financial, social, cultural (or any other) disadvantage in such a way which enables to satisfy their needs within the support offered and, at the same time, respect their privacy. We are also constantly eliminating barriers for the disabled. To provide equal opportunities for students with limited access to education, our university offers additional financial aid in the form of social scholarship, special scholarship for the disabled, accommodation scholarship, living scholarship and allowances.

What is more, our school agrees to actively promote the notion of mixed mobility, that is one combining short-stay physical mobility and participation online.

1. **Providing high-quality activities within the Erasmus+ Programme**

Student and staff mobility is one of the most important elements of improving teaching quality and enhancing personal development and that is why it should be endorsed by our institution. PUSB agrees to further improve the teaching process which encourages academic exchange. This, in turn, will contribute to successful implementation of the objectives behind The European Education Area defined in the statement ‘Strengthening European identity by education and culture’.

In order to achieve the objectives set in the Bologna process and facilitate international exchange, PUSB is continually improving the ECTS system in all fields of study. ECTS credit points are awarded for successfully completed study periods to all students. Incoming and outgoing students get their ECTS credits allocated for completing grading periods as agreed in the Learning Agreement. A record of courses completed is listed in the diploma supplement. A similar record is also given to incoming students for their home university.

Fostering individual student mobility involves, among other things, language and culture preparation. Incoming students will be provided with support to integrate into the local academic community and to participate in the social and cultural life of the town and region. The person in charge of the incoming students integration process is the Erasmus+ Coordinator but the Student Council is also involved. Our university provides assistance to incoming students in organising their stay and getting accommodated.

PUSB is intending to adopt a series of actions aimed at promoting the Erasmus+ programme, e.g. organising meetings with students and academic teachers or holding integrating events for incoming students. All the actions connected with organising and implementing mobility will be monitored by the Coordinator. Staff exchange will be fostered, among others, by reducing teaching hours or readjusting timetables.

1. **Student Traineeship**

Student traineeship is embedded in the curriculum and is a constant activity throughout the whole study course. Its aim is to prepare students for a professional career. Traineeships are organised by the Career Department which supervises their completion. Students do a traineeship in a given host institution under concluded traineeship agreements. Traineeship coordination is bilateral, which means that students are assigned two supervisors: one representing the university and one acting on the behalf of the host organisation. The whole body of rules on organising and implementing traineeship is included in the Student Traineeship Rules and Regulations, which is generally available to students. Traineeship implementation within the Erasmus+ programme will be carried out in line with the above-mentioned rules and regulations but also according to separate agreements concluded between the trainee, the University and the host organisation. The University ensures full recognition of the traineeship period completed abroad on the basis of records of activities performed with respect to the traineeship agreement. The person in charge of formulating the agreement is the Head of the Career Department. Successful completion of the traineeship is indispensable for passing the semester in which the traineeship takes place.Recruitment for traineeships within the Erasmus+ programme will be carried out on the basis of separate regulations while respecting the rules for equality and non-discrimination.Within international cooperation PUSB will enable foreign students to do traineeship in our country.