



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.

 **Please do NOT delete any instructions in the document. The overall page-limit has been raised to ensure equal treatment of all applicants.**

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

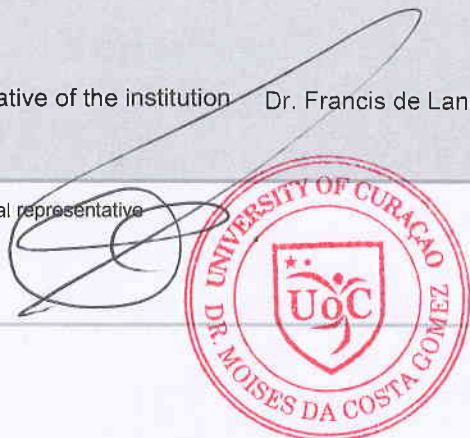
- Ensure that the long-term institutional strategy and its relevance to the objectives and priorities of the Programme are described in the Erasmus Policy Statement.
- Ensure that the principles of the Charter are well communicated and are applied by staff at all levels of the Institution.
- Make use 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 Dr. Francis de Lanoy

Signature of the legal representative



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 Area¹ and explain the policy objectives you intend to pursue).

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

The University of Curaçao dr. Moises da Costa Gomez (UoC) has adopted the Erasmus+ program and integrated it into various study programs offered in order to stimulate the student to pursue an international experience during his studies. The UoC is an international university that is a hub of knowledge in the region, linking American, Latin American, Caribbean and European scholars and students, who take academic thinking to the next level without losing sight of the cultural fusion. The Erasmus+ program plays an important role in this, as it makes it possible to bring together students and staff from all over the world to build networks, further develop knowledge exchange and promote the cultural values of all participating countries.

The International Office manages, in close collaboration with the faculties, the administration, promotion and implementation of the program.

The UoC has set out four key areas on which we will continue to work on during the coming ECHE period. These are:

1. Modernisation:- through the implementation of the Erasmus Without Paper project
 - through the further digitalisation of all administrative procedures
 - through the implementation of the Erasmus Student Card initiative
2. Inclusive education: - through the implementation of policies to promote equal opportunities to all students regardless of economic, health, social, cultural or geographical background.
3. Quality development: - by developing programs which are positively assessed by the NVAO and participate in programs with an added value for the academic growth of both students and staff.
 - by recognizing learning outcomes achieved during the period abroad including blended mobility programs.
 - by implementing control mechanisms to ensure the quality of use of the program.
4. Identity development: - by reinforcing our ambassador program under the outgoing students as preparation for their role of ambassadors abroad.
 - by preparing our students on the European identity and our role as an OCT island without losing sight of our culture and values.
 - by focussing on civic engagement for both incoming as outgoing participants.

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

¹ 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

languages)

During the upcoming ECHE period of 2021-2027, our institution is going to take part in the Key Action 1 and the Key Action 2 Erasmus activities.

We will implement the use of the KA1 activities by applying for the KA103 Calls where we will focus on the mobility for student and staff. The KA1 activities will be open for application for all students and staff of the UoC. We have setup a digital application form which indicates the necessary information that we need in order to review the application. The application is handled by the International Office of the UoC with advisory remarks from the program coordinator of the study program in the case of a student application and advisory remarks of the manager of the department or dean of the faculty in case of an application by a staff member. By applying different tools for dissemination, such as audio visual materials, abstracts in newsletters, social media platforms, information sessions and live presentations from abroad, we reach out to our target group. These methods have proved over the years to be effective and will be implemented again. We are however open for the use of modern tools and are constantly checking with partners how they reach the students and staff.

The use of the KA2 activity will be focused on the cooperation with current partners on curriculum development. The conversations have already started but were put on hold due to the COVID-19 outbreak. One of our faculties is going to join a project organized by a group of European HEI's with the intention to make an international curriculum which will be offered every year at one of the participating HEI's. Since conversations and plans have been put on hold we expect the project to start later than first planned. The program will be open for local students but also for students from the participating HEI's and others. Once this program is up and running we will work on the promotion of it in order to encourage other faculties to also work on such collaboration programs.

By participating in these actions we will work on three of the four pillars of the UoC's strategic plan, being: sustain excellence in education, substantiate our role as knowledge centre and create sustainable competitive advantage. The active participation in the KA1 and KA2 activities gives the UoC the necessary tools on the internationalization area to ensure further sustainable growth with academic development, transparency, quality assurance, inclusion and modernisation as points of focus.

What is the envisaged impact of your participation in the Erasmus+ Programme on your institution?

Please reflect on targets, as well as qualitative and quantitative indicators in monitoring this impact (such as mobility targets for student/staff mobility, quality of the implementation, support for participants on mobility, increased involvement in cooperation projects (under the KA2 action), sustainability/long-term impact of projects etc.) You are encouraged to offer an indicative timeline for achieving the targets related to the Erasmus+ actions.

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

The impact we strive for is that all UoC students will be given the opportunity to be touched and inspired by participating in the Erasmus+ project, which will enable them on another level to contribute to the community as a young professional through their knowledge and international experience. This way preparing the future's young professionals to work in global settings. The fact that they are made aware of their European identity and value regardless of whether they come from a small Caribbean island, as well as their contribution to the European community by acting as an ambassadors by introducing Curaçao as an OCT to their European peers. Hence the title of our application "Building local strength for a global future".

The impact we strive for through staff mobility is to inspire colleagues in expanding their peers network, refreshing their knowledge and participating in new international projects in which

they can contribute to the further growth of themselves, their field and professionalising the students.

In order to accomplish this envisaged impact we have committed ourselves to the following targets which are set out during the period of 2020 to 2027.

1. Further increase of the student participation with a yearly growth of 20%. This is to be accomplished by using tools as testimonials, video imaging, early information sessions, look for extra funding to help those with economic challenges, applying for participation into blended mobility for those who can't leave for long period of time. As consequence of the COVID-19 we expect a decline in 2020, a slower pick up in the participation during 2021 by 5% and by December of 2022 we could be back with a growth of 15% to reach a further growth of 20% by 2023. This is all depending on the further developments that are to happen in the coming months.
2. Encourage and achieve inclusion of those with fewer opportunities by creating and offering more possibilities within the Erasmus+ program and publicizing these possibilities among the groups that make fewer opportunities. This target is to be met by using the possibility of blended mobility for the students with certain constraints that make it difficult to participate in an outbound mobility. The UoC will start discussing this possibility with current partners but also tap into the possibility to work with new partners. In the fall semester of 2020 we will start with a blended internship as a pilot due to the COVID-19 measures. Once we have analysed this procedure and evaluate the outcome, we will promote it under all the students for the mobility programs of 2021. The aim is that by the fall semester of 2022 we can offer this possibility to all the UoC students who wants to participate to the mobility program but are limited due to their background.
3. Increase of staff participation to the mobility program. This has to be reached by promoting the program under both the teaching as the administrative staff making use of different tools such as, audio visual messages, information sessions and testimonials. Besides this we will let incoming mobility staff not only focus on the department where they will do their job shadowing but we will let them also share their experience with a more general public within the university. By December 2020 we will have the policy guidelines worked out to implement during the visits which we will have in 2021. Another way we want to encourage our staff is by organizing an international week where they can also participate together with the incoming visitors. We believe that this will be a stimulus to our staff and it will create a network to start sharing knowledge with peers and bring about possible new partnerships and mobility opportunities. The first international week is to be held in the spring of 2024 with the vision to organize this every other year.
4. Increase the number of incoming mobility. This is to be reached by offering a broader variety of semester programs in English. At this moment we are attracting students from the Netherlands and Belgium (due to our Dutch programs) and some German and Eastern European students to our Economic programs which are in English. Our aim is to offer more attractive minor programs in English so that students from all over can apply and participate. In our strategic plan we focus on being a knowledge centre in the Caribbean by bringing together students from the USA, the Latin American region, the Caribbean and Europe. Our aim is that by June 2024 each one of our faculties will offer at least one international minor program per year.
5. Improve and guarantee the quality of our performance and implementation of the ECHE principles through self-evaluation. This is to be reached by the use of the self-assessment tool but also by implementing a customer satisfaction survey for both the incoming as the outgoing mobility under the students and staff. The use of the self-assessment tool is to be implemented yearly starting in June 2021. The results of the self-assessment will form the basis for an improvement project that must lead to a targeted action plan based on the PDCA cycle. The customer satisfaction survey will be implemented by January 2021, assuming that mobility programs can take place again in the fall of 2020, and repeated at the end of each semester. The results will also lead to an action plan using the PDCA cycle.
6. Start with a KA2 cooperation and exchanges of practices. In December of 2019 one of our faculties started conversations to possibly join a cooperation between different European HEI's. Unfortunately due to the COVID-19 outbreak everything has been put on hold. Depending on the further developments of the COVID-19 measures in the fall semester of

2020, we will start conversations again in November 2020. This must lead to our participation in a KA2 project for the academic year 2021-2022.

2. IMPLEMENTATION OF THE FUNDAMENTAL PRINCIPLES

2.1 Implementation of the new principles

Please explain the measures taken in your institution to respect the principles of non-discrimination, transparency and inclusion of students and staff. Describe how your institution ensures full and equitable access to participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.

The UoC has a code of conduct in place for both the students and the staff members. These documents describes the conduct that we expect from the students and the staff and has a dedicated paragraph regarding discrimination, which will not be tolerated. Besides these documents the students have the possibility to file a complaint in case some type of discrimination or exclusion has taken place against the student. The process of filing a complaint has been described in our policy document complaints procedure. With this document the student is always guaranteed of his anonymity to others and the proper approach of his case. Other important documents which are important for students is the policy on studying with a physical impairment, the education and exam regulations (OER) and the exam and fraud scheme. Some of these documents must be translated to English so that incoming students can also receive it. During the first semester of the academic year 2020-2021 we will publish the translated versions on our website and intranet platform so that participants can access this at any given time.

To guarantee the transparency of the selection process we have described the whole process of selecting students and awarding grants in a policy document which is available for all students. Besides this we also inform students about the whole procedure so that they know well in advance what the requirements are. By knowing well in advance they can start preparations as early on as possible. For those with economic challenges we provide assistance in looking for extra financial support to help with the costs for the mobility period. Students with a physical special needs can also apply to all the possibilities that the UoC has to offer on mobility projects. When a student with special needs is awarded a grant, this will be notified to the host institution in order for them to take the necessary steps as to provide extra time during exams. In return we also expect to be informed about the special conditions of an incoming participants so that we can take the necessary steps.

All students of the UoC, whether local or incoming students, can make free use of the special facilities that the UoC has to offer with regards to counselling, coaching, buddy programs (only for incoming students), workshops from the career centre and guidance with regards to housing facilities in Curaçao.

The UoC applauds the introduction of blended mobility for both studies and traineeships. This will ensure that more students can participate in the programme due to the flexibility and the fact that they can have a shorter stay abroad combined with a virtual component at home. During the academic year 2020-2021 we will be focusing on partnerships which offer these types of possibilities so that by the Call 2021 we can be able to start applying for this. Discussions will be started to develop also programs with blended components so that we can offer this to the incoming students.

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 website².

In order to implement the European Student Card initiative we will take the following steps:

- join the Erasmus Without Paper network so that the administrative process can be digitalize. The International Office will be in charge of the dashboard and make all necessary technical arrangements for a smooth start of the transition from paper based administration to a digital administration.

- Incorporate the use of the Mobile App in the information sessions and prepare the outgoing students for the use of it.
- Inform our partners about the use of the Mobile App also for their students
- Extend the expiring IIA's in the network
- Produce the Online Learning Agreements in the network
- Try out the nomination of students in the network
- Start discussions with our digital student administration provider as to how to upload digital transcripts in the network
- Evaluate the process continuously in order to adjust where this is necessary

All these steps are to be taken starting June 2020 until December 2023 as determined by the EU.

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

The UoC has already started with the necessary steps to make both students and staff more aware of environmentally friendly habits. The university is continuously striving for digitalization of its processes, less use of paper and recycling possibilities. Besides this the UoC's Faculty of Engineering is involved in different projects regarding environmentally friendly practices where both students as staff are involved together with local entities and international institutions. To name a few:

- Island(er)s at the helm: the overall aim of this project is to develop in co-creation with GOs, NGOs and local communities, innovative tools and practices in the critical areas of integrated water resource management, food ways, and home building that are socially adapted to climate challenges.

- Coastal resilience: the objective is to design a hurricane proof floating infrastructure prototype that withstands the effect of coastal sea wave movement and can serve as a Science Park to attract science tourism and to foster capacity building for further development and optimization of this novel concept.

- Greenzone: the development of a SMART Agriculture Greenzone at the UoC as a part of the TECHLAB, Faculty of Engineering. The greenstone includes Food Innovation Gardens, Greenhouse Horticulture, Aquaponics and a Constructed Wetland. Fully developed by students and the scientific staff of the Faculty of engineering.

- COVID-19 & Agriculture: the main objectives are, first, to assess the implications of the COVID-19 pandemic on food supply chains and access among the islands; secondly, to gather bottom up data on traditional and contemporary agricultural practices in order to

² https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

develop sustainable strategies for food security during and after the COVID-19 pandemic.

The UoC will offer also a minor in Water management during the academic year 2020-2021. This minor has as main theme throughout the program the development and implementation of innovative, cost-effective, energetically sustainable seawater desalination technology for the production of pure water for drinking water and industrial processes. Incoming students can also apply to participate in this minor.

Besides all of this the International Office is going to make students participating in a mobility project more aware about the use of environmentally friendly practices such as digitalization of administrative tasks, eco-friendly means of transportation and the involvement in projects with the aim to make the community more aware of our carbon footprint.

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

Part of the inclusion strategy of the UoC is to let students and staff who already participated in a mobility program, to become ambassadors. They are committed to share, with interested students and staff, their experiences so that others can be encouraged to participate also. These sessions are open for all who is interested.

Besides this the students and staff of the UoC are active participants to volunteering programs which are organized on a yearly basis. Some of these volunteering events are: the walk for the roses; CuraDoet and World Cleanup Day. The background of each volunteering program is different yet the idea behind it is the same, which is to promote civic engagement under the community. Students are encouraged to participate by their peers of the UoC Student Council and the staff is encouraged by our Marketing department.

Some of our study programs are also considering to make civic engagement and volunteering as a norm in their curriculum. Especially the programs at our Faculty of Social Economic Sciences and the Faculty of Social and Behavioural Sciences.

In order to further promote this principle under the incoming students, we will setup a marketing campaign in order to encourage them to participate actively in these types of program. But also our outgoing students are going to be made aware of the culture of the hosting country by being encouraged not only to participate in cultural awareness programs but also to participate as a volunteer abroad. In order to achieve this goal we will incorporate an assignment for our outgoing students which entails the participation in a volunteering program.

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 Recognition³.

The UoC acknowledges the importance of participating in international mobility and the positive effect it has on both the student and the staff member. That is why we adhere to the full automatic recognition of all credits gained for learning outcomes achieved during a mobility period abroad. We implement this by:

1. Making clear agreements in advance with partner institutes with which we conclude

³ 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))

an inter-institutional agreement. The programs are shared with each other in advance, so that we both strive for transparency about the level of each other's programs. Mutual respect and trust for the content and weight of each other's programs is guaranteed by the application of the ECTS system and the fact that we are both accredited by one of the bodies affiliated with the EQUAR.

2. By providing transparency to the participating student by being open about all the possible partners from which the student can choose from and the offered program. Once a choice of institution and program has been made by the student there is also an approval by the exam committee necessary in order to check if the student has chosen a program which has added value to the student's field of study. Hereby the exam committee gives its commitment that all the credits obtained abroad will be automatically recognized and accepted on the student's transcript of records of his program.
3. Giving all students of the UoC the possibility to participate in a mobility program even though this is not embedded in the curriculum of the student. In the case that there is no minor program embedded in the curriculum, the student still has the opportunity to apply for participation but will have to focus on courses that are equal to those he would have followed at the UoC in the first semester of the third or fourth year of the curriculum. Due to the success stories of the past few years, more and more faculties are incorporating a minor space in their curriculum, which gives students more and more space to participate in a mobility project.
4. By providing a grading table where it is clear for incoming mobility students what the UoC's grading system is and how the grades are weighed. At this moment the grading table is still being provided separately from the transcript of records but during the next academic year it will be incorporated to the transcript of records. The steps are already taken to improve our transcript of records so that it can provide all the necessary information about the visiting student's performance.
5. Evaluating with our partners about the cooperation and discussing possibilities for future expansion of the current agreements. Besides this we are now also focussing on the possibilities of staff mobility so that we can encourage our staff to participate also in these projects.

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

In the past years the staff mobility has been on the low side due to the lack of extra funding to cover all the expenses, the conflict of schedule and the wrong perception that the program only is available for the teaching staff. To break this cycle we invested a lot of energy and time into information sessions with both the teaching and the administrative staff. Due to this effort we got 5 staff members from both the teaching as the administrative staff interested in participating in the project for the current Call. Unfortunately only 1 member really participated since it was planned before the COVID-19 outbreak. All the others were cancelled and awaiting for the next semester to see what is still possible. After reflecting on this effort and the outcome of it we've come to the conclusion that the method used was a success in reaching the target group. This means that we are taking the following steps:

Support: The UoC supports its staff members

- by providing the necessary extra funding,
- giving space to implement the knowledge gained abroad in the form of a project in the department,
- by recognising the need to gain extra knowledge and experience abroad
- by giving all the administrative support needed such as potential partners contacts, programs offered, logistical tips and accommodation choices.

Promote: The UoC promotes the possibility to participate at a staff mobility

- by organizing information sessions at the different faculties and departments and focus on the benefits of participating in such a project.

- by letting visiting staff share their experience with peers at the UoC so that they can inspire but also setup possible cooperation's in which UoC staff members can work on a certain project incorporating a mobility experience
- by implementing the use of visual tools to promote current projects where staff members were involved in mobility projects and emphasizing on how this has affected their performance and targets.

Recognise: The UoC recognizes the participation and the outcome of its staff members at a mobility project

- by agreeing in advance on the goals to be achieved that are linked to the staff members participation at the mobility project
- by making a link between the program to be followed and the goals to be achieved in the form of a project.
- by creating space for the implementation of the acquired knowledge in the form of a project which focusses on the internationalization character of the professionalization of both the staff member and his department.
- by promoting the participation of the staff member in a mobility project, the project created for the specific department and the benefits of participating in such a project. The focus is mainly on the international character enrichment and the benefits of this. The promotion is to be done within the UoC community and outside when applicable.

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.

Currently the Policy is placed on this link: <https://www.uoc.cw/academics/exchange-programs/erasmus>. However to make it more visible we are planning to put an extra tab on the main page of our site to direct all interested parties directly to our Office of International Relations page. This way interested parties can acquire the desired information easier and faster.

The different projects have been promoted through our social media platforms but also internally through the different screens on Campus. All students participating in a mobility project must document their experiences through a short video. This video is then placed on the different social media platforms so that everyone can see the outcome of their time abroad. These same videos are used during information sessions organized especially for those interested to participate in such a project. During these info sessions returning participants are able to give their testimony and also share tips and tricks. These returning students also participate in different Q&A sessions. Other tools that we use that have proved to be successful are: short stories in the UoC Newsletter, press release to all local media and info sessions at different local high schools. Since these tools have proved to be successful in promoting our use of the ERASMUS+ project, we are planning to keep using these methods and further expand this with more use of videos not only showing the experience of the participants but also in interview style. What we are also planning is get together with all the participants of the past so that we can all exchange stories about how their life was further impacted by their participation in this program. This get together was originally planned for the end of August 2020 but due to the restrictions imposed by the government due to COVID-19 we might have to reschedule this event for later. We are convinced that such an event will be the beginning of another chapter where we can get more ideas on how to keep promoting the program and the use of it.

This is the link to just one of the videos of the participants: <https://www.facebook.com/uocuracao/videos/1520063258122663/> On the Facebook page of the University of Curaçao you will find more videos of different participants.

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.

Since the new Charter contains principles that require more attention we are planning to promote all the principles through the use of our Newsletter, videos and info sessions. We have worked out a marketing plan where we will start by using the Newsletter to inform the UoC community about the fact that we were awarded the new Charter. Subsequently we will present the principles and focus on the priorities of the Programme and what this means for the UoC community. Afterwards we will highlight each priority separately so that we can focus and give more information and examples about each priority. For this we will use video materials, testimonials of projects that are already focussing on a specified priority and info sessions. On our website we will place more information about the different possibilities and contact information for a separate appointment.