



**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.

<b>HISTORY OF CHANGES</b>		
<b>VERSION</b>	<b>PUBLICATION DATE</b>	<b>CHANGE</b>
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**

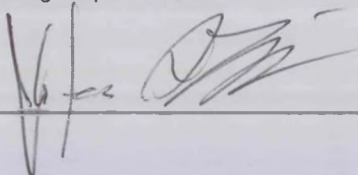
- Ensure that the long-term institutional strategy and its relevance to the objectives and priorities of the Programme are described in the Erasmus Policy Statement.
- Ensure that the principles of the Charter are well communicated and are applied by staff at all levels of the Institution.
- Make use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

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 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)

#### INTERNATIONALISATION STRATEGY

The Erasmus Plus Programme represents the main internationalisation tool of the Unicampus San Pellegrino Foundation (FUSP) and particularly, of the San Pellegrino High School for Linguistic Mediators (SSML). This programme allows our students, teachers and staff to participate in exchanges throughout Europe and beyond the European borders, and enables the implementation of foreign internships with high educational and professional value.

The main starting point for the entire development of the Programme and the internationalisation strategy of our institution is the respect for the values and principles of the ECHE. Throughout ECHE, SSML San Pellegrino promotes the study of languages at academic levels of excellence and enables the acquisition of across-the-board skills required by the labour market.

FUSP operates internationally in the field of translation and intercultural communication research and deals with advanced linguistic training through SSML San Pellegrino, which is authorized to issue diplomas equivalent to the three-year degree in Linguistic Mediation (L-12). In addition, SSML has applied for the accreditation of the Master's Degree in Specialised Translation and Interpreting (LM-94). Given the specific international vocation and linguistic identity of our institution, the mobility objectives mainly concern:

- the linguistic immersion of the participants in the academic and socio-cultural context of the country of the language of study;
- the consolidation of the linguistic, cultural and training skills of the participants, the acquisition of educational, training and professional skills, the improvement of relational, time management and responsibility skills, and being able to profit from a valuable comparison of realities in the academic and working world;
- the acquisition of specific skills useful for the labour market in the context of internship experiences abroad - increasingly requested by our students;
- the creation of an international, stimulating and wholly inclusive atmosphere thanks to the incoming mobility of students, teachers and staff;
- the Foundation's commitment to intertwine and consolidate continuous and lasting relationships with universities, companies, institutions and organisations, thus giving students a wide choice and employment opportunities;
- the exchange of teaching experience and good practices in the field of translation and interpreting.

In recent years, the Foundation has implemented actions that have made continuous contributions and significant improvements, including the transparent and aligned recognition with the European directives relating to the ECTS system and the expansion of the network of partner institutions. A profitable and important collaboration was started with the prestigious Literary Institute 'Maxim Gorky' in Moscow as part of the International Credit Mobility whose impact has resulted in numerous cultural initiatives, conferences, summer schools and translation projects.

The main objectives set for 2021-2027 are: a greater consolidation of what has already been implemented, including in relation to the support provided to incoming and outgoing participants, the expansion of the network of partner institutions - also with a view to receiving the accreditation of the Master's degree in Specialised Translation and Interpreting (LM-94) to be offered on completion of the three-year degree course, a continuous qualitative improvement from an academic and management point of view, and the management of administrative aspects and greater attention to the social, economic and cultural inclusion of the participants.

The Foundation's internationalisation strategy aims to improve and increase mobility, from a qualitative and quantitative point of view. It will do so by adhering to the objectives of the Programme, encouraging the international mobility of students thanks to the academic-type development that the management has recognized for some time (during the three-year degree course, both study and internship mobility award 3 educational credits and additional marks for the graduation thesis).

The Foundation guarantees transparent and inclusive procedures for everyone, and wants to continue in this way: all students can participate in mobility projects with no discrimination of any kind; any student can apply and participate in both study and internship mobility, even within the same academic year.

The Foundation wants to consolidate the relationships already established with the Russian Federation within International Credit Mobility, in particular with the partners with whom an academic collaboration is already active. It would also like to develop research projects with American partners with a view to further consolidating its international relationships with the Philadelphia-based Nida School of Translation Studies (NSTS).

<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)

Internationalisation also plays a central role for teachers and research activities. It guarantees and constantly improves the didactic and academic qualities and the priorities established in the Bologna Process (notably mobility, recognition and employability). The Foundation maintains academic relationships and collaborations with various bodies and companies operating at national and international levels and wishes to continue investing energy in international mobility, which is now a requirement for the improvement of the linguistic, cultural and educational skills of students and for their preparation in terms of skills and flexibility for their future placement in the job market. An advantage of the Foundation is that it has relationships with numerous entrepreneurial entities in the area, which represent a reference for internship initiatives and collaborations.

Given the fundamental importance of the internationalisation process, the Foundation intends to adopt strategic policies and actions aimed at improving this process, in order to increase quality, international relations networks and attractiveness. The following short and long term strategic actions will be taken:

- the consolidation of the experience gained in the context of outgoing international mobility programmes upholding strategy and management - the results achieved in recent years in study, traineeship and teaching mobility are tangible proof of this;
- promoting international mobility as a tool to achieve educational and academic objectives and to promote traineeships aimed at greater employability and flexibility of students;
- stimulating the international (European and non-European) mobility of teachers and administrative staff, promoting communication and the exchange of good practices, with thanks to the participation of staff and the sharing of tangible results obtained through dissemination initiatives including, events, meetings and seminars;
- improving the quality of the services provided to encourage international mobility, including an enhancement of the International Mobility Office;
- the consolidation of the methodological-didactic skills of the teaching staff, through the promotion and recognition of academic and training activities carried out abroad under the Programme and maximum assistance and support for incoming teaching staff;
- increasing the incoming mobility of prestigious international teachers and researchers to carry out teaching and seminar activities through the sharing of knowledge and studies;
- implementing the welcoming services for students, teachers and incoming administrative staff;
- guaranteeing an ever-increasing quality of support services for incoming and outgoing international mobility for study and traineeship purposes, including through the tutoring carried out by the International Mobility Office
- improving the communication of international activities through the constant updating of our website and the presence of institutional pages on the main social networks;
- increasing the number of agreements in place with international universities;
- guaranteeing the offer of the Italian language course for incoming foreign students, as well as participation in all the courses included in the study plan in linguistic mediation and its seminars;
- expanding the Foundation's active participation in the main international inter-university networks;
- supporting and encouraging the implementation of multidisciplinary initiatives, such as highly specialized international summer schools.

All the actions proposed by the Foundation and the internationalisation and modernisation strategy objectives will be instrumental, thanks to the fulfilment of new international mobility, building multilingual skills which are at the centre of the European Education Area, as inferred by the Council Recommendation. The Foundation welcomes the challenge relating to teaching and learning opportunities in foreign languages. It is aware of the positive advantages in terms of high linguistic levels and competitiveness in the working world, and the main educational objectives of the three-year degree course in linguistic mediation.

Please reflect on the Erasmus actions you would like to take part in and explain how they will be implemented in practice at your institution. Please explain how your institution's participation in these actions will contribute to achieving the objectives of your institutional strategy.

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

The Foundation will mainly be involved in the KA1 action, while also applying to be part of the International Credit Mobility project, in order to consolidate relationships already established beyond Europe and allowing the mobility of students, teachers and staff.

However, one of the long-term objectives that we hope to achieve in the 2021/2027 period is to also include the implementation of a Double Diploma and possible participation in the KA2 action (Erasmus Mundus Joint Master Degree) that we would like to achieve in the Master's Degree in Specialised Translation and Interpreting (LM-94). The FUSP International Mobility Office will commit itself to guaranteeing the promotion and development of projects through the necessary administrative and academic support and through dissemination initiatives of the results obtained. It will monitor the implementation of the projects by adhering to international ethical and social responsibility standards.

FUSP will put various specific actions into practice including the following:

- within the context of SSML and its three-year degree course in Linguistic Mediation, FUSP is committed to automatically recognising the activities carried out abroad during mobility through the ECTS System (1 ECTS ratio = 1 CFU);
- FUSP is committed to endorsing the Learning Agreements (approval and signature) before the students' departures through the use of the OLA platform, which will be activated in the academic year 2020/2021, for the beginning of the 2021/2027 period, thus confirming the possibility for participants to make changes during mobility;
- in the interinstitutional agreements there will be clearly defined information on the SSML San Pellegrino grading system and transparent criteria will be adopted;
- students will be given the grading charts for greater clarity and transparency;
- the publication of the course catalogue in English will be updated constantly and greater visibility will be given to the site. The academic calendar is published on the website every year before July, while the lesson timetable is published in early October for the first semester and in early February for the second semester;
- participation in the projects will be guaranteed to all students, ensuring access to the Programme even to those who have some kind of disadvantage, like economic, social, cultural and / or disability;
- FUSP proposes the organization of meetings to promote the principles of the Erasmus Charter, which involve incoming and outgoing students: on such occasions students will be informed about the acceptance of the Erasmus Student Card, information and useful documents will be uploaded on the platform shared with students and environmentally friendly and active citizenship initiatives will be promoted. In addition, document dematerialisation tools will be adopted, including OLA and the internal platform of Google Classroom SSML, a bulletin board where you can upload documents and interact directly with students, teachers and staff;
- FUSP guarantees the International Mobility Office as a point of reference for all aspects related to mobility for all participants;
- staff, teachers and administrative staff who want to improve or acquire new skills for their professional development as well as improve their communication and language skills will be able to participate. Priority will be given to staff who have not yet benefited from mobility. Staff participation is strongly encouraged by our institution with a view to greater recognition and diffusion;
- regarding the teachers, the mobility experience is recognized as a preferential title for managerial roles in the context of teaching and research activities, while for non-teaching staff, it is recognized as a preferential title for managerial roles in the scope of national and European project management and organization;
- blended mobility strategies will be developed, starting from the adoption of tools to create digital classes, already implemented and in regular use since March 2020 (mainly through the Gmail Google Meet platform).

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

The impact of mobility projects can be assessed from various aspects. Obviously, given the nature of our institution, at the end of the study and internship exchanges, the contribution in terms of the quality of the experience and the acquisition of linguistic competence stands out. For this reason, we believe it is necessary to prepare a monitoring and control strategy to obtain tangible and quantifiable results. The Foundation will invite outgoing students to take language exams for the highest levels of the Common European Framework of Reference for Languages (CEFR). If the student has not taken the language certification exam before leaving for their mobility, they will be encouraged to obtain it on their return or at the end of the academic year. Given that SSML students already have good linguistic knowledge at the outset, the first tangible results expected are related to achieving a very high level of fluency of the host country language and the strengthening of informal language learning, due to the countless opportunities the participants have of coming into contact with the destination country's culture and society. Other expected tangible results for our graduates are: a reduction in the length of time taken to be recruited and a more enhanced employment profile - SSML graduates are particularly in demand in the corporate and tourism fields and find employment in a very short time, usually no longer than a year from presenting their thesis. We intend to set up a database, in collaboration with a partner of FUSP, Assindustria Rimini, to prove over the course of years the actual added value created by participation in mobility for the purpose of shortening the time taken to be recruited. During the next 5 years, in the editorial and literary fields, we expect the publication of novels and/or papers written in Russian and translated into Italian by our students assigned to ICM mobility, given the worthwhile collaboration undertaken with the partner Institute. For incoming students, among the benefits derived from mobility, we expect the development of formal and informal learning of the Italian language and an increase in the export of the Italian value abroad. Incoming students come into contact with the Italian cultural, architectural and landscape heritage and strengthen their knowledge; this can contribute to the enrichment of their skills and competences even at a professional and working level in the exchanges between their country of origin and Italy. Considering the more difficult to quantify results, which are by no means less relevant, the Erasmus exchange enables an increasing awareness in interpersonal and academic relationships with individuals (teachers, pupils, technical-administrative staff, management) who belong to a different culture. To quantify these abstract results we foresee the preparation of individual and group tests and observations from an intercultural point of view with the aim of detecting the personal and professional growth of students, as well as through the periodic administration of surveys aimed at monitoring the impact of that experience. Outgoing students (and potentially also incoming students) will be invited to share their experience, spreading the importance of the mobility program. The participants' first hand accounts of their experiences always have a strong and engaging impact on students. Students therefore have the opportunity to increase their motivation to undertake this type of experience abroad, making the students themselves ambassadors of the Charter principles.

With a view to introducing students into the world of work at the end of their academic career, local institutions, associations and companies that collaborate with the Foundation will be involved and new agreements will be developed. With regard to our dissemination plan, the results deriving from international mobility will be monitored annually through reports and surveys and the results will be distributed annually through the Foundation's communication channels, in particular through conferences, face-to-face meetings or online meetings.

Following the achievement of the three-year degree, students who have participated in mobility will be contacted for projects and testimonials, as well as for surveys relating to their current working situation, and to their employability derived from their internship experiences abroad. The testimonials will be published through the Foundation's main social channels.

Therefore, the main impact that we expect will derive from the quality of mobility of outgoing and incoming students. We will monitor this with surveys and reports at the end of the mobility, at the end of the academic path and one year after obtaining the degree in linguistic mediation. One of our objectives is that there will be a gradual increase every year of the mobility of students.

The distribution of the results will take place at the end of the Erasmus academic year, and we aim to have a conclusion of the investigation of the results at the end of the academic year.

After obtaining the accreditation of the Master's Degree, we intend to establish the Double Degree within the seven-year period. The impact, results and dissemination of this double degree would involve a greater number of students, teachers and administrative staff. This would lead to greater collaborations particularly in the areas of translation (in recent years an important agreement was signed related to the translation, publication and release of Russian novels), and the creation of seminars, international conferences with prominent teachers and summer schools.

## 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.

La Fondazione Unicampus San Pellegrino, in particolare la triennale in mediazione linguistica SSML Scuola Superiore per Mediatori linguistici, fornisce a tutti gli studenti, i docenti e al personale amministrativo impegnato nei progetti internazionali la possibilità di partecipare a mobilità Erasmus, senza distinzione di genere, religione, etnia, condizione economica e disabilità. Generalmente, per garantire che tutti i partecipanti percepiscano una borsa di studio comunitaria (la Fondazione è un ente privato e pertanto non è assegnatario di fondi ministeriali), viene predisposto con un certo anticipo un sondaggio preventivo relativo all'interesse ai vari tipi di mobilità, che consente di avere un quadro molto preciso a livello quantitativo. Nell'ottica di garantire una ampia e proficua partecipazione ai progetti di mobilità internazionale, non vi sono pertanto condizioni o procedure selettive che escludano la partecipazione dei candidati. Solo in caso di maggiori candidature rispetto al numero di borse disponibili sarà predisposta una graduatoria che tenga in considerazione alcuni criteri.

Il primo criterio di valutazione per l'assegnazione della borsa è il merito accademico, per cui si considera la media dei voti d'esame e, in particolare, di Lingua I e II e Mediazione I e II della lingua del paese di destinazione. Il secondo è il possesso di eventuali certificazioni linguistiche o attestati di lingua. Il terzo criterio è l'esistenza di esperienze di mobilità precedenti, mentre il quarto è la motivazione del candidato: sono infatti previsti colloqui individuali volti a verificarne la reale motivazione e le abilità. Qualora ci fossero più candidati con equivalente merito accademico e motivazione, la priorità nell'assegnazione verrà data agli studenti provenienti da contesti socio-economici sfavorevoli. È prevista la possibilità per uno stesso studente di candidarsi e partecipare sia a progetti di mobilità internazionale per studio che per tirocinio, anche nell'arco dello stesso anno accademico.

Sono adottate procedure trasparenti nell'ambito del riconoscimento accademico, che prevedono l'utilizzo di tabelle fornite agli studenti nelle quali è possibile verificare le corrispondenze del Sistema di valutazione. La Fondazione fornisce supporto informativo per gli studenti con meno opportunità economiche, dialogando con l'ente regionale che mette a disposizione dei bandi ad hoc per richiedere borse di studio, finanziate dalla regione, per le mobilità nell'ambito del progetto Erasmus (destinate a chi risultasse assegnatario di borse di studio regionali per famiglie a basso reddito). Priva di barriere architettoniche, la sede della Fondazione Unicampus San Pellegrino ha una infrastruttura in grado di accogliere studenti e staff con bisogni speciali. Le informazioni e l'assistenza al riguardo sono fornite dall'Ufficio per la Mobilità Internazionale, che può essere contattato tramite mail o telefonicamente.

In particolare, per garantire l'inclusione di studenti, docenti e staff con disabilità fisiche sono previste attività formative e di aggiornamento per personale docente e non docente Fusp anche attraverso la gestione di sistemi informatici e didattici necessari all'interazione con questi partecipanti.

La Fondazione garantisce un trattamento equo e trasparente per gli studenti incoming, sia in merito alla partecipazione alle lezioni che agli esami. Gli studenti incoming hanno accesso a tutti i corsi e a tutti i servizi degli iscritti SSML e vengono coinvolti anche in situazioni, contesti ed eventi extra-curricolari, quali le cene a tema organizzate dalla SSML come momento di scambio, aggregazione e condivisione. Possono avvalersi della consulenza dei docenti per quesiti accademici e hanno a disposizione un ampio orario in cui possono richiedere assistenza da parte dell'Ufficio per la Mobilità Internazionale, che di fatto offre una sorta di tutoraggio personalizzato – reso possibile anche dai piccoli numeri dell'Istituzione. L'Ufficio per la Mobilità internazionale supporta infatti tutte le mobilità in entrata e in uscita, SMS, SMP, STA e STT, in tutte le fasi. Rispetto alle mobilità di studenti in entrata, fornisce informazioni utili in merito all'accomodation, supporto per l'ottenimento del visto - soprattutto producendo le lettere di invito - e garantendo a tutti gli studenti la copertura assicurativa della Fondazione.

A nessuno studente incoming viene richiesto il versamento di una quota per la cancelleria; vengono loro invece forniti gratuitamente una tessera per fotocopiare il materiale e gli accessi alle bacheche online di ogni corso che vogliono seguire (sia che la materia rientri nel Learning Agreement sia che la vogliano seguire per interesse).

La triennale in mediazione linguistica ha già adottato in maniera consolidata il Sistema dei crediti ECTS, sia per gli studenti in entrata che in uscita, con la corrispondenza 1 ECTS = 1 CFU. Ha inoltre predisposto una tabella di riconoscimento per le mobilità con la Federazione Russa: non essendo in vigore in Russia il sistema dei crediti, si è reso necessario trasporre le percentuali in valutazioni in maniera equa e trasparente, grazie alla corrispondenza elaborata tenendo in considerazione ore di lavoro e programmi e al giudizio di valore fornito nel Transcript of Records e al confronto delle tabelle di riferimento delle due istituzioni.

Tutti i docenti possono candidarsi per mobilità, manifestando il proprio interesse e presentando una breve descrizione del progetto.

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>.

L'Ufficio per la Mobilità Internazionale della Fondazione si prefigge la diffusione a tutti gli studenti delle informazioni relative alla European Student Card Initiative, alla Erasmus+ Mobile App, all'Online Learning Agreement (OLA) per poter utilizzare questi strumenti a partire dall'anno accademico 2020/2021 e iniziare il settennio con tutte le procedure attive. L'Ufficio per la Mobilità Internazionale, in particolar modo il coordinamento accademico e quello amministrativo e logistico Erasmus, si occuperanno di fornire informazioni agli studenti sulle innovazioni tramite riunioni e incontri, caricando il materiale di riferimento sulla piattaforma condivisa di Gmail, google Classroom. La SSML ha infatti creato una bacheca online nella quale gli studenti iscritti alla triennale possono reperire in ogni momento informazioni e materiale caricato dall'Ufficio per la Mobilità Internazionale relativamente alle mobilità, alle azioni, ai progetti, alle novità, ai documenti, alle proposte nell'ambito degli scambi internazionali. L'adozione di tali strumenti verrà illustrata durante gli incontri con chiare e precise indicazioni spiegando in che cosa consistono e sottolineandone l'importanza a livello europeo, per l'istituzione e per i singoli partecipanti alle mobilità. Verrà evidenziata la sicurezza e la protezione dei dati garantita e verranno approfonditi i benefici e la semplificazione nelle procedure che deve seguire lo stesso studente, che potrà gestire tutti gli step amministrativi relativi al proprio periodo di mobilità - "before, during and after" - e dove potrà trovare tutte le informazioni per una esperienza di qualità all'estero. L'utilizzo di tali strumenti verrà reso per tutti una ordinaria procedura da seguire per l'adesione alla mobilità internazionale.

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

La Fondazione si propone di sensibilizzare gli studenti su pratiche ecosostenibili, in primis attraverso l'adozione di misure online per il reperimento del materiale di riferimento – evitando così l'uso e il consumo massivo di carta – utilizzando l'OLA per la gestione dei documenti del proprio periodo di mobilità e di incentivare gli spostamenti con mezzi alternativi all'aereo per le mobilità europee, contribuendo alla diminuzione di emissioni inquinanti. Già nell'a.a. 2019/2020 due studentesse outgoing SMS su 9 hanno utilizzato l'automobile per gli spostamenti relativi alla mobilità - sia per l'andata che per il ritorno (Germania e Belgio). Per contribuire alla riduzione dell'impatto ambientale, tramite incontri informativi e dibattiti verranno sensibilizzati gli studenti in merito a iniziative ecosostenibili e a azioni che diventino gesti quotidiani a favore dell'ambiente, rendendo la filosofia green parte integrante della nostra Istituzione.

Tra le principali azioni:

- si metterà in evidenza l'importanza del riuso di prodotti e del riciclaggio dei materiali – evitando in particolar modo sprechi di carta e plastica, promuovendo per esempio la diffusione di borracce in acciaio (iniziativa già in atto in molte istituzioni italiane e straniere);
- verrà incoraggiato l'utilizzo delle biciclette nelle città di destinazione (molte Università partner noleggiavano bici agli studenti – per esempio gli outgoing Murcia circolano in città quasi esclusivamente con questo mezzo ecosostenibile);
- verranno incentivati gli acquisti in negozi attenti alla causa ambientale;
- si farà particolare attenzione alla diminuzione dello spreco energetico adottando anche semplici accortezze, per esempio spegnendo le luci o i pc una volta usciti dalle aule o dagli uffici o chiudendo l'acqua quando non necessario, in modo tale che diventino routine quotidiane e norme che - moltiplicate per tutti coloro che le adotteranno – contribuiranno a raggiungere risultati significativi in termini ecosostenibili.

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

Date le piccole dimensioni della nostra Istituzione (meno di 200 studenti nel triennio accademico) e la struttura dell'Ufficio per la Mobilità internazionale, che vede coinvolti la direzione, la responsabile accademica e la referente amministrativa e logistica, è possibile prevedere riunioni informative in presenza o attraverso le piattaforme online con un importante riscontro di partecipanti, pertanto la strategia più efficace nella nostra realtà si tradurrà nella sensibilizzazione diretta, attraverso il dialogo, con gli studenti che parteciperanno alle mobilità. Il rapporto diretto con gli studenti caratterizza infatti la nostra realtà e viene mantenuto anche durante la mobilità – telefonicamente,

<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)



tramite mail, grazie alla piattaforma Google Classroom – permettendo una comunicazione rapida ed efficace. Tra le principali proposte, verrà consigliata e incoraggiata la partecipazione alla rete ESN Erasmus Student Network della città di destinazione, che ha un ruolo attivo nella promozione di attività culturali e ricreative e una particolare attenzione alla promozione di iniziative sull'impegno civico e sulla cittadinanza attiva.

## 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>.

Durante il precedente settennio 2014-2020 sono state apportate molte migliorie a vari aspetti riguardanti le mobilità internazionali, in particolare per studio, da parte della SSML San Pellegrino. Una delle principali riguarda infatti il riconoscimento dei crediti e l'accurata preparazione del Learning Agreement prima della partenza. Allo studente che abbia partecipato alla mobilità per studio vengono infatti non solo riconosciuti tutti i crediti che ha acquisito sostenendo gli esami durante l'esperienza di mobilità, ma la direzione ha da tempo deliberato che ad ogni mobilità per studio o tirocinio vengano assegnati 3 crediti formativi aggiuntivi, unitamente a un punteggio in sede di discussione tesi, proprio per una ulteriore valorizzazione da un punto di vista accademico di questo tipo di esperienze.

Un'altra importante miglioria riguarda la struttura e la stabilità dell'Ufficio per la Mobilità internazionale, che vede la partecipazione di figure attive, scrupolose e con compiti specifici: oltre alla direzione, la responsabile accademica e vice-direttrice della triennale e la referente amministrativa e logistica, che hanno messo a punto diverse strategie e strumenti per il monitoraggio delle mobilità degli studenti, dei loro bisogni e per il loro supporto in tutte le fasi di mobilità.

Relativamente al riconoscimento degli esami e dei crediti, in concreto, una volta ricevuto il Transcript of Records da parte dell'Istituzione ospitante, l'Ufficio per la Mobilità Internazionale stila un documento di riconoscimento degli esami sostenuti, basato sul Learning Agreement iniziale (che può eventualmente essere stato modificato durante la mobilità), adottando il criterio generale della corrispondenza di 1 ECTS = 1 CFU. Dopodiché il documento viene sottoposto alla direzione accademica per l'approvazione definitiva e firmato bilateralmente, ovvero anche lo studente viene reso consapevole dei risultati ottenuti; viene infatti richiesta la sua firma per accettazione.

L'ampliamento della rete accademica di università partner e l'essere risultati assegnatari per più anni consecutivi dell'ICM, International Credit Mobility con la Federazione Russa, hanno rappresentato ulteriori importanti esperienze sia per gli studenti che per l'organizzazione della Fondazione in merito alla gestione del progetto. Relativamente ai riconoscimenti accademici, infatti, si è dovuta attivare una strategia che prendesse in considerazione i crediti italiani e le ore di lezione - poiché il sistema russo non prevede l'utilizzo di ECTS - potendo riconoscere interamente gli esami sostenuti dagli outgoing e dagli incoming.

Per gli incoming, continueremo a garantire il pieno riconoscimento e la compilazione del Transcript of Records al termine della sessione di esami: la SSML infatti produce i Transcript of Records al termine della sessione accademica, precisamente l'ultimo giorno in cui lo studente incoming sostiene l'esame, rispettando totalmente le tempistiche e contribuendo alla velocizzazione della procedura di riconoscimento nella sua Istituzione di appartenenza.

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

La partecipazione del personale, fortemente incoraggiata dalla nostra istituzione nell'ottica di un maggior riconoscimento e diffusione, riguarderà sia docenti che staff amministrativo: potranno partecipare i docenti e personale amministrativo che vogliono migliorare o acquisire nuove competenze per il proprio sviluppo professionale nonché migliorare le proprie abilità comunicative e linguistiche. Verrà data la priorità al personale che non ha usufruito di una mobilità.

In merito al riconoscimento della mobilità dei docenti, l'esperienza di mobilità viene riconosciuta come titolo preferenziale per ruoli di tipo direttivo nell'ambito delle attività didattiche e di ricerca, mentre per il personale non docente, viene riconosciuta come titolo preferenziale per ruoli di tipo direttivo nell'ambito della gestione di progetti nazionali ed europei e di organizzazione.

La Fondazione organizzerà riunioni informative in presenza e/o online con i docenti della triennale SSML per la promozione delle mobilità, illustrando i progetti, le possibilità, le Istituzioni partner.

I periodi in cui i docenti possono svolgere le mobilità non sono fissi, ma potranno adattarsi con i calendari accademici delle Istituzioni; ogni docente può proporre la propria candidatura e bozza dell'agreement in qualsiasi semestre.

Durante gli incontri verranno evidenziate l'importanza della continua formazione, degli aggiornamenti, dello scambio di buone pratiche e di collaborazioni accademiche di eccellenza, oltre alla possibilità di ampliare la rete dei contatti e

<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))

dei partner. Tutto il supporto accademico e amministrativo nelle varie fasi delle mobilità saranno garantiti dall'Ufficio per la Mobilità Internazionale.

### 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.

Il link al quale verrà pubblicata l'EPS della Fondazione Unicampus San Pellegrino è il seguente:

<http://ssml.fusp.it/erasmus.html>

Allo stesso link sarà pubblicata la ECHE, inoltre il bando per la mobilità per studio per gli studenti e le FAQ relative alle mobilità.

Le attività promosse dal programma verranno rese note e portate avanti soprattutto grazie a incontri con studenti, docenti e staff. Ogni anno accademico sono previste diverse riunioni informative e conferenze nate da collaborazioni in seguito a mobilità; si tengono inoltre incontri individuali ed è già attivo il tutoraggio personalizzato per ogni partecipante.

Gli strumenti tecnologici che forniranno maggiore visibilità saranno il sito, i social network (pagine Facebook e Instagram della SSML) e la piattaforma Google Classroom.

Conferenze, seminari e cicli di incontri con docenti incoming delle università partner verranno regolarmente organizzati, promuovendo temi accademici di rilievo e innovazioni didattiche.

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.

Il rispetto della Charter e dei principi in essa contenuti vengono supervisionati e garantiti principalmente dalle figure impegnate e coinvolte nell'Ufficio per la Mobilità internazionale, oltre che dalla direzione, la quale monitora l'intero andamento del progetto. Precisamente, gli incarichi presso la FUSP sono suddivisi come segue:

1. Stefano Arduini, presidente FUSP, firmatario di tutte le partnership e programmi Erasmus: supervisiona la corretta attuazione del programma e il finanziamento Erasmus e interse rapporti accademici;
2. Roberta Fabbri, docente di Linguistica Generale e Teoria della Traduzione, direttrice della SSML e direttrice del Dipartimento Traduzione editoria: supervisiona le attività e i progetti del Dipartimento Traduzione Editoria;
3. Mercedes Ariza, docente di Mediazione linguistica spagnola, vicedirettrice della SSML e docente responsabile dell'Ufficio per la Mobilità internazionale: supervisiona la corretta gestione dei programmi e dei progetti di mobilità, le attività di supporto logistico e accademico per studenti, docenti e personale amministrativo, gestisce le richieste e le scadenze del Progetto Erasmus+ e dell'Agenzia Nazionale
4. Maddalena Ercoles, coordinatrice dell'Ufficio per la Mobilità internazionale:
  - coordina a livello amministrativo programmi e i progetti di mobilità internazionale, in particolare, le richieste e le scadenze del Progetto Erasmus+ e dell'Agenzia Nazionale;
  - coordina la gestione della documentazione amministrativa per student, docenti e staff incoming e outgoing;
  - fornisce supporto logistico e amministrativo agli studenti incoming e outgoing (ottenimento dei visti e della documentazione necessaria per il viaggio, l'assicurazione medica, il soggiorno, ecc.);
  - fornisce supporto accademico all'Istituto partner e agli studenti incoming e outgoing (predisposizione del Learning agreement, piani di studio, riconoscimenti, conversione dei crediti ECTS, ecc.);
  - gestisce il Mobility Tool, incoming and outgoing; - coordina le attività per il conferimento delle borse di studio (scadenze, preparazione dei documenti Grant Agreement, collabora con l'amministrazione per l'emissione dei pagamenti per incoming e outgoing, ecc.)
  - segreteria didattica per studenti incoming e outgoing.
5. Monica Bianchini, coordinatrice del progetto di accordo con l'Istituto Pervoda (Federazione Russa), referente del NIDA International Centre of Translation:
  - coordina le attività e i progetti del Dipartimento Traduzione Editoria;
  - coordina le attività e i progetti del NIDA International Centre of Translation

Ci sarà un commissione apposita, costituita dal Presidente FUSP, dalla Direttrice SSML e dalla Responsabile dell'Ufficio della mobilità internazionale che si occuperà degli obiettivi e della progettazione, delle direttive accademiche e dei riconoscimenti, delle linee guida per la promozione, la diffusione delle informazioni la disseminazione dei risultati, della qualità, della progettazione di altre azioni Erasmus e del monitoraggio.

La prof.ssa Ariza, coordinatrice accademica dei rapporti internazionali si occuperà degli aspetti accademici.

Maddalena Ercoles si occuperà delle fasi logistiche delle mobilità.

Attraverso incontri, riunioni informative, bacheche online classroom, verranno resi noti i principi della Charter.

Gli studenti outgoing incontrano infatti in più step lo staff per la mobilità internazionale, che durante una "riunione pre-

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partenza” illustra i principi fondamentali della Charter, della quale ricevono una copia – in formato digitale. Tutte le fasi della mobilità di ogni studente sono attentamente seguite e monitorate, sia in termini di supporto logistico e accademico, che in termini di condivisione degli aspetti emotivi, grazie al rapporto diretto – una sorta di tutoraggio – da parte dell'Ufficio per la Mobilità Internazionale. Gli studenti stessi sono ambasciatori dei principi della carta Erasmus; raccontare la propria esperienza di mobilità durante incontri organizzati rappresenta per la nostra realtà il miglior veicolo per la trasmissione di esperienze e l'incarnazione dei principi della ECHE.