



**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.*

## TABLE OF CONTENTS

<b>PROPOSAL (PART B)</b> .....	<b>2</b>
<b>COVER PAGE</b> .....	<b>4</b>
<b>COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES</b> .....	<b>6</b>
<b>1. Erasmus Policy Statement (EPS)</b> .....	<b>9</b>
1.1 Erasmus activities included in your EPS.....	9
1.2 Erasmus Policy statement (EPS): your strategy.....	9
<b>2. Implementation of the Fundamental Principles</b> .....	<b>11</b>
2.1 Implementation of the new principles.....	11
2.2 When participating in Mobility Activities - After mobility.....	11
2.3 For the Purposes of Visibility.....	12

## 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:
  - o By undertaking the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative.
  - o By promoting environmentally friendly practices in all activities related to the Programme.
  - o By encouraging the participation of individuals with fewer opportunities in the Programme.
  - o 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

The image shows a handwritten signature in black ink on the left, followed by a circular official seal on the right. The seal features a central emblem and text around its perimeter, including the year '2007' at the bottom.



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 the 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)

ISSM P. Mascagni in Livorno started his International activities participating in INTERREG, an international projects linked to the Mediterranean area's Culture.

From 2007 was awarded of the Eche and have been increasing every year the number of students and teachers involved in Mobility for studies and traineeship. In 2008 joined AEC and since then teachers and students have been doing mobility for Studies, Teaching and staff have taken part to Meetings and Workshops held by the AEC' s members enlarging our international competences, such like HarMa and Latimpa.

We participate to the Project Working with Music since 2011 in collaboration with a network of many European Institutions sending graduated students to do a traineeship post graduated experience.

We have a large number of partners and we set a deep contact and continuous cooperation with Institutions all over Europe, Switzerland and England. We select our partners among institutions with common intents and a similar dimension concerning staff and students. Our Institution views its internationalization strategy as an essential element in the promotion of a rich and diverse students and staff experience.

We encourage to apply for international mobility in order to enlarge the learning and teaching experience in an International contest.

We wish to make a network with our partners to promote musical groups with students from different countries and we promote exchange of Professors to increase the offer in our programs to underline European view of culture.

The aim of our institution is to give international competences to our students to prepare them to work in a Worldwide dimension.

We are planning to set the possibility to start international diploma (joint degree) in Didactical Subjects in accordance with our partners. We encourage the teacher's exchange within our partners and we shall consider the possibility of exchange teaching staff for a semester or the whole Academic Year to offer our students the possibility to do international experience at home institution. With our international partners we shall set common goals and make the students comfortable in studying in each institution according with the field of study they are following.

By offering well organized international opportunities we shall attract a larger number of students giving them the possibility to follow international programs and a deepest competence in the studies they are attending at.

The new technologies and new fields of knowledge, according with the requests of today's ever growing market request shall be taken in strong consideration.

We shall give an extra value in exporting the excellence in our field of music knowledge, i. e. Opera and Italian Style for singers and importing excellence from other Countries to underline the peculiar style that make the difference between each Country in an European vision, i. e. Lieder from Germany and Austria.

We offer economical support to students in outgoing mobility in addition to the European contribution.

Please reflect on the Erasmus actions you would like to take part in and explain how they will

<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)

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)

Our Institution in the last 20 years has been active in the Higher Studies transformation promoted by the Bologna's process at the end of last Century. We want to achieve an international dimension to our Institution in order to have a much more connected World where all the opportunities are available for each member of the community. We shall schedule joined masterclass with our international partners and the results of the work shall be spread with publications and concerts at Regional, National and International level.

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)

Our Institution is encouraging Staff and Students mobility in order to have and give an international environment in the study curriculum.

We expect to give to our students the skills to manage an international professional career, as performers and as teachers. We give a great importance to the study of foreign languages and in the next future we plan to start some Curricular Coursers in English to give a stronger attraction to incoming students.

Our Institution supports with bursary the outgoing students and also incoming students have been awarded with our bursary in our internal competition projected to give extra support to the higher quality of our students.

## 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 Institute's mission is to ensure gender equality and ethnic and social diversity in all its activities. The equal value of all people is recognized and our Institution combats racism and xenophobia. The equal treatment of students is regulated through Italian law.

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>.

Our Institution has always be sensible about modernization and simplification in the bureaucratic field, we have been promoting informatics applications to students and teachers in order to save paper and avoid pollution. We look forward to subscribe the Easy system or whatever solution the Agency shall propose in the future for applications of incoming students and staff.

The use of the mobile App shall give a better connection within the students and the school, making procedures and contacts more effective and simple. We'll encourage it's use.

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

- Collecting waste sets are placed in many places of the institute, so that glass, paper, plastic, organic are already usually recycled.
- A regional plan to favor students' use of public transportation, already implemented for uni pupils, is under development for art and music academies, so that we expect soon a more intensive use of those facilities by our students as well. In addition, bike riding is already much used in Livorno, the city being located on the seafront, thus a plane and easy-to-go field for bikers.
- A recent state law has enforced so-called dematerialization, namely the dismissal of as much paper as possible. Software devices of every kind are being adopted by the institution in order to replace paper documents. When it is not possible, we mostly encourage the use of recycled paper.
- All these practices are favored both in domestic as well as in foreign activities, such as for instance Erasmus+ outgoing program.
- Promote alternative way to travel, such like train and bus for incoming and outgoing students.

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

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

- Our institution is part of the community of the city of Livorno which is historically interlaced with political and social involvement. Trade unions and charitable organizations were active here even before the threshold of the 20<sup>th</sup> century. Thus, as far as civic engagement is concerned, we can rely on a long-established experience which is unparalleled elsewhere, at least in Italy.
- Our student are massively participating to the active life of the city as well as to that of the institute, which means an awareness of the obligations to respect state and local laws, rights, beliefs, and opinions of others, and to share this good practice with incoming students, not to mention their respect of similar respectful practices encountered when studying abroad.

## 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>.

Signing BA with partner institutions with precise indications on marks and credits with clear indications of the credits achieved for each course is mandatory. Before mobility LA shall be decided among the Institutions involved in order to have a concrete program of the courses and credits the student shall achieve in his mobility. The transcript of credits and mark shall go automatically in the student's profile. We shall have on our website the catalog of subjects in English with the clear indication of the courses, the hours and number of credits provided. A description of the studies followed from incoming students shall be part of the transcript of records. ( Diploma Supplement ). Outgoing and incoming students are asked to give an informal written or video report of their mobility that shall be hosted on our website in order to spread their experience with a large number of students. We want to expand this informal report to staff, too.

We look with interest at the introduction of the new android app and the European Student Card.

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.

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

Staff mobility is an issue of increasing importance in European higher education and a need for the professional development of the individual teacher. The school promote staff participation in conferences, study visits or training through establishment of working relationships (teaching/research) with faculties or departments in other countries which could lead to joint research, sharing of experience, teaching and/or the establishment of double/joint degrees.

The school recognize the teaching hours in mobility part of the annual curricular work of teachers.

<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))

### 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.

We host on our web site all the information devoted to International activities of our Institution at <http://www.consli.it/it/358/-/european-statement-policy>

Exhaustive information are available on our website, in addition we organize meetings for students to illustrate and promote the Erasmus activities and the international experience.

Our monthly newsletter gives information about the venues including Erasmus activity and reaches a large number of people.

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.

We host a permanent description of the Erasmus principles and activities on our website at the section /international in Italian and English. We invite staff and students to read and follow those principles.

The IRC takes personal care in promoting, checking and monitoring all the International activities in the Institution to ensure that all has been declared shall be applied with no exception.