**Instruction:**

**Please comment on the following questions that relate to the different parts of the official application form for ICM. The questions to be answered are the ones in black.**

**In blue, are sample answers including standard procedures and information pre-filled by the International Relations Department of Student and Educational Affairs (SEA) to help you out as much as possible. The blue texts are meant to be supplemented by detailed information about your specific project and with information from the partner university. Blue text can be chosen/deleted where applicable.**

**In red, you can find instructions to meet answering the questions in the best possible way.**

**F. Quality Questions**

***F.0 Partner information***

***Please detail the partner country institution(s) information.***

*1) Name.* Please mention the institution(s)’s official name(s) here:

*2) PIC number of the higher education institution(s) from the partner country.* Please mention the Participant Identification Code (PIC) of the partner institution(s) here. This is the institutional code, mandatory for EU project cooperation. If such a PIC code does not exist yet, registration is possible upon receiving the grant:

*3) Contact information.* Please mention the email address of your contact person at the partner institution(s):

**F.1. Partner Country**

***F.1.1. Relevance of the strategy***

***Explain why the planned mobility project is relevant to the internationalisation strategy of the higher education institutions involved (both in the Programme and Partner Country). Justify the proposed type(s) of mobility (incoming/outgoing BA/MA/PhD students and/or incoming/outgoing staff for training or teaching).***

***(Max. 7000 characters, including spaces)***

*1) Internationalization strategies of the higher education institutions:*

Please provide a good balance of information of both you and your partner institution(s).

It is the clear intention of Leiden University to create a more international student body, to strengthen the international character of the University and to internationalise the learning experience for all students. One of the main internationalisation priorities that is mentioned in Leiden University’s strategic plan (2015), is the creation of an international classroom with a diverse international student population as to offer students an international study climate in both the bachelor and the master phase in preparation for societal and scientific positions in which the international context is becoming more and more determinative. In addition, the international study climate can be strengthened by deploying internationally-oriented academic and teaching staff, by paying more attention to international knowledge and intercultural competences in the curriculum, more interaction in education groups between Dutch and international students and by increasing the number of study abroad experiences of our students.

*For regional focus groups only:*

Leiden University is developing a strategic long-term collaboration policy for a small number of priority countries/regions: China, Indonesia and Latin-America & the Caribbean in order to strengthen cooperation and establish structural relationships with universities, organizations and governmental bodies in the priority regions.

*2) Types of mobility:*

Please indicate your proposed mobility flows and level of exchange (incoming/outgoing BA, MA, PhD students and/or incoming/outgoing staff) for training or teaching and briefly justify them with reference to your response to F.1.1. (in relation to your strategy).

**F. 1.2. Quality of the cooperation arrangements**

***Detail your previous experience of similar projects with higher institutions in this Partner Country, if any, and explain how, for the planned mobility project, responsibilities, roles and tasks will be defined in the Inter-institutional Agreement.***

***(Max. 7000 characters, including spaces)***

*1) Previous experience:*

Please provide insight in the history of the relation if there is one. If there is no previous collaboration, please provide insight in the experience of collaboration with the partner country if applicable. Please provide information on previous European/Erasmus+ project experience at the partner institution.

*2) Responsibilities, roles and tasks:*

Please add information in the fields below where necessary and include information about the responsibilities, roles and tasks of your partner university.

Nomination and selection Please add information about your and your partner institution(s) procedures, responsibilities and tasks.

Admission

Please add information about your partner institution(s) if applicable.

*Student mobility*

Leiden University’s Mobility Team of SEA as well as the international exchange coordinators at faculty level assist, guide and inform incoming students in the application and admission procedures, including housing support, information about insurances and introductory and preparatory meetings. Visa application is done by Leiden University on the students’ behalf and the visa costs are covered from the budget for Organizational Support. Outgoing students will be informed and prepared for a study abroad period by the same Mobility Team or international exchange coordinator. Assistance and guidance in the admission procedure and visa support is the responsibility of the welcoming institution.

*PhD students and staff members*

Participating PhD students and staff members will be assisted by staff at the faculty level.

Counselling

Please add information about your partner institution(s) if applicable.

Incoming students to Leiden University can contact the International Student Advisor or International Counselor for help or mediation, questions, problems and/or non-academic issues. For academic guidance and support, students can contact their study advisor or study coordinator for help.

**F.1.3. Quality of project design and implementation**

***Present the different phases of the mobility project and summarise what partner organisations plan in terms of selection of participants, the support provided to them and the recognition of their mobility period (in particular in the Partner Country).***

***(Max. 7000 characters, including spaces)***

Please indicate a timeline for the different activities where possible. Please add any suitable information and balance the text with information on how the partner organization plans to select, support and recognize results.

*1) Before mobility (selection of candidates and preparation):*

Selection

Please add information about your partner institution(s).

The participant selection process is based on simple and clear criteria. Incoming students should satisfy the minimal requirements of the host institution. Applicants should have good academic records and profound command of the English language. Moreover, their letters of motivation should tailor to the university and research group that they are applying for.

Preparation

Please add information about your partner institution(s).

Incoming students to Leiden University apply via a central online system managed by the International Relations Mobility Team or Exchange coordinator at Faculty level. Through this system, students are guided through the application process, including course selection, visa application, information on accommodation, insurance and the orientation programmes. For incoming students, a Special Private Online Course (SPOC) about Dutch language and culture is freely accessible, developed by the Academic Language Centre of Leiden University.

For outgoing students Leiden University offers free online English language courses to third year bachelor students to better prepare them for English taught programmes. Leiden University’s International Relations Office organizes a Pre-departure Orientation for outgoing exchange students, with detailed information on health and safety and intercultural awareness. These meetings end with a meet & greet event with exchange alumni and incoming international exchange students to help prepare the outbound students for their trip. A number of Faculties and programmes likewise organize Pre-departure Orientation meetings for their outbound students.

*2) During mobility (support):*

Orientation

Please add information about your partner institution(s).

Leiden University organises a mandatory orientation week for incoming international students. This includes an introduction to the university, academics and the country, but students also get to know their faculty or programme coordinator and their fellow students. Students are introduced to the University’s Career Service, to the International Student Network association and to the Fenestra service center for students with a disability.

Counselling and support

Please add information about your partner institution(s).

Incoming students to Leiden University can contact the International Student Advisor or International Counselor for help or mediation, questions, problems and/or non-academic issues. For academic guidance and support, students can contact their study advisor or study coordinator for help.

Outgoing students from Leiden University can contact their Faculty International Exchange Coordinator (IEC) or their International Programmes Officer in the central International Relations Office in case of questions about practical matters such as changes in the study programme, or if they experienced difficulties while studying abroad. They can do this either by phone, email or facebook.

Teachers will be connected with a host staff member who is actively teaching one or more courses in the period of exchange. The visiting teacher will be brought into contact with active members of the teaching staff and will have meetings with the Educational Board and committees for discussion and exchange of ‘good practices’ in teaching.

Grant support

The Scholarships Team provides administrative support to both incoming and outgoing participants during their Erasmus+ period.

Emergencies

Please add information about your partner institution(s).

In an emergency situation abroad, both students and staff members can contact the international emergency hotline of Leiden University: +31 71 5 27 66 66. This crisis number is available for help and advice 24 hours a day. Leiden University’s International Incidents Team will also engage students as necessary during an international crisis.

*3) After mobility (recognition and reporting):*

Recognition

Please add information about your partner institution(s).

In order to recognize the transfer of credits of the courses taken abroad, students will submit a certified transcript of records from the partner university and thereby request that the board of examiners of their study programme formally recognises the study credits from their pre-approved courses abroad.

Staff mobility activities and cooperation with partner universities can be included in the annual performance and development cycle: incorporated in annual interviews and reports that each staff member has with his/her supervisor.

Reporting

Please add information about your partner institution(s).

Upon their return to Leiden after their exchange programme, students will write a report about their study abroad experiences, which will be published in the online learning environments (Blackboard) to the benefit of other students that are interested in an exchange period.

**F.1.4. Impact and dissemination**

***Explain the desired impact of the mobility project on participants, beneficiaries, partner organisations and at local, regional and national levels. Describe the measures which will be taken to disseminate the results of the mobility project at faculty and institution levels, and beyond where applicable, in both the Programme and Partner Countries.***

***(Max. 7000 characters, including spaces)***

*1) Impact:*

Please identify levels of desired impact where applicable: individual (skills to acquire), education/research programme, institutional, national, regional, international. Please provide quantitative and qualitative indicators and describe ways both you and your partner institution(s) intend to assess/measure the desired impact. For help on identifying impact indicators, see <https://impacttool.erasmusplus.nl/mobi/start>

NB: Impact is sometimes confused with outcome. Impact means the desired impact under indirect influence (long term), whereas outcome is the expected impact under direct influence. For example:

- Impact: We wish to prepare students for a labour market that is increasingly oriented internationally by giving them a wide range of employable skills and an international outlook.

- Outcome: Thanks in part to this project, the language and teaching skills of the teachers will be lifted to a higher level and the teachers will be able to teach more effectively, allowing the students to achieve better results which tie in with the demands of an internationally oriented labour market.

*2) Dissemination:*

Consult the “ICM Dissemination Toolkit for Leiden University project coordinators” for tips and guidelines. Please identify results deriving from this project (for example: student experiences, best practices, lessons learned, research results) and draft a short dissemination plan by mentioning per result:

* Who is the target group
* How will you disseminate
* When will you disseminate
* Who will be responsible

Use the schedule below as a checklist, share it with the subsidy team for advice after completion:

|  |  |  |
| --- | --- | --- |
| **Target group** | **Through which channels can I reach them? (make concrete)**• Personal channels• Network internal / external• Uni Leiden channels• Trade publications• Seminar, workshop, visit, ...• Channels partner institutionWhat is existing, what is still being developed? | **What information / results can I share in which project phase**(before mobility, during mobility, after mobility)?* See yourself as an expert
* Find ambassadors among your target groups
* Prepare a list or key messages
* Keep it short and simple
* Share responsibilities with your partner
 |
| Colleagues Leiden University |  |  |
| Students Leiden University |  |  |
| Colleagues/ peers elsewhere in the Netherlands |  |  |
| Peers partner university |  |  |
| Students partner university |  |  |
| General public in the Netherlands |  |  |
| General public in partner country |  |  |
| Policy makers |  |  |
| Other ?? |  |  |

Basic project information will be made accessible online for different target groups on a dedicated Leiden University Erasmus+ website: <https://www.universiteitleiden.nl/en/dossiers/erasmusplus> (currently being developed, will be online before Summer 2020). See dissemination toolkit for details, and include this Erasmus+ website in your plan.

Below is a standard example of a dissemination plan that Leiden University deploys for the dissemination of the result ‘student experiences’. This sample text is applicable for all projects concerning student exchanges. If this example is applicable to your project, please supplement it with the dissemination measures of the partner institution(s).

You and your partner institution(s) can also share results for dissemination purposes, such as student testimonials, reports, etc.

Students exchange experiences will be disseminated to fellow students that are interested in an exchange period and/or have applied to study abroad with the goal to inform and well prepare them to studying abroad. The following dissemination activities are deployed to reach future exchange students:

* publication of student’s exchange reports in the online learning environment (Blackboard). Publication of the exchange reports will take place after completion of the mobility, upon return to the home institution and will be the responsibility of the exchange coordinator.
* Meet & Greet sessions organized during 2 annual events organized by Leiden University’s Exchange Team of the International Relations Department: the Study Abroad Festival and the Pre-Departure Meeting. The Study Abroad Festival is organized in October each year. Incoming and outgoing students are involved in individual meet & greet walk-in sessions as well as group country sessions with the goal to inform and prepare future students on studying abroad. The Pre-Departure meeting is annually organized in April for students that will study abroad in the next academic year. Incoming and outgoing students are involved to share their experiences and are matched to each other during meet & greet meetings.
* Organization of a video contest and a photo contest and online publication of the video’s and photo’s. Students are asked to participate in both contests, to inspire other students to study abroad. The videos and photos are shot by students during their study abroad period and are submitted and published upon return on the Leiden University YouTube channel and on Facebook:<https://www.youtube.com/watch?v=_MYJl_gY5Fw&list=PLVhEeWIy0hz9dinTGtsbThFn2y9UHUFYR>. Photos are exhibited in the Plexus Student Center. Both contests are organized annually by the International Relations Department.

**Please return this document to Subsidy Advisor Dorien Jansen.**

**Deadline 1st draft version: 6 January 2020**

**Absolute deadline final version: 20 January 2020**

**Email:** **g.d.jansen@sea.leidenuniv.nl** **/ Phone: 071 527 1788. Available for feedback, questions and advice.**

**Please** [**click here**](https://www.staff.universiteitleiden.nl/education/internationalisation/international-subsidies/international-subsidies/service-units/student-and-educational-affairs?cf=service-units&cd=student-and-educational-affairs) **for more information about grants possibilities in the field of education.**