

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


REKTOR
Stanisław Tabisz

In the following sections of the application form, you will need to explain how your institution will fulfil the ECHE principles if the Charter is awarded. You are encouraged to consult the [ECHE Guidelines](#) for support in completing this application.

Please note that your Erasmus+ National Agency will monitor your Erasmus Policy Statement and your answers to the questions given in the application. The Erasmus+ National Agency reserves the right to request more information on your activities and propose supplementary measures, for the purposes of monitoring and implementing the Charter principles by your institution.

1. ERASMUS POLICY STATEMENT (EPS)

1.1 Erasmus activities included in your EPS

In this section, you need to tick the Erasmus activities covered by your Erasmus Policy Statement. Please select those activities that your HEI intends to implement during the entire duration of the Programme.

Erasmus Key Action 1 (KA1) - Learning mobility:

The mobility of higher education students and staff

☒

Erasmus Key Action 2 (KA2) - Cooperation among organisations and institutions:

Partnerships for Cooperation and exchanges of practices

☐

Partnerships for Excellence – European Universities

☐

Partnerships for Excellence - Erasmus Mundus Joint Master Degrees

☐

Partnerships for Innovation

☐

Erasmus Key Action 3 (KA3):

Erasmus Key Action 3 (KA3) - Support to policy development and cooperation:

☐

1.2 Erasmus Policy statement (EPS): your strategy

Your Erasmus Policy Statement should reflect how you intended to implement Erasmus after the award of the ECHE. Should you wish to add additional activities in the future, you will need to amend your Erasmus Policy Statement and inform your Erasmus National Agency.

What would you like to achieve by participating in the Erasmus Programme? How does your participation in the Erasmus Programme fit into your institutional internationalisation and modernisation strategy?

(Please reflect on the objectives of your participation. Please explain how you expect the participation in Erasmus to contribute towards modernising your institution, as well as on the

goal of building a European Education Area¹ and explain the policy objectives you intend to pursue).

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

The Academy of Fine Arts in Krakow (ASP) is the oldest artistic university in Poland, with a well-established position in the country, thanks to a policy unchanged for decades, proper selection of staff and employing only ambitious, engaged and active people, focused on innovation and high quality of work results related to scientific, artistic and teaching. The ASP teaching staff and students participate with success in numerous art and design competitions all over the world which substantially influences the creation of the ASP trademark and often results in establishing cooperation with international partners.

Our tradition, and at the same time the necessary activity related to the proper development and care for the good name of the university, is sharing the achievements of the Academy of Fine Arts in Krakow at the national and international level, as well as carefully following and transferring to our institution the achievements of similar local and foreign centres commonly recognized as leading and prestigious. Creating links with other milieus of art, research and design, with the preservation of the mobility and recognition in the world principles is important task for our institution.

The Academy of Fine Arts in Krakow has seven faculties (Painting, Sculpture, Graphic Arts, Interior Design, Conservation and Restoration of Works of Arts, Industrial Design and Intermedia), each of which has a different specificity and takes different development directions. Each of these units also runs its own projects as part of cooperation with institutions in the country and abroad. However, the goal common to all our Faculties is the pursuit of development, modernization and internationalization.

The mission of our institution is primarily to provide broadly understood, top-quality education, hence as the main goals of international cooperation. The Academy of Fine Arts in Krakow focuses not only on the development of its students and staff. We want to share knowledge and skills with the largest possible group of recipients who can benefit from our experience - universities abroad, disseminate the program implemented on a daily basis, e.g. by organizing workshops in which innovative or on the contrary will be presented - traditional working methods developed and tested for decades.

Currently, due to the situation with COVID-19, the election of the new Rector of the Jan Matejko Academy of Fine Arts in Krakow has been postponed and therefore, an internationalization strategy for the following years has not been enacted yet.

The strategy of the Academy of Fine Arts in Krakow for 2014-2020 sets out the basic goals to be achieved by our University, these long terms goals are still valid for us and will guide our activities in the coming years. Our priority is to continue the development of scientific, artistic and didactic activities. Tasks specified under this objective include:

- constant development and improvement of scientific and artistic, research and design activities and cooperation in this field with universities, institutions and local and foreign companies;
- comparative analysis of education programs, methods and organization
- internships at the Academy of Fine Arts in Kraków and other universities, as well as updating curricula and teaching content;
- creating conditions for the comprehensive development of students;
- cooperation with other art colleges and other partners;
- intensification of cooperation and exchange with foreign teaching staff.

The above principles will be frameworks for developing annual plans concerning international cooperation and promotional events.

General objectives are guidelines for the areas of development and the scope of collaboration with partners in the staff and student mobility as well as establishing links between art and business. The achievement of these main objectives as well as modernization in accordance with the Erasmus principles will help us to better implement and fit into the idea of European Education Area. The ASP international collaboration is primarily thematic nature which allows to stress and develop a variety and comprehensive as well as individual features manifesting in the milieus of art.

The ASP objectives set for international cooperation as well as the target groups are varied depending on the related area. Our main object of interest are new technologies and technologies related with specific areas of study which are included in the ASP educational offer (conservation, graphics, intermedia, animated film, vehicle design, stage design, design). ASP will choose a variety of areas of collaboration depending on the field of study.

We will also strive to develop and determine ways to disseminate project results from the partners with whom we have implemented / are implementing projects from previous years.

¹ For more information on the priorities of the European Education Area, such as recognition, digital skills, common values and inclusive education, please consult the following website:

https://ec.europa.eu/education/education-in-the-eu/european-education-area_en

The new strategy will incorporate the key objectives of the new Erasmus to use new technology to streamline procedures and protect the environment. Result of the Implementation of new EWP solutions in ASP will be modernization in mobility procedures. Following contemporary standards for HEI will be develop in environmentally friendly solutions in mobility process but also will role model for the whole institution.

The improvement of the transfer of knowledge and the exchange of experience to become more effective and meet precise needs of partners and at the same time aim to automatic recognition of achievements obtained abroad and the improvement of related procedures will be an element of the institution strategy.

Our ambition is a significant participation in creating an international network of partner universities implementing innovative didactic programs, scientific research and interdisciplinary artistic projects related to the domain of public space, and in the future expanding this network with joint programs and research at all artistic levels.

As part of the new strategy, it is planned to put even more emphasis on internationalization of the Academy of Fine Arts in Krakow than before.

The reason for the increased pressure in this issue is on the one hand the clear interest of staff and students in the possibilities of cooperation with foreign units, the growing interest of foreign universities in the Academy of Fine Arts in Krakow and the observation of a very positive impact of cooperation with foreign countries on the development of our university. Participation in various artistic, design and conservation projects of an international nature will be intensified. It is also planned to put more emphasis on seeking partners for cooperation not only in EU area but also in countries outside the European Union, as well as on greater promotion of the Krakow Academy of Fine Arts abroad and on the promotion of foreign universities cooperating with the Academy in our country. Constant co operation with partners from culturally different countries and regions will increase our competitiveness among Polish art colleges in the field of acquiring the most talented candidates for studies

We are convinced that the continuation and intensification of cooperation with countries from the Europe region as well as from distant geographical regions is the direction in which the Academy of Fine Arts in Krakow should move. This is a direction that clearly affects the didactics and methodology of working with students, broadens their knowledge skills in the field of diversity of artistic and cultural values.

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)

We would like to take part in the *Erasmus Key Action 1 (KA1) - Learning mobility* and have the opportunity to further implement The Erasmus mobility of higher education students and staff.

ASP students, its staff and partners will have an opportunity to obtain experience and skills in an alternative way in comparison with traditional methods which they may use in their future creative work. Moreover, the participation in such projects will allow not only to promote the ASP as an institution, but also its representatives as individual artists and designers as well.

The ASP continually improves its educational offer for students, inter alia by development of new teaching methods. International collaboration with other HEIs will allow to compare and adapt curricula and the content of instruction to changing needs of the European labour market and new trends in art. The contribution of culture into research and the sustainable development of culture remain the issues which are a focus of attention for international cultural institutions. The ASP would like to still be an active partner in the debate and participate in the initiatives taken in this area.

It is also very important to us to be able to share experience with partners and also to promote preservation and maintaining traditional techniques and artistic skills as well as learning to purposefully and consciously apply them in contemporary art make the ASP's curricula unique and they distinguish our graduates in the labour market.

The rules for mobility under the Erasmus Program will be included in the ordinance, which will be updated according to the statement declared by the ECHE card holder.

At the Academy of Fine Arts in Krakow, for all administrative issues of the Program will be responsible the International Office (currently employing two persons full-time). The whole project will be supervised by the two Institutional Coordinators, one dedicated to the KA103 and one to the KA107 Program. An accountancy person has been appointed to handle the financial affairs of the Program.

The mobility participant can count on obtaining useful information related to the visit and on the assistance of the International Office's employees. Faculty Coordinators will look after students at the Faculties and oversee issues related to the study program. The Academy of Fine Arts in Krakow will appoint a person responsible for the incoming employee in the department or the faculty where the mobility is carried out. Usually it is a person whose area of professional interest coincides with the interests of the incoming person. Participants leaving Poland can count on

regular telephone / email contact if needed.

In addition, the Program will be supported by academic teachers who are substantively involved in the implementation of internationalization policy.

We would like to continue student mobility for studies under the Erasmus+ Programme, which will have an extremely positive impact on the implementation of our strategy and the development of our institution

International Office will be responsible for updating information on the Erasmus+ Program on the Academy's website, organizing meetings for students and providing information on ongoing inquiries (in person, by email and by phone), as well as promoting mobility activities. Students will receive all necessary information regarding financial contracts, visas and insurance, etc. Students will be familiar with their obligations during the exchange and with the conditions of realization the mobility, the information will also be available on the university's website.

The selection of candidates will take place in a transparent and fair manner, and participation in recruitment is open to all interested students who meet the requirement of knowledge of a foreign language and the required grade average ratings (outgoing students). An analysis of the possible impact of implementing a given mobility on both universities and the participant will also be considered. Priority will be given to students who have not yet participated in the exchange. Selection of incoming students will be based on portfolio and knowledge of English language.

The current catalogue of courses offered at the ASP will be available on the website.

Elect students will be nominated to the partner universities. Faculty Coordinators will assist in the preparation of agreements on the study program. During the mobility, students will receive support from the International Office and their mobility will be monitored by the Office staff.

After completing student mobility, the International Office will send sets of documents. Thanks to the available *Erasmus without paper* tools, the process will be improved, which will not only contribute to accelerate the process of recognition but also protect the environment.

If all the conditions are met, after receiving the transcript of grades of outgoing student, grades will be recognized by the Faculty Coordinator, the Faculty Dean will pass the semester. The whole process will be supervised by the Institutional coordinator Erasmus+. Exchange achievements will be included in the diploma supplement.

We would like to continue student mobility for practices under the Erasmus+ programme.

The selection of candidates will be transparent, mobility rules and requirements will be available on the university's website. We intend to cooperate with the ASP Career Office in developing mobility for practice for students and graduates. We are planning to create a practice institution base available online, which will help candidates participate in mobility for practices. We intend to promote internships, including internships for graduates, which are a unique opportunity to gain professional experience.

Collaboration with international art institutions involves an opportunity for artists to present their achievements which will result in higher rate of absorbing the ASP's graduates by those institutions. The ASP is a part of and it creates new trends in visual culture by establishing relations with businesses, universities and European art institutions.

We would like to continue staff mobility under the Erasmus+ Programme.

Information about the recruitment among employees and the deadline for submitting documents will be announced on the institution website. Information will be also sent in electronic form to all employees.

In accordance with the principles of Erasmus without paper, we intend to gradually replace the paper form of application documents with electronic applications.

Interested employees of the Academy of Fine Arts in Krakow will submit a program (teaching / training agreement) that they would like to implement during the mobility and an application for mobility.

Qualifications will be made by the Institutional Coordinator of the Erasmus+ Program on the basis of the recommendation of the Senate Committee on International Exchange chaired by the Vice-Rector for Science and International Affairs.

The qualifications will take into account the importance of mobility in the context of further cooperation and employee development as well as his involvement in the current project. English proficiency at least at level B2 will be required.

Priority will be given to employees of younger seniority and leaving for the first time.

Persons qualified for mobility will be nominated to a foreign university which makes the final decision on accepting or rejecting a candidate.

Participating in the exchange of academic staff will create the opportunity of expanding the contact networks in the field of art and design. Artistic cooperation, established thanks to participation in the Erasmus+ Program, as we know from our experience, will contribute to improving the quality of education and to the development of internationalization in our institution.

Participation in the exchange of our professors will increase their professional competence and enable them to present their knowledge and teaching methods to foreign students, which will provide our university with the best

promotion and encourage students to come for an exchange to our university.

The exchange of administrative staff, will not only improve their professional competences, but also improve cooperation between partner universities. It will facilitate the organization of mobility and, in the case of new partners, prepare both partners for future student mobility.

Mobility and international cooperation bring favourable results by the increase of language competences of the staff which directly influences the number of courses offered in English and encourages overseas students to start studies at our Academy.

Hosting academic and administrative staff from partner universities is also very important to us. Hosting professors who come to conduct classes and lectures will not only result in acquiring knowledge by our students and broadening their view on the problems they undertake during their studies, but will also contribute to dynamic development - both of our Academy and partner universities.

The possibility of exchanging academic staff is identified as an essential element to achieve improvement of internationalization of our university. Our employees will learn good practices from employees from partner universities.

Contact with professionals, or in the case of art colleges, almost always the only enthusiasts in their specialization, pursuing similar goals, but in other cultural, economic or social conditions very clearly stimulates creativity and willingness to act among our students and staff.

Participation in the *Erasmus Key Action 1 (KA1) - Learning mobility* will bring us many long-lasting, even permanent benefits, among others creating a cooperation network, promoting our Academy and Polish culture abroad, as well as enriching the competences of the participants. The attractiveness of our Academy among foreign partners will be also increased.

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)

Participating in the Erasmus+ Programme in the upcoming years will have a tremendous impact on the ASP. We are on the verge of big changes, along with election of the new Rector and creating a new strategy (including internationalisation) for the Academy. As we have mentioned above, the new Erasmus+ standards will have a great impact on the decision on how to pursue Academy's international politics in the next few years.

During the implementation of new EWP solutions in the ASP, whole Academy will become modernized, to follow contemporary standards for HEI. We plan to emphasize environmentally friendly solutions in teaching and exhibiting art.

In the past three years we have observed noticeable decrease in the interest in outgoing students' mobilities for studies. Our goal for the upcoming years is to increase this number again and to show our students benefits of the Program and encourage them to apply for the Program. We are planning to achieve that by using modern technologies (especially social media). Our agenda is to create visual channels of communication to meet the expectations of young people and use them to promote the Erasmus+ Program within our Academy.

Our plan is also to conduct online anonymous research among the students to find out, what could help them with the decision to apply and how can we improve our internal application procedure, to make it more accessible for them. Analysis of the obtained results will be crucial in improving our promotional activities and recruitment methods.

We would like to increase the number of outgoing mobilities for practices (SMP). Social media platforms might be useful for that, but we are also planning to create (with the cooperation of our teachers and their professional network) a practise base available online. We observe, that the interest in SMP exchanges is much higher than the number of actual carried out mobilities and talking to the students we became acknowledged that the reason for that is mainly the difficulty in finding the institution, that will accept them for the internship. We expect that having the place in the Internet, where our students could find organizations related to their art specializations and where they could gain precious professional experience, will significantly raise the number of SMP mobilities.

We observe increasing interest in the Erasmus+ mobilities among teachers and administrative staff, we have more and more applicants each year and nearly all of those, who already participated in the Program express the will to apply again and recommends participation to their colleagues.

Visits of incoming students, teachers and administrative staff always have very positive impact on our Academy bringing new art collaborations, exhibitions, unique methods of teaching, good practices and above all of those: international bonding. We would like to not only maintain incoming mobilities on current high level, but to extend them also to online exchange. During the COVID-19 pandemic we have learnt and practiced, that there are online methods of teaching, that apply also to art schools and now we would like to use this knowledge in future international cooperation.

Our Faculties get involved under the KA2 action as partners and their interest in such projects becomes each year more and more immense. Taking part in those activities gives the opportunity of self-development for individual participants, but also for the given academic units. We aim to encourage Faculties to continue their involvement in the Program.

We would like the completed mobilities to leave a strongly positive and lasting effects on both the participants and the Academy itself, as it was happening in the previous years. Although in the artistic disciplines it is difficult to measure the level of personal and professional development before and after the mobility. Those factors are very subjective, but the participants, in their reports inform us, that they are pleased with their general personal profit. Academy's authorities are also satisfied with the positive results of the ASP's the participation in the Program. We would like to maintain this positive impact in upcoming years.

Art is a discipline in which quantitative indicators are not very much applicable. The ASP is focused on individual methods of teaching and artistic development. Therefore, we believe, that each experience, including all kind of Erasmus+ mobilities, will have a positive impact on the students, teaching staff and the Academy itself.

In the current World situation, it is hard to predict, if we will manage to accomplish our goals. Nevertheless:

- by 2021 we plan to conduct online research
- by the end of 2021 we plan to create an online internship base and social media channels with Erasmus+ promotion content
- by 2023, we would like to increase the number of students' mobilities (both SMS and SMP) by 25% comparing to 2019 and maintain at least at this level until the end of 2027.

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.

Rules determining recruitment process and participation in the Erasmus+ program are included in Rector's ordinance and are transparent and the same for each student or staff member. The ordinance is available at the official Academy's website. ASP's Commission for International Exchange (CIE) and Institutional Erasmus+ Coordinators are responsible for supervision, if those statuses are followed by participants of the program and by the employees at all levels of the Academy.

Students with disabilities and students in a difficult financial situation are being encouraged to apply for the Erasmus+ exchanges. For many years now Academy is one of the beneficiaries of the POWER funds (financed by the European Social Fund). Projects implemented from the funds of POWER support transnational mobility of students. The main goal of the projects is to improve the professional competences of disabled students and students in a difficult financial situation by implementing part of the education program at a foreign university. POWER allows us granting those students with additional financial support for their Erasmus+ mobilities.

We are planning to participate in the next project prepared for the upcoming years, to give all our students the possibility of participation in the Erasmus+ exchanges.

All students with the right to the social scholarship keep this right during their mobilities.

Also regular foreign students in Academy are being encouraged to participate in the Erasmus+ mobilities and they often take this opportunity.

Among the teaching and administrative staff, those who have never participated in Erasmus+ programs and those with less seniority have a priority during the selection process. Thanks to that, more employees have the opportunity to take part in the exchange and to get very valuable experience in the international environment, which they then use during their work at the Academy and share with their colleagues. That leads to improvement of Academy's work in general.

Please explain what measures your institution will put in place to implement the European Student Card Initiative, and promote the use of the programme's Erasmus+ mobile App to students. Please refer to the timeline indicated on the European Student Card Initiative website².

Promotion of the use of the programme's Erasmus+ mobile App within the students will be carried out by the ASP International Office employees through:

- placing instruction with a link to the page where the App will be available for download on the Academy's website
- placing information in the student's guide, which will also be available for download on the Academy's website
- instructing students at the meetings organized by the ASP International Office
- placing QR code to the app in a visible place, next to the student computer station in the International Office
- the poster promoting the App is and will remain on the noticeboards in visible places (e.g. in front of entrance to the International Office and in the Academy's buildings where the Faculties are located)
- the App will also be promoted among students by Faculty Coordinators

We will aim to achieve the goal which is to create a European Education Area by 2025.

At the latest in accordance with the mandatory time frame we plan to make possible next levels of the use of the Erasmus Without Paper network:

2021 - Managing inter-institutional agreements and online learning agreements will be achieved through cooperation with university partners. We will use the experience of our partners and share our experience with them.

2022 - The current method of receive nomination via a commercial online system and sent outgoing student

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

nomination according to receiving institution rules, using the available tools, will be adapted to send and receive student nominations and acceptances in a unified way.

2023 - The current method of generating a transcript of records from the online system and next sending it via traditional or electronic mail will be adapted to exchange transcripts of records related to student mobility in accordance with the Erasmus Without Paper rules.

We are open to the European Student hologram added to student cards so students can be easily recognised across Europe.

We will make a great effort to by 2025, all students will be able to enjoy the benefits of the European Student Card Initiative.

The changes related to the improvement of mobility procedures will be included in the mobility regulations ordinance.

The process will be coordinated and monitored by the International Office. The implementation of the process will be supported and supervised by Institutional Erasmus+ Coordinators.

The ASP International Office intends to use the help of our institution's IT department in all activities related to the implementation of improved solutions. If it will turn out necessary, a new IT staff member is going to be employed to support implementation of EWP in the ASP.

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

In the spirit of environmentally friendly solutions, the ASP is seeking to digitise all the Erasmus+ procedures: implementing EWP standards, OLA, Erasmus+ Mobile App and Inter-Institutional Agreement Manager.

We believe that those denouements will not only provide a transparent and efficient preparation of the exchange and assurance that the student receives recognition for the activities successfully completed abroad, but also, they will contribute to sustainable way of living.

The planned promotion of the Erasmus+ Mobile App is presented in the section above. As for the other tools, the ASP is now testing OLA and Erasmus Dashboard and since those solutions make significant improvement in the Erasmus+ procedures, implementing them as soon as possible is our priority. We will also aim to conclude all new agreements using Inter-Institutional Agreement Manager.

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

During information meetings, which will be organized by the ASP International Office, mobility candidates will be introduced to the presentations prepared in cooperation with former program participants. The presentations will be based on program participants' experience, showing that education mobility favours the development of knowledge, competences and skills that are key to active participation in social life and the labour market.

Both incoming students and potential outgoing students will be encouraged to participate in the "Mentor" program. Program is coordinated by the Erasmus Student Association based in the ASP and it aims to assign a mentor, a local student, who will help incoming student to know the university and academic issues better and will explain everyday cultural challenges that foreign students might meet in the receiving country. Program beneficiaries will be both incoming and outgoing students who will profit from sharing experience. Civic engagement will be promoted by encouraging to mutual assistance and cooperation.

Incoming students will be encouraged to integrate with whole academic community, to join students' social organizations, participate in joint ventures such as common art plein-air.

The Erasmus Student Association organizes special meetings for incoming students, among them there are for example Christmas Meeting and Easter Meeting filled with getting-together games and activities. Such meetings create great opportunity for both local and incoming students to share their national traditions and celebrate them together.

Each academic year the ASP organizes Polish language course for incoming students. Those classes are not only the opportunity to learn how to communicate with the locals, but also give foreign students wider perspective of the country they are spending a few months in.

We plan to encourage both incoming and outgoing students to use environment friendly solutions during their mobilities. We would like to use art to present and support sustainable way of life. The Erasmus Student Association

will organize art workshops dedicated to that topic. Results of them will be presented in the Academy's buildings to draw the attention to environment problems and show other students how they can change their everyday lives to contribute to the goal of saving our planet.

By promoting mobility activities, its positive impact on students' self-confidence, independence, social integration and the creation of a sense of European identity will also be promoted.

2.2 When participating in Mobility Activities - After mobility

Please demonstrate your commitment to implement full automatic recognition in your Higher Education Institution.

Please describe the concrete steps you will take to ensure the full automatic recognition of all credits gained for learning outcomes achieved during a mobility period abroad/ a blended mobility, according to the Council Recommendation on Automatic Mutual Recognition³.

The Academy uses and plans to continue using the academic ECTS credit transfer system, ensuring transparency of recognition procedures and guaranteeing the quality of mobility activities.

The current course catalogues are and will be available on the university's website:

<https://www.asp.krakow.pl/international/faculties-and-programmes/faculties>

The Faculties coordinators will be updating the course catalogues, the update will be coordinated by the ASP International Office.

"Learning agreement" form including "Before the Mobility" and "During the Mobility" containing a learning agreement will be signed by the mobility participant, the sending institution and the receiving institution. The institutional coordinators are and will be persons authorized by the institution to review and sign the above documents. Program and changes will be accepted by faculty coordinators.

Students will be informed how to properly complete the "learning agreement" at the information meetings organized by the international office and will receive assistance from the faculty coordinators and employees of the international office. The instruction, which is placed on the university's website, will be updated by the international office.

We are planning to implement in cooperation with the partner universities online learning agreements, which will improve the procedure and contribute to environmental protection.

The Transcript of Records indicating the number of the obtained points and scores will be provided immediately, within the period agreed in the Inter-Institutional agreement.

The local grading scale along with the ECTS grading table is and will be still posted on the Transcript of Records and Inter-institutional agreements, as well as on the institution's website.

The rules and recognition framework, ensuring transparent recording of student's mobile activities, are included in the current ordinance. Our current ordinance about the recognition procedure will be updated, description of clear and easy path for students to appeal in case if full automatic recognition is not achieved, will be added. Updated ordinance will be available on institution website.

After receiving the Transcript of Records of outgoing student the recognition will be made at the host institution.

Each mobile graduate receives and will receive a Diploma Supplement containing a list of achievements gained during mobility.

We will make every effort in order that all the credits gained during the period of study abroad or during the virtual mobility – as agreed in the learning agreement and confirmed by the Transcript of records will be transferred without delay and counted towards the students' degree without any additional work or assessment of the student.

We are committed to taking steps to improve recognition and facilitate learning mobility and promoting the further use of existing tools, which can support the recognition of qualifications and results of study periods abroad, such as Europass, the European Qualifications Framework, the European Credit Transfer System (ECTS), the Diploma Supplement, etc..

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

Each academic year the possibility of applying for the Erasmus+ Staff Mobilities is being announced on the official Academy's website.

During the selection of the candidates for the STA mobilities we take into account such factors as: individual programme of teaching, which includes objectives, content and expected learning outcome, language skills, previous participation in the Erasmus+ exchange program, and specialist experience.

³ The text of the Council Recommendation on Automatic Mutual Recognition may be found at: [https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210\(01\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210(01))

Candidates for STT mobilities are also being selected based on the exchange program proposal (which should present the opportunity for getting acquainted with good practises applied in partner institutions), language skills, professional experience and previous participation in Erasmus+ exchange program.

Both STA and STT program proposals have to be approved by host institutions and are being confirmed by agreements.

Mobilities are being fully recognized in the Academy and they are also included in the working time. Teaching activities are making great contribution to our professors' academic achievement and they often result in new international artistic projects in our Academy, which itself also provide promotion of the Erasmus+ program among other ASP staff members.

Recognition of staff mobility periods will be made on the basis of a Confirmation, Mobility Agreement and Mobility Report.

We encourage both teachers and administrative employees from various units to participate in Erasmus+ mobilities.

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.

The Erasmus Charter and the related Erasmus Policy Statement will be prominently displayed on the institution's website:
<https://www.asp.krakow.pl/>

The employees of the ASP International Office will constantly provide all interested parties with information on all Erasmus + activities.

Activities supported by the Programme, along with their results will be promoted regularly on institution website. Each time with information about the program and the Erasmus logo.

During events and in materials published thanks to cooperation under the Program information about the Program and the Erasmus+ logo will be properly placed.

The promotion will also be made through the Academy's magazine "Wiadomości ASP".

Activities supported by the Programme will be presented to the ASP's students, staff members and the incoming Erasmus+ students during several meetings organized by the ASP International Office. During the information meetings former mobility participants will present audio-visual reports from their study periods spent in partner universities.

Information on student internships addressed to students and graduates of our Academy will be promoted in cooperation with the ASP Career Office.

Promotion of results of the activities supported by the Programme is also sharing the good practices by employees, which they can become familiar with during their mobilities. The teaching staff and the administrative staff will be encouraged to share their experiences.

Moreover, we plan to promote the activities and provide information of the Programme results via social media.

Regular promotion of activities supported by the Program will be addressed mainly to students, staff and the artistic community however due to the planned way of sharing information, it will be available to larger audience.

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.

The current Charter is available on Academy's website and the new one will be also published there, to provide an easy access to its statements for everyone.

ASP's Commission for International Exchange (CIE) supervised by the Vice-Rector for Research and International Relations, will monitor the implementation of the Charter's policy in the Academy.

Institutional Erasmus+ Coordinators with the support of Faculties' Erasmus+ Coordinators and International Officers will verify and ensure that the Charter's principles are being followed at all levels of our institution.

The Charter is also an integral part of the Agreement Form that is being signed between each participant of the Erasmus+ programme from the ASP and the Rector.