PICASA

Promoting Internationalization of HEIs in Eastern Neighborhood Countries through Cultural and Structural Adaptations

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BELARUSIAN STATE UNIVERSITY

OF INFORMATICS AND RADIOELECTRONICS

ACTIVITY REPORT ON

Development of policies and procedures

for study abroad, student and staff mobility

[Del. 2.2.4]

Deliverable 2.2.4 Development of policies and procedures for study abroad, student and staff mobility

The following policies and procedures fit into the Belarusian Ministry of Education Order No. 628 "On adopting measures to incorporate EHEA principles and instruments into national education system in the period of 2015-2018", the State programme "Education and Youth Policy", as well as into the "Erasmus+ Guide for Experts on Quality Assessment"

	DETAILS
Responsible persons	The IRO staff
Languages	Russian and English
Target Audience	Staff and students
Activity	1. Drawing up documentation for competitive selection of participants in Erasmus+ KA1: "Learning Mobility of Individuals"
Outputs	The following documents have been drawn up: • Regulations and guidance: general provisions, requirements for candidates, selection criteria, rounds of the competition Regulation on competitive selection of participants for Erasmus+ ICM, KA107 Erasmus+ ICM selection committee guide Samples of the selection committee composition and minutes • Fill-in forms: Application form, Action Plan for the mobility period, Study Plan, Letter of Motivation • Recommendations: On Participation in the Competition On Preparation of Application Documents • Tools and Language Material: Guidelines on proficiency assessment according to CEFR for Languages English language certificate
Outcomes	Increased motivation and greater involvement of staff and students in international events Development of a ranking system against the criteria of an international event or programme

Activity	2. Updating of documentation for competitive selection of participants for abroad internships within the state programme "Education and Youth Policy"
Outputs	The following documents have been created or updated: • list of BSUIR bilateral agreements and MoUs active in 2015-2016 • guiding instructions on scheme and samples of business trip supporting documents (application, assignment, cost etimate, training plan, report and etc) Guidelines on business trips formalizing procedure Internal memo on a business trip (guidelines and sample) Assignment for a business trip (template) Letter to Belarus MoE for a business trip approval (sample) Rector's order on a business trip (samples) Report on busins trip efficiancy (template) Visa application form (sample) • Template letters of request for internships and confirmation letters in Russian and English
Outcomes	Raised awareness of BSUIR partner institutions among students and staff Reduced number of inactive bilateral agreements and a larger number of active ones Fewer mistakes or inaccuracies in business trip supporting documents Simplified scheme of arranging internships Fewer cases of lost reports on travel expences or non-compliance with Rector's orders.
Activity	3. Creation of a guidebook for foreign students and volunteers
Outputs	A guidebook for IAESTE students from abroad and BSUIR volunteers
Outcomes	Simplified scheme of arranging IAESTE internships and summer schools Increased motivation of BSUIR students in internships abroad Larger number of volunteers and involvement in international activities Increased number of partner IT companies via contacts with working students and graduates Substantial improvement in mutual cultural awareness of incoming, outgoing students and volunteers

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Activity	4. Creation of a glossary of disciplines
Outputs	A digital Russian-English glossary of all disciplines taught in BSUIR
Outcomes	Simplified scheme of generating certificates of schooling, diplomas, diploma supplements, transcripts of records and etc. Reduced number of mistakes or inaccuracies in translations Delegation of such functions as the diploma/supplement issue from the IRO's translators to the specialists of faculties and departments