

### Application form for Arqus Mobility Window development

Coordinating University		
University		
Faculty/ Department/ Institute		
Contact person	Name, surname, position and/ or academic degree	Contact information (phone, e-mail)

Partner University 1 - 9		
University		
Faculty/ Department/ Institute		
Contact person	Name, surname, position and/ or academic degree	Contact information (phone, e-mail)

Short summary of the intended mobility window Project description	
Relevance	
Overall aims and general objectives	
Study Field and Learning outcomes	
Project rationale and needs analysis on which the proposal is built	
Link to Arqus major goals and focus areas	
Quality	
Feasibility & Innovativeness	

<b>Type of mobility window</b>	<i>(possible types of mobility windows described in a call or guidelines)</i>
<b>Internal management of the partnership</b>	
<b>Implementation and Impact</b>	
<b>Implementation plan incl. financial planning</b>	
<b>Impact &amp; Ambition</b>	
<b>Organization of mobility and Sustainability</b>	

### Reporting form for developed Arqus Mobility Window

Closed questions to choose		Comments
<b>Place:</b>	<ul style="list-style-type: none"> <li>On campus</li> <li>Off campus (online)</li> <li>Blended</li> </ul>	<i>MW activities can be developed in all three modes/places, i.e. a MW can combine online and on campus activities or can include only on campus or only online activities.</i>
<b>Pace:</b>	<ul style="list-style-type: none"> <li>Time bound (synchronous/asynchronous)</li> </ul>	<i>MW activities are time bounded, because the activity has to be synchronous with the partners involved at the same time.</i>
<b>Access:</b>	<ul style="list-style-type: none"> <li>For limited number (add comment, what is the maximum number of participants)</li> </ul>	<i>MW activities are generally for an unlimited number of participants, but if physical mobility is involved, the number of mobile students depends on the amount of available funding.</i>
<b>Students mobility funding:</b>	<ul style="list-style-type: none"> <li>Grant/ Government funded</li> <li>Erasmus+</li> <li>Free of charge/ funded by university</li> </ul>	<i>MW can be funded by all types of grants depending upon the availability for the participating HEIs. The funding could come from the higher education institutions itself, could be also a national funding or within the Erasmus+ programme, but it should be applicable for several years. A tuition waiver should be included.</i>
<b>Inclusion into the curriculum:</b>	<p>Part of the curriculum:</p> <ul style="list-style-type: none"> <li>the compulsory study subject</li> <li>the elective study subject</li> </ul>	<i>MW activities must be included into the curriculum as part of study subjects (both are possible: compulsory and elective ones). The study plan should be adjusted so that the chosen semester and credits allocated for MW would be clearly visible in curricula and all major subject-specific course units (modules) which are essential for the academic degree would not be missed.</i>
Open questions to describe		Comments
<b>Volume of the activity</b>	<i>Length in ECTS/ semesters</i>	<i>A MW is embedded in one or two semesters and contains a fixed amount of ECTS credits that have to be achieved. Flexible study abroad modules/international experience modules are also perceived as mobility windows.</i>
<b>Content of the MW</b>	<i>Description of planned content</i>	<i>A MW can have a loosely or highly prescribed content. It may include subject specific or general study course units (modules), internships, projects, academic paper writing etc.</i>

<b>Number of students participating</b>	<i>Planned number of students per institution</i>	<i>Tuition fees are waived for exchange students as part of the cooperation agreement/ARQUS open mobility agreement. Therefore, it might be necessary to check with partners if they have sufficient study offers as well as sufficient places for incoming students in courses, events, laboratories etc.</i>
<b>Student application &amp; selection</b>	<i>How students can apply and/ or are selected/ approved for each activity</i>	<i>Enrolled students must know from the start of their study at which point in time during the programme they have to, should or can go abroad, and for how long. If there is automatic funding involved, students might have to apply and be selected according to transparent selection criteria. If only a few students can participate, all students should be informed accordingly and the selection of beneficiaries should be transparent and consider equal treatment of applicants. The selection criteria might be composed of a mix of foreign language requirements, academic standing and student's motivation. Describe the selection process and define the commission/designate a person responsible that undertakes it.</i>
<b>Student evaluation</b>	<i>Briefly describe what methods are going to be used to evaluate student performance</i>	<i>Evaluation methods are set by the teacher individually for each MW activity; they vary according to the task students should prepare in the MW. E.g. it could be evaluating the presentation, the prepared project or paper, etc.</i>
<b>Recognition of student results</b>	<i>How student results are transferred</i>	<i>Student's results are automatically recognised at their home university after they get back after the activity. They are part of a study subject, so the marks are included into the final assessment and should be made visible as a result from a study stay abroad. If necessary, set up recognition steps that mobile students will have to follow after returning home in order for their MW to be recognized and create a grade conversion system. Set up a policy to deal with potential cases where students fail to fulfil study requirements.</i>
<b>Analysis and QA</b>	<ul style="list-style-type: none"> <li>● <i>What data (and how) is collected to evaluate each academic offer activity success;</i></li> <li>● <i>What QA tools/ policies are existing to assure quality (if there are any)</i></li> </ul>	<i>Establish a timeline together with the partner(s) for the evaluation of the MW. Take the feedback from former exchange students into account and set up an evaluation questionnaire for recent students regarding the quality of administrative service offers, the offer of study courses, the preparation for the stay abroad etc.</i>