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D09.4 – Mobility Toolkit for IROs

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Arqus II - Arqus Erasmus + Work Plan 2022-2026

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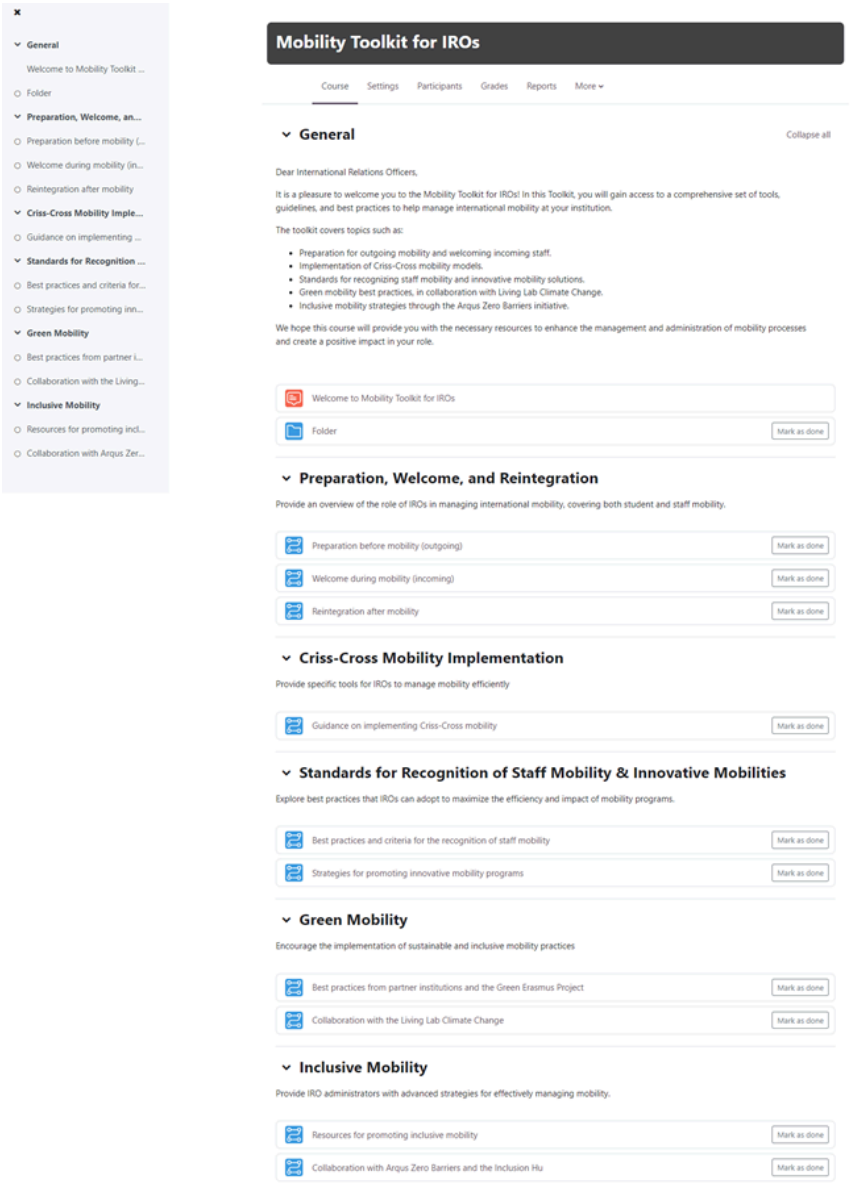
Mobility Toolkit for IROs

I. Introduction to the mobility toolkit for IROs

The **Mobility Toolkit for International Relations Officers** (IROs) of the Arqus Alliance (Arqus) is designed as a comprehensive web repository that serves as an **information and resource hub** for staff directly involved in student and staff mobility. It supports the effective promotion, management, and administration of mobility under the Open Mobility Agreement and other Arqus initiatives.

The Mobility Toolkit is an internal resource of the Arqus Alliance and therefore it is located in the Arqus Plaza (the password-protected digital environment of the Arqus Alliance) and can also be accessed via a specific section in the Arqus website. The general architecture of the Mobility Toolkit has been created and now needs to be populated with the content of this deliverable. You can see below a screenshot of the welcome page and table of contents on the Arqus Plaza:



I.1. Purpose

This web repository aims to:

a) **Centralize information and resources**: The repository provides a centralised location for accessing all Arqus documents, forms, guidelines, and multimedia resources related to mobility. This centralisation ensures that users can quickly and easily find the information they need to efficiently manage mobility within the Arqus.

b) **Enhance communication and collaboration**: By offering a platform for sharing news, updates, and best practices, the repository facilitates communication and collaboration among

IROs and other stakeholders. This helps build a community of practice that supports continuous improvement and innovation in mobility and promotes a sustainable mobility culture in Arqus.

c) **Support professional development**: The repository includes a variety of resources designed to enhance professional development, helping IROs develop the skills and knowledge needed to excel in their roles.

d) **Promote transparency and consistency**: By providing clear guidelines, policies, and procedures, the repository promotes transparency and consistency in the management of mobility within the Arqus. This ensures that all partners have a shared understanding of expectations and requirements, leading to more effective and equitable mobility management and administration.

e) **Foster internationalisation**: The repository supports the Arqus Alliance's commitment to internationalisation by providing resources and tools for IROs that encourage and facilitate student and staff mobility. By promoting student and staff exchanges, the repository helps strengthen Arqus partners' collaboration and enhance their international reputation.

f) **Encourage innovation and best practices**: By showcasing successful and innovative approaches to mobility, organisation, and management, the repository encourages IROs to adopt and adapt best practices. This fosters a culture of innovation and continuous improvement, ensuring that IRO staff remain at the forefront of network collaboration, contributing to the Arqus mission and vision.

I.2. Target audience

The primary target group of the web repository includes:

- **International Relations Officers (IROs)**: These are the main users responsible for managing and coordinating student and staff mobility. They oversee the Erasmus+ program and other mobility initiatives, ensuring compliance with guidelines and facilitating smooth operations.
- **Administrative staff**: These members provide administrative support for mobility-related activities, such as processing nominations/applications, managing logistics, and handling communications with partner institutions.

The secondary (indirect) target group includes:

- **Students, faculty, and departmental academic and administrative staff:** These users will have access to certain documents and information through the Mobility Toolkit for Beneficiaries, which provides potential participants with information on possibilities for international exchanges, collaboration, and mobility relevant to their respective fields.

By addressing the needs of these target groups, the web repository can serve as a comprehensive tool for enhancing mobility efforts and fostering collaboration across the network and its partners.

I.3. Requirements to functionalities

Creating an efficient and user-friendly web repository requires careful consideration of several key functionalities. These functionalities ensure that users can access information easily and efficiently, regardless of their device or location.

The essential features and capabilities that should be integrated into the web repository include:

- Search Functionality - Include a search bar to help users quickly find specific documents or topics within the repository;
- Responsive Design - Ensure that the repository is accessible on various devices, including desktops, tablets, and smartphones;
- User-Friendly Navigation - Provide a consistent layout and design with clear headings and subheadings for each section to facilitate easy navigation;
- Regular Updates: Allow access by Arqus partner institutions to keep the content up-to-date with the latest information and resources, ensuring relevance and accuracy.

II. Mobility toolkit for IROS - Web Repository structure

Web-repository contains these sections and sub-sections:

1. Toolkit for mobility management
   1.1. Toolkit for student mobility (Info sheets: brief academic information, application & registration procedures, practical information, contacts; Recognition; Reintegration);
   1.2. Toolkit for staff mobility (Info sheets: brief academic information, application & registration procedures, practical information, contacts; Recognition).
2. Multimedia & other materials

2.1. Testimonials & success stories;

2.2. Cultural & practical preparation;

2.3. Past events (workshops, info sessions, other).

3. Mobility Observatory

3.1. Annual mobility reports (set of Arqus annual mobility reports);

3.2. Documents for data collection (Operational Manual for mobility data collection, report templates, data & statistics).

4. Documents related to mobility

4.1. Recommendations, guidelines, policies (Inclusion; Multilingualism; Recognition; Sustainability/Green mobility; Innovative mobility);

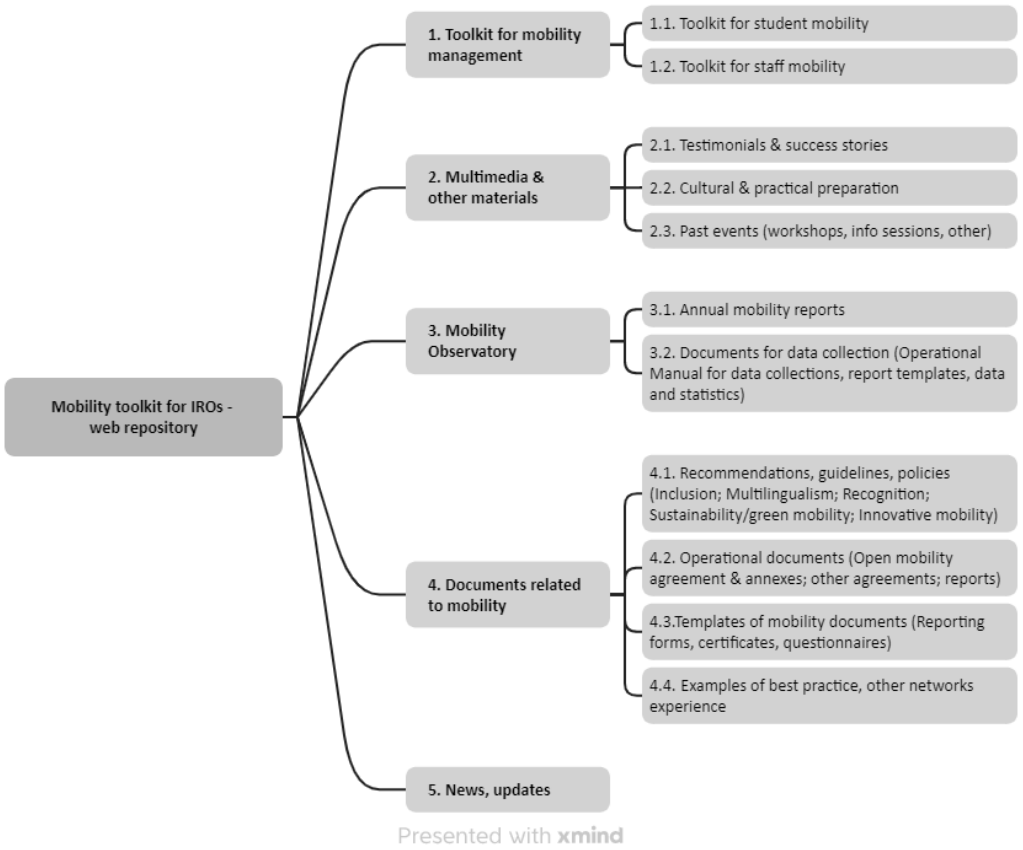
4.2. Operational documents (Open Mobility Agreement with annexes; Other agreements; Reports);

4.3. Templates of mobility documents (Reporting forms, certificates, questionnaires);

4.4. Examples of best practice, other networks experience.

5. News, updates.

Mobility toolkit for IROs – web repository structure



The structural sections in the web repository may be extended/changed to adapt to evolving needs, requirements and the changing environment. This approach ensures that the repository remains relevant, user-friendly, and capable of meeting the ongoing needs of its users.

II.1. Toolkit for mobility management

The Toolkit for mobility management is designed to streamline and enhance the processes of student and staff mobility. This toolkit aims to provide comprehensive support to IROs by offering detailed guidance and practical information to ensure smooth and effective work.

II.1.1. Toolkit for student mobility

The toolkit for student mobility includes a variety of information for IROs and contains info sheets that provide brief academic information about partner institutions, outlining their course offerings and academic calendars. Additionally, it covers application and registration procedures, practical information on living in a new country, including accommodation options, transportation, and cultural insights. Furthermore, it provides essential contacts information. Recognition of credits earned during mobility and support for reintegration into their home

institutions are also covered, helping IROs to inform/consult students to make their transition back to their academic programs more smoothly.

II.1.2. Toolkit for staff mobility

The staff mobility toolkit is designed to facilitate the international exchange of academic and administrative staff. Like the student mobility section, it includes info sheets with brief academic information, application and registration procedures, and practical information about living and working in a foreign environment. This toolkit ensures that staff members are well-informed by IROs and prepared for their international assignments. Contact details for relevant departments and personnel are provided to offer support during their stay. The toolkit also offers examples of practices and policies for staff mobility recognition used at Arqus partner universities, promoting better acknowledgement of staff mobility and providing support for staff members.

II.2. Multimedia & other materials

To enhance the understanding and appeal of mobility programs, the repository includes a range of multimedia resources and supplementary, promotional materials that present partner institutions, provide insight into the experiences and benefits of mobility.

II.2.1. Testimonials & Success Stories

Personal testimonials and success stories from previous participants offer invaluable insights into the transformative impact of mobility experiences. These narratives highlight the personal and professional growth achieved through international exposure and serve as motivational examples for prospective participants.

II.2.2. Cultural & Practical Preparation

This section provides resources for IROs to help participants prepare for cultural differences and practical challenges they may encounter during their mobility. It includes materials on cultural awareness, language preparation, and tips for adapting to new environments, ensuring participants are well-equipped to navigate their new settings successfully.

II.2.3. Past Events

The repository documents past events such as recorded workshops, information sessions, and other activities. These records offer insights into the different Arqus Alliance initiatives and

provide a reference for planning future events and facilitating continuous improvement and innovations.

II.3. Mobility observatory

The Mobility Observatory serves as a central hub for collecting, analysing, and disseminating data related to Arqus student and staff mobility. It provides valuable insights into trends, challenges, and opportunities, supporting evidence-based decision-making for mobility initiatives within Arqus Alliance.

II.3.1. Annual Mobility Reports

This section includes a comprehensive set of annual Arqus mobility reports that provide detailed analyses of mobility trends and outcomes. These reports help to evaluate the effectiveness of network initiatives and identify areas for improvement, ensuring the continuous enhancement of mobility initiatives.

II.3.2. Working Documents

Working documents such as the "Operational Manual for Mobility Data Collection", templates for data collection and reporting, data and statistics are essential tools for preparing mobility reports. They provide standardised procedures and formats for collecting and reporting data, ensuring consistency and accuracy in mobility-related information.

II.4. Documents Related to Mobility

A wide array of documents related to mobility is available in this section, offering guidelines, templates, and examples of best practices to support the effective management and implementation of mobility initiatives.

II.4.1. Recommendations, Guidelines, Policies

This section encompasses Arqus recommendations, guidelines, and policies covering key aspects of mobility, including inclusion, multilingualism, recognition, sustainability/green mobility, and innovative mobility. These resources provide a framework for developing and implementing mobility that aligns with Arqus Alliance's objectives and values.

II.4.2. Operational Documents

A collection of important documents, such as the Open Mobility Agreement (OMA) with annexes, other agreements, and reports, is provided to facilitate collaboration and partnership

development. These documents support the establishment of formal relationships between institutions, enabling effective cooperation and seamless mobility.

II.4.3. Templates of Mobility Documents

Templates for mobility documents such as reporting forms, certificates, and questionnaires are available to assist IROs of partner institutions in finding/creating consistent documentation. These templates save time and effort, allowing them to focus on development, implementation of different mobility initiatives and participant support.

II.4.4. Examples of Best Practice, Other Networks' Experience

By showcasing examples of best practices and sharing experiences from other networks, this section offers valuable insights into successful mobility strategies. Institutions can learn from the experiences of others, adopting innovative approaches and adapting successful models to enhance their own mobility initiatives.

II.5. news & updates

This section of a web repository serves as a dynamic area to keep users informed about the latest developments, events, and announcements related to the repository's focus:

1. Announcements: Announce new initiatives, projects, or partnerships that have been launched;
2. Upcoming Events: Provide details about upcoming workshops, seminars, or conferences, including dates, times, locations, and registration information;
3. Alerts and Reminders: Remind of upcoming nomination/application deadlines for mobility, and highlight important dates for events, submissions, or other relevant activities.

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