



Erasmus Charter for Higher Education 2014-2020

Application Form Call: 2014

Note: The data of this application form will be used by the European Commission/ Executive Agency EACEA and National Agencies for evaluation and monitoring

Program	The 2014-2020 EU programme for education, training, youth and sport proposed by the European Commission on 23 November 2011 (hereafter the Programme)*
Action	Erasmus Charter for Higher Education
Call	2014
Deadline for Submission (dd-mm-yyyy)	16/05/2013 12:00 midday Brussels time.
Application language	EN
Correspondence Language	EN

238401-LA-1-2014-1-SK-E4AKA1-ECHE-1

Applicant's previous EUC number (if applicable):

250557-IC-1-2008-1-SK-ERASMUS-EUCX-1

Erasmus Policy Statement (Overall Strategy) section D of this application form - original language (official EU languages): EN

If the original language is not English, French or German, the Erasmus Policy Statement (EPS) should also be provided in one of those three languages.

Erasmus Policy Statement translation language (if applicable): not applicable

Acknowledgement of receipt

After submission, applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to check successful receipt of their Erasmus Charter for Higher Education (ECHE) application. If by the second week after the deadline, the application has not been listed on the website, the applicant should contact the EACEA (e-mail: EACEA-ECHE@ec.europa.eu).

** COM(2011) 788 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0788:FIN:EN:PDF>)*

Applicant Organisation

A.1. Applicant Organisation

PIC, if available. Cf. Application manual	0
Full legal name (official name in latin characters)	VYSOKÁ ŠKOLA MEDZINÁRODNÉHO PODNIKANIA ISM SLOVAKIA V PREŠOVE
Full legal name (English name)	INTERNATIONAL SCHOOL OF MANAGEMENT SLOVAKIA IN PREŠOV
Acronym	VŠMP ISM SLOVAKIA V PREŠOVE
Erasmus code (e.g. F PARIS33) - if available	SK PRESOV02
Address (N°, street, avenue, etc.)	DUCHNOVIČOVO NÁMESTIE Č.1
Country	Slovakia
Region	VYCHODNE SLOVENSKO
Post code	08001
City	PREŠOV
Website	http://www.ismpo.sk

A.2. Legal Representative

Title	ING.
Gender	Male
First Name	JOZEF
Family Name	POLAČKO
Position	CHAIRMAN OF THE BOARD OF DIRECTORS OF ISM SLOVAKIA IN PREŠOV
E-mail	KANCELAR@ISMPO.SK
Telephone (including country / area codes)	+421/51/7581798
Address (n°, street, avenue, etc)	DUCHNOVIČOVO NÁMESTIE Č. 1
Country	SK, Slovakia
Post code	08001
City	PREŠOV

A.3. Coordinator

Title	DOC., ING., PHD.
Gender	Female

First Name	IVANA
Family Name	BUTORACOVÁ ŠINDLERYOVÁ
Department	DEPARTMENT OF ECONOMICS, MARKETING AND MANAGEMENT
Position	DOCENT - SENIOR LECTURER, INSTUTIONAL ERASMUS COORDINATOR
E-mail	ERASMUS@ISMPO.SK
Telephone (including country / area codes)	+421/51/7581798
Address (n°, street, avenue, etc)	DUCHNOVIČOVO NÁMESTIE 1
Country	SK, Slovakia
Post code	08001
City	PREŠOV

The purpose of these statistics is to put into context the actions and strategies the institution is asked to present in the following sections.

For the academic year 2012-2013:

Total number of students enrolled in all degree programmes offered by your institution (data from official HEI register)

Short cycle:	0.0
1st Cycle:	741.0
2nd Cycle:	83.0
3rd Cycle:	0.0

Number of staff (Equivalent full-time)

Teaching:	36.0
Administrative:	12.0

Number of degree courses on offer

Short cycle:	0.0
1st Cycle:	4.0
2nd Cycle:	2.0
3rd Cycle:	0.0

STUDENTS (academic year 2011-2012)

1. Credit Mobility for Students (all types of mobility programmes for periods between 2 and 12 months)

Number of outgoing study mobility students (Erasmus and/or others): to participating countries	5.0
Number of outgoing study mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to participating countries	3.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of study mobility students (Erasmus and/or others): from participating countries	4.0
Number of study mobility students (Erasmus and/or others): from non-participating countries	0.0

2. International Degree Students (students enrolled for a full degree programme with foreign nationality or having completed a foreign previous degree)

Number of foreign students, if applicable: from Participating countries	79.0
Number of foreign students, if applicable: non-participating countries	0.0

3. If applicable, number of local (having the nationality of the country) and international students (of foreign nationality / with foreign previous degree) involved in double/multiple/joint degrees:

Number of Local students, involved in Double/multiple/joint degrees	0.0
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Number of international students, involved in double/multiple/joint degrees

0.0

ACADEMIC STAFF (academic year 2011-2012)

All types of Erasmus staff mobility (for periods between 2 days and 2 months) for teaching and training purposes

Number of outgoing academic staff to participating countries

12.0

Number of incoming academic staff from participating countries

10.0

COOPERATION (academic year 2012-2013)

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2012/2013: European and International HEI Agreements / Consortia / Networks

Number of Erasmus interinstitutional agreements:

22.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from participating countries

13.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from non-participating countries

4.0

Total number of consortium agreements for double/multiple/joint degrees:

0.0

Of these, percentage of the consortium involving non-participating countries

0.0

European and International Education and Training Projects with contracts running in 2012-2013 (e.g.: Lifelong Learning Programme, Erasmus Mundus or Tempus)

Number of projects as coordinator:

0.0

Number of projects as partner:

0.0

Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2012-2013)

Number of staff at the central level:

0.0

Number of staff at the Faculty/School/Department Level:

0.0

General Organisation of Programme activities

C1. General Organisation

Please describe the structure at your institution for the implementation and organisation of European and international mobility (division of tasks, operational and communication methods). (max. 1000 characters)

Please provide the direct web link with the contact details of the international office (or equivalent) in your institution dealing with the implementation and organisation of European and international mobility:

ISM Slovakia in Presov consists of two main departments which are not too large but provide quite a wide range of study courses within performed study programmes. The main administration unit consisting of the Institutional Coordinator and the Vicerector is allocated at the Rectorate. The Board for international affairs has regular meetings discussing the strategies, policies, forwarding the info about the calls and different proposals and solving the mutual problems. The ISM also has ECTS department coordinators (usually the heads of departments) who are responsible for recognitions of the results and consequently the institutional coordinator is responsible for issuing the documents for mobility students and the Department of Study Affairs is responsible for ECTS administration. All involved people closely cooperate to make the mobilities effective and administratively smooth in order to provide quality expected. Besides the meetings we use mailing lists and website for communication.

C2. Fundamental Principles

By applying for the Erasmus Charter for Higher Education my institution will:

Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds.

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).

Please explain the academic credit system and the methodology used to allocate credits to the different course units followed by your students abroad. (max. 1000 characters)

In addition, please provide the direct web link where the methodology is explained:

The subjects referring to study plans offered fall into three main categories - compulsory, obligatory – optional and voluntary. Students before leaving for mobility sign LAs where is clearly stated how subjects studied at the host institutions will be recognised. Students cooperate with the Head of Department when listing the subjects in their LAs. This is done by the teachers based on the syllabus of subjects after a careful comparison. In case the subjects do not have “equivalent” subjects in our curricula the guarantee of the study programme decides about the category. ECTS credits are fully recognised as credits. The subjects studied at the host institutions are added to our database with code and information of the host institution and appear in the student’s Diploma Supplement. The credits are awarded to students immediately on the basis of LAs and certificates gained from host institution.

Link: <http://www.ismpo.sk/files/Realizacia%20mobilit%20v%20ramci%20programu%20LLP%2>

Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.

C3. When Participating in Mobility Activities - Before mobility

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.

Provide guidance to incoming mobile participants in finding accommodation.



Please explain if all courses taught at your institution are described in the Course Catalogue and in which languages. (max. 500 characters)

In addition, please provide the direct web link to your Course Catalogue:

Course catalogue is updated every academic year. The courses taught in particular semester usually have SK and EN Course descriptions that are available within the AIS (Academic Information System). Most courses have an information they are taught in Slovak, what means they are generally taught for Slovak students in Slovakia. However, courses might also be offered in English for both ERASMUS and international students - depending on the demand. Course Catalogue link: <http://www.ismpo.sk/courses>

Carry out mobility 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 and integration of mobile participants.



Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility and/or learning agreements in case of traineeships (work placements). (max. 1000 characters)

All partner organisations are selected on the basis that they can provide a placement of sufficient quality to ensure that the required learning outcomes will be achieved by the student and appropriate lectures in the field of interest would be held by the teachers. The allocation of placements always is conducted in a transparent and fair manner. The school is fully committed to a comprehensive Equal Opportunities Policy in order to create a working and learning environment that is inclusive and maximises the potential of all staff and students. The school has produced its own short guidelines for student and staff exchanges which are presented within official documents on the web site. Mobility participants are fully briefed on academic requirements, practicalities and welfare before mobility approval, the coordinator helps them to prepare LAs and/or training programme as well. All conditions are clearly set within the Financial Agreement and are monitored in order to reach quality.

Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.



Please describe your institution's language policy for preparing participants for mobility, e.g.: course providers within or outside the HEI. (max. 750 characters)

If possible, please provide the direct web link for your language policy:

ISM Slovakia in Presov has the Centre of Language Competences who offer the courses in various languages, for example English, German, Russian, etc. Students can sign for any courses they prefer independently from their main field of study in order to develop their language skills. For mobility students travelling to countries of minority languages – they are offered to take EILC course and for incoming students we regularly offer a course in Slovak language - depending on the demand. Slovak students going out for mobility usually prefer to study in English or German, some of them are skilled to study in French or Polish, which is close to their native language. The students' language knowledge is tested when selecting for mobilities.

Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants.



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.

C4. When Participating in Mobility Activities - During Mobility

Ensure equal academic treatment and services for home students and staff and incoming mobile participants.

Integrate incoming mobile participants into the Institution's everyday life.

Have in place appropriate mentoring and support arrangements for mobile participants.

Please describe mentoring and support arrangements for incoming mobile participants and outgoing students for study and traineeships. (max. 750 characters)

The concise information is prepared for the incoming students. Besides the Erasmus Institutional Coordinator and departmental coordinators, we always try to provide supplement activities of individual students who are willing to help incoming students even before their coming to Slovakia. They are co-organising not only the trips but also common social events aimed to learning more about the country, Erasmus students and themselves. The incoming participants are offered full support in finding accomodation, knowing the region, presentation of the school area, etc. All outgoing students are offered help when arranging their mobility. They are advised about appropriate course options, which are confirmed via LA with host institution.

Provide appropriate linguistic support to incoming mobile participants.

Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period. (max. 500 characters)

If possible, please provide the direct web link for your language policy:

International School of Management Slovakia in Presov is able to offer a course in Slovak language if required by participants. All staff members and majority of students can speak fluently one foreign language at least. The school cooperates with other language institutions such as language schools where the language courses are taught by specialists in Teaching Slovak as a foreign language. The courses are offered to those who show interest in studying the language.

C5. When Participating in Mobility Activities - After Mobility

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.

Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period.

Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises. (max. 750 characters)

In addition, please provide the direct web link for this recognition procedure:

The Institutional Coordinator and Department Coordinators fully support incoming and outgoing students with their exchange activities. The Erasmus scheme is overseen by the ViceRector, all activities are monitored and reviewed annually. The school has produced its own short guidelines for student exchanges under Erasmus Programme. The institutional coordinator may undertake monitoring visit to partner institutions to assess the Erasmus exchange activity. Comprehensive printed and online information about the Erasmus scheme is available for incoming and outgoing students in order to promote the mobility activities. Within the support activities, we for example organise open discussions led by those who already gained the mobility experience.

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.

Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

Please describe your institution's measures to support, to promote and to recognise staff mobility. (max. 750 characters)

The Institutional Coordinator supports incoming and outgoing staff with their exchange activities. The Erasmus scheme is overseen by the ViceRector, all activities are monitored and reviewed annually. In order to promote the mobility activities, the staff are encouraged to discuss Erasmus mobility as part of annual staff appraisal and promotion processes. The school aims to maximise the number of teaching exchanges which can be funded each year. We consider the staff mobilities to be the basis of possible future international fruitful cooperation among European universities in various areas of interests. The individual participation in mobility is added to one's personal documentation and is appreciated within personal development plan.

C6. When Participating in European and International Cooperation Projects

Ensure that cooperation leads to sustainable and balanced outcomes for all partners.

Provide relevant support to staff and students participating in these activities.

Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Programme. (max. 750 characters)

It is the primary school efforts to develop the activities of both staff and students in relation to their own participation within the international and European projects (not only under the Programme). The school has initiated the cooperation with other buddies of various field of activity (Institute of Russian language, Podkarpatska Organisation for Interregional Tourism, etc.) in order to share experience, joint promotion of publications within EU region, support cooperation between student organisations, share staff joint research and projects, cooperate in conferences organization committees, implement international and regional projects, etc. It is main goal of the school to provide everyone with relevant information about Programme.

Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community.

C7. For the Purposes of Visibility

Display the Charter and the related Erasmus Policy Statement prominently on the Institution's website.

Promote consistently activities supported by the Programme, along with their results.

Erasmus Policy Statement (Overall Strategy)

D. Erasmus Policy Statement (Overall Strategy)

The Institution agrees to publish this overall strategy (all three parts) on its website within one month after the signature of the Erasmus Charter for Higher Education by the European Commission.

Please describe your institution's international (EU and non-EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical area(s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students in first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees. (max. 5000 characters)

Original language [EN]

From 2007 as the ISM Slovakia in Presov gained the Erasmus University Charter, the school has been proud to support both the student and academic staff mobilities within the EU frame. We declare the Erasmus Projects to fully support the quality progress in the field of education. It is our efforts to intensify the cooperation of European universities in order to guarantee and support all the Erasmus policy principles. All students (first and second degree) and staff members have equal access to offered mobilities under the Erasmus Programme.

The International School of Management Slovakia is pro-actively engaged in EU-funded activities and it fully intends to enhance its involvement in coming years. The University has begun to issue graduating students with the Diploma Supplement including the list of courses passed under the Erasmus Mobility.

The University's Internationalisation Strategy and its Learning and Teaching Strategy aim to promote longer-term and sustainable networks and partnerships with universities and other organisations in research, teaching and enterprise for mutual benefit. Key objectives declared by the school are:

1. To raise the University's international profile through recruitment and partnerships
2. To internationalise the curriculum to reflect an increasingly diverse student and staff body
3. To expand the number of programmes offering an international experience
4. To engage actively with the Bologna process.

To enhance mobility opportunities for students and staff, the University aims to develop its partnerships with research-intensive institutions worldwide.

On a global scale under the Erasmus scheme, the school successfully operates with many partners (over 20) in various European countries which we consider to be a great success due to our regional position and strong competitive environment. These partnerships are reviewed annually, with a view to consolidating and strengthening each relationship. Academic Units are encouraged to establish new partnerships which will bring long-term benefits to each institution. The key objective is to increase the mobility of outgoing students, while continuing to maintain the number of incoming students. The outgoing staff mobility programme has been oversubscribed and efforts will continue to be made to maximise the opportunities available within funding limitations. When choosing our partners and making agreements, we try to cover all possible geographical areas, though, due to our experience, the most preferred countries for our students (if interested in mobility) seem to be the United Kingdom, Scotland, France, Germany, etc. However, we also register many participants from Poland and the Czech Republic, which are in the "neighbourhood". Before the signature of Bilateral Agreement, we compare our study fields and main courses with the partner's offer and if compatible, we come to cooperation proposal. The task is to find partners willing to share our policy, being able and willing to help our students with all related problems to mobility (changes, accomodation,). We try to communicate with our partners not only on the level of work-cooperation, but also as with friends who we build a long time relationship with. At the time, we try to support both academic staff and student mobilities encouraging the participants to be involved and take part in the great experience the Erasmus might bring them. Partner organisations are always selected on the basis that they can provide a placement of sufficient quality to ensure that the required learning outcomes will be achieved by the student.

The University aims to develop further opportunities to internationalise its curriculum, such as further applications for Erasmus Mundus programmes and possibly the development of a EuroBachelor programme in the field of International Business.

The University also actively takes part in various projects exploring professional development for tertiary educators, university of third age, kids university, etc.. Though these activities are not being performed under the European programmes, it is efforts of the ISM Slovakia in Presov to be active in wild range of education activities presenting its will to support and promote the question of education relevance for everybody.

A LOT OF EMPHASIS IS PUT ON:

- INCREASING THE NUMBER OF SM AND TM (PROMOTION, INTEGRATION, EMPHASIS ON QUALITY)
- INCREASING THE RELEVANCE AND CONTRIBUTION ON PRACTICES BROUGHT TO EDUCATION BY OUR INTERNATIONAL PARTNERS DUE TO THEIR HABBITS AND CULTURE
- SUPPORTING INNOVATION (INNOVATION IN PROJECT COOPERATION, REGIONAL COOPERATION,...)
- PARTICIPATION IN MULTILATERAL PROJECTS
- INTEGRATION OF INCOMING STUDENTS AND STAFF IN RELATION TO SUPPORT TO MOBILITIES AND ENCOURAGE THE OTHERS TO PARTICIPATE

If applicable, please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects in teaching and training in relation to projects implemented under the Programme. (max. 2000 characters)

Original language [EN]

As described above, management and school representatives generally understand importance and benefits of educational mobilities. This is also evidently visible from the growth of mobilities (starting in 2007 to more about 20 this academic year - which as for the size of the school is truly great number achieved). The number of incoming academics has also significantly increased. Teacher mobilities are becoming a significant factor in evaluation teacher's performance not only at the university but also in the being prepared national legislation. The outgoing academics and students are selected based on the evaluation process. Students criteria are set and assessed – interview, motivation letter, language exam, study results, involvement in the university extra-curricular activities. Teachers are also interviewed and they have to present their work plan and the ways how it will be used in their future activities. After their return, the students are asked to promote the mobilities and programme and teachers have to disseminate the information among their colleagues and students. We are trying to send more students and teachers abroad to give them a chance to share their experience and to gain the new ones. It is also a possibility to find partners and to create the networks for other not only educational but also research projects what is again enriching their professional development.

We focus not only on the students but also also on the graduates providing them with the various forms of formal and non-formal learning as well as we try to find the possibilities to organise traineeship not only for students abut also the graduates. Though, there has not been much interest from their side so far. The process maps have proved to be effective aid in answering management and administration questions of the applicants and we understand it is useful to draft process of all schemes that might be a subject of interest of our academics and students.

Please explain the expected impact of your participation in the Programme on the modernisation of your institution (for each of the 5 priorities of the Modernisation Agenda*) in terms of the policy objectives you intend to achieve. (max. 3000 characters)

Original language [EN]

Remembering and supporting the objectives of Bologna Declaration and the Lisbon Strategy, the ISM Slovakia in Presov plans to keep developing international cooperation. Thanks to the Erasmus Programme, we as a school are able to provide the students with chance to gain international multicultural experience benefiting from the European Union integration. We are open to foreign students and academic staff members to share our knowledge, our place and its culture and our philosophy and thinking. The Erasmus University Charter enables us to come closer to modernisation process within our institution. Giving more opportunities to students makes it more attractive for them to choose to study at our institution. This way we help to raise the amount of those who continue their education in HEI. Teacher and staff mobilities/trainings allows the school to adjust our education offer and take example of the best that our partners offer, which definitely enhances the quality performed within our institution. It helps to build relationship among business units, research institutions, regional authorities and our school. This way we are able to provide the students with knowledge relevant within the global business environment demanding the professionals. The Erasmus mobility allows students to learn creativity. Giving them the opportunity to study abroad, we enable them to gain additional skills and encourage cross-boarder cooperation. Student placement mobilities strenghten links between the education academic world and business environment as well as they provide the valuable experience. We understand the need to:

- increase attainment levels (Study abroad is one of the aspects prospective students concern and thus we can expect that organising different international possibilities for students can lead to an increaser of students enrolling.)
- improve quality and relevance (Cooperation with partners in abroad can led towards modifications in study programmes based on sharing experience and knowledge of experts, what more it can allow institutions to tailor the programmes to the students' needs and the needs of practice ensuring the best experts and teachers what can also lead towards rising the graduate employability.)
- support the quality via mobilities and cooperation (Educational mobilities enable also to prepare the materials and drafts for another projects within different schemes.)
- strengthen the knowledge triangle (We fully realise the importance of interconnection with practice, with the companies. It is a necessity to work in triangle to prepare students for real life and work – knowledge- research- innovation but also a triangle - academy/university – public sector – private sector.)
- create the right governance and funding conditions (Project schemes and competitions allow us to gain the financial sources necessary for supporting the idea of globalisation and internationalisation.)

* COM (2011) 567 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0567:FIN:EN:PDF>)

E

Endorsement of the application

I, the undersigned, legal representative of the applicant institution,

certify that the information contained in this application is complete and correct to the best of my knowledge. All Programme activities will be implemented on the basis of written agreements with the relevant authorities of the partner institutions;

agree to the content of the Erasmus Charter for Higher Education (ECHE) application outlined above and commit my institution to respect and observe these obligations;

agree to the publication of the Erasmus Policy Statement by the European Commission

Place: Prešov

*Name: ING. JOZEF
POLAČKO*

Date (dd/mm/yyyy): 13/05/2013

I have read and accept the Privacy statement

Original signature of the legal representative of the Institution (as identified in section A.2 above)

Original stamp or seal of the Institution