



1. ERASMUS POLICY STATEMENT (EPS)

1.1 Erasmus activities included in your EPS

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 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

Laurea University of Applied Sciences' internationalisation strategy is based on its strategic intent and the general strategy. The strategic intent defines Laurea's goal "to be an international developer of working life competence and vitality in the Uusimaa region in 2030". The strategy elaborates the importance of competence based learning approaches in order to bring quality and effectiveness in studies, opening up further educational opportunities beyond the degree awarding education, "expanding and deepening the strategic regional, national and international partner network" as well as putting the efforts to the local and international Research and Development (RDI) activities. "All of Laurea's operations in education, RDI activities, regional development and business operations are linked by solid areas of expertise, where Laurea strives to be a well-known, international reformer of workplace competence and developer of solutions." The developments that Laurea implements are in close interaction with the development of the European Research Area (ERA) as well as the needs of the Finnish education reforms. Expanding the range of high-quality open digital studies and access to them is also an important part of the strategically critical developments at Laurea, and that includes further development of online studies created in cooperation with international partner universities. The online studies may be conducted fully online or blended with a short mobility. Based on the strategy, Laurea has created an International Action Plan, which presents the objectives of Laurea's internationalisation programme divided into categories. Each objective includes several short-term and longer-term measures, and practical suggestions for actions and development. Laurea's internationality vision, stated in the International Action Plan is as follows: "Laurea University of Applied Sciences holds a key position in the internationalisation of the Finnish society, promotion of multiculturalism and mobilisation of the best international competence. We develop our learning and RDI environments towards open international cooperation. We invest in growing our international business operations. We develop the international competences of our students, personnel and partners in a diverse manner in all our operations, so that internationality is a natural part of the daily activities at Laurea and that each member of the Laurea community understands diversity and knows how to act in a globally sustainable manner."

To fulfil the strategic mission, Laurea has outlined seven strategic themes that will guide the achievement of the strategic goal in the year 2030. These themes are: student-centric University of Applied Sciences (UAS), UAS integrated with working life, a digital UAS that reforms professional learning, UAS that develops competence through applied research, international UAS that develops the region, UAS of sustainable development, a community-oriented UAS.

To put these strategic directions into practice, Laurea has highlighted the importance of the educational cooperation for the development needs of the Uusimaa Region. Laurea concentrates on co-creation and collaboration in order to generate new knowledge for the needed development. In addition, Laurea strategy addresses its "respect to democracy in higher education and wants everyone in the community to have their voice heard."

As an International UAS, all of Laurea's operations are taking place in an international environment. Laurea also has two internal working Languages, namely English and Finnish and its official communication is to a great extent provided in those two languages.

The pedagogic process should ensure that each student would be able to work both in Finland and in international environments. This requires them to have adequate proficiency in Finnish and English, as well as good intercultural competence. To support the development of international working competence and language skills of all students, the Finnish- and English-speaking degree programs and projects will become highly integrated. Both Finnish and English modules will be offered to all students. Other language skills are also considered important; additional language learning possibilities will be provided according to the needs defined in units and focus areas, and the language offering is further supported with a common language study offer, provided in cooperation with three other UAS and a University in the region to provide wider possibilities to learn languages. The importance of international working capabilities is emphasized through internationally oriented

studies at home and participation in student exchange programs. The Bachelor and Master –level students have good opportunities for studies abroad, these are reciprocally offered to foreign students wishing to study at Laurea. Student and trainee mobility strengthen the key skills needed in job market. Master-level students, who generally are adult students, may have some limitations for longer mobility; the possibility for short cycle mobility is promoted. More shared learning environments will be developed with Laurea's international partners. Virtual tools will continue to grow into a more important role in international environment. The effect of the internet and social media has revolutionized the operating processes in both organizations and private lives. The virtual tools will be increasingly used to support the international co-operation between Laurea and its partners. Laurea has an increased number of online study units which not only give accessibility to Laurea students who are in their working life, but also international students who may not have arrived in Finland in time, or returned home due to personal reasons. Laurea offers one master programme and several bachelor programmes fully online. This master programme is offered in English, which will support the future mobility of the incoming master students, who might not have a chance to come to Finland for a longer time. Laurea's e- services have taken in to use a new learning platform Canva that will give a wider access to Laurea and international partners in learning and sharing. Laurea offers joint degrees in different fields of studies that supports the accessibility of new knowledge for both Laurea and international students. Since many of Laurea's degree students are mature of age, they have families or other commitments in Finland preventing them to take part in a long student mobility; possibilities for short-term mobility are constantly developed and offered to students throughout their studies. This way, Laurea will also play a role in supporting the European Education area through its learning opportunities in various elements. These activities are all made possible by the participation in the Erasmus programme. Some of these activities had already started and will continue to evolve also through the International Research and Development and Innovation activities that, in Laurea, play a vital role in supporting both learning of the local ad incoming students.

Laurea continues to seek a major increase in international RDI-activities. To ensure this, Laurea strives to partner in a high ambition-level academic networks and those that would facilitate the internationalisation of Education and region. This is due to the fact that, in 2030 Laurea would wish to become an international UAS that supports the region. Through these, Laurea will be able to connect local partners to the cutting edge of international research, development and innovation projects and the competence they produce. The RDI partnerships will be used as the primary tool for acquiring international financing from the EU and other financing bodies. The cooperation networks are expected to associate at least one member with high academic prestige to increase the possibilities for knowledge transfer. In addition, partners from outside the EU should be included according to the customer and competence needs of the focus area. When selecting these members, the focus areas should take into account the amount of co-operation between the regions and the expected development rate of their home countries. Co- operation with Russian, Chinese, Japanese, Korean, South African and USA partners will offer Laurea the best possibility in connecting to competitive locations in the world. This selection is also reflected in Laurea's International Advisory Board member selections. The network should also have participant members from other types of organizations, for example multinational companies or public organizations. Based on the needs of the focus area, Laurea may also partner in shared multinational research centers.

In addition to actual RDI- projects, project work focuses on the development of curricula, e.g. joint and double degrees, and learning. Laurea will also seek an active role in the internationalisation of its local partners through various RDI-projects conducted in co-operation with real work life. Laurea's pedagogical learning model Learning by Developing (LbD) is based on the real needs of local actors and thus gives an integrated access to the working life. According to Laurea strategy for 2030, "Working with the students, Laurea uses information resources, scientific data and the curriculum objectives to formulate learning, internship and thesis assignments that match the students' level of competence and that help expand existing data repositories with data collected at Laurea. The

students' learning can be promoted, for example, with assignments that contribute to data repositories with qualitative observations or interviews." This practice is implemented in all of our degree programmes, and for both Local, International and exchange programmes. A more implementation of the Erasmus+ internships for students from our partner institutions as well as Laurea students to partner institution will be boosted. Incoming interns to Laurea will be attached to the ongoing RDI activities in order to boost the data repository as well as sharing and learning of the new knowledge.

Laurea's units will also manage the practical valorisation of research, development and innovation project results for local partners.

Laurea strategy:

https://laureauas.sharepoint.com/sites/staffEn_managementanddevelopment/SitePages/Strategy-2030.aspx

Laurea International Action Plan:

<https://www.theseus.fi/bitstream/handle/10024/159637/Laurea%20julkaisut%20103.pdf?sequence=1&isAllowed=y> and

https://laureauas.sharepoint.com/sites/staffEn_internationalservices/SitePages/Internationality-in-Laurea.aspx

The Erasmus actions at Laurea

Laurea will continue the KA1 Mobility activities for teacher, staff and students mobility as it has done in order to support the international Learning and offer new cultural and educational perspective to our students and staff and those from our partner institutions. In addition, and through our LbD learning method, Laurea will benefit from the incoming teachers and experts in the field since they will bring new knowledge to the study unit, many of which are connected to the operative environment. This way new knowledge will also be introduced to the companies or organizations through the case project in the study module.

With its infrastructures, Laurea has accepted students from all backgrounds and various types of disabilities to come to study at Laurea. Laurea has also offered the opportunity to study abroad to all students regardless of their background. The selections of the students took a close consideration on the student's situation and the feasible study destination. This could also be visible in our own self-assessment where we scored 91% over the national average (78%).

Laurea will continue the bachelor level exchange cooperation and increase master level exchange cooperation. The internationalization needs for Laurea Master programmes is growing and some students have already benefitted from the mobility programme. Further development to joint studies and possibly double degrees are developing in order to offer Laurea master students the same possibilities as the bachelor students.

In addition, Laurea strategy is calling for further development of the competence based learning approaches and effectiveness in studies. The exchange programme among Laurea teachers will support the development of the curriculum, which will result to the sharing of good practices with the right partners. It is in Laurea's belief that the mobility of teachers will create further networks that will support the virtual learning and possibly in the future the virtual exchange, especially now that Laurea is also running several degree programmes fully online. Furthermore, the development of joint courses and modules is necessary. Therefore, the teacher mobility will facilitate feasible cooperation and justification of right partners. The partner network is currently under evaluation and its results will be visible when signing new partnerships in the year 2021.

The KA2 projects will strengthen the digitalization of Laurea education, bring in feasible partners as well as diversified knowledge to support Laurea in its regional development activities. Lecturers and

students through physical and virtual implementations in studies and RDI projects will support the knowledge diversification.

Laurea is a part of the European University Network (EUN) and the first application is sent for evaluation. It is however intended, that, even if the application will not get funding, the activities of the network can start with a normal Erasmus funding. Hence, student and staff exchange among the network partners will be implemented and joint modules and programmes to be designed at least from the starting points. This EUN plan supports Laurea's strategic intent of developing strategic international partners where we will share studies and exchange practices in the deeper level. Laurea has generated new partnerships with all of its new EUN partners.

Innovation cooperation is implemented through the RDI projects at Laurea. More demand of the Erasmus project cooperation initiative with our RDI unit has grown. The RDI cooperation is important for Laurea since, through the Learning by Developing model of studying, study units depend on the ongoing projects which can be integrated in their study units. The element of the international project not only support the learning of the student, but also equip our students with the international knowledge in problem solving. Furthermore, since our master studies are part time, we would like to attract the master students from partner institutions to come and study at Laurea. Through various project possibilities, there will be a possibility of integrating incoming master students to the ongoing projects, which will be as a case study for their studies and then join part time classes as they evolve. This way, also, there will be a chance of facilitating equal mobility on the master's level with our partner institutions and especially when the European Universities application receives grants.

Laurea is currently taking part in various other KA2 projects, which have brought good elements of feasible partnerships to the institution. UNICAC project for example, is a good basis for capacity building that represented Laurea to Central Asia and China through capacity building project. Through that, the Erasmus+ Mobility with Partner Countries was developed and the cooperation will continue in the coming years. Laurea intends to apply for more KA2 projects especially in the area of virtual studies with several partners. This will strengthen the online study offer to about 500 students from Laurea and partner institutions as well as offer students who are unable to be mobile to participate in an international learning. For the staff members the project will support the exchange of knowledge as well as bring in international components in the study modules. Erasmus Mundus programme will be vital when Laurea Master programmes are searching for double degree partnerships.

Knowledge and sharing for better results as well as providing possibilities for the inclusion of various communities are necessary and can be addressed through the cooperation projects in KA3 category. Laurea will benefit from benchmarking different ways of cooperation, models and policies in the international arena. Through the institutional cooperation for development, new ideas can arise and support local community's operative environment. Currently Laurea is involved in the Digital Skills for Integration and Active Citizenship (DISC) project, with an aim for utilizing digital skills in supporting active citizenship for immigrant citizens and avoid exclusion. Laurea encourages these kinds of projects where they are not only done to develop policies, but support the educational programmes among the institutions and add more knowledge to the students, staff and the regions. More applications in similar type of projects are expected to also display Laurea best practices, boost creativity to students as well as develop new ideas to the regions that we are operating. Finally, through the cooperation project Laurea will learn and get ideas to various elements for development, which will avoid reinventing the wheel from the scratch in every benchmarked idea.

Impact of our participation in the Erasmus+ Programme

The number of students is decided by the ministry, an individual institution cannot increase attainment levels to provide the graduates and researchers much. However, the advancement of studies is enhanced and dropout rates reduced through high-quality study offer, guidance and student services. Possibilities to study and complete traineeships abroad contribute to the advancement of studies. International cooperation in the development of education, mobility and

cross-border co-operation, improves the quality and relevance of higher education offered at Laurea, the quality of the programmes and services. Being part of a multi-national alliance of higher education institutions would support the multi-directional creation and sharing of competence. The alliance should be based on shared view on pedagogical goals. The employers need competent and development-oriented employees. The current student generation sees international activities and skills as natural parts of their development. The future careers of Laurea's alumni will take place in a limitless world with global dimensions. Thus, it is a shared need of the employers and employees to provide Laurea graduates with the best possible international competence. Linking higher education internationalisation, research and business for excellence and regional development is a primary aim of Laurea strategy. Laurea's need for increased internationalisation emerges from the requirements of three stakeholders. Laurea will need to produce state-of-the-art competence for the benefit of its operating region. New knowledge must be created and externally existing knowledge transferred. Because of these requirements, Laurea will need to be in constant research and development dialogue with its international networks. A majority of the international operations of the local partners are aimed at countries within the EU, as well as in Russia. The possibilities arising from the emerging markets, like China, India and South Africa should be considered based on the needs of the operating region. Laurea should use its international networks, as well as research and development capabilities, in bringing new innovations to benefit the development of the Uusimaa Region.

Deeper utilisation of the RDI and education intertwining activities as well as online learning possibilities for both Laurea and students from the partner institutions will bring forth new ideas and expertise in a cost effective way. Laurea continues to adapt the online collaborative learning among partners in education and research as well as the operative environment that is in cooperation on various scales. The Peer to Peer methodology of learning for example connects Laurea's local and international students with companies in Finland and abroad. This way students are able to work in supporting the operative environment with the multidimensional expertise that are brought in with international students and also support the ongoing research activities. The fully operating online degree programmes, especially on the master level stimulate the sharing of actual development in students own areas of work, those that can have an impact to the local developments in Finland. This way, students gain both theoretical and the professional working competencies due to the futuristic ways of working. In order to continue strengthening the modernisation of education and the university at large, Laurea's strategy 2030 emphasises that, "scalability and high quality digital education must be ensured by centralising critical competence in Laurea's organisational structures." With competent Laurea staff in digital expertise, the high quality digital education will support both local and students from partner institutions to "grow into empathetic and cooperative experts for the future working life."

International staff mobility includes both teacher and staff exchanges to and from Laurea's partner institutions as well as enterprises, conferences etc. Laurea's extensive partner network supports the internationalisation. Internationality and internationalisation are also supported by offering training in English language and cultural competence through different networks worldwide.

International mobility is part of both Laurea's pedagogical, regional development, Research, Development and Innovations (RDI) and service operations. The international operations should also be part of the personal development plan, which is drawn up in the development discussion. Laurea's staff has a key role in the internationalisation of the UAS. The development of international competence of Laurea staff is supported for example through mobility programmes. The objectives of staff mobility initiatives are competence development, to export Laurea's competence, to promote Laurea's international networking, to offer staff opportunities for professional and personal development and to improve the multiculturalism and language skills of staff. The international competence and connections of staff in Laurea enhance the quality of research and teaching but also the quality of services to students and staff.

Moreover, it is the responsibility of all Laurea staff members to make sure that Laurea is and will stay functionally a bilingual university of applied sciences, which aims to generate all relevant information in both Finnish and English.

Indicative timeline for achieving the targets related to the Erasmus+ actions have been highlighted in the Laurea's internationalization action plan as follows:

"By 2020 Laurea will support the development of personnel's language and cultural competence and introduce mandatory minimum criteria to the international education activities. We will incorporate cultural competence in our tutor teacher training our international students will receive all study-related information English."

"By 2025 English will have an equal status with Finnish in key matters related to studying and working each of our programmes will include a strategy concerning implementation of internationality we will create virtual international environments for open international cooperation we will build a model of working pairs of international students and individuals at Laurea who need international skills."

In addition, "by the year 2025 all students at Laurea will complete a short or long exchange or placement period abroad during their studies. We will develop intensive implementations with partner institutions to generate a continuous offering we will incorporate competence in the understanding of different cultures and ideologies in all degrees we will organise several international weeks or corresponding events on each campus and open them to our regional partners as well."

With regards to the indicators, Laurea follows closely the mobility numbers of both students and staff and also sets yearly institutional targets. In addition, International Services conducts bi-annual feedback evaluation from both Laurea's own mobility management platform and the EU survey. The International Services also evaluates quality of partnerships especially when there is need for new cooperation for example in the international credit mobility (KA107). In addition, the evaluation of the International RDI project per area of study in Laurea has been followed closely to fulfil the requirements region and our education programmes.

The overall long-term well-being and competitiveness of the region must be supported through an efficient and effective process of higher education. Laurea should constantly improve its governance and funding, further develop international key partnerships in education and training that will support in the development of unique competences that can support the region. Laurea should also search for new ways to improve the cost-effectiveness and enhanced quality. Being a part of global structural development is required in order to increase the quality and cost-effectiveness of education and RDI-tasks, as well as to support the sharing of competence between regions.

2. IMPLEMENTATION OF THE FUNDAMENTAL PRINCIPLES

2.1 Implementation of the new principles

The measures taken in Laurea 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.

At Laurea, the equality programme is put in place to address all aspects of inclusion, transparency and overall wellbeing of the students and staff. The programme is set in accordance to the constitution and the non-discrimination act of Finland and consists of the following elements:

1. Background of the equality programme
2. Age
3. Ethnic or national origin, nationality and language
4. Religion, belief or opinion

5. Health or disability
6. Gender and sexual orientation
7. Special arrangements for study
8. Acting in discrimination and harassment cases

“All members of Laurea community, partners and prospective students are equal regardless of their personal characteristics or background. At Laurea, the promotion of equality and equity is an important tool for accomplishing the aims of the higher education institution and implementing its values of a sense of community, social responsibility and creativity.”

Laurea has allocated healthcare workers, faith workers and Psychologists as well as the social counsellor in order to support the students in various needs. The social counsellor supports students in matters related to motivation and adaptation issues, time management and learning techniques. In addition, the complementary competences modules Improving Your Study Skills and Stress Tolerance have been formed to support students own development and the modules are open to all Laurea students.

Concerning Erasmus students, Laurea has communicated the possibility for the additional funds for students with disability as instructed by the governing body of Education in Finland (EDUFI). In addition, the additional fund for the students with family has been displayed in our outgoing students' intranet in order to attract the exchange possibilities for the students who fall in similar background.

Laurea welcomes incoming students regardless their background. Once incoming students are in Laurea, they are treated as Laurea students and have similar rights as any of our students. Incoming students with disabilities will be introduced to the appropriate service once they arrive in Laurea, may their disability require specific attentions that are outside of Laurea's ability. The nurses, Psychologists and the Social Counsellor support the international incoming student with the right support systems.

Laurea has also set up a form that can be filled in with any person in need in need of support. Security of Personal information is taken in to a high-level consideration in all Laurea Operations. All these services are available for international students as well.

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

The measures Laurea will put in place to implement the European Student Card Initiative, and promote the use of the programme's Erasmus+ mobile App to students.

Laurea International Services administers all Erasmus+ actions and is responsible of its dissemination to the mobile students. Immediately when more information about the Mobile App and the student card have reached the International Services at Laurea, the infrastructure of the implementation will be created and operated on time. For any technical requirements, for the mobile app for example, the IT department at Laurea is well equipped and in good support to the International Services actions as well.

Laurea's International Services work in close contact with the study programmes Development Managers, tutor teachers and the students' union organizations (Laureamko and ESN) who have worked in clarifying and disseminating the key requirements for the students' mobility in accordance to the requirements of the programme. Efforts will continue to be in place in orienting the mentioned actors in order to take the Erasmus mobile App and the student card among the useful tools that all Erasmus+ mobile students should be aware of.

In addition, all Laurea students will be notified of the new development through the study info

sessions that are organized each year. Through the website the information will be made available for the incoming students, and through the LINK platform our outgoing students will be notified, similarly as they are notified about the key documents such as Learning Agreements.

Through the current development and strategic intent of “Expanding the range of high-quality open digital studies and access to them,” Laurea is set ready to abide with any offering that incoming Erasmus+ students may wish to enrol to before or during their mobility. Different similar collaborations are being set to facilitate the accessibility of studies to students. These offers can well support the initiative when it comes to the virtual implementations.

How Laurea will implement and promote environmentally friendly practices in the context of the Erasmus+ programme.

In addition to the digital emphasis that is put in the strategic choices of Laurea, Laurea is also “A UAS of sustainable development.” Until now, Laurea has accepted virtual transcripts, Learning agreements and agreement and applies the digital signatures in all levels that are possible. Laurea applications for incoming students requires only digital documentation and no paper required. Laurea has also been emphasizing on the same to its partners. Laurea will also join the online Learning agreement and partnership agreements as soon as they are in place in the year 2021. Laurea adapts sustainable and environmental friendly behaviours on all campuses. From printing to recycling activities. The study module Corporate Social Responsibility for example is a mandatory one highlighting the elements of responsible living in organizations and out institution. Our exchange students are also allowed to join this module – which is also becoming a cornerstone in all intensive collaborative learning as well.

Furthermore, in all degree curricula, Laurea has adapted a theme of sustainable development. In addition, Laurea is committed to pay the emission compensation for all flights that staff members take during their work related travels.

Erasmus+ Virtual Exchange has been promoted to the lecture in order to allow more digital actions and offer further possibilities to the students who cannot travel or those who can spend shorter time abroad, for example the master students.

All these activities stand in supporting to the environmental friendly actions within Erasmus+ region and beyond.

Promoting civic engagement and active citizenship amongst our outgoing and incoming students before, after and during mobility.

Laurea is constantly working with the operative environment in the Uusimaa and in various levels. The activities that Laurea does in cooperation with municipality will develop further, also in the areas of, among others, voluntary activities, peer support and community outreach activities. Our campuses are active in supporting the lives of the inhabitants through activities such as homeless night and wellbeing days as well as wellness trainings to various primary and vocational schools. Laurea exchange students are also encouraged to join the Erasmus in Schools programme and during their studies. Incoming students at Laurea work in projects, some of which support the development of the community.

The presence of the international students at Laurea also brings about the awareness of different cultures that they represent. Tandem project has been a good cultural exchange project between a Laurea and an exchange student.

For the outgoing students, students are encouraged to think on their personal competencies that can support the coping in the communities that they are going to study. As well as utilizing potential

opportunities, that arise. In addition, the students are informed about the code of conduct necessary for living abroad. Some students have received credits for participating in the community development work during their study exchange abroad. Social services students for example, are naturally involved in the voluntary work placements in Finland and abroad. Laurea encourages every student to take part in voluntary work during their studies. The objective is that everyone develops their professional competences during their studies by participating in voluntary work in a role they choose themselves. You can fit voluntary work into any stage of your studies and gain credits.

Laurea staff have the possibility of a full working day of voluntary work in a Finnish community or organization.

In terms of curriculum, all Laurea students have a mandatory Corporate Social Responsibility, which equip students with points of views in terms of sustainability and responsible development in various levels of operations in the community.

Laurea students Union plays an active role in support to the civic engagement of the local and international students at Laurea. Through various cultural and leisure activities, students play a role in developing themselves and the community around. The student Union has organized various excursions along with psychologists and faith workers, social activities for community engagement as well as peer coaching activities.

2.2 When participating in Mobility Activities - After mobility

Laurea's commitment to implement full automatic recognition

As a rule, studies completed according to the Learning Agreement are recognized in full towards the student's degree, compensating compulsory or elective studies. The academic staff member responsible for the student's personal study plan is in charge of the recognition. Laurea uses the ECTS system (where 1 credit is equivalent to 27 hours of work) as the normal credit accumulation system. If the institution abroad where the exchange studies have been completed does not follow the ECTS system the studies are recognized by counting the hours used in completing them and then converting that amount of hours into ECTS credits (1cr=27h). Laurea has created a validation table for all its non-ECTS credits users. The Learning agreement is made and approved before the mobility and in case of any course changes; the student, host institution coordinator and the home institution academic representatives review the new selections and approve them when they are found suitable for the student's local curriculum. In addition, the suitability of studies and validation possibilities are been checked in advance before making an Erasmus agreement in order to ease the credit recognition process. Compulsory traineeships belonging to all degrees can be carried out wholly or partly abroad and the part that is completed abroad can be recognized wholly.

The traineeship learning objectives are examined to fit those of the home institution and the host organization will sign an Erasmus traineeship agreement to prove the content of the learning objectives. After the traineeship, the student should ask the employer to write a traineeship certificate that contains the duration of traineeship, total working hours and the job tasks.

The traineeships completed abroad are recognized in the same way as traineeships in Finland since they are aimed to fit in the same curriculum.

Laurea's measures to support, promote and recognise staff mobility:

Competence development of the staff is founded on Laurea's HR Programme and staff development plan. Staff mobility is planned with superiors and included in the normal workload. International Services provide help with practical arrangements. Increasing international staff mobility is one of the aims set in the internationalisation action plan of the institution. International exchanges and projects are part of both Laurea's pedagogical and regional development. It furthermore enhances quality in research, development and innovations (RDI) and service operations. The international operations are

part of the personal development plan, which is drawn up in the annual development discussion. Integration of incoming staff mobility creates opportunities for internationalisation at home for Laurea staff.

In addition to mobility, staff internationalisation is supported by offering training in the English language and cultural competence. The cooperation among the three universities of Applied Sciences (Haaga Helia, Laurea and Metropolia Universities of Applied Sciences) offers an additional value to the internationalization of staff through the shared staff training activities. The first trainings concentrated on the development of curriculum and working in multicultural environment. The training packages will be developed based on the continuous needs analysis of the staff.

The promotion of staff mobility is done through the staff intra pages where the information regarding possibilities is given. In the intranet for staff at Laurea there is also an international calendar which has all partner events such as international weeks. This allows Laurea staff members to realize opportunities and develop a wish to go abroad.

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))

2.3 For the Purposes of Visibility

Our plan to regularly promote the activities supported by the Programme.

Laurea has a designated online and offline platforms for internationalization activities where all aspects regarding to international cooperation and mobility are presented.

The website is open to all students to read. In addition, Laurea Intra for staff and Laurea Link for students have specifically designed pages for the international mobility programmes. All students and staff are asked to visit the pages and familiarize themselves with the activities that are included in the Erasmus Policy statement.

Laurea International Services team is responsible of monitoring the international information and promotion in the Laurea social media pages. Information about study activities and current affairs are been promoted.

In all Libraries of Laurea, an international corner is set to promote the mobility activities, partnerships as well as contact information of the International Services representatives. In addition, the open office hours information for the International Services representatives are also mentioned similarly as in student and staff intranet platforms.

Each year, Laurea International Services team conduct international info for the students who are starting their studies and those who are ready to apply for going abroad. In addition, the going abroad study unit is mandatory to all students who are applying to go abroad for studies. The international team also runs info session with all tutor teachers who have students who have applied to go abroad and guide them with various necessary issues such as the Learning agreements and requirements on the official documents. All these info sessions address matters regarding to the Erasmus Policy statement as well as its components.

The web link that will host the Erasmus Policy Statement is

<https://www.laurea.fi/en/laurea/cooperation/#international>

How the principles of this Charter will be well communicated and applied by staff at all levels of Laurea.

Through meetings with both student and staff, communication and implementation on a daily basis, Laurea will ensure that these principles will be communicated and applied. Laurea has formed a Development Group for Internationalisation of Education, chaired by Director of International Affairs, where also the development managers of each degree programme are present, alongside with the lecturer who acts as the coordinator for the degree programme. Principles of mobility and internationalisation are discussed and developed together in this development group, as well as in cooperation with the planning officers of international affairs and the lecturers in different degree programmes.