



ERASMUS+

Proposal Template

**Administrative Forms (Part A)
Project Technical Description (Part B)**

Erasmus: Key action 1: Erasmus Charter for Higher Education

EACEA-03-2020 ECHE-LP-2020

Version 1.1
4 March 2020



ERASMUS+
PROPOSAL (PART B)

**Erasmus: Key action 1: Erasmus
Charter for Higher Education**

EACEA-03-2020 ECHE-LP-2020

IMPORTANT NOTICE

Applications must be submitted via the Funding & Tenders Portal Submission Service before the call deadline.

Applicants must use this template for their applications (designed to highlight important aspects and facilitate the assessment against the evaluation criteria).

Character and page limits:

- page limit **20 pages**
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — **Arial 8 points**
- page size: **A4**
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are not a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your proposal.

If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. After you have submitted it, any excess pages will be made invisible and thus disregarded by the evaluators.

Please do NOT delete any instructions in the document. The overall page-limit has been raised to ensure equal treatment of all applicants.

| HISTORY OF CHANGES | | |
|---------------------------|-------------------------|--|
| VERSION | PUBLICATION DATE | CHANGE |
| 1.0 | 11.02.2020 | Initial version |
| 1.1 | 04.03.2020 | Changes in page 10, 1st box after the Erasmus Policy Declaration |

COVER PAGE

Part B of the proposal must be filled out by the participants in WORD, assembled and uploaded as PDF in the Funding & Tenders Portal Submission System. The template to use is available there.

Note: *Please take due account of the objectives and Charter's principles to be awarded with the Charter under the call (see Call document). Pay particular attention to the award criteria; they explain how the proposal will be evaluated.*

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COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES

Declaration

I, undersigned, declare that if my institution is awarded with an Erasmus Charter for Higher Education, my institution will undertake to:

- Respect in full the principles of non-discrimination, transparency and inclusion set out in the Programme.
- Ensure equal and equitable access and opportunities to current and prospective participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.
- Ensure full automatic recognition of all credits (based on the European Credit Transfer and Accumulation System – ECTS) gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility.
- Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.
- Ensure the quality of the mobility activities and of the cooperation projects throughout the application and implementation phases.
- Implement the priorities of the Programme:
 - By undertaking the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative.
 - By promoting environmentally friendly practices in all activities related to the Programme.
 - By encouraging the participation of individuals with fewer opportunities in the Programme.
 - By promoting civic engagement and encouraging students and staff to get involved as active citizens before, during and after their participation in a mobility or project.

WHEN PARTICIPATING IN MOBILITY ACTIVITIES

Before mobility

- Ensure that selection procedures for mobility activities are fair, transparent, coherent and documented.
- 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.
- Publish and regularly update information on the grading system used and grade distribution tables for all study programmes. Ensure that students receive clear and transparent information on recognition and grade conversion procedures.
- Carry out mobility for the purpose of studying and teaching 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, support and integration of mobile participants.

- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of linguistic proficiency and develop their intercultural competences.
- Ensure that student and staff mobility is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide active support to incoming mobile participants throughout the process of finding accommodation.
- 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.
- Ensure that students are aware of their rights and obligations as defined in the Erasmus Student Charter.

During mobility

- Ensure equal academic treatment and the quality of services for incoming students.
- Promote measures that ensure the safety of outgoing and incoming mobile participants.
- Integrate incoming mobile participants into the wider student community and in the Institution's everyday life. Encourage them to act as ambassadors of the programme and share their mobility experience.
- Provide appropriate mentoring and support arrangements for mobile participants, including for those pursuing blended mobility.
- Provide appropriate language support to incoming mobile participants.

After mobility

- Provide incoming mobile students and their sending institutions with transcripts of records containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Ensure that all ECTS credits gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility are fully and automatically recognised as agreed in the learning agreement and confirmed by the transcript of records/traineeship certificate. They shall be transferred without delay into the student's records, shall be counted towards the student's degree without any additional work or assessment of the student and shall be traceable in the student's transcript of records and the Diploma Supplement.
- Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (the Diploma Supplement).
- Encourage and support mobile participants upon return to act as ambassadors of the programme, promote the benefits of mobility and actively engage in building alumni communities.

- Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement and in line with the institutional strategy.

WHEN PARTICIPATING IN EUROPEAN AND INTERNATIONAL COOPERATION PROJECTS

- Ensure that cooperation activities contribute towards the fulfilment of the institutional strategy.
- Promote the opportunities offered by the cooperation projects and provide relevant support to staff and students interested in participating in these activities throughout the application and implementation phase.
- Ensure that cooperation activities lead to sustainable outcomes and that their impact benefits all partners.
- Encourage peer-learning activities and exploit the results of the projects in a way that will maximise their impact on individuals, other participating institutions and the wider academic community.

FOR THE PURPOSES OF IMPLEMENTATION AND MONITORING

- Ensure that the long-term institutional strategy and its relevance to the objectives and priorities of the Programme are described in the Erasmus Policy Statement.
- Ensure that the principles of the Charter are well communicated and are applied by staff at all levels of the Institution.
- Make use of the “ECHE guidelines” and of the “ECHE self-assessment” to ensure the full implementation of the principles of this Charter.
- Regularly promote activities supported by the Programme, along with their results.
- Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website and on all other relevant channels.

On behalf of the Institution, I acknowledge that the implementation of the Charter will be monitored by the Erasmus National Agencies and that a violation of the above principles and commitments may lead to its withdrawal by the European Commission.

On behalf of the institution, I commit to publishing the Erasmus Policy Statement on the institution website.

Legal representative of the institution

CLAUDIO ROCCA

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In the following sections of the application form, you will need to explain how your institution will fulfil the ECHE principles if the Charter is awarded. You are encouraged to consult the [ECHE Guidelines](#) for support in completing this application.

Please note that your Erasmus+ National Agency will monitor your Erasmus Policy Statement and your answers to the questions given in the application. The Erasmus+ National Agency reserves the right to request more information on your activities and propose supplementary measures, for the purposes of monitoring and implementing the Charter principles by your institution.

1. ERASMUS POLICY STATEMENT (EPS)

1.1 ERASMUS ACTIVITIES INCLUDED IN YOUR EPS

In this section, you need to tick the Erasmus activities covered by your Erasmus Policy Statement. Please select those activities that your HEI intends to implement during the entire duration of the Programme.

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:

1.2 ERASMUS POLICY STATEMENT (EPS): YOUR STRATEGY

¹ Your Erasmus Policy Statement should reflect how you intended to implement Erasmus after the award of the ECHE. Should you wish to add additional activities in the future, you will need to amend your Erasmus Policy Statement and inform your Erasmus National Agency.

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

What would you like to achieve by participating in the Erasmus Programme? How does your participation in the Erasmus Programme fit into your institutional internationalisation and modernisation strategy?

(Please reflect on the objectives of your participation. Please explain how you expect the participation in Erasmus to contribute towards modernising your institution, as well as on the goal of building a European Education Area and explain the policy objectives you intend to pursue).

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

The Academy of Fine Arts of Florence is characterized by its strong international orientation: both in its history, and in the profile of its student population (of which almost 40% are from non-Italian European or non-European countries). For this reason, the Academy - despite being a medium-sized Institution - has for years put internationalisation at the core of its purposes, focusing its international strategy on the excellence of education, research, and learning outcomes. Participation in the Erasmus Programme is pursued with conviction and commitment, and the orientation of the internationalisation and modernisation strategy follows and promotes the guidelines of Europe. The Academy plays a role at the international level, at the national level as well as at the regional and local level (Institutions and Museums of the city of Florence); it is engaged in projects involving teaching, mobility, and workshop activities, coupled with, in the future, research - not only in local Institutions, but also in regions of the world considered especially strategic: North America (California State University/Minneapolis College of Art and Design), Asia (China/Chengdu), and Africa (South Africa/Mediterranean countries). We expect that participation in the Erasmus Programme in the coming years will emphasise creative growth and professional development, as well as empowerment of research and education. In addition, it will provide the basis for consolidating collaboration between the Academy and non-European strategic institutions, stimulating a boost to competitiveness in Italy and in collaboration across Europe.

The Academy of Fine Arts of Florence sets some strategic priorities in its internationalisation and modernisation process:

1. To promote cooperation with European and non-European countries bordering the Mediterranean area via student and teacher mobility, with a view to promoting artistic exchange and to raising linguistic awareness; in the context of an inclusive environment characterised by cultural awareness and educational knowledge. The Academy intends to be a strategic partner within a Mediterranean platform. Countries from Southern Europe, Eastern Europe, and North Africa will participate in the creation of a hub of international exchange and educational innovation, for a transcultural and multilingual education.
2. To offer innovative, effective, inclusive and quality education to all students. The Academy intends to implement the 1st and 2nd cycle of study, specialised and directed towards production of arts and artistic research at the international level, also qualitatively valid, focused on respect for and synergy with the environment. Through continuous updating and development of teaching methods, characterized by participation in initiatives - such as the e-twinning platform and mobility projects for adult education staff (Erasmus Key Action 1) - there will be an improvement in the educational offer that will provide competitive and creative tools as well as new growth opportunities for teachers and students. Particular emphasis will be given to the formation of good practices in respect of the environment: reduction of plastic, adequate information on the separation of products into differentiated categories for recycling (already active inside the Institution) and incentives for a sustainable lifestyle.
3. To create a digital network platform focused on design, creative systems and architecture. The collaboration with the Department of Architecture of the University of Florence, and the Higher Institute for Artistic Industries – ISIA of Florence, will lead to the formation of a platform for Design and Creativity based in Florence (Calenzano Campus). In addition, a platform for e-learning is being developed (involving Academy of Florence, Department of Architecture of the University of Florence, the Higher Institute for Artistic Industries – ISIA of Florence, the Italian National Research Council as well as the Italian Ministry of Cultural Heritage and Activities and Tourism) to give a strong boost to the development of joint training, artistic research and doctoral programs (3rd cycle). Through appropriate locations, tools and educational innovation, the students will be stimulated and their education will be improved; the focus on Design, Architecture and Cultural Heritage will allow an ever stronger awareness of European identity and cultural heritage. The contribution of the possibilities offered by Erasmus Key Action 2 will be crucial. These include strategic partnerships for innovation and the exchange of best practices between European organizations.
4. To increase the number of students and staff in schools or departments where international mobility is currently less well established, international experience and overseas exchange are encouraged to foster personal growth and to broaden career opportunities as an artist. International mobility will enhance lifelong learning skills and knowledge of European languages, via participation in Erasmus Key Action 1, adoption of the European Student Card, and promotion of the use of the Erasmus+ App. International mobility will be accompanied by the recognition of the period of mobility, credits, and examinations, through increasingly facilitated and accessible procedures, in accordance with the principles of transparency and equity.
5. To strengthen the Erasmus+ for Traineeship Programme: in line with the B-Network actions of 2018, networking will continue with Academies, Institutions, Enterprises, Museums, Galleries at regional, national and European level. Meetings, workshops, and databases will be put in place to facilitate networking for young artists, launched into the world of work. The activation of a placement will consolidate dialogue and the already existing partnership between the Academy and Institutions and companies of the territory, opening new opportunities for mutual acquisition of knowledge in the professional world. These operational and interactive connections will be extended to international partners. Erasmus Key Action 2 will be promoted to connect the world of work to higher education.
6. To support a digitisation policy, the Academy intends to pursue a policy of dematerialisation and improvement of the usability and accessibility of documents: the Erasmus Office will be encouraged and adequately trained to follow digitisation policies in the exchange of documents with different European partners, following the Erasmus Without Paper policy: exchanging online learning agreements, creating a clearer catalogue of courses in English, according to information in the ECTS guide and on the official website, organizing and promoting blended mobility, adopting procedures for the European Student Card, automatic recognition of credits and votes through well-organized transcription and reporting of ECTS credits. In addition, equipping

offices and monitoring the effectiveness of internet-based initiatives throughout the Academy will lead to improved efficiency for administrative staff and coordinators, a better overview of the mobility cycle, and increased participant inclusivity and satisfaction. Moreover, it will encourage the signing of a federative agreement with different Higher Education for Art, Music and Dance Institutions (AFAM) in Tuscany (involving Academy of Florence, Conservatory of Florence "Cherubini", Higher Institute for Artistic Industries-ISIA of Florence, the Conservatory of Livorno/ Lucca/ Siena, the Fiesole School of Music as well as the Academy of Carrara) in order to create a digital platform to share and to make more accessible the Catalogue of courses, online examinations, and information of partner institutions. The platform will provide various facilities for the right to study (canteen, transport and accommodation), access to all Tuscan libraries, facilities with affiliated shops. This quality information service will enhance collaboration between institutions at local and European levels.

7. To launch new collaboration within the Erasmus Programme: The Academy shall pay special attention to the implementation of mobility actions, to the search for strategic partnerships and to the establishment of joint study programs; for this reason it intends to join Erasmus Key Action 2, creating the conditions for participation in the Erasmus Mundus. The Academy is willing to work with commitment and quality over a long period in order to strengthen the artistic-cultural relations not only in the historical field of Fine Arts, but also in new expressive languages and in new artistic technologies.

Please reflect on the Erasmus actions you would like to take part in and explain how they will be implemented in practice at your institution. Please explain how your institution's participation in these actions will contribute to achieving the objectives of your institutional strategy.

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

The Academy envisages setting a strategic target to make a large investment in internationalisation initiatives, to strengthen its administrative structure, and to give constant support to students/staff interested in participating and promoting Erasmus actions. Participation in Erasmus Key Action 2 will encourage the development, transfer and implementation of new practices in the field of training and innovation, with the goal of achieving tangible results in both qualitative and quantitative terms. The implementation of Erasmus Key Action 1 will make international artistic experience and linguistic awareness an integral part of the academic and professional growth of students/ teachers/ staff. The adherence to the Erasmus Without Paper policy and timetable will enhance the digitisation of documents and procedures (a process that the Academy intends to undertake in the coming years), the adoption of the European Student Card, and the dissemination of the Erasmus+ App. Finally, participation in the Erasmus programme will stimulate the formation of strategic partnerships with European Academies to set up collaboratively training models translatable into new masters programmes, and shared and innovative learning paths. The multi-annual involvement of partner academic institutions will lay the groundwork for participation in the Erasmus Mundus Joint Master Degree Programme.

What is the envisaged impact of your participation in the Erasmus+ Programme on your institution?

Please reflect on targets, as well as qualitative and quantitative indicators in monitoring this impact (such as mobility targets for student/staff mobility, quality of the implementation, support for participants on mobility, increased involvement in cooperation projects (under the KA2 action), sustainability/long-term impact of projects etc.) You are encouraged to offer an indicative timeline for achieving the targets related to the Erasmus+ actions.

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

With regard to student and staff mobility, the aim of the Academy is to achieve quantitative (double the number of individual exchanges by 2027) and qualitative (sense of European identity, acquisition of skills in one or more European languages, quality education) objectives. The Academy will support participants in mobility by offering: innovative technological tools, an immediate recognition of credits and an implementation of the ECTS system, information and documents related to mobility (catalogue of the training offer, Online Learning Agreement, Transcript of Records, Certificate of studies), concrete professional opportunities in art, linguistic support, and effective mentoring services. Special attention will be paid to the inclusion of all students, especially those with disadvantaged backgrounds, to ensure financial support, to respect privacy and to offer blended mobility, if necessary. The Erasmus Office and the Erasmus Commission will ensure the consistency of collaboration activities and results, and its sustainability for all partners involved. This will include overseeing both the design phase and the implementation phase of the projects and their adherence to the principles of the Charter. Feedback from participants will be evaluated and action will be taken to improve mobility management, involving the related offices. In addition, participation in Erasmus Key Action 2 (Cooperation for Innovation and Exchange of Good Practice) will have a strong effect on the internationalisation policy of the Academy, on the innovation of teaching methods, and on the improvement of artistic research. Finally, the sustainability and long-term impact of projects will be considered as important factors, gradually pursuing the search for new and equal partners, in order to maximise the positive impact of project results on individuals, the participating institutions and the entire academic community.

2. IMPLEMENTATION OF THE FUNDAMENTAL PRINCIPLES

2.1 IMPLEMENTATION OF THE NEW PRINCIPLES

Please explain the measures taken in your institution 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.

La Commissione Erasmus prepara i bandi e valuta le candidature secondo principi di trasparenza e non-discriminazione, rendendo chiare e accessibili i criteri basati sul merito, la motivazione, le competenze linguistiche e la qualità del lavoro artistico o competenze professionali. Particolare attenzione viene data all'inclusione per gli studenti outbound con background svantaggiati, a cui viene data accessibilità di fondi Erasmus e fondi del Ministero dell'Educazione Italiano (MIUR). L'Erasmus Office in collaborazione con la Direzione Amministrativa e l'Ufficio Ragioneria gestisce i fondi per la mobilità e definisce la distribuzione. La varietà della provenienza degli studenti outbound sia stranieri (non-european countries) che italiani (da piccole o medie realtà) dimostra l'applicazione di principi di non-discriminazione per razza, genere, idee politiche ed offre la possibilità a tutti di partecipare ad un'esperienza formativa all'estero. L'adozione della Erasmus Student Card che offre sconti e vantaggi agli studenti, sarà un ulteriore strumento di inclusione. Ad oggi gli studenti Incoming godono della gratuità di tutti i Musei nazionali, derivante dall'emissione della Student ID dell'Accademia. Durante le giornate informative, l'Ufficio Erasmus si impegna a promuovere tutte le possibilità offerte dal programma per gli studenti con bisogni speciali. Facilità di accesso ai servizi e gratuità per gli studenti Incoming: WIFI in Accademia, Biblioteca e nuovi spazi senza barriere architettoniche. L'Ufficio Erasmus supporta e lavora a stretto contatto comunicativo con gli studenti anche attraverso lo sportello di ricevimento settimanale, a cui gli studenti incoming e outgoing si rivolgono per domande e necessità di ogni tipo.

²Please explain what measures your institution will put in place to implement the European Student Card Initiative, and promote the use of the programme's Erasmus+ mobile App to students. Please refer to the timeline indicated on the European Student Card Initiative website.

Avendo posto tra i suoi obiettivi una politica di digitalizzazione dei documenti, l'Accademia si allinea all'Erasmus Without Paper network. La Commissione Erasmus si incarica di formare lo staff, fornire gli strumenti e trasmettere le informazioni necessarie per aderire all'adozione della Erasmus Student Card. Nel contempo verrà avviato un dialogo all'interno della Direzione di ABAFI, non solo riguardo la digitalizzazione, ma anche per facilitare l'emergere della European Student Identity. Verrà organizzata una giornata di promozione per diffondere informazioni tra gli studenti sia delle possibilità della Erasmus Student Card sia dell'Erasmus+ mobile App. L'Accademia step by step vuole procedere entro il 2021 a stipulare Inter-Institutional Agreements e Online Learning Agreement, avendo già ricevuto la registrazione, per passare alle nomination e lettere d'accettazione l'anno successivo ed i Transcript of Records entro il 2023.

Please explain how your institutions will implement and promote environmentally friendly practices in the context of the Erasmus+ programme.

Si incoraggia l'adozione di buone pratiche sostenibili anche nella attuazione delle attività Erasmus, come ad esempio la previsione di promozione di attività per l'abbattimento delle emissioni di CO2 dei voli aerei utilizzati per la mobilità; incentivi per l'utilizzo di mezzi di trasporto alternativi all'aereo, ove possibile; organizzazione di incontri di informazione e/o approfondimento su tematiche ambientali; attraverso collaborazione con la città di Firenze, incentivi all'uso di mezzi di trasporto alternativi (mezzi pubblici/biciclette). L'Accademia estende agli studenti Erasmus Inbound le buone pratiche del riciclo e della raccolta differenziata all'interno dell'Istituto, fornisce servizi con acqua potabile, incentiva l'uso di materiale sostenibile (shopper riutilizzabili/water bottle/riciclo della carta/uso di materiali non tossici).

Please explain how you will promote civic engagement and active citizenship amongst your outgoing and incoming students before, after and during mobility.

L'Accademia considera gli studenti Erasmus outbound e inbound come risorsa e come importanti testimoni dell'azione internazionale in Europa, per questo dopo aver ricevuto adeguate informazioni e formazione linguistica, gli studenti agiscono come "inviati" dell'Accademia favorendo i contatti tra docenti di materie affini ed esplorando la possibilità di ulteriori futuri contatti tra le Istituzioni. Una volta tornati, riportano le loro testimonianze in incontri programmati in cui condividono la loro esperienza e promuovono il programma tra gli studenti delle varie scuole. L'Accademia pensa di favorire la creazione di un'Associazione di studenti Erasmus, e di gruppi di volontari assegnati come "buddy" ad ogni Incoming student, per aiutarli nel

loro primo periodo; favorendo incontri, scambi linguistici e canali di comunicazione rapidi ed efficaci.

2.2 WHEN PARTICIPATING IN MOBILITY ACTIVITIES - AFTER MOBILITY

³Please demonstrate your commitment to implement full automatic recognition in your Higher Education Institution.

Please describe the concrete steps you will take to ensure the full automatic recognition of all credits gained for learning outcomes achieved during a mobility period abroad/ a blended mobility, according to the Council Recommendation on Automatic Mutual Recognition.

Al fine di garantire il pieno riconoscimento automatico di tutti i crediti (basati sul sistema ECTS) ottenuti durante un periodo di studio/formazione all'estero, l'Ufficio Erasmus supervisiona tutte le procedure, facilitando lo scambio di informazioni tra studenti e le istituzioni. Lo studente outgoing, prima di partire, deve definire nel Learning Agreement le attività da svolgere all'estero per un totale di crediti: 60 crediti/anno accademico, suggeriti almeno 20 crediti/trimestre. Al termine del periodo di studio all'estero/blended mobility, lo studente riporta un documento ufficiale denominato Transcript of Records firmato e timbrato dall'Istituzione partner che specifica il lavoro svolto all'estero, compreso di crediti. L'Ufficio Erasmus convalida le attività dello studente nella tabella conversioni esami e le trasmette all'ufficio competente per l'inserimento nella carriera studentesca. Le tabelle di equivalenze sono disponibili presso il sito ufficiale. Agli studenti Incoming viene rilasciato un ToR, aggiornato e comprensivo di tabella di distribuzione dei voti, tempestivamente inviato ai partner. Per implementare ulteriormente le informazioni e la trasparenza degli ECTS, l'Accademia provvederà entro l'Anno accademico 2020-21 ad aggiornare il catalogo dell'offerta formativa e renderlo disponibile in inglese, secondo le regole della Guida ECTS: <https://www.academia.firenze.it/offerta-formativa>. Il pieno e automatico riconoscimento dei crediti verrà ulteriormente migliorato con l'adozione di un sistema di scambio digitale dei documenti entro il 2023.

Please describe your institution's measures to support, promote and recognise staff mobility:

La mobilità dello staff, generalmente riservata agli amministrativi, è riconosciuta come elemento centrale per lo sviluppo della carriera e come opportunità di promuovere la collaborazione tra l'Accademia e i partner internazionali. Ogni anno i bandi sono emessi per offrire l'opportunità di una mobilità all'estero, compresi di informazioni sui requisiti di partecipazione. Il bando viene pubblicato sul sito e viene inviata via email una notifica a tutto lo staff. La Commissione Erasmus esamina le candidature ricevute distribuendo i posti disponibili in base alla coerenza del proprio Training program, rilevanza nello sviluppo della carriera, competenze linguistiche, motivazione personale e l'impatto sul contesto lavorativo del candidato. Durante il periodo di promozione e per incoraggiare la mobilità, vengono organizzati incontri informativi, in cui docenti e staff possono condividere le personali esperienze e fornire supporto per la scelta della destinazione e la compilazione dei documenti. Lo staff ha la possibilità di frequentare corsi di lingua inglese in Accademia, inoltre è supportato economicamente con fondi previsti dal Programma Erasmus per la loro esperienza all'estero. L'Accademia garantisce il riconoscimento dell'esperienza all'estero, considerando il periodo alla stregua di servizio prestato in sede e lo valuta come ulteriore e più qualificata attività.

2.3 FOR THE PURPOSES OF VISIBILITY

Please provide the web link where you will host the Erasmus Policy statement in the future. Please reflect on how you plan to regularly promote the activities supported by the Programme.

L'EPS avrà rilevanza sul sito Istituzionale dell'Accademia di Belle Arti, in maniera accessibile, chiara e ampiamente annunciata attraverso i canali di comunicazione, nel seguente link: <https://www.accademia.firenze.it/international/erasmus>. Allo scopo di promuovere le attività supportate dal Programma, l'Accademia organizzerà:

-Erasmus Day: verrà organizzato annualmente in anticipo rispetto alla pubblicazione dei bandi: giornate di informazione e promozione del Programma e di aggiornamento delle possibilità offerte, in cui lo staff Erasmus presenterà attivamente in ogni Scuola dell'Accademia il programma attraverso supporti visivi e con la collaborazione di studenti Erasmus che presenteranno la loro esperienza. Le giornate informative verranno promosse e pubblicate sul sito e attraverso i canali social dell'Accademia, in collaborazione con l'Ufficio Stampa;-Specifici incontri con gli studenti Outbound: annualmente per fornire informazioni più precise sulla ricerca dell'alloggio (supporto attraverso la piattaforma internazionale Housing Anywhere: <https://www.accademia.firenze.it/international/erasmus/58-mobilita-erasmus-1/housing>), le procedure, l'uso e l'accesso ai servizi digitali per l'Online Learning Agreement e altri documenti;-Welcoming Day per gli studenti Inbound: due volte l'anno all'inizio dei semestri, lo staff Erasmus sarà affiancato dai volontari Erasmus dell'Accademia per fornire informazioni e supporto e per includere fin da subito i nuovi studenti nella struttura e nella vita in città;-Speciali incontri rivolti a staff e docenti per informarli e promuovere il programma;-Attività di aggiornamento sulle possibilità offerte dal Programma Erasmus ed i risultati

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))

ottenuti; dedicate a singoli progetti, come Erasmus Mundus, Erasmus Student Card, nuove collaborazioni, promozione della Erasmus+ mobile App. Il catalogo dei corsi sul sito verrà pubblicato anche in lingua inglese e aggiornato costantemente in anticipo rispetto ai periodi di mobilità, per rispettare la corretta trasparenza delle informazioni verso tutti i partner e consentire agli studenti in mobilità di fare scelte efficaci dei corsi che seguiranno.

Please describe how you will ensure that the principles of this Charter will be well communicated and applied by staff at all levels of the institution.

La Commissione Erasmus garantirà la corretta diffusione dei principi della Carta attraverso la promozione della pubblicazione sul sito di riferimento e durante le giornate di incontro con lo staff ed i docenti. In collaborazione con l'ufficio Stampa, verranno diffusi aggiornamenti e notizie sui canali social riguardanti la nuova partecipazione al Programma Erasmus ed i principi della Carta. Verrà promosso l'uso della Erasmus+ mobile App e ne verranno spiegate le funzioni ed i vantaggi, per una graduale diffusione dell'uso all'interno dello staff, docenti e studenti dell'Accademia. Si aggiornerà periodicamente lo staff con informazioni utili dei Programmi Erasmus per coinvolgere ed ampliare la conoscenza e la comprensione delle politiche e delle pratiche educative dei paesi europei.