



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-FP-2020

**Version 1.1
4 March 2020**





ERASMUS+
PROPOSAL (PART B)

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

EACEA-03-2020 ECHE-FP-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 **25** 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

Signature of the legal representative

IL DIRETTORE Prof. *Andrea Rolfo*


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

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.

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?

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(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 Area¹ 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)

By participating to the Erasmus Programme we wish to achieve a better connection between our institution and the rest of the European community as well as widen our students and lecturer's cultural horizons.

Our condition is that of a small cultural institution situated at the far end of our country.

Being actively in contact with the rest of the world is vital for the achievement of our mission of enhancing and feeding creativity and aesthetic sense within society.

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 International Relations Office joint with the Erasmus Office is available for all.

We will keep working and operating within the frame of the KA1 and KA2, for student exchanges, traineeship, lecturers and staff exchange.

As mention before, for a small institution it is vital to share the development and create a network of communication aiming to provide better inspiration and information for our students and lecturers.

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)

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

During the last few years, it has been proven that those students and those members of the staff who took part to one or more of the Erasmus programme actions, had massive gain in terms of experience and professional growth.

Improving language skills otherwise left to decay is a massive positive outcome for our small community.

Furthermore, pedagogy clearly state that at every stage of one's learning path, learning from peers is one of the most effective tools in the end of teachers and trainers.

To mention a more pragmatic achievement, many of our students moved to the country where they had their exchange semester or started a career in the field where they onducted an erasmus intenship.

2. STATISTICS

The purpose of this section is to understand the profile of your institution. Please provide the figures for the academic year 2019-2020:

2.1 General Profile of the Institution

Total number of students enrolled in all Higher Education degree programmes offered by your institution (data from official HEI register)	
Short cycle:	
1 st Cycle (e.g. Bachelor):	<input type="text" value="450"/>
2 nd Cycle (e.g. Master):	<input type="text" value="81"/>
3 rd Cycle (e.g. PhD):	<input type="text" value="0"/>
Number of staff (Equivalent full-time) involved in Higher Education	
Teaching:	<input type="text" value="49"/>
Administrative:	<input type="text" value="21"/>
Number of degree courses (study programmes in Higher Education) on offer	
Short cycle:	
1 st Cycle (e.g. Bachelor):	<input type="text" value="7"/>
2 nd Cycle (e.g. Master):	<input type="text" value="5"/>
3 rd Cycle (e.g. PhD):	<input type="text" value="0"/>

2.2 Students (academic Year 2019- 2020)

Please provide data according to your participation in the Erasmus+ Programme or any other existing exchange programme/funding scheme you are participating in.

1. Credit Mobility (any mobility programme between 2 and 12 months)	
Number of outbound students for study mobility (Erasmus+ and/or other programmes) to Programme countries:	<input type="text" value="0"/>
Number of outbound students for study mobility (Erasmus+ and/or other programmes) to Partner countries:	<input type="text" value="0"/>
Number of outbound students for traineeships (work placement – Erasmus+ and/or other programmes) to Programme countries:	<input type="text" value="0"/>
Number of outbound students for traineeships (work placement - other programmes) to Partner countries:	<input type="text" value="0"/>
Number of incoming students for study mobility (Erasmus+ and/or other programmes) from Programme countries:	<input type="text" value="1"/>

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Number of incoming students for study mobility (Erasmus+ and/or other programmes) from Partner countries:

1

2. International Degree Students (students with foreign nationality enrolled for a full degree programme and/or students having completed a degree previously at a foreign institution)

Number of foreign degree students from Programme countries:

0

Number of foreign degree students from Partner countries:

72

3. Number of local (having the nationality of the country) and international students (of foreign nationality / with previous foreign degree) enrolled in double/multiple/joint degrees:

Number of local students enrolled in double/multiple/joint degrees:

0

Number of international students enrolled in double/multiple/joint degrees:

0

2.3 Academic Staff (academic Year 2019- 2020)

All types of higher education staff mobility within the framework of the Erasmus+ Programme (for periods between 2 day and 2 months) for teaching and training purposes:

Number of outbound staff to Programme Countries:

0

Number of outbound staff to Partner Countries:

0

Number of incoming staff from Programme Countries:

0

Number of incoming staff from Partner Countries:

0

2.4 Cooperation

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2019-2020: European and International HEI Agreements / Consortia / Networks:

Number of Erasmus+ inter-institutional agreements:

14

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from Programme Countries (including membership in Higher Education mobility consortia, if any):

0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from Partner Countries:

1

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

0

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

0

European and International Education and Training Projects with contracts running in 2019-2020 (Erasmus+ and others)

Number of projects as coordinator:

0

Number of projects as partner:

0

Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2019-2020)

Number of staff at the central level:

4

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

1

3. GENERAL ORGANISATION OF PROGRAMME ACTIVITIES

3.1 General organisation

Please describe the administrative and academic structure in place at your institution for organising and implementing the Programme activities.

Please provide a detailed description of how tasks and responsibilities are divided among staff, with regard to both administrative and academic decision-making processes.

Describe the operational and communication methods you use, including how you plan to disseminate your activities to promote Erasmus+ Please provide the web link with contact details of the international office (or equivalent) in your institution dealing with implementing and organising the Programme activities.

The international operation in place at our institution for organising and implementing the Programme activities are conducted in tandem with the directorate office and under the strict supervision of the academic council.

The people directly responsible for administrative and academic decision-making process are:

1) The Director, whose task is too review and approve the activities while communicating the actions of the office to the academic council. The director is briefed daily about the activities of the international and Erasmus Office, and take part to the Academic council on a weekly base.

2) The Director of finance, who oversees and manage the budget available and make sure that the scholarships are equally and thoroughly distributed.

3) The Erasmus Coordinator, who manage inbound and outbound movement and activities. The coordinator makes sure that the communication within our institution is effective among students and member of the staff alike. The Erasmus coordinator take part to the student council meetings and share the information on the social media reserved for the students and the member of the staff of the Academy of fine arts of Lecce. (At the following link is an example <https://www.facebook.com/groups/1193692670718133>)

4) The Secretary office, who manage the paperwork flow and communication between

offices, students and member of the staff. This member of the staff is responsible for the tasks of posting information on the institutional site www.accademialecce.it, providing answers to students, lecturers and member of the staff, face to face and telephonically.

The specific page for the international activities can be found at the following link:
<http://www.accademialecce.it/erasmus.asp>

3.2 Implementation of the Fundamental 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.

Our institution firmly believes in inclusion and fair opportunities, in full conformity with the Art.3 of our national constitution.

For participants with difficult economic background we have always provided more than adequate scholarships, one-on-one tutorship, and precise planning of activities.

It is imperative for our institution that the experience shan't turn into a burden for the participant's family.

Students and member of the staff with physical disabilities are provided with extra financial support from our national agency and special funds from the Italian ministry of education. Furthermore, we always work really close with our partners to ensure that every participant, with particular attention to those with special needs, can fully experience the project without incurring in any hardship.

Please explain your institution's methodology for allocating ECTS credits to different courses. In case you are not yet using the ECTS credit system, please explain why this is the case.²

Our institution methodology for allocating ECTS credits to different courses follow decreed from our academic council. One CFA (Academic Formative Credit) is roughly awarded every 12,5 hours of lesson. The attendance is always obligatory in our institution. The outcome for the results of the exams and tests are reported in a scale from 0 to 30 where 18 is the minimum required to pass the exam/test. To translate the results for students in outbound we always follow as reported on the official site of the Bologna process. Furthermore, we always tend to take advice and inspiration to put good theories into practice mutated from our national counterparts in other universities and academy.

Please 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 website³.

Our institution has so far not yet encountered the opportunity to implement this part of the programme. However, we are in contact with the ESN movement stationed in Lecce, that provide to our participant extensive information related to sides of the programme itself that

² For more information on this point, please refer to the [ECTS Users' Guide](#).

³ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

we may have at time overlooked.

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

It is our effort to work in the direction of the so called "paper-less" bureaucracy. By that we mean that most of the documents related to the Erasmus procedures and policies are digitally exchanged and not printed in order to have a more environmentally friendly impact on the overall need of paper for the sustainability of our operations.

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

The civil engagement is one of the parameters we apply during selection of the student awarded with a scholarship. Tutors and coordinators make always sure that the participants are experiencing a cultural full immersion that might enrich them and implement their European belongings feeling.

3.3 When participating in Mobility Activities - Before mobility

How will you ensure that, according to the Council Recommendation on Automatic Mutual Recognition⁴, all courses taught at your institution are described in your publicly available course catalogue, including which languages they are taught in.

All courses taught at our institution are described in our publicly available course catalogue, including which languages they are taught in, at the following links: <http://www.accademialecce.it/didattica.asp> ; <http://www.accademialecce.it/incoming.asp>

Please describe your institution's procedure for approving and monitoring inter-institutional agreements for study and teaching mobility.

Additionally, explain how and by whom the learning agreements for mobile students will be managed:

Our institution's procedure for approving and monitoring inter-institutional agreements for study and teaching mobility, as mentioned before, is managed by the Erasmus Coordinator, reviewed, and supervised by the Director, and ultimately democratically discussed and approved by the Academic Council.

The learning agreements for mobile students will be managed by the Erasmus Coordinator and the Secretary Office, who will compare the compatibility between the study plan of the participants and it's counterpart at the Partner Institutions.

⁴ 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))

Please describe your institution's language policy for preparing participants for mobility, e.g. course providers within or outside the HEI.

Our institution's language policy for preparing participants for mobility entice that every participant is provided with an Online linguistic Support Course.

Albeit, basic foreign language skills are a basic requirement during the selection process for participants.

3.4 When participating in Mobility Activities - During mobility

Please describe mentoring and support arrangements (e.g. peer mentoring; socially integrating mobile participants within the institution and with its local students and staff; information on accommodation insurance, visa, etc.) for incoming mobile participants and outgoing students for study and traineeships:

The International Relations Office joint with the Erasmus Office is available for all.

- each student receives personalized advice about the academic and general mobility issues, both by the international coordinator and the tutor
- each outgoing student signs agreements before the departure, which will guarantee the full academic recognition of their period of study
- incoming students receive any kind of logistical, academic and didactic advice by the international coordinator and the Erasmus office staff, as they develop an orientation program to help finding accommodation, information material and information on language courses.

Please describe your institution's language support for incoming students:

Our institution language support for incoming students is provided for free by our local partner at the University of Salento CLA (Centro Linguistico Ateneo).

3.5 When participating in Mobility Activities - After mobility

Please 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 Recognition⁵.

Our commitment to implement fully automatic recognition in our Higher Education Institution, is demonstrated by the smooth process of conversion of the transcript of records from the partner institutions into our own records. This step is previously planned before the mobility in order to avoid issues at the end of the mobility itself.

⁵ 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))

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

Our institution's measures to support, promote and recognise staff mobility, comes in the form of providing all the necessary paperwork to prove their experience and therefore help them in their professional growth and to reach their career goals.

3.6 When participating in European and International Cooperation Projects

Please describe how your institution will promote the opportunities offered by the cooperation projects (under the KA2 action):

Our institution is constantly in contact with the National Agency INDIRE for useful information and new opportunities regarding the KA2 Action. Relevant projects are always reported on our institutional site www.accademialecce.it and communicated to the Staff through internal communications.

Please describe how your institution will support and recognise its staff and students' engagement in European and international cooperation projects (under the KA2 action) throughout the application and implementation phase:

In our Institution members of the staff and students who engaged in European and international cooperation projects are recognised as “Erasmus Ambassadors” and are encouraged to share their experience and personal growth with applicants and other future participants. Specific events and social media talk are organised for this specific reason.

3.7 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.

Here is the web link where you will host the Erasmus Policy statement in the future:

<http://www.accademialecce.it/erasmus.asp>

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.

As mentioned before we will ensure that the principles of this Charter will be well communicated and applied by staff at all levels of the institution thanks to the teamwork of the four fundamental key players involved with the Erasmus Programme in our institution: The Director, the Erasmus Coordinator, the Director of Finance and the Secretary Office. Every information concerning the Erasmus Programme will be thoroughly shared on the Institutional website and the specific Page concerning the Erasmus Programme.
www.accademialecce.it

<http://www.accademialecce.it/erasmus.asp>

