NAVE2 Partnership Questionnaire

Part I - General Information

1.1.   CONTACT PERSON / ADDRESS

The contact person in charge of this questionnaire

Name of institution/organisation

What is the purpose of your institution/organisation?

Where does your institution/organisation fit in your national system of education?

Website address

PIC NO

Contact Person

Name of contact person

Postal Address

Telephone

Department/Unit

Email address

Skype address

1.2 INSTITUTIONAL DATA

(If you are a consortium rather than a single institution you will have indicated this above in 1.1. For the following questions please provide approximate figures & adapt your answers as best you can.)

1.2.1 Total number of staff (in FTE - full time equivalents)

a) Academic staff (teachers /instructors)

b) Administrative and technical staff

1.2.2 Number of offered courses & enrolled students

1.2.3 Mobility

a) Total number of Outgoing students

b) Total number of incoming students

1.2.4 Average length of stays

1.2.5 Total number of **current** ERASMUS mobility grants awarded for outgoing students

1.3. Goals relevant to your institution

1.3.1 Which of the following goals does your institution consider relevant for your strategy regarding Internationalisation / ERASMUS mobility?

Dimension	Goals	Irrelevant	Somewhat Relevant	Relevant	Very Relevant
Institutional	Opening doors to other kinds of mobility and cooperation				
	Boosting reputation and increasing visibility of the institution through ERASMUS				
	Enriching the institution's teaching offer & services by international mobility				
	Achieving institutional awareness of intercultural diversity				
Students' related	Allowing students an ERASMUS mobility according to his/her needs				

| | Achieving transversal competences and awareness of intercultural diversity (links also to the society) | | | | |
| | Ensuring the most successful stay with emphasis on vocational achievement | | | | |

Social	Building awareness of European citizenship				
	Fostering interaction between schools/colleges and other organizations as well as the civil society				

1.4   Social & Economic Context

Briefly describe your institution's place in the social and economic environment in which you operate. Information with regard to the main businesses & communities you serve in your local & regional area would be helpful. If you are a national organisation please provide any information that you think is relevant.

PART 2: INTERNATIONALISATION & ERASMUS INFORMATION

2.1   Internationalisation & ERASMUS mobility

2.1.1   Are internationalisation & ERASMUS mobility made explicit in the mission statement of your   institution?

Yes   [ ]   No   [ ]

2.1.2   Does your institution have a strategy on internationalisation & ERASMUS agreed upon at   institutional level?

Yes   [ ]   No   [ ]

2.1.3
a)   Does your institution have an office for the ERASMUS programme? as an independent unit?

Yes   [ ]   No   [ ]

b)   as part of an international office?

Yes   [ ]   No   [ ]

c)   teaching & administrative staff on a project-by-project basis?

Yes   No   [ ]   [ ]

2.1.4   Does your institution use a quality management strategy for the ERASMUS programme?

Yes   No   [ ]   [ ]

2.1.5   Do you have an agreed assessment procedure & documentation?
a)   are students included in this?

Yes   [ ]   No   [ ]

b)   is this an holistic evaluation of the mobility experience?

Yes   [ ]   No   [ ]

2.1.6   Does your institution run regular satisfaction surveys related to ERASMUS with:

2.1.7

	Yes	No
a) incoming students	☐	☐
b) outgoing students	☐	☐
c) teaching/ administrative staff	☐	☐

2.1.8   Do you communicate results of satisfaction surveys to partners?

☐   ☐

2.1.9   Do you have an institutional certificate that records the student's learning achievements?

a) for incoming students	☐	☐
b) for outgoing students	☐	☐

2.1.10   Does your institution organize opportunities to exchange "best practices" with partners?

☐   ☐

2.1.11   Does your institution devolve part of its own funding to internationalisation/mobility?

☐   ☐

2.1.12   Does your institution receive additional funding from third parties for mobility?

☐   ☐

2.1.13   Does your institution have (a) scheme(s) to support ERASMUS students with special needs (e.g. disabled, etc.) regarding

respectively:

	Yes	No
a) outgoing students	☐	☐
b) incoming students	☐	☐

2.1.14 Does your institution organise staff training opportunities to support internationalisation/ERASMUS activities? For example, in intercultural awareness or extra-curricular activities. If yes, briefly Describe what you provide.

2.2 Language Preparation

2.2.1 Does your institution offer pre-departure/pre-arrival language tuition for:
a) Outgoing students? ☐ ☐

    c)   Incoming students? ☐ ☐

2.2.2 Does your institution offer language course units for:

    a) Mobile academic staff? ☐ ☐

    d)   Mobile administrative and technical staff? ☐ ☐

2.2.3 Does your institution require proof of language proficiency for:
a) Outgoing students?

	Yes	No
	☐	☐

Yes, but only for certain mobilities ☐

b) Incoming students? ☐ ☐

Yes, but only for certain mobilities ☐

2.2.4   Any further information with regard to language & communication? For example, the ERASMUS OLS.

2.3   Learning Agreements

2.3.1   Does your institution require that a Learning Agreement is signed by host institution before the departure of your students?

☐ ☐

2.3.2   i   Does your institution evaluate recognition procedures for mobile students through questionnaires, interviews, focus groups, etc?

☐ ☐

If yes, please describe:

_____

ii   Do you offer tailored-made options for students on internationalisation/ERASMUS mobility programmes(e.g. suggesting a mobility window, a plan of studies abroad for that given institution)?

Yes   No

Yes, in a few cases
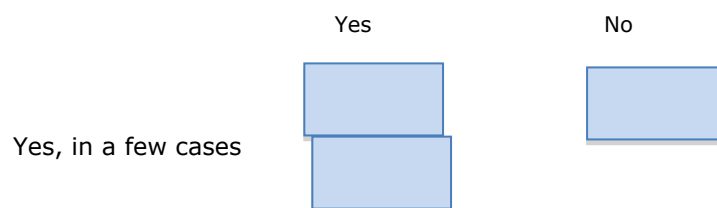
2.4   Reception of Incoming Students

2.4.1   What orientation and support services do you offer to incoming international students?
For example: welcome package, placement information, emergency contacts & procedures, finding accommodation, social/cultural activities, monitoring activity.

2.4.2   Are any of your courses taught in English?

	Yes	No
	☐	☐

2.5 Virtual Support for outgoing & incoming students

2.5.1 On the website of your institution, do you offer online administrative support to:

a) Outgoing students (application, grant acceptance, online LA, etc.)?

All	☐	Many	☐	No	☐
Few	☐				

b) Incoming students (registration, online LA, etc.)?

Many	☐	No	☐		☐	All
		Few	☐			

2.5.2 Does your institution offer online language training for incoming students?

Yes	☐	No	☐

2.5.3 Do ERASMUS incoming students have access to the same online platforms as the local students?

Yes	☐	No	☐

2.6 Best Practice
If your institution has a best practice in place with reference to any of the above sections, a short description below or a link to the appropriate website would be highly appreciated. Please indicate the number of the Section before description.

2.7 Good Hosting

What are the essential elements of being a good host?

3 YOUR INTERNATIONAL & ERASMUS EXPERIENCE

3.1 Vocational areas in which you have previously participated in international/ERASMUS activities

VOCATIONAL AREA	ERASMUS	OTHER FUNDED PROGRAMME

3.2 Other vocational areas which in future you wish to participate in international/ERASMUS activities

VOCATIONAL AREA	ERASMUS	OTHER FUNDED PROGRAMME

3.3 Are there specific groups of students that you would wish to target in future international activities?

3.3.1 Does your institution offer in-school/in-college mobility placements?

Yes   No

3.3.2 Are your staff qualified & able to offer additional support to incoming students with special needs? Please specify.

Yes   No

4   DOCUMENTS & MATERIALS

The purpose of this questionnaire is to share as much information about our institutions in order to offer our students the best possible international experience.

If you have documents & materials that you have developed for managing mobilities & would particularly like to share this would be much appreciated.

Attachments might include:

- Internationalisation/ERASMUS policy documents
- Induction & preparation for outgoing/incoming students and staff
- Memoranda of Understanding
- Student profile/CV
- List of competences
- Learning Agreement
- Placement profile
- Accommodation documentation
- Student welcome/briefing package
- Health & safety/ safeguarding
- Monitoring & assessment
- Language assistance
- Feedback/satisfaction survey
- Certification