



# INTERNATIONAL CREDIT MOBILITY AT UOB

BY

**BORGI ROUBA, CHAHINE RANA, NASSAR ELIANE** 

EUNIT REGIONAL CONFERENCE (10 TO 11TH OF JULY 2019)

AMMAN - JORDAN



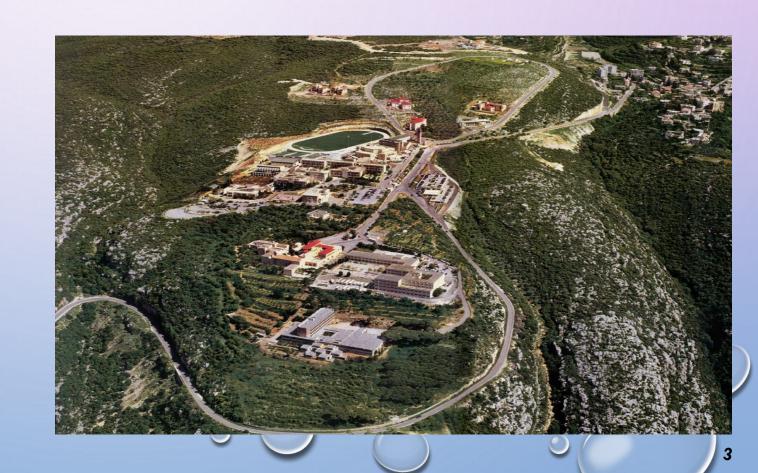




- The University of Balamand is a Lebanese, private, non profit institution for higher education. It was founded in 1988, on a hill in north Lebanon, adjacent to the monastery of our lady of Balamand. One of the meanings attributed to the word "Balamand" is "belle monte" (beautiful hill)
- Main campus: 500,000 m<sup>2</sup>; in addition to 4 branch campuses all over Lebanon.



- UOB follows the American System of Education; It has 9 faculties and 1 Institute of theology.
- UOB has three specialized research institutes: Institute of History, Archaeology and Near Eastern Studies (IOHANES), Institute of Environment (IOE) and Balamand Institute of Aeronautics (BAI).
- UOB is institutionally accredited without conditions by ACQUIN: the Accreditation, Certification, and Quality Assurance Institute.



- 5,700 STUDENTS
  CURRENTLY ENROLLED
- **19,746** GRADUATES SINCE 1988
- 373 FT FACULTY MEMBERS
- 149 FT MEDICAL FACULTY MEMBERS
- 354 FT EQUIVALENT (PART TIMERS)
- 333 STAFF MEMBERS



The office that handles the international affairs deals with a variety of responsibilities. What is related to EU projects started many years ago:

- Professors prepare an EU project proposal and submit it to the office for approval.
- Till last year, our role, as staff, was limited to providing administrative support (documents required, keeping data, filing, etc...)

In 2016, UOB participated in the EuNIT project that aims at setting up a unit to take care of EU projects (preparation, management, etc..).

Since 2017 we took part in different trainings to achieve this goal.

UOB has been involved in projects within FP6, FP7, Tempus, Erasmus, Erasmus Mundus, Erasmus+, EraNetMEd as shown in the table below:

| EU Projects at UOB - July 2019 |   |   |                  |                |
|--------------------------------|---|---|------------------|----------------|
| Program                        | Project Title (Acronym)   | Main Beneficiary<br>Organization                      | Starting<br>Date | Ending<br>Date |
| ENI                            | Recovery of affected marine ecosystems & development of marine & coastal biodiversity                             | University of Balamand                                | 01-Sep-18        | 2020           |
| Erasmus+                       | European project desigN and management In the South MediTerranean region (EuNIT)                                  | Université d'Aix Marseille -<br>FR                    | 15-Oct-16        | 2019           |
| Erasmus+                       | Programme Evaluation for Transparency and<br>Recognition of Skills and Qualifications<br>(TLQAA+)                 | University of Balamand                                | 15-Oct-16        | 2019           |
| Eranetmed                      | Solar Assisted Catalytic Reforming: An<br>Hybrid Process To Transform Municipal<br>Waste Into Energy (SOL-Care)   | Centre Nationale de la<br>Recherche Scientifique - FR | 01-Apr-16        | 2019           |
| Erasmus+                       | Professional Standards Framework for<br>Excellence in Teaching and Learning in<br>Lebanese Universities (E-TALEB) | Université Saint-Esprit de<br>Kaslik                  | 15-Nov-15        | 2018           |
| Erasmus+                       | Gas and Oil Processing, a European Lebanese<br>Cooperation (GOPELC)   | Universitatea Petrol Si Gaze<br>Ploiesti - RO         | 15-Oct-15        | 2018           |
| ENPI                           | Sustainable Action for Bioenergy Production<br>in Koura (SABIOP)  | Environmental and Energy<br>Economics Program         | 2015             | 2018           |
| ENPI                           | Reforestation and Forest Development Activities in partnership with local   | Land and Natural Resources<br>Program                 | 2014             | 2018           |

| Program           | Project Title (Acronym)  | Main Beneficiary<br>Organization                                     | Starting<br>Date | Ending<br>Date |
|-------------------|--|--|------------------|----------------|
| ENPI              | Services d'assistance technique et de<br>formation dans le domaine des statistiques de<br>pêche et d'aquaculture-Algérie             | University of Balamand   | 2017             | 2018           |
| Erasmus<br>Mundus | Development of a Higher Education and<br>Research Area between Europe and the<br>Middle East (HERMES)                                | Aix-Marseille University - FR  | 01-Sep-14        | 2017           |
| NEAR-TS           | Enhancing food security and agricultural<br>livelihoods in crisis-affected areas of Akkar  | University of Balamand -<br>Institute of the Environment             | 2016             | 2017           |
| Tempus            | Apprentissage à Distance et innovation pédagogique (ADIP)  | Agence Universitaire de la<br>Francophonie - Bureau Moyen-<br>Orient | 01-Dec-13        | 2016           |
| Tempus            | Tuning Middle East and North Africa (T-<br>MEDA)   | University of Deusto - ES  | 01-Dec-13        | 2016           |
| Tempus            | European-Mediterranean Postgraduate<br>Program on Organ Donation and<br>Transplantation (EMPODAT)                                    | Universitat de Barcelona - ES  | 01-Dec-13        | 2015           |
| Tempus            | Innovation and development of academics-<br>Industry Partnerships Through Efficient<br>Research Administration in Lebanon<br>(IDEAL) | American University of Beirut  | 15-Oct-12        | 2015           |

- Moreover, UOB has applied to and participated in projects within CBHE, ENICBC, and PRIMA.
- As for ICM (International Credit Mobility), UOB has signed 12 IIA (Inter-Institutional Agreements) as follows:

| <u>University</u>                      | <u>Country</u> |
|--|----------------|
| Cyprus University of Technology        | Cyprus         |
| University of Cyprus                   | Cyprus         |
| University of Oulu                     | Finland        |
| Université Paris-Sud                   | France         |
| Freie Universitat Berlin               | Germany        |
| Friedrich-Alexander-Universitat (FAU)  | Germany        |
| Aristotle University of Thessaloniki   | Greece         |
| University of Piraeus                  | Greece         |
| Sapienza University of Rome            | Italy          |
| Universtà di Bologna                   | Italy          |
| Alexandru Ioan Cuza University of Iasi | Romania        |
| Universitat de Lleida                  | Spain          |
|  |                |

## INTER INSTITUTIONAL AGREEMENT (IIA)

• To participate in and benefit from the ICM with funding awarded by the European Union, both institutions must sign an IIA (there is a template provided by the European Commission).

- This document contains relevant information for partners such as:
  - the duration of the moblity:
    - From 3 to 12 months for studies: Each student can benefit up to 12 months per study cycle
    - From 2 to 12 months for traineeships
    - From 5 days to 2 months for staff
  - the Contact person who will follow on the implementation of this agreement
  - the concerned Department or Program or Institute, etc..
  - the level of the mobility (Bachelor, Master, Doctorate)

## INTER INSTITUTIONAL AGREEMENT (IIA)

- the number of incoming and outgoing mobilities
- the language of instruction / teaching
- important links and information about each institution (application procedure, application periods, deadlines, available courses, housing, etc.)

• IIA should be signed by both universities (Legal Representative, provost, vice president...)

## INTERNATIONAL CREDIT MOBILITY (ICM)

Referring to the Erasmus+ International Credit Mobility Handbook for Participating Organisations, Version 3.0 – December 2018, the following tables indicate the individuals monthly grants and their travel allowance:

## INTERNATIONAL CREDIT MOBILITY (ICM)

## Grant Breakdown

| Moblity To   | Student monthly rate (2018-2020) | Staff daily rate<br>(2018-2020) |
|--|----------------------------------|---------------------------------|
|  |                                  |                                 |
| Denmark, Finland, Iceland, Ireland, Liechtenstein, |                                  |                                 |
| Luxembourg, Norway, Sweden, United Kingdom         | € 900                            | € 180                           |
|  |                                  |                                 |
| Austria, Belgium, Cyprus, France, Germany, Greece, |                                  |                                 |
| Italy, Malta, Netherlands, Portugal, Spain         | € 850                            | € 160                           |
| Bulgaria, Croatia, Czech Republic, Estonia, the    |                                  |                                 |
| former Yugoslav Republic of Macedonia, Hungary,    |                                  |                                 |
| Latvia, Lithuania, Poland, Romania, Serbia,        | € 800                            | € 140                           |
| All Partner Countries                              | € 700                            | ○ (€ 180                        |

## INTERNATIONAL CREDIT MOBILITY (ICM)

### Travel Allowance

| Travel distances         | Amount                  |
|--------------------------|-------------------------|
|                          |                         |
| Between 10 and 99 KM     | €20 per participant     |
|                          |                         |
| Between 100 and 499 KM   | € 180 per participant   |
|                          |                         |
| Between 500 and 1999 KM  | € 275 per participant   |
|                          |                         |
| Between 2000 and 2999 KM | € 360 per participant   |
|                          |                         |
| Between 3000 and 3999 KM | € 530 per participant   |
|                          |                         |
| Between 4000 and 7999 KM | € 820 per participant   |
|                          |                         |
| 8000 KM or more          | € 1,500 per participant |
|                          |                         |

## ICM AT UOB

- UOB encourages engagement in ICM because it:
  - offers better knowledge of higher education in other regions
  - increases the university visibility
  - facilitates exchange of knowledge, ideas, contacts
  - improves linguistic skills, intercultural experience
  - contributes in improving quality of teaching and learning

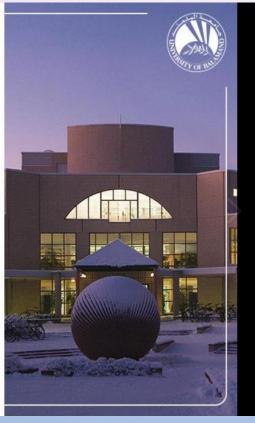
## ICM AT UOB

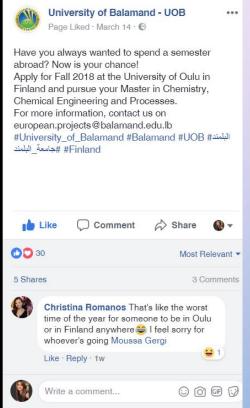
- UOB practice in running ICM:
  - UOB publishes available calls on the university website, and through emails, social media and printing materials to all students and staff.

### ICM AT UOB - SOCIAL MEDIA

FALL SEMESTER 2018 at the University of OULU

**APPLY NOW!** 





Facebook Post: Announcement: University of OULU

## ICM AT UOB WEBSITE / EMAIL ANNOUNCEMENT



### **Announcement**



18

In the framework of the ERASMUS+ International Credit Mobility between the University of Balamand and the University of Piraeus (Greece), a call is announced. The call is for staff who are interested in performing a mobility for teaching or Training in the following fields: Economics, Business Administration, Management, Banking, Finance, statistics and Insurance Science. In this context, the staff will spend during the Fall semester 2018 a maximum of 7 days at the University of Piraeus (Greece) teaching for 5 days i.e. 8 hours per week (for teaching staff) or performing a training mobility.

The scholarship will cover a monthly allowance of 120.00 Euros per day and a contribution of 275.00 Euros for the purchase of an airplane ticket.

The interested staff are asked to contact the

#### european.projects@balamand.edu.lb

in order to initiate the process, to receive the needed instructions and prepare the necessary documents. Applications, along with the CVs (Europass format) will be submitted to the Office of European Projects. The selection criteria, as per conditions stipulated in the preliminary teaching agreement, include: Academic Quality, teaching plan, language proficiency and previous mobility experience.

Deadline for application submission: 22 May 2018

For more information, please contact us at: <a href="mailto:european.projects@balamand.edu.lb">european.projects@balamand.edu.lb</a>

## ICM AT UOB PRINTING MATERIAL





### **International Credit Mobility (ICM)**

Want to spend Fall 2018 in Greece?

Hurry up and apply to get a grant through Erasmus+

to the University of Piraeus, Greece

### Master & PhD Students

Choose your courses from the following fields:

Economics, Business Administration, Management, Banking, Finance, statistics and Insurance Science

Contact us on: european.projects@balamand.edu.lb

Deadline: May 22, 2018

## ICM AT UOB

- UOB developed:
  - Brochures to disseminate ICM information to UOB community
  - DATABASE to manage the agreements metadata
  - 3 ICM guidebooks for:
    - outgoing students / staff from UOB to partner universities
    - incoming students from partner universities to UOB
    - incoming staff (teaching / training) from partner universities to UOB

### ICM AT UOB - BROCHURES



### EUROPEAN PROJECTS UNIT (EPU) ICM





#### INTRODUCTION

In the Framework of the EPU, one objective is to raise the awareness of the UOB community about the European Projects that were offered so that the faculties, staff and interested personnel can respond efficiently and effectively to these proposals, initiatives and programs. One aspect involves the International Credit Mobility (ICM) Program which is an Erasmus+ key action1: Learning Mobility. This action includes: students/staff mobility and Student degree Mobility.

In the above framework, the Erasmus+ ICM program provides the opportunity to set up "two ways" mobility agreements between Europeans Universities (universities in program countries) and Universities in Partner Countries. It allows the student from Higher Education Institution (HEI) in a partner country to perform a mobility (Education or Traineeship) for a period of time at a host university in a program country and vice-versa.

#### BENEFITS

The Erasmus+ ICM program promote the student ad staff mobility. The program will help the involved universities to modernize their educational systems in order to attract more students from aboard, become more internationalized and increase their visibility at the local, regional and international levels. It will also provide an opportunity to exchange information, ideas, teaching methods, learning methods, good

#### ERASMUS+ KEY ACTION 1: STUDENT MOBILIT

practices between various colleagues. Thus, universities. Also, new cooperation could be forged and universities could achieve academic quality. The students will be exposed to the international dimension of education, a crucial aspect for the job market and their competitiveness in todays world. It provides more professional and personal development to succeed in today world.

Under Erasmus+ the ICM program, students

- Study abroad for a period of 3 to 12 months
- Perform a traineeship for a period of 2 to 12 months
- Perform a combination between study and traineeship
- Perform a traineeship starting the first year of study
- Perform a traineeship after his/her graduation within one year.
- Participate starting from his/her second year
- Perform a mobility at all Academic levels: BS, MS and PhD
- Are granted a monthly subsistence depending on the host country
- Are provided with a contribution for travel depending on the travelled distance
- -Perform a mobility in all disciplines and fields
- -May receive extra funds if the students are with special needs/ disadvantage backgrounds and/or living in remote areas
- -Pay no fess at the host HEI

In the framework of this activity, the home university should validate and recognize the credits of the activities (courses and/or the traineeship) that are performed at the host university as agreed in the student learning mobility agreements by both universities and the grades satisfy the requirements of the home university. Consequently, they will be indicated on the transcript.

#### ERASMUS+ KEY ACTION 1: SATFF MOBILITY

Under the ICM program, the staff

- Perform a teaching mobility (Academic staff)
- Perform a Training mobility (Academic/Administrative staff)
- Perform training in a business or in a HEI
- Improve his/her professional/personal development
- Receive a daily subsistence grant (the per-diem depends on the host country)
- Receive a contribution for his/her travel (the amount depends on the travelled distance).
- Perform a mobility for a period of 5 days to two months
- Teach at least eight hours during the mobility (Academic)

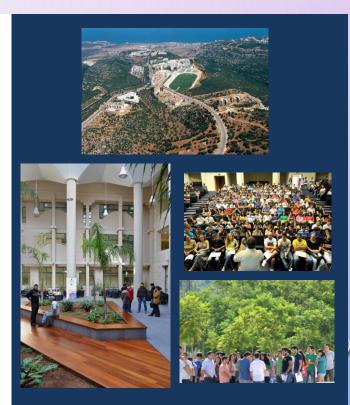
Besides, the staff exchange will play a role in the modernization of the HEI/ Universities, forging new cooperation, exposing students in the host university to different teaching approaches, to different perspectives and new lectures. Similarly, the home university should validate and recognize the activities as agreed in the teaching (or training) mobility agreements by both universities.

#### INFORMATION

For any additional Information concerning the Erasmus+ International Credit Mobility, please contact the EPU at provoffice@balamand.edu.lb

Co-funded by the Erasmus+ Programme of the European Union







## ICM AT UOB - DATABASE

| Universities Information                                   | Mobilities                        |  |  |
|--|-----------------------------------|--|--|
|  | ID   43   N   4   / V   N   A   0 |  |  |
| University ID 11   | University ID 11 Executed         |  |  |
| University Friedrich-Alexander-Universitat (FAU) Agreement |                                   |  |  |
| <b>Country</b> Germany                                     | Incoming Student Outgoing Student |  |  |
| Academic Year 2017-2019                                    | From Till Till                    |  |  |
| Available Incoming Students Mobility 3                     |                                   |  |  |
| Available Outgoing Students Mobility 3                     | Incoming Teacher Outgoing Teacher |  |  |
| Available Incoming Teaching Mobility                       | From From                         |  |  |
| railable Outgoing Teaching Mobility 4                      |                                   |  |  |
| Available Incoming Non Teaching Mobility                   |                                   |  |  |
| Available Outgoing Non Teaching Mobility 1                 | Incoming Staff FIANI Jihane       |  |  |
|  | From 14-May-18                    |  |  |
| Contact Person (UOB) ABCHE Antoine                         | Till 18-May-18                    |  |  |
| Spring Applications Deadline 15-Nov-17                     |                                   |  |  |
| Fall Applications Deadline 15-May-18                       | Agreement Notes Staff Week        |  |  |
| Notes   Till 31/7/2019                                     |                                   |  |  |
|  |                                   |  |  |

Once the Inter-Institutional Agreement (IIA) between UOB and the European University is signed, the following procedures are to be applied:

- For outgoing students/staff from UOB to partner universities
  - Dissemination of the call specifying deadlines and conditions
  - Receiving students/staff applications with all needed documents:
    - i) Language proficiency (applicable for students)
    - ii) Transcript (applicable for students)
    - iii) Previous degrees, if any (applicable for students)
    - iv) CV in the Europass format as given on this link: <a href="https://europass.cedefop.europa.eu/editors/en/cv/compose">https://europass.cedefop.europa.eu/editors/en/cv/compose</a>
    - v) The preliminary learning/teaching agreement (to be provided by the UOB Office or downloaded from the website of the host university)
    - vi) The approval of the Dean of the relevant Faculty (for students to secure the validity of course(s) equivalency)
    - vii) A letter explaining his/her motivation

- Preliminary selection of students/ staff :

The selection process is carried out by UOB in a fair, transparent and documented manner. The selection criteria, as per the conditions stipulated in the preliminary learning/teaching agreement, include: academic quality, transcript, language proficiency, and previous mobility experience.

- Nomination of students/ staff:

The nomination list of the selected students/staff is prepared and sent to the host institution before the given deadline with all previously listed documents.

- Final selection of students/ staff:

The host university contacts each student/staff to confirm acceptance or rejection within a period of time defined in the inter-institutional agreement between the two universities.

- After the mobility:
- Students must submit to the Office of admissions & registration at UOB an official transcript from the host university to seek the transfer of credits: Only undergraduate(graduate) courses with a grade of 70 (80) or above can be transferred.
- Staff could submit a report or organize a meeting/seminar to UOB collegues describing his mobility experience for dissemination purposes and future potential follow up.

### Incoming students from partner universities to UOB:

The ICM Program allows EU students to perform their mobility at UOB. The mobility can be performed at the undergraduate, Masters, or PhD level. The type of mobility should be clearly stated in the inter-institutional agreement between UOB and the European university.

### The process is as follows:

- Receive the nomination list from the partner university.
- Contact each nominated candidate and ask him/her to send needed documents as per the following:

- i) The Student Learning Agreement This Agreement mainly illustrates the courses to be taken at UOB and the courses to be validated by the sending institution.
- i) CV in Europass CV Format, which can be found at:

  https://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions
- iii) Transcript
- iv) Previous degrees, if any
- v) A letter of English proficiency
- vi) A letter showing motivation

- The documents will be sent to the concerned Faculty.
- The Faculty will confirm acceptance or rejection.
- The decision is conveyed to the candidate who will proceed accordingly.
- Accepted student should attend to the following:
  - Booking ticket
  - Procuring visa
  - Arranging insurance
  - Reserving a place in university dorm or other accommodation

UOB is always ready to help incoming students as they prepare for their mobility as well as during it. The support services include visa, accommodation and insurance...

Before the student leaves UOB, he should:

- Complete the online Graduation Clearance Form
- Ask for his transcript

UOB is open to any suggestion, comment or remark the visiting student wishes to make. This will help us evaluate the quality of our efforts and the services rendered to our guests.

### • Incoming staff (teaching / training) from partner universities to UOB:

The ICM Program allows EU academic / administrative staff to benefit from mobility at UOB, either at the teaching level or the training level. The type of the mobility is clearly stated in the inter-institutional agreement between UOB and the European university. The process is as follows:

- Receive the nomination list from the partner university.
- Contact each nominated candidate and ask him to send needed documents as per the following:



- i) The Teaching or Training Agreement This agreement mainly illustrates the teaching or training activities to be undertaken at UOB.
- ii) CV in Europass CV Format, which can be found at:

  <a href="https://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions">https://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions</a>
- iii) A paragraph expressing his/her area of interest and expectations from his/her mobility practice. (applicable for staff training)

- Documents will be sent to the concerned Faculty.
- The Faculty will confirm acceptance or rejection.
- The decision is conveyed to the candidate who will proceed accordingly.
- UOB is ready to assist visiting staff while preparing for the mobility and during it. The support includes Visa, accommodation, insurance, ...
- UOB benefits from any suggestion, comment or remark the visiting staff member may wish to make. This helps us evaluate the quality of our efforts and the services rendered to our guests.

## ICM AT UOB - CHALLENGES

- Throughout our engagement in ICM, UOB has encountered the following challenges:
  - Visa issues (basically for non-schengen)
  - Language barrier
  - Selection of courses (credit equivalency)
  - Bank accounts- Transfer problems
  - Flexibility in reassigning a particular mobility

### **REFERENCES**

http://ec.europa.eu/budget/mff/programmes/index en.cfm

https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-

programme-guide-2019 en

http://erasmusplus-lebanon.org/

http://balamand.edu.lb



## Thank You