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MARCO POLO FRAMEWORK AND GUIDELINES FOR THE IMPLEMENTATION OF MOBILITY ACTIONS



INDEX

I. MARCO POLO FRAMEWORK.....	3
1. GUIDELINES FOR THE IMPLEMENTATION OF MOBILITIES	5
2. AGREEMENT BETWEEN PARTNERS	6
3. MOBILITY ACTIONS	6
3.1 SELECTION OF CANDIDATES	6
3.2. CALLS	7
3.2. FINAL LIST OF PARTICIPANTS	8
3.3. EXPENSES	8
4. BEFORE THE MOBILITY PERIOD	8
4.1. DOCUMENTATION: MOBILITY AGREEMENT	8
4.1. PRE-DEPARTURE PREPARATION	9
4.3. INSURANCE	11
4.4. VISA, INVITATIONS AND TRAVELLING ARRANGEMENTS	11
5. DURING THE MOBILITY	11
6. AFTER THE MOBILITY	14
6.1. CERTIFICATE OF PARTICIPATION	14
6.2 MARCO POLO PASS	15
6.3 REPORT OF MOBILITY BY THE PARTICIPANT	17
6.4 FINAL REPORT ABOUT THE PARTNERSHIP	17
7. INTERNATIONALISATION AT HOME	17
7. RESOLUTION OF PROBLEMS	18
8. GLOSSARY	20
ANNEXES	22



I. MARCO POLO FRAMEWORK

The main objective of the development of this framework of internationalisation, is the creation of an ample and sustainable framework for the exchanging of mutual knowledge between the universities of Thailand, Malaysia and Vietnam in a context of interculturality.

Therefore, the measures and actions proposed are not only designated to be financed in the framework of this project, but also by other funding programs present and future, Europeans (for example Erasmus Mundus) or ASEAN countries.

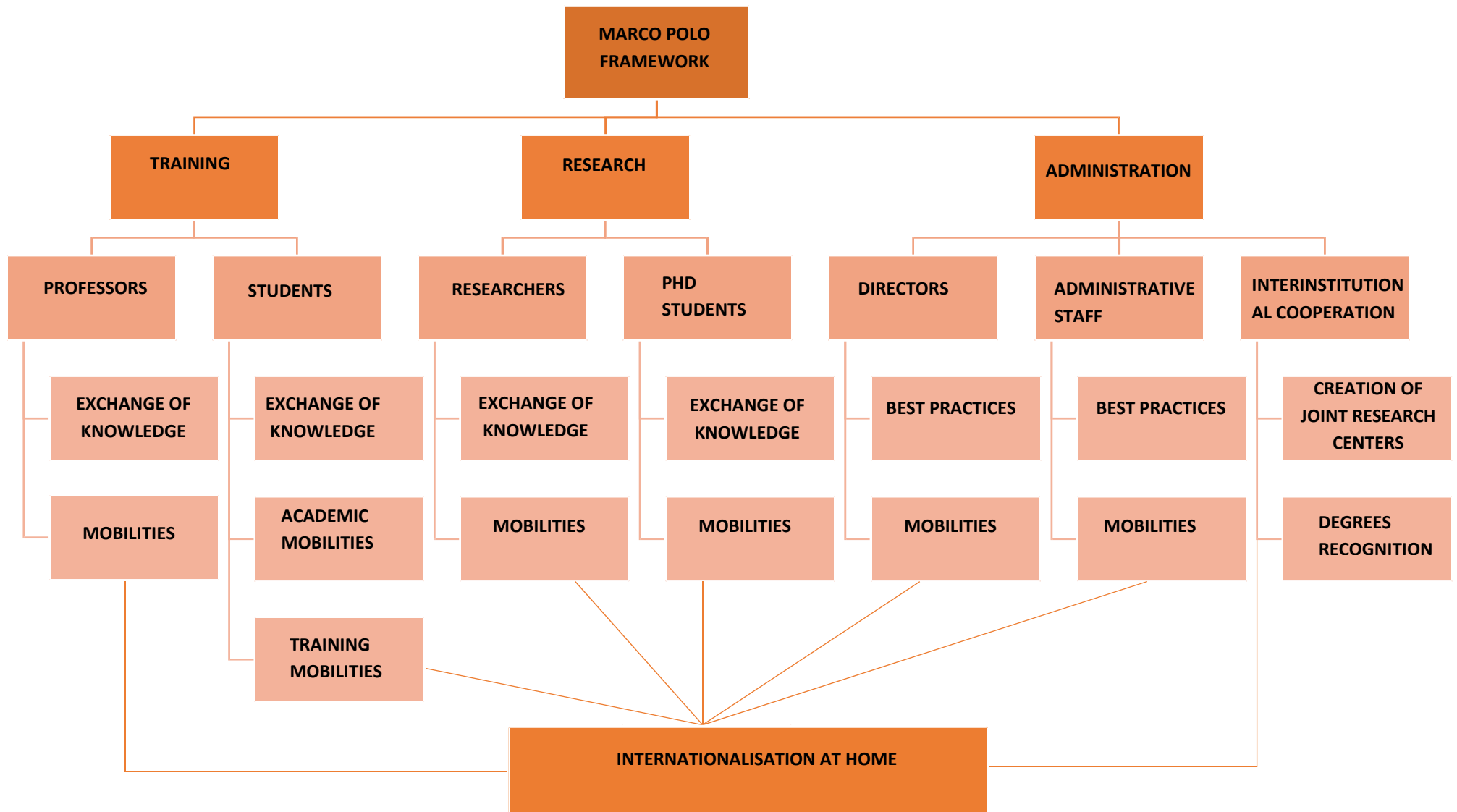
The innovative character of this framework is the strengthening of the mobilities in South East Asia through three main areas:

- Training, which includes everything related to academic training;
- Research, which refers to researchers as well as PhD students;
- Management, which includes the management and governance of the Higher Education Institutions (HEIs).

Each field is divided according to the target groups of the project, enabling a wide interconnection. Each target group is mainly divided into two parts (except for the students):

- Transfer and Exchange of knowledge: creation of new mechanisms of education; this is a long-term exchange. These exchanges could be both face to face or on-line.
- Mobilities (for students, professors and non-academic staff): these are more concrete actions which normally are closely related to the Capacity Building and Training of Individuals Mobilities could be also implemented on-site or on-line.

MARCO POLO FRAMEWORK





1. GUIDELINES FOR THE IMPLEMENTATION OF MOBILITIES

This document was created to assist project partners in preparing and implementing mobility actions funded and realised under the MARCO POLO project.

You will find in it all procedures, instructions and templates for managing administrative aspects of mobility actions such as launching a mobility call, selection process, collecting necessary information, reporting, certification and evaluation. They are all organised per type of mobility action as stated in the MARCO POLO Drafted Programme.

MARCO POLO addresses the need of 3 South-East Asian countries - Thailand, Malaysia and Vietnam - to foster interregional and international cooperation of Higher Education Institutions (HEIs) through the building capacities of these HEIs for international cooperation, thus contributing to better international networking, enhancement and better exploitation of their potentials in Teaching, Learning and Research.¹

These mobility actions allow participants to acquire professional and academic experience in their field of studies and work by completing a training placement at the hosting institution.

¹ MARCO POLO is funded under the Erasmus+ programme (KA2 Capacity Building). More information on: <http://marcopoloproject.eu/>

2. AGREEMENT BETWEEN PARTNERS

For the mobilities carried out in the framework of WP3 of MARCO POLO project, the partners of the project should sign a Cooperation Agreement (annex 1). This is done bilaterally: each agreement is signed by two partners that will act both as sending and hosting institutions depending on the activity.

The Cooperation Agreement contains basic and general information regarding the principles on which their cooperation is based.

Specific details about these activities (such as action type, number of participants or dates) are included in annexes. Each event will be added to the Cooperation Agreement as an annex.

Please make sure that you fill in the blank spaces with the information required as indicated in the parenthesis. Please also ensure that you print the document with the project logos (same as this document).

3. MOBILITY ACTIONS

3.1 SELECTION OF CANDIDATES

The candidates can be selected with the criteria set out by each university/institution and will vary in function of the beneficiary of the mobility (professor, student or administrative staff) and the type of mobility (long/short duration, job shadowing, internships, lecture, collaboration or internationalisation at home). It is important to respect during this phase the selection criteria set by the hosting university (level of language, discipline, level of studies...)

Nevertheless, there are recommendations to always have in consideration in any process of selection of candidates such as the following:

- CV: The objective is to select a participant with the most appropriate profile as possible to participate in a mobility;
- Good knowledge of languages or willingness to improve a language;
- Professional and academic background;
- Academic record: The selection can be made among the best records;
- Prior experience.

3.2. CALLS

Once the mobility actions, coordination, etc. are defined within the Framework Agreement of mobility and the annexes and the selection criteria of candidates are decided, the sending institutions must launch a call. This is intended to advertise the event among the sending institutions' target groups (such as professors, students, researchers, administrative staff) and to provide information on the event and application procedures.

The call for mobility action (annex 2) can be released in different ways such as publication on website, mailing, etc.

Please make sure that you fill in the blank spaces with the information required and indicated in the parenthesis. Please also ensure that you print the document with the project logo (same as this document).

For the sake of the justification of the project activity, do not forget to make **screenshots** of the published call and to keep participants' documents in your records, as they must be submitted later on with the Mobility Report.

3.2. FINAL LIST OF PARTICIPANTS

To make the selection procedure as transparent as possible, it is recommended to publish a list of pre-qualified and/or selected candidates with the score assigned to each criterion (if applicable). As well as, indicate the next steps to carry out by each of the successful candidate, such as: personal interview, dates of the mobility, documents to provide for the management of the mobility, etc.

Therefore, once the list of candidates is published, the selected participants will receive a model of letter of acceptance (Annex 3) which will help them clarify the acceptance terms and will invite the participants to take conscience of the expenses for the management of its mobility and of the possible consequences if they renounce to the grant.

3.3. EXPENSES

During the project life, the financing of this mobility is assured by MARCO POLO Project, assuming the travel costs (calculated in accordance with the distance scale of the EC) including the visa and the accommodation costs.

The host institution is responsible for organizing the reception and welcoming of participants. It must also facilitate the search for adequate accommodation in relation to the profile of participants and organization and implementation of activities, etc. Finally, it is very important to explain to the participants that this mobility is linked to a grant, hence just direct costs linked to the mobility will be covered. Nevertheless, it is possible that the beneficiary may need to make further economic contributions if it is something not foreseen in the grant.

4. BEFORE THE MOBILITY PERIOD

The preparation of the mobility period is one of the most important steps for the proper implementation of programme activities and to achieve a high level of satisfaction between beneficiaries and the persons in charge of the management of international mobilities. Therefore, in this section we will underline the importance of signing a Mobility agreement issuing the participants insurance and arranging all needed travel documents before the departure.

4.1. DOCUMENTATION: MOBILITY AGREEMENT

Before the Mobility action, participants must sign a mobility agreement with the sending institution. The signing of this contract engages both participants and sending institutions to

respect all terms and conditions indicated in the document. In annex 4, you can find the Mobility Agreement template for Mobility periods².

4.1.PRE-DEPARTURE PREPARATION

Once the mobility agreement is signed, the candidate officially becomes a mobility participant and he/she must follow all the necessary steps before his/her departure.

First, it is very important to raising awareness of what a participant can expect from this experience. Be realistic but trying to meet participants' motivations and goals, that might not be always an easy situation.

It is highly recommended that **hosting partners** carry out a Skype interview with participants before their departure or even selection in order to define the field of the internship, activities or workshops that he/she may attend etc.

On the other hand, before the mobility period itself, participants must attend a preparatory session with their mentor/person in charge at the **sending institution**.

This is important mainly for two reasons: it allows participants to get to know each other and interact beforehand and also because they must be provided with information regarding all administrative and logistic aspects of their mobility period.

Hence, sending institutions have to set up a preparatory session (set a time, date and place that is suitable and convenient) ensuring that you inform participants with enough time and that they confirm their presence.

During the preparatory session, do not forget to address the following aspects (this list can include other topics):

- Basic information about the MARCO POLO project;
- Detailed information about the mobility and an explanation about what are they going to do;
- Details on the event, including the agenda;

² Please, make sure that you fill in the empty fields with the necessary information and indicated between parentheses.

- Practical aspects such as visas (if applicable), medical assistance or accommodation. Participants must be aware that, probably, they will not have the same comforts that at home and must be informed in advance if they are going to share a room.
- Travelling arrangements: inform your participants to ensure that they are punctual (especially when travelling in groups, more time is needed).
- Other practical information on the host country and intercultural issues (weather, time zone, calling code, safety aspects to consider, geographic and historical background);
- Documentation, certification and evaluation: explain them everything related to the documentation that they will have to prepare/sign and ensure that they know their responsibilities.

Do not underestimate the importance of providing participants with detailed information regarding documentation. We recommend preparing a document containing all the information related to the mobility action (intro about MARCO POLO project and the specific action, travel details, info about the hosting country, tips to participants, documentation).

They must be aware of the following:

- Documents to be signed (Mobility Agreement);
- Documents they must collect during the mobility period (flight tickets, photos);
- Certification (certificate and, if applicable, MARCO POLO PASS);
- Evaluation and questionnaires.

Keep in mind that hosting partners must receive as much information on the participant as possible in order to prepare the stay. It is essential that sending partners provide the hosting partner information related to allergies, food requirements, any relevant illnesses.

Please also ensure that you address the importance of **intercultural aspects**. Participants should be aware of the fact that they will go to a different country and encounter a new culture, and that they must make an effort to respect the hosting country culture and habits and try to be integrated in the new culture.

Finally, we recommend to give some tips to the participants (not only during the pre-departure meeting, but also include the tips in a written document), such as that it is advisable not to carry large sums of cash for safety reasons (participants can use their credit cards or leave some

money at home); that they should have a copy of their passport in their luggage when travelling, or at home during their stay; or that it is not recommended that participants carry all their documents with them (personal ID, passport, driving licence... **Please feel free to add any other document you also may find relevant*).

Moreover, it is important to remark that they must keep the original travel tickets and give them to the sending institution once they are back. This is something that they usually forget, so do not underestimate the importance of repeating.

4.3. INSURANCE

All beneficiaries participating in MARCO POLO events or mobility actions must be in possession of a valid accident/health insurance (mandatory) for the entire period of their mobility.

Please ensure that you provide the participant with the insurance certificate and keep a copy for your records. In case of a mobility internship, sending partners must also provide a copy of the insurance certificate to the hosting partner because they will have to send them to the companies.

We recommend that sending partners work with a local/national insurance company that is able to ensure international coverage. In case of having difficulties to find an adequate insurance, please contact the hosting organisation.

4.4. VISA, INVITATIONS AND TRAVELLING ARRANGEMENTS

All expenses related to visas and travels are also covered by the project. The visa fees will be reimbursed only with the presentation of the invoice.

On the other hand, when applicable, hosting institutions should make all necessary arrangements to obtain the visas for their participants. In this regard, hosting partners must issue a letter of invitation to participants at least 30 days before the beginning of the event/mobility.

5. DURING THE MOBILITY

During the mobility period, we suggest that sending institutions set up a scheme of monitoring that includes:

1) Information session at the arrival of the participant (depending on the duration of the mobility)

The disorientation or cultural shock of a person who arrive in another country is a very important factor to keep in mind, therefore the organization of an information session in the host institution can help newcomers to feel more comfortable in this new environment. Nevertheless, this session is not necessary if this is a short mobility (few days), in this case an informative brochure with the most relevant aspects will be enough.

This information session / brochure must contain the essential information on the customs of the country, city, and institutions where the participants will attend their mobility. Some of the content proposed are the following:

-Practical Questions:

- Bank holidays or holidays periods;
- The Organization and price of public transports;
- Electricity prices (if it is necessary a power adapter);
- Typical restaurants;
- Cultural activities and important monuments in the city and the surrounding area;
- Information about the medical system;
- Basic safety rules: Do not go out with a lot of money in cash, do not wear all identity documents etc...

-Questions related to the mobility:

- Contact person of the hosting institution;
- A plan of the city and explanations of how to arrive to the hosting institution, the training/exchange institution and accommodation;
- Reference tutor from the hosting institution and the possibility of have meetings with him/her (if applicable);
- A detailed description of the activities related to the mobility (what and how they are going to do during their mobility period);
- Telephone/ e-mail contact of the hosting institution and a telephone for emergencies (explaining how and when participants could use it).

2) Assigning a tutor

All participants must have assigned a guardian/reference person. The level of the accompaniment of the guardian may vary according to the profile of the participant and his/her prior experience.

The participants must follow a regularly contact with their tutors (from the sending institution and from the hosting institution assigned during the whole duration of his/her mobility). At the same time, tutors must keep in touch between them, in order to communicate the possible problems that may happen during the mobility.

3) Upon arrival information

Once the participant arrives at the hosting country/institution, he/she must contact the sending institution, in order to inform of his/her arrival and first impressions.

The tutor at the hosting institution should also contact the tutor from the sending institution in order to report his/her impressions regarding the participant and any other important aspects. In case of problems or emergencies, the participant must immediately contact his/her tutors

4) Regular monitoring during the mobility period

Depending on the duration of the mobility period, the sending institution must establish a timeframe for obtaining feedback from the participant and from the hosting institution's tutor. For example, if a participant has to complete a 4-week period at the hosting institution, you can ask him/her to provide you with upon arrival information within 2 days of his/her arrival and then 2 weeks (middle of the mobility period) after arrival.

For mobilities with a larger duration, make sure that you receive upon arrival feedback, participant's comments after the 1st week and set a second date for (scheduled) feedback. Example for a 8 weeks mobility period: upon arrival information; initial assessment (1 week after arrival); and intermediate assessment (4 weeks after arrival).

However, in case of problems or emergencies, the participant should contact his/her tutor at the hosting institution and also inform his/her tutor at the sending institution. Tutors must also maintain direct dialogue in order to solve any questions that might arise.

3) At the end of the mobility period

Make sure that the participant contacts you to confirm the end of his/her mobility period. It is also important to remind him/her about the documentation and administrative procedures (evaluation, certification, flight tickets) associated with the end of the mobility period.

Keep in mind that the participant must hand you several documents that you will need to prepare the Mobility Report, so we suggest that you schedule a meeting after his/her return in order to collect such documents.

Tutors from sending and hosting institutions must also maintain contact in order to solve any questions that might arise and coordinate effort regarding the administrative procedures described on chapters 6 and 7.

6. AFTER THE MOBILITY

6.1. CERTIFICATE OF PARTICIPATION

All participants in MARCO POLO events will be awarded with a Certificate of Participation. The **hosting institution** is obliged to provide a certificate, regardless of the event and the action type. In addition, participants might receive other certificates, for example, for the realization of the internship, participation in seminar, workshops etc.

Annex 4 provided the template for the Certificate of Participation. Please make sure that you fill in the blank spaces with the information required (participant's name, dates of the event and duration). Please also ensure that you print the document with the project logos (same as this document) and sign them. Before printing, you must also add your institution's (hosting institution) logo on the right bottom of the document.

The hosting institution must keep a copy of the signed certificate for their records and hand out the original to the participant.

Upon participants' return to their countries, the hosting institution must provide the sending institution with the original certificates, so that the sending institution can make copies or scan them and deliver them to the participants. Do not forget that sending institutions must submit copies of the certificates with the Mobility Report.

On the other hand, it is highly recommended that hosting institutions provide a certificate or recommendation letter to the participants (even though this document is not fixed and may be different, it must include the name of the participant, code of the project, tasks developed, dates...). When needed, hosting partners will have to support companies during the preparation of this certificate/recommendation letter.

6.2 MARCO POLO PASS

The MARCO POLO Pass (annex 5) is a document designed with the objective of give to participants an additional certificate of the learning outcomes obtained during mobilities (Physical and online mobilities). The goal of the document is to identify all the parties involved (Participant, institutions for sending and home, companies), the context of the mobility period (type of action, event, objectives and duration) and the experience gained by the participants.

This document should be prepared before the end of the mobility period.

The sending institution should prepare sections 1 (participant's identification), 2 (issuing details), 3 (identification of sending and hosting partners) and 4 (description of the mobility period) of the MARCO POLO PASS.

Once the document is validated by the tutor of the sending institution, it must be printed, signed with the stamp of the host institution and given to the participant for his/her signature. This is the reason for which the document must be printed twice: one copy of the document for the participant and another copy of the document for the sending institution. Additionally, the hosting institution will also keep a copy of the MARCO POLO PASS.

Upon participants' return to their countries, they must provide the sending institution with the original MARCO POLO PASS signed by them and by the hosting institution, so that the sending institution can sign, stamp and scan them. Do not forget that sending institutions must submit copies of the participants' MARCO POLO PASS in the Mobility Report and to the hosting partner. Then, the original shall be given back to the participant.

Please make sure that you fill in the information required and that you print the document with the project logo (same as this document).

6.3 REPORT OF MOBILITY BY THE PARTICIPANT

Each mobility action must be evaluated by participants. For that reason, once a participant has completed a mobility action, will be required to complete a mobility report (annex 6) of his/her experience and the results obtained after it. The mobility report must be sent to the coordinator of the mobilities (Coordinator of WP3).

6.4 FINAL REPORT ABOUT THE PARTNERSHIP

After the return of participants, the sending and host institutions must gather all the documents of the participants to prepare a final report about the Partnership.

Each sending institution must prepare its part of the report and include the information concerning all participants and all the supporting documents (annexes).

Additionally, the host institution must also prepare its part of the report and include the information regarding all participants (of all partner countries) and all supporting documents. The template of the final report about the partnership is in annex 7.

Please, fill out the required information and insert all the annexes in the report. Make sure that you use the document with the logos of the project (which are the same as in this document)

Once the final report is prepared, with all the needed annexes and documents, the sending and hosting institutions must send all the documents to the WP coordinator via e-mail.

7. INTERNATIONALISATION AT HOME

The Internationalisation at home has differences compared with on-site mobilities. Nevertheless, the implementation of this internationalisation at home may follow a similar path to participants and institutions on-site mobilities:

-Annex of Cooperation Agreement. It may be useful to establish an annex (annex 1) for the activities of internationalisation. For example, for the developing of an online training or for retransmitting a conference organized by a partner.

-**The expenses** are more reduced and can be covered in case of registration costs or other costs related to the implementation of this action.

-**Basic information.** Participants in these activities of internationalisation at home, must also receive basic information about the Institution / Company where they will implement their training or internship, and also more specific information about the content of the activity (duration, subjects, contents of the internship, etc.)

-**Certificate of participation.** If possible, participants will receive a Certificate of Participation (annex 4). Particularly for online conferences or training with registration. Therefore, the certification will be adapted according to the activities.

-**MARCO POLO PASS.** In case of a stage in the framework of telework, participants and sending/ hosting institutions must fill in the MARCO POLO Pass (annex 5).

-**Reports.** The organizing institutions must also fill in the report of mobility for participants (annex 8).

7. RESOLUTION OF PROBLEMS

1. Boarding Pass

The boarding card must be submitted by all participants to the coordinators of the mobilities (Coordinator of the WP3). The boarding pass must be also included in the mobility report, as previously indicated. Participants might be asked to do a photo of his/her boarding card in case of a possible loss.

Even if the participants are aware of the importance to keep this kind of documents, in case of loss of the boarding card, participants must be asked to sign a statement.

Annex 9 is a template of boarding pass, make sure you fill in the required information, and make sure to print the document with the logos of the project (which are the same as in this document). This document must replace the original boarding pass in case of loss and must always be presented as an evidence of the participant's boarding card.

2. Cliché / Fears - Expatriation / cultural shock

It is quite common that the lack of in-depth knowledge of a country and its culture might create preconceived ideas that usually are not real. In this case, the solution is to do an information session before the departure and also in the hosting country, after the arrival, in order to explain the development of the stay and basic notions of the culture of the country where participants will live for a period.

3. Visa application

It is important to deal in advance the request of a visa for those participants who may need this document, the objective is to solve all the possible problems that may arise during the administrative steps.

4. Language barrier

Usually, in the selection process of participants, the language level is an indispensable issue. However, a language course of reinforcement can be provided within the framework of the mobilities. If the language level of knowledge of a participant is very basic, the sending and hosting institutions must explain to the participant that the attitude and the non-verbal communication in these cases are very important for a satisfactory development of the mobility.

5. Questions of security

The institutions in charge of the mobilities will not send participants to countries with security problems. But it is important to be aware of the current world situation and no country is free of risk.

6. Great expectations

During the information session, the sending institution must put emphasis on the difference between the expectations that participants may have before the mobility and the reality that they could find in the host destination.

Participants must know that this will be a very important experience and that they will learn a lot at professional, academic and / or personal level, but they must be aware that they are going to be in another country where the conditions might be different and for that reason, they must have an open mind that allows them to enjoy this new experience.

7. Unexpected Problems

An accident or a disease may occur during the mobility of the participant. For that reason, participants need an emergency number of the host institution. As well as, during the initial meeting participants will receive an explanation of the functioning of the health system of the host country. In addition, all participants must have a health and accidents insurance.

8. GLOSSARY

-Sending institution: this is the university, company or another type of organization which sign the Framework Agreement of Cooperation and which sends students, professors, researchers and staff non-academic.

-Hosting institution: this is the university, company or another type of organization which sign the Framework Agreement of Cooperation and that receives and/ or is in charge of the reception of students, professors, researchers and staff non-academic. A host institution may or may not be a partner of MARCO POLO project.

- Participant/ Beneficiary: students, professors, researchers or non-academic staff who has been selected and that benefits a mobility.

-Internationalisation at home: internationalization at home is the intentional integration of international dimensions and intercultural competences within the program of studies formal and informal for all students in learning national environments.

-Interculturality: the concept of interculturality can be extended to any situation of cultural break, resulting, essentially, differences of codes and meanings.

The differences can be related to the various types of membership: ethnic, nation, region, religion, gender, generation, social group, organizational, occupational... There is an intercultural situation as soon as the persons or groups do not share the same forms of expression of these meanings, these discrepancies can be an obstacle to the communication.

ANNEXES

Annex 1

Template: Agreement of Cooperation

AGREEMENT OF COOPERATION under the MARCO POLO project

between

_____ (partner name), address in _____ (address),
_____ (city/region), _____ (post code), _____ (country), represented by
_____ (name of representative), _____ (position or role of
representative), and

_____ (partner name), address in _____ (address),
_____ (city/region), _____ (post code), _____ (country), represented by
_____ (name of representative).

The above institutions are partners under the “Supportive international approach to increase and improve the mobility and exchange, MARCO POLO” project,

1) This Framework Agreement sets out the general rules applicable to actions of cooperation and mobility developed within the framework of cooperation of MARCO POLO project, and which will be specified in the Annexes to cooperation on the basis of each action. Concretely, these actions are the following:

- a) Action 1: academic cooperation;
- b) Action 2: institutional Cooperation;
- c) Action 3: physical mobilities;
- d) Action 4: internationalisation at home.

2) The institutions agree to apply the principles of the Erasmus Charter for Higher Education 2014-2020 within their partnership, namely:

- a) Respect in full the principles of non-discrimination and ensure equal access and opportunities to mobile participants from all backgrounds;
- b) Ensure the recognition for completed activities of mobility;
- c) Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency;
- d) Ensure equal treatment and services for incoming mobile participants;
- e) Have in place appropriate mentoring and support arrangements for mobile participants;
- f) Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.

- 3) The objectives of this Framework Agreement are, in general, the promotion and the development of the internationalization of the institutions, from an administrative point of view, the teaching and the research.
- 4) In order to achieve the objectives mentioned above, the two parties will sign specific annexes for the implementation of the type of cooperation that will be undertaken.
- 5) The persons involved in this Agreement are subject to the rules in force in the university where the activities granted will be developed. The selection of individuals that will take part in actions in another university/research centre will be made in accordance with the rules of the sending university, without prejudice the acceptance of the hosting University and the possible recommendations on the selection process of candidates included in the Annexes.
- 6) The two signatory parties, by common agreement, may claim the participation of third parties in order to collaborate on projects related to the signed annexes.
- 7) This agreement is a declaration of intentions and does not imply financial obligations for the signatory institutions.
- 8) The parties may not use the name, corporate name, image, institutional logo or other intellectual or industrial property rights of the other party without its express and written authorization. The use without the authorization of the other party may terminate this Agreement and will empower the party concerned to take the necessary measures to resolve this situation.
- 9) Any resulting divergence of the interpretation or application of this agreement will be settled by the way of the direct negotiation. At any time, a party could propose to the other party an amendment of the agreement
- 10) This agreement will be valid for **XX** months and will be subject to automatic renewal for the same period, unless one of the partners expresses the wish not to renew this agreement up to 30 days before the renewal date.

_____ (institution name)	_____ (institution name)
_____, _____ (place and date)	_____, _____ (place and date)

Annex 1.2: Cooperation Agreement

ANNEX __ (number) - _____ (name of the event)

_____ (name of hosting partner), acting as hosting institution, commits to receive __ (number) participants from _____ (name of sending institution) (sending institution) under the MARCO POLO programme for the _____ (name of the event) that will take place during the period between _____ and _____ (mobility dates).

_____ (hosting partner), as hosting institution, commits to set-up an activity plan accordingly;

_____ (institution name) _____ (institution name)

_____, _____ (place and date) _____, _____ (place and date)

Annex: 2 Call for Mobility Actions

CALL FOR MOBILITY ACTION MARCO POLO PROJECT

Sending institution	Please insert the name of sending institution
Hosting institution	Please insert the name of hosting institution
Beneficiaries	Please mention the profile of the beneficiaries of the mobility action
Number of grants	Please mention the number of grants
Mobility period	Please indicate the duration (days/weeks) of mobility
Expenses covered	Flights, visas, accommodation, insurance and subsistence allowance (indicate amount) – adapt when necessary
Application Due Date	Please mention the application due date
Documents for application	Candidate's CV and motivation letter in ____ (language)

About the project: MARCO POLO addresses the need of 3 South-East Asian countries - Thailand, Malaysia and Vietnam - to foster interregional and international cooperation of Higher Education Institutions (HEIs). through the build-up of capacities of these HEIs for international cooperation, thus contributing to better international networking, enhancement and better exploitation of their potentials in Teaching, Learning and Research. MARCO POLO is funded under the Erasmus+ programme (KA2 Capacity Building). More information on: <http://marcopoloproject.eu/>

Action description: Mobility actions within WP3 allow participants to acquire professional experience in their field of studies and work by completing a training placement at the hosting institution.

Requirements and criteria: During the selection procedure, the selection committee will take into account the CV of candidates, the motivation letter, language skills, and previous international experience.

Application and selection procedure: Candidates must submit their CVs and a motivation letter in ____ (language) to ____ (department/e-mail) by ____ (date). After the application due date, the selection committee will set-up interviews with the candidates and publish the provisional list of selected participants on _____. Candidates will then have ____ days from that date to appeal. The final results will be published on ____ (date and media). Upon selection, the candidates must submit an acceptance document, which will be provided by the institution. The mobility period will take place between ____ and _____.

Conditions only for mobilities: The grant awarded covers all expenses associated with the mobility period, including: travelling to and from the hosting institution (add details); administrative costs for obtaining visas; accommodation in the hosting country for the entire duration of the mobility period (add details); an accident and liability insurance for the entire duration of the mobility period; and a subsistence allowance (add amount).

Annex:3

Template: Letter of Acceptance

LETTER OF ACCEPTANCE

NAME:

SURENAME:

IDENTITY CARD :

HOSTING COUNTRY / TYPE OF PROGRAM OF INTERNATIONALISATION AT HOME:

The mentioned candidate accepts its designation as beneficiary of the action XXXXX developed in the framework of MARCO POLO project. He/she undertakes to respect the following conditions:

- Follow the training academic developed by the sending institution;
- Complete the mobility period of / training / internship granted with the sending institution;
- **(Only for mobilities)** if the participant does not comply with the specified conditions of this document, abandons the program before the mobility or leaves the host country before the end of the mobility period without any justified reason, he/she will be responsible of any cost associated to the mobility (for example, plane tickets, the reservation of accommodation etc.).

The candidate has a period of 10 days to refuse this the mobility by sending an e- mail to the following address: xxxx.

After these 10 days the organization considers that the candidate has accepted the grant of mobility and will abide by the conditions specified in this document.

Sending University/ Institution. Venue and Date

Annex 4
Template: Mobility Contract

CONTRACT

FOR A MOBILITY PERIOD
UNDER THE MARCO POLO PROJECT

_____ (name)
_____ (full address)
_____ (country)

called hereafter "**the institution**", represented for the purposes of signature of this contract by
_____ (name), _____ (role), of the one part, and

_____ (name)
_____ (full address)
_____ (country)

called hereafter "**the participant**" of the other part,

HAVE AGREED

the **Conditions** and **Annexes** below:

Annex I	Placement Programme and Quality Commitment
Annex II	Payment Arrangements and expense receipts
Annex III	Responsibilities of the participant in the event of withdrawal
Annex IV	General Conditions

which form an integral part of this contract ("the contract").

CONDITIONS

ARTICLE 1 – PURPOSE OF THE GRANT

- 1.1 The institution will provide Community financial support to the participant for undertaking a mobility period under the MARCO POLO project.
- 1.2 The participant accepts the grant and undertakes to carry out the mobility period as described in Annex I, purpose of this contract.
- 1.3 The participant hereby declares to have taken note of and accepted the terms and conditions set out in the present contract. Any amendment or supplement to the contract shall be done in writing.

ARTICLE 2 – DURATION

- 2.1 The contract shall enter into force on the date when the last of the two parties' signs.
- 2.2 The training placement shall start on _____ at the earliest and end on _____ at the latest, with a duration of ____ weeks/days.

ARTICLE 3 – FINANCING THE MOBILITY

The mobility is funded under MARCO POLO project (574027-EPP-1-2016-1-ES-EPPKA2-CBHE-JP)- which provides support for the movement to the hosting institution to the sending institution to send as well as the costs of the stay on the spot (accommodation and meals).

ARTICLE 4 – FINANCIAL CONTRIBUTION

The grant is governed by the conditions laid down in the contract and the rules of the EU. The participant may appeal of judicial proceedings relating to decisions of the institution about the application of provisions of the contract and the arrangements for its implementation before the competent court in accordance with the national law of application

SIGNATURES

For the participant

For the institution

_____ (place), _____ (date)

_____ (place), _____ (date)

PAYMENT ARRANGEMENTS AND EXPENSE RECEIPTS

In relation to the financial contribution, the sources of funding and methods of payment referred to in articles 4 and 5 of this contract, the institution and the participant expressly declare the following:

Outward and return travel

The outward and return travel shall in all cases be arranged and processed by the institution.

Subsistence

The grant for travel and subsistence shall be received by the participant in cash, for the amount and the timescales indicated for this purpose in this Annex, in the bank account number of which the participant is holder and which appears in article 8 of this contract.

Insurance

The institution purchases accident and civil liability insurance for the participant. The costs of the insurance are covered and processed by the institution. The insurance covers civil liability, repatriation and healthcare, illness, accidents and disability for the duration of the training placement in the destination country. The insurance guarantees 24 hours assistance and the institution provide the participant with a *Certificate of Insurance Assistance during Travels* indicating the policy no. corresponding to the insurance purchased and the contact telephone numbers. In the event of any accident occurring during the training placement, or for any clarification with regard to the insurance, the participant must contact the contracted agency directly.

RESPONSIBILITIES OF THE PARTICIPANT IN THE EVENT OF WITHDRAWAL

1. If the participant withdraws from the training placement prior to arrival at the host organisation but after having signed the sworn declaration (acceptance of the grant before formalising the contract), the participant shall be responsible for covering the insurance costs.
2. If the participant terminates the contract due to “force majeure” circumstances, i.e. to an exceptional and unforeseeable situation or an event beyond the control of the participant and not attributable to an error or negligence on his/her part, the participant is entitled to receive the grant corresponding to the actual duration of the training placement undertaken, provided that this cause is duly proven by the participant.

Examples:

- 1) In the event of serious illness, the participant must submit to the institution a medical certificate signed and sealed by the doctor who attended to him/her.
- 2) In the case of having found employment, the participant must submit to the institution a copy of the employment contract signed and sealed by both parties.

The portion of the grant already received and corresponding to the period of the placement not undertaken, must be refunded to the institution by the participant.

3. If the participant terminates the contract before the proposed end date or if he/she does not adhere to the contract, he/she must refund all the costs relating to his/her placement (insurance costs and the sums already received for travel and subsistence).
4. In the event of not completing the proposed duration of the training placement, the participant must submit to the institution all the final documentation relating to the placement undertaken, in accordance with that established in the “Subsistence” section of Annex II of this contract, so that the final payment may be made, if appropriate.

GENERAL CONDITIONS

Article 1: Liability

Each contracting party shall exonerate the other from any civil liability for damages suffered by him or his staff as a result of performance of this contract, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

Article 2: Termination of the contract

In the event of failure by the participant to perform any of the obligations arising from the contract, and regardless of the consequences provided for under the applicable law, the institution is legally entitled to terminate or cancel the contract without any further legal formality where no action is taken by the beneficiary within one month of receiving notification by registered letter.

If the participant terminates the contract before its contractual end or if he/she fails to follow the contract in accordance with the rules, he/she will have to refund the amount of the grant already paid.

In case of termination by the participant due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part, the participant will be entitled to receive the amount of the grant corresponding to the actual time of the placement. Any remaining funds will have to be refunded.

Article 3: Data Protection

All personal data contained in the contract shall be processed in accordance with the protection of individuals with regard to the processing of personal data. Such data shall be processed solely in connection with the implementation and follow-up of the contract by the sending institution, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit.

The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the sending institution. The participant may lodge a complaint against the processing of his personal data with the national supervising body for data protection with regard to the use of these data by the sending institution with regard to the use of the data.

Article 4: Checks and Audits

The parties of the contract undertake to provide any detailed information requested by the European Commission or by any other outside body authorised by the European Commission to check that the Placement and the provisions of the contract are being properly implemented.



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



Annex 4 Certificate of participation

CERTIFICATE OF PARTICIPATION

Awarded to

XXXXXXXX XXXXXXXXXXXX

For the participation in the mobility action included in MARCO POLO Project (574027-EPP-1-2016-1-ES-EPPKA2-CBHE-JP)- Supportive international approach to increase and improve the mobility and exchange. The mobility action/placement began on the XX of XXXX and ended on the XX of XXXX, with an overall length of XX weeks/days.

XXXXX, XX of XX 201X

LOGO OF THE HOSTING ORGANISATION



Annex 5

Template: MARCO POLO PASS

MARCO POLO PASS

1. THIS MARCO POLO PASS IS AWARDED TO		
Surname(s)	First name(s)	Photograph
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address (house number, street name, postcode, city, country)		
<input type="text"/>		
Date of birth	Nationality	Signature of the holder
<input type="text"/> dd mm yyyy	<input type="text"/>	<input type="text"/>

2. THIS MARCO POLO PASS DOCUMENT IS ISSUED BY	
Name of the issuing organisation	
<input type="text"/>	
MARCO POLO PASS number	Issuing date
<input type="text"/>	<input type="text"/> dd mm yyyy

3. THE PARTNER ORGANISATIONS OF THE MARCO POLO EXPERIENCE ARE

SENDING PARTNER (organisation initiating the mobility experience in the country of origin)

Name, type (if relevant faculty/department) and address

Stamp and/or signature

Surname(s) and first name(s) of reference person/mentor

Title/position

Telephone

E-mail

HOST PARTNER(organisation receiving the holder of the MARCO POLO PASS document in the host country)

Name, type (if relevant faculty/department) and address

Stamp and/or signature

Surname(s) and first name(s) of reference person/mentor

Title/position

Telephone

E-mail

4. DESCRIPTION OF THE MARCO POLO PASS EXPERIENCE

Objective of the MARCO POLO PASS experience

Completing an internship in ... under the MARCO POLO project

Action under which the MARCO POLO PASS experience is completed

Action 1 – Students

Duration of the MARCO POLO PASS experience

From
dd mm Yyyy

To
dd mm yyyy

5.A DESCRIPTION OF SKILLS AND COMPETENCES ACQUIRED DURING THE MARCO POLO PASS EXPERIENCE

Activities/tasks carried out

--

Job-related skills and competences acquired

--

Language skills and competences acquired (if not included under 'Job-related skills and competences')

--

Computer skills and competences acquired (if not included under 'Job-related skills and competences')

--

Organisational skills and competences acquired (if not included under 'Job-related skills and competences')

--

Social skills and competences acquired (if not included under 'Job-related skills and competences')

--

Other skills and competences acquired

--

Date

dd	mm	yyyy

Signature of the reference person/mentor

--

Signature of the holder

--

Instructions for completion

The MARCO POLO PASS is organised in sections, as described below.

Section 1 provides the participants identification (all fields are mandatory, except for the photograph). This section should be filled in by the sending institution.

Section 2 identifies information on the issuing organisation (sending institution). This section should be filled in by the sending institution.

Section 3 provides identification on the institutions involved. This section should be filled in by the sending institution.

Under SENDING PARTNER you must enter details from the sending institution. The reference person/mentor is the person belonging to the sending institution's staff responsible for supervising the participants and provide them guidance throughout the mobility period.

Please do not forget that the document must be signed and stamped.

Under HOST PARTNER you must enter the details from the **company** in which the participant is completing the internship. The reference person/mentor is the person belonging to the hosting institution's staff responsible for supervising the participants and provide them guidance throughout the mobility period.

Please do not forget that the document must be signed and stamped.

Section 4 contains information on the action type under which the mobility takes place. This section should be filled in by the sending institution.

Objective of the MARCO POLO PASS experience is the description of the event. For example: Completing an internship in Spain under the MARCO POLO project. The action corresponding to the "type of action" is the number 3 "Physical mobilities".

Section 5 refers to the skills and competences acquired by the participant during the mobility experience. This part should be filled in by the participant after a brief reflection on his/her experience.

Activities/tasks carried out shall refer to the programme followed by the learner and must be as detailed as possible. Example of one task: *I have researched information on EU-funded programmes in the field of education and training.*

Job-related skills and competences acquired are those competences directly linked to the professional development of the participant. Example of one task: *I have learned how to use and research information on Eurostat.*

Some language skills and competences acquired can also be mentioned under “job-related skills”. Example of language competences acquired: *I have improved my knowledge of the English level in a working context. I have also improved my level of communication at a social context.*

Some computer skills and competences acquired can also be mentioned under “job-related skills”, especially if they refer to computer programs that are very technical. Example of computer skills acquired: *I have further developed previous knowledge of Office skills (Word and Excel) and learned how to use Outlook.*

Some organisational skills and competences can also be mentioned under “job-related skills”. Example of organisational skills: *Ability to set priorities, ability to work under deadlines, agenda planning and agenda management.*

Social skills and competences refer to those related to interaction and communication with others. Example: *I had the opportunity to complete a work experience in an international context, to experience intercultural difficulties associated with an international mobility experience and to interact with foreigners on a daily basis, which allowed me to overcome any communication difficulties.*

With the exception of section 5, all sections are filled in by the sending institution before sending the document to the participant. This will be easier for the participant and you can ensure that all other details are correct and appropriate.

In order to be considered valid, a MARCO POLO PASS should be signed by:

- the participant (section 1 and section 5, where “signature of the holder” is mentioned);
- the sending institution (section 3 SENDING PARTNER – signature of the mentor); and
- the hosting institution (section 3 HOST PARTNER and section 5 – signature of the mentor).

Annex 6 Mobility report for participants

MOBILITY REPORT FOR PARTICIPANTS

Name and surname of the participant:

E-mail:

Sending institution:

Specialization:

Hosting institution:

Mobility period:

1.Description of the mobility action:

Please indicate Destination (country, city, hosting organisation).

Explain the type of action and target group (action 1: students; 2: researchers and professors etc.)

Describe the Agenda of the mobility action.

Mention Comments/difficulties arisen during to the pilot action.

2.Logistic Aspects

(Travel: Participants arrived at XXXXX the Xth of XXXXX XXXX.

Accommodation: Beneficiaries were hosted in XXXXXXXX.

The day after the arrival, a meeting took place at XXXXX where all programme information was provided (including information about the city, local transport, safety issues).

3.Results of the mobility action:

(Participants improved their knowledge in different fields: Professional, Linguistic, Intercultural...)

4.Difficulties:

5.Comments and suggestions:

6.Monitoring and Tutoring (if applicable):

7.Add some photos of the mobility action (activities implemente

Annex 7 Mobility report about partnership

MOBILITY REPORT ABOUT PARTNERSHIP

(To be filled in by the sending institution)

Type of mobility:

Number of mobilities:

Hosting country:

Selection process:

Please explain:

How the call was launched/published.

Number of candidates that applied.

How the selection was done:

- Criteria (CV, motivation letter, language skills, etc.)
- Process (face to face interviews, CV screening, etc.)
- Dates (publication, application and resolution dates)
- Appeal period (if applicable)

Mobility period:

The mobility period started the XX of XX 201X and ended the XX of XX 201X.

Participants profile:

Please mention: Number of participants, age, field of studies/expertise (if applicable)

(To be filled in by the hosting institution)

Logistic Aspects

Travel: Participants arrived at XXXXX the Xth of XXXXX XXXX.

Accommodation: Beneficiaries were hosted in XXXXXXXX.

The day after the arrival, a meeting took place at XXXXX where all programme information was provided (including information about the city, local transport, safety issues).

Description of the mobility action:

Please indicate Destination (country, city, hosting organisation).

Explain the type of action and target group (students; researchers and professors; non-academic staff...)

Describe the Agenda of the mobility action.

Mention Comments/difficulties arisen during to the pilot action.

Monitoring and Tutoring (if applicable):

Contact person in the hosting country.

How the tutoring was developed.

Participant results:

Participants improved their knowledge in different fields:

Professional:

Example: Through internships hold in companies, participants have been able to acquire a profitable work experience as it has been for most of them the first contact with the working life. The training period will also help them as a professional orientation in the next future.

Linguistic:

Participants improved their linguistic skills and knowledge of English, specifically in the field of XXXX (where the mobility was developed).

Satisfaction:

Main results of the satisfaction questionnaires (the project leader will provide the questionnaires to be sent to the participants).

Main difficulties:

Annexes (to add by the sending and hosting institution):

(Please, number the annexes as indicated below, they are all mandatory - a copy)

1. Call of the mobility action

2. Acceptance Document
3. Agenda
4. Boarding cards
5. The certificates
6. Photos
7. Questionnaires

MOBILITY REPORT FOR ONLINE ACTIONS

Type of activity: Internationalisation at home

Number of mobilities:

Hosting country:

Selection process:

Please explain:

How the call was launched/published.

Number of candidates that applied.

How the selection was done:

- Criteria (CV, motivation letter, language skills, etc.)
- Process (face to face interviews, CV screening, etc.)
- Dates (publication, application and resolution dates)
- Appeal period (if applicable)

Mobility period:

The mobility period started the XX of XX 201X and ended the XX of XX 201X.

Participants profile:

Please mention: Number of participants, age, field of studies/expertise (if applicable)

(To be filled in by the hosting institution)

Logistic Aspects

Travel: Participants arrived at XXXXX the Xth of XXXXX XXXX.

Accommodation: Beneficiaries were hosted in XXXXXXXX.

The day after the arrival, a meeting took place at XXXXX where all programme information was provided (including information about the city, local transport, safety issues).

Description of the mobility action:

Please indicate Destination (country, city, hosting organisation).

Explain the type of action and target group (students; researchers and professors; non-academic staff...)

Describe the Agenda of the mobility action.

Mention Comments/difficulties arisen during to the pilot action.

Monitoring and Tutoring (if applicable):

Contact person in the hosting country.

How the tutoring was developed.

Participant results:

Participants improved their knowledge in different fields:

Professional:

Example: Through internships hold in companies, participants have been able to acquire a profitable work experience as it has been for most of them the first contact with the working life. The training period will also help them as a professional orientation in the next future.

Linguistic:

Participants improved their linguistic skills and knowledge of English, specifically in the field of XXXX (where the mobility was developed).

Satisfaction:

Main results of the satisfaction questionnaires (the project leader will provide the questionnaires to be sent to the participants).

Main difficulties:

Annexes (to add by the sending and hosting institution):

(Please, number the annexes as indicated below, they are all mandatory - a copy)

1. Call of the mobility action
2. Acceptance Document
3. Agenda
4. Boarding cards
5. The certificates
6. Photos
7. Questionnaires

Annex 9 Boarding Pass

Declaration for loss of flight ticket

I, _____ (participant's name), holder of identity card number _____
(indicate the participant's national identification number), certify that:

I have participated in the MARCO POLO project (574027-EPP-1-2016-1-ES-EPPKA2-CBHE-JP) and
have assisted to _____ (name and identification of the event/mobility action) that took
place in _____ (city, country) during _____ (start date of the event) and _____ (final date of
the event). Within the framework of the abovementioned project, I have travelled from _____
(place/airport of origin) to _____ (place/airport of destination) on the _____ (date) at _____
(hour) and the travelling expenses were covered by the project, but I have failed to keep my
boarding card.

Done at _____ (place), on _____ (date)

_____ (participant's signature)