

ERASMUS POLICY STATEMENT (EPS)

I a) Please describe briefly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects and thematic networks, etc.) and any other actions in the context of the Lifelong Learning Programme (2007-2013).

b) Please also provide information on the following points:

What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS?

What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?

Evetek University of Applied Sciences and Helsinki Polytechnic Stadia were awarded the Erasmus University Charter Extended (standard and student placements) for 2007-2013. The already existing and established operations will continue, but coherent and uniform principles and ways of operation will be created and put into practice. The institute is fully committed to the aims described in the current charters.

In its strategy Helsinki Metropolia University of Applied Sciences is committed to strengthen the cooperation with working life, enhance the culture and positive development of society by providing internationally renowned education and by producing user friendly innovations especially for the metropolitan area. In Metropolia's strategy, among other things, education and R&D activities are to be on a high international level, and they are implemented in accordance with employment needs. Metropolia educates future professionals who face the challenges of enterprises and employers in the metropolitan area with an exploratory and creative approach. Metropolia has four fields of study: Culture, Economics and Business Administration, Health Care and Social Services and Technology. Increased tuition in English both at Bachelor and Master level education will reinforce Internationalisation at Home. IaH will also be supported and amplified by recruiting more foreign degree programme students and by promoting overall academic mobility. Education directed at immigrants will be developed in order to enhance their employability.

The objective in international operations is to improve the quality and to increase the number of international joint and double degrees, to increase the volume of student and teaching and other staff mobility, to make the curricula more international, and to engage in international projects focusing on reinforced cooperation between higher education institutions and enterprises. The international aspect will be integral to all activities thereby ensuring the provision of the right mix of knowledge and competences for the labour market.

Erasmus activities play an important role in implementing this strategy via all its actions. This provides the students and staff with an opportunity to develop and complement their professional expertise through international activities. The extent and quality of cooperation with the partner institution network will be analysed and further developed. R&D, development of practical training abroad and continuing higher education are essential parts of overall internationalisation. The other sub-programmes of the LLP are fully utilised (e.g. Grundtvig in continuing adult education).

Metropolia has an active role in European, national and regional networks for internationalisation.

An action plan for international operations is prepared, including guidelines created in accordance with Metropolia's strategy.

b) The Erasmus Policy Statement has been elaborated in collaboration with the representatives of the International Office and faculties and the Metropolia Board of Directors chaired by the Managing Director.

The EPS will be brought to the attention of the staff and students alike, will be published on the website, and be incorporated in each degree programme as a tool for future planning. The internationalisation aims and strategies will be addressed in Metropolia's annual performance

negotiations and agreements with the Ministry of Education and in Metropolia's operating and economic plans.

Grounded on Finnish legislation, Metropolia will have "An Equal Opportunities Plan" produced, although it does not yet exist. As we already described in our previous applications the plan will cover equality and accessibility from the angles of gender, sexual orientation, age, conviction, ethnic background, nationality and language, disability, illness and state of health and accessibility. We remain committed to those principles.

Also the use of libraries and information networks will be reinforced.

II b) Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure high quality in academic mobility activities?

Details should be provided on recognition and credit systems, the provision of information on curricula, information and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, support and acknowledgement of staff mobility.

The merging institutes have had a QA system. A joint system will be developed and updated to ensure the quality of mobility. Stadia has applied the EFQM Excellence Model system as quality criteria, Evttek followed the principles of the European Quality Charter for Mobility.

The ECTS is applied in academic recognition. Studies conducted abroad are fully recognised. The Study Guide is produced on-line in Finnish and in English.

Outgoing students are provided with personal counselling before, during and after the exchange. A guidebook on student exchange is being produced in paperback and on-line, and orientation sessions for outgoing students prior and after the study period abroad are organised.

In addition, information about student exchanges, EILC, is given to Metropolia students through information sessions and print material. The commitment to internationalisation is strong, and in addition to the Erasmus grants, extra financial support will be provided.

Incoming students are provided with information and personal counselling before, during and after the study period at Metropolia, orientation sessions are organised for new exchange students, and incoming exchange students are assisted in finding accommodation. Student tutors play an important role when integrating the incoming students into studies and Finnish way of life. Courses in the Finnish language and culture are arranged. The Information Package for Incoming Students is supplied annually in paperback and on-line. Feedback is collected from foreign and Finnish exchange students, and used to improve the activities. Staff mobility is encouraged and measures have been taken to increase the appeal of exchange, e.g. CLIL training.

Participation in international activities is discussed and agreed in the annual staff performance review discussions.

Staff exchange is realised via the Erasmus agreement. A meriting system is being discussed.

The contribution of the visiting lecturers is part of the institution's curriculum.

III Quality of student placement activities

What kind of specific measures are implemented to ensure high quality in student placements?

Give details on how the work-programme and the placement agreements are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement(s) period as well as its recognition in the curriculum.

A student can carry out a degree-related practical training period abroad. Practical training is a compulsory element of the studies at Metropolia. The best national practices will be retained based on the experience at both institutions.

Metropolia will produce on-line guidelines for practical training abroad. The guidelines include: instructions for finding a work placement, information about placement opportunities and traineeship programmes, a work placement contract, funding alternatives, a feedback form and instructions for

writing a report. Practical matters (for travel arrangements, visa, work permit, accommodation, insurance, vaccinations, money issues etc.) will be documented, as well as a letter to the employer introducing Metropolia's instructions for the implementation of practical training. Work placement issues are handled by International/Placement Coordinators/Career Services. External funding will be available for the staff for visiting students' placements and for finding new placements abroad. Practical training is realised through independent job search of the students, exchange programmes, bilateral agreements and the staff's connections. The work placement has to be approved in advance by a representative of the degree programme. The placement agreement between Metropolia, the receiving organisation and student is signed. The student must write a report after the practical training period, with an employer's testimonial and feedback form included. The credits are recognised after the report has been returned. An assessment from the employer must be included in the field of health care and social services and business double degree programmes.

Metropolia wishes to receive feedback from foreign employers about their interest in accepting trainees from Metropolia also in the future. The contribution of the EU in developing European cooperation between HEIs and working life in organising work placements and thus lower the thresholds is considered vitally important.