

MLC Ljubljana - Erasmus+ Policy Statement

I.

Ensuring the development of the quality and visibility of the faculty will be achieved mainly through international cooperation. MLC Ljubljana will develop international cooperation in the fields of development and implementation of joint study programs, international projects, exchanges of teachers and students, study excursions in an internationally established business systems and enterprises.

The development of the MLC will be based on the basis of partnerships with international academic, research and business environment.

The main goal of the MLC's activities is that students gain broad theoretical knowledge and practical training in order to gain competences that are well established in the international environment.

Starting point for implementing Erasmus+ program will be the existing network of partners. It will be the basis for Erasmus+ mobility activities of students, teaching staff and non-teaching staff. In the first years we will be executing activities for expanding the Erasmus+ network with partners for study mobility and to develop the network of partners for practice means. Mobility will reach limited scope which will not exceed 10% of the same level of activity in the domestic environment.

International activities will be carried out in the following order: the exchange of teachers, administrative staff and exchange of students.

In the Erasmus+ activities MLC will pursue the interests of all stakeholders of an academic community: students, lecturers, administrative staff and business partners. In the internationalisation activities of the faculty we will give priority to care for the development of networking also with all the partners that will be connected with MLC Ljubljana via the Erasmus+ exchanges (domestic, foreign, academic, business).

We will strive for their growth and the quality in their development. We will follow the transfer of good practices of business culture and academic links with business practice. In this context, we will develop a program that will allow students to obtain international experience and the associated expansion of the competences.

Our priority will be to develop Erasmus+ activities on the field of exchanges of teachers and students for the study reasons. We will also build the economic and organizational development of MLC Ljubljana through the exchange of good practice provided by the non-teaching staff mobility.

Student placement activities will be implemented the last, when we will ensure the adequate network of enterprises (institutions) which will be capable of receiving students for practical training. Our efforts will be focused on the development of students' practice in international companies, supported by the SAP business information system and as well as some areas of Internet marketing. In our network of companies we will try to include organizations, where it will be possible for students to use this technology in practice. We will also promote the participation of partners in Erasmus+ program with companies that are SAP users, and will be able to receive our students for practice.

Our development strategy is such that we are associated with business schools from the narrower and wider EU regions. Firstly we will develop links with partners from the Alps - Adria region, where participants will be able to learn about business and cultural environment of the region (Austria, Italy, Croatia and Hungary).

In terms of development of practice and knowledge of SAP business information system we will establish stronger links with the UNI Magdeburg and similar institutions, in particular those where it will be possible to achieve cooperation in the development of study practices in the SAP environment. We will be getting to know foreign business environments and try to achieve high quality of study exchanges with our Erasmus+ partner IPB Braganca (Portugal) and some of its partners.

Joint study programs as well as double degrees will accrue as a result of cooperation between the partners that will stand out on the field of Erasmus+ activities.

MLC Ljubljana will publish its EPS, the Erasmus+ University Charter and other information on the Erasmus+ program on the website. MLC Ljubljana shall promote the acquisition of Erasmus+ University charter, which will be visible at the faculty promotion material and on the board in the office. All the information about the Erasmus+ program and its activities will be available at Erasmus+ coordinator.

MLC Ljubljana ensures that selection of students, teaching and administrative staff will be based on principles of equal opportunity and non-discrimination policy regarding gender, race, disability, sexual orientation, social and economic status, national origin, religious and political beliefs. Also, MLC Ljubljana has no limit whatsoever on enrolment of students, without regard to gender or nationality, and already has the infrastructure adapted for disabled people.

II.

Erasmus+ activities will be one of the factors that will contribute to the development of international integration and increase the employability of graduates. From this perspective, the development of quality will be measured by effectiveness of connection with individual partner.

The quality measurement system on the methodological basis of the EFQM model will be carried out for the evaluation of quality of the academic mobility activities described below (*and mutatis mutandis student placement activities when introduced*).

All the information about Erasmus+ program will be available on the faculty's website and counselling about study programs for incoming and outgoing students will be provided by Erasmus+ coordinator. All information about MLC Ljubljana's study programs are available on its website (www.mlcljubljana.com) also the curriculum, enrolment conditions, program objectives and gained competences by graduates. The selection of candidates for mobility will be carried out on the point of interest, motivation and academic achievements. MLC Ljubljana ensures the transparency in the selection processes. MLC Ljubljana undertakes to make partnership agreements with institutions which provide comparable study programs and coherence with the practice. Exchanges are carried out in the way that study obligations are known in advance and the faculty ensures that it will recognise gained knowledge and skills supported with certificates and other documents that prove the content and extent of student work. Student's completed obligations will be assessed in accordance with the ECTS credit point system. After each exchange the evaluation shall be carried out on the side of hosting institution and the individual who was the subject of the mobility in order to determine to what extent the participants are satisfied with the whole experience. The faculty arranges the accommodation for

incoming students or helps them to find appropriate accommodation if the one provided is not acceptable by them. Tutors will assist each of the incoming students in providing the necessary information and help concerning study and social sphere of the exchange.

MLC Ljubljana teaching and administrative staff will be encouraged to participate in the Erasmus+ mobility program in order to promote study and research programs abroad as well as to attract colleagues at visited institutions to offer lectures at the MLC Ljubljana. IT support, assistance regarding accommodation, meetings with academic staff and students will be offered to visiting teachers and administrative staff.

Teaching activities at other institutions will be acknowledged at MLC Ljubljana within the work load and in the process of habitation. Also all the non-teaching staff mobility will be properly acknowledged.