**ERASMUS+ Policy Statement**

**Mission**

In the mission statement of Tio University of Applied Sciences the internationalisation component will play an ever-bigger role. Tio prepares students for the global labour market by maintaining a high level of teaching, having up to date education and providing students with practical experiences in the work field. All study programmes work with the ECTS standard and are developed according to the Bologna Process. The following objectives have been established:

1) Tio provides students with the opportunity to gain experience abroad, whether this is either in a study semester, a placement or an excursion week and stimulates students to go abroad in order to learn about the international dimensions of their line of business, to enhance their language skills and work prospects.

2) Tio attracts foreign exchange students by offering a high level of quality (specialised) education in the field of hospitality and tourism, while providing a pleasant study atmosphere in which the foreign student is supported and guided by Tio. The participation of foreign students in lectures will furthermore create an international classroom environment.

3) Tio implements a curriculum aimed at giving students who will not go abroad an international dimension (Internationalisation at home).

Tio improves and maintains the level of teacher quality by teacher exchange with the aim of exchanging knowledge and information to be used and implemented during lectures and assignments at Tio. In order to reach these objectives, the EUC and the LLL programme will play an important role. Tio will create a network of partner schools in the field of hospitality and tourism with which it will exchange students and teachers. The first priority of Tio will be to establish active partnerships and encourages cooperation with partners abroad to create initiatives such as international teaching weeks.

Tio students will be informed through information sessions, posters and Intranet articles. Teaching staff will also be involved in the process of stimulating and advising students, by making sure they are aware of the possibilities for the students, make sure they direct students at an early stage to the contact person. A contact person will be assigned to inform and guide students who will go abroad and this person will also assist the students in their preparation for the study period.

**Academic Mobility Activities**

Students can take subjects that are taught in English. If students speak Dutch they can also take Dutch subjects. Information on courses and ECTS can be found on the website (updated regularly) and partner schools will also receive this information. Incoming students should have their programme approved by the sending school for assuring full recognition upon return. A coordinator will inform the students about the study, housing, insurance and organise an introduction week. S/he will be a tutor and provide assistance when problems occur. The study results are directly sent to school. Housing is not offered by Tio itself, but assistance is given in finding appropriate accommodation. Outgoing students are informed through information sessions, a company day and interview with the coordinator. If after personal conversations, the study essay and advice from the students' tutor, a positive assessment is given, the coordinator will make an individual learning agreement (LA). The LA needs to be signed by Tio, the student and the partner school. Changes need to be approved by Tio. Only after receiving proof of successfully passing the programme abroad recognition of credits is given. During the study abroad
the coordinator will be the contact person and provide assistance. Language preparation is not required as students have sufficient language competencies. (Potential) Partner schools will be visited and checked for suitability and they will need to show their commitment to the EUC principles and rules for exchange. They will be judged on the content of the programme, which needs to be similar to that of Tio for full recognition. Through teacher exchange the study programmes are checked. Teachers can exchange knowledge and experience. The teacher will receive assistance to make the necessary arrangements for the exchange. For incoming teachers the aim is to incorporate the lectures into the curriculum. All student and teacher exchanges are evaluated and monitored.

**Student Workplacements**

Placements are an important basis for obtaining work experience and to fulfil the requirements for the Bachelor degree. Thus, full recognition is given to students who complete a placement as described in the placement rules. Students can look for placements in our placement database, which contains the relations of Tio that are monitored by an account manager. Companies and organisations that contact Tio and who would like to be added to the database will be assigned an account manager who will screen them and if accepted the account manager will remain the contact person. The account managers are responsible for certain geographical areas and will be contact person for the companies from that specific area. The selection of students is either done by companies themselves through selection days at a Tio location or by Tio on especially organised selection days. Students have to meet specific requirements before being allowed to go. If the assignment and company have been approved a contract is drafted with stipulations concerning rights and obligations. The placement needs to fulfil competencies that are described prior to the placement. The student is assigned a Tio placement supervisor who will monitor the student during the placement and if possible visit the student. In case no visit will take place the supervisor will contact the company for information on the performance. The students are provided a practical placement guide containing information on procedures and work documents. A self-assessment report needs to be written half way during the placement and a final report needs to be written in the end. The report contains the experiences, the assignment, personal goals and evaluation and the conclusion of the assignment. The company plays an important role in the assessment of the student. Besides, the student should reflect on his/her own performance. Quality is controlled by the ISO 9001:2000 certificate and the NVAO accreditation.