

**SOCRATES THEMATIC NETWORK  
AQUACULTURE, FISHERIES AND AQUATIC RESOURCE MANAGEMENT  
2008-11**

**LIFELONG LEARNING PROGRAMME  
ERASMUS  
Academic Network**

Report on **Best Practice Recommendations**

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## Summary

### Objectives

- To work on existing documents about good practices for mobility and procedures and rules of the administrations to produce a report on recommendations for mobility in receiving institutions.

Teams involved: WP3 core members

## I. INTRODUCTION

The core group of work package 3 of Aqua-tnet 2008-2011 has prepared the following report (an essential Guide for students) as another output on the recommendations about Student Mobility.

Student mobility and training opportunities abroad is one of the priorities of the EU. Students from higher education institutions or vocational movers and even professionals, may spend a placement (traineeship/internship) period of longer or shorter periods in an enterprise or organisation in another EU country. Mobility enables to be trained through both undergraduate and postgraduate studies for academic students, and short term courses, hands-on or professional practice for vocational or professional movers.

The objectives of these placements are:

- To help movers to find out conditions to improve training for a world-wide labour market;
- To enable movers to develop specific skills including language skills and to improve understanding of the economic and social culture of the country concerned in the context of acquiring work experience;
- To promote cooperation between enterprises from different countries;
- To contribute to the development of a pool of well-qualified, open-minded and internationally experienced young people as future professionals.

In this report, Aqua-tnet developed suggestions for improving the preparation and success in Student Mobility, to facilitate collaboration and communication between movers and hosts and to provide the key points to take into account for a successful stage.

The content of this report is a list of details, information and aspects that should be considered by the student before, at arrival or after the stage. The idea is to provide a checking list that may be useful for a profitable and pleasant stage. This guide started to be developed during the first phase of Aqua-tnet and following the opinion of WP3 members, it should be considered as a useful tool.

## 2. BEST PRACTICE IN MOBILITY OF STUDENTS AND VOCATIONAL MOVERS

### FOR INSTITUTIONS (UNIVERSITIES AND RESEARCH INSTITUTES)

#### Recommendations

- 1) The Institution should have a specific office (mobility office, international office or similar) charged with attending visiting students. For smaller institutions, a contact person performing these duties should be present.
- 2) The mobility office should have a website and a contact person. The Institution should also have a specific web site or web section with all the relevant information.
- 3) The mobility office should be able to direct the students to the right person/office that is able to solve any specific issue.
- 4) The students should be advised of the selection procedures of the Institution, if any, and specify selection details in advance.
- 5) The mobility office should provide resources or contact points for accommodation and information regarding conditions of living.

- 6) The Institution should provide the appropriate documents to demonstrate that the student/mover has performed the course/experience/research activity.
- 7) The Institution should provide the above mentioned documents (prove of the activity) in a reasonable time period. This time period should be known in advance.
- 8) The web-site should be adequately updated (by semester or annual) by the institutional administration.
- 9) Ideally, the web-site should have links with the relevant international mobility web-sites.
- 10) The Administrations should have in place simple and transparent procedures, and duplication should be minimised.
- 11) Administrations should adopt the international tools of recognition as soon as possible to avoid difficulties for the movers.
- 12) Administrations should behave as flexible and rapid as possible in non-regular situations such as unexpected problems, changes in the student situation or prolonging studies abroad.
- 13) Host administrations should keep records of the student details and achievements (for instance official forms) after student graduation.

#### FOR STUDENTS OR VOCATIONAL MOVERS

- 14) Movers should be able to obtain information well in advance in order to prepare the stage.
- 15) Movers should try to fulfill all requirements précised by the host Institution in order to avoid further problems or delays.
- 16) Movers should contact the administration or he contact person immediately after arrival in order to inform the host institutions and prepare documents and keep records.
- 17) Movers should advise the host Institution of any change in his/her personal or administrative situation, as soon as possible.

#### FOR COMPANIES

- 1) Companies that accept students or vocational movers should have a contact person able to organise and inform interested people.
- 2) Companies should have an information pack with details on the conditions of the stage, including a contact person.
- 3) A description of the positions available for movers with the main duties and obligations, and the number of positions should be available. This information should include the workload (daily, weekly...) and the schedule.
- 4) Companies should provide the likely duration of the stage, including the period for orientation and learning. In addition, information about seasonality (periods available for stages) should be included.

- 5) The company should specify the likely experience that will be obtained after the stage
- 6) Any specific requirements, if needed, should be known in advance by the movers (technical requirements, language requirements, health insurance, etc.).
- 7) It is desirable that the company has links with an educational institution in order to provide an eventual academic output out of the stage. This link and its details should be available for movers.
- 8) Details of practicalities (transportation, conditions of living) would be desirable to be obtained through the web site of the company, or through the contact person.
- 9) Any remuneration offer or reward possibility should be advised.

### 3. Student/Mover Mobility Guide (Deliverable 3.10b)

## INTRODUCTION

The core group of work package 3 of Aqua-tnet2008-2011 has prepared the following report (an essential Guide for students) as another output on the recommendations about Student Mobility (Deliverable 3.9)

Student mobility and training opportunities abroad is one of the priorities of the EU. Students from higher education institutions or vocational movers and even professionals, may spend a placement (traineeship/internship) period of longer or shorter periods in an enterprise or organisation in another EU country. Mobility enables to be trained through both undergraduate and postgraduate studies for academic students, and short term courses, hands-on or professional practice for vocational or professional movers.

The objectives of these placements are:

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In this report, Aqua-tnet developed suggestions for improving the preparation and success in Student Mobility, to facilitate collaboration and communication between movers and hosts and to provide the key points to take into account for a successful stage.

The content of this report is a list of details, information and aspects that should be considered by the student before, at arrival or after the stage. The idea is to provide a check list that may be useful for a profitable and pleasant internship. This guide started to be developed during the first phase of Aqua-tnet and following the opinion of WP3 members, it should be considered as a useful tool.

## Table of Contents

### Mobility guide

1. Before leaving
2. On arrival
3. During the stage
4. After the stage

## Guide for student mobility

### I.- Before leaving

#### Information about the place

- Where
- How to get there
- Immigration requirements<sup>1</sup>
  - Time interval for immigration requirements
- Legal requirements
- Reference requirements
- Health care (personal and family)<sup>2</sup>
- Key contacts

<sup>1</sup>Relevant requirements for time intervals

<sup>2</sup>Healthcare insurance dependant

#### Information about the courses. General.

- Calendar of the courses
- Duration
- Semester or period timing
- Submission deadlines
- Placement
- Course language/s
- Course related contacts

#### Information about the courses. Academic

- Academic level
- Programme (content)
- Expected tasks
- Number of places available
- Credits given
- Course entry
- Skills obtained
- Language skills required
- PPE requirements (Personal Protective Equipment)<sup>3</sup>

<sup>3</sup>Requirement for transparency regarding likely costs (if any)

#### Other requirements for the courses. Financial

- Scholarships/Bursaries available<sup>4</sup>
- Fee
- Financial related contacts

<sup>4</sup>Placements must make sure they clearly define eligibility requirements

#### Conditions of living

- Accommodation

- University/private
  - Accommodation related contacts
  - Deposit requirements
  - Reference requirements
  - Transport
    - Range
    - Choices and reliability
    - Driving license requirements
    - Public transportation
      - Travel cards
      - Student rates
  - Part-time work
    - Legal requirements
    - Availability
    - Impact of funding<sup>5</sup>
  - Conditions of living related contacts
  - Bank information
    - Time and conditions for opening bank accounts
- <sup>5</sup>P/T work may affect the overall funding

- Documents
- European sanitary card
  - Visa
  - International student card
  - Personal ID documents and copies
  - Private insurance (companies)



## 2.- On arrival

### Welcome procedure

- Welcome office/ point of contact<sup>6</sup>
- Instructions available on arrival
- Details on institutional relevant structures
- Relevant staff and their roles
- Relevant contacts for required documents

<sup>6</sup>This should make clear arrangements for out of hours arrival. Joining instructions should make clear which site /office to attend

### Accommodation procedure and practical information

- Point of contact
- Information on accommodation conditions and alternatives
- Payment conditions on arrival
- Tutorship
- Practical information about medical care

### Work specific

- Expected working day/week
- Seasonality of work
- Working hours / Cover duty
- Expected tasks
- Opportunities for paid overtime
- Language required<sup>7</sup>
- PPE requirements (Personal Protective Equipment)<sup>8</sup>
- Work permit requirements
- Public and employers insurance requirements for work experience
- On placement documentation to validate/ confirm experience<sup>9</sup>
- Recognition procedures<sup>10</sup>

<sup>7</sup>Industrial placements must make clear what language support is available

<sup>8</sup>Requirement for transparency regarding likely costs (if any)

<sup>9</sup>Use of logbooks/reports to detail experience gained

<sup>10</sup>Wave accreditation (AquaTT-Leonardo program)

### 3.- During the stage

#### Information

Information desk/ point of information  
Reference person  
Tutorship

#### Academic procedures

Reference desk  
Registration procedures  
Complaint procedures  
Validation or accreditation procedures at the host institution  
Time required for validation procedures

#### Social issues

Language courses offered  
Cultural/social integration information  
Cultural/social links

#### Research specific issues

Research licences for working with vertebrates (*research specific*)  
Requirements in hosting institution/ country  
Time required to meet requirements  
Timing of training availability  
Cost and coverage

### 4.- After the stage

#### Recognition procedures

Availability of References  
Reference desk after the stage  
Person of contact after stage  
Quality assessment of course  
Student experience in place (independent of supervisory team)  
Validation or accreditation procedures<sup>11</sup>  
Time required for validation procedures

<sup>11</sup>Use of logbooks/reports to detail experience gained. Wave accreditation procedure (AquaTT-Leonardo program)

## 4. Links (Deliverable 3.10c)

### INTRODUCTION

The core group of work package 3 of Aqua-tnet 2008-2011 has prepared the different documents for the report on good practice in Student Mobility.

Other than the documents on best practice and the guide for students, here we include a number of relevant links for student movers in general. These links are mostly related to student mobility across Europe, in particular between EU institutions, but other links are included for their utility.

### LINKS

#### 1. BEFORE YOU GO

- Access and fees: [http://ec.europa.eu/youreurope/citizens/education/university/fees/index\\_en.htm?profile=0](http://ec.europa.eu/youreurope/citizens/education/university/fees/index_en.htm?profile=0)
- Recognition of academic diplomas: [http://ec.europa.eu/youreurope/citizens/education/university/financial/index\\_en.htm?profile=0](http://ec.europa.eu/youreurope/citizens/education/university/financial/index_en.htm?profile=0)
- Travel: [http://ec.europa.eu/youreurope/citizens/travel/index\\_en.htm](http://ec.europa.eu/youreurope/citizens/travel/index_en.htm)
- Documents you need: [http://ec.europa.eu/youreurope/citizens/travel/entry-exit/index\\_en.htm?profile=0](http://ec.europa.eu/youreurope/citizens/travel/entry-exit/index_en.htm?profile=0)

#### 2. DURING YOUR STAY

Search for details in the specific placement. See Mobility guide.

#### 3. AFTER YOUR STAY

See links for recognition, diploma, mobility passport

#### 4. FINANCIAL SUPPORT

- <http://www.aquatnet.com/index.php/159/scholarships-and-grants/>
- [http://ec.europa.eu/youreurope/citizens/education/university/financial/index\\_en.htm?profile=0](http://ec.europa.eu/youreurope/citizens/education/university/financial/index_en.htm?profile=0)

#### 5. ERASMUS Programme: [http://ec.europa.eu/education/lifelong-learning-programme/doc80\\_en.htm](http://ec.europa.eu/education/lifelong-learning-programme/doc80_en.htm)

#### 6. OTHER USEFUL LINKS

Check out the dedicated Aqua-tnet page for STUDENTS: <http://www.aquatnet.com/index.php/70/students/> as well as the general “USEFUL LINKS” page: <http://www.aquatnet.com/index.php/63/useful-links/>, where you can find information on:

- Training and Education
- Mobility issues
- European Commission Information
- Bologna process
- Other Thematic Networks in Europe
- EC funding opportunities