European University Alliance

OPERATIONAL MANUAL

FOR MOBILITY DATA COLLECTION

Work Package: 09 **– Arqus on the move**

D09.1 Mobility Observatory

Dissemination level: public/sensitive

Arqus II - Arqus Erasmus + Work Plan 2022-2026

(Project number: 101089551)

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1. INTRODUCTION

The Arqus European University Alliance brings together nine comprehensive research universities from across Europe: **Granada, Graz, Leipzig, Lyon 1, Maynooth, Minho, Padua, Vilnius, and Wroclaw.** These universities share a strong tradition and extensive experience in student and staff mobility at both European and global levels. Leveraging this expertise and existing collaborations, the Alliance embraces the challenge of implementing seamless mobility opportunities. This includes promoting physical, blended and virtual mobility, as well as virtual exchanges in various formats. Structured and embedded mobility, such as joint programs and pre-agreed mobility windows at all academic levels, are also encouraged. **Arqus on the Move** focuses on mobility and the development of horizontal measures that enable other Arqus activities: Communities of Practice, Living Lab, Student Agora, Learning Pathways, Teaching Innovation, PhD Pursuit to achieve their objectives. It also encompasses measures designed to enhance, promote, and experiment with mobility as a tool for consolidating Arqus as a virtual campus. By doing so, the Alliance aims to extend its reach beyond the partnership and create a stronger presence in Europe and the world.

2. OBJECTIVES OF ARQUS MOBILITY OBSERVATORY

The **Arqus Mobility Observatory (AMO)** is to address specific objectives that contribute to the establishment of a sustainable mobility culture within the Arqus Alliance. This culture will be built upon the strengths of individual partners and joint mobility activities. **AMO** aims to monitor mobility as a central tool for the creation of the virtual Arqus campus and facilitate the mobility strategies within the network.

The main objectives of **AMO**:

- Collect mobility data on an annual basis and compile an annual report highlighting key findings;
- Define and measure the benefits of mobility within the Arqus Alliance through sound data collection and analysis;
- Provide information to the management bodies of Arqus to identify the strengths and address the challenges associated with mobility;
- Offer recommendations to the management bodies of Arqus based on the observed data and analysis, enabling to make strategic decisions within the network;
- Provide mobility data for third parties and for the marketing purposes of the network.

3. MOBILITY DATA COLLECTION PROCEDURES

Data Collection Process:

a. Data Collection tool:

An online mobility data tool will be used for the collection of student and staff mobility data. It consists of 2 sections (Annex 1):

a) The General Data section comprises fields that pertain to the institution, including: *General data of the institution and its performance* for the designated academic year, such as: Total number of staff and students; Total number of academic and administrative staff, Number of BSc, MSc, PhD students, Number of students in integrated/diploma studies, Number of academic and administrative staff, Gender distribution. *Data related to mobility obtained from the EU Beneficiary module and other sources* which includes information on: Total number of student and staff outgoing mobility (to EU, non-EU countries) per designated academic year, mobility of individuals with fewer opportunities, Green mobility, Gender distribution, Rate of satisfaction (or other quality assurance indicators) with mobility experiences.
Data is collected to monitor the impact of mobility programmes on the community (e.g. the percentage of involved individuals) and estimate the number of people who will benefit from such activities.

b) Arqus Mobility Data section encompasses various fields specific to the student and staff mobility in **Arqus Alliance**: Sending institution, Receiving institution, Funding, Mobility duration, Study/Subject area, Mobility purpose, Mobility type, Type of activity, Gender distribution in mobility, Number of mobility with fewer opportunities, Green mobility.

The users are required to fill in the necessary information.

b. Data Collection Method:

Data is collected specifically for **outgoing mobility to Arqus Alliance universities** (for both students and staff) during the designated academic year.

All data for the previous academic year should be submitted by Arqus universities until **1st December**. The deadline for submitting data may be extended upon the university's request, but not later than **15th December**.

It is recommended to review and consult the **Glossary of definitions** (Annex 3), to ensure accurate and consistent data input.

The responsibility for mobility data collection lies with the appointed staff, depending on the specific distribution of duties at each university within the Arqus Alliance. In case of any questions, the designated contact persons should be contacted at the home university.

c. Data Privacy and Security

Mobility data and other information is used solely for the intended purposes outlined. Mobility data is stored securely and in compliance with applicable data protection regulations. Only personnel, authorized by the respective university have access to the tool and the data. Mobility data is retained for a specific period, as determined by the institutional policies and legal requirements. After the expiration of retention period, mobility data may be securely archived or disposed of in accordance with data protection guidelines.

4. MOBILITY DATA ANALYSIS AND REPORTING

The collected mobility data is aggregated and analysed using suitable statistical or quantitative analysis techniques to generate report and insights regarding the tendencies and potential of mobility within the Arqus Alliance.

Annual report should include the following sections:

- General mobility data and types per institution;
- General mobility data dynamics after the year of the start of data collection (2022/2023 ⇨ 2023/2024 ⇨ 2024/2025 etc.);
- Mobility data and types within Arqus Alliance;
- Mobility data dynamics within Arqus Alliance after the year of the start of data collection (2022/2023 ⇨ 2023/2024 ⇨ 2024/2025 etc.);
- Gaps and inconsistencies in types, subject area and geographical spread among Arqus Alliance (for long term mobility);
- Arqus response to EU priorities (inclusion, digitalisation, green mobility);
- Recommendations to Action line “Education” and Arqus universities.

The annual report is prepared by two Arqus universities, the team is changed after 2 years according to the approved schedule.

An annual report on Arqus mobility, which presents the key findings and insights derived from the data analysis, must be completed and submitted to the Action Line “Education” Board for validation. This report for the previous academic year should adhere to the approved Arqus Alliance procedures and be submitted by the **28th February**.

5. DATA STORAGE AND IT SUPPORT

Data storage procedures and technical details are developed, as well as IT support of the database are carried out by the IT team and WP12 'Digital Arqus’. Until the IT tools are fully operational, mobility data is collected and kept in collaborative drive space.

6. ANNEX 1 - ONLINE MOBILITY DATA TOOL

Section I. - GENERAL DATA

STUDENT MOBILITY - General data and performance (Data per University)
Link: https://forms.office.com/e/LfqfWHtE70

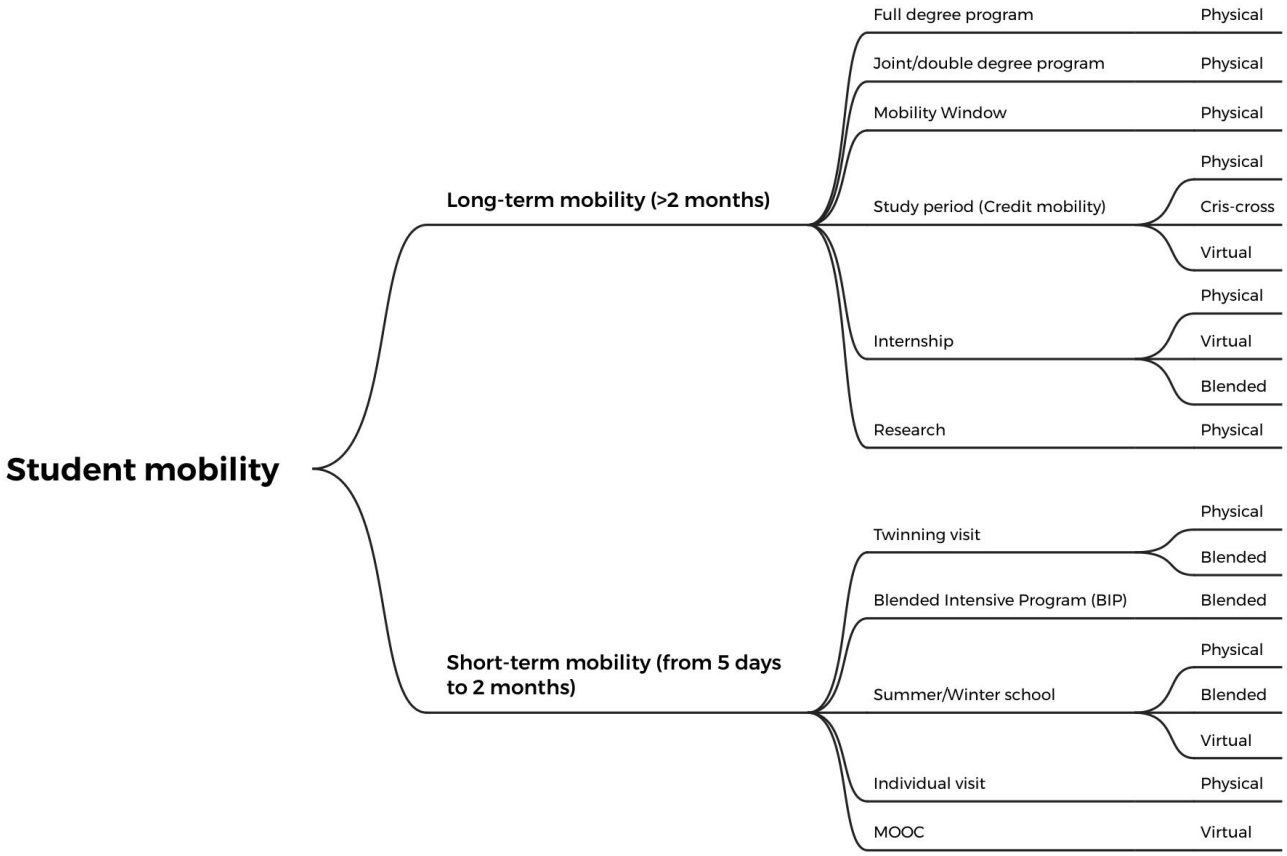
STAFF MOBILITY - General Data and performance (Data per University)
Link: https://forms.office.com/e/LYmVhatxsf

Section II. - ARQUS MOBILITY DATA

STUDENT MOBILITY within the Arqus Alliance (Data per University)
Long- term mobility. Link: https://forms.office.com/e/jm1FKUtNk4
Short- term mobility. Link: https://forms.office.com/e/YTxnSMjkj4

STAFF MOBILITY within the Arqus Alliance (Data per University)
Link: https://forms.office.com/e/Ghg5N0nb2A

7. ANNEX 2 - STUDENT MOBILITY WITHIN THE ARQUS ALLIANCE



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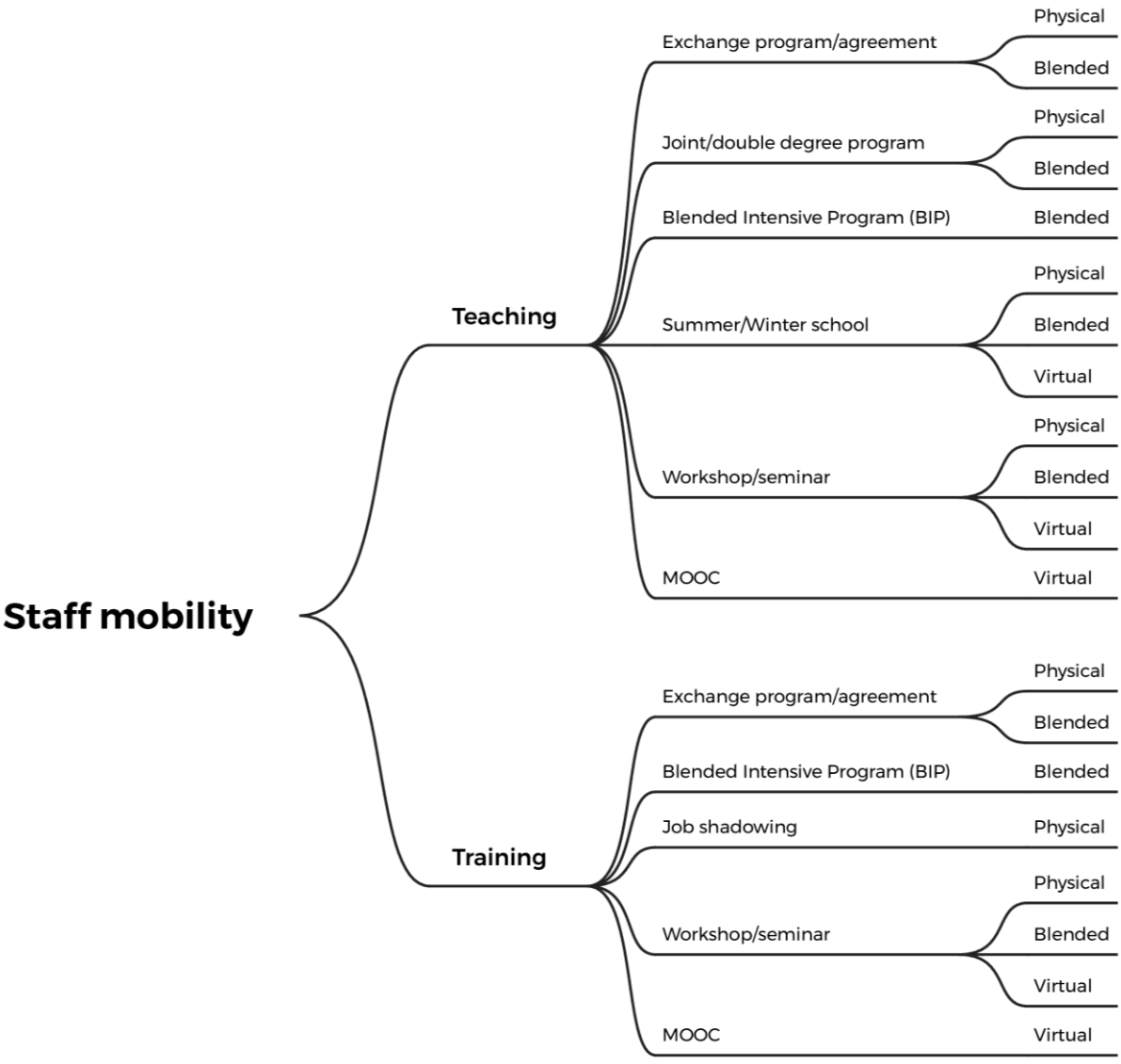
8. STAFF MOBILITY WITHIN THE ARQUS ALLIANCE



9. ANNEX 3 - GLOSSARY

1. BLENDED MOBILITY	A combination of physical mobility and a virtual component, facilitating collaborative online learning exchange/teamwork.
2. BLENDED INTENSIVE PROGRAMME (BIP)	Intensive programmes that use innovative ways of learning and teaching, including the use of online cooperation, enabling new and more flexible mobility formats that combine physical mobility with a virtual part.
3. CREDIT MOBILITY	A limited period of study or traineeship abroad set within on-going studies at a home institution - for the purpose of gaining credits. After the mobility phase, students return to their home institution to complete their studies. The mobility of an exchange student, who stays at a host institution for a period, during which s/he can carry out activities awarding academic credits, which are then recognised by the home institution.
4. CRISS-CROSS MOBILITY	A combination of physical mobility from higher education institution no 1 to higher education institution no 2 and a virtual component/courses taken at the higher education institution no 3 during that mobility period.
5. EXCHANGE PROGRAM/AGREEMENT	An exchange program is a program that allows students, scholars, or faculty members from one educational institution to temporarily study, teach, or conduct research at another institution, usually in a foreign country. It can range in duration from a few weeks to several months or even a year. Participants in these programs may receive academic credits or professional development opportunities, and may also have the chance to immerse themselves in a new culture and language. Exchange program can be based on a mutual agreement or bilateral Erasmus + agreement in specific field.
6. FULL DEGREE PROGRAM	A period of study abroad aimed at acquiring a full degree or certificate in the destination country/ies.
7. INDIVIDUAL VISIT	A short-term study or research visit that a student undertakes to a foreign educational institution or research

	facility on their own, without being part of a formal, organized group or program.
8. INTERNSHIP	A temporary work experience program typically offered by employers to students or recent graduates, allowing them to gain practical experience in their field of study or a related field.
9. ISCED	A reference international classification for organising education programmes and related qualifications by levels and fields. ISCED codes: 01 Education, 02 Arts and humanities, 03 Social sciences, journalism and information, 04 Business, administration and law, 05 Natural sciences, mathematics and statistics, 06 Information and Communication Technologies (ICTs), 07 Engineering, manufacturing and construction, 08 Agriculture, forestry, fisheries and veterinary, 09 Health and welfare, 10 Services.
10. JOINT/DOUBLE DEGREE PROGRAM	Higher education (study or research) program jointly designed, delivered and fully recognised by two or more higher education institutions. An integrated curriculum coordinated and offered jointly by different higher education institutions and leading to double/multiple degrees or a joint degree.
11. LONG-TERM MOBILITY	An integrated period of study from 2 months and longer in another participating country.
12. MOBILITY WINDOW	A mobility window is a period of time reserved for international student mobility that is embedded into the curriculum of a study programme.
13. MASSIVE OPEN ONLINE COURSE (MOOC)	A type of course that is completely delivered online, is open to be accessed by anyone without cost, entry qualifications or other restrictions.
14. SEMINAR	A more formal academic or professional presentation on a specific topic. Seminar is typically led by an expert in the field and may be designed to share new research findings, discuss current issues or trends, or provide professional development opportunities for attendees.

15. SHORT-TERM MOBILITY	Experiences abroad which last less than an academic term, typically between 5 days and two months, are considered as short-term mobility
16. STAFF	Individual who are employed by an educational institution to fulfil particular role and responsibilities (academic, administrative, technical) that support the functioning and operation of the institution.
17. STUDENT	A learner enrolled on a formal educational programme at a higher education institution. The term 'student' would be used to encompass all learners in higher education institutions (whether full-time or part-time, engaged in distance, on-campus or work-based learning, pursuing a qualification or following stand-alone educational units or courses).
18. SUMMER/WINTER SCHOOL	An educational program that takes place during the summer or winter break from university. Summer or winter schools can range in duration from a few days to several weeks and typically involve intensive study and instruction, often with a focus on experiential learning, such as field trips or hands-on projects. Students may also have the opportunity to participate in extracurricular activities, such as sports, arts, or cultural events. A short-term programmes of study that takes place outside of the regular academic year. The program is designed to provide learners with an opportunity to acquire new knowledge and skills, as well as to gain experience in a different cultural and linguistic environment. Summer/winter school can cover a wide range of topics, from language learning and cultural studies to science and technology. They may involve classroom-based instruction, as well as practical training, fieldwork, or study tours. Participants in summer/winter school may receive academic credits for their participation, depending on the program and institution offering it.
19. TWINNING VISIT/MOBILITY	Twinning visit/mobility is typically designed to promote collaboration, exchange of ideas and best practices, and cultural exchange between the partner institutions. Participants may be students, faculty members, staff, or

	administrators, and may engage in a variety of activities, such as attending lectures, workshops, or cultural events, participating in research projects, or visiting partner institutions.
20. VIRTUAL MOBILITY	Cross-border e-learning (i.e. when a student follows distance learning courses offered by a higher education institution abroad). Virtual Mobility is a form of learning which consists of virtual components through a fully ICT supported learning environment that includes cross-border collaboration with people from different backgrounds and cultures working and studying together, having, as its main purpose, the enhancement of intercultural understanding and the exchange of knowledge.
21. WORKSHOP	An interactive educational or training session that focuses on a specific topic or skill. Workshops are typically designed to be hands-on and interactive, allowing participants to practice new skills and engage in group activities.

Resources: Erasmus+ programme guide, ECTS user guide.

10. ANNEX 4 - STRUCTURE OF THE REPORT ON MOBILITY WITHIN ARQUS ALLIANCE

1. Introduction:

Explanation of the importance and relevance of student and staff mobility in the Arqus Alliance context. Objectives of the report.

2. Methodology:

Description of the methods employed to gather data, and analysis of institutional records.

3. Arqus Alliance at a glance:

3.1. Statistical data on the total number of students in Arqus Alliance.

- Statistical data on the total number of Bachelor students
- Statistical data on the total number of Master students
- Statistical data on the total number of PhD students
- Statistical data on the total number of students in integrated/diploma studies
- Gender distribution

3.2. Statistical data on the total number of staff in Arqus Alliance.

- Statistical data on the total number of academic staff
- Statistical data on the total number of administrative staff
- Gender distribution

3.3. Statistical data on the number of students participating in mobility programs/per university.

- Number of outgoing mobilities: Bachelor students, Master students, PhD students
- Number of mobilities to EU and non-EU countries
- Number of Green mobilities
- Number of mobilities – students with fewer opportunities

3.4. Statistical data on the number of staff participating in mobility programs/per university.

- Number of outgoing mobilities - Academic staff, administrative staff
- Number of mobilities to EU and non-EU countries
- Number of Green mobilities
- Number of mobilities – staff with fewer opportunities

4. Overview of Student Mobility within Arqus Alliance:

Analysis of outgoing student mobility trends:

- Destinations for students and their academic fields of study

- Types of mobility: long-term, short term
- Forms of mobility: physical, blended, virtual
- Purpose of mobility: study period, training, research, etc.
- Financing resources

5. Overview of Staff Mobility within Arqus Alliance:

- Analysis of outgoing staff mobility trends:
- Destinations for staff and their subject area
- Purpose of mobility: teaching/training
- Forms of mobility: physical, blended, virtual
- Types of activities: exchange program, BIP, seminar, workshop, job shadowing etc.
- Financing resources

6. Summary of key findings and recommendations

Recommendations for addressing challenges and increasing participation in mobility programs. Suggestions for promoting a culture of mobility within the Arqus Alliance. Ideas for fostering partnerships and collaborations within Arqus Alliance to facilitate mobility. Reiteration of the importance of student and staff mobility for academic growth and global engagement.

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