

## ERASMUS POLICY STATEMENT (EPS)

Doncaster College is the largest provider of further education in South Yorkshire and one of the largest providers of higher education in the region. During the last academic year, more than 22,000 people enrolled on more than 1,100 part and full time courses in a wide range of areas from Foundation to Post Graduate level programmes. The College was first established in 1902 and now has two main campuses. Its main campus is the new £65m Waterfront development in the centre of Doncaster - The Hub which opened in September 2006. The University Centre, Doncaster is the Hub's sister campus, set in 126 acres of idyllic countryside at High Melton, six miles west of Doncaster. The campus is home to many of the college's higher education courses as well as Britain's first centre of excellence for relationship studies - The Relate Institute. The Campus also has four residential buildings which provide accommodation for up to 191 students.

Doncaster College has been promoting education to overseas markets since 2001 and currently has in excess of 50 full time international students from many different countries. In addition to this we have developed many partnerships with educational institutions overseas, particularly utilising the Leonardo Lifelong Learning Programme. Our strategic plan 2008-2013 states that we are committed to continuing to develop our international markets, particularly building on the recommendations of PMI2. The focus will be on the promotion of Transnational Education, as well as developing new partnerships to promote student and staff mobility, which will positively enrich their respective learning and teaching experiences.

Erasmus activities will be promoted through many different media. Presentations will be made to the college senior management team for dissemination to their teams in addition to ensuring that this information is placed on the staff and student intranet sites as well as in student handbooks. To further support this we will promote our planned Erasmus activities through articles in the local press as well as prominent advertising throughout the two campuses. The Erasmus Policy Statement will also feature under a dedicated Erasmus section on the main college website, as well as having links from the International Student and Higher Education mini sites.

Doncaster College's mission statement "Meeting Learner needs and aspiring to excellence" is evident in all aspects of the service that we provide to our staff, students and customers. Doncaster College is committed to Equality and Diversity (E&Q) and this is firmly embedded and implemented in all our activities. We have a prominent E&Q section on our website which clearly

defines all of our policies and procedures - all of which meet the requirements of UK legislation. Doncaster College is committed to maintaining an environment where mutual respect, diversity and equality can flourish for all, regardless of ethnicity, gender, age, disability, sexual orientation or religious belief. Doncaster College has created an open, caring and friendly atmosphere where we make sure that no one person or group of people feels isolated or uncomfortable. We will not allow any students or staff to be discriminated against.

Doncaster College does not tolerate any prejudicial behaviour, on grounds of disability or to fail to make reasonable adjustments to overcome barriers to using services caused by disability. Doncaster College will provide an accessible, physical environment in accordance with the Disability Discrimination Act 1995 which positively reflects the College's commitment to equal opportunities. Doncaster College ensures that all of its staff receive regular training on equal opportunities and are able to identify as well as act on and report any potential discrimination. We value the uniqueness of each person and welcome the diversity which accompanies a large, multi-cultural community.

The College has an Equality Scheme and is committed to providing its learners with a safe, healthy and supportive learning environment that is the shared responsibility of both staff and students. We listen to our learners in order to improve their learning experience and we ask for comments and suggestions through Student Focus Groups, The Equality and Diversity Forum as well as Student Satisfaction Surveys and Student representation on various College committees.

Doncaster College will ensure that policies and procedures are developed and implemented to ensure the highest quality in academic mobility activities which are in line with those standards described in the Bologna process. Doncaster College recognises the importance of the ECTS system which is used in all faculties and departments within our Higher Education provision and we will continue to liaise closely with the University of Hull (our validating University) to ensure that information regarding ECTS is accurate and up to date. Prospective participants will be able to access information on curricula by using a range of different media including the college website, various prospectuses, staff and student intranets as well as by contacting the nominated Erasmus Co-ordinator. It will be the role of the Erasmus Co-ordinator to provide prospective outgoing participants with a comprehensive counselling, mentoring and information service, ensuring that they have all of the information they need to ensure that they have a safe, constructive and stimulating exchange. Incoming student participants will undertake a thorough induction process and will be assigned a "buddy" to assist them with the integration into both the college and local community as a whole. Our Matrix awarded Learner Services department and International department will provide comprehensive information on all aspects of studying, including finance issues, job and work placement search, language and study support, community links and social activities. Our dedicated Accommodation Manager is able to provide information on accommodation, which is available both on

campus as well as within the local community. In addition to this, new and prospective students can find lots of helpful information on both our comprehensive website and student intranet. Our experienced language tutors are experts in being able to deliver language training at a variety of levels and in different formats to suit individuals learning needs. The Erasmus Projects will be co-ordinated by the Erasmus Co-ordinator who will ensure that all financial and progress reports are undertaken in a timely manner and published on our website and intranet.

Before participants undertake any exchange activity, we will ensure that they complete a pre-exchange training course, which will provide them with all of the necessary information relating to their forthcoming placement, and enable any issues that arise to be addressed. Participants will also be provided with continuous support and guidance from the Erasmus Co-ordinator before, during and after their placement and will be encouraged to keep in regular contact during their placement. The International Department will work with the Erasmus Co-ordinator to organise and quality assure potential placements. All potential placements will be sent a detailed questionnaire to complete prior to an exchange taking place requiring information on health and safety policies, accommodation provision, language and study skills support, equality and diversity policies etc. Only once this information is obtained and satisfactorily meets our requirements will a placement be mobilised. All participants of Erasmus mobility will be required to sign a learning agreement which will clearly set out the work programme, placement content and agreed outcomes. In addition to this, the participant will be required to complete a work log, detailing all activities undertaken during their placement. We will also ask all participants to complete evaluation forms at various points during and after the placement has taken place. Information from the work log, learning agreement and evaluation forms will be used to monitor quality and ensure that all agreed outcomes have been delivered. Data from the project together with monitoring information will be fed into regular reports which will then be forwarded to our finance team and college executive team. Feedback from previous staff and student participants of Erasmus mobility will be placed on the Erasmus section of the college website as well as the staff and student intranets to promote the benefits of Erasmus Mobility to other potential participants.

