

Strategy: Achievement of the determined objectives through a number of concrete activities.

Objectives:

- to achieve quality improvement of work of students and professors
- to swap information and achievements in the field of economy through mobility and inter-institutional co-operation
- to improve co-operation between the education sector and economy
- to increase accessibility of sources of knowledge through information and communication technologies
- to prepare highly educated young professionals for permanent learning and adjustment to the modern globalized market
- to ensure a free flow of scientific and expert information
- to enable students to achieve the competencies which will make them equal competitors on the global labour market
- to improve quality through inter-institutional co-operation referring to the improvement of the curriculum and implementing new teaching methods and aids
- to work on the quality improvement of all the segments of administrative work at RRiF College
- to promote equality and rights of all people to learning and protection from all kinds of discrimination.

Priorities:

- prevalence of knowledge
- to encourage students and teachers to life-long learning through new achievements
- permanent adjustments of our own objectives and strategies to the market needs and the objectives of the European Commission in order to recognize the quality and higher competition of the staff and students.

Activities:

- translation of websites into English
- introducing teaching and administrative staff as well as students with the importance of life-long learning within the Erasmus Programme through workshops, briefings, brochures and on websites
- to ensure the premises where the administrative and teaching staff and students will receive information and news on the life-long learning programmes on time
- to introduce the students, teaching and administrative staff with the work of the Erasmus co-ordinator
- to be introduced with the news in the life-long learning programmes by the Erasmus co-ordinator
- organization and activities regarding the realization of the determined objectives within the Life-Long Learning Programme
- observation and reporting on the developments regarding the determined objectives within the Life-Long Learning Programme
- helping students and staff who participate in the Erasmus activities with accommodation, language learning, their rights and obligations, etc.
- observation of the improvement of the persons engaged in the programme
- reporting on the achieved results of the activities within the Life-long Learning Programme through briefings, on the RRiF College websites and at the meetings of the participants and the Erasmus co-ordinator.

Specific activities:

- informing the teaching and administrative staff on the possibilities to participate in the Erasmus Programmes and the importance of the EUC
- setting up an info board on the RRiF College premises presenting all the relevant information on EUC and EPS
- enabling contacts with the Erasmus co-ordinator (through email, phone or in person)
- to ensure a space on the websites (special link on the main site) promoting the EPS
- printing a booklet containing all the information on the Life-Long Learning Programmes with a specific stress on the Erasmus Programme, the importance of EUC and EPS and the conditions of and possibilities to participate for both the students and the staff.

Defining and promoting of moral principles, basic values and professional ethics is through the Code of Ethics of Students and Teachers of RRiF College. The Code of Ethics stresses the importance of respect of non-discrimination objectives and determines the guidelines of behaviour for all those who are involved in the operations of the RRiF College. The Ethical Committee consisting of teachers and students has been established in order to ensure realisation and respecting of the non-discrimination

Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure highest quality in academic mobility activities?

Details should be provided in particular on: recognition and credit systems, the provision of information on curricula, information and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, facilitation and acknowledgement of staff mobility.

Specific measures:

- using the ECTS for all the courses
- availability and information on the curricula with the corresponding ECTS
- agreements with other colleges on business co-operation.

Planned activities:

- defining of the transfer system of ECTS and acquired competencies through inter-institutional agreements
- presentation of the curriculum in the English language on websites
- informing students on the rights and obligations in the Mobility Programme
- recognizing practical work through the Erasmus Programme (in the future)
- issuing a brochure for outgoing students with all the relevant information, contacts and application procedure
- issuing a brochure, in co-operation with the students' association, for incoming students, which includes the information on the Republic of Croatia and the City of Zagreb, detailed information on the RRiF College, the curriculum, the possibilities of the curriculum and the suggestions on leisure time
- providing information on accommodation facilities and help to find the appropriate ones
- providing student counsellor for incoming students
- transparent defining of the conditions and the way of selection of the students and all staff to participate in the mobility programmes
- clear definitions of the objectives and tasks to be fulfilled by a specific individual mobility
- recognition of teachers' accomplishments and ensuring the conditions of application of the newly acquired knowledge in the teaching process
- implementing the acquired student competencies in the diploma supplement
- drawing up the plan of observation of the students and teachers engaged in the mobility programme including permanent support of the Erasmus co-ordinator
- organization of preparatory language courses for the persons engaged in the mobility programme
- permanent contacts with the Erasmus co-ordinators at other colleges referring to the preparation activities of arrival of the students or teachers

Quality of student placement activities:

What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreement are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement period as well as its recognition in the curriculum.

Quality control of mobility implementation will be performed through the standard procedures which transparently define the ways and conditions of such implementation.

- Agreement with an institution on co-operation and implementation of the mobility programme.
- Drawing up an agreement according to the instruction of the National Agency.
- Upon acquiring the EUC, application to the Mobility Programme determined by the National Agency for Mobility.
- Performing the procedure of selecting the candidates for the Mobility Programme according to the conditions of European Commission and the National Agency for Mobility and the previously determined conditions of the RRiF College.
- Selection of candidates and informing of all the interested parties.
- Signing the Learning Agreement with the selected candidate according to the instructions of National Agency and introducing him/her with his/her rights and obligations.
- Permanent monitoring and contacts with the outgoing student.
- Collection of all the necessary documents for recognition of the curriculum during his/her stay (candidate's report, documents of the other college – transcript of grades; records of mobility period).
- The Final Report on realization of the Mobility Programme, evaluation. Recommendations to change the organization aimed at improved quality is to be made by the Erasmus co-ordinator.
- Submitting the Report to National Agency.