



MobiAbility: A European standard on support measures in the EHA for international students with disabilities

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Communication Protocol for MobiAbility Platform

Final Report (Task OB 1.4)

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This document contains the detailed information about the activities that have to be performed by each party engaged into mobility of students with disabilities. There are the following participants of these processes:

- Student with disability who is looking for the host university,
- Home university staff who is responsible for helping the student, generating and approving official documents related to student mobility,
- Host university staff who accepts the proposal of student mobility.

Diagram included in this report (Fig 1 – Fig 3) presents all necessary processes that have to be completed to organize the mobility of students with disabilities and different documents generated during the processes. Fig 4 presents the activities related to mobility and its assessment.

Figure 1. Student registration and preparing the inquiries to host universities

Anonymous user, for example a student with disabilities or home university staff, is looking for the university that would be a place for mobility taking into consideration her/his needs. To find an appropriate host university, student has to define some criteria that have to be met by the university to be considered as a place for mobility. As a result of filtering, there will be displayed the list of universities that satisfy previously defined criteria. However, the anonymous user cannot save this list into the platform. To do that, it is necessary to create an account for student that constitutes her/his personal profile on the platform. An account is created by the student or home university staff. Defining this profile, some personal information about student and her/his individual needs related to disability have to be entered.

Having already an account, the student can search again for host universities. At this stage, student can choose only five candidate universities among those that have an official students exchange agreement with home university. This list can be saved into the personal account of student.

Having the list of candidate host universities, the student has to close it to confirm that it is her/his choice for mobility that should be further processed. This list has to be confirmed by home university staff, too. The next stage is completed by home universities staff. It is generation and sending the inquiries to host universities about the possibility to carry out student mobility considering his/her needs. The procedure of acceptance made by host university is described in Fig 2.

Figure 2. Host university acceptance procedure

Host university obtains the inquiry from the home university. After analysis of the student needs, host university staff accepts or rejects the candidate student. In case of rejection it is necessary to explain what the reason is. In case of acceptance the student the university staff

checks whether there are any additional conditions related to the student mobility. If yes, these terms have to be negotiated with home university. But the negotiation process is carried out outside the system. The result of negotiations is a document that contains additional conditions accepted by the host university. At this stage, this document has to be sent to the student who can accept or reject it. If the student accepts new conditions then host university accepts her/him. If the student does not accept new terms then she/he is rejected. In both cases, namely acceptance and rejection of a student concerned, the host university informs the home university about its decision.

Figure 3. Memorandum preparation

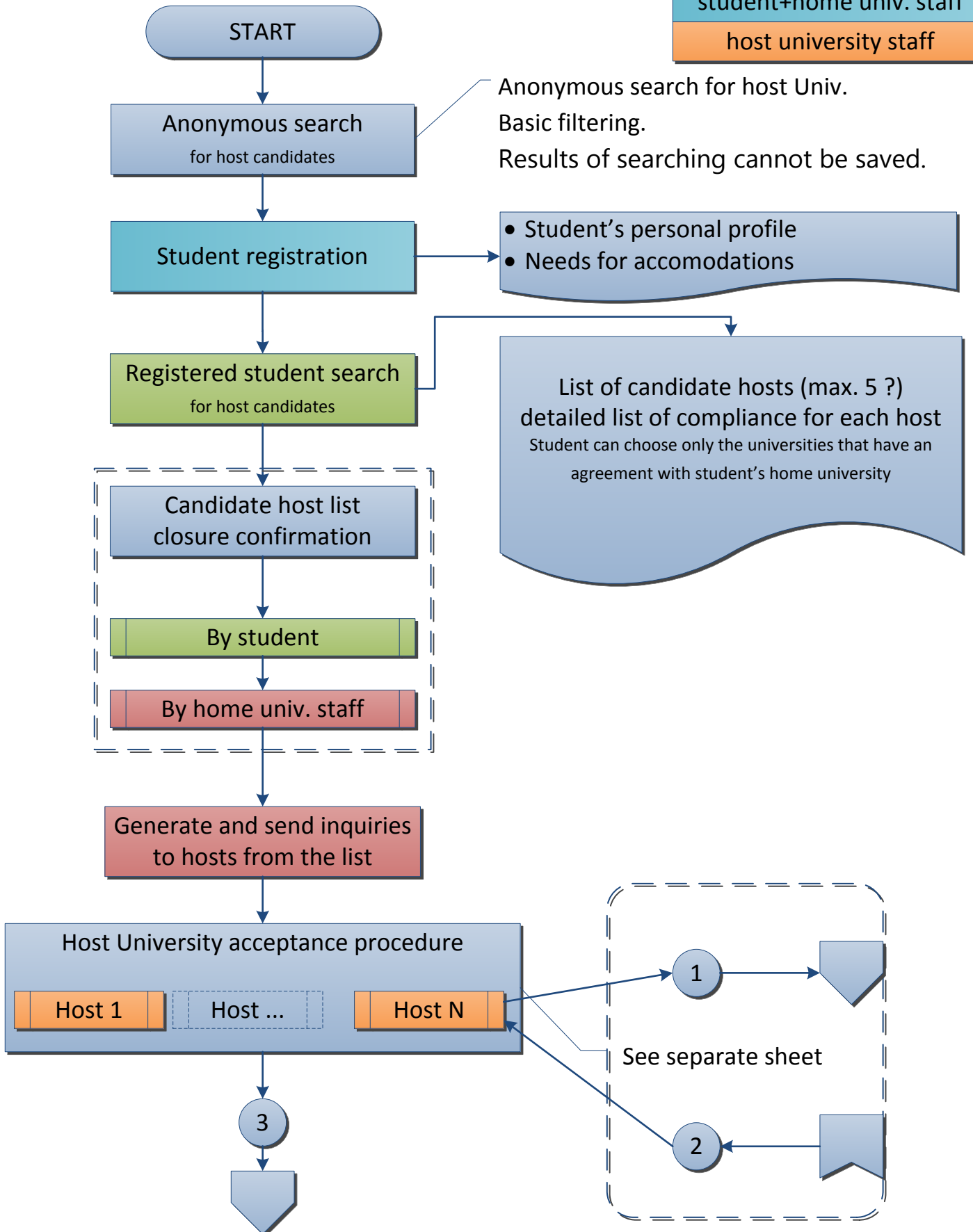
The home university and the student are informed about decision from all host universities. Then student has to choose one of them. Her/his decision is passed on to the home and host university. The home university staff prepares the memorandum that expresses the will of the host university to provide the necessary conditions to carry out the mobility of the student (this memorandum is not an official agreement from the legal point of view). This memorandum will be sent to host university for acceptance. Additionally, the home university staff and the student prepare the documentation necessary for student mobility. This external documentation is related to the official agreement concerning the mobility of a given student in the frame of Erasmus+ Programme, bilateral agreement or other European programme.

Figure 4. Mobility and mobility assessment

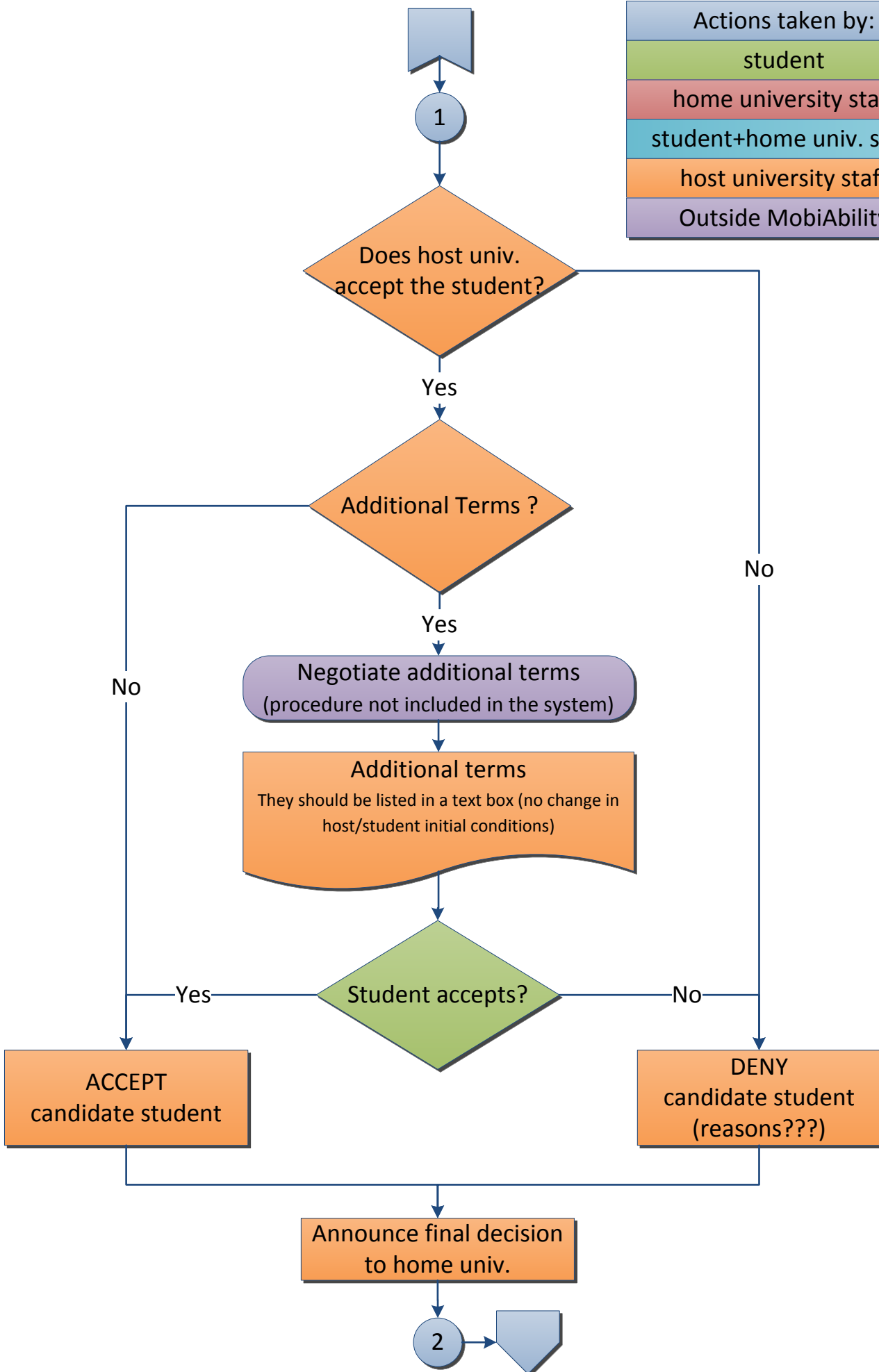
After preparation of all necessary documents, the student can start her / his mobility. During the stay at the host university it is possible that there will be some problems that have to be solved by the home and/or host university. Upon return to the home country, student assesses different aspects of her/his stay at the host university, using predefined criteria.

But there is one exception that may occur after official preparing of the student mobility. Due to any reason, student cannot participate at the previously organised mobility. In this case the home university staff has to explain why it has happened.

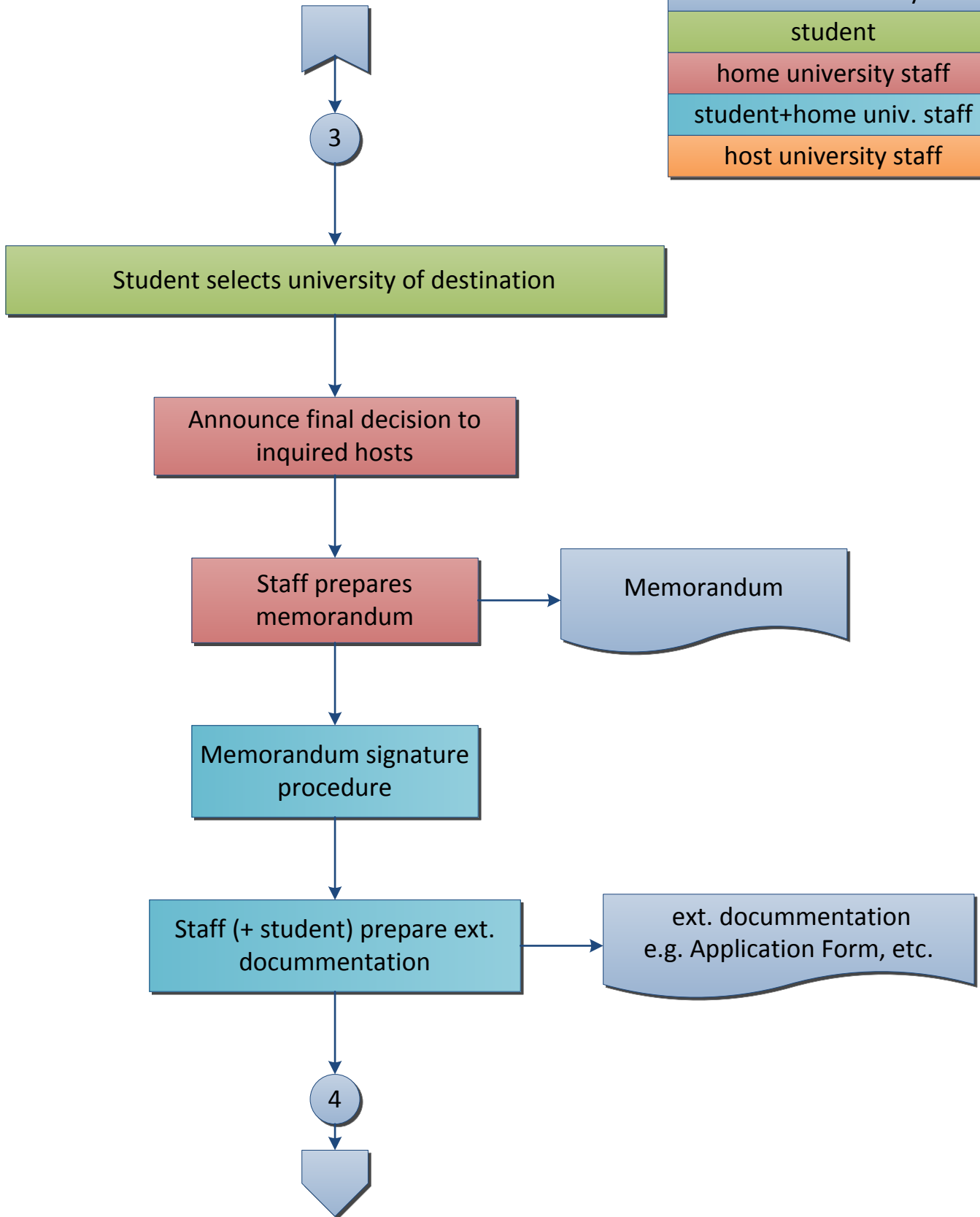
Actions taken by:
student
home university staff
student+home univ. staff
host university staff



Actions taken by:
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home university staff
student+home univ. staff
host university staff
Outside MobiAbility



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