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**ERASMUS+ PROGRAMME, KEY ACTION 2
CAPACITY BUILDING IN HIGHER EDUCATION**

**Furthering International Relations Capacities and Intercultural Engagement
to Nurture Campus Diversity and to Support Internationalisation at Home
(FRIENDS)**

TASK FORCE ACTION PLAN

FRIENDS Teahouses: Setup and Piloting

Work Package 4

GOALS AND OBJECTIVES

To transform the Partner Country (PC) HEIs' IROs into vibrant multicultural focal points through the establishment of FRIENDS Teahouses and to introduce the Home Away from Home Programme for integrated student care as part of FRIENDS partners' efforts to integrate international and intercultural dimensions into PC HEIs' informal curriculum.

TASKS

1. 36 PC HEIs students (3 per PC HEI) will be trained by Programme Countries (PrC) HEIs' experts during the 8-week Student Boot Camp held at Varna University of Management (VUM) premises in Bulgaria.
2. In the framework of the 5th Partner Meeting, FRIENDS consortium members will take part in a staff retreat to co-create the Home Away from Home Programme for integrated care of international students and students with different cultural background.
3. The 12 PC HEIs will adopt the Home Away from Home Programme in their IROs' portfolios. In addition, the 12 PC HEIs will establish the FRIENDS Teahouses as an extension to their IROs. The FRIENDS Teahouses will operate as multicultural hubs that serve as both places suitable for socialising and informal gatherings as well as venues of formal international and cultural events.

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4. Each PC HEI's students and IRO staff will endorse a code of conduct linked to their FRIENDS Teahouse operation and will prepare and publish a calendar of the FRIENDS Teahouse events.
5. Each of the 12 FRIENDS Teahouses will be formally launched with an International and Intercultural Festival targeted at the PC HEIs' academic communities at large.

DELIVERABLES

Del. 4.1. Student Boot Camp: the **8-week long training** is targeted at **36 PC HEIs' students** who have obtained an Intercultural Passport and are top 3 winners at institutional level of the Digital Storytelling Contest conducted in WP3. The Student Boot Camp agenda will cover **7 modules** to be delivered by PrC HEIs representatives.

Del. 4.2. Home Away from Home Staff Retreat: the agenda of the **3-day event** to be held in the framework of the 5th Partner Meeting will include team-building sessions, simulation exercises and various design thinking activities aimed at **co-creating the Home Away from Home Programme**. The staff retreat will be attended by **representatives of all project partner HEIs**.

Del. 4.3. Home Away from Home Programme: the programme summarized in a **document of approx. 5 page-length** will present an integrated model for international students' care and support. The 12 PC HEIs will adjust the proposed model in line with their local context and internal procedures and policies related to student support and welfare.

Del. 4.4. FRIENDS Teahouses Code of Conduct and Calendar: the PC HEIs students trained in the framework of the Student Boot Camp will create an agenda for the activities to be organized at their FRIENDS Teahouses during Year 3 of the project lifetime. The agendas will be subject to regular update and will be shared through the project website's 5 subsites and the PC HEIs' websites and social media accounts.

Del. 4.5. FRIENDS International and Intercultural Festivals: 12 FRIENDS International and Intercultural Festivals (1 per PC HEI) will be organized to celebrate PC HEIs international students' culture and identity. Each of the 1-day large-scale events will engage with at least 200 participants per PC HEI and will be organized as part of the FRIENDS Teahouses' official opening campaign.

TEAM MEMBERS

All project partners; PSU (P14) to lead and coordinate WP4.

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PLANNED RESOURCES

WP3 Total costs: 344769 EUR

Number of workdays: 1300 days

Staff costs: 55889.00 EUR

Number of partner meetings: 2 (Student Boot Camp and 5th Partner Meeting)

Number of mobility flows: 36 student mob. flows and 6 staff mob. flows for the Student Boot Camp; 31 staff mob. flows at 5th Partner Meeting

Travel costs: 45260.00 EUR for the Student Boot Camp and 13940.00 EUR at 5th Partner Meeting

Costs of stay: 93240.00 EUR for the Student Boot Camp and 28440.00 EUR at 5th Partner Meeting

Equipment costs: 108000.00 EUR to purchase equipment for the purposes of the 12 FRIENDS Teahouses' setup, running and operations.

TIMELINE

Del. No	Activities (as per the LFM)	Duration (weeks)	19	20	21	22	23	24	25	26
			15.05.20-14.06.20	15.06.20-14.07.20	15.07.20-14.08.20	15.08.20-14.09.20	15.09.20-14.10.20	15.10.20-14.11.20	15.12.20-14.01.21	15.01.21-14.02.21
4	FRIENDS Teahouses: Setup and Piloting		PrC*/PC**	PrC/PC	PrC	PrC	PC	PC	PC	PC
4.1.	Student Boot Camp					X***				
4.2.	Home Away from Home Staff Retreat						X			
4.3.	Home Away from Home Programme								X	
4.4.	FRIENDS Teahouses Code of Conduct and Calendar								X	
4.5.	FRIENDS International and Intercultural Festivals									X

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** PrC: Activities taking place in the Programme Countries*

*** PC: Activities taking place in the Partner Countries*

****X: Completion date deadline*

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