

ERASMUS+ PROJECT 2023-1-RS01-KA220-HED-000156660

**EPIR | E-Procedure of Institutional Recognition of
Foreign Higher Education Documents**

WP3 Activity 5 - Implementation of the new/upgraded IT systems at each partner organisation, which includes training the users through WP2 activity, providing documentation, and data conversion from the previous system to the new system

Prepared by UNIVPM

Introduction

Within the framework of the EPIR project, Work Package 3 focuses on the development and improvement of IT systems supporting the recognition of foreign higher education documents and the admission of international students. In line with the project objective of enhancing digital capabilities and simplifying recognition procedures, Università Politecnica delle Marche (UNIVPM) implemented and further developed the Move-IN platform as its institutional digital solution for the management of international admissions and credential recognition processes.

The implementation phase represented the culmination of the activities carried out during system analysis, design, development, testing, and validation. The objective was to make the platform fully operational and integrated into the University's admission workflow, ensuring a transparent, efficient, and user-friendly experience for applicants, academic evaluators, and administrative staff.

Institutional Context

Before the introduction of Move-IN, procedures related to the pre-evaluation of international candidates involved multiple communication channels and significant manual intervention. As the number of applications from international students continued to increase, it became necessary to adopt a more structured and scalable digital solution capable of managing large volumes of applications while ensuring consistency and transparency in the evaluation process.

The EPIR project provided an important framework for consolidating and further improving the platform, allowing UNIVPM to strengthen the digitalisation of recognition procedures and align them with the project's objectives concerning accessibility, efficiency, and sustainability.

Implementation Process

The implementation of Move-IN was carried out through a gradual and coordinated process involving technical staff, administrative personnel, and academic evaluators.

The first phase focused on the configuration and adaptation of the platform to the specific needs of UNIVPM. This included the definition of user roles and permissions, the organisation of application workflows, the integration of document management functions, and the development of communication tools enabling direct interaction between applicants and university offices.

EPIR project partners:

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Particular attention was dedicated to ensuring that the platform supported all key stages of the admission and recognition process. Through Move-IN, international applicants are able to create a personal account, submit applications, upload supporting documentation, monitor the status of their application, and receive communications regarding evaluation outcomes.

At the institutional level, the platform enables administrative staff to verify documentation, manage workflows, coordinate communication with applicants, and monitor the progress of applications. Academic Teaching Committees can access applicants' files electronically, evaluate qualifications, and issue admission decisions through a fully digital procedure.

Operational Deployment

Following the completion of testing activities and validation of system functionalities, Move-IN became the official platform used by UNIVPM for the management of international pre-evaluation and admission procedures.

The implementation included:

- Activation of the platform for all international applicants;
- Deployment of academic evaluation workflows for Teaching Committees;
- Integration of communication functions between students, academic evaluators, and administrative offices;
- Digital management of supporting documentation;
- Monitoring and reporting functions supporting institutional decision-making.

The introduction of the platform has significantly reduced the reliance on paper-based processes and email exchanges, contributing to a more streamlined and environmentally sustainable procedure.

Benefits and Impact

The implementation of Move-IN has generated substantial benefits for both applicants and the University.

For prospective international students, the platform provides a single digital entry point through which they can manage the entire application process regardless of their geographical location. This has improved accessibility and reduced the need for repeated communications and document resubmissions.

For academic and administrative staff, the platform has increased efficiency by centralising information, improving workflow management, and facilitating collaboration between the International Students Admission Office and Teaching Committees.

The digitalisation of procedures has also strengthened transparency, as applicants can monitor the progress of their applications and receive timely updates on evaluation outcomes.

Furthermore, the platform contributes to the green objectives of the EPIR project by reducing paper consumption, limiting administrative duplication, and enabling fully digital document management.

Sustainability and Future Development

The implementation of Move-IN has established a sustainable digital infrastructure that will continue to support international admissions and recognition procedures beyond the duration of the EPIR project.

UNIVPM remains committed to the continuous maintenance and improvement of the platform. Feedback collected from students, academic evaluators, and administrative staff is regularly analysed to identify opportunities for further development and optimisation.

Through the successful implementation of Move-IN, UNIVPM has strengthened its institutional capacity to manage international admissions, enhanced the quality and transparency of recognition procedures, and contributed to the broader objectives of digital transformation promoted by the EPIR project.

Conclusion

The implementation of the Move-IN platform represents a significant milestone in the digital transformation of international admission and recognition procedures at UNIVPM. By providing an integrated, efficient, and user-centred digital environment, the University has improved access to higher education for international applicants while enhancing the effectiveness of institutional processes.

The experience gained through EPIR demonstrates how digital solutions can facilitate recognition procedures, support internationalisation strategies, and contribute to the creation of more accessible, transparent, and sustainable higher education services.