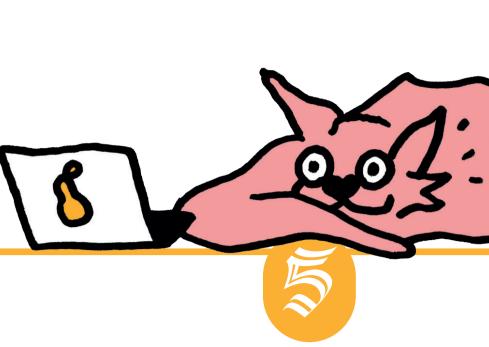# INCLUSION OFFICERS
Your Allies for Inclusive Mobility Across Alliances!

Do you think your alliance should appoint an Inclusion Officer?
HERE'S HOW TO GET STARTED:

1 BUILDING THE CASE

Begin by making the case for why Inclusion Officers are essential:

- **Inclusion Officers fill gaps in support** and make centralised services more accessible to underserved students who face disproportionate challenges in mobility programmes.
- **Inclusion Officers enhance diversity and reputation** by helping institutions meet their commitments to equity and diversity, attract a broader range of students, and thereby enhance institutional reputation.
- **Inclusion Officers reduce barriers to participation in mobility** by fostering trust, psychological safety and a sense of belonging - key factors in encouraging students to participate in mobility programmes.
- **Inclusion Officers improve collaboration across alliances** and streamline cross-institutional processes, making the mobility experience consistent and reliable across partner institutions.

2 DEFINING THE ROLE AND ITS SCOPE

Clearly outline the purpose and responsibilities of the Inclusion Officers to ensure their effectiveness:

- **Centralise the role**: Place the Inclusion Officers in the International Offices of partner universities to serve as an accessible, visible point of contact for underserved students.
- **Focus on key areas**: Define their responsibilities around direct student support, institutional advocacy, and cross-institutional collaboration.
- **Adapt for scale**: If resources are limited, integrate this role into existing staff positions and provide appropriate training

3 COLLABORATING ACROSS ALLIANCES

The impact of Inclusion Officers is strongest when working within alliance-wide collaboration:

- **Develop shared resources:** Work with alliance partners to create shared training materials and standardised practices for supporting underserved students.
- **Use a centralised platform:** Use resources such as a virtual inclusion office to streamline communication and share resources.
- **Ensure consistency:** Align policies and services so that students receive consistent support across partner institutions.

4 PROVIDING COMPREHENSIVE TRAINING

- **Embrace continuous learning:** Recognise that diversity and inclusion are dynamic fields that require ongoing training. Inclusion Officers should regularly update their knowledge and skills through workshops, certifications and professional development programmes that reflect emerging trends and challenges.
- **Learn from the community**: Encourage Inclusion Officers to actively engage with underserved student groups to understand their lived experiences and needs. Facilitate co-creation activities, such as bootcamps, where students and staff can work together to identify barriers and create innovative solutions.
- **Encourage peer exchange:** Facilitate strong links with inclusion officers at other institutions to share best practices.

5 MONITORING PROGRESS AND REFINE THE ROLE

- **Collect feedback**: Regularly survey students and staff to understand how Inclusion Officers meet their needs.
- **Measure success**: Assess impact by using metrics such as increased participation rates and student satisfaction.
- **Refine practices**: Share results with leadership and alliance partners to iterate on strategies and advocate for further support.

INCLUSION OFFICER

1. THE IDEM SQUAD: *PEER-TO-PEER CONNECTIONS*

- Facilitates connections between students and peer ambassadors for informal advice.
- Builds trust and reduces isolation through relatable experiences.

COLLABORATION FOR SUPPORT

2. IDEM CLUBS: *INCLUSIVE CAMPUS SPACES*

- Promotes safe and welcoming spaces for diverse students.
- Organizes events and campaigns to increase visibility for inclusion efforts.

COMMUNITY EMPOWERMENT

3. KNOWLEDGE CREATION THROUGH BOOTCAMPS: *CO-CREATING SOLUTIONS*

- Facilitates bootcamps to amplify underserved students' voices.
- Incorporates innovative ideas into institutional practices.

STUDENT DRIVEN INSIGHTS

4. IDEM MOBILITY GUIDELINES: *FRAMEWORK ALIGNMENT*

- Implements and monitors adherence to Mobility Model Guidelines
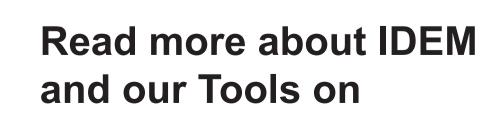- Creates feedback loops to keep the guidelines responsive to student needs.

POLICY INTEGRATION

Read more about IDEM and our Tools on
www.idem-project.eu