SOCRATES PROGRAMME

Application Form for ERASMUS 1

ECTS Label

For the academic years 2005/2006 – 2007/2008 (three years)

Please give the full and accurate reference of your ERASMUS University Charter:

-IC-1-2002-1-   -ERASMUS-EUC-1

CLOSING DATE FOR SUBMISSION:

**1 NOVEMBER 2004
(as per postmark)**

Applications bearing a postmark after this date will not be considered.
Applications must be sent by post.
Applications sent by fax or e-mail will not be accepted.

It is strongly recommended that you send your application by means that provide you with proof of dispatch
(registered post, express courier, etc.).

Three original copies of the application are to be sent to:

Socrates, Leonardo and Youth Technical Assistance Office
Rue Colonel Bourg 139 Kolonel Bourgstraat
B - 1140 Brussels

Important information

This form is to be used if your institution wishes to apply for an <u>ECTS Label</u> for a period of three academic years (2005/2006-2007/2008)

The ECTS Label application is designed for institutions which have an Information Package/Course Catalogue covering <u>all first and second cycle programmes</u> and are able to demonstrate that they apply ECTS to mobile students.

<u>NB: Incomplete applications, which do not cover all of your first and second cycle degree programmes will not be assessed</u>.

Acknowledgement of receipt

Applicants are invited to consult the website of the SOCRATES, LEONARDO & YOUTH Technical Assistance Office to confirm the receipt of their ECTS Label application. If by 02/12/2003 the application has not been registered on the website, the applicant should contact the SOCRATES, LEONARDO & YOUTH Technical Assistance Office (see page 3).

Application and selection procedure

- The form must be completed in one of the 11 official languages of the European Union.

- The application must be typewritten or word-processed using a computer, character size 11 pt minimum.

- The 3 copies of the application form must bear the original signature of the head of the institution and the original stamp of the institution.

- All the three original copies of the application must be sent in the same envelope.

- The list of selected institutions will be published on: http://www.socleoyouth.be

- In accordance with standard Commission practice, the information provided in your application may be used for the purposes of evaluating the SOCRATES programme. The relevant data protection regulations will be respected.

Any questions relating to this proposal should be addressed to the

Socrates, Leonardo & Youth Technical Assistance Office
Rue Colonel Bourg 139 Kolonel Bourgstraat
B - 1140 Brussels

http://www.socleoyouth.be

e-mail: erasmus_applications@socleoyouth.be

Telephone - hotline: + 32 2 233 0244/45
Fax: + 32 2 233 0150

SECTION 1 - IDENTIFICATION

1.1. Languages

Language in which you would like the label to be issued

1st preference ☐ DE ☐ EN ☐ FR	2nd preference (language in which you would like a translation of the contractual package) ☐ DA ☐ DE ☐ EL ☐ EN ☐ ES ☐ FI ☐ FR ☐ IT ☐ NL ☐ PO ☐ SE

Language in which you would like correspondence with the Commission to be conducted

1st preference ☐ DE ☐ EN ☐ FR	2nd preference ☐ DA ☐ DE ☐ EL ☐ EN ☐ ES ☐ FI ☐ FR ☐ IT ☐ NL ☐ PO ☐ SE

1.2. Applying institution

1.2.1 Legal Representative
(The same person as specified in the Erasmus University Charter application of your institution or as modified)

Full legal name of the institution in the national language			
Acronym of the institution, if applicable			
Full name of the Institution in English (formal or informal translation)			
Country code		Region code	
ERASMUS ID code (e.g. B BRUXEL01)			
Website	http://		
Legal representative of the institution (head of the institution): 　　　　　　Last and first name			
Title (optional) (e.g. Prof., Dr, etc.)		Gender	☐ F (female) ☐ M (male)
Department/unit			
Official function within the institution			
Legal address of the institution 　　　　　Street 　　　　　Post code & town 　　　　　Country			
Phone (including country and area codes)	+　　　/　　　/		
Fax (including country and area codes)	+　　　/　　　/		
E-mail address	@		

1.2.2. ERASMUS Institutional Coordinator

(The same person as specified in the Erasmus University Charter application of your institution or as modified)

ERASMUS Institutional Coordinator: Last and first name			
Title (optional) (e.g. Prof., Dr, etc.)		Gender	☐F (female) ☐M (male)
Department/unit			
Official function within the institution			
Correspondence address: Street Post code & town Country			
Phone (including country and area codes)	+ / /		
Fax (including country and area codes)	+ / /		
E-mail address	@		

1.2.3 Institutional ECTS Coordinator

Institutional ECTS coordinator: Last and first name			
Title (optional) (e.g. Prof., Dr, etc.)		Gender	☐F (female) ☐M (male)
Department/Unit			
Official function within the institution			
Correspondence address: Street Post code & town Country			
Phone (including country and area codes)	+ / /		
Fax (including country and area codes)	+ / /		
E-mail address	@		

SECTION 2 - DOCUMENTS REQUIRED

(Please tick all applicable boxes below.)

2.1   Information Package/Course Catalogue

☐   The Information Package/Course Catalogue of my institution describing all the items in the ECTS Key Features checklist (See Annex) for all first and second cycle degree programmes can be found via menus on the following web pages <u>NB: Incomplete applications, which do not cover all of your first and second cycle degree programmes, will not be assessed)</u>.

<u>In the local language</u>

Information on the institution: http://
Information on degree programmes: http://
General information for students: http://

<u>Please do not list more than three web pages. All information should be easy to trace (a few mouse-clicks) via the menus on these pages</u>.

<u>In English</u>

Information on the institution: http://
Information on degree programmes: http://
General information for students: http://

<u>Please do not list more than three web pages. All information should be easy to trace (a few mouse clicks) via the menus on these pages</u>.

☐   <u>Some or all</u> of the information concerning my institution is <u>not</u> published on the web. I therefore enclose hard copies of booklets available to students. This concerns:

<u>Information on the institution</u>

☐   in the local language
☐   in English

<u>Information on degree programmes</u>

☐   in the local language
☐   in English

<u>General information for students</u>

☐   in the local language
☐   in English

☐   I confirm that the above information covers:

- A description of the recognition procedures applied by my institution
- A description of the allocation of credits in my institution based on student workload required to achieve the objectives or learning outcomes of the course units

2.2   **Three complete ECTS dossiers concerning three <u>outgoing</u> students**

☐   I provide three (3) complete ECTS dossiers for three <u>outgoing</u> students:
- enrolled at my institution
- in three different degree programmes (one per student)
- having spent a period of study in three different countries (one per student)
- in 2002/03 or 2003/04

Each of the three dossiers consists of the following <u>completed, signed and certified documents</u>:

- o **Transcript of Records provided by my institution presenting the academic performance of the student <u>before</u> the mobility period**
- o **Learning Agreement (with agreed changes if this applies)**
- o **Transcript of Records received from the partner institution <u>after</u> the mobility**
- o **Proof of academic recognition given by my institution (plus translation in English)**

The document providing "proof of recognition" should demonstrate that the period of study undertaken abroad (including examinations or other forms of assessment) is recognised as replacing a comparable period of study (including examination or other forms of assessment). It should list the credits given by your institution to the returning students.

If it is necessary to satisfy data protection requirements, documents may be anonymised but must be certified copies of originals.

<u>NB: Incomplete applications, with one or more documents missing, will not be assessed</u>.

2.3   **Three complete ECTS dossiers concerning three <u>incoming</u> students**

☐   I provide three (3) complete ECTS dossiers concerning three <u>incoming</u> students
- from three different countries (one per student)
- Having studied at my institution in three different degree programmes (one per student)
- in 2002/03 or 2003/04

Each of the three dossiers consists of the following <u>filled in, signed and certified documents</u>:

- o **Transcript of Records provided by the partner institution presenting the academic performance of the student <u>before</u> the mobility period**
- o **Learning Agreement (with agreed changes as this applies)**
- o **Transcript of Records provided by my institution <u>after</u> the mobility**

If it is necessary to satisfy data protection requirements, documents may be anonymised but must be certified copies of originals.

<u>NB: Incomplete applications, with one or more documents missing, will not be assessed</u>.

☐   My institution has fewer than 3 degree programmes.

☐   I nevertheless present 3 complete ECTS dossiers for 3 outgoing students and 3 complete ECTS dossiers for 3 incoming students in subjects offered by my institution.

SECTION 3 - DECLARATION

To be completed by the person legally authorised to sign on behalf of the institution, as mentioned in Section 1.2.1

"I, the undersigned, certify that the information contained in this application is correct to the best of my knowledge."

Place: Date   /   /   (day/month/year)

Signature of the Legal Representative   Stamp of the institution
(head of institution)

Name and position in capitals

NAME:

POSITION:

Checklist for the Application

All questions have been answered	☐
The 3 copies bear the original signature of the legal representative	☐
The 3 original copies of the application are being sent to the Socrates, Leonardo & Youth Technical Assistance Office before the closing date	☐
A hard copy of (parts of) the Information Package/Course Catalogue is enclosed ONLY IF this information is not published on the web	☐
Three complete ECTS dossiers for <u>outgoing</u> students are enclosed	☐
Three complete ECTS dossiers for <u>incoming</u> students are enclosed	☐

European Credit Transfer and Accumulation System (ECTS)

Key Features

What is a credit system?

A credit system is a systematic way of describing an educational programme by attaching credits to its components. The definition of credits in higher education systems may be based on different parameters, such as student workload, learning outcomes and contact hours.

What is ECTS?

The European Credit Transfer and Accumulation System is a student-centred system based on the student workload required to achieve the objectives of a programme, objectives preferably specified in terms of the learning outcomes and competences to be acquired.

How did ECTS develop?

ECTS was introduced in 1989, within the framework of Erasmus, now part of the Socrates programme. ECTS is the only credit system which has been successfully tested and used across Europe. ECTS was set up initially for credit transfer. The system facilitated the recognition of periods of study abroad and thus enhanced the quality and volume of student mobility in Europe. Recently ECTS is developing into an accumulation system to be implemented at institutional, regional, national and European level. This is one of the key objectives of the Bologna Declaration of June 1999.

Why introduce ECTS?

ECTS makes study programmes easy to read and compare for all students, local and foreign. ECTS facilitates mobility and academic recognition. ECTS helps universities to organise and revise their study programmes. ECTS can be used across a variety of programmes and modes of delivery. ECTS makes European Higher Education more attractive for students from other continents.

What are the key features of ECTS?

- ECTS is based on the principle that 60 credits measure the workload of a full-time student during one academic year. The student workload of a full-time study programme in Europe amounts in most cases to around 1500-1800 hours per year and in those cases one credit stands for around 25 to 30 working hours.

- Credits in ECTS can only be obtained after successful completion of the work required and appropriate assessment of the learning outcomes achieved. Learning outcomes are sets of competences, expressing what the student will know, understand or be able to do after completion of a process of learning, long or short.

- Student workload in ECTS consists of the time required to complete all planned learning activities such as attending lectures, seminars, independent and private study, preparation of projects, examinations, and so forth.

- Credits are allocated to all educational components of a study programme (such as modules, courses, placements, dissertation work, etc.) and reflect the quantity of work each component requires to achieve its specific objectives or learning outcomes in relation to the total quantity of work necessary to complete a full year of study successfully.

- The performance of the student is documented by a local/national grade. It is good practice to add an ECTS grade, in particular in case of credit transfer. The ECTS grading scale ranks the students on a statistical basis. Therefore, statistical data on student performance is a prerequisite for applying the ECTS grading system. Grades are assigned among students with a *pass grade* as follows:

A   best 10%

B   next 25%

C   next 30%

D   next 25%

E   next 10%

A distinction is made between the grades FX and F that are used for unsuccessful students. FX means: "fail- some more work required to pass" and F means: "fail – considerable further work required". The inclusion of failure rates in the Transcript of Records is optional.

What are the key documents of ECTS?

- The regular Information Package/Course Catalogue of the institution to be published in two languages (or only in English for programmes taught in English) on the Web and/or in hard copy in one or more booklets. The Information Package/Course Catalogue must contain the items of the checklist attached to this document, including information for host students from abroad.
- The Learning Agreement contains the list of courses to be taken with the ECTS credits which will be awarded for each course. This list must be agreed by the student and the responsible academic body of the institution concerned. In the case of credit transfer, the Learning Agreement has to be agreed by the student and the two institutions concerned before the student's departure and updated immediately when changes occur.

- The Transcript of Records documents the performance of a student by showing the list of courses taken, the ECTS credits gained, local or national credits, if any, local grades and possibly ECTS grades awarded. In the case of credit transfer, the Transcript of Records has to be issued by the home institution for outgoing students before departure and by the host institution for incoming students at the end of their period of study.

How to obtain the ECTS Label?

- An ECTS label will be awarded to institutions which apply ECTS correctly in all first and second cycle degree programmes. The label will raise the profile of the institution as a transparent and reliable partner in European and international cooperation.
- The criteria for the label are: an Information Package/Course Catalogue (online or hard copy in one or more booklets) in two languages (or only in English for programmes taught in English), use of ECTS credits, samples of Learning Agreements, Transcripts of Records and proofs of academic recognition.
- An application form has been published on the Europa web site of the European Commission. The application deadline is Nov 1st, annually. The label will be valid for three academic years. The list of institutions in possession of the label will be published on the Europa web site.

What is the Diploma Supplement?

The Diploma Supplement is a document attached to a higher education diploma providing a standardised description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the graduate. The Diploma Supplement provides transparency and facilitates academic and professional recognition of qualifications (diplomas, degrees, certificates). A Diploma Supplement label will be awarded to institutions which deliver a Diploma Supplement, to all graduates in all first and second cycle degree programmes, in accordance with the structure and recommendations to be found on the Europa web-site of the European Commission.

Where to find more information on ECTS and the Diploma Supplement?

More information on ECTS and the Diploma Supplement can be found on the Europa web site of the European Commission, including the ECTS Users' Guide and a list of ECTS/DS Counsellors.
http://europa.eu.int/comm/education/programmes/socrates/ects_en.html

<u>Checklist for the Information Package/Course Catalogue</u>

Information on the Institution
- Name and address
- Academic calendar
- Academic authorities
- General description of the institution (including type and status)
- List of degree programmes offered
- Admission/registration procedures
- Main university regulations (notably recognition procedures)
- ECTS institutional co-ordinator

Information on degree programmes

General description
- Qualification awarded
- Ad mission requirements
- Educational and professional goals
- Access to further studies
- Course structure diagram with credits (60 per year)
- Final examination
- Examination and assessment regulations
- ECTS departmental co-ordinator

Description of individual course units
- Course title
- Course code
- Type of course
- Level of course
- Year of study
- Semester/trimester
- Number of credits allocated (based on the student workload required to achieve the objectives or learning outcomes)
- Name of lecturer
- Objective of the course (preferably expressed in terms of learning outcomes and competences)
- Prerequisites
- Course contents
- Recommended reading
- Teaching methods
- Assessment methods
- Language of instruction

General information for students
- Cost of living
- Accommodation
- Meals
- Medical facilities
- Facilities for special needs students
- Insurance
- Financial support for students
- Student affairs office
- Study facilities
- International programmes
- Practical information for mobile students
- Language courses
- Internships
- Sports facilities
- Extra-mural and leisure activities
- Student associations