

Introductory note

It is essential that the information given in Part A is both complete and accurate, as an institution cannot be allowed to participate in ERASMUS activities unless it can be properly identified as eligible for the ERASMUS programme.

A.1 Identification of the applicant institution

Please enter the full legal name of the institution in the national language, including its acronym or abbreviation where one exists. For less commonly used languages, a translation of the title into English is also requested. Please enter the country in which your institution is located.

Please note that more detailed technical information will also be provided within the new on-line tool.

In order to check the eligibility of your institution for ERASMUS, please consult the website at <http://www.socleoyouth.be> or contact your National Agency or the Technical Assistance Office to make sure that your institution is recognised as eligible for ERASMUS grants by the competent authorities of the country concerned.

A.2 Identification of the legal representative

The contractor or legal representative of the institution is the only person who can make a legal commitment of the institution, and who will be the signatory for the contracts if the Commission and/or the National Agency award a grant to your institution. In general, this will be the **Head of the institution**. Please give his/her full contact details.

A.3 ERASMUS institutional co-ordinator – contact person

The ERASMUS co-ordinator of the institution or contact person is the person in charge of supervising all ERASMUS activities within your institution. Please give his/her full contact details.

Usually it will remain the same person who has been responsible for the co-ordination of the IC in previous years.

The address provided will be used for most correspondence relating to the ERASMUS University Charter. It is recommended to use the same address for correspondence with your National Agency on ERASMUS mobility activities.

Please note: The ERASMUS co-ordinator of your institution should be contacted before preparing and submitting applications for:

- ERASMUS Transnational Co-operation Projects to the European Commission,
- ERASMUS mobility activities to the National Agency of your country,

in order to ensure:

- a co-ordinated approach to the preparation of applications;
- that the proposals are in line with the EPS of your institution.

A.4 Data on the applicant institution

The data requested in this section will be used as a source of information on the applicant institution. The figures required concern higher education only; you should not include data on any other levels of education provided in your institution.

Please select the level of degrees awarded by your institution:

- First cycle degrees (undergraduate level, often called a bachelor - minimum three years)
- Second cycle degree (graduate, often called a master. Access requirement: successful completion of first cycle).
- One-tier degrees (long degree programmes not divided into first and second cycle).
- Doctoral degree programmes (research and courses leading to a doctorate).
- Other degrees (programmes at higher education level not leading to a full first or second cycle degree as described above. Examples: two-year programmes at undergraduate level, module certificates).

Please indicate when your institution participated in ERASMUS for the first time. Background information:

- The ERASMUS programme started **in 1987** and was prolonged at the end of 1989 for a further 5 years. In 1992 the EFTA countries joined the programme and it was enlarged to accommodate 18 participating countries.
- In 1995 the SOCRATES programme was launched. ERASMUS was redesigned and became an integrated part of SOCRATES.
- In 1997 the first Associated Countries joined the programme. Since towards the end of the first phase of SOCRATES, 30 countries (i.e. the member states, EFTA/EEA countries, the associated countries of Central and Eastern Europe, Cyprus and Malta) have been participating in the programme.
- In 2000, the second phase of the SOCRATES programme was launched with a total programme duration of seven years (2000 - 2006).

A.5 Data on outgoing mobility

Only if your institution has **not** been involved in ERASMUS mobility you should indicate how many ERASMUS students/teachers you plan to send out during the academic year 2006/2007.

A.6 Data on the subject areas taught

Select the main ERASMUS subject areas taught at your institution.

*For example, if forestry is taught at your institution, select the **main** ERASMUS subject area using the given categorisation (01-Agricultural Sciences, which is the **main** ERASMUS subject area to which forestry belongs See ERASMUS subject area subdivision in [annex 2](#) to the present instructions).*

Part B – European Policy Statement

General Information

Please note that the EPS forms an **obligatory** part of the ERASMUS University Charter application.

For approved institutions, the EPS submitted with the ERASMUS University Charter application **will be published** on Socrates, Leonardo & Youth Technical Assistance Office's web site (www.socleoyouth.be).

The EPS can be submitted in all the 20 official languages of the European Union. Nevertheless, in order to allow a **wider public access** to the information about your institution, please consider the **choice of the language** in which you submit the EPS.

The European Policy Statement

The EPS should set out the underlying European co-operation strategy for all your Socrates co-operation plans, i.e. ERASMUS mobility, ERASMUS Curriculum Development, Intensive Programmes and Thematic Network projects as well as other SOCRATES activities.

It should take account of your institution's specific context, character and degree of development.

Your European Policy Statement should contain **precise and detailed information** on the following three main questions (maximum 15 000 characters including spaces and new paragraphs, about 4 pages):

- What is the current situation of your university's international co-operation in the context of current national, international and European development?
- Given the strengths and weaknesses of your university's present situation, define your university's aims and priorities for 2006/2007 with a special focus on promoting activities within the SOCRATES programme. Briefly describe how the EPS has been developed and how it will be implemented at your institution.
- How will your institution ensure high quality in student and teaching staff mobility and in ERASMUS co-operation projects?

Issues proposed to be addressed

It is suggested that the following points should be dealt with when addressing the above three questions:

- the role of international and European co-operation in your institution's strategic development plan, e.g. innovation and development of the institution's teaching & research areas;
- future development plans for European & international co-operation (in mobility, curriculum development, networks, etc.);
- how your plans relate to results achieved so far in European co-operation;
- quality control and evaluation of participation in European programmes;
- internationalisation of administrative staff, teachers and students;
- measures to ensure the full recognition of study periods;
- measures to encourage academic staff to participate in teaching staff assignments and transnational projects;
- extension of the use of foreign languages in teaching and research;
- policies to combat gender inequality, racism and xenophobia, and exclusion of socially disadvantaged groups;
- policies for implementing the Bologna process;
- the management of the EPS process and implementation of the EPS in the institution (e.g. role of the leadership).

Universities that submitted an EPS in previous years are also invited to indicate the development made and the results achieved so far and to briefly describe how these achievements will be further developed and sustained.

Link to other ERASMUS projects

Please note that applications for ERASMUS Transnational Co-operation Projects (Curriculum Development Projects, Intensive Programmes and pre-proposals for Thematic Networks) submitted by your institution should show a strong link to the strategic policy described in your EPS.

The application forms for these projects will foresee a specific section where the applicant is requested to describe how the project proposal contributes to the overall strategy laid down in the EPS.

Part C – Questions on the Organisation of Mobility (OM)

Introduction

Please note that Part C of the ERASMUS University Charter needs to be completed by **ALL** institutions that will apply for ERASMUS mobility activities at their National Agency.

These questions are presented as closed questions for which answers are provided in a scroll-down menu. Please note that **ALL** the questions must be answered.

Completion of the questions on OM

Information on the strategy for mobility activities should be considered on a **long-term** basis. It refers to the period of your ERASMUS University Charter 2006/2007.

This allows your institution to apply to the National Agency for mobility funds without having to resubmit a full application for an ERASMUS University Charter when deciding to start with mobility activities in future years.

Please only tick the “No mobility foreseen in 2006/2007” box if your institution does not anticipate any mobility activities during the time period 2006/2007. No information should then be provided on the closed questions for the organisation of mobility activities (OM).

However, in this case, the ERASMUS University Charter will **not** entitle your institution to apply to the National Agency for ERASMUS mobility funds for the period 2006/2007 unless your institution **resubmits** an application for an ERASMUS University Charter containing full information on OM (for deadlines see section D below).

Application to the NA for mobility activities

Please note that if your application for an ERASMUS University Charter is accepted, an application covering both individual grants for all mobile students and teachers as well as funding for the organisation of mobility (OM) and ECTS is to be addressed to the **National Agency** of your country (the deadlines are expected to be in March/April 2006). For further details please contact your National Agency (see [annex 3](#)).

Questions on OM - explanations and definitions

Outgoing ERASMUS students:

The term "outgoing ERASMUS students" refers to the whole population of potential candidates who could potentially participate in ERASMUS student mobility.

Information on recognition matters for outgoing ERASMUS students:

This information typically consists of information on learning agreements, pre-conditions for receiving full academic recognition, procedures and contact person(s) for recognition at your institution.

Assistance in finding accommodation for incoming ERASMUS students:

The term "assistance in finding accommodation" refers for example to services such as:

- accommodation offered especially to ERASMUS students;
- support from accommodation agencies at the university or organisations closely linked to it;

Language courses for incoming ERASMUS students:

The term "languages courses" refers to language courses offered in the official national language of the host institution in order to support the incoming ERASMUS students in following the agreed study programme at your institution. Language courses in other languages offered to incoming ERASMUS students can also be taken into account.

Tutoring of incoming ERASMUS students:

The term "tutoring" refers in particular to information and support provided by other students (e.g. former ERASMUS students) or student unions on issues such as:

- information on the course programme;
- support concerning administrative affairs at the university;
- organisation of social events for and in conjunction with ERASMUS students (organisation of visits, regular coming together etc.).

Provision for outgoing ERASMUS students who wish to attend language courses at the host institution:

This question refers to provisions made by your institution in order to enable and/or support outgoing ERASMUS students to attend language courses at the host institution (in particular in the national official language of the host country).

Use of ECTS to facilitate academic recognition of ERASMUS study periods abroad:

Tick the appropriate YES box only if the ECTS basics are genuinely applied (ECTS credits, learning agreement and transcript of records). Institutions that apply ECTS in all degree programmes can apply for an ECTS label (on an annual basis from 1 November 2005). ECTS counsellors provide advice. See the list of Counsellors at <http://europa.eu.int/comm/education/programmes/socrates/ects/ectscons.pdf>

ECTS as internal credit accumulation system:

A credit accumulation system describes degree programmes in measurable units in order to enable a description of the volume of studies to be made. It also gives the flexibility to collect credits more freely and tailor studies to the individual.

Acknowledgement of teaching activity abroad as an important part of an academic career:

This refers, for example, to measures that acknowledge teaching activities abroad as a criteria for career advancement and/or for the annual performance evaluation of teaching staff etc.

Part D – ERASMUS University Charter (EUC)

Introduction

This part of the application for an ERASMUS University Charter is included for information only (therefore in **READ ONLY** format). **It can neither be completed nor amended.**

Awarding and duration of the ERASMUS University Charter

Approved institutions will receive an ERASMUS University Charter (valid for 2006/2007) signed by the Commission, which entitles them to apply

- to the Commission for financial support for ERASMUS Transnational Co-operation Projects (Curriculum Development Projects, Intensive Programmes, Thematic Networks) and
- to their National Agency for funding for mobility activities (student mobility, teaching staff mobility, Organisation of Mobility and ECTS).

The ERASMUS University Charter can be withdrawn if institutions fail to fulfil pre-defined obligations, such as submission of reports regarding the use of grants.

Part E – Endorsement of the application

On-line Submission

After having submitted your application for an ERASMUS University Charter on-line, you are requested to print it out. The paper version must be signed by the legal representative of your institution (as identified in section A.2 of this application).

Signature and stamp

The signature of the head of your institution and the stamp of your institution must be **ORIGINAL** and provided in section E on **each** of the **two** paper copies, being **identical** to the completed application for an ERASMUS University Charter that you submitted on-line by means of the on-line application tool.

ANNEXES

List of codes for use on the EUC application form

Language abbreviation codes

DA Danish	GR Greek
DE German	IT Italian
EN English	NL Dutch
ES Spanish	PO Portuguese
FI Finnish	SE Swedish
FR French	

ISO country codes

AT Austria	IS Iceland	BG Bulgaria	RO Romania
BE Belgium	IT Italy	CZ Czech Republic	SI Slovenia
DE Germany	IE Ireland	CY Cyprus	SK Slovakia
DK Denmark	LI Liechtenstein	EE Estonia	TR Turkey
ES Spain	LU Luxembourg	HU Hungary	
FI Finland	NL Netherlands	LV Latvia	
FR France	NO Norway	LT Lithuania	
UK United Kingdom	PT Portugal	MT Malta	
GR Greece	SE Sweden	PL Poland	

Country codes for the ERASMUS Institutional Identification codes

A Austria	IRL Ireland	BG Bulgaria	LV Latvia
B Belgium	IS Iceland	CY Cyprus	MT Malta
D Germany	L Luxembourg	CZ Czech Republic	PL Poland
DK Denmark	N Norway	EE Estonia	RO Romania
E Spain	NL Netherlands	HU Hungary	SI Slovenia
F France	P Portugal	LT Lithuania	SK Slovakia
FL Liechtenstein	S Sweden		TR Turkey
G Greece	SF Finland		
I Italy	UK United Kingdom		

Type codes for organisations

EDU.1	Nursery school
EDU.2	Primary school
EDU.3	Secondary school (general/vocational)
EDU.4	Higher education institution
EDU.5	Adult or continuing education provider
ASS.1	Non-profit association (regional / national)
ASS.2	Non-profit association (international)
ASS.3	Groups of universities
RES	Research institute
PUB.1	Public authority (local)
PUB.2	Public authority (regional)
PUB.3	Public authority (national)
IND	Private company (manufacturing)
SER	Private company (services)
OTH	Other type of organisation