

LIFELONG LEARNING PROGRAMME

Application Form

ECTS Label

Academic years 2009– 2013 (four years)

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

-IC-1-year-1- -ERASMUS- -1

CLOSING DATE FOR SUBMISSION:

**15 January 2009
(as per postmark)**

Applications bearing a postmark after this date will not be considered

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

One complete original version of the application duly signed by the legal representative of the applicant organisation and **two identical copies are to be sent to:**

Address of the National Agency (to be added by the National Agency)

Furthermore, one complete copy is to be sent to the National Agency email address (...) and arrive no later than 15 January 2009

Application and selection procedure

- **This form is to be used if an institution wishes to apply for a ECTS Label that is valid for the period of four academic years (2009-2013).**
- The application form must be completed in one of the official languages of the European Union.
- The ECTS Label can be applied for by an institution which has been awarded a Standard or an Extended Erasmus University Charter (Standard Charter and Student placements) until the end of the Lifelong Learning Programme.
- Applicants will be receive an acknowledgement of receipt from the National Agency.
- In accordance with standard Commission/Executive Agency practice, the information provided in the application may be used for the purposes of evaluating the Lifelong Learning Programme (LLP). The relevant data protection regulations will be respected.

Any questions relating to this application should be addressed to:

Address of the National Agency (to be added by the National Agency)

SECTION 1 - IDENTIFICATION

1.1. Languages

| |
|--|
| Language in which you would like the label logo to be issued |
| <input type="checkbox"/> DE <input type="checkbox"/> EN <input type="checkbox"/> FR |
| Language in which you would like correspondence with the Commission/Executive Agency |
| <input type="checkbox"/> DE <input type="checkbox"/> EN <input type="checkbox"/> FR |

1.2 Applicant 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): <div style="text-align: right; margin-right: 50px;">Last and first name</div> | | | |
| Title (optional) (e.g. Prof., Dr, etc.) | | Gender | <input type="checkbox"/> F (female) <input type="checkbox"/> M (male) |
| Department/Unit | | | |
| Official function within the institution | | | |
| Legal address of the institution <div style="text-align: right; margin-right: 50px;">Street</div> <div style="text-align: right; margin-right: 50px;">Post code & town</div> <div style="text-align: right; margin-right: 50px;">Country</div> | | | |
| Phone (including country and area codes) | + | / | / |
| Fax (including country and area codes) | + | / | / |
| E-mail address | @ | | |

1.2.2 Institutional ECTS Coordinator (if different from the legal representative)

| | | | |
|--|---|--------|--|
| Institutional ECTS coordinator: | | | |
| Last and first name | | | |
| Title (optional) (e.g. Prof., Dr, etc.) | | Gender | <input type="checkbox"/> F (female) <input type="checkbox"/> 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 the applicant institution describing:
- all the items in the ECTS Key Features checklist (see Annex 2) for all first and second cycle degree programmes offered (and/or for all the one-tier programmes, if these are still on offer).
 - other information concerning the applicant institution, to be found via menus on the following web pages (**NB: Incomplete applications, which do not cover all of your first and second cycle degree programmes, will be considered ineligible**):

- In English (obligatory)

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

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.

- In the regional/national language (optional)

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

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.

I confirm that the above information covers:

- A description of the recognition procedures applied by the applicant institution.
- A description of the procedure for the allocation of credits in the applicant institution based on workload students need in order to achieve the expected learning outcomes

2.2. Complete ECTS dossiers concerning three outgoing students

Please note that no originals of ECTS dossiers should be submitted with the application, but only certified copies .If it is necessary to satisfy data protection requirements these may be anonymised.

I provide complete ECTS dossiers for three outgoing students:

- enrolled at the applicant institution
- in three different subject areas (one per student)
- having spent a period of study in three different countries (one per student)
- in 2006/07 or 2007/08 (up to 31 December 2008)

Each of the three dossiers consists of the following completed, signed and certified documents:

- **Transcript of Records provided by the applicant institution presenting the academic performance of the student before the mobility period.**
- **Learning Agreement (with agreed changes, if applicable).**
- **Transcript of Records received from the partner institution after the mobility.**
- **Proof of academic recognition given by the applicant institution (plus translation in English).**

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

NB: Incomplete applications, with one or more documents missing, will be considered ineligible.

2.3 Three complete ECTS dossiers concerning three incoming students

Please note that no originals of ECTS dossiers should be submitted with the application, but only certified copies .If it is necessary to satisfy data protection requirements these may be anonymised.

I provide complete ECTS dossiers concerning three incoming students

- from three different countries
- having studied at the applicant institution in three different subject areas
- in 2006/07 or 2007/08 (up to 31 December 2008)

Each of the three dossiers consists of the following filled in, signed and certified documents:

- **Learning Agreement (with agreed changes, if applicable).**
- **Transcript of Records provided by the applicant institution after the mobility.**

NB: Incomplete applications, with one or more documents missing, will be considered ineligible.

- The applicant institution has fewer than 3 subject areas, and therefore the complete ECTS dossiers for 3 outgoing students are of those subject areas only.

SECTION 3 - DECLARATION

To be completed by the person legally authorised to sign on behalf of the applicant 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 (optional)

(Name and position in capitals.)

NAME:

POSITION:

Checklist for the Application

| | |
|---|--------------------------|
| All questions have been answered. | <input type="checkbox"/> |
| The original version of the application form bears the original signature of the legal representative of the applicant institution. Two copies of the original version of the application form have also been provided. | <input type="checkbox"/> |
| The Information Package/Course Catalogue is published on the web in English (obligatory) and in the regional/national language (optional). If the Information Package/Course Catalogue is published in two or more languages, the versions should mirror each other. | <input type="checkbox"/> |
| <p>Three complete ECTS dossiers for <u>outgoing</u> students are enclosed: Students enrolled at the applicant institution, in three different subject areas¹, having spent a period of study in three different foreign countries in 2006/07 or 2007/08.</p> <p>Each of the dossiers consists of certified copies of the following completed and signed documents:</p> <ul style="list-style-type: none"> • Transcript of Records provided by the applicant institution before the mobility period • Learning Agreement (with agreed changes, if applicable) • Transcript of Records received from the partner institutions after the mobility • Proof of academic recognition given by the applicant institution (plus translation in English) | <input type="checkbox"/> |
| <p>Three complete ECTS dossiers for <u>incoming</u> students are enclosed: Students from three different foreign countries, having studied at the applicant institution in three different subject areas in 2006/07 or 2007/08.</p> <p>Each of the dossiers consists of the following completed, signed and certified documents:</p> <ul style="list-style-type: none"> • Learning Agreement (with agreed changes, if applicable) • Transcript of Records received from the applicant institution after the mobility | <input type="checkbox"/> |

¹ If the applicant institution has fewer than 3 subject areas, the complete ECTS dossiers for 3 outgoing students are of those subject areas only.

ECTS KEY FEATURES

December 2007

ECTS

ECTS is a learner-centred system for credit accumulation and transfer based on the transparency of learning outcomes and learning processes. It aims to facilitate planning, delivery, evaluation, recognition and validation of qualifications and units of learning as well as student mobility. ECTS is widely used in formal higher education and can be applied to other lifelong learning activities.

ECTS credits

ECTS credits are based on the workload students need in order to achieve expected learning outcomes. Learning outcomes describe what a learner is expected to know, understand and be able to do after successful completion of a process of learning. They relate to level descriptors in national and European qualifications frameworks.

Workload indicates the time students typically need to complete all learning activities (such as lectures, seminars, projects, practical work, self-study and examinations) required to achieve the expected learning outcomes.

60 ECTS credits are attached to the workload of a full-time year of formal learning (academic year) and the associated learning outcomes. In most cases, student workload ranges from 1,500 to 1,800 hours for an academic year, whereby one credit corresponds to 25 to 30 hours of work.

Use of ECTS credits

Credits are allocated to entire qualifications or study programmes as well as to their educational components (such as modules, course units, dissertation work, work placements and laboratory work). The number of credits ascribed to each component is based on its weight in terms of the workload students need in order to achieve the learning outcomes in a formal context.

Credits are awarded to individual students (full-time or part-time) after completion of the learning activities required by a formal programme of study or by a single educational component and the successful assessment of the achieved learning outcomes. Credits may be accumulated with a view to obtaining qualifications, as decided by the degree-awarding institution. If students have achieved learning outcomes in other learning contexts or timeframes (formal, non-formal or informal), the associated credits may be awarded after successful assessment, validation or recognition of these learning outcomes.

Credits awarded in one programme may be transferred into another programme, offered by the same or another institution. This transfer can only take place if the degree-awarding institution recognises the credits and the associated learning outcomes. Partner institutions should agree in advance on the recognition of periods of study abroad.

Credit transfer and accumulation are facilitated by the use of the ECTS key documents (Course Catalogue, Student Application Form, Learning Agreement and Transcript of Records) as well as the Diploma Supplement.

Checklist for the Information Package/Course Catalogue**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
- Admission requirements
- Educational and professional goals
- Access to further studies
- Course structure diagram with ECTS 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 ECTS 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