



EDUCATION AND CULTURE



# Erasmus University Charter Guidelines

**(Closing date for electronic submission: 29 March 2012, 24:00,  
Brussels time)**

**This is a web-based document and contains hyperlinks taking you to supporting documents if you read it *on-line*.**

## IMPORTANT REMARKS

**Any higher education institution (HEI)** wishing to participate in Erasmus Mobility of Individuals (i.e. grants for Mobility of Students for the Purposes of Studying, Student Placements in Enterprises, Training Centres, Research Centres and Other Organisations, Teaching Assignments for Teaching Staff in Higher Education Institutions, Staff Training for Teaching and other Staff in higher Education Institutions and Enterprises, Intensive Programmes, Intensive Language Courses and Organisation of Mobility) and/or acting as applicant/coordinating institutions in Erasmus Multilateral Projects (i.e. Curriculum Development Projects, Co-operation between Universities and Enterprises, Modernisation of Higher Education, Virtual Campuses) and Networks or Accompanying Measures **must apply for the Erasmus University Charter (EUC) in order to gain access to the Lifelong Learning Programme (2007-2013).**

- **Application for Erasmus mobility of individuals grants**  
Information on the application procedure on Erasmus Mobility of Individuals' grants is available at your National Agency.
- **Application for centralized Erasmus actions (Multilateral Projects, Networks and Accompanying Measures)**  
Information on the application procedure for Erasmus centralised actions is available at [http://eacea.ec.europa.eu/lfp/erasmus/erasmus\\_en.htm](http://eacea.ec.europa.eu/lfp/erasmus/erasmus_en.htm)

**Institutions can apply for three different types of Charters:**

**1. The Standard Erasmus University Charter (E1)** is for institutions belonging to the Higher Education sector willing to apply for Erasmus funding for transnational academic mobility activities for students and for staff and/or act as a coordinator/applicant of a consortium for Erasmus multilateral projects, networks or accompanying measures. Institutions applying for the Standard Charter are expected to confirm their willingness to comply with the relevant Erasmus Fundamental Principles in section B and provide appropriate response to Questions 1 and 2 of the Erasmus Policy Statement (Section D).

**2. The Extended Erasmus University Charter (Student Placements only) (E2)** is for institutions willing to apply for Erasmus funding for transnational student placements. This type of Charter applies in particular institutions belonging to the secondary education sector. Institutions applying for the Extended Erasmus University Charter (Student placements only) are expected to confirm their willingness to comply with the relevant Erasmus Fundamental Principles in section B and provide response to Questions 1 and 3 of the Erasmus Policy Statement (Section D).

**3. The Extended Erasmus University Charter (Standard Charter and Student Placements) (E3)** is for institutions belonging to the Higher Education sector willing to apply for activities covered by both the Standard and the Extended University Charter (Student Placements only). Institutions applying for the Extended Erasmus University Charter are expected to confirm their willingness to comply with all Erasmus Fundamental Principles in section B and provide appropriate response to Questions 1, 2 and 3 of the Erasmus Policy Statement (Section D).

- The Erasmus University Charter type is linked **to the typology of the institutions applying for it**. This means that **institutions belonging to the secondary education sector should normally only apply for the Extended Erasmus University Charter (Student Placements only)(E2)**.
- Institutions holding already a Standard Erasmus University Charter and willing to extend their participation in the Erasmus programme activities, through student placements, **should apply for the Extended Erasmus University Charter (Student Placements only) (E2)** in the view to obtain as a result of the selection the award of an Extended Erasmus University Charter (Standard Charter and Student Placements)
- The **submission of an application** for an Erasmus University Charter should be done according to the **section 6** of these guidelines.
- In the case your application is approved, the Erasmus Policy Statement (EPS) of your institution shall be published on the web page of your institution.

The minimum system requirements for the *on-line application* for the Erasmus University Charter are explained at the Executive Agency web site: [http://eacea.ec.europa.eu/lfp/erasmus/technical\\_info\\_en.htm](http://eacea.ec.europa.eu/lfp/erasmus/technical_info_en.htm)  
Please note that specific technical information on how to use the *on-line application* for the Erasmus University Charter are also provided within the on-line submission tool.

### **1. Introductory comments**

These instructions should be read together with:

- the [Erasmus University Charter application form](#)
- the [Guide with technical instructions](#) on completing the Erasmus University Charter on-line form

These documents are available on the [Erasmus University Charter Selection 2013 webpage](#).

For an insight into the activities covered by Erasmus Programme and the corresponding eligibility, selection criteria and the priorities in 2012 the following documents should be consulted:

- the LLP [Call for proposal 2012](#)
- the LLP Guidelines for Applicants 2012

### **2. Erasmus University Charter (EUC)**

The Erasmus University Charter (EUC) provides the general framework for the European cooperation activities a higher education institution (HEI) may carry out within the Erasmus programme. It is a prerequisite for HEI to organise student mobility and teaching and other staff mobility, to carry out Erasmus intensive language courses and intensive programmes, and to apply for multilateral projects, networks, accompanying measures and to organise preparatory visits.

Specifically, the EUC allows higher education institutions to apply for Erasmus funding to:

- Send its students for studies to HEI abroad
- Receive students for studies from HEI abroad
- Send its students for placements to enterprises and other organisations such as HEI abroad
- Send its teaching staff to HEI abroad
- Receive teaching staff from HEI abroad
- Receive invited teaching staff from enterprises abroad
- Send its staff for training abroad
- Receive staff for training from HEI abroad
- Organise Erasmus Intensive Language Courses (EILCs)
- Coordinate Erasmus Intensive Programmes (IPs)
- Coordinate Erasmus multilateral projects
- Coordinate Erasmus academic and structural networks
- Coordinate accompanying measures
- Organise preparatory visits

Awarded by the European Commission following a call for proposals, the Charter sets out the fundamental principles and the minimum requirements with which the higher education institution must comply when implementing its Erasmus activities.

The institution's application for an EUC includes an Erasmus Policy Statement (EPS) setting out the institution's overall Erasmus co-operation plan in coherence with the strategy defined in the mission statement of the institution and specifying the measures and actions the institution intends to introduce in order to fulfil the requirements of the Charter. The EPS should be published and given wide visibility.

Only institutions which are awarded the Erasmus University Charter are finally entitled to receive Erasmus grants.

Further information on the Erasmus University Charter is available at:

[http://eacea.ec.europa.eu/llp/funding/2013/call\\_erasmus\\_university\\_charter\\_en.php](http://eacea.ec.europa.eu/llp/funding/2013/call_erasmus_university_charter_en.php)

### **3. Period of validity of the Erasmus University Charter**

Once approved, the Erasmus University Charter remains **valid for the remaining duration of the Lifelong Learning Programme**, i.e. until the end of the academic year 2013/2014. It could be withdrawn if institutions fail to fulfil predefined obligations, e.g. non-submission of reports on the use of grant, or violation of the EUC principles.

#### **4.1 Eligible countries**

In order to be eligible, applicant institutions must be located within the EU Member States, Iceland, Liechtenstein, Norway, Turkey, Croatia, the Former Yugoslav Republic of Macedonia and Switzerland or in overseas countries and territories defined by Council Decision 2001/822/EC<sup>1</sup>. Please consult the websites of the Commission, the National Agencies or the Executive Agency for updates to the list of participating countries.

#### **4.2 Eligible institutions**

Applications for the Erasmus University Charter can be submitted by all types of higher education institutions located in countries eligible to participate in the Erasmus programme and recognised as eligible for Erasmus grants by the competent authorities of the country concerned.

For further information on the eligibility of your institution you should contact the National Agency of your country. The list and contact details of all LLP National Agencies are available at [http://ec.europa.eu/education/programmes/llp/national\\_en.html](http://ec.europa.eu/education/programmes/llp/national_en.html)

### **5. Language of the application**

To be eligible, your application for the Erasmus University Charter must be submitted in one of the 23 official languages of the European Union: Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Spanish, Slovak, Slovene or Swedish.

On-line application forms for the Erasmus University Charter are available in three languages only (EN, FR, DE), but free text can be inputted in any of the official languages of the European Union.

### **6. Erasmus University Charter - Application procedure**

The European Commission has decided to publish a separate **CALL for the Erasmus University Charter for 2013**. Institutions may **only** apply **individually** for the Erasmus University Charter. Consequently, **NO application of consortia of institutions will be accepted**.

*Please note that the application, in particular the EPS, must be individual and original. All applications that use a "model" will be rejected.*

#### **6.1 How to submit a valid Erasmus University Charter Application**

1. Submit the application via the online application tool available on [http://eacea.ec.europa.eu/llp/funding/2013/call\\_erasmus\\_university\\_charter\\_en.php](http://eacea.ec.europa.eu/llp/funding/2013/call_erasmus_university_charter_en.php) electronically by  
**29 March 2012, 24.00 hours (Brussels time)**
2. Print out the submitted online application
3. Ask the legal representative of your higher education institution to sign the paper version in section F
4. Send one duly signed paper copy with original signature of the institution's legal representative and original stamp or seal of your institution to the:

**Education, Audiovisual and Culture Executive Agency,  
LLP – Erasmus University Charter,  
Unit P2: Erasmus, Jean Monnet,  
BOU2 03/75,  
Avenue du Bourget 1,  
B-1140 Brussels, Belgium.**

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<sup>1</sup> Greenland, New Caledonia and Dependencies, French Polynesia, French Southern and Antarctic Territories, Wallis and Futuna Islands, Mayotte, St Pierre and Miquelon, Aruba, Netherlands Antilles, Anguilla, Cayman Islands, Falkland Islands, South Georgia and the South Sandwich Islands, Montserrat, Pitcairn, Saint Helena, Ascension Island, Tristan de Cunha, British Antarctic Territory, British Indian Ocean Territory, Turks and Caicos Islands, British Virgin Islands.

This paper copy must be sent not later than **29 March 2012** (date of postmark).

⇒ 1 paper copy should be sent in addition to **your National Agency**

**Please note that your application for the Erasmus University Charter will ONLY be considered if:**

- **it has been completed and submitted by using the on-line submission tool and**
- **one duly signed paper version of the on-line application has been submitted to the Education, Audiovisual and Culture Executive Agency by postal service by 29 March 2012. Applications bearing a postmark after this date will be considered ineligible.**

**It is strongly recommended** sending your application by such means that allow you to have a **proof of dispatch** (registered post, express courier, etc.).

Should the paper version of your application **not** have been received by the Executive Agency, no subsequent submission will be allowed without formal proof that the original application was sent within the deadline.

**Applications sent by fax or e-mail will not be accepted!**

## **6.2 Your application will be rejected as ineligible**

- If you do not use the electronic on-line application form “Erasmus University Charter Application form“
- If the proposal is not written in one of the 23 official languages of the European Union
- If the applicant institution is not recognised by the National Authorities of the country concerned as a higher education institution
- If you submit the application only electronically and no paper version is submitted
- If the submitted paper version in Part F does not bear the original signature of the legal representative of your institution together with the stamps or seals of the institution. (e.g. rector, vice chancellor, president, director etc as written in Part A2 of your application form)

## **6.3 Acknowledgement of receipt and publication of the list of received applications on the EUC webpage**

After completion and submission of the on-line EUC application form, applicants will immediately receive electronically an acknowledgement of receipt, automatically generated. Please note that the list of received applications will also be published on the EUC webpage **in April 2012**.

Should you not receive this acknowledgement or not find your application reference number in the list of received applications, please contact immediately the EUC Helpdesk at **EACEA-EUC@ec.europa.eu**.

## **7. Evaluation procedure**

Each Erasmus University Charter application will be assessed by two independent experts, who will recommend the award of the Erasmus University Charter to the applicant concerned or the rejection of the application, on the basis of the following **Award Criteria**: (see also: **Lifelong Learning Programme, General Call for Proposals 2012, Part II - Explanations by Action**: [http://ec.europa.eu/education/lip/doc1943\\_en.htm](http://ec.europa.eu/education/lip/doc1943_en.htm))

### 1. Adherence to the fundamental principles of the Charter

A clear explanation is required in case of difficulties with the principles.

### 2. Quality of the Application

a. Clarity and completeness of the Erasmus Policy Statement

b. The Quality of arrangements for support of mobility: recognition of the periods of study/placement, language preparation, monitoring, information, accommodation facilities, etc.

The final decision on the award of the Charter or rejection of the application will be taken by the European Commission on the basis of the recommendations of the experts and the EUC Evaluation Committee, made of a panel of European Commission and Executive Agency officials.

On the basis of the recommendations of the experts or the type of the applicant institution, the European Commission might award a different type of Erasmus University Charter as the one for which the applicant institution applied.

### **Partnership agreements**

A prior agreement should be concluded with each of the partner institutions involved for **ALL Erasmus activities** for which your institution is requesting support from the European Community. These agreements can be annual or multi-annual, bilateral or multilateral, mono-disciplinary or multi-disciplinary.

**For Erasmus mobility activities it is strongly recommended to conclude the respective partnership agreements prior to the submission of a mobility application to your National Agency.**

Although these agreements should **not be attached** to your EUC application, the Executive Agency may request them at a later stage during or after the selection process.

### **8. Information on approved/rejected applications**

The list of institutions awarded the Erasmus University Charter is expected to be published on the website of the Education, Audiovisual and Culture Executive Agency in **July 2012**.

All institutions will also be informed individually by email/letter on the success or rejection of their application. Subsequently, the accepted institutions will receive the Erasmus University Charter signed by the European Commission.

## Structure of the Erasmus University Charter (EUC) application

<b>A– Institutional Profile</b>	<b>A. Applicant institution</b> <b>A.2 Legal representative</b> <b>A.3 Coordinator</b> <b>A.4 Institution statistics</b>
<b>B– Respect of Fundamental Principles</b>	<b>B.1 Questions</b>
<b>C– Questions on the organisation of mobility</b>	<b>C.1 Questions</b>
<b>D– Erasmus Policy Statement</b>	<b>Introduction and questions</b>
<b>E– EUC</b>	<b>Erasmus University Charter</b> <i>This part is <b>for information only</b> and therefore in “read only” mode (cannot be modified).</i> <i>The Erasmus University Charter sets out the underlying fundamental principles for all Erasmus cooperations.</i> <i>Accepted institutions will receive the Erasmus University Charter signed by the European Commission.</i>
<b>F– Endorsement</b>	<b>Endorsement of the application</b> <i>This section is in “read only” mode and shall not be filled in by the applicant. When the application is completed and submitted electronically, this section will be automatically generated by the system and made available for printing.</i>

## Erasmus University Charter: Cover page of the application form

All institutions applying for the EUC for the first time will be provided with an individual username and password once they access the on-line application tool. Your institution will then be asked to use this individual username and password **to be able to complete the on-line application**.

In addition, applications will automatically receive a reference number for the EUC, which will appear on the first page of your application on your screen and whenever you **print** it out.

Please note that **all institutions which were previously awarded a EUC and which apply for a different Charter type must input the previous Charter number in order to complete the on-line application**. These institutions **must use the username and password** sent by the Executive Agency by email after the publication of the Call. **Should you not have received your username and password by email soon after the publication of the call, please contact the EUC Helpdesk immediately at [EACEA-EUC@ec.europa.eu](mailto:EACEA-EUC@ec.europa.eu)**.

Please note that when entering in the online application tool, these institutions will have to select OPTION 2 "My institution has already been awarded an Erasmus University Charter under the Lifelong Learning Programme (under Call for proposals 2007 and/or 2008/ and/or 2009 and/or 2010 and/or 2011 or 2012)" and insert the username and password provided above.

### **Contract/correspondence language**

You should also indicate the language in which you wish to receive all subsequent correspondence, this being English (EN), French (FR) or German (DE).

### **Erasmus Policy Statement (EPS) language**

In this section you are requested to indicate the original language in which you introduce your Erasmus Policy Statement in Part D of the application form (choose one among the official languages of the EU), as well as the language you choose for the submission of the translation (if applicable) of the Erasmus Policy Statement in the same Part D (English, French or German).

## **Part A – Institutional Profile**

### **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 Applicant institution**

Please enter the full legal name of the institution in the national language, including its acronym or abbreviation where one exists. A translation of the title into English is also requested.

In order to check the eligibility of your institution for Erasmus, please contact your National Agency, to make sure that your institution is recognised as eligible for Erasmus grants by the competent authorities of the country concerned.

#### **A.2 Legal representative**

The 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 European Community awards a grant to your institution. In general, this will be the **Head of the institution**. Please give his/her full contact details. Data introduced in this section will be used by the system to automatically generate Section F – Endorsement of the Application.



### **A.3 Erasmus co-ordinator**

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.

The address provided will be used for all 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 Multilateral Projects, Networks and Accompanying Measures to the Education, Audiovisual and Culture Executive Agency in Brussels;
- Erasmus Mobility of Individuals 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 Erasmus Policy Statement (EPS) of your institution.

### **A.4 Institution statistics**

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:

- Short cycles (shorter than national Bologna three cycle ones, that is, typically below 180 ECTS credits)
- First cycle degrees (undergraduate level, often called a bachelor - minimum three years)
- Second cycle degrees (graduate, often called a master. Access requirement: successful completion of first cycle).
- Third cycle degrees (with PhD) (research and courses leading to a doctorate). Access requirement: successful completion of the second cycle.

Please indicate the number of teaching staff (total and full-time equivalent) of your institution in 2011/2012.

Please indicate the number of administrative staff (full-time equivalent and full-time equivalent working in European/ International relations in 2011/2012.

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 total programme duration of seven years (2000 - 2006).

## Part B – Respect of fundamental principles

In this part of the application you are requested to indicate if your institution complies with the Fundamental Principles that are set out in the Erasmus University Charter you are applying for. If any of the Principles does not apply to your case, i.e. if you do not tick one or more "yes" boxes, you should provide a description of the reasons why your institution can not comply with the Principle(s) in question. Your justification will be assessed and taken into consideration for the decision on the award of an Erasmus University Charter to your institution.

## Part C – Information on the Organisation of Mobility (OM)

### Completion of the questions on organisation of mobility

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 2013/2014.

### Application to the NA for mobility activities

Please note that if your application for the Erasmus University Charter is accepted, an application covering individual mobility grants for students, teachers and academic staff, as well as funding for the Organisation of Mobility (OM), Intensive Programmes and Intensive Language Courses is to be addressed to the **National Agency** of your country.

## Part D – Erasmus Policy Statement (EPS)

### 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 **must be published** on the web page of your institution.

The EPS can be submitted in all 23 official languages of the European Union. Nevertheless, in order to allow a **wider public access** to the information about your institution, if the original language is not English, French or German, the EPS must also be provided in one of those three languages.

### The Erasmus Policy Statement (EPS)

The EPS should set out the European co-operation strategy of your institution for all your **Erasmus** activities, i.e. Erasmus mobility of individuals, Erasmus multilateral projects, Erasmus Networks and Accompanying Measures.

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

Your Erasmus Policy Statement should contain **precise and detailed information** on the following three main groups of questions (about 2 pages):

1

a) Please describe clearly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects and networks, etc.) and any other actions in the context of the Lifelong Learning Programme. (3000 characters)

The information under this section should cover the following points:

- What is the institution's previous experience in international exchange and cooperation programmes?
- How does the participation in the Erasmus programme relate to the overall international strategy of the institution?
- What are the institution's priorities/objectives to be reached by participating in the Erasmus programme?
- What are the specific activities to be implemented in the framework of the Erasmus programme (e.g. exchange of students and staff, development of cooperation with higher education institutions or other types of institutions, participation in multilateral projects/thematic networks)?

b) What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS? (500 characters)

c) What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives

(e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)? (500 characters)

2

What kind of specific measures are implemented in the institution to ensure highest quality in academic mobility activities? (2000 characters)

Details should be provided on: recognition and credit systems, the provision of information on curricula, information and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, support and acknowledgement of staff mobility.

3

What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreements are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement(s) period as well as its recognition in the curriculum. (2000 characters)

### **Link with other Erasmus projects**

Please note that applications for Erasmus Mobility of Individuals and Multilateral Projects, Networks and Accompanying Measures submitted by your institution should show a strong link to the strategic policy described in your EPS.

## **Part E – Erasmus University Charter (EUC)**

### **Introduction**

This part of the application for the 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 the Erasmus University Charter (valid for 2013/2014) signed by the European Commission, which entitles them to apply:

- to the Commission for financial support for Erasmus Multilateral Projects (Curriculum Development, Co-operation between Universities and Enterprises, Modernisation of Higher Education, Virtual Campuses), Structural and Academic Networks and Erasmus Accompanying Measures.
- to their National Agency for funding for Erasmus Mobility of Individuals (Mobility of Students for the Purposes of Studying, Student Placements in Enterprises, Training Centres, Research Centres and Other Organisations, Teaching Assignments for Teaching Staff in Higher Education Institutions, Staff Training for Teaching and other Staff in higher Education Institutions and Enterprises, Intensive Programmes, Intensive Language Courses and Organisation of Mobility)

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 F – Endorsement of the application**

### **On-line Submission**

After having submitted your application for the 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 legal representative and the stamp of your institution must be **ORIGINAL** and provided in section F on **the paper copy that must be sent to the Executive Agency** being **identical** to the completed application for the Erasmus University Charter that you submitted on-line by means of the on-line application tool. A paper copy must be sent to your National Agency.