



Application Form
Call: 2014
Erasmus Charter for Higher Education
2014-2020

General Information

Note: The data of this application form will be used by the European Commission/ Executive Agency EACEA and National Agencies for evaluation and monitoring

Context

Annotated guidelines
Application Manual

Programme	The 2014-2020 EU programme for education, training, youth and sport proposed by the European Commission on 23 November 2011 ¹ (hereafter the Programme)
Action	Erasmus Charter for Higher Education
Call	2014
Deadline for Submission (dd-mm-yyyy)	15/05/2013 midday Brussels time
Application Language	EN, FR, DE
Correspondence Language	EN, FR, DE

Applicant previous EUC number (if applicable):

¹ COM (2011) 788 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0788:FIN:EN:PDF>)



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Erasmus Policy Statement (Overall Strategy) - section D of this application form - original language *(official EU languages)*

If the original language is not English, French or German, the **Erasmus Policy Statement (EPS)** should also be provided in one of these three languages.

Erasmus Policy Statement translation language (if applicable) *(English, French or German)*

Acknowledgement of receipt

After submission, applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency (EACEA) to check the successful receipt of their Erasmus Charter for Higher Education (ECHE) application. If within 2 weeks after the deadline for submission the application has not been listed on the website, the applicant should contact the EACEA (*e-mail: EACEA-ECHE@ec.europa.eu*).



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A1. Applicant Organisation

PIC, if available. Cf. Application manual	
Full legal name (Official name in Latin characters)	
Full legal name (English name)	
Acronym	
Erasmus code (e.g. F PARIS333) – if available	Automatic for the applicants which are already holder of a Charter type
Address (N°, street, avenue, etc.)	
Country	[COUNTRIES]
Region	[COUNTRIES]
Post Code	
City	
Website	



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A2. Legal Representative

Title	
Gender	[GENDER]
First Name	
Family Name	
Position	
Email	
Telephone (including country / area codes)	

Different address from the organisation

Address (N°, street, avenue, etc.)	
Country	[COUNTRIES]
Region	[COUNTRIES]
Post Code	
City	



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A3. Coordinator

Title	
Gender	[GENDER]
First Name	
Family Name	
Department	
Position	
Email	
Telephone (including country / area codes)	

Different address from the organisation

Address (N°, street, avenue, etc.)	
Country	[COUNTRIES]
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Post Code	
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B. Statistics

The purpose of these statistics is to put into context the actions and strategies the institution is asked to present in the following sections.

For the academic year 2012-2013:

Total number of students enrolled in all degree programmes offered by your institution (data from official HEI register)

- Short cycle:
- 1st Cycle:
- 2nd Cycle:
- 3rd Cycle:

Number of staff (Equivalent full-time)

- Teaching:
- Administrative:

Number of degree courses on offer

- Short cycle:
- 1st Cycle:
- 2nd Cycle:
- 3rd Cycle:

STUDENTS (academic year 2011-2012)

1) Credit Mobility for Students (all types of mobility programmes for periods between 2 and 12 months)

- Number of outgoing study mobility students (Erasmus and/or others): to participating countries
- Number of outgoing study mobility students (Erasmus and/or others): to non-participating countries
- Number of traineeship (work placement) mobility students (Erasmus and/or others): to participating countries



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- Number of traineeship (work placement) mobility students (Erasmus and/or others): to non-participating countries
- Number of study mobility students (Erasmus and/or others): from participating countries
- Number of study mobility students (Erasmus and/or others): from non-participating countries

2) International Degree Students (students enrolled for a full degree programme with foreign nationality or having completed a foreign previous degree)

- Number of foreign students, if applicable: from participating countries
- Number of foreign students, if applicable: from non-participating countries

3) If applicable, number of local (having the nationality of the country) and international students (of foreign nationality / with foreign previous degree) involved in double/multiple/joint degrees:

- Number of local students involved in double/multiple/joint degrees
- Number of international students involved in double/multiple/joint degrees

ACADEMIC STAFF (academic year 2011-2012)

All types of Erasmus staff mobility (for periods between 2 days and 2 months) for teaching and training purposes

- Number of outgoing academic staff to participating countries
- Number of incoming academic staff from participating countries

COOPERATION

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2012/2013: European and International HEI Agreements / Consortia / Networks

- Number of Erasmus inter-institutional agreements:
- Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from participating countries:
- Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from non-participating countries:
- Total number of consortium agreements for double/multiple/joint degrees:

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- Of these, percentage of the consortium involving non-participating countries

European and International Education and Training Projects with contracts running in 2012-2013
(e.g.: Lifelong Learning Programme, Erasmus Mundus or Tempus)

- Number of projects as coordinator:
- Number of projects as partner:

Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme

- Number at the central level:
- Number at the Faculty / School / Department level:

C. General Organisation of Programme activities

C.1 General Organisation

Please describe the structure at your institution for the implementation and organisation of European and international mobility (division of tasks, operational and communication methods). (max.1000 characters)

Please provide the direct web link with the contact details of the international office (or equivalent) in your institution dealing with the implementation and organisation of European and international mobility:

C.2. Fundamental Principles

By applying for the Erasmus Charter for Higher Education



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my institution will:

Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds.

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.)

Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).

Please explain the academic credit system and the methodology you use to allocate credits to the different course units followed by your students abroad. (max. 1000 characters)

In addition, please provide the direct web link where your methodology is explained:

Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.



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institution further undertakes to:

C.3. - When participating in mobility activities – Before mobility

Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.

Please explain if all courses taught at your institution are described in the course catalogue and in which languages they are taught. (max. 500 characters)

In addition, please provide the direct web link to your course catalogue:

Carry out mobility only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants.

Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility and/or learning agreements in case of traineeships (work placements). (max. 1000 characters)



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Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.

Please describe your institution's language policy for preparing participants for mobility, e.g.: course providers within or outside the HEI. (max. 750 characters)

If possible, please provide the direct web link for your language policy:

Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants.

Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.

Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.

Provide guidance to incoming mobile participants in finding accommodation.



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C.4 - When participating in mobility activities – During mobility

Ensure equal academic treatment and services for home students and staff and incoming mobile participants.

Integrate incoming mobile participants into the Institution's everyday life.

Have in place appropriate mentoring and support arrangements for mobile participants.

Please describe mentoring and support arrangements for incoming mobile participants and outgoing students for study and traineeships. (max. 750 characters)

Provide appropriate linguistic support to incoming mobile participants.

Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period. (max. 500 characters)

If possible, please provide the direct web link for your language policy:



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C.5 - When participating in mobility activities – After mobility

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.

Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period.

Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises. (max. 750 characters)

In addition, please provide the direct web link for this recognition procedure:

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.

Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

Please describe your institution's measures to support, to promote and to recognise staff mobility. (max. 750 characters)

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C.6. - When participating in European and international cooperation projects -

Ensure that cooperation leads to sustainable and balanced outcomes for all partners.

Provide relevant support to staff and students participating in these activities.

Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Programme. (max. 750 characters)

Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community.

C.7. - For the purposes of visibility -



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Display the Charter and the related Erasmus Policy Statement prominently on the Institution's website.

Promote consistently activities supported by the Programme, along with their results.

D. Erasmus Policy Statement (Overall Strategy)

The Institution agrees to publish this overall strategy (all three parts) on its website within one month after the signature of the Erasmus Charter for Higher Education by the European Commission.

Please describe your institution's international (EU and non-EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical area(s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students in first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees. (max. 5000 characters)



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If applicable, please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects in teaching and training in relation to projects implemented under the Programme. (max. 2000 characters)

Please explain the expected impact of your participation in the Programme on the modernisation of your institution (for each of the 5 priorities of the [Modernisation Agenda^{2}](#)) in terms of the policy objectives you intend to achieve. (max. 3000 characters)*

² COM (2011) 567 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0567:FIN:EN:PDF>)



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Signature

E. Endorsement of the application

I, the undersigned, legal representative of the applicant institution,

- certify that the information contained in this application is complete and correct to the best of my knowledge. All Programme activities will be implemented on the basis of written agreements with the relevant authorities of the partner institutions;

- agree to the content of the Erasmus Charter for Higher Education (ECHE) application outlined above and commit my institution to respect and observe these obligations;

- agree to the publication of the Erasmus Policy Statement by the European Commission.

Place:

Name:

Date (dd/mm/yyyy): / /

I have read and accept the Privacy statement

Original signature of the legal representative of the institution (as identified in section A.2 above)

Original stamp or seal of the institution

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F. Annexe to be attached to the application form and submission

- Endorsement (scanned of the stamped and signed copy)