

Welcome screen

GENERAL INFORMATION

Before you begin

Please read carefully the “Instructions on completing the application for an Erasmus University Charter”, available on this screen, before you start completing your application.

Icons available at the top of all screens:

Home – This icon brings you to the Home page of our Web site.

Help - This is the section you are currently in. It provides you, with guidance for completing each respective screen. You can print out “*help*” screens if you click on “*print*” at the bottom of the screen.

Logout – This icon enables you to logout from your application. Please make sure you have saved your application before you logout.

In which language can you display and fill in your application?

- The on-line tool is available in three languages: EN, FR and DE.
- You can choose the language you prefer working with at the top of the screen. You can switch between these three languages at any time when completing the application without losing information.
- Text can be provided in one of the official languages of the European Union (e.g. Part D “Erasmus Policy Statement”).

Do you have to respect any order when you fill in the application?

Once you have been through the access and password screens no order needs to be respected when filling in the application. You can navigate through the screens in any direction by clicking either on:

- “*next*” at the bottom of the screen to access the next screen of the application or

- “*previous*” at the bottom of the screen to access the previous screen of the application.
- the different parts of the application (Part A to Part F) displayed in the upper part of the screen or
- the different sections (e.g. legal representative – section A.2) displayed in the grey area at the left of the screen.

How can you SAVE information completed in your application?

- Click on “*save*” at the bottom of the screen.
- Information will automatically be saved whenever you navigate from one screen to another.
- NOTE: Please make sure that you click on “*save*” **before you leave** the application simply by closing the Web browser.

How can you CHECK which compulsory information still needs to be completed in your application?

- On the first page (“Introduction”) and on the last page of the application (Part F – “Endorsement of the application”) you can check the missing information for the **whole** application, if you click on “*Check All*”.
- On every other screen of the application form you can check which information is missing on this **specific screen** if you click on “*check*” at the bottom of the screen.
- **RECOMMENDATION: We strongly recommend doing this check regularly while filling in the application in order to avoid facing a large amount of missing compulsory information at the very end of your application which might be very close to the final deadline for submission.**

How can you PRINT out the Charter application?

- You will NOT be able to use the print button of your web browser but you should use the print button of the on-line tool at the bottom of the screen.
- You can print your application at any stage of completion.
- You cannot print separate parts of the application but only the entire application.
- **As long as you have NOT submitted your application it will remain a DRAFT application (indicated on each page of the print-out). Therefore part F (Endorsement of the application) will NOT appear on the print-out until submission.**

- **After having submitted your application, date and time of submission will be indicated on each page of the print-out, as a guarantee that the print-out is IDENTICAL TO THE FINAL VERSION SUBMITTED ON-LINE. Part F will now be included in the print-out.**

How can you overcome general printing problems?

First of all please make sure that your PC replies to the minimum requirements (e.g. Acrobat Reader). It should contain in particular an updated version of "Acrobat reader" (minimum version 4). You can find this information as well as a recent version of "Acrobat reader" to download in the "About this site" section on the Erasmus University Charter homepage and the "Known technical issues" also available on this page.

Please do not use the print button of your web browser but the print button of the on-line tool at the bottom of the screen.

If a blank document is displayed instead of your application when you try to print it, please press "F5" on your keyboard in order to make a "refresh" of the screen.

In general, we strongly recommend to save your application on your PC and to print it from there. You can save the application as a "pdf.file" on your hard disk by following these steps:

- Click with the right mouse button on "print". A window with several options will be displayed.
- Select "Save target as...". The window "file download" will be activated and the window "save as" opened.
- Select the drive and folder in which you wish to save your application as pdf file (i.e. "charter"). You can individualise the name of the pdf file if you wish to do so. You could for example include your EUC number in the file name ("29000_EUC_applic").
- If you work with the browser "Internet Explorer" and you encounter printing problems, you could also try to access your on-line application by using "Netscape navigator" as Internet browser.

How can you SUBMIT your application?

- Once you have duly completed your application, please click on "*submit*" in Part F to submit your application electronically.

IMPORTANT NOTE:

- Please click on "*submit*" ONLY when you are sure that you have COMPLETELY finalised your application. Please note that once you have submitted your

application you will NOT BE ABLE TO MODIFY IT ANYMORE at a later stage.

- You will nevertheless have **access to your application in “read-only”** status to consult and print it out further times if you wish to do so.

Print out of the submitted final version of the electronic Application Form has to be signed by the authorised legal representative of your institution and to be submitted by mail to the address of the Executive Agency:

**Education, Audiovisual and Culture Executive Agency
LLP – Erasmus University Charter
Unit P2: Erasmus, Jean Monnet
BOU2 03/57
Avenue du Bourget, 1
B-1140 Brussels
Belgium**

A paper copy of the signed Application Form must be also submitted to the National Agency of the country where your institution is located.

How can you be sure that you managed to submit your on-line application correctly?

- A confirmation will be displayed at the bottom of the screen “Part F – Endorsement of the application” immediately after you have submitted your application.
- Subsequently an electronic acknowledgment of receipt will be sent to the Erasmus Co-ordinator’s e-mail address as indicated in section A.3 of your application.

What should you do if you encounter technical problems when filling in the on-line application?

Please contact the Executive Agency by sending an email to

EACEA-EUC@ec.europa.eu . This will be the fastest and most efficient way to get a solution to your problem.

SPECIFIC INSTRUCTIONS REGARDING THIS SCREEN

Entering the application

When you are on the first screen of the EUC website and before to get access to the application form, you must choose on **the three options proposed**:

- **OPTION 1:** My institution has not been awarded an Erasmus University Charter under the Lifelong Learning Programme (under Call for proposals 2007, 2008, 2009 and/or 2010)
- **OPTION 2:** My institution has already been awarded an Erasmus University Charter under the Lifelong Learning Programme (under Call for proposals 2007, 2008, 2009 and/or 2010)
- **OPTION 3:** I have already started completing my application and want to access it again

OPTION 1:

If you choose the first option, you will get a screen where you must choose the type of Charter you want to apply for between the following three possibilities: Standard Charter, Extended Charter (Student Placements only) and Extended Charter (Standard Charter + Student Placements only). The following text will appear:

- I want to apply for a Standard ERASMUS University Charter
- I want to apply for an Extended ERASMUS University Charter (for student placements only)
- I want to apply for an Extended ERASMUS University Charter (Standard Charter and Student Placements)

If you want to apply for a Standard ERASMUS University Charter that allows an institution to apply for Erasmus funding for transnational academic mobility activities for students and for staff and /or act as a co-ordinator of a consortium applying for Erasmus multilateral projects, networks or accompanying measures, **please select the first entry** "I want to apply for a Standard ERASMUS University Charter".

If you want to apply for an Extended ERASMUS University Charter (Student Placements only) that allows an institution to apply for Erasmus funding for transnational student placements, **please select the second entry** "I want to apply for an Extended ERASMUS University Charter – for student placements".

If you want to apply for an Extended ERASMUS University Charter (Standard Charter and Student Placements) that combines both Standard and Extended (Student Placements only) Charters, **please select the third entry** "I want to apply for an Extended ERASMUS University Charter".

Your choice made on one of these three options, a screen to generate a new user account invites you to indicate the name of your organisation, your country and the validation code. Then click 'next" and your username and password are generated. Indicate your email address to receive immediately your log in references that you should keep safe. Click "next" and insert your password. Click "login" and you are in the application form.

OPTION 2:

This option concerns only institutions that have already an Erasmus University Charter under the Lifelong Learning Programme (call for proposals 2007, 2008, 2009 and/or 2010). If you choose this option, you have to login with the username and password sent to you by the Executive Agency. If you have not received your username and password, you should immediately contact the EUC helpdesk by email:

EACEA-EUC@ec.europa.eu.

The screen shows you the Charter you already have and the other types of Charters you can apply for:

- If your institution has a Standard Charter for the full duration of the Lifelong Learning Programme, you can apply for the Extended Charter (Student Placements only) or the Extended Charter (Standard Charter + Student Placements).
- If your institution has an Extended Charter (Student Placements only), you can apply only for Standard Charter or the Extended Charter (Standard Charter + Student Placements).
- If you have already an Extended Charter (Standard Charter + Student Placements) for the full duration of the Lifelong Learning Programme, it is mentioned that you cannot apply anymore.

Make your choice and you are in the application form.

OPTION 3:

If you choose the third option, then insert your log in references. You can continue to complete your application form.

Username and password for new applicants

Please **note and keep safe** the username and password you have been provided in "read-only" format on this screen.

Using your username and password:

You will be asked to use it:

- to continue completing your application now
- each time you want to access your application hereafter

Receiving the username and password by e-mail:

- If you tick the box "I want to receive my connection information at the following e-mail address" and indicate your e-mail address in the text field (e.g. m.dupont@skynet.be) you will receive your username and password immediately in your mail box. You must indicate **ONLY ONE** email address. There must not be any empty spaces in an email address.

If you get the message "incorrect login" when you type your username and password:

- **Please make sure that you respect the case of the letters (upper case/lower case) and that the username and password are the same as generated by the system. During your second and further logins to the system, please use the third entry: "I have already started my application and want to access it again".**

Continuing the application:

- Please click on "next" at the bottom of the screen to access the next screen where you will be asked to enter your username and password.
-

Erasmus University Charter

Username and password

Username and password – the prerequisites to access the on-line application

In order to complete the on-line application you will need to enter the individual username and password of your institution.

Please use the username and password you have been provided in the previous screen. Please use the “*back*” button of your web browser at the top of the screen to get back to the previous screen.

Logging on to the application:

Please enter the username and password of your institution.

Please click on “*log in*” at the bottom of the screen in order to access the first page of your application (introduction).

Erasmus University Charter

Identification

Identification of the institution

- Please fill in the official name of your institution in the national language of your country.
 - Please select from the drop-down menu the country in which your institution is located.
 - Please click on “*next*” at the bottom of the screen in order to create your application.
-

Application introduction

Information in "read-only" format:

On this screen you find the following information in “read-only” format, which is not to be modified:

- Final date for submission
- Reference number for your application. (Please use this reference number in any correspondence with the Executive Agency) Applicant previous Erasmus University Charter number: Applicants who have been awarded an Erasmus University Charter in the past must provide their complete previous Erasmus University Charter number (e.g. 227440-IC-1-2007-1-AT-ERASMUS-EUC-1).

Filling in the correspondence language:

Please select the correspondence language in which you wish to receive all further correspondence and an Erasmus University Charter, should your application be successful.

Language of the application

To be eligible, your application for an Erasmus University Charter must be submitted in one of the 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.

The on-line application for an Erasmus University Charter is available in three languages only (EN, FR, DE), but text can be inputted in any of the official languages of the European Union.

Erasmus Policy Statement (EPS) language

In this section you are requested to indicate the original language in which you introduce your Erasmus Policy Statement (EPS) in Part D of the application form (choose one among the official languages of the EU). If the original language of the European Policy Statement is different than English, French or German you are supposed to provide here information about the language you choose for the submission of the EPS translation.

Continuing the application:

Please click on “*next*” at the bottom of the screen or on “*Part A*” in the upper part of the screen to access the next part of the application (Part A: Institutional Profile, section A.1 “Applicant institution”).

A.1 Applicant institution

Providing information on your institution:

- In the first text field you will find the official name of your institution in the national language as you indicated in the previous screen where you were asked to create your application. You can correct the name, if necessary.
- Please provide the English translation of the name of your institution (for less commonly used languages in particular).
- The Erasmus ID code was created to identify Higher Education Institutions that are eligible to participate in Erasmus activities by the competent National Authorities. **The Erasmus ID code is created automatically and made of :**
 - first letter of the relevant country
 - a maximum of 7 characters of the city (for very small city/village the nearest city will be taken)
 - a number identifying the institution

For institutions, which have never participated in the Erasmus programme before, an Erasmus ID Code will be assigned by the EACEA at a later stage, if the institution is awarded a Charter.

For successful institutions, which have participated in the Erasmus programme before, the previous Erasmus ID Code assigned, will appear automatically.

- Please remember to provide the Internet address of your institution if your institution has a web site (e.g. www.royal.gov.uk).

Continuing the application:

- Please click on “*next*” at the bottom of the screen or on “*Legal representative*” in the grey column on the left of the screen to access the next part of the application (Section A.2 “Legal representative”).

A.2 Legal representative

Providing information on the legal representative of your institution:

- Please provide the surname of the legal representative of your institution.
- Please provide the first name of the legal representative of your institution.
- Please provide the title of the legal representative of your institution (optional).
- Please indicate the gender of the legal representative of your institution from the drop- down menu.
- Please indicate the department to which the legal representative of your institution belongs.
- Please indicate the official function that the legal representative has in your institution.
- Please provide the phone and fax number (including country and area codes) of the legal representative of your institution.
- Please provide the e-mail address of the legal representative of your institution. Please ensure that the e-mail address is correct as it will be used for all official correspondence.
- Please indicate the full legal address of the institution including the street, post code and town.
- The country in which your institution is located is displayed in “read-only” format. This information is retrieved from the very first identification screen where you were asked to provide the name of your institution and the country where it is located.

What happens if you recognise that you selected a wrong country in the identification screen?

You will NOT be able to change it. In this case you will have to restart creating your application **FROM THE VERY BEGINNING** (created but not submitted applications will be deleted in our database after 30 June 2010).

Continuing the application:

Please click on “*next*” at the bottom of the screen or on “*Erasmus co-ordinator*” in the grey column on the left of the screen to access the next part of the application (Section A.3 “Erasmus Co-ordinator”).

A.3 Erasmus co-ordinator

Providing information on the Erasmus institutional co-ordinator of your institution:

- Please provide the surname of the Erasmus co-ordinator of your institution.
- Please provide the first name of the Erasmus co-ordinator of your institution.
- Please provide the title of the Erasmus co-ordinator of your institution (optional).
- Please indicate the gender of the Erasmus co-ordinator of your institution in the drop-down menu.
- Please indicate the department to which the Erasmus co-ordinator of your institution belongs.
- Please indicate the official function the Erasmus co-ordinator has in the institution.
- Please provide the phone and fax number (including country and area codes) of the Erasmus co-ordinator of your institution.
- Please provide the e-mail address of the Erasmus institutional co-ordinator of your institution (e.g. m.dupont@skynet.be). Only ONE address must be submitted. Please ensure that the e-mail address is correct as it will be used for all official correspondence.
- Please indicate the full correspondence address including the street, post code and town.
- The country in which your institution is located is displayed in “read-only” format. This information is retrieved from the very first identification screen where you were asked to provide the name of your institution and the country where it is located.
- *What happens if you recognise that you selected a wrong country in the identification screen?*

You will NOT be able to change it. In this case you will have to restart creating your application **FROM THE VERY BEGINNING** (created but not submitted applications will be deleted in our database after 30 June 2010).

Continuing the application:

Please click on “*next*” at the bottom of the screen or on “*Institution statistics*” in the grey column on the left of the screen to access the next part of the application (Section A.4 “Institution statistics”).

A.4 Institution statistics

- Note: The information required in part A.4 of the application concern **higher education only**. You should not include data on any other levels of education provided by your institution.
- Please indicate the year your institution was founded.
- Please select the level(s) of degrees awarded in your institution. For information, there are a wide variety of structures in Europe at present. After the Bologna Declaration, a broad classification scheme of the regular educational track/sequence is based on an undergraduate phase (first degree or Bachelor's degree) plus a postgraduate phase (second degree or Master's degree) plus a doctoral phase. In some countries however a long one-tier first degree replaces the two-tier degree scheme (e.g. Bachelor's plus Master's degrees) described above. The British terminology refers to such one-tier degrees as "integrated master courses".
- Please indicate how many students are enrolled part-time and full-time in 2009/2010 on higher education courses.
- Please indicate how many students graduated in 2008/2009 from your institution.
- Please indicate the total number of your institution's teaching staff in 2009/2010
- Please indicate the number of teaching staff in full-time equivalent in 2009/2010. Please indicate only staff under contract with your institution and for whom teaching is a main activity.
- Please indicate the number of administrative staff in full-time employment in 2009/2010.
- Please specify the number of these administrative staff members in full-time employment who worked directly in European or international relations in 2009/2010.
- Please select from the drop-down menu the year when your institution started to participate with the Community funding in Erasmus (e.g. 1999 when your institution participated for the first time in the academic year 1999/2000).

Continuing the application:

- Please click on “*next*” at the bottom of the screen to access the next part of the application (Section B “Respect of fundamental principles”).



Erasmus University Charter

B. Respect of fundamental principles

In this part of the application form you are requested to indicate if your institution complies with the Fundamental Principles that are set out in the Erasmus University Charter. If any of the Principles cannot be followed by your institution, 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 remarks will be assessed and taken into consideration for the decision on the possible award of an Erasmus University Charter to your institution.

Please note that the respect of Fundamental Principles will be of great importance in the assessment of your application.

C. Questions on the organisation of mobility

Answering the questions on the organisation of mobility:

Please select your answers from the drop down menu.

1. Recognition matters

This section typically consists of information on the use of **European Credit Transfer System** (ECTS) for recognition at your institution. The **European Credit Transfer and Accumulation System** (ECTS) is a standard for comparing the study attainment and performance of students of higher education across the European Union and other collaborating European countries. One academic year corresponds to 60 **ECTS-credits** that are equivalent to 1500-1800 hours of study in all countries irrespective of standard or qualification type and is used to facilitate transfer and progression throughout the Union:

a. 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).

b. 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.

2. Diploma Supplement

This section provides information if your institution delivers Diploma Supplement to students. The Diploma Supplement (DS) is a document attached to a higher education diploma aimed at improving international 'transparency' and at facilitating the academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that have been successfully completed by the individual named on the original qualification to which this supplement is appended.

3. Support for teaching staff mobility

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 criterion for career advancement and/or for the annual performance evaluation of teaching staff etc.

4. Support for disabled students / teachers

Please provide information on your institution facilities for disabled students / teachers.

Continuing the application:

Please click on “*next*” at the bottom of the screen or on “*Part D*” in the upper part of the screen to access the next part of the application (Part D “Erasmus Policy Statement”).

D.1 Erasmus Policy Statement (EPS) – introduction

Note that in the framework of the Erasmus University Charter application:

- It is compulsory for ALL institutions to submit an Erasmus Policy Statement.

Please note that the EPS will be of great importance in assessing your application. Please ensure that you answer all aspects of the questions.

- Questions 1 and 2 of the Erasmus Policy Statement must be answered by organisations applying for the Standard Erasmus Charter only.
- Questions 1 and 3 of the Erasmus Policy Statement must be answered by organisations applying for the Extended Erasmus University Charter (Student Placements only).
- Questions 1, 2 and 3 of the Erasmus Policy Statement must be answered by organisations applying for the Extended Erasmus University Charter (Standard Charter and Student Placements).

Continuing the application:

- Please click on "next" at the bottom of the screen or on "Question 1" in the grey column on the left of the screen to access "Part 1" of the Erasmus Policy Statement (EPS)
- The maximum length of the EPS (for all three parts together) cannot exceed 8 000 characters **including spaces and "return tabs"**;
 - Question 1a is limited to 3000 characters
 - Question 1b is limited to 500 characters
 - Question 1c is limited to 500 characters
 - Questions 2 is limited to 2000 characters
 - Questions 3 is limited to 2000 characters

We strongly recommend to write the EPS first in a Word (or similar) file and to copy it afterwards in the on-line tool. You can count the characters of your Word document by clicking on "File" -> "Properties" -> "Statistics" and tick the field "Characters (with spaces)".

What can you do if Word counted less than 8 000 characters with spaces but the application on-line tool still displays an error message indicating that the length of the EPS exceeds the limit?

The reason is that the application on-line tool also counts additional "enter tabs"

whereas these are not counted in Word. Please take out additional "**enter tabs**" in order to cut your EPS to a length of 8 000 characters including spaces and "return tabs".

D.2 Erasmus Policy Statement – Question 1

Answering Questions 1 of the Erasmus Policy Statement - Strategy:

- **Please note that this section is mandatory for all applications.**
- Please provide your answers to Question 1 in the text field.
- What happens if you drafted the answers to Question 1 in a Word (or similar) document first and you now want to copy it into the text field on the screen?

You will be able to do so, but you should be aware that the formatting (e.g. bold, italic or underlined, different font sizes) will be lost. We therefore advise you to use capital letters, specific line spacing or ordered numbering of the different text paragraphs (e.g. 1. TITLE, 1.1 Subtitle, 1.1.1 Example) instead of formatting tools in order to structure your answer.

Continuing the application:

- Please click on "next" at the bottom of the screen or on "Question 2" in the grey column on the left of the screen to access the next part of the application (Question 2 of the "Erasmus Policy Statement (EPS)")

D.3 Erasmus Policy Statement – Question 2

Answering Question 2 of the Erasmus Policy Statement – Academic mobility:

- **Please note that this section is mandatory for institutions applying for a Standard Erasmus University Charter or an Extended University Charter (Standard Charter and Placements).**
- Please provide your answer to Question 2 in the text field.
- What happens if you drafted the answer to Question 2 in a Word (or similar) document first and you now want to copy it into the text field on the screen?

You will be able to do so, but you should be aware that the formatting (e.g. bold, italic or underlined, different font sizes) will be lost. We therefore advise you to use capital letters, specific line spacing or ordered numbering of the different text paragraphs (e.g. 1. TITLE, 1.1 Subtitle, 1.1.1 Example) instead of formatting tools in order to structure your answer.

Continuing the application:

- Please click on "next" at the bottom of the screen or on "Question 3" in the grey column on the left of the screen to access the next part of the application (Question 3 of the "Erasmus Policy Statement (EPS)").

D.4 Erasmus Policy Statement – Question 3

Answering Question 3 of the Erasmus Policy Statement – student placements:

- **Please note that this section is mandatory for institutions applying for an Extended Erasmus University Charter (Student Placements only) or an Extended Erasmus University Charter (Standard Charter and Student Placements).**
- Please provide your answer to Question 3 in the text field.

What happens if you drafted the answer to Question 3 in a Word (or similar) document first and you want now to copy it in the text field on the screen?

You will be able to do so, but you should be aware that all formatting (e.g. bold, italic or underlined, different font sizes) will be lost. We therefore advise you to use capital letters, specific line spacing or ordered numbering of the different text paragraphs (e.g. 1. TITLE, 1.1 Subtitle, 1.1.1 Example) instead of formatting tools in order to structure your answer.

E. Erasmus University Charter

Information in "read-only" - screen not to be filled in

- Sections E1, E2 and E3, the texts of the Erasmus University Charter and Extended Erasmus University Charter, are in "read only" format for information only and are **not to be filled in**.
- When you **print out** the application this part will be included in the paper copy of your application.
- Approved institutions will receive an Erasmus University Charter signed by the European Commission.
- Please bear in mind that:
 1. **The Standard Erasmus University Charter (E1)** is for institutions that wish to apply for Erasmus funding for transnational academic mobility activities for students and for staff and /or act as a co-ordinator of consortium applying for Erasmus multilateral project, network 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 that wish to apply for Erasmus funding for transnational student placements. 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 that wish to apply for activities covered by both Standard and 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).

Continuing the application:

- Please click on "next" at the bottom of the screen or on "Part F" in the upper part of the screen to access the next part of the application (Part F "Endorsement of the application").
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F. Endorsement of the application

Section F, "Endorsement of the application", is in **“read only”** format and will be **generated automatically**. Only after you **have completed AND submitted** your application electronically, you will be able to print out this section of the form with the whole application.

What is the reason why you can not print Section F of the application?

As long as you have NOT submitted your application you will not be able to print part F of your application.

After having submitted your application, date and time of submission will be indicated on each page of the print-out, as a guarantee that the print-out is identical to the final version submitted on-line. Only then part F will be included in the print-out.

You must send one duly signed copy of THIS SUBMITTED FINAL VERSION of the application form to the Executive Agency and one to your National Agency. The word “SUBMITTED” must appear on the bottom of each page of your application.

Regarding the paper version:

- 1 paper copy of the submitted electronic application form (with an original signature of the Legal Representative) is to be sent by 30 June 2010 to the

Education, Audiovisual and Culture Executive Agency

LLP – Erasmus University Charter

Unit P2: Erasmus, Jean Monnet

BOU2 03/57

Avenue du Bourget, 1

B-1140 Brussels

Belgium

- 1 paper copy is to be sent **to your National Agency**

How can you CHECK which compulsory information still needs to be completed in your application?

- On the first page (“Introduction”) and on the last page of the application (Section F – “Endorsement of the application”) you can check the missing information for the **whole** application, if you click on *“Check All”*.

- On every other screen of the application form you can check which information is missing on this **specific screen** if you click on “*check*” at the bottom of the screen.
- **RECOMMENDATION: We strongly recommend to do this check regularly while filling in the application in order to avoid being faced with a large amount of missing compulsory information at the very end of your application which might be very close to the final deadline for submission.**

Submitting the application (Deadline: 30 June 2010, 24:00, Brussels time)

What should you do in order to submit your application?

Once you have duly completed your application, please click on “*submit*” to submit your application electronically.

IMPORTANT NOTE:

Please click on submit ONLY when you are sure that you have COMPLETELY finalised your application. Please note that once you have submitted your application then you will NOT BE ABLE TO MODIFY IT ANYMORE at a later stage.

You will nevertheless have **access to your application in “read-only”** status to consult and print it out further times if you wish to do so.

Please click on “*print*” at the bottom of the screen to print out your final version as submitted electronically.

Only after you have submitted your application you will be able to print its Section F.

The date and time of submission will be indicated on each page of the print-out proofing that the print-out is the FINAL VERSION AS SUBMITTED ELECTRONICALLY.

Please note that the Help Desk will only be available until 5pm on 30 June 2010. We therefore strongly recommend that you submit your online application before 5pm.

What happens if you submit an application in which some of the compulsory information is missing?

A built-in validation check will prevent you from submitting your application until ALL compulsory information is filled in.

An error message will be displayed advising you to click on “*check all*” in order to detect which compulsory information still needs to be completed.

What should you do in order to be able to keep an electronic copy of your application?

You can save the application as a pdf file on your hard disk by following these steps:

- Click with the right mouse button on “*print*”. A window with several options will be displayed.

- Select “Save target as...”. The window “*file download*” will be activated and the window “*save as*” opened.
- Select the drive and folder in which you wish to save your application as pdf file (i.e. “charter”). You can individualise the name of the pdf file if you wish to do so. You could for example include your EUC number in the file name (“29000_EUC_applic”).

Please remember that the electronic on-line application must be submitted by 30 June 2010, 24.00, Brussels time at the latest.

The paper copies must be sent by post by 30 June 2010 at the latest. Applications bearing a postmark after this date will be considered ineligible.
