

## ECTS LABEL - SELECTION 2012

# EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS) – LABEL ASSESSMENT SHEET

**Country:**

**Name of applicant institution:**

**Erasmus ID code:**

**Application reference number:**

**Name of evaluator:**

### ASSESSMENT CRITERIA

#### **A. Information Package/Course Catalogue**

The Information Package/Course Catalogue should contain information indicated in the checklist (listed below, taken from the ECTS Users Guide and also included under section 2.1 of the ECTS Label application form). This information should be available for all first and second cycle degree programmes offered (and/or all one-tier programmes if these are still on offer). All information must be available in English.

Please tick each item indicating either Y (yes) or N (no) as appropriate in each case. Please indicate your overall score for each section of the Information Package/Course Catalogue, giving comments to justify your score. Please ensure that you provide comments in every case so that full feedback may be provided to the applicant.

Please pay particular attention to your assessment of the items in bold. If any of these items are lacking, you must give an overall score of 1 ('missing' or 'unavailable') for the relevant section. In this case, you should reject the application (overall assessment conclusion to be indicated as 'rejected'). You should nonetheless provide a complete assessment of the application (assessment criteria parts A, B and C) for the benefit of the applicant.

<b>Part 1: Information on the Institution</b>		
	<b>Y</b>	<b>N</b>
Name and address		
Academic calendar		
Academic authorities		
General description of the institution (including type and status)		
<b>List of programmes offered</b>		
General admission requirements		
General arrangements for the recognition of prior learning (formal, informal and non-formal)		
General registration procedures		
<b>ECTS credit allocation based on the student workload needed in order to achieve expected learning outcomes</b>		
Arrangements for academic guidance		

Please assess the overall quality of the **information on the institution** supplied in the Information Package/Course Catalogue by indicating against the **score** one of 1 - 5, where **1** equals **missing** or **unavailable**, **2** equals **inadequate**, **3** equals **acceptable**, **4** equals **good** and **5** equals **excellent**. Please add your comments on this assessment.

<b>Score</b>	
<b>Comments</b>	

## Part 2: Information on degree programmes

### General description

NB: you should assess information provided for at least three programmes. These programmes should be selected on a random basis and should, if possible, be from three different faculties.

If work placement information is found in the general description of the programme (e.g. under 'profile of the programme') please assess this and add a comment in the box.

	Y	N
<b>Qualification awarded</b>		
<b>Level of qualification</b>		
Specific admission requirements		
Specific arrangements for the recognition of prior learning (formal, informal and non-formal)		
Qualification requirements and regulations		
<b>Profile of the programme</b>		
<b>Key learning outcomes</b>		
Occupational profiles of graduates with examples		
Access to further studies		
<b>Course structure diagram with credits (60 per full-time academic year)</b>		
<b>Examination regulations, assessment and grading</b>		
Graduation requirements		
Mode of study (full-time, part-time; e-learning...)		
Programme director or equivalent		

Please assess the overall quality of the **general description of programmes** supplied in the Information Package/Course Catalogue by indicating against the **score** one of 1 - 5, where **1** equals **missing** or **unavailable**, **2** equals **inadequate**, **3** equals **acceptable**, **4** equals **good** and **5** equals **excellent**. Please add your comments on this assessment.

<b>Score</b>	
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<b>Comments</b>
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<b>Description of individual course units</b>		
NB: you should assess at least three individual course units in each of the programmes selected for assessment. If the applicant offers stand-alone courses (i.e. courses that are offered separately from any programme), you may also assess at least one of these stand-alone courses.		
	<b>Y</b>	<b>N</b>
<b>Course unit title</b>		
Course unit code		
<b>Type of course unit (compulsory, optional)</b>		
<b>Level of course unit (e.g. first, second or third cycle; sub-level if applicable)</b>		
Year of study (if applicable)		
Semester/trimester when the course unit is delivered		
<b>Number of ECTS credits allocated</b>		
Name of lecturer(s)		
<b>Learning outcomes of the course unit</b>		
Mode of delivery (face-to-face, distance learning)		
Prerequisites and co-requisites		
Recommended optional programme components		
<b>Course contents</b>		
Recommended or required reading		
Planned learning activities and teaching methods		
<b>Assessment methods and criteria</b>		
<b>Language of instruction</b>		
Work placements (if work placement information has already been given in the general description, you do not need to tick this box)		

Please assess the overall quality of the <b>description of individual course units</b> supplied in the Information Package/Course Catalogue by indicating against the <b>score</b> one of 1 - 5, where <b>1</b> equals <b>missing</b> or unavailable, <b>2</b> equals <b>inadequate</b> , <b>3</b> equals <b>acceptable</b> , <b>4</b> equals <b>good</b> and <b>5</b> equals <b>excellent</b> . Please add your comments on this assessment.	
<b>Score</b>	
<b>Comments</b>	

<b>Part 3: General information for students</b>		
	<b>Y</b>	<b>N</b>
Cost of living		
Accommodation		
Meals		
Medical facilities		
Facilities for special needs students		
Insurance		
Financial support for students		
Student affairs office		
Learning facilities		
International programmes		
Practical information for mobile students		
Language courses		
Internships		
Sports and leisure facilities		
Student associations		

Please assess the overall quality of the **general information for students** supplied in the Information Package/Course Catalogue by indicating against the **score** one of 1 - 5, where **1** equals **missing** or unavailable, **2** equals **inadequate**, **3** equals **acceptable**, **4** equals **good** and **5** equals **excellent**. Please add your comments on this assessment

<b>Score</b>	
<b>Comments</b>	

<b>General comments on quantity and quality of Information Package/Course Catalogue</b>	
Strengths:	
Shortcomings:	
Areas for improvement:	
<b>CONCLUSION</b> (assessment result of Information Package/Course Catalogue <b>SUFFICIENT</b> or <b>INSUFFICIENT</b> ) :	

<b>Confirmation by the applicant</b>		
<b>The three web pages have been provided. All information is available in English and easy to trace (a few mouse clicks) via the menus on these pages.</b>		
	<b>Y</b>	<b>N</b>
Information on the institution		
Information on degree programmes		
General information for students		
<b>Comments:</b>		

## B. ECTS files of outgoing students

Please first use the checklist provided below for the assessment of this section.

Then please tick each item indicating either C ('complete'), or I ('incomplete') as appropriate in each case.

The documents provided should include all the items included in the checklist. If this is the case, the assessment result should be C ('complete'). However, if some items are missing or only partially complete the assessment result should be I ('incomplete'), and the expert should provide comments as to the nature and extent of the items that are missing, as well as whether s/he judges that the application can still be accepted.

Three certified (signed, dated and stamped) ECTS files comprising:		
	<b>C</b>	<b>I</b>
Transcript of Records provided by the applicant institution <u>before</u> the mobility for all three outgoing students		
Learning Agreement/Training Agreement (with agreed changes if this applies) for all three outgoing students <sup>1</sup>		
Transcript of Records received from the partner institution <u>after</u> the mobility for all three outgoing students. If any outgoing student mobility file was for a work placement, a document provided by the work placement provider confirming that the training agreement was fulfilled with the university, confirming the allocation of ECTS credits, leading to the award of ECTS credits is acceptable.		
The document used by the applicant institution to show that credits gained during the mobility period have been fully recognised (e.g. proof of recognition, Transcript of Records provided by the applicant institution after the mobility period showing all credits gained, or other document).		

**Comments (if applicable):**

<sup>1</sup> The Learning Agreement/Training Agreement must be in place before the mobility period. This means it must be signed and dated before the mobility period.

## Checklist for documents for outgoing students.

Please tick the box if the item is included with the application.

<b>Transcript of Records provided by the applicant institution before the mobility period</b>	
Course unit code (if any)	<input type="checkbox"/>
Title of the course unit	<input type="checkbox"/>
Duration of course unit	<input type="checkbox"/>
Local grade	<input type="checkbox"/>
ECTS credits	<input type="checkbox"/>
Description of the institutional grading system	<input type="checkbox"/>
<b>Learning/Training Agreement (with agreed changes if this applies)</b>	
Course unit code (if any)	<input type="checkbox"/>
Title of the course unit / work placement (or name of placement enterprise/institution)	<input type="checkbox"/>
ECTS credits	<input type="checkbox"/>
Changes (if any) clearly indicated	<input type="checkbox"/>
Learning/Training Agreement was in place before the start of the mobility	<input type="checkbox"/>
<b>Transcript of Records received from the partner institution after the mobility</b>	
Course unit code (if any)	<input type="checkbox"/>
Title of the course unit	<input type="checkbox"/>
Duration of course unit	<input type="checkbox"/>
Host institution grade	<input type="checkbox"/>
ECTS credits	<input type="checkbox"/>
Description of the institutional grading system	<input type="checkbox"/>
<b>In the case of work placements, document received from the placement enterprise/institution</b> <input type="checkbox"/>	
<b>Document showing proof of academic recognition given by the applicant institution</b>	
English-language version provided	<input type="checkbox"/>
Title of the course unit(s)	<input type="checkbox"/>
Duration of course unit(s)	<input type="checkbox"/>
Including examination or other forms of assessment	<input type="checkbox"/>
Host institution grade	<input type="checkbox"/>
ECTS credits	<input type="checkbox"/>

### C. ECTS files of incoming students

Please first use the checklist provided below for the assessment of this section.

Then please tick each item indicating either C ('complete'), or I ('incomplete') as appropriate in each case.

The documents provided should include all the items included in the checklist. If this is the case, the assessment result should be C ('complete'). However, if some items are missing or only partially complete the assessment result should be I ('incomplete'), and the expert should provide comments as to the nature and extent of the items that are missing, as well as whether s/he judges that the application can still be accepted.

<b>Three certified (signed, dated and stamped) ECTS files comprising:</b>	<b>C</b>	<b>I</b>
Learning Agreement (with agreed changes if this applies) for all three incoming students		
Transcript of Records provided by the applicant institution <u>after</u> the mobility for all three incoming students		

**Comments (if applicable):**



### Checklist for documents for incoming students.

Please tick the box if the item is included with the application.

<b>Learning Agreement (with agreed changes if this applies)</b>	
Course unit code (if any)	<input type="checkbox"/>
Title of the Course unit	<input type="checkbox"/>
ECTS credits	<input type="checkbox"/>
Changes (if any) clearly indicated	<input type="checkbox"/>
Learning Agreement was in place before the start of the mobility	<input type="checkbox"/>
<b>Transcript of Records provided by the applicant institution after the mobility</b>	
Course unit code (if any)	<input type="checkbox"/>
Title of the course unit	<input type="checkbox"/>
Duration of course unit	<input type="checkbox"/>
Local grade	<input type="checkbox"/>
ECTS credits	<input type="checkbox"/>
Description of the institutional grading system	<input type="checkbox"/>

**ASSESSMENT CONCLUSION**

*Please write your conclusion using one of the following options: SUCCESSFUL / REJECTED.*

*My conclusion:* .....

**COMMENTS and RECOMMENDATIONS**

*Please provide comments and recommendations to the applicant in support of your overall assessment conclusion.*

*Signature:* ..... *Date:* .....