

EXTENDED ERASMUS UNIVERSITY CHARTER (STANDARD CHARTER AND STUDENT PLACEMENTS) Application form

Final date for submission: 30/11/2007

245039-IC-1-2008-1-SI-ERASMUS-EUCX-1

Type of Erasmus University Charter applied for

Standard

Extended (Student placements only)

Extended (Standard Charter and student placements)

Applicant's previous EUC number (if applicable)

XXXXXX-IC-1-200X-1-XX-ERASMUS-EUC-1

Correspondence language: EN

Erasmus Policy Statement original language: EN

If the original language is not English, French or German, the Erasmus Policy Statement should also be provided in one of those three languages

Erasmus Policy Statement translation language: pas applicable

A.1. Identification of the applicant institution

Full legal name of the institution in the national language	VIŠJA STROKOVNA ŠOLA ACADEMIA
Translation of this name in English	HIGHER EDUCATIONAL COLLEGE ACADEMIA
Erasmus ID code of the institution (if available)	NEW 2008
Internet address	http://www.academia.eu

A.2. Identification of the legal representative

First name and surname of the legal representative of the institution	MAJDA KRALJ		
Title (optional) (e.g. Prof., Dr, etc.)	M.Sc.Econ.	Gender	Female
Department/Unit	CEO		
Official function within the institution	CEO		
Phone (including country and area codes)	+386/2/228 35 31		
Fax (including country and area codes)	+386/2/228 35 49		
E-mail address (only one address)	majda.kralj@academia.si		
Legal address of the institution Street/Nr. Post code & Town Country Code, Country	VIŠJA STROKOVNA ŠOLA ACADEMIA, GLAVNI TRG 17B 2000 MARIBOR SI, Slovenia		

A.3. Erasmus co-ordinator

First name and surname	SONJA KUCHAR		
Title (optional) (e.g. Prof., Dr, etc.)	M.Sc.Law	Gender	Female
Department/Unit	EU OFFICE		
Official function within the institution	MANAGING DIRECTOR		
Phone (including country and area codes)	+386/2/228 35 36		
Fax (including country and area codes)	+386/2/228 35 30		
E-mail address (only one address)	sonja.kuchar@academia.si		
Correspondence address Street/Nr. Post code & Town Country Code, Country	VIŠJA STROKOVNA ŠOLA ACADEMIA, GLAVNI TRG 17B 2000 MARIBOR SI, Slovenia		

A.4. Statistical data on the applicant institution

<i>The data required relate solely to higher education.</i>			
Foundation year of your institution			2000
Level of degrees awarded			
First cycle degrees			Yes
Second cycle degrees			No
One-tier degrees			No
Third Cycle(without PhD)			No
<u>Doctoral degrees</u>			No
Number of students enrolled in 2006/2007 on <u>higher education</u> courses		Part-time	480
		Full-time	
Number of students graduated in 2006/2007		First Cycle	68
		Second Cycle	
		One-tier degrees	
		Third Cycle(without PhD)	
		Doctoral degrees	
Number of teaching staff (total) in 2006/2007			80
Number of teaching staff (full-time equivalent) in 2006/2007			4
Number of administrative staff (full-time equivalent) in 2006/2007			2
Number of these administrative staff members directly working in European/international relations in 2006/2007 (full-time equivalent)			1
First year of participation in Erasmus Programme with funding from the European Community			2007

B**Fundamental principles**

The institution agrees to comply with the following:

YES

01 Mobility shall be carried out only within prior inter-institutional agreements (in the case of student placements: within prior agreements between the Institution and the organizations where the placements are carried out);	<input checked="" type="checkbox"/>
02 No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students;	<input checked="" type="checkbox"/>
03 Full recognition shall be given to students for satisfactorily completed activities specified in the compulsory Learning Agreements and Placement Agreements.	<input checked="" type="checkbox"/>
04 Highest quality is ensured for the organisation of student and staff mobility;	<input checked="" type="checkbox"/>
05 Highest quality is ensured for the organisation of student placements;	<input checked="" type="checkbox"/>
06 Curriculum information is up to date, easily accessible and transparent;	<input checked="" type="checkbox"/>
07 An academic credit transfer system (ECTS or similar) gives transparency to the recognition procedures;	<input checked="" type="checkbox"/>
08 Equal academic treatment and services are ensured to home and Erasmus students;	<input checked="" type="checkbox"/>
09 The integration of visiting Erasmus students in the activities of the institution is supported;	<input checked="" type="checkbox"/>
10 Transcripts containing full, accurate and timely information are provided to incoming Erasmus students and their home institutions;	<input checked="" type="checkbox"/>
11 Erasmus teaching activities are facilitated and acknowledged;	<input checked="" type="checkbox"/>
12 The institution promotes and gives visibility to the activities supported by the Erasmus programme;	<input checked="" type="checkbox"/>
13 The Erasmus University Charter and the related Erasmus Policy Statement are publicized in the institution;	<input checked="" type="checkbox"/>
14 The institution complies with the objectives on non-discrimination set out in the Lifelong Learning Programme.	<input checked="" type="checkbox"/>

C**Information on the organisation of mobility**

1.a Recognition matters: Is your institution using ECTS (ECTS credits, learning agreement, transcript of records) to facilitate academic recognition of Erasmus study periods abroad?

- in all faculties/departments Yes
- in some faculties/departments No

1.b Recognition matters: Will your institution use ECTS as an internal credit accumulation system?

- in all faculties/departments Yes
- in some faculties/departments No

2. Diploma Supplement

Does your institution award a Diploma Supplement to students? Yes

3. Support for teaching staff mobility: What provision will be made to facilitate and support ERASMUS teaching staff mobility?

- a) Additional financial support from your institution Yes
- b) Acknowledgement of teaching activity abroad as an important part of academic career Yes
- c) Help with practical arrangements (travel, accomodation etc.) Yes
- d) Other (please specify) No

4. Support for disabled students/teachers: Will your institution provide special facilities for:

- a) Erasmus students/teachers with visual disability? Yes
- b) Erasmus students/teachers with hearing disability? Yes
- c) Erasmus students/teachers with other physical disability? Yes

Erasmus Policy Statement (EPS)

In order to complete this section, please refer to the instructions given below. Please note that your EPS shall be given wide visibility in your institution and must be published on the web page of your institution. The EPS should set out the overall Erasmus co-operation strategy of your institution in relation with its mission statement, underlying its Erasmus cooperation plan as well as any other activities to be proposed in the framework of the Lifelong Learning Programme (LLP).

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

b) Please also provide information on the following points:

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?

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)?

ACADEMIA is a globally operating company with partners on all five continents. We believe that the values of an individual should be reflected in one's work and in the social and professional environment. Future success lies in implementing these values in our daily operations, with our students and all of us as a team. We believe that our know-how, our expertise and motivation combined with a strong sense of loyalty create a corporate culture where an individual can thrive and meet their expectations. Our professional college intends to encourage relations with inter/national enterprises. The basic characteristics of our programs are the modular structure, interdisciplinary, the ECTS credit system, the European dimension, the practicality of the programs and the use of foreign languages. For better accessibility, we provide all economic programs on an internet-based learning platform. All technical programs are supported by an e-learning portal, which allows for virtual distance learning methods wherever possible. Our main objectives are: to enhance cross-cultural understanding by promoting the importance of different languages and to encourage our students to learn languages abroad; to deliver high-quality education through carefully recruited professional staff; to focus on new technologies and methodologies for education; to acquire high standards for our students through motivation and supervision of students' academic advancement; to encourage students to seize opportunities for practical experience we provide; to encourage cooperation between foreign countries and Slovenia in the field of education closely aligned with our traditions and values. Representing international language and business schools all around the world, Academia collaborates with more than 50 schools which are either members of government organizations or recognized by governments. By offering language and cultural courses, our organization enhances the linguistic and cultural competence of students and our staff. Cooperating with AISEC and the Jung Akademiker Service (JAS) from Graz (A), we annually hire at least two students to guarantee an international environment for our students and employees. The main focus of these activities is to support our students (free of charge) with learning/using foreign languages, discovering cultural differences as well as providing an international environment for our employees. Due to our previous international activities, we have had several established contacts with professional colleges in Finland, Great Britain, Austria and Switzerland. For more efficient academic cooperation with the above mentioned institutions in the future, we would like to enable an exchange of students and staff and we would like to start joint study programs, a cooperation in research activities, an exchange of expert knowledge, study materials and other materials in the field of E-learning. We believe that every student deserves equal opportunities to be successful, professionally and personally. To support our students we create state-of-the-art programs, cooperative and active learning in a caring and supportive environment characterized by mutual trust and respect for individual differences. The school will pursue this by the following: guaranteeing equality, integration of disabled students, teachers, and administrative staff; enhancement of social cohesion and combating xenophobia and racism; using new teaching methodology such as peer reviewing and on line learning; facilitating long life learning by teaching our students basic learning strategies. The Academia EU office will promote Erasmus projects through the regularly updated website and e-mail group communication with Erasmus coordinators and incoming/outgoing students/teachers/administrative staff and through the e-portal as a main communication tool for all target groups (students, lectors, administration staff).

Quality of academic mobility activities:

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

Details should be provided in particular 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, facilitation and acknowledgement of staff mobility.

We are especially proud to be the first private educational institution to have obtained ISO 9001:2000 standard in Slovenia. This high accolade obliges us to continuously improve our work and meet the ever increasing demands of our students through quality and continuous improvements in the field of our expertise. We believe that development of mobility programmes is essential for increasing the quality of our study programs as well as the future employability of our graduates. For this reason our mobility programs will be closely connected with the implementation of the Bologna process meaning that all our programs are ECTS valued. We believe that mobility assists students to acquire essential competencies and contributes to their personal development and social inclusion. Teaching abroad otherwise is very important due to its multiplying effect: it will enable teachers to provide a broader range of experiences to their students. The incoming students receive an English version of both curricula and additional information from our web page, which guides them through all steps involving mobility. We intend to accommodate all our student/teaching staff during their stay. We can offer them a stay in private rooms at prices similar to those offered by the students' residences. They receive full time and personalized assistance from staff members of the EU office. Both incoming and outgoing teachers receive a thorough travel plan and agenda for their stay, including the workload. Our Language School department will enable students to learn and be fluent with the second language. Our language teaching staff includes also several native speakers who would be additional beneficiary circumstances with organising specialized language courses. Regarding the outgoing, and besides personalized information about the destination (including language, cultural, educational and travelling issues) they attend a meeting to receive information about practical aspects of the program.

Quality of student placement activities:

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

Academia highly values practical training of its students. We fully support internship activities (practical work experience) in order to provide students' integration in the job market and to create a link between the curricula and the world of work. We offer a career service to students. The main tasks of it are to help students find relevant job offers, to offer them advice, to learn how to fill in an EU CV and many others. We will assist all part-takers in the exchange to prepare for their stay abroad. Supported by our partner companies (employers), we will provide a local database with training offers and possibilities of practical work experience. Each partner will undertake to cooperate in the process of developing the project, to provide training in an appropriate environment, to assist exchange students/ professors in finding accommodation, to provide tutoring for each participant, to complete the final certification and to write a report. Employers have to provide confirmations and possible references or recommendations for each student. Our responsibilities are to send information about the participants, provide for language courses, to make sure trainees have sufficient health insurance, to give details about the country/area and to inform them what to expect as far as working conditions and cultural differences are concerned. In addition, we will assist students that all legitimate costs will be covered by the grant and if necessary by other co-financial resources. During their work experience students can take part in companies' projects and we will help them in getting their projects work accredited. The most interesting results of their work are going to be published in the Diploma Supplement as a way to facilitate academic and professional recognition. Using the school's main communication tool, the e-portal, we will provide a database and a forum to exchange previous Erasmus students' experiences as well as useful information on stays abroad.

ERASMUS

Extended University Charter
(Standard Charter and Student Placements)
2008/2009 - 2013/2014

The European Commission hereby awards this Charter to:

UNIVERSITY of EUROPE

(hereinafter "the Institution")

The Institution agrees to comply with the following fundamental principles of Erasmus mobility:

- Mobility shall be carried out only within prior inter-institutional agreements (in the case of student placements: within prior agreements between the Institution and the organisations where the placements are carried out);
- No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students
- Full recognition shall be given to students for satisfactorily completed activities specified in the compulsory Learning Agreements and Placement Agreements.

The Institution also agrees:

- to ensure the highest quality in the organisation of student and staff mobility
- to ensure the highest quality in the organisation of student placements;
- to ensure that curriculum information is up to date, easily accessible and transparent;
- to ensure that an academic credit transfer system (ECTS or similar) gives transparency to the recognition procedures
- to ensure equal academic treatment and services to home and Erasmus students
- to support the integration of visiting Erasmus students in the Institution's activities
- to provide incoming Erasmus students and their home institutions with transcripts containing full, accurate and timely information at the end of their mobility period abroad
- to facilitate and acknowledge Erasmus teaching activities
- to promote and give visibility to the activities supported by the Erasmus programme
- to publicise this Charter and the related Erasmus Policy Statement of the Institution
- to comply with the objectives on non discrimination set out in the Lifelong Learning Programme.

This Charter entitles the Institution to apply to its National Agency and to the European Commission for grant support for Erasmus activities.

Violation of this Charter may lead to its withdrawal by the Commission.

Endorsement of the application

"I, the undersigned, Head and 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 Erasmus 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 University Charter outlined above and commit my institution to respect and observe these obligations;*
- *confirm that the information given in the application submitted online and in this paper version is identical;*
- *agree to the publication of the Erasmus Policy Statement by the European Commission.*

Place:

Name:

Date (dd/mm/yy):

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

Original *stamp or seal of the Institution*

Acknowledgement of receipt

After submission, Applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to check successful receipt of their Erasmus University Charter (EUC) application. If by **21.12.2007** the application has not been listed on the website, the applicant should contact the EACEA EACEA-EUC@ec.europa.eu.