Lifelong Learning Programme

Application Form

ECTS Label

Period 2011 – 2014

Please give the full and accurate reference of your ERASMUS University Charter:

-IC-1-year-1-   -ERASMUS-   -1

CLOSING DATE FOR SUBMISSION:

15 May 2011 (as per postmark)

Applications bearing a postmark after this date will not be considered

It is strongly recommended to send the application by means that provide you with proof of dispatch
(registered post, express courier, etc.).

One **complete original version** of the application (and all annexes) duly signed by the legal representative of the applicant organisation and **two identical copies** (with annexes) are to be sent to:

AB Eğitim ve Gençlik Programları Merkezi Başkanlığı
Erasmus Program Koordinatörlüğü
Mevlana Bulvarı, No:181, 06520 Balgat, Ankara

Furthermore, one electronic copy of this application form only is to be sent to the National Agency's email address (erasmus@ua.gov.tr) to arrive no later than **15 May 2011**

Introduction

The ECTS Label is to be awarded to Higher Education Institutions who demonstrate excellence in applying the principles of the European Credit Transfer and Accumulation System (ECTS). Applicants are encouraged to consult the ECTS Users Guide carefully when preparing their Label application, as it provides guidelines for the correct implementation of ECTS, including an explanation of ECTS key features.

The **ECTS Users Guide** is available on-line at http://ec.europa.eu/education/lifelong-learning-policy/doc/ects/guide_en.pdf

ECTS Label applications must provide evidence that excellence is achieved in two main areas:
Information Package/Course Catalogue published on the applicant's website in English;
Student files for both incoming and outgoing students.

Both of these components of the ECTS Label application must be deemed to be of high quality for the award of an ECTS Label.

Application and selection procedure

- This form is to be used if an institution wishes to apply for an ECTS Label that is valid for the period of 2011-2014.

- The application form must be completed in one of the official languages of the European Union.

- The ECTS Label can be applied for by an institution which has been awarded a Standard or an Extended Erasmus University Charter (Standard Charter and Student placements) until the end of the Lifelong Learning Programme (2013).

- The deadline for submission of applications is 15 May 2011. Applicants will receive an acknowledgement of receipt from their National Agency.

- After 15 May 2011, the selection procedure will be organised in two stages, as follows: (1) eligibility check and first assessment by the National Agency; (2) pre-selected applications submitted to European panel of independent experts for screening followed by final decision by the European Commission and the Education, Audiovisual and Culture Executive Agency (EACEA).

- Publication of final results is expected by December 2011. The list of successful applicants will be published by EACEA at http://eacea.ec.europa.eu/llp/results_projects/selection_results_en.php

- In accordance with standard European Commission/Executive Agency practice, the information provided in the application may be used for the purposes of evaluating the Lifelong Learning Programme (LLP). The relevant data protection regulations will be respected.

- For a list of current ECTS Label holders, with their websites (selection rounds of 2009 and 2010), please consult http://eacea.ec.europa.eu/llp/erasmus/erasmus_ects_ds_en.php

Any questions relating to this application should be addressed to:

AB Eğitim ve Gençlik Programları Merkezi Başkanlığı
Erasmus Program Koordinatörlüğü
Mevlana Bulvarı, No:181, 06520 Balgat, Ankara

1.1 Applicant institution - Legal Representative of the institution

(The same person as specified in the Erasmus University Charter application of your institution or his/her successor if applicable.) Please note that the details given here and in section 1.2 will be used in all subsequent correspondence (you should inform your National Agency in the event of any change).

Full legal name of the institution in the national language	
Acronym of the institution, if applicable	
Full name of the Institution in English (formal or informal translation)	
Country code	
ERASMUS ID code (e.g. B BRUXEL01)	
EUC code	
Website	http://
Legal representative of the institution (head of the institution): Last and first name	
Title (e.g. Prof., Dr, etc.)		Gender	☐☐F (female) ☐☐M (male)
Department/Unit	
Official function within the institution	
Legal address of the institution Street Post code & town Country	
Phone (including country and area codes)	+ / /
Fax (including country and area codes)	+ / /
E-mail address	@

1.2 Applicant Institution - ECTS Coordinator (if different from the legal representative)

ECTS coordinator: Last and first name	

Title (e.g. Prof., Dr, etc.)		Gender	☐☐F (female) ☐☐M (male)
Department/Unit			
Official function within the institution			

Correspondence address:
       Street
 	
       Post code & town
 	
       Country			

Phone (including country and area codes)	+ / /		
Fax (including country and area codes)	+ / /		
E-mail address	@		

2.1 Information Package/Course Catalogue

- The Information Package / Course Catalogue should be published on the institution's website so that all interested parties can easily access it. It should be published sufficiently in advance for students to make their choices.

- **The checklist below indicates the full range of information which should be provided**. It is essential that information about the qualifications offered, the teaching, learning and assessment procedures, the level of programmes, the single educational components and the learning resources available to students be well documented and easily understood.

- A course structure diagram must be included in the course catalogue, which should clearly demonstrate that the number of ECTS credits is correctly allocated to the workload of a full-time academic year, semester and trimester [1].

- Applicants should provide links to the Information Package/Course Catalogue of their institutions complying with the checklist as set out below for **all first and second cycle degree programmes** offered (and/or for all the one-tier programmes, if these are still on offer).

- **All content of <u>the Information Package/Course Catalogue</u> should be published in English.** It is optional for the applicant institution to publish the content in the national / regional language in question and to provide the link thereto.

- All learners should be able to identify an individual who will be able to give them relevant advice, at either institutional or departmental/subject level. It is therefore important that the Catalogue should include the names of people to contact, with information about how, when and where they can be contacted.

- **In case of missing items from the checklist**: if these are isolated items which do not significantly influence the quality of the Information Package / Course Catalogue (for example a missing address), this will not be a ground for rejection of the label application.

---

[1] The ECTS Users Guide states:

60 credits are allocated to the workload of a full-time academic year, 30 ECTS credits are normally allocated to a semester and 20 ECTS credits to a trimester.

NB: this should be read as: *60 credits are allocated to the workload of a full-time academic year, 30 ECTS credits are normally allocated to a semester and 20 ECTS credits **are normally allocated** to a trimester.*

It is recognised that for a variety of reasons there may be variations from this norm. However, these should not normally be significant, bearing in mind the implications for student workload, compatibility and transfer between Higher Education Institutions.

Checklist for the Information Package/Course Catalogue

Part 1: Information on the Institution

• name and address
• academic calendar
• academic authorities
• general description of the institution (including type and status)
• list of programmes offered
• general admission requirements
• general arrangements for the recognition of prior learning (formal, informal and non-formal) [2]
• general registration procedures
• ECTS credit allocation based on the student workload needed in order to achieve expected learning outcomes
• arrangements for academic guidance [3]

Part 2: Information on degree programmes

General description:
▪ qualification awarded
• level of qualification
• specific admission requirements
• specific arrangements for recognition of prior learning (formal, non-formal and informal) [4]
• qualification requirements and regulations
• profile of the programme [5]
• key learning outcomes [6]
• occupational profiles of graduates with examples [7]
• access to further studies
• course structure diagram with credits
• examination regulations, assessment and grading
• graduation requirements
• mode of study (full-time, part-time, e-learning...),
• programme director or equivalent.

Description of individual course units:
• course unit title
• course unit code
• type of course unit (compulsory, optional)
• level of course unit (e.g. first, second or third cycle; sub-level if applicable)
• year of study (if applicable)
• semester/trimester when the course unit is delivered
• number of ECTS credits allocated

---

[2] *Give a description of any arrangements for the recognition of prior learning that have been put in place at institutional level. Please note that this is not meant to be an exclusion criterion: this point can be omitted if institutional-level arrangements are not in place*

[3] *Give a description of any arrangements for academic guidance that the institution has put in place for students*

[4] *Give a description of any arrangements for the recognition of prior learning that have been put in place at programme level. Please note that this is not meant to be an exclusion criterion: this point can be omitted if programme-specific arrangements are not in place*

[5] *Give a concise description of the programme, putting forward its specificities and whether it has a more academic or labour market orientation*

[6] *Give a summary of programme-related key learning outcomes*

[7] *Indicate the occupational sector(s) into which the programme fits (as an illustration, examples of different sectors might be information technology, law, teaching, tourism, etc., etc)*

- name of lecturer(s)
- learning outcomes of the course unit
- mode of delivery (face-to-face, distance learning) [8]
- prerequisites and co-requisites
- recommended optional programme components [9]
- course contents
- recommended or required reading
- planned learning activities and teaching methods
- assessment methods and criteria
- language of instruction.
- work placement(s) [10]

Part 3: General information for students

- 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

---

[8] *Indicate whether the course is delivered face-to-face or through distance learning (or a combination of both)*

[9] *Indicate any courses (programme components) that are recommended to students beyond their compulsory curriculum to allow them to complement their study programme*

[10] *Indicate if the course consists of / contains a compulsory or optional work placement*

Please tick all applicable boxes below:
To tick the boxes on the forms, please double-click on the box. First a window will appear, then choose the 'checked' option.

☐   I confirm that my institution has published in good time and sufficiently in advance the Information Package/Course Catalogue as follows:

- **Indicate the URL links at which content may be found relating to the Checklist described above. All content must be in English (compulsory):**

Information on the institution: http://
Information on degree programmes: http://
General information for students: http://

Please do not list more than three web pages. All information should be **easy to trace** (a few mouse clicks) via the menus on these pages.

- If available, provide the link to the web site to the Information Package/Course Catalogue in the regional/national language (optional)

http:///

☐   I confirm that the Information Package/Course Catalogue covers **the full range of information as provided in the checklist in section 2.1 above.**

2.2. Complete ECTS student files

- *This application form contains various references to "**certified copies/files**". Certification of the files is to be given by means of one official stamp, signature of the authorised person of the institution and date of the applicant institution (per each ECTS student file provided). No originals of student ECTS files should be submitted with the application. Files that are not correctly certified <u>will be considered ineligible</u>.*

- *Incomplete applications, with one or more documents missing, <u>will be considered ineligible</u>.*

- *If it is necessary to satisfy data protection requirements, the student ECTS files may be anonymised. However, it must still be possible to identify each key document as belonging to the same individual.*

- *The number of recognised credits must be equal to those actually earned by the student. Where this is not the case, <u>this must be explained and justified.</u>*

2.2.1 Three complete ECTS files concerning three <u>outgoing students</u>

☐ I provide certified copies of complete student ECTS files for three <u>outgoing</u> students:
- enrolled at the applicant institution
- in three different subject areas (one per student)
- having spent a period of study in three different countries (one per student, please indicate the length and dates of the stay)
in 2008/09, 2009/10 or 2010/11 (up to May 2011)

Each of the three certified files consists of copies of the following <u>documents</u>:
- o **Transcript of Records provided by the applicant institution presenting the academic performance of the student <u>before</u> the mobility period.**
- o **Learning Agreement (with agreed changes, if applicable).**
- o **Transcript of Records received from the partner institution <u>after</u> the mobility period.**
- o **Proof of academic recognition given by the applicant institution (plus English translation).**

The document providing "proof of recognition" should demonstrate that the period of study undertaken abroad at the partner institution (including examinations or other forms of assessment) is recognised as replacing a comparable period of study at the applicant institution (including examination or other forms of assessment). It should list the credits given by the applicant institution to the returning student. Justification must be given, if fewer credits than obtained abroad are recognised.

☐ The applicant institution has fewer than 3 subject areas, and therefore the complete student ECTS files for three outgoing students are for those subject areas only.

2.2.2 Three complete ECTS files concerning three <u>incoming</u> students

☐ I provide certified copies of complete ECTS files concerning three <u>incoming</u> students
- from three different countries
- having studied at the applicant institution in three different subject areas
- indicating the length and dates of the stay
- in 2008/09, 2009/10 or 2010/11 (up to May 2011).

Each of the three certified files consists of copies of the following <u>documents</u>:
- o **Learning Agreement (with agreed changes, if applicable).**
- o **Transcript of Records provided by the applicant institution <u>after</u> the mobility period.**

☐	The applicant institution has fewer than 3 subject areas, and therefore the complete student ECTS file for three incoming students are for those subject areas only.

SECTION 3 - DECLARATION

To be completed by the person legally authorised to sign on behalf of the applicant institution, as mentioned in Section 1.1

"I, the undersigned, certify that the information contained in this application is correct to the best of my knowledge."

Place: Date   /   /   (day/month/year)

Signature of the Legal Representative   Stamp of the institution (optional)

(Name and position in capitals.)

NAME:

POSITION:

Before sending your application, PLEASE ENSURE that:

All questions have been answered.	☐☐
The original version of the application form bears the **original signature** of the legal representative of the applicant institution. Two copies of the original version of the application form have also been provided.	☐☐
The Information Package/Course Catalogue is in line with the points contained in the checklist provided in point 2.1 published on the web **in English**.	☐
Three certified copies of complete ECTS files for <u>outgoing</u> students are enclosed: Students enrolled at the applicant institution, in three different subject areas, having spent a period of study in three different foreign countries in 2008/09, 2009/10 or 2010/11 (up to May 2011). If the applicant institution has fewer than 3 subject areas, the complete ECTS files for 3 outgoing students are of those subject areas only. Each of the certified files consists of the following documents: • Transcript of Records provided by the applicant institution before the mobility period • Learning Agreement (with agreed changes, if applicable) • Transcript of Records received from the partner institutions after the mobility period • Proof of academic recognition given by the applicant institution (plus English translation)	☐
Three certified copies of complete ECTS files for <u>incoming</u> students are enclosed: Students from three different foreign countries, having studied at the applicant institution in three different subject areas in 2008/09, 2009/10 or 2010/11 (up to May 2011). Each of the certified files consists of the following documents: • Learning Agreement (with agreed changes, if applicable) • Transcript of Records received from the applicant institution after the mobility period	☐

Please consult the following annexes:

Annex: 1: ECTS KEY FEATURES 2009

Annex 2: Common pitfalls

ECTS KEY FEATURES
2009

ECTS

ECTS is a learner-centred system for credit accumulation and transfer based on the transparency of learning outcomes and learning processes. It aims to facilitate planning, delivery, evaluation, recognition and validation of qualifications and units of learning as well as student mobility. ECTS is widely used in formal higher education and can be applied to other lifelong learning activities.

ECTS credits

ECTS credits are based on the workload students need in order to achieve expected learning outcomes. Learning outcomes describe what a learner is expected to know, understand and be able to do after successful completion of a process of learning. They relate to level descriptors in national and European qualifications frameworks.

Workload indicates the time students typically need to complete all learning activities (such as lectures, seminars, projects, practical work, self-study and examinations) required to achieve the expected learning outcomes.

60 ECTS credits are attached to the workload of a fulltime year of formal learning (academic year) and the associated learning outcomes. In most cases, student workload ranges from 1,500 to 1,800 hours for an academic year, whereby one credit corresponds to 25 to 30 hours of work.

Use of ECTS credits

Credits are allocated to entire qualifications or study programmes as well as to their educational components (such as modules, course units, dissertation work, work placements and laboratory work). The number of credits ascribed to each component is based on its weight in terms of the workload students need in order to achieve the learning outcomes in a formal context.

Credits are awarded to individual students (full-time or part-time) after completion of the learning activities required by a formal programme of study or by a single educational component and the successful assessment of the achieved learning outcomes. Credits may be accumulated with a view to obtaining qualifications, as decided by the degree-awarding institution. If students have achieved learning outcomes in other learning contexts or timeframes (formal, nonformal or informal), the associated credits may be awarded after successful assessment, validation or recognition of these learning outcomes.

Credits awarded in one programme may be transferred into another programme, offered by the same or another institution. This transfer can only take place if the degree-awarding institution recognises the credits and the associated learning outcomes. Partner institutions should agree in advance on the recognition of periods of study abroad.

Credit transfer and accumulation are facilitated by the use of the ECTS key documents (Course Catalogue, Student Application Form, Learning Agreement and Transcript of Records) as well as the Diploma Supplement.

For more detailed information, please consult the ECTS Users' Guide at :
http://ec.europa.eu/education/lifelong-learning-policy/doc48_en.htm

COMMON PITFALLS

Please read carefully this <u>non-exhaustive</u> list of the most frequent errors made by previous applicants.

- **General**

  ➢ Confirmation boxes are not ticked in the application form.

- **Information package/Course Catalogue**

  ➢ The Information Package/Course Catalogue is not entirely provided in English.
  ➢ The Information Package/Course Catalogue is difficult to find on the institution's website or is not well structured.
  ➢ The Information Package/Course Catalogue is not complete or the information provided is not substantial. Example: under study facilities, only a contact person is mentioned.
  ➢ Information is missing in degree programme descriptions (for example: admission requirements; information on final examinations/graduation requirements; examination and assessment regulations).
  ➢ The course structure diagram is missing or difficult to understand and does not clearly present the principle of 20 credits per trimester, 30 per semester and 60 ECTS per academic year. The total number of credits per year, per semester or per trimester is unclear.
  ➢ The allocation of credits does not respect the ECTS Users Guide, which states: *60 credits are allocated to the workload of a full-time academic year, 30 ECTS credits are normally allocated to a semester and 20 ECTS credits to a trimester.*
  ➢ Although the number of credits is indicated in the diagram of each course, it is not clear whether these are ECTS or national credits.
  ➢ Some courses are not allocated credits though included on the list of courses on offer and displaying the number of contact hours.
  ➢ The description of the recognition procedures is missing or incomplete.
  ➢ The credit allocation methodology (including calculation of ECTS credits based on workload) is not described or not based on learning outcomes.

- **Student files**

  ➢ The documents provided are not certified (certification is to be given by means of one official stamp, signature and date from the applicant institution (per each ECTS student file provided).
  ➢ The dates and signatures of the student and/or applicant/partner institutions' coordinator are missing.
  ➢ An explanation of the local grading system is missing.
  ➢ Student(s) are awarded ECTS credits although they did not always pass the exam(s). In cases where exam results are condoned, formal justifications need to be provided.
  ➢ Local grades and/or ECTS credits are missing.
  ➢ There is an inconsistency between the Learning Agreement(s) and the proof of recognition (because changes on the Learning Agreement have not been included).
  ➢ The Learning Agreements were not in place before the start of the exchange programme.
  ➢ The number of credits recognised by the applicant institution is greater or lower than the number actually earned by the student at the host institution and no justification is given.
  ➢ The length of the stay in host institutions (for outgoing students) or applicant institutions (for incoming students) is not indicated.

Please also note:

*This application form contains various references to "**certified copies/files**". Certification of the files is to be given by means of one official stamp, signature of the authorised person of the*

institution and date of the applicant institution (per each ECTS student file provided).