



ERASMUS UNIVERSITY CHARTER

Application form

Final date for submission: 28/02/2007

New

Renewal

If renewal please give your EUC number:

52929-IC-1-2002-1-HU-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: not applicable

Acknowledgement of receipt

Applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to confirm the receipt of their Erasmus University Charter (EUC) application. If by **14.03.2007** the application has not been registered on the website, the applicant should contact the EACEA EACEA-EUC@ec.europa.eu.

A.1. Identification of the applicant institution

Full legal name of the institution in the national language	APOR VILMOS KATOLIKUS FOISKOLA		
Translation of this name in English	APOR VILMOS CATHOLIC COLLEGE		
Erasmus ID code of the institution	HU ZSAMBEK01		
Internet address	http://www.avkf.hu		

A.2. Identification of the legal representative

First name and surname of the legal representative of the institution	Judit Szilagyine Szemkeo		
Title (optional) (e.g. Prof., Dr, etc.)	Dr.	Gender	Female
Department/Unit	Institute of Science and Mathematics		
Official function within the institution	Rector		
Phone (including country and area codes)	+36/27/511 150		
Fax (including country and area codes)	+36/27/511 141		
E-mail address (only one address)	szemkeo@avkf.hu		
Legal address of the institution Street/Nr. Post code & Town Country Code, Country	Konstantin ter 1-5. H-2600 Vac HU, Hungary		

A.3. Erasmus institutional co-ordinator - contact person

First name and surname	Peter Gyombolai		
Title (optional) (e.g. Prof., Dr, etc.)		Gender	Male
Department/Unit	Institute of International Relations		
Official function within the institution	Coordinator of International Relations		
Phone (including country and area codes)	+36/20/48 58 188		
Fax (including country and area codes)	+36/27/511 141		
E-mail address (only one address)	gyombolai.peter@avkf.hu		
Correspondence Street/Nr. Post code & Town Country Code, Country	Konstantin ter 1-5. H-2600 Vac HU, Hungary		

A.4. Statistical data on the applicant institution

<i>The data required relate solely to higher education.</i>					
Foundation year of your institution				1983	
Level of degrees awarded					
First cycle degrees				Yes	
Second cycle degrees				Yes	
One-tier degrees				No	
Third Cycle(without PhD)				No	
<u>Doctoral degrees</u>				No	
Number of students enrolled in 2005/2006 on <u>higher education</u> courses		Part-time	1734	Full-time	879
Number of students graduated in 2005/2006		First Cycle			620
		Second Cycle			0
		One-tier degrees			0
		Third Cycle(without PhD)			0
		Doctoral degrees			0
Number of teaching staff (total) in 2005/2006					148
Number of teaching staff (full-time equivalent) in 2005/2006					68
Number of administrative staff (full-time equivalent) in 2005/2006					62
Number of these administrative staff members directly working in European/international relations in 2005/2006 (full-time equivalent)					1
First year of participation in Erasmus Programme with funding from the European Community					2002

B**Fundamental principles**

The institution agrees to comply with the following:

YES

01 Inter-institutional agreements have been signed with all the institutions for the mobility purposes	<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 is given to students for satisfactorily completed activities during their mobility period	<input checked="" type="checkbox"/>
04a Highest quality is ensured for: the organization of student and staff mobility	<input checked="" type="checkbox"/>
04b Highest quality is ensured for: the organization of student placements (optional, ref. EPS - D4)	<input checked="" type="checkbox"/>
05a Curriculum information is up to date, easily accessible, transparent	<input checked="" type="checkbox"/>
05b An academic credit transfer system is applied	<input checked="" type="checkbox"/>
06 Equal academic treatment and services are ensured for home and Erasmus students	<input checked="" type="checkbox"/>
07 The integration of visiting Erasmus students in the activities of the institution is supported	<input checked="" type="checkbox"/>
08 Transcripts and information are provided in a timely manner to incoming Erasmus students and their institutions	<input checked="" type="checkbox"/>
09 Erasmus teaching activities are facilitated and acknowledged	<input checked="" type="checkbox"/>
10 The institution promotes and gives visibility to the Erasmus activities	<input checked="" type="checkbox"/>
11 The Erasmus Charter and the EPS are publicized in the institution and are easily accessible to the students	<input checked="" type="checkbox"/>
12 The institution complies with the non-discrimination objectives 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 No
- in some faculties/departments Yes

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

- in all faculties/departments Yes
- in some faculties/departments Yes

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 No
- 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? No
- c) Erasmus students/teachers with other physical disability? No

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 briefly 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 (2007-2013).

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)?

The Apor Vilmos Catholic College (AVCC) has also recognized the vital importance of becoming part of the Lifelong Learning Programme of the European Union.

Currently we offer students BA degrees in four fields, and MA in one field which has just started. With the help of the Erasmus Programme our institute wishes to ensure that our students will be able to participate in courses of other EU universities and higher education institutions to enable them to supplement their education in their mother tongue with courses in other European languages thereby getting in-depth knowledge not only of the language but the profession.

By becoming part of the cultural life of other European higher institutions our students will become familiar with their culture, language and customs promoting mutual understanding and tolerance among nations.

It is envisioned that with personal contacts the students on returning to the College will be able to take advantage of these assets and profit from them not only in knowledge but otherwise. Namely their assets of know-how and communication will become marketable in the workforce. Our College is committed to providing equal opportunities for our students and teachers; we will encourage them to participate in the Erasmus Programme.

Currently

1. we have bilateral agreements with eleven foreign partner institutions from five countries and we would like to increase this number and improve the quality of cooperation.
2. We plan to increase the outgoing student mobility by at least 50% and attract the incoming student mobility.
3. We motivate our students to participate in the programme by providing Diploma Supplements.
4. We help our teachers' mobility in organizing their travel and accommodation and our institution acknowledges their foreign teaching activity as an important part of their academic career
5. We encourage the members of our administrative staff to participate in the Erasmus programme as well.
6. We ensure substitutions for our teachers and administrative staff during their absence.

We consider the Erasmus Policy Statement and the Erasmus University Charter as important facets of our College's institutional strategy, therefore we will give publicity to them on our web page and they will be displayed in our Institute of International Relations.

We will make the Erasmus homepage directly linked from the Homepage of the College.

As a Catholic College institute we respect the human rights policy and non-discrimination at all levels and therefore we guarantee equal opportunities irrespective of religion, socio-economic circumstances, sex and race. Our institute puts special emphasis on racial non-discrimination, being the only institute in Hungary where Romanic studies and courses are provided; we also encourage studies of gipsy culture and languages for lower grade teachers.

Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure high quality in academic mobility

activities?

Details should be provided 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, support and acknowledgement of staff mobility.

To ensure high quality mobility the a new Institute of International Relations (IIR) has been set up with a committee representing all the institutes of the College, led by the head of the IIR to implement the following measures:

- The curricula will be presented in Hungarian as well as English and other languages by direct linking from our homepage.
- We also plan to have an Internet Newsletter in which abstracts will be given in other languages than Hungarian.
- The data base of visiting Erasmus students will be compiled and regularly updated.
- We are in the process of applying the ECTS, but in the meanwhile, all activities and studies carried out in a partner institute are recognized and credited at AVCC.
- We guarantee support for all students and lecturers by providing them up to date information about the partner institutes.
- Students are informed of the conditions of applying for Erasmus grants and supported by personal counselling as well as by e-mailing. An online application form facilitates application procedures.
- Students are advised about the credits and courses they can apply for at the partner institute.
- Erasmus Days advertising the Lifelong Learning Programme in foreign higher institutions will be organized in each academic year.
- Visiting students studying at our College will have a student allotted to them to facilitate easier integration into the life of the college and in the teaching.
- The favourable college accommodation of visiting teachers and co-workers and students will be ensured at nearby colleges.
- To facilitate daily communication crash language courses in Hungarian will be provided for the visiting students.
- The Erasmus coordinator will monitor the requests and demands of the visiting students and teachers and maintain email contact with interested parties providing relevant information and visiting opportunities for our potential partners.

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.

With the help of the student placement programme our institute wishes to provide the students an opportunity to participate in practical training in other EU countries. This is especially important to get in-depth practice in their future profession, and gain real work experience in another country which will give definite guidelines and help in their professional career. It provides extensive insight into high-tech know-how, which can be applied on returning to Hungary. People coming with different cultural, technical backgrounds will benefit most from such an exchange of work experience.

For the quality control of the student placement programme the following measures will be implemented.

- A double screening will be applied for the outgoing students according to the workplace chosen.
- The student must specify where and why he has chosen the particular workplace.
- The student has to submit an application in which he gives a detailed job description issued by the workplace.
- This is followed up and checked out with respect to quality and standard by the relevant representative of the Committee of International Relations and it has to be ratified by the members of the Committee.
- A statement has to be signed by the workplace to receive the student for this study period and ensure that the quality of the job offered meets the specified requirements of the College.
- The employee has to provide an evaluation report on the student at the end of his practice.
- The student likewise has to give a report on his work experience.
- The outgoing student is monitored and supported by the Erasmus coordinator and the representative of the relevant Institute.
- The student will be provided with a certificate (Degree Supplement) on completion of his studies.

Meeting these requirements ensures that the outgoing students will complete a work experience successful thereby contributing to success in their future career.

ERASMUS

University Charter

2007/2008 - 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;
- No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students
- Full recognition must be given to students for satisfactorily completed activities specified in the compulsory *Learning Agreement*.

The Institution also agrees:

- to ensure the highest quality in the organisation of student and staff mobility
- to ensure that curriculum information is up to date, easily accessible and transparent and that an academic credit transfer system (ECTS or similar) gives transparency to the 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, and accurate and timely information at the end of their mobility period abro
- 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.

ERASMUS

Extended University Charter
2007/2008 - 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;
- No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students
- Full recognition must be given to students for satisfactorily completed activities specified in the compulsory *Learning Agreement*.

The Institution also agrees:

- to ensure the highest quality in the organisation of student and staff mobility
- to ensure that curriculum information is up to date, easily accessible and transparent and that an academic credit transfer system (ECTS or similar) gives transparency to the 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, and 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.
- to ensure the highest quality in the organisation of student placements.

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*