

### **ECTS label criteria**

Applicants for the ECTS label will be required to demonstrate that they can satisfy the criteria set out below. Applications must be submitted to the European Commission by 1 November 2003 (postmark date).

#### **1. Course Catalogue**

The expectation is that the ECTS requirements will be incorporated in the regular Course Catalogue of the institution. There is no longer a need to produce a separate information package for incoming students.

The Course Catalogue must contain:

- 1.1 Information on the institution and general information for students covering the broad areas indicated in the attached checklist
- 1.2 Information on all degree programmes (first and second cycle) offered by the institution
- 1.3 It is hoped that, in addition to first and second cycle programmes, other programmes will also be shown to utilise ECTS e.g. doctoral programmes, continuing professional development, lifelong learning diploma certificates offered by the institution.
- 1.4 ECTS credits (60 per year) must be allocated to all degree programmes and clearly indicated in course unit descriptions on the basis of student workload. It is not sufficient to have a general statement showing the arithmetical translation of the national or local credit systems into ECTS at a macro level. ECTS credits must be shown alongside national credits wherever they are quoted.
- 1.5 Clear information on how ECTS is utilised for credit transfer - regulations, procedures, contact persons, deadlines.

The Course Catalogue must be made available in full, both in the language of instruction and in a second European language (or only in English for programmes taught in English).

As part of the application, the institution will be required to submit its Course Catalogue (for 2003-04) or the immediate previous Course Catalogue (for 2002-03) in one or more hard copy booklets and/or through a web site.

#### **2. Academic Recognition**

ECTS facilitates academic recognition of study abroad through use of the learning agreement and the transcript of records for outgoing and incoming students.

The institution will be required to submit:

- 2.1 Four examples/copies of completed signed individual learning agreements. If it is necessary to satisfy data protection requirements these may be anonymised but must be evidently originals or copies of originals. They must involve four partner institutions from at least two different countries and the four outgoing students must come from at least two different degree programmes.
- 2.2 Four examples/copies of official documents stating in precise terms the academic recognition accorded to these four outgoing students covered by the four learning agreements.
- 2.3 Four examples/copies of completed/signed transcripts of record from your institution with ECTS credits and grades awarded to four incoming students at the end of their study period in at least two different degree programmes/departments in your institution.

### **3. Assessment Process and Monitoring**

All the above ECTS material will be assessed by the European Commission with the assistance of independent experts. Those institutions which satisfy all the criteria will be awarded the ECTS label and the list will be published on the Europa web site.

The validity of the label award will be for a period of three years. During that period ECTS/DS Counsellors may undertake site visits and where it is evident that the requirements of the ECTS label are not being fulfilled, the label may be withdrawn. The criteria and procedures for cases of withdrawal of the label will be published by the Commission.

### **4. Subsequent Applications**

The first round of applications deadline is 1 November 2003. Universities may apply in subsequent years on the same date for the award of the ECTS label.

## Checklist for the Course Catalogue

<b>Information on the Institution</b>	??	Name and address	
	??	Academic calendar	
	??	Academic authorities	
	??	General description of the institution (including type and status)	
	??	List of degree programmes offered	
	??	Admission/registration procedures	
	??	Main university regulations	
	??	ECTS institutional co-ordinator	
<b>Information on degree programmes</b>			
<i>General description</i>	??	Qualification awarded	
	??	Admission requirements	
	??	Educational and professional goals	
	??	Access to further studies	
	??	Course structure diagram with credits (60 per year)	
	??	Final test, if any	
	??	Examination and assessment regulations	
	??	ECTS departmental co-ordinator	
<i>Description of individual course units</i>	??	Course title	
	??	Course code	
	??	Type of course	
	??	Level of course	
	??	Year of study	
	??	Semester/trimester	
	??	Number of credits allocated (workload based)	
	??	Name of lecturer	
	??	Objective of the course (expected learning outcomes and competences to be acquired)	
	??	Prerequisites	
	??	Course contents	
	??	Recommended reading	
	??	Teaching methods	
	??	Assessment methods	
	??	Language of instruction	
	<b>General information for students</b>	??	Cost of living
		??	Accommodation
??		Meals	
??		Medical facilities	
??		Facilities for special needs students	
??		Insurance	
??		Financial support for students	
??		Student affairs office	
??		Study facilities	
??		International programmes	
??		Practical information for mobile students	
??		Language courses	
??		Internships	
??		Sports facilities	
??		Extra-mural and leisure activities	
??		Student associations	