



EXTENDED ERASMUS UNIVERSITY CHARTER (STUDENT PLACEMENTS ONLY) Application form

Final date for submission: 30/06/2009

232387-IC-1-2010-1-PT-ERASMUS-EUCP-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):

232387-IC-1-2007-1-PT-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	INSTITUTO SUPERIOR DE EDUCAÇÃO E CIÊNCIAS - UNIVERSITAS
Translation of this name in English	HIGH INSTITUT OF EDUCATION AND SCIENCES - UNIVERSITAS
Erasmus ID code of the institution (e.g. F PARIS333 - if available)	P LISBOA104
Internet address	http://www.isec.universitas.pt

A.2. Identification of the legal representative

Surname of the legal representative of the institution	VENTURA	Name	MARIA CRISTINA
Title (optional) (e.g. Prof., Dr, etc.)	Professor	Gender	Female
Department/Unit	BOARD OF DIRECTION		
Official function within the institution	PRESIDENT		
Phone (including country and area codes)	+ 351/21/7541310		
Fax (including country and area codes)	+ 351/21/7541319		
E-mail address (only one address)	cventura@isec.universitas.pt		
Legal address of the institution Street/Nr. Post code & Town Country Code, Country	ALAMEDA DAS LINHAS DE TORRES 179 1750-142 LISBOA PT, Portugal		

A.3. Erasmus co-ordinator

Surname of the Erasmus Coordinator of the institution	SÁ	Name	OCTÁVIA
Title (optional) (e.g. Prof., Dr, etc.)		Gender	Female
Department/Unit	INTERNATIONAL SERVICES OFFICE		
Official function within the institution	COORDINATOR		
Phone (including country and area codes)	+351 /21 /7541310		
Fax (including country and area codes)	+ 351/21 /7541319		
E-mail address (only one address)	octaviasa@isec.universitas.pt		
Correspondence address Street/Nr. Post code & Town Country Code, Country	ALAMEDA DAS LINHAS DE TORRES, 179 1750-142 LISBOA PT, Portugal		

A.4. Statistical data on the applicant institution

<i>The data required relate solely to higher education.</i>					
Foundation year of your institution				1991	
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 2008/2009 on <u>higher education</u> courses		Part-time		Full-time	878
Number of students graduated in 2007/2008		First Cycle		42	
		Second Cycle		0	
		One-tier degrees		77	
		Third Cycle(without PhD)			
		Doctoral degrees			
Number of teaching staff (total) in 2008/2009				125	
Number of teaching staff (full-time equivalent) in 2008/2009				34	
Number of administrative staff (full-time equivalent) in 2008/2009				33	
Number of these administrative staff members directly working in European/international relations in 2008/2009 (full-time equivalent)				2	
First year of participation in Erasmus Programme with funding from the European Community					

The institution agrees to comply with the following:

YES

- | | |
|---|-------------------------------------|
| 01 Mobility shall be carried out only within prior agreements between the Institution and the organisations where the placements are carried out; | <input checked="" type="checkbox"/> |
| 02 Full recognition is given to students for satisfactorily completed activities specified in the compulsory Placement Agreements; | <input checked="" type="checkbox"/> |
| 03 Highest quality is ensured for the organisation of student placements; | <input checked="" type="checkbox"/> |
| 04 A credit transfer system gives transparency to the recognition procedures; | <input checked="" type="checkbox"/> |
| 05 The institution promotes and gives visibility to the activities supported by the Erasmus programme; | <input checked="" type="checkbox"/> |
| 06 The Erasmus Charter and the related Erasmus Policy Statement are publicized in the institution; | <input checked="" type="checkbox"/> |
| 07 The institution complies with the objectives on non-discrimination set out in the Lifelong Learning Programme. | <input checked="" type="checkbox"/> |

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 | 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? | No |
| 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).

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

- What is the institution's previous experience in international exchange and cooperation programmes?
- How does the participation in the Erasmus programme relate to the overall international strategy of the institution?
- What are the institution's priorities/objectives to be reached by participating in the Erasmus programme?
- What are the specific activities to be implemented in the framework of the Erasmus programme (e.g. exchange of students and staff, development of cooperation with higher education institutions or other types of institutions, participation in Erasmus multilateral projects/ networks)?

At the present time, both international actions and European exchanges assume a pivotal role in ISEC's strategic plan. Embedded in these two aspects, we have developed initiatives that guarantee high levels of educational quality, comparable to those of other European countries. ISEC has strived to develop, and aims at further developing, an educational system that is compatible and close to that of other European institutions of higher education. Thus, all degrees that ISEC offers have been restructured according to the recommendations set forth by the Bolonha Declaration, an essential measure to insure the mobility sought within the European Union.

In response to our plan, the overall ERASMUS programme implementation strategy at ISEC is to develop an international outreach across the whole university community, students and staff alike, to identify the needs and strengths of the faculties in the international milieu and provide professional advisory and administrative support in the internationalization process of the whole university and its separate units. The main goal of ISEC participating in Erasmus programme is to enable students and academic teachers to improve the qualifications and benefit from international experiences, cultural recognition and various educational methodologies at universities and companies participating in the programme.

The objective of participating in ERASMUS and the LLP is: to provide European dimension in prioritized areas of ISEC's development; physical and virtual mobility; continuous education; research enhancement; quality assurance and internationalization of studies; staff development; cooperation with external/social partners; development of infrastructure; effective finance and governance; improving administrative procedures; disseminating good practices;

Within the framework of the new Lifelong Learning Programme, the institution's strategy will focus on activities within the sub programme ERASMUS. Priority shall be given to intensifying European mobility and exchanges for education and training purposes by increasing, and above all by improving the quality of mobility actions of individuals (both students and staff), within inter-institutional agreements.

As it has already been successfully and fruitfully involved in Grundtvig, ISEC plans to engage in mobility (student placements) within the subprogramme of Leonardo da Vinci, and will be ready for participation in multilateral projects, such as curriculum development (CD) projects, thematic networks, and intensive programmes.

1.b) 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?

We will promote and increase the visibility of Erasmus activities by publishing both the EUC as well as the EPS on the institutional web page and give it a prominent position on the pages of the International Services Office (ISO). The completion of Erasmus and LLP programme will be accompanied by relevant publicity and promotion events, especially in the form of: one-off events type Erasmus Day, International Week; information campaigns; promotion and information materials; publicity in all ISEC.

1.c) 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)?

Gender equity is visible in the equally distributed leading roles both men and women occupy in ISEC's management executive body and different classes especially in courses where traditionally enrollment has favored one of the sexes (e.g. Early Childhood Education/Aeronautical Sciences). ISEC has included staff members with visual impairments. The presence of a religious and culturally diverse student population. The dissemination of information in embassies, in ethnic minority associations.

3. 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 agreements are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement(s) period as well as its recognition in the curriculum.

Students shall be encouraged to find placements related to their studies at enterprises or organisations abroad by themselves or with the support of their Faculties. The contents of their work programmes at host organisations shall be negotiated by their Faculties' Placement Coordinators. ECTS Learning Agreements shall be prepared for students at their Faculties in order to guarantee the recognition of traineeships completed abroad as integral parts of their home degrees. Placement Contracts between the University, the departing student and the host organisation shall be prepared by International Services Office. The students' ECTS Learning Agreements shall be annexed to their Placement Contracts.

In order to assure quality in traineeships, the students' progress and performance shall be monitored through e-mail correspondence between their academic instructors and their supervisors at host enterprises. Students shall also be required to regularly report on their experiences to their instructors by e-mail. Predeparture orientations and reentry workshops shall be organised by International Services Office for Erasmus trainees.

Students shall also be encouraged to pursue language studies in their host countries. At their return, students shall be required to submit written reports to International Services Office on their placement periods abroad. The host organisations shall also be asked to evaluate students' performances by answering brief questionnaires. Efforts shall be made to promote reciprocity in Erasmus trainee exchanges. Ways of assisting incoming Erasmus students in locating placements at Portuguese enterprises and organisations shall be explored. Efforts shall also be made to facilitate the integration of Erasmus trainees to the Portuguese society and working life.

ERASMUS

Extended University Charter
(Student Placements only)
2010/2011 - 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 between the Institution and the organisations where the placements are carried out;
- Full recognition shall be given to students for satisfactorily completed activities specified in the compulsory Placement Agreements.

The Institution also agrees:

- to ensure the highest quality in the organisation of student placements;
- to ensure that a credit transfer system gives transparency to the recognition procedures;
- to promote and give visibility to the activities supported by the Erasmus programme
- to publicize 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 for a 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 **15.07.2009** the application has not been listed on the website, the applicant should contact the EACEA EACEA-EUC@ec.europa.eu.