

ERASMUS UNIVERSITY CHARTER

Application form

Final date for submission: 28/02/2007

New

Renewal

If renewal please give your EUC number:

47059-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	KAROLI GASPARI REFORMATUS EGYETEM		
Translation of this name in English	Karoli Gaspar University		
Erasmus ID code of the institution	HU Budapes10		
Internet address	http://www.kre.hu		

A.2. Identification of the legal representative

First name and surname of the legal representative of the institution	Ferenc SZŰCS		
Title (optional) (e.g. Prof., Dr, etc.)	Prod. Dr.	Gender	Male
Department/Unit	Rector's Office		
Official function within the institution	rector		
Phone (including country and area codes)	+ / 36 1/455 9060		
Fax (including country and area codes)	+ / 36/1 455 9062		
E-mail address (only one address)	rektori.hivatal@kre.hu		
Legal address of the institution Street/Nr. Post code & Town Country Code, Country	Kálvin tér 9. 1091 Budapest HU, Hungary		

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

First name and surname	Márta B. PONGRÁCZ		
Title (optional) (e.g. Prof., Dr, etc.)		Gender	Female
Department/Unit	Rector's Office		
Official function within the institution	Institutional Socrates Co-ordinator		
Phone (including country and area codes)	+ / 36 1 /455 9060		
Fax (including country and area codes)	+ / 36 1/455 9062		
E-mail address (only one address)	pongracz.marta@kre.hu		
Correspondence Street/Nr. Post code & Town Country Code, Country	Kálvin tér 9. 1091 Budapest 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				1993	
Level of degrees awarded					
First cycle degrees				Yes	
Second cycle degrees				Yes	
One-tier degrees				Yes	
Third Cycle(without PhD)				Yes	
<u>Doctoral degrees</u>				Yes	
Number of students enrolled in 2005/2006 on <u>higher education</u> courses		Part-time	1228	Full-time	3978
Number of students graduated in 2005/2006		First Cycle		184	
		Second Cycle		382	
		One-tier degrees		123	
		Third Cycle(without PhD)		117	
		Doctoral degrees		5	
Number of teaching staff (total) in 2005/2006					341
Number of teaching staff (full-time equivalent) in 2005/2006					268
Number of administrative staff (full-time equivalent) in 2005/2006					112
Number of these administrative staff members directly working in European/international relations in 2005/2006 (full-time equivalent)					4
First year of participation in Erasmus Programme with funding from the European Community					1997

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 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) Yes
- Individual research interests are taken into account (eg: visits to local schools and other institutions)

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 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)?

Károli Gáspár University was founded with the aim of continuing in the 21st century the high quality education and the moral and ethical standards of its legal predecessor, the Theological Academy of Budapest founded in 1855. Though the university is a Christian higher educational institution affiliated with the Reformed Church in Hungary, it is open to any student or teacher regardless of their faith. In keeping with this traditional tolerance, our goal is to provide a high quality tertiary education for all students, of whatever gender, ethnic, social or national origin.

Our University has participated in the Socrates Programme since 1998. In the past nine years the number of our Erasmus students has steadily increased. This implies that not only are we eager to maintain and reinforce our existing links with European universities, but to extend our partnerships with other higher educational institutions as well.

Karoli Gaspar University has successfully adapted to the Bologna process, i.e. instead of the former 5-year education now we run Bachelor and Master programmes and adopted the European Credit Transfer System enhancing transparency in the European Higher Education Area.

Karoli Gaspar University promotes excellence in several ways. National and international conferences are organized or hosted. Students are selected based on their excellence at their final exams and from applicants all over the country and beyond the borders of Hungary. The design of programmes for adults is on the rise thus attracting adult participation in learning. Several projects are running with Community support at the university. The main focuses of our projects in the future are extending and developing partnerships with other European higher education institutions for the modernisation of the curricula according to the needs of the labour market, promoting intercultural dialogue, creating joint virtual educational programmes and developing learning language materials for the incoming students to help them adapt to our society. We also aim to co-ordinate the LLL projects (incl. ECML) with other projects, supported beyond the Community. (eg. International Visegrad Fund, ASO, etc.)

Erasmus activities are well advertised on posters at the faculties and on the homepage of the University. The calls for proposals and the necessary forms are uploaded on the site of International Affairs.

In keeping with our status as a university established by the Reformed Church, in complying with non-discriminative objectives we ensure to that students, members of staff are selected and treated on the basis of their merits and abilities, regardless of their gender, sexual orientation, marital or parental status or other family background, race, ethnic or national origin, political beliefs or any other ground not relevant to employment practice. We are convinced that the Life Long Learning Programme of the European Union will be of great importance and benefit to us.

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.

The European Credit System was introduced in 2002 at Karoli University. Since then both outgoing and incoming students have been awarded credits for the courses completed. Outgoing students find out about courses at the receiving institution through their homepage. In the same fashion, incoming students are advised to use the homepage of Karoli University to select courses from the curricula.

Erasmus orientation days are organized for outgoing students and other students who are interested in Student Mobility Grants. Important and practical information about travelling, documents and deadlines are provided at these events. A network of Erasmus co-ordinators provide individual counselling at departmental, faculty and institutional level. A Meeting for Alumni and new outgoing students is organized every year, where former Erasmus students are invited to talk about their experiences and to give advice for outgoing students. For incoming students we set up a "Twinning-programme". In this programme the students of the host institution help incoming students with the arrangements of official documents, administration affairs, accomodation etc.

Hungarian as a foreign language courses are offered for those who are interested to get acquainted with our language. Bearing in mind that the Hungarian language is less widely spoken language, Károli Gáspár University aims to increase the number of courses offered in English for incoming students from the 2007/2008 academic year. We consider great importance of learning and teaching non widely taught languages, therefore a transversal project is to be submitted this year to assist and encourage our students in 7 partner institutions to learn less widely spoken languages of Europe.

The evaluation criterias and the method of acknowledgement of staff mobility is under negotiation with different faculties, departments and the International Office of the Károli University.

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.

So far we have had only a few placement activities resulting from the fields of studies at our university: Humanities, Theology, Law and Teacher Training. However, we wish to engage in student placements. One way of getting involved is through schools, which we have good contact with. We intend to set up contacts with Industrial Chambers of the European Union, encouraging our students to apply for placement in the LLL programme in the coming years.

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 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.

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*