



ERASMUS UNIVERSITY CHARTER

Application form

Final date for submission: 28/02/2007

New

Renewal

If renewal please give your EUC number:

45300-IC-1-2002-1-PL-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	POLITECHNIKA WROCLAWSKA		
Translation of this name in English	WROCLAW UNIVERSITY OF TECHNOLOGY		
Erasmus ID code of the institution	PL WROCLAW02		
Internet address	http://www.pwr.wroc.pl		

A.2. Identification of the legal representative

First name and surname of the legal representative of the institution	MONIKA HARDYGORA		
Title (optional) (e.g. Prof., Dr, etc.)	PROF.	Gender	Female
Department/Unit	VICE-RECTOR'S OFFICE		
Official function within the institution	VICE-RECTOR FOR DEVELOPMENT		
Phone (including country and area codes)	+48/71/320 41 31		
Fax (including country and area codes)	+48/71/320 42 99		
E-mail address (only one address)	monika.hardygora@pwr.wroc.pl		
Legal address of the institution Street/Nr. Post code & Town Country Code, Country	WYB. WYSPIANSKIEGO 27 50-370 WROCLAW PL, Poland		

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

First name and surname	MALGORZATA PAWLOWSKA		
Title (optional) (e.g. Prof., Dr, etc.)	Dr	Gender	Female
Department/Unit	INTERNATIONAL OFFICE		
Official function within the institution	HEAD OF INTERNATIONAL OFFICE		
Phone (including country and area codes)	+48/71/320 41 14		
Fax (including country and area codes)	+48/71/320 35 70		
E-mail address (only one address)	malgorzata.pawlowska@pwr.wroc.pl		
Correspondence Street/Nr. Post code & Town Country Code, Country	WYB. WYSPIANSKIEGO 27 50-370 WROCLAW PL, Poland		

A.4. Statistical data on the applicant institution

<i>The data required relate solely to higher education.</i>					
Foundation year of your institution				1945	
Level of degrees awarded					
First cycle degrees				Yes	
Second cycle degrees				Yes	
One-tier degrees				Yes	
Third Cycle(without PhD)				No	
<u>Doctoral degrees</u>				Yes	
Number of students enrolled in 2005/2006 on <u>higher education</u> courses		Part-time	5513	Full-time	26799
Number of students graduated in 2005/2006		First Cycle			1031
		Second Cycle			417
		One-tier degrees			2695
		Third Cycle(without PhD)			0
		Doctoral degrees			145
Number of teaching staff (total) in 2005/2006				1899	
Number of teaching staff (full-time equivalent) in 2005/2006				1863	
Number of administrative staff (full-time equivalent) in 2005/2006				1805	
Number of these administrative staff members directly working in European/international relations in 2005/2006 (full-time equivalent)				8	
First year of participation in Erasmus Programme with funding from the European Community				1998	

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 Yes
 - 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
- Support from the International Office

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? 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)?

One of general rules followed by Wroclaw University of Technology is acting towards the creation of global educational & research platform, understanding that the comprehensive education of its graduates will not be possible without the cooperation between the universities in Poland and abroad. All courses are run in accordance with the principles formulated in the Magna Charta Universitatum: "Universities, particularly in Europe, regard the mutual exchange of information and documentation, and frequent joint projects for the advancement of learning, as essential to the steady progress of knowledge. Therefore, (...), they encourage mobility among teachers and students; (...), they consider a general policy of equivalent status, titles, examinations (without prejudice to national diplomas) and award of scholarships essential to the fulfilment of their mission in the conditions prevailing today." Following those two principles, our university intends to develop better and more profound cooperation with partner institutions in Poland & abroad; share expertise & experience with other European institutions committed to the mission of the Bologna Declaration; implement 3-level study system & develop international dimension of studies, thus adjusting the university education to the needs of the labour market; continue to be one of major centres of scientific research inseparably connected with academic teaching; acquire and use new technologies; participate in international education and training initiatives, conferences as well as international programmes & networks (double diploma projects, IP); increase students' (outgoing & incoming) and teachers' mobility; encourage faculty members to establish new contacts with their European colleagues and initiate bilateral agreements as well as extend the existing ones; develop lifelong learning, especially considering needs of teachers; introduce courses taught in English not only for international students, but also for Polish ones. Our university is also planning to organise summer schools in order to popularise Poland as an attractive destination for education, research and tourism. WUT's Erasmus activities are described on its website in Polish and English. There is a section for students "My adventure with Erasmus". WUT regularly updates and produces new promotional materials for students and staff, has regular visits from and to partner universities with seminars and presentations on both parties' institutions. The International Department & Erasmus Student Network organise information meetings & actions at the faculties for students and staff, provide information through e-mail service for staff. EUP will be available on WUT's website in Polish and English. All courses at WUT are equally available for men and women. All lecture theatres, laboratories and other facilities at WUT are adapted for students with motor disabilities. Regular counselling service is also available for students with disabilities.

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.

WUT has selected the Steering Committee involving representatives of 12 faculties and Erasmus office which approves of recruitment and selection procedures. Uniform rules for all candidates are established, implemented and reviewed every year. Language exams are organised while students are recruited. Their recruitment takes place at the faculties, which allows a better insight into students' educational background and achievements. Academic achievements and linguistic competence are the main criterion of selection and assessment of students. Candidacy of each academic teacher is accepted by the faculty coordinator - an official representative of the dean. All academic contacts for mobility are based on research cooperation which is a self-selection mechanism. All teachers are subject to regular quality teaching assessment. Monitoring visits of academic and administrative staff at partner universities as well as information meetings between WUT's staff are held regularly. WUT recognizes ECTS credits gained abroad; information about mobility is included in the Diploma Supplement. Most courses in English & all information on the mobility for incoming and outgoing students and teachers are available on the university and faculties' websites and brochures. Counselling of outgoing students is provided through faculty coordinators & Erasmus office. Each incoming student has a tutor. They also get help & guidance from faculty coordinators, Erasmus office and Erasmus Student Network. Incoming students are offered the Orientation Programme, Mentor Programme, integration trips and activities through the whole academic year, accommodation (with Internet access) in halls of residence, Polish language/culture and traditions course free of charge, access to university libraries. Language courses except English & German are offered for outgoing students (English/German courses offered in curricula). Staff members get regular information & counselling on mobility possibilities.

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.

Our university is committed to the best practices in student placement, worked out within the years of promoting mobility schemes. To ensure high quality of service the university: promotes the possibility of student placement; maintains regular contact with previous partner institutions; searches for new partners; utilizes the recommendation of partners and former participants for the need of future improvements; recruits the participants on the basis of their educational performance and language abilities; arranges the placement in correspondence with the students' educational experience and qualifications to enrich their practical knowledge and satisfy their future aspirations; encourages close cooperation between the university coordinators and company supervisors to verify the scope of placement activities; organizes language courses, workshops and submits the students with language dictionaries. The work-programme is established in agreement with a placement faculty coordinator, a company supervisor and a student. This should allow for strengthening close bilateral contacts and enables to verify the type of tasks performed within the placement. Details concerning the placement agreements are governed by a three party contract which specifies the duration of the placement, sources of financing, the language of communication and the rights and obligations of the three parties. Monitoring is carried out throughout the time of placement by regular contact between the three parties. This is done via the Internet, regular phone calls and occasional monitoring visits. The evaluation of the placement is based on a final report and a questionnaire drawn by the student to verify the achievements and content-related aspects of the placement. References from host organizations enrich evaluation procedures. Acquired qualifications and competences are recognized in the Diploma Supplement, student's academic transcript and added to the records of students' work experience.

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*