



ERASMUS UNIVERSITY CHARTER

Application form

Final date for submission: 28/02/2007

New

Renewal

If renewal please give your EUC number:

49639-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 | SZENT ISTVAN EGYETEM | | |
| Translation of this name in English | SZENT ISTVAN UNIVERSITY | | |
| Erasmus ID code of the institution | HU GODOLLO01 | | |
| Internet address | http://www.sziu.hu | | |

A.2. Identification of the legal representative

| | | | |
|---|--|--------|------|
| First name and surname of the legal representative of the institution | JOZSEF MOLNAR | | |
| Title (optional) (e.g. Prof., Dr, etc.) | PROF. DR. | Gender | Male |
| Department/Unit | Rector's Office | | |
| Official function within the institution | rector | | |
| Phone (including country and area codes) | +36/28/410971 | | |
| Fax (including country and area codes) | + 36/28 /410804 | | |
| E-mail address (only one address) | molnar.jozsef@gtk.szie.hu | | |
| Legal address of the institution Street/Nr. Post code & Town Country Code, Country | Pater Karoly u.1. 2100 Godollo HU, Hungary | | |

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

| | | | |
|--|--|--------|--------|
| First name and surname | Zsuzsanna Tarr | | |
| Title (optional) (e.g. Prof., Dr, etc.) | Dr. | Gender | Female |
| Department/Unit | International Relations Office | | |
| Official function within the institution | EU Programme Coordinator | | |
| Phone (including country and area codes) | +36 /28 /522000/1017 | | |
| Fax (including country and area codes) | + 36/ 28/410804 | | |
| E-mail address (only one address) | tarr.zsuzsanna@fh.szie.hu | | |
| Correspondence Street/Nr. Post code & Town Country Code, Country | Pater Karoly u.1. 2100 Godollo 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 | | | | 2000 | |
| 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 | 8153 | Full-time | 8163 |
| Number of students graduated in 2005/2006 | | First Cycle | | 1230 | |
| | | Second Cycle | | 804 | |
| | | One-tier degrees | | 804 | |
| | | Third Cycle(without PhD) | | 324 | |
| | | Doctoral degrees | | 52 | |
| Number of teaching staff (total) in 2005/2006 | | | | 687 | |
| Number of teaching staff (full-time equivalent) in 2005/2006 | | | | 653 | |
| Number of administrative staff (full-time equivalent) in 2005/2006 | | | | 1150 | |
| Number of these administrative staff members directly working in European/international relations in 2005/2006 (full-time equivalent) | | | | 3 | |
| 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) 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? 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)?

According to the law LII on higher education approved by the Hungarian Parliament in 1999, the former Agricultural University at Gödöllő and the University of Veterinary Science, Budapest, along with Ybl College of Architecture, Budapest and the College of Teacher Training at Jászberény merged in order to establish Szent István University, which began its mission on the 1st of January, 2000. At this time Szent István University consists of six faculties, covering practically all fields of agricultural and related sciences, i.e. agricultural engineering and horticulture, food science and technology, veterinary medicine, agri-business and economy, and, additionally, social sciences, mechanical engineering, architecture, environmental sciences, teacher training. It has more than 15.000 students, who are taught by approximately 700 university professors, lecturers, assistants with good command of foreign languages.

In order to improve its Erasmus activities SZIU is intended to:

- provide a broader spectrum of graduate and postgraduate training courses,
- facilitate the students' mobility between national and international institutions, and
- satisfy international, national and regional demands by making graduates well qualified for the job market, through the improvement of such key qualifications as
 - a good working knowledge of foreign languages,
 - communication skills and teamwork,
 - development of more flexible curricula, consisting of modules in order to modify the uniform rigid structure,
 - offering courses in continuing education for the working population in order to help it adjust itself to the changing needs of the labour market by frequently updating, upgrading or totally reconverting their vocational profiles to avoid the risk of dismissal and unemployment.

To fulfil the objectives defined above the Council of SZIU has :

- restructured its training architecture according to the Bologna scheme (i.e. introduction of new BSc and MSc courses),
- established a new study regulation,
- decided to develop a uniform credit system for all faculties which is compatible with the ECTS standards,
- created a university committee for planning and managing international mobility, using domestic sources of funding as well,
- organised special preliminary courses for socio-economically handicapped young people, to facilitate their admittance to university studies,
- established a new Exam Centre of Foreign Languages,
- developed and submitted an institutional development and investment plan in 2006 for acquiring funding to develop facilities,
- made measures against any form of discrimination, e.g. gender inequality, racism and xenophobia.

Special emphasis is put on the dissemination of any information on the Erasmus mobility projects using numerous tools of communication, like university homepage, newspaper, seminars, etc. Similarly, EUC and EPS are also published to the university community.

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 ECTS was already introduced in the nineties and used since 2003 as compulsory. Courses and exams made abroad by our students and at SZIU by international students are acknowledged by credits exclusively.

The curricula of the various courses are available on the university homepage or in form of booklets. Additionally, they are also available in written form and by post upon request.

Information and counselling of outgoing students are made as follows:

- permanent information on the Erasmus mobility, using notice boards, homepage, university newspaper, oral seminars held by the coordinators
- call for submission of application
- evaluation of the students' applications is made according to a point system making possible the selection of the best students by committees of the SZIU schools (selection criteria: language proficiency, good academic performance, motivation)
- Approval of the learning agreements, discussion on the visa and insurance affairs, technical details of the travel
- Preparatory and refresher language courses are available, but to obtain a grant separate application should be submitted

Tutoring and integration of incoming students:

- transfer of students from the airport and the railway station with assistance of our former Erasmus students
- organization of a "Welcome Day" to provide them with useful information on the university, student hostel, city, etc.
- Accommodation is offered in the student hostels of the university. Meals are also available in the university canteens.
- Incoming students can participate in language courses of free of charge organized by the Foreign Language Department of SZIU

The university management stimulates its teachers to join the Erasmus staff mobility and ensures assistance in the technical organization. Advantages from the staff exchange can be identified as curricular and methodological development of the teaching programs and foundation of joint research projects.

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.

Bilateral agreements are preferred with European institutions of a similar teaching profile which makes possible a professionally well established exchange program. In some cases a European evaluation of the partner institution is also expected. Maintaining the traditional cooperations are particularly emphasized. Furthermore, European institutions are also invited which offer special courses not available at our university or universities having well equipped laboratories and sophisticated instrumental infrastructure.

SZIU makes efforts to find appropriate companies, institutions, farm units, etc. which provide adequate environment to a successful practical training. For example besides the university departments, farms, private veterinary clinics, institutes of state veterinary medicine are also involved in the extramural training of international veterinary students.

As agreed, some of our foreign partners make similar arrangements in order to raise the academic standards. The mutually accepted training programs will establish the full acknowledgment of the students' performance.

We intend to follow the same principles in selecting the partners of our university in the Leonardo program in that we would like to participate in the future.

The work made in the international offices of the cooperating institutions offers a substantial contribution to the success of the exchange programs. The co-workers maintain a good collaboration, based regularly on mutual personal contacts and acquaintance.

The academic progress is evaluated by reviewing the student reports. Additionally, supervisors participating in the exchange programs and monitoring visits can also collect direct impressions on the outcomes of the training performed abroad. All these conclusions and experience can contribute to the continuous improvement of the instruction and serve as an important tool in a feedback mechanism.

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*