



EXTENDED ERASMUS UNIVERSITY CHARTER (STANDARD CHARTER AND STUDENT PLACEMENTS) Application form

Final date for submission: 29/03/2012

264386-IC-1-2013-1-RO-ERASMUS-EUCX-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):

XXXXXX-IC-1-200X-1-XX-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

A.1. Identification of the applicant institution

Full legal name of the institution in the national language	UNIVERSITATEA SAPIENTIA DIN CLUJ-NAPOCA
Translation of this name in English	SAPIENTIA HUNGARIAN UNIVERSITY OF TRANSYLVANIA
Erasmus ID code of the institution (e.g. F PARIS333 - if available)	NEW 2013
Street/Nr.	STR. MATEI CORVIN 4
Post code & Town	400112 , CLUJ-NAPOCA
Country Code, Country	RO, Romania
Internet address	http://www.sapientia.ro

A.2. Identification of the legal representative

Surname of the legal representative of the institution	DÁVID	First name	LÁSZLÓ
Title (optional) (e.g. Prof., Dr, etc.)	Prof	Gender	Male
Department/Unit	RECTOR'S OFFICE		
Official function within the institution	RECTOR		
Phone (including country and area codes)	+ 40 264 439 266		
Fax (including country and area codes)	+ 40 264 593 688		
E-mail address (only one address)	ldavid@ms.sapientia.ro		
Legal address of the institution	Street/Nr. STR. MATEI CORVIN 4 Post code & Town 400112 CLUJ-NAPOCA Country Code, Country RO, Romania		

A.3. Erasmus co-ordinator

Surname of the Erasmus Coordinator of the institution	RAVASZ	First name	KATALIN
Title (optional) (e.g. Prof., Dr, etc.)		Gender	Female
Department/Unit	RECTOR'S OFFICE		
Official function within the institution	PR MANAGER		
Phone (including country and area codes)	+ 40 721 283 109		
Fax (including country and area codes)	+ 40 264 593 688		
E-mail address (only one address)	ravaszkatalin@sapientia.ro		
Correspondence address			

Street/Nr.	STR. MATEI CORVIN 4
Post code & Town	400112 CLUJ-NAPOCA
Country Code, Country	RO, Romania

A.4. Statistical data on the applicant institution

<i>The data required relate solely to higher education.</i>				
Foundation year of your institution			2001	
Level of degrees awarded				
Short cycle (*)			No	
First cycle (Bachelor)			Yes	
Second cycle (Master)			No	
Third cycle (Doctorate)			No	
Number of students enrolled in 2011/2012 on <u>higher education</u> courses		Part-time	Full-time	1959
Number of students graduated in 2010/2011		Short cycle (*)		455
		First cycle (Bachelor)		
		Second cycle (Master)		
		Third cycle (Doctorate)		
Number of teaching staff (total) in 2011/2012			283	
Number of teaching staff (full-time equivalent) in 2011/2012			186	
Number of administrative staff (full-time equivalent) in 2011/2012			148	
Number of these administrative staff members directly working in European/international relations in 2011/2012 (full-time equivalent)			6	
First year of participation in Erasmus Programme with funding from the European Community				

B**Respect of fundamental principles**

The institution agrees to comply with the following:

YES

01 Mobility shall be carried out only within prior inter-institutional agreements (in the case of student placements: within prior agreements between the Institution and the organizations where the placements are carried out);	<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 shall be given to students for satisfactorily completed activities specified in the compulsory Learning Agreements and Placement Agreements.	<input checked="" type="checkbox"/>
04 Highest quality is ensured for the organisation of student and staff mobility;	<input checked="" type="checkbox"/>
05 Highest quality is ensured for the organisation of student placements;	<input checked="" type="checkbox"/>
06 Curriculum information is up to date, easily accessible and transparent;	<input checked="" type="checkbox"/>
07 An academic credit transfer system (ECTS or similar) gives transparency to the recognition procedures;	<input checked="" type="checkbox"/>
08 Equal academic treatment and services are ensured to home and Erasmus students;	<input checked="" type="checkbox"/>
09 The integration of visiting Erasmus students in the activities of the institution is supported;	<input checked="" type="checkbox"/>
10 Transcripts containing full, accurate and timely information are provided to incoming Erasmus students and their home institutions;	<input checked="" type="checkbox"/>
11 Erasmus teaching activities are facilitated and acknowledged;	<input checked="" type="checkbox"/>
12 The institution promotes and gives visibility to the activities supported by the Erasmus programme;	<input checked="" type="checkbox"/>
13 The Erasmus University Charter and the related Erasmus Policy Statement are publicized in the institution;	<input checked="" type="checkbox"/>
14 The institution complies with the objectives on non-discrimination set out in the Lifelong Learning Programme.	<input checked="" type="checkbox"/>

C**Information on the organisation of mobility**

1. Recognition matters: a) 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

b) Is your institution using 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 provisions are made to facilitate and support Erasmus teaching staff mobility?

- a) Additional financial support from your institution No
- b) Acknowledgement of teaching activities abroad as an important part of the academic career Yes
- c) Help with practical arrangements (travel, accomodation etc.) Yes
- d) Other (please specify) No

4. Support for disabled students/teachers Is your institution providing/ Does your institution provide special facilities for:

- a) Erasmus students/teachers with visual disabilities? No
- b) Erasmus students/teachers with hearing disabilities? No
- c) Erasmus students/teachers with other physical disabilities? 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).

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)?

The Sapientia Hungarian University of Transylvania was established in 2001 as an independent higher education institution, with the aim of providing tertiary education in Hungarian language. It is functioning in three study centres, within 4 faculties, offering 27 BSc courses in academic year 2011/2012.

Due to the two-step accreditation system in Romania, the University gained its final accreditation in February 2012, therefore it has just become entitled to issue diplomas, to organize Master courses, and participate in EU mobility programmes, by applying for an Erasmus University Charter.

However, also during the period of provisional authorization, the University had laid great emphasis on international relations and the establishment of a professional cooperation network. Efficient partnerships with domestic and international higher education institutions have been established, presenting significant opportunities for the development of research and teaching, and for student and teacher exchange programmes. At present the University has signed cooperation agreements with 23 universities and institutions from abroad (mainly from Hungary, but also from Slovakia, Italy, Canada, Serbia and Japan), all including student and academic staff exchange possibilities. Based mainly on these agreements more than 60 students have studied at partner universities in the past years. Their studies have been financed from grants offered by the Hungarian State or by the hosting institution. The teaching staff of the Sapientia University also regularly participates in guest-lecturer programmes (Corvinus University, Eötvös Loránd University, Pannon University etc.), joined publications, research networks, international conferences. Every year lecturers from foreign universities are invited to deliver courses or scientific presentations.

These activities could be further developed on a much higher level and within the well-functioning framework of the Erasmus programme. The participation in the programme would greatly contribute to the overall international strategy of the University, as defined in the Mission Statement, which sets as one of the objectives of the University "to develop a wide network of partnerships based on openness, trustworthiness, dedication and reciprocity". The Charter of the Sapientia University also underlines the relevance of international cooperation from the perspective of ensuring high quality education and research.

The Sapientia University envisages the following specific activities to be implemented within the framework of the Erasmus programme: facilitating the mobility of outgoing students (for both study and practical training) and academic staff, receiving incoming students and academic staff, as well as taking part actively in projects and thematic networks initiated by partner institutions across the EU.

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?

The International Affairs Office will provide staff and students comprehensive information about the Erasmus programme, printed in brochures and online. Erasmus Information Day and conferences will be organized, with detailed presentation of the programme, when incomings and former outgoings are to be invited to share their experiences. The Erasmus University Charter and the Erasmus Policy Statement will be published on the website of the University and faculties.

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)?

Both the Ethical Code and the Charter of the University state that no type of discrimination is accepted in the institution. Special facilities are ensured for disabled people (parking places, lift, ramps), social grants are offered for those who suffer from specified illnesses, for orphans and socially disadvantaged students.

2. Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure highest quality in academic mobility activities?

Details should be provided in particular 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, facilitation and acknowledgement of staff mobility.

Right from the establishment of the University, the teaching process has been organised according to the European Credit Transfer System. At every faculty Study and Credit Councils have been set up in order to tackle with all the problems concerning the organisation and recognition of studies. Every study programme has a co-ordinator (tutor), who offers counselling for the students in all the matters regarding their studies. Since 2006 the University issues Diploma Supplements.

Each academic year the Information Package is edited (in printed or electronic format) for every study programme, containing all the necessary information about the curriculum, study and assessment regulation, scholarship possibilities, students' organisation activities, cultural, sports and recreation facilities.

Our University encourages the mobility of our students. The results of those who participated in such programmes at our partner institutions have been recognised and their grades have been registered in the Diploma Supplement. A significant number of the teaching staff is also involved in guest-lecturer programmes and international research programmes, offering them the opportunity to gain competitiveness on international level as well. Different decisions of the management reinforce and acknowledge the importance of staff mobility, this providing an important criteria for evaluating the performance of the teaching staff.

Foreign language courses are compulsory in the curriculum of every study programme for at least 4 semesters, thus facilitating the succeeding in international environment, too.

The campuses in Miercurea Ciuc and Cluj-Napoca offer good quality accommodation for students and staff in the student dormitory and guest-rooms, and a delicious meal can be served for a reasonable price at the canteens at Miercurea Ciuc and Târgu-Mure. The construction of the student hostel in Târgu-Mure will hopefully soon be realized.

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.

The assurance of practical training is fundamental in providing high quality education. Thus, professional trainings are part of the curricula of all study programmes. Depending on the field of the programme the practical training is organized within 3-4 weeks/year periods, or in some cases – mainly for economic programmes – a whole semester is dedicated to practical training), and their recognition is done through the University's Study and Assessment Regulations. All placements are validated through the report of the employer and an entry in the Diploma Supplement. Placement programmes are arranged in accordance with the University's regulations and based on bi- or multilateral agreements with employers. The Practical Training Agreement, signed by the University, the employer and the student states all the details of the respective placement. At several study programmes professional training is organized within specialized firms or institutions from abroad (mainly Hungary). As in our University an increasing importance is accorded to practical education, the Departments are continuously monitoring and evaluating the process of placements/professional trainings, also based on the reports of the apprentices and they are searching new possibilities in order to widen the opportunities offered by our institution for gaining efficient practical experience.

The new extended Erasmus programme will provide a great opportunity for students to gain more professional experience abroad. This would give a new perspective to the possibilities offered at the moment by the University.

ERASMUS

Extended University Charter
(Standard Charter and Student Placements)
2012/2013 - 2013/2014

The European Commission hereby awards this Charter to:

UNIVERSITY of Higher Education Institution

(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 (in the case of student placements: within prior agreements between the Institution and the organisations where the placements are carried out);
- No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students
- Full recognition shall be given to students for satisfactorily completed activities specified in the compulsory Learning Agreements and Placement Agreements.

The Institution also agrees:

- to ensure the highest quality in the organisation of student and staff mobility
- to ensure the highest quality in the organisation of student placements;
- to ensure that curriculum information is up to date, easily accessible and transparent;
- to ensure that an academic credit transfer system (ECTS or similar) gives transparency to the recognition 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, 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 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 and to the European Commission for grant support for Erasmus activities.

Violation of this Charter may lead to its withdrawal by the European 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):

I have read and accept the Privacy statement

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 **13.04.2012** the application has not been listed on the website, the applicant should contact the EACEA (e-mail: EACEA-EUC@ec.europa.eu).