"Applying for ECTS/DS Label"

2013

Αθήνα, ΙΚΥ, 21/5/2013

ECTS Label Application

- Section 1 – Identification

To be filled in appropriately and in all its parts:

1.1 Applicant Institution – Legal Representative of the institution

1.2 Applicant institution – ECTS Coordinator

Section 2- Documents Required (1)

2.1

- - The Information Package / Course Catalogue should be published on the institution's website so that all interested parties can easily access it. It should be published sufficiently in advance for students to make their choices.

- **The checklist below indicates the full range of information which should be provided.** It is essential that information about the qualifications offered, the teaching, learning and assessment procedures, the level of programmes, the single educational components and the learning resources available to students be well documented and easily understood.

Documents Required (2)

- A course structure diagram must be included in the course catalogue which should clearly demonstrate that the number of ECTS credits is correctly allocated to the workload of a full time academic year.

- Applicants should provide links to the Information Package/Course Catalogue of their institutions complying with the checklist as set out below for all first and second cycle degree programmes offered (and/or for all the one-tier programmes, if these are still on offer).

Documents Required (3)

- **All content of <u>the Information Package/Course Catalogue</u> should be published in English.** It is optional for the applicant institution to publish the content in the national / regional language in question and to provide the link thereto.

- All learners should be able to identify an individual who will be able to give them relevant advice, at either institutional or departmental/subject level. It is therefore important that the Catalogue should include the names of people to contact, with information about how, when and where they can be contacted.

Documents Required (4)

- **In case of missing items from the checklist**: if these are isolated items which do not significantly influence the quality of the Information Package / Course Catalogue (for example a missing address), this will not be a ground for rejection of the label application.

- A description of the **recognition procedures** applied by the applicant institution, as well as a description of the **procedure for the allocation of credits** in the applicant institution, based on the workload students need in order to achieve the expected learning outcomes, must be available on the applicant's website.

Documents Required (5)

- **The ECTS Users' Guide states:**
- *60 credits are allocated to the workload of a full-time academic year, 30 ECTS credits are normally allocated to a semester and 20 ECTS credits to a trimester.*
- NB: this should be read as: *60 credits are allocated to the workload of a full-time academic year, 30 ECTS credits are normally allocated to a semester and 20 ECTS credits* **are normally allocated** *to a trimester.*
- It is recognised that for a variety of reasons there may be variations from this norm. However, these should not normally be significant, bearing in mind the implications for student workload, compatibility and transfer between Higher Education Institutions.
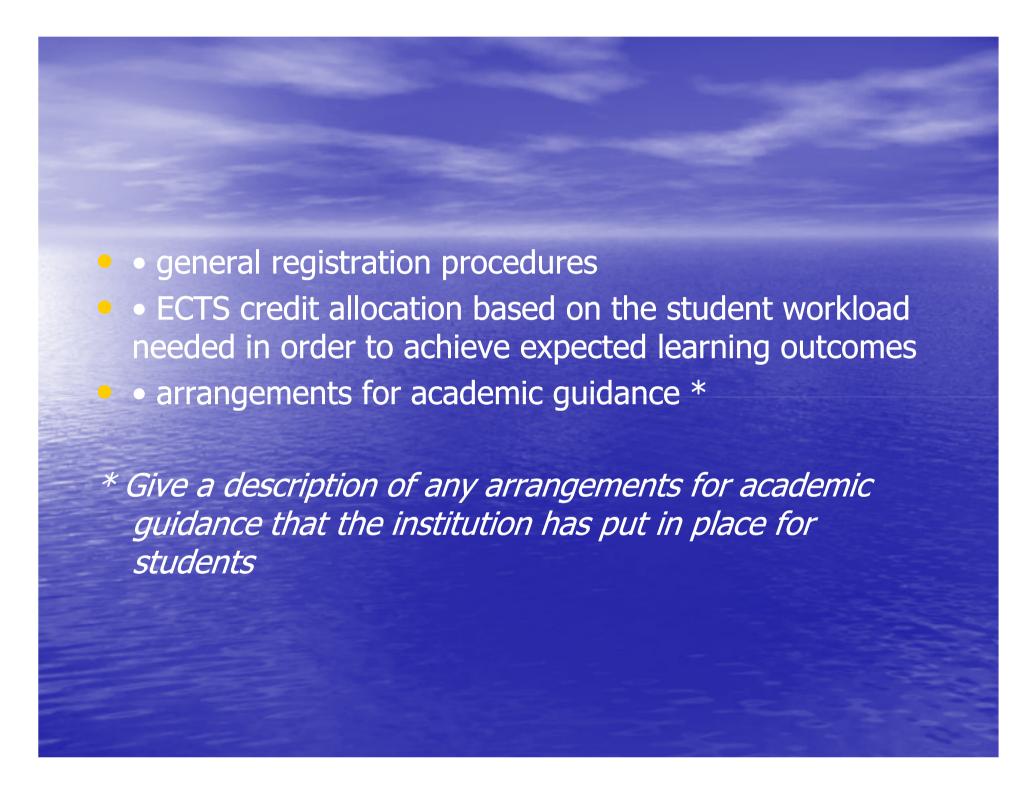
Checklist for the Information Package/Course Catalogue

- **Part 1: Information on the Institution**

  - • name and address
  - • academic calendar
  - • academic authorities
  - • general description of the institution (including type and status)
  - • list of programmes offered
  - • general admission requirements

- • general arrangements for the recognition of prior learning (formal, informal and non-formal)*

Give a description of any arrangements for the recognition of prior learning that have been put in place at institutional level. Please note that this is not meant to be an exclusion criterion: this point can be omitted if institutional-level arrangements are not in place.

- • general registration procedures
- • ECTS credit allocation based on the student workload needed in order to achieve expected learning outcomes
- • arrangements for academic guidance *

Give a description of any arrangements for academic guidance that the institution has put in place for students

Part 2: Information on degree programmes

General description:

- qualification awarded
- level of qualification
- specific admission requirements
- specific arrangements for recognition of prior learning (formal, non-formal and informal) *

* Give a description of any arrangements for the recognition of prior learning that have been put in place at programme level. Please note that this is not meant to be an exclusion criterion: this point can be omitted if programme-specific arrangements are not in place
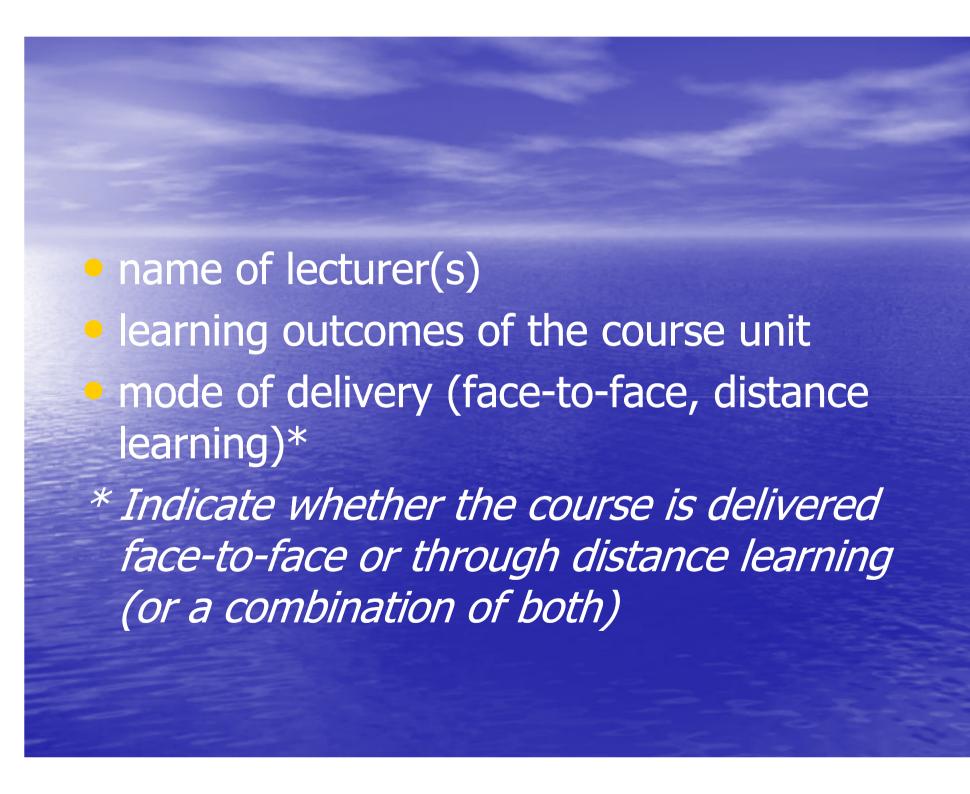
- **qualification requirements and regulations**
- **profile of the programme** *

* Give a concise description of the programme, putting forward its specificities and whether it has a more academic or labour market orientation. Give details of any (compulsory or optional) work placements offered as part of the programme

- **key learning outcomes** *

* Give a summary of programme-related key learning outcomes

- **occupational profiles of graduates with examples***
- *Indicate the occupational sector(s) into which the programme fits (as an illustration, examples of different sectors might be information technology, law, teaching, tourism, etc., etc)*
- **access to further studies**
- **course structure diagram with credits**
- **examination regulations, assessment and grading**
- **graduation requirements**
- **mode of study (full-time, part-time, e-learning...),**
- **programme director or equivalent.**

Description of individual course units:

- course unit title
- course unit code
- type of course unit (compulsory, optional)
- level of course unit (e.g. first, second or third cycle; sub-level if applicable)
- year of study (if applicable)
- semester/trimester when the course unit is delivered
- number of ECTS credits allocated

- name of lecturer(s)
- learning outcomes of the course unit
- mode of delivery (face-to-face, distance learning)*

Indicate whether the course is delivered face-to-face or through distance learning (or a combination of both)

- **prerequisites and co-requisites**
- **recommended optional programme components ***
- *Indicate any courses (programme components) that are recommended to students beyond their compulsory curriculum to allow them to complement their study programme*
- **course contents**

- recommended or required reading
- planned learning activities and teaching methods
- assessment methods and criteria
- language of instruction.
- work placement(s) *

Indicate if the course consists of / contains a compulsory or optional work placement

Part 3: General information for students

- cost of living
- accommodation
- meals
- medical facilities
- facilities for special needs students
- insurance
- financial support for students
- student affairs office

- learning facilities
- international programmes
- practical information for mobile students
- language courses
- Internships
- sports and leisure facilities
- student associations

Please tick all applicable boxes below:

- *To tick the boxes on the forms, please double-click on the box. First a window will appear, then choose the 'checked' option.*

Tick the box:

- I confirm that my institution has published in good time and sufficiently in advance the Information Package/Course Catalogue as follows:

Indicate the URL links at which content may be found relating to the Checklist described above. All content must be in English (compulsory):

- Information on the institution: http://
- Information on degree programmes: http://
- General information for students: http://

Tick the box:

- I confirm that the Information Package/Course Catalogue covers **the full range of information as provided in the checklist in section 2.1 above.**

Section 2- Documents Required

- 2.2 **Complete ECTS student files**

- *This application form contains various references to "**certified copies/files**". Certification of the files is to be given by means of one official stamp, signature of the authorised person of the institution and date of the applicant institution (once for each ECTS student file provided). No originals of student ECTS files should be submitted with the application. Files that are not correctly certified will be considered ineligible.*

- *Incomplete applications, with one or more documents missing, will be considered ineligible.*

- *If it is necessary to satisfy data protection requirements, the student ECTS files may be anonymised. However, it must still be possible to identify each key document as belonging to the same individual.*

- *The number of recognised credits must be equal to those actually earned by the student. Where this is not the case, <u>this must be explained and justified.</u>*

2.2.1 Three complete ECTS files concerning three <u>outgoing students</u>

(Tick the box)

- I provide certified copies of complete student ECTS files for three <u>outgoing</u> students:

- enrolled at the applicant institution

- in three different subject areas (one per student)

- having spent a period of study in three different countries (one per student, please indicate the length and dates of the stay)

- in 2009/10, 2010/11, 2011/12 or 2012/2013 (up to 13 May 2013)

Each of the three certified files consists of copies of the following documents:

- **Transcript of Records provided by the applicant institution presenting the academic performance of the student before the mobility period.**

- **Learning Agreement (with agreed changes, if applicable).**

- **Transcript of Records received from the partner institution after the mobility period.**

- **The document used by the applicant institution to show that credits gained during the mobility period have been fully recognised (e.g. proof of recognition, Transcript of Records provided by the applicant institution after the mobility period showing all credits gained, or other document).**

Tick the box

- The applicant institution has fewer than 3 subject areas, and therefore the complete student ECTS files for three outgoing students are for those subject areas only.

2.2.2 Three complete ECTS files concerning three <u>incoming students</u>

(Tick the box)

- I provide certified copies of complete ECTS files concerning three <u>incoming</u> students
- from three different countries
- having studied at the applicant institution in three different subject areas
- indicating the length and dates of the stay
- in 2009/10, 2010/11, 2011/12 or 2012/2013 (up to 13 May 2013)

Each of the three certified files consists of copies of the following <u>documents</u>:

- **Learning Agreement (with agreed changes, if applicable).**

- **Transcript of Records provided by the applicant institution <u>after</u> the mobility period.**

Tick the box

- The applicant institution has fewer than 3 subject areas, and therefore the complete student ECTS file for three incoming students are for those subject areas only.

Section 3 - Declaration

- To be completed by the person legally authorised to sign on behalf of the applicant institution, as mentioned in Section 1.1

(signed, stamped, dated)

Annexes to be consulted

- Annex 1: ECTS Key Features 2009
- Annex 2: Checklist for the Information Package/Course Catalogue
- Annex 3: Common pitfalls

Also: Frequently Asked Questions at:

http://eacea.ec.europa.eu/llp/funding/2010/index_en.htm

Common pitfalls (1)

- General:

Confirmation boxes are not ticked in the application form

Common pitfalls (2)

Information package/Course Catalogue

- The Information Package/Course Catalogue is not entirely provided in English.

- The Information Package/Course Catalogue is difficult to find on the institution's website The Information Package/Course Catalogue is not complete

- The course structure diagram is missing or difficult to understand. The total number of credits per year is unclear.

- Although the number of credits is indicated in the diagram of each course, it is not clear whether these are ECTS or national credits.

Common pitfalls (3)

Some courses are not allocated credits though included on the list of courses on offer and displaying the number of contact hours.

The description of the recognition procedures is missing or incomplete.

The credit allocation methodology (including calculation of ECTS credits based on workload) is not described or not based on learning outcomes.

Common pitfalls (4)

Student files

- The documents provided are not certified (certification is to be given by means of one official stamp, signature and date from the applicant institution (per each ECTS student file provided).

- The dates and signatures of the student and/or applicant/partner institutions' coordinator are missing.

- An explanation of the local grading system is missing.

Common pitfalls (5)

- Students are awarded ECTS credits although they did not always pass the exams. In cases where exam results are condoned, formal justifications need to be provided.
- Local grades and/or ECTS credits are missing.
    - There is an inconsistency between the Learning Agreement(s) and the post-mobility transcript of records (because changes on the Learning Agreement have not been included).
    - The Learning Agreements were not in place before the start of the exchange programme.

Common pitfalls (6)

- The number of credits recognised by the applicant institution is higher or lower than the number actually earned by the student at the host institution and no justification is given.

- The length of the stay in host institutions (for outgoing students) or applicant institutions (for incoming students) is not indicated.

ECTS USERS' GUIDE

- http://ec.europa.eu/education/lifelong-learning-policy/doc48_en.htm

- Στην ελληνική γλώσσα:
- http://www.iky.gr/ects-ds-labels/item/550-odigos-gia-tous-xristes-tou-ects

DS Label Application

- Section 1 – Identification

1.1 Applicant Institution - Legal Representative of the Institution

1.2 Applicant Institution - Diploma Supplement Coordinator (if different from the legal representative)

Section 2 – Documents required

- *This application form contains various references to "**certified copies**". Certification is to be given by means of one official stamp, signature of the authorised person of the institution and date of the applicant institution (once for each DS copy provided). Copies that are not correctly certified <u>will be considered ineligible</u>.*

- *Please note that applications that are incomplete and which do not provide all the information requested in the application form together with the required paper versions of duly completed, signed and certified copies of the Diploma Supplement as specified in 2.1 below, will be considered ineligible.*

2.1 Examples of Diploma Supplement issued

- Diploma Supplements **must** respect the template given in annex 1 and the explanatory notes given in annex 2.

- Please note that **no originals** of Diploma Supplements should be submitted with the application, but certified copies. If it is necessary to satisfy data protection requirements the Diploma Supplements may be anonymised.

- The following documents have to be provided in order to allow the assessment of the application for a Diploma Supplement label:

Paper versions of completed, signed and certified Diploma Supplements.

Issued by the applicant institution in 2009, 2010, 2011, 2012 or 2013 (up to 13 May 2013).

Diploma Supplements must be provided for:

1. Two students in different subject areas after completion of their first cycle studies

AND

2. Two students in different subject areas after completion of their second cycle studies

OR

One student after completion of his or her second cycle studies and one student after completion of his or her third cycle studies.

Applicants must ensure that four Diploma Supplements are provided in total.

- **Only** in the event that the applicant institution has only a one cycle programme, Diploma Supplements must be provided for:

Four students after completion of their studies in different subject areas.

- **Only** in the event that the applicant institution has less than four subject areas, Diploma Supplements must be provided for:

Four students after completion of their studies in all subject areas available at the applicant institution.

2.2 Confirmation

1.- DS copies comply with the DS model and explanatory notes (Annexes 1 and 2)

2.- **All students** of the applicant institution receive a Diploma Supplement **automatically and free of charge** upon graduation. ('Automatically' meaning that the student is not required to make a request for the Diploma Supplement).

3.- The Diploma Supplement is issued in a widely spoken European language.

All the examples of Diploma Supplements included in this application are certified copies of original, authentic Diploma Supplements, which were issued to students who have graduated from the applicant institution.

2.3 Public Information on the DS

- **Web pages** *(tick the boxes)*

I refer to the following web page(s) of my institution stating that the Diploma Supplement is issued in a widely spoken European language, given automatically and free of charge to every student upon graduation, and including a completed example.

The web page given here includes a full example of a complete, filled-in Diploma Supplement (including, if applicable, the Transcript of Records) available in a widely-spoken European language.

- http://

Section 3 - Declaration

- To be completed by the person legally authorised to sign on behalf of the applicant institution, as mentioned in section 1.1

(signed, stamped, dated)

Diploma Supplement Template

It is highly recommended that each Diploma Supplement starts with the preamble published on the European Commission, Council of Europe or UNESCO/CEPES websites. Diploma Supplements that do not include the preamble may, however, be accepted provided that they comply in every other respect with the Europass decision of 15 December 2004 [1]

Each Diploma Supplement **must include** the following eight sections:

1. Information identifying the holder of the qualification
1.1 Family name(s):
1.2 Given Name(s):
1.3 Date of birth (*day/month/year*):
1.4 Student identification number or code (*if available*):

2. Information identifying the qualification
2.1 Name of the qualification and (*if applicable*) title conferred (in original language):
2.2 Main field(s) of study for the qualification:
2.3 Name and status of awarding institution (*in original language*):
2.4 Name and status of institution (*if different from 2.3*) administering studies (*in original language*):
2.5 Language(s) of instruction/examination:

3. Information on the level of the qualification
3.1 Level of qualification:
3.2 Official length of programme:
3.3 Access requirements(s):

4. Information on the contents and results gained
4.1 Mode of study:
4.2 Programme requirements:
4.3 Programme details (e.g., modules or units studied), and the individual grades/marks/credits obtained
(*if this information is available on an official transcript this should be used here.*):
4.4 Grading scheme and, if available, grade distribution guidance:
4.5 Overall classification of the qualification (*in original language*):

5. Information on the function of the qualification
5.1 Access to further study:
5.2 Professional status (*if applicable*):

6. Additional information
6.1 Additional information:
6.2 Further information sources:

7. Certification of the supplement
7.1 Date:
7.2 Name and signature:
7.3 Capacity:
7.4 Official stamp or seal:

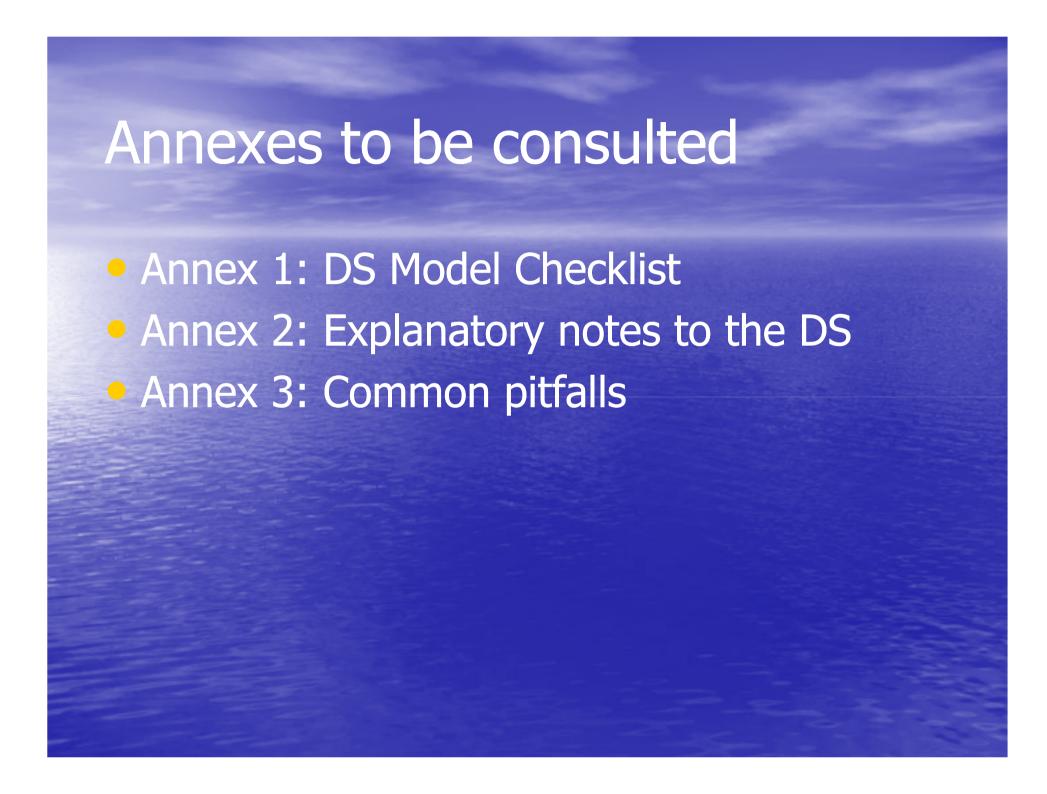### 8. Information on the national higher education system

NB: This template must be respected. All information contained in the Diploma Supplement must follow the Diploma Supplement Explanatory Notes as adopted by the Lisbon Recognition Convention Committee (set out in full below). Any additional information, if provided, must be given as annex to the Diploma Supplement and the content of this additional information will not be assessed for the purposes of the Label.

Annexes to be consulted

- Annex 1: DS Model Checklist
- Annex 2: Explanatory notes to the DS
- Annex 3: Common pitfalls

Common pitfalls (1)

- Confirmation boxes are not ticked in the application form.

- The Diploma Supplement does not follow the official template (sections or sub-sections have been added, or removed and/or the wording of headings has been modified).

- The content of the sections / sub-sections of the Diploma Supplement does not include crucial information or information provided is not transparent (for example providing a website address for section 4.1 and 4.2 is not sufficient) (**see explanatory notes**).

Common pitfalls (2)

When available, transcripts of Records are not included in the Diploma Supplement (including in the version published on the applicant's website).

The number of Diploma Supplements supplied is not sufficient.

The institution offers first and second cycle programmes and students have graduated therefrom. However, one of these cycles is not represented in the Diploma Supplements supplied.

Common pitfalls (3)

The institution's website does not exactly state that the "*Diploma Supplement is being issued in a widely spoken European language, given automatically and free of charge to every student upon graduation*".

A completed Diploma Supplement example is not published on the institution's website, only a blank example is available.

Copies of the Diploma Supplement submitted with the application have not been correctly certified.

- Reference is made in section 4.4 to the grading scale, which has now been substituted by a recommendation to use the grading table (ECTS Users Guide, annex 3).

*The application form contains various references to "**certified copies**". Certification is to be given by means of one official stamp, signature of the authorised person of the institution and date of the applicant institution (one for each DS copy provided).*

Source:

- European Commission – DG EAC
- EACEA

ECTS label Application form
DS Label Application form

Thank you very much
for your attention

Presentation by

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