

ERASMUS UNIVERSITY CHARTER

Application form

Final date for submission: 28/02/2007

New

Renewal

If renewal please give your EUC number:

220528-IC-1-2003-1-BG-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	INTERNATIONAL COLLEGE-ALBENA (ICA)
Translation of this name in English	Higher school International College - Albena
Erasmus ID code of the institution	NEW 2007
Internet address	http://www.internationaledu.org

A.2. Identification of the legal representative

First name and surname of the legal representative of the institution	Todor Radev		
Title (optional) (e.g. Prof., Dr, etc.)	Assoc.Prof.Dr.	Gender	Male
Department/Unit			
Official function within the institution	Rector		
Phone (including country and area codes)	+359/58 /655620		
Fax (including country and area codes)	+ 359/58/605760		
E-mail address (only one address)	todoradev@yahoo.com		
Legal address of the institution Street/Nr. Post code & Town Country Code, Country	3, Bulgaria str. 9300 Dobrich BG, Bulgaria		

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

First name and surname	Svetla Stoyanova		
Title (optional) (e.g. Prof., Dr, etc.)	MSocSc	Gender	Female
Department/Unit	International cooperation and projects		
Official function within the institution	Vice rector		
Phone (including country and area codes)	+ 359/58/655630		
Fax (including country and area codes)	+359 /58 /605760		
E-mail address (only one address)	svetla_si@yahoo.com		
Correspondence Street/Nr. Post code & Town Country Code, Country	3, Bulgaria str. 9300 Dobrich BG, Bulgaria		

A.4. Statistical data on the applicant institution

<i>The data required relate solely to higher education.</i>			
Foundation year of your institution			1992
Level of degrees awarded			
First cycle degrees			Yes
Second cycle degrees			No
One-tier degrees			No
Third Cycle(without PhD)			No
<u>Doctoral degrees</u>			No
Number of students enrolled in 2005/2006 on higher education courses		Part-time	0
		Full-time	445
Number of students graduated in 2005/2006		First Cycle	74
		Second Cycle	
		One-tier degrees	
		Third Cycle(without PhD)	
		Doctoral degrees	
Number of teaching staff (total) in 2005/2006			83
Number of teaching staff (full-time equivalent) in 2005/2006			35
Number of administrative staff (full-time equivalent) in 2005/2006			14
Number of these administrative staff members directly working in European/international relations in 2005/2006 (full-time equivalent)			2
First year of participation in Erasmus Programme with funding from the European Community			2004

DRAFT

DRAFT

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
- language training, assistance with visual aids

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)?

The Mission Statement of INTERNATIONAL COLLEGE ALBENA (ICA) states that the College is committed to providing high quality professional education within an international environment of advanced knowledge society, and highly competitive and dynamic knowledge-based economy in the world.

STRATEGIC OBJECTIVES The ICA has defined its strategic goals and has designed its policy with commitment to addressing the increasing role of the higher education institutions in the new realms and ensuring European dimensions, compatibility and comparability of degree courses and training modules, whilst taking full respect of the national diversities. Focus is placed on promoting entrepreneurial spirit, as well as language, IT and communication competencies which will raise the employability of the school graduates. We aim at educating highly qualified specialists that will meet the requirements of business and face the challenges of the labour market. Intercultural dialogue and personal fulfillment are fully encouraged. Achieving recognition of the quality of ICA degrees allows the graduates to continue their studies for further degrees in reputable European universities.

SPECIFIC OBJECTIVES AND PRIORITIES: 1/To improve the quality and increase the volume of student and teaching staff mobility through language training and additional funding. 2/To give new perspective to existing cooperation with universities from the Netherlands, Norway, Finland, Cyprus, France and the UK, by participating in Multilateral projects and Networks in fields specific for ICA. 3/To improve the quality of cooperation with enterprises in the field of student placements and raise it to the standards of the LLP program. 4/To initiate and/or participate in development of Intensive Programs, as well as multilateral projects focusing on e-Marketing, e-Business, and implementing of innovative training techniques. 5/To increase further the level of compatibility of the own study programs and module structure with those of partner universities and in line with the market requirements. 6/To broaden the geographical scope of cooperation with higher education institutions.

VISIBILITY ACTIONS: 1/Publishing information in all informational printed materials distributed at education fairs in Bulgaria and abroad. 2/Paid-for-advertising. 3/Interviews with participants in Erasmus activities in press and media. 4/Information on the NEWS section of the College website. 5/The EUC will be displayed at a special purpose ERASMUS BOARD in the lobby of the College for information of all students and staff. 6/Internal newsletter will be distributed to all students and staff.

Since its foundation ICA has adopted a policy of protection of individual rights, and in all documents and papers has made commitment to combat inequality, racism, xenophobia and exclusion of socially disadvantaged groups. Students are enrolled and staff is employed regardless of gender, nationality, religion and 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.

Since its foundation the College had adopted a strict policy for academic recognition of student mobilities, which after one year trial period, in 2006/2007 was fully replaced by ECTS GRADING SYSTEM. The credits awarded to incoming students are listed in Academic Transcript issued by ICA. Credits awarded from partner universities to outgoing students are recognized and listed in the students' dossiers and in the European Diploma Supplement. Information on ICA curricula, facilities and services is provided in ERASMUS INFORMATION PACKAGE, distributed in hard copy to all partner universities and available in a downloadable format on the College website. International office is responsible for Erasmus campaigns and counseling of outgoing students. Erasmus students are assisted in: choosing an exchange program adequate to the individual program of study, as well as their needs and requirements; contacting the partner school/Erasmus coordinator; organizing the travel and accommodation; training in cultural differences and if needed searching for additional funding. ICA offers three-year programs in English language thus providing incoming students with a constant variety of modules to choose from in the fields of Hospitality, Tourism and Business studies. Tutoring is provided by the course coordinators. The "buddy system" proves efficient for the integration of the incoming students. International office trainees are responsible for meeting the incoming student, accommodating him/her, organizing a welcome event and keeping in contact during his/her stay. Students have full and free access to library, computer lab and training facilities. ICA has a tradition in preparatory course in English and intensive course in Bulgarian are provided upon request. Staff mobility is a priority and is supported by assistance in arranging the visit/lecturing activities, travel, accommodation, additional financing. The mobility is acknowledged as part of the individual's career.

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.

Student placements are an integral and compulsory part of the curricula. The organization, monitoring and evaluation of placements are responsibility of the Placements Department, consisting of tutors and instructors who are also in charge of practices in the school training facilities and laboratories. The high quality of placements is ensured by specially designed INDUSTRIAL PLACEMENT module books, manuals, models of progress reports, model agreements with enterprises, employer's evaluation reports and other supporting documents. ICA has a tradition in student placements with operational and managerial exposure in the fields of tourism, hotel, catering, production enterprises, NGOs and others. ICA successfully finalised one project in Leonardo da Vinci II/student mobilities and is currently working on a second one for a total of 30 beneficiaries. The LdV projects, as well the partnership with European universities enabled ICA to develop a vast network of placement opportunities in the Netherlands, Cyprus, Greece, Portugal, UK, France and others. ICA as an institution signs yearly agreements for student placements with enterprises. The specific work-programme, designed by ICA team in cooperation with the enterprise is the core part of the agreement. Agreements ensure that students have a statute of trainees, their traineeship meet all requirements of the host country, adequate accommodation is provided, as well as insurance, meals and uniforms. The enterprises are responsible for monitoring and evaluation, regular reporting to ICA on the student progress and the measures taken in cases of emergency. An ICA representative executes monitoring by personal visit once for the three-month placements and twice for 6-month placements. The recognition of the placement period is done by progress reports and a final report, submitted and orally defended, and evaluated by jury. Each placement period is awarded 7,5 ECTS or a total of 30 credits for the whole study program.

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.

"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*