



ERASMUS UNIVERSITY CHARTER

Application form

Final date for submission: 28/02/2007

New

Renewal

If renewal please give your EUC number:

63429-IC-1-2002-1-SK-ERASMUS-EUC-1

Correspondence language: EN

Erasmus Policy Statement original language: SK

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: EN

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	PRESOVSKA UNIVERZITA V PRESOVE
Translation of this name in English	UNIVERSITY OF PRESOV IN PRESOV
Erasmus ID code of the institution	NEW 2007
Internet address	http://www.unipo.sk

A.2. Identification of the legal representative

First name and surname of the legal representative of the institution	Frantisek Mihina		
Title (optional) (e.g. Prof., Dr, etc.)	Prof. PhDr. CSc.	Gender	Male
Department/Unit	Rectorate		
Official function within the institution	Rector		
Phone (including country and area codes)	+421/51 /77 32 054		
Fax (including country and area codes)	+421/51 /77 32 054		
E-mail address (only one address)	mihina@unipo.sk		
Legal address of the institution Street/Nr. Post code & Town Country Code, Country	Namestie legionarov 3 080 01 Presov SK, Slovakia		

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

First name and surname	Nadezda Pollakova		
Title (optional) (e.g. Prof., Dr, etc.)	PhDr.	Gender	Female
Department/Unit	International Relations Office		
Official function within the institution	Erasmus Institutional Coordinator		
Phone (including country and area codes)	+421/51/ 7563 112		
Fax (including country and area codes)	+421/51/ 7563 137		
E-mail address (only one address)	pollakn@unipo.sk		
Correspondence Street/Nr. Post code & Town Country Code, Country	Namestie legionarov 3 080 01 Presov SK, Slovakia		

A.4. Statistical data on the applicant institution

<i>The data required relate solely to higher education.</i>					
Foundation year of your institution				1997	
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	3690	Full-time	6638
Number of students graduated in 2005/2006		First Cycle		7436	
		Second Cycle		2892	
		One-tier degrees		361	
		Third Cycle(without PhD)		0	
		Doctoral degrees		223	
Number of teaching staff (total) in 2005/2006					495
Number of teaching staff (full-time equivalent) in 2005/2006					407
Number of administrative staff (full-time equivalent) in 2005/2006					165
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					1999

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)?

Prešovská univerzita (PU) v Prešove pozostáva z 8 fakúlt: Filozofická fakulta, Fakulta prírodných a humanitných vied, Pedagogická fakulta, Fakulta manažmentu, Fakulta zdravotníctva, Fakulta športu, Pravoslávna bohoslovecká fakulta a Grekokatolícka teologická fakulta. Profily týchto fakúlt indikujú, že univerzita sa primárne sústreďuje na humanitné a spoločenské vedy so silnou učiteľskou orientáciou.

Dominantnú pozíciu v Strategickom pláne univerzity má medzinárodná vedecká a akademická spolupráca. Manažment univerzity systematicky podporuje prácu Oddelenia zahraničných vzťahov (OZV) a celá akademická komunita sa postupne oboznamuje s rozširovaním jej aktivít.

Prešovská univerzita prehĺbuje a naďalej bude pokračovať v existujúcej medzinárodnej spolupráci v týchto hlavných oblastiach:

- participácia v edukačných a vedeckých programoch EU (Erasmus, Leonardo da Vinci, Comenius, Grundtvig, Ceepus, 6. rámcový program, 7. rámcový program),
- uzatváranie bilaterálnych kontaktov na univerzitnej a fakultnej úrovni s partnermi, kde je záruka efektívnej spolupráce
- využívanie vládnych bilaterálnych dohôd,
- precizovanie agendy na plné uznanie štúdií na jednotlivých fakultách a katedrách PU,
- zdokonaľovanie existujúceho mechanizmu na kontrolu kvality a hodnotenia európskej spolupráce,
- vytváranie vhodných podmienok pre prijímanie zahraničných študentov a propagáciu programov EU,
- prispievajúce finančnými prostriedkami na všetky projekty EU,
- organizovanie seminárov a diskusií so študentami a učiteľmi na všetkých fakultách na tému antidiskriminačných opatrení

Politika programu Erasmus sa riadi prioritou vzájomných mobilitných výmien študentov a učiteľov. Tento fakt viedol k zvýšenému počtu hlavne prichádzajúcich zahraničných študentov (zo 6 v roku 2005/2006 na 52 študentov v 2006/2007).

Okrem už fungujúceho modulu Pedagogickej fakulty, ktorý sa modifikuje podľa požiadaviek zahraničných študentov, univerzita bude ponúkať ešte ďalšie dva programy v anglickom jazyku - Stredoeurópska literatúra a Stredoeurópske štúdiá.

Medzi ďalšie priority budú patriť:

- pokračovať v ponuke atraktívnych cudzojazyčných programov s medzinárodnou dimenziou,
- odporúčať zvýšiť participáciu katedier na aktivitách Erasmus,
- permanentné vytváranie hmotných, sociálnych, ubytovacích a komunikačných podmienok pre zahraničných študentov (študijný materiál, tutorstvo, kultúrne podujatia),
- pokračovať v súčasnom trende - udržať približne rovnaký pomer medzi prichádzajúcimi a vysielanými študentami,
- diverzifikovať partnerov, katedry a študijné programy pre stáže študentov a výmeny učiteľov,
- zaangažovať Študentské servisné centrum do aktivít Erasmus,
- zvyšovať úroveň jazykových kompetencií študentov a učiteľov.

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.

Jednou z hlavných priorít Prešovskej univerzity a Oddelenia zahraničných vzťahov (OZV) je zdokonaľovanie mechanizmu kontroly kvality a vyhodnocovanie spolupráce v rámci EU. Výbor Erasmus, ktorý vznikol v roku 2003, a v ktorom majú zastúpenie všetky fakulty PU, bude aj naďalej zodpovedný za úroveň podpisovania bilaterálnych dohôd, za participáciu jednotlivých katedrií, za plné uznávanie štúdia v rámci mobilných programov, za transparentnosť všetkých aktivít spojených s programom Erasmus. Študentské servisné centrum bude aktívnejšie participovať na programe Erasmus organizovaním neformálnych stretnutí so zahraničnými študentami, organizovaním kultúrnych podujatí a Informačných dní Erasmus.

Aktivity k zabezpečeniu kvality akademických mobilít:

- pokračovať v organizovaní informačných stretnutí pre študentov a učiteľov PU,
- diseminovať skúsenosti z mobilít študentov a učiteľov formou pravidelných prezentácií,
- definovať systém kompetencií a zodpovedností medzi OZV na Rektoráte a zahraničnými oddeleniami na fakultách,
- vytvoriť vhodné podmienky pre začlenenie sa zahraničných študentov,
- v prípade záujmu ponúknuť zahraničným študentom kurz Slovenského jazyka počas celej dĺžky ich pobytu,
- koordinátori poskytujú kompletné informácie pre zahraničných študentov,
- každá katedra určí pre zahraničných študentov kontaktnú osobu,
- OZV bude v prípade potreby hľadať finančné zdroje na dofinancovanie učiteľských mobilít,
- OZV ponúka fixný rozvrh konzultačných hodín pre študentov a učiteľov,
- OZV vyhodnocuje efektívnosť a reciprocitu bilaterálnych dohôd,
- OZV zverejní EUC a EPS na webstránke PU a bude informovať o obidvoch dokumentoch zamestnancov a študentov PU,
- OZV bude pravidelne inovovať informácie na webstránke <http://www.unipo.sk/?sekcia=zahranicne-vztahy>,

ECTS

PU používa ECTS ako medzinárodný kreditový akumulčný systém a udeľuje Diploma Supplement pre študentov prvého cyklu štúdia.

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.

Prešovská univerzita má dlhoročné pozitívne skúsenosti s realizáciou stáží študentov a výmen učiteľov v rámci programu Leonardo da Vinci. Kvalitnou propagačnou a informačnou prácou Oddelenia zahraničných vzťahov (OZV) sa neustále zvyšuje počet katedrií, ktoré sa zapájajú do prípravy a realizácie stáží a výmen. (V porovnaní s rokom 2005 sa počet projektov zdvojnásobil. V súčasnosti sa realizuje 11 projektov.)

Jednou z hlavných priorít OZV je výber dôveryhodných a spoľahlivých partnerských inštitúcií, ktoré garantujú vysokú kvalitu vzájomnej spolupráce. Stáže sú výborným konfrontačným východiskom pri profesionálnej orientácii študentov, čoho dôkazom je záujem zahraničných inštitúcií o získanie študentov na trvalý pracovný pomer alebo pokračovanie v spolupráci. Prioritou OZV s pozitívnym dopadom je predprípravná fáza, v ktorej sa dohodnú presné podmienky stáže (miesto, termín, mentor, pracovný program, profesionálna orientácia, pracovné podmienky) ešte pred formálnym podpísaním kontraktu.

Aktivity zabezpečujúce kvalitu študentských stáží:

- OZV organizuje pravidelné informačné stretnutia o programoch EU pre učiteľov a študentov PU,
- OZV iniciuje a pomáha katedrám pri príprave projektov,
- manažovanie projektov uskutočňuje OZV v spolupráci kontaktnými osobami na katedrách,
- praktické stáže sú súčasťou študijného programu,
- kvalitný výber partnerov a komunikácia s nimi je v kompetencii katedrií,
- snaha o aktívnu participáciu partnerov (napr. poskytovanie ubytovania, stravovania, vreckového na dopravu),
- každá stáž je potvrdená Certifikátom a dokumentom EUROPASS - Mobility,
- využívanie rôznych foriem monitoringu na získanie spätnej väzby (návšteva a elektronická komunikácia),
- výsledky stáží sú diseminované v univerzitných a regionálnych novinách a publikované v odborných časopisoch,
- univerzita predfinancováva všetky výdavky spojené s projektami Leonardo,
- podrobné informácie o schválených projektoch sú na www.unipo.sk

Erasmus Policy Statement (EPS)

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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 University of Presov consists of eight faculties: Faculty of Arts, Faculty of Humanities and Sciences, Faculty of Education, Faculty of Management, Faculty of Medical Care, Faculty of Sports, Faculty of Orthodox Theology and Faculty of Greek-Catholic Theology. The profiles of the above faculties indicate that the University is primarily focusing on humanities and social sciences with a strong teacher training orientation.

Within the University's strategic development plan, activities leading to European and international academic and research cooperation take a dominant position. In the area of staff mobility, the University systematically encourages teachers and researchers to establish contacts with their colleagues at universities in Europe and overseas. Every short-term mobility abroad is considered by the University as a professional visit and the staff absence is financially covered.

The university management supports the work of the International Relations Office /IRO/ and the whole academic community increasingly recognizes its activities.

The University of Prešov has deepened and will continue in the existing international cooperation in the following main directions:

- to participate in education and training EU programs, such as Erasmus, Leonardo da Vinci, Comenius, Gundtvig and CEEPUS with a great deal of success
- to establish bilateral links leading to university and faculty- level cooperation agreements
- to utilize bilateral government-level cooperation agreements
- to precise agenda for full recognition of study period at the individual departments
- to improve the existing mechanism for quality control and evaluation of European cooperation
- to pay special and sustained attention to creating conditions for receiving foreign students and promoting EU programs
- to contribute financially to all EU projects to keep their smooth functioning
- to organize seminars and discussions with students and teachers at all faculties to prevent any sort of discrimination

The policy has been based on reciprocal exchanges. This fact led to increasing number of incoming students (from 6 in 2005/06 to 52 students in 2006/07).

Except a fixed modul on Teaching Training modified according to the requirements of incoming students the university will offer another two study programs in English – Central European Literature and Central European Studies.

The University will:

- to continue to develop distinctive programs with an international dimension
- to increase proportionally departmental participation in Erasmus activities
- to improve and enlarge services for incoming students /accommodation, study materials, tutoring, cultural events/
- to continue in the present trend – to keep approximately an equal rate of incoming and outgoing students
- to diversify partners, departments and study programs for students and teachers placements mobilities
- to apply for EILC Slovak language course.

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.

Quality of academic mobility activities:

The improvement of the existing mechanism for quality control and evaluation of participation in European cooperation will be one of the main tasks in the coming period. The ERASMUS Committee will continue in all previous activities.

- to continue in organizing informative meetings for students and teachers
- to disseminate students mobility presentations for university students and staff and to promote Erasmus program
- to define the system of competencies and responsibilities between the IRO and faculties
- to involve Students Service Centre to participate and cooperate in Erasmus program more actively
- to include incoming students into the community –they share the same dormitory as Slovak students
- to display EUC and European Policy Statement on our web page, to inform about both documents university authorities and employees
- in case of interest to offer all incoming students a Slovak language course during their mobility
- regular updating of web page <http://www.unipo.sk/?sekcia=zahranicne-vztahy>

ECTS and incoming students

- University is using ECTS credits and ECTS as an international credit accumulation system
- University awards a Diploma Supplement to first cycle degree students
- departmental coordinators provide complete information for incoming students and arrange all details in learning agreements
- each department appoints a contact person as a tutor for incoming students
- IRO will be responsible for finding financial sources for teachers participating in Erasmus teaching program

Outgoing students

- IRO regularly organizes informative meetings for students and teachers
- IRO offers fixed consulting hours for applicants three times a week
- IRO will update a manual for coordinators with precise instructions and procedures in Erasmus program
- IRO will evaluate reciprocal functioning of bilateral agreements

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.

The University of Presov has had long-lasting positive experience with the students and teachers placement mobilities in the framework of Leonardo da Vinci. The number of participating departments has been increased by professional advertising of the International Relation Office (IRO).

One of the most important tasks of IRO is selection of trustworthy and reliable institutions that guarantee high quality of reciprocal international cooperation.

Quality of student placement activities:

- IRO organizes regular information meetings for teaching staff about EU programs and regular meetings for students
- current information on EU projects is regularly displayed on Internet
- IRO initiates and assists departments in submitting of placement projects.
- selection of partner institutions and their contacts are within the department's scope.
- University notably cooperates with trustworthy and verified institutions to ensure high quality and easygoing communication
- placement activities are a fixed and constant part of students study programs to be fully recognized
- working conditions, work-program and professional orientation of the institution are discussed in advance to be put into contract.
- each placement is confirmed by a certificate and EUROPASS mobility document
- practical experience is published and disseminated in university and regional mass media and professional journals
- each placement activity abroad is monitored by a responsible person to get a real feedback
- university management prefinanced all expenses connected with Leonardo projects.

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*