

ECTS LABEL - SELECTION 2013

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS) – LABEL ASSESSMENT SHEET

Country:

Name of applicant institution:

Erasmus ID code:

Application reference number:

Name of evaluator:

ASSESSMENT CRITERIA

A. Information Package/Course Catalogue

The Information Package/Course Catalogue must contain information indicated in the checklist (listed below, taken from the ECTS Users' Guide and also included under section 2.1 of the ECTS Label application form). This information must be available for all first and second cycle degree programmes offered (and/or all one-tier programmes if these are still on offer). All information must be available in English.

Please tick each item indicating either Y (yes) or N (no) as appropriate in each case. Please indicate your overall score for each section of the Information Package/Course Catalogue, giving comments to justify your score. Please ensure that you provide comments in every case so that full feedback may be provided to the applicant.

If applicable, please refer also to any comments/justification provided by the applicant (see section 2.3 of the application form) and include this information in your evaluation.

Please pay particular attention to your assessment of the items in bold. If any of these items are lacking, you must give an overall score of 1 ('missing' or 'unavailable') for the relevant section. In this case, you should reject the application (overall assessment conclusion to be indicated as 'rejected'). You should nonetheless provide a complete assessment of the application (assessment criteria parts A, B and C) for the benefit of the applicant.

Part 1: Information on the Institution	Y	N
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)		
General registration procedures		
ECTS credit allocation based on the student workload needed in order to achieve expected learning outcomes		
Arrangements for academic guidance		

Please assess the overall quality of the **information on the institution** supplied in the Information Package/Course Catalogue by indicating against the **score** one of 1 - 5, where **1** equals **missing** or **unavailable**, **2** equals **inadequate**, **3** equals **acceptable**, **4** equals **good** and **5** equals **excellent**. Please add your comments on this assessment.

Score

Comments

Part 2: Information on degree programmes

General description

NB: you should assess information provided for at least three programmes. These programmes should be selected on a random basis and should, if possible, be from three different faculties.

If work placement information is found in the general description of the programme (e.g. under 'profile of the programme') please assess this and add a comment in the box.

If applicable, please refer also to any comments/justification provided by the applicant (see section 2.3 of the application form) and include this information in your evaluation.

	Y	N
Qualification awarded		
Level of qualification		
Specific admission requirements		
Specific arrangements for the recognition of prior learning (formal, informal and non-formal)		
Qualification requirements and regulations		
Profile of the programme		
Key learning outcomes		
Occupational profiles of graduates with examples		
Access to further studies		
Course structure diagram with credits (60 per full-time academic year)		
Examination regulations, assessment and grading		
Graduation requirements		
Mode of study (full-time, part-time; e-learning...)		
Programme director or equivalent		

Please assess the overall quality of the **general description of programmes** supplied in the Information Package/Course Catalogue by indicating against the **score** one of 1 - 5, where **1** equals **missing** or **unavailable**, **2** equals **inadequate**, **3** equals **acceptable**, **4** equals **good** and **5** equals **excellent**. Please add your comments on this assessment.

Score

Comments**Description of individual course units**

NB: you should assess at least three individual course units in each of the programmes selected for assessment. If the applicant offers stand-alone courses (i.e. courses that are offered separately from any programme), you may also assess at least one of these stand-alone courses.

If applicable, please refer also to any comments/justification provided by the applicant (see section 2.3 of the application form) and include this information in your evaluation.

	Y	N
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)		
Prerequisites and co-requisites		
Recommended optional programme components		
Course contents		
Recommended or required reading		
Planned learning activities and teaching methods		
Assessment methods and criteria		
Language of instruction		
Work placements (if work placement information has already been given in the general description, you do not need to tick this box)		

Please assess the overall quality of the **description of individual course units** supplied in the Information Package/Course Catalogue by indicating against the **score** one of 1 - 5, where **1** equals **missing** or unavailable, **2** equals **inadequate**, **3** equals **acceptable**, **4** equals **good** and **5** equals **excellent**. Please add your comments on this assessment.

Score	
Comments	

Part 3: General information for students		
If applicable, please refer also to any comments/justification provided by the applicant (see section 2.3 of the application form) and include this information in your evaluation.		
	Y	N
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 assess the overall quality of the general information for students supplied in the Information Package/Course Catalogue by indicating against the score one of 1 - 5, where 1 equals missing or unavailable, 2 equals inadequate , 3 equals acceptable , 4 equals good and 5 equals excellent . Please add your comments on this assessment	
Score	
Comments	

General comments on quantity and quality of Information Package/Course Catalogue	
Strengths:	
Shortcomings:	
Areas for improvement:	

CONCLUSION (assessment result of Information Package/Course Catalogue SUFFICIENT or INSUFFICIENT) :	
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Confirmation by the applicant The three web pages have been provided. All information is available in English and easy to trace (a few mouse clicks) via the menus on these pages.				
	Y	N		
Information on the institution				
Information on degree programmes				
General information for students				
Comments: 				

B. ECTS files of outgoing students

Please first use the checklist provided below for the assessment of this section.

Then please tick each item indicating either C ('complete'), or I ('incomplete') as appropriate in each case. The documents provided should include all the items included in the checklist. If this is the case, the assessment result should be C ('complete'). However, if some items are missing or only partially complete the assessment result should be I ('incomplete'), and the expert should provide comments as to the nature and extent of the items that are missing, as well as whether s/he judges that the application can still be accepted.

Please refer also to any comments/justification provided by the applicant to any deviation from the checklist (see section 2.4.3. of the application form) and include this information in your evaluation.

Three certified (signed, dated and stamped) ECTS files comprising:	C	I
<p><u>Complete and certified (signed, dated and stamped)¹ ECTS files are provided for three outgoing students:</u></p> <ul style="list-style-type: none"> • enrolled at the applicant institution • in <u>three different subject areas</u> (one per student) • if the applicant institution <u>has fewer than three subject areas</u>, the complete ECTS files for three outgoing students are of those subject areas only • having spent a period of study in three different countries (one per student) • in 2009/2010, 2010/11, 2011/12 or 2012/2013 <p><i>*Please choose the appropriate option</i></p>		
<u>Transcript of Records</u> provided by the applicant institution <u>before</u> the mobility for all three outgoing students		
<u>Learning Agreement/Training Agreement</u> (with agreed changes if this applies) for <u>all three outgoing students</u> ²		
<u>Transcript of Records</u> received from the partner institution <u>after</u> the mobility for all <u>three outgoing students</u> . If any outgoing student mobility file was for a work placement, a document provided by the work placement provider confirming that the training agreement was fulfilled with the university, confirming the allocation of ECTS credits, leading to the award of ECTS credits is acceptable.		
<u>The document</u> used by the applicant institution to show that credits gained during the <u>mobility period have been fully recognised</u> (e.g. proof of recognition, Transcript of Records provided by the applicant institution after the mobility period showing all credits gained, or other document).		

Comments (if applicable):

¹ Each ECTS student file should be certified on at least one page.

² The Learning Agreement/Training Agreement must be in place before the mobility period. This means it must be signed and dated before the mobility period.

Checklist for documents for outgoing students.

Please tick the box if the item is included with the application.

Transcript of Records provided by the applicant institution before the mobility period	
Course unit code (if any)	<input type="checkbox"/>
Title of the course unit	<input type="checkbox"/>
Duration of course unit	<input type="checkbox"/>
Local grade	<input type="checkbox"/>
ECTS credits	<input type="checkbox"/>
Description of the institutional grading system	<input type="checkbox"/>
Learning/Training Agreement (with agreed changes if this applies)	
Course unit code (if any)	<input type="checkbox"/>
Title of the course unit / work placement (or name of placement enterprise/institution)	<input type="checkbox"/>
ECTS credits	<input type="checkbox"/>
Changes (if any) clearly indicated	<input type="checkbox"/>
Learning/Training Agreement was in place before the start of the mobility	<input type="checkbox"/>
Transcript of Records received from the partner institution after the mobility	
Course unit code (if any)	<input type="checkbox"/>
Title of the course unit	<input type="checkbox"/>
Duration of course unit	<input type="checkbox"/>
Host institution grade	<input type="checkbox"/>
ECTS credits	<input type="checkbox"/>
Description of the institutional grading system	<input type="checkbox"/>
In the case of work placements, document received from the placement enterprise/institution <input type="checkbox"/>	
Document showing proof of academic recognition given by the applicant institution	
English-language version provided	<input type="checkbox"/>
Title of the course unit(s)	<input type="checkbox"/>
Duration of course unit(s)	<input type="checkbox"/>
Including examination or other forms of assessment	<input type="checkbox"/>
Host institution grade	<input type="checkbox"/>
ECTS credits	<input type="checkbox"/>

C. ECTS files of incoming students

Please first use the checklist provided below for the assessment of this section.

Then please tick each item indicating either C ('complete'), or I ('incomplete') as appropriate in each case. The documents provided should include all the items included in the checklist. If this is the case, the assessment result should be C ('complete'). However, if some items are missing or only partially complete the assessment result should be I ('incomplete'), and the expert should provide comments as to the nature and extent of the items that are missing, as well as whether s/he judges that the application can still be accepted.

Please refer also to any comments/justification provided by the applicant to any deviation from the checklist (see section 2.4.3. of the application form) and include this information in your evaluation.

Three certified (signed, dated and stamped) ECTS files comprising:		
	C	I
Complete and certified (signed, dated and stamped) ³ ECTS files are provided for three <u>incoming</u> students: <ul style="list-style-type: none"> • from three different countries • having studied at the applicant institution in three different subject areas in 2009/2010, 2010/11, 2011/12 or 2012/2013 		
<u>Learning Agreement</u> (with agreed changes if this applies) <u>for all three incoming students</u>		
<u>Transcript of Records</u> provided by the applicant institution <u>after</u> the mobility for all three <u>incoming students</u>		

Comments (if applicable):

³ Each ECTS student file should be certified on at least one page.

Checklist for documents for incoming students.

Please tick the box if the item is included with the application.

Learning Agreement (with agreed changes if this applies)	
Course unit code (if any)	<input type="checkbox"/>
Title of the Course unit	<input type="checkbox"/>
ECTS credits	<input type="checkbox"/>
Changes (if any) clearly indicated	<input type="checkbox"/>
Learning Agreement was in place before the start of the mobility	<input type="checkbox"/>
Transcript of Records provided by the applicant institution after the mobility	
Course unit code (if any)	<input type="checkbox"/>
Title of the course unit	<input type="checkbox"/>
Duration of course unit	<input type="checkbox"/>
Local grade	<input type="checkbox"/>
ECTS credits	<input type="checkbox"/>
Description of the institutional grading system	<input type="checkbox"/>

ASSESSMENT CONCLUSION

Please write your conclusion using one of the following options: SUCCESSFUL / REJECTED.

My conclusion:

COMMENTS and RECOMMENDATIONS

Please provide comments and recommendations to the applicant in support of your overall assessment conclusion.

Signature:

Date:.....