



# ERASMUS UNIVERSITY CHARTER

## Application form

Final date for submission: 28/02/2007

New

Renewal

If renewal please give your EUC number:

48792-IC-1-2002-1-HU-ERASMUS-EUC-1

Correspondence language: EN

Erasmus Policy Statement original language: HU

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](mailto:EACEA-EUC@ec.europa.eu).

**A.1. Identification of the applicant institution**

Full legal name of the institution in the national language	PÉCSI TUDOMÁNYEGYETEM		
Translation of this name in English	UNIVERSITY OF PÉCS		
Erasmus ID code of the institution	HU PECS01		
Internet address	http://www.pte.hu		

**A.2. Identification of the legal representative**

First name and surname of the <b>legal representative</b> of the institution	László Lénárd		
Title (optional) (e.g. Prof., Dr, etc.)	Prof. Dr.	Gender	Male
Department/Unit	Rector's Office		
Official function within the institution	Rector		
Phone (including country and area codes)	+ 36/ 72/501507		
Fax (including country and area codes)	+ 36/72 /501508		
E-mail address (only one address)	rector@rektori.pte.hu		
Legal address of the institution			
Street/Nr.	Szántó Kovács János utca 1/b		
Post code & Town	7633 Pécs		
Country Code, Country	HU, Hungary		

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

First name and surname	Judit Németh		
Title (optional) (e.g. Prof., Dr, etc.)		Gender	Female
Department/Unit	Rector's Office International Relations Office		
Official function within the institution	Institutional Socrates Co-ordinator		
Phone (including country and area codes)	+ 36/ 72/501509		
Fax (including country and area codes)	+36 / 72/251527		
E-mail address (only one address)	judit.nemeth@iro.pte.hu		
<b>Correspondence</b>			
Street/Nr.	Szántó Kovács János utca 1/b		
Post code & Town	7633 Pécs		
Country Code, Country	HU, Hungary		

#### **A.4. Statistical data on the applicant institution**

<i>The data required relate solely to higher education.</i>					
Foundation year of your institution				1367	
Level of degrees awarded					
First cycle degrees				Yes	
Second cycle degrees				Yes	
One-tier degrees				No	
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	17855	Full-time	16900
Number of students graduated in 2005/2006		First Cycle		2409	
		Second Cycle		2363	
		One-tier degrees		0	
		Third Cycle(without PhD)		0	
		Doctoral degrees		125	
Number of teaching staff (total) in 2005/2006				1834	
Number of teaching staff (full-time equivalent) in 2005/2006				1673	
Number of administrative staff (full-time equivalent) in 2005/2006				1008	
Number of these administrative staff members directly working in European/international relations in 2005/2006 (full-time equivalent)				17	
First year of participation in Erasmus Programme with funding from the European Community				1998	

**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) 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)?

A PTE 1998 óta vesz részt az Erasmus mobilitási programban, egyre növekvő intenzitással. A legfőbb cél, hogy a program segítségével olyan egyedi külföldi tanulmányi és oktatási lehetőséget biztosítsunk hallgatóink és oktatóink számára, amely során ismereteiket a partneregyetemen elmélyítik és tudásukat nemzetközi környezetben megmérettetik. A PTE elsőrendű partnereiként hasonló szerkezetű, multidiszciplináris oktatási és kutatási kínálatú rendelkező intézményeket keres. A bilaterális kapcsolatok értékelésekor a ténylegesen megvalósult szakmai programokat és mobilitást vesszük alapul. Az egyetem vezetése fontosnak tartja, hogy a hallgatók minél nagyobb létszámban tudjanak legalább egy félévet külföldön tanulni. Egyetemünk célja, hogy az idegen nyelven oktatott kurzusokat az alapképzésbe is integráljuk. A PTE előtérbe helyezi azon szerződéseit, amelyek mind a hallgatói, mind az oktatói vonalon megvalósítják a ki- és beutazást. Stratégiánkban a 2007-2013 közötti új program kihívásainak való megfelelést, az új lehetőségek kiaknázását, a jelenlegi partneregyetemekkel történő többrétűbb együttműködést tűztük ki. Tervünk, hogy a programhoz újonnan csatlakozott országokból minél több hallgató és oktató érkezzen a PTE-re. A külföldi szakmai gyakorlat legfontosabb hozzáadéka, hogy az egyetemen megszerzett elméleti tudást a gyakorlatban nemzetközi környezetben alkalmazzák a hallgatók. Ez a tapasztalat a munkaerőpiacon való elhelyezkedési lehetőségeire pozitív hatással lesz. A személyzeti mobilitásba új egységek bevonását tervezzük.

A Rectori Vezetés állandó felügyeletet tart az Erasmus tevékenységeink felett, folyamatosan nyomon követi az eredményességét. A Szenátus által elfogadott Erasmus Szabályzat tartalmazza a programban résztvevő egységek feladatait és biztosítja a program szabályos lebonyolításának jogi kereteit. Az intézmény megköveteli és biztosítja a program lebonyolításával kapcsolatos szabályok, alapelvek betartását, és a résztvevők adatainak szabályos kezelését. A karok saját hatáskörben, szabályzatuknak megfelelően döntenek az ösztöndíjak mértékének odaítéléséről. Az egyetem törekszik a programmal kapcsolatos információ még szerteágazóbb megjelenítésére a PTE belső kommunikációs csatornáin keresztül: egyetemi honlap, televízió, újság, Nemzetközi Kapcsolatok Osztálya (NKO) honlap, oktatói levelezőlista. Külső PR eszközökkel: városi TV, elektronikus és nyomtatott városi napilap, országos oktatási hírportál. Folyamatosan tájékoztatjuk egyrészt az egyetem hallgatóit, oktatóit és minden dolgozóját a programmal kapcsolatos aktuális eseményekről, teendőkről, eredményekről. A Támogatói Szolgálat bevonásával kerülnek meghirdetésre a fogyatékkal élők részére kiírt pályázati lehetőségek, és Tanulmányi- és Vizsgaszabályzat rögzíti, hogy a részükre milyen környezetet oktatási és vizsgázási lehetőséget biztosít. A PTE biztosítja az ismeretek, információk tárgyilagos és többoldalú közvetítését, nem elkötelezett egyetlen vallás vagy világnézet mellett sem.

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.

A hallgatók a külföldi partneregyetemen szerzett kreditpontjait a PTE elismeri saját oktatási struktúrájában. A befogadás a tantervi struktúra számos pontján megvalósítható. A vitás esetekben a kari Tanulmányi és Kredit Bizottság dönt. A bejövő Erasmus hallgatók részére az egyetem minden szemeszter elején közvetlenül a tanulmányok megkezdése előtt Orientációs Napot szervez - együttműködve az egyetem karaival és az Erasmus Hallgatói Hálózat - amelynek célja, hogy bemutassa az intézményt, az oktatási struktúrát, és a hallgatók számára a tanév folyamán szervezett különféle programokat, rendezvényeket és egyéb lehetőségeket. A PTE 2000 óta minden évben megrendezi az idegen nyelvi felkészítő kurzust, amely a külföldi hallgatók számára biztosítja a „Magyar mint idegen nyelv” tanulását és a magyar kultúra megismerését. A PTE külön hangsúlyt fektet az egyetemre érkező külföldi hallgatók segítésére annak érdekében, hogy az itt eltöltött tanulmányi időszak hasznos és élvezetes legyen. Minden külföldi hallgató részére kollégiumi szálláshelyet biztosítunk. A PTE-n működő Erasmus Hallgatói Hálózat segíti a programban részt vevő külföldi hallgatók beilleszkedését a magyar hallgatói közösségbe, részükre szabadidős és kulturális programokat szervez. Támogatást nyújt a kiutazó magyar hallgatóknak, népszerűsíti a programot és segít a pályázással kapcsolatos információk terjesztésében. Az Erasmus Study Guide című kiadvány általános információt nyújt a partnerintézményeknek és a külföldi hallgatóknak a magyarországi sajátosságokról, a PTE-ről, és részletes leírást tartalmaz a felvehető idegen nyelvű kurzusokról, kreditekről, a helyi kulturális és diákéletéről. A kiutazó és a bejövő oktatóknak kari koordinátor nyújt segítséget az oktatói program megszervezésében és aktív részt vállal a szállás keresésében.

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.

Az egyetem törekszik a szakmai gyakorlaton való részvételi lehetőség mind szélesebbkörű terjesztésére, és a mobilitás minőségi lebonyolítására. A korábbi Leonardo Da Vinci programban meglévő partnerekkel ismételt felvettük a kapcsolatot a további sikeres együttműködés reményében. Célunk, hogy partnereink számára minél több a PTE-vel kapcsolatban álló vállalkozás, képző és kutató központ, egyéb intézmény ajánlja fel a programban való részvételt fogadóintézményként. Az Erasmus partneregyetemeink segítségével az adott városokban kezdtük el felvenni a kapcsolatot az általuk megadott cégekkel, civil szervezetekkel. Az intézmény megköveteli és biztosítja a program lebonyolításával kapcsolatos szabályok, alapelvek betartását, és a résztvevők adatainak szabályos kezelését. A karok saját hatáskörben döntenek az ösztöndíjak mértékének odaítéléséről. A szakmai gyakorlaton résztvevő hallgató a pályázaskor munkatervet készít, melyet az adott szakért felelős oktató véleményez. A szervezésben és a program alatt az egyetem biztosítja a tutorálást és a felek közti koordinálást. A kiutazás előtt a hallgató, a fogadó cég és a PTE szerződést köt, melyben meghatározásra kerül mind három fél joga és kötelezettsége. Szintén aláírásra kerül a képzési megállapodás, mely tartalmazza a munkaprogramot, a munkaköri leírást, a megszerzendő képességek és kompetenciák részletezését és a mentorálás módját. A minőségvállalásra is kiemelt figyelmet fordítunk, rögzítjük a partnerek szerepét és felelősségét. A hallgató a hazaérkezést követően elkészíti a tartalmi szakmai beszámolóját. A hallgató az elvégzett szakmai gyakorlatáról az Europass dokumentumba egy elismervényt kap.

# 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 University of Pécs (UP) has participated in the Erasmus programme since 1998 with increasing intensity. The main aim is to provide specific academic and teaching opportunity to our students and professors to help them deepen their knowledge at partner institutions and confront it in an international environment. The UP is seeking partner institutions with similar structures, multidisciplinary education and research potentials. We evaluate international contacts by looking at the actually realized professional programmes and mobility. It is of high importance for our management to give opportunity for more and more students to be able to study abroad for at least a semester. One of the aims of the institution is the integration of courses taught in foreign languages into the undergraduate studies. The UP proposes agreements which realize the mobility in the student and teacher exchange in both directions. Our main strategy is to fulfil the requirements of the new programme of 2007-2013, to widen new possibilities and to extend co-operation to more areas with the existing partners. We are planning to receive more and more students from the countries which recently became eligible. The most important benefit of the practical training is that the academic knowledge gained by the student at their home institutions can be realized in practice in an international environment with a positive impact on their future employment. In staff mobility we intend to include new university units.

The management of the University takes a regular control over the Erasmus activities and constantly follows its efficiency. The Institutional Erasmus Code, approved by the University Senate, contains the tasks of the participating departments and ensures a legal frame to transact the programme. The institution demands and provides the observation of the regulations, principles and the regular attention of the data of the participants during the implementation of the programme. The faculties are entitled to decide upon the amount of the grant according to their codes. The UP makes an effort to widen the representation of the information related to the Erasmus programme, with the help of inner PR tools: such as professor circula website, TV, newspaper of the institution, website of the International Relations Office. Our outside PR tools are local TV, electronic and printed local newspaper, nationwide educational website. We continuously inform the students, professors, employees of the university about the actual events, tasks and results of the programme. With the help of the Supporting Service we are able to announce the applications for the Disabled people. The 'Code of studies and examination' states the environment in which the academic and examination possibilities are provided for them. The UP ensures the objective and multilateral transmission of knowledge and information, and does not commit itself to any religion or ideology.

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.

The credit points received by the student at the partner institution are fully acknowledged by the UP. The acceptance of the credits can be achieved in several points of the curriculum structure. In uncertain cases the Study and Credit Board makes the decision. For the incoming Erasmus students in the beginning of each semester we organize an Orientation Day, together with the Faculties and with the Erasmus student network. The main aim is to introduce the institution, the academic structure, the cultural and other events offered to the students. Since 2000 the UP organizes a 'Hungarian language and culture' summer university, which offers the opportunity for the foreign students to learn Hungarian and to get to know the Hungarian culture more. The UP pays a special attention to helping the incoming students in order to achieve that their academic period would be beneficial and pleasurable. We provide dormitory placement for all incoming students. The Erasmus Student Network helps the incoming students to integrate into the Hungarian student community, organizes various cultural and free-time programmes for them. It also provides assistance for the outgoing students, helps in the publicity and the promotion of the information about the application for the programme. The Erasmus Study Guide brochure provides overall information for the partner institution and incoming students about the Hungarian specialities, about the UP, and contains a detailed description about the courses offered in foreign languages, about the credits, and the regional cultural and student life. The incoming and outgoing professors can receive assistance from the faculty co-ordinators in organizing the teaching programme and the co-ordinator also takes an active part in organizing accommodation for them.

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 UP makes an effort in the promotion of the student work placement possibility among the students and provides a high quality implementation of the mobility. We have contacted our previous partners in the Leonardo Da Vinci programme with an expectation of a future fruitful co-operation in the new LLL programme. Our aim is to provide contacts to our partners enterprises, institutions and research centres with whom the UP has co-operation in our city, which can participate in the programme as host institutions. With the assistance of our Erasmus partner institutions we have started to build connections in specific cities with enterprises and NGO's. The institution requires and ensures the observance of the principles and regulations related to the implementation of the programme. The faculties have their own competency deciding the amount of the grant. The student who participates in the internship prepares a work plan for the application which will be evaluated by the professor in charge of the certain department. In the organization and during the programme the UP ensures the tutoring and the co-ordination between the parties. Before departure the student, the host company and the UP sign an agreement in which the principles and obligations will be defined for each participant. An agreement will also be signed which contains a work plan, the working conditions, the list of capacities and competences which can be achieved and the method of the mentor system. The UP takes special attention to the quality assurance and defines the role and the responsibility of the partner. At the end of the internship the student prepares a professional final report. The student receives a certificate in the Europass document about the completed internship.



# 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*