Erasmus Charter for Higher Education 2014-2020
Application Form Call: 2014

Note: The data of this application form will be used by the European Commission/ Executive Agency EACEA and National Agencies for evaluation and monitoring

Program	**The 2014-2020 EU programme for education, training, youth and sport proposed by the Euroepan Commission on 23 November 2011 (hereafter the Programme)***
Action	**Erasmus Charter for Higher Education**
Call	**2014**
Deadline for Submission (dd-mm-yyyy)	**15/05/2013 12:00 midday Brussels time.**
Application language	**EN**
Correspondence Language	**EN**

29240-LA-1-2014-1-IT-E4AKA1-ECHE-1

Applicant's previous EUC number (if applicable):	29240-IC-1-2007-1-IT-ERASMUS-EUCX-1

Erasmus Policy Statement (Overall Strategy) section D of this application form - original language (official EU languages): EN

If the original language is not English, French or German, the Erasmus Policy Statement (EPS) should also be provided in one of those three languages.

Erasmus Policy Statement translation language (if applicable): -

Acknowledgement of receipt

After submission, applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to check successful receipt of their Erasmus Charter for Higher Education (ECHE) application. If by the second week after the deadline, the application has not been listed on the website, the applicant should contact the EACEA (e-mail: EACEA-ECHE@ec.europa.eu).

COM(2011) 788 (http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0788:FIN:EN:PDF)

A | Applicant Organisation

A.1. Applicant Organisation

PIC, if available. Cf. Application manual	999846028
Full legal name (official name in latin characters)	UNIVERSITA' DEGLI STUDI DI PARMA
Full legal name (English name)	UNIVERSITY OF PARMA
Acronym	UNIPR
Erasmus code (e.g. F PARIS33) - if available	I PARMA01
Address (N°, street, avenue, etc.)	Via Università 12
Country	Italia
Region	Emilia-Romagna
Post code	43121
City	PARMA
Website	http://www.unipr.it

A.2. Legal Representative

Title	Prof.
Gender	Male
First Name	Gino
Family Name	FERRETTI
Position	Rettore
E-mail	rettore@unipr.it
Telephone (including country / area codes)	0039 0521 034200
Address (n°, street, avenue, etc)	Via Università 12
Country	IT, Italia
Post code	43121
City	PARMA

A.3. Coordinator

Title	Prof.
Gender	Male
First Name	SANDRO

Family Name	CAVIRANI
Department	DIP. DI SALUTE ANIMALE
Position	VICE-RECTOR FOR INTERNATIONAL AFFAIRS
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Address (n°, street, avenue, etc)	VIA DEL TAGLIO
Country	IT, Italia
Post code	43121
City	PARMA

B	**Statistics**

The purpose of these statistics is to put into context the actions and strategies the institution is asked to present in the following sections.
For the academic year 2012-2013:

Total number of students enrolled in all degree programmes offered by your institution (data from official HEI register)

Short cycle:	316.0
1st Cycle:	18924.0
2nd Cycle:	11697.0
3rd Cycle:	1152.0

Number of staff (Equivalent full-time)

Teaching:	940.0
Administrative:	908.0

Number of degree courses on offer

Short cycle:	34.0
1st Cycle:	36.0
2nd Cycle:	44.0
3rd Cycle:	80.0

STUDENTS (academic year 2011-2012)

1. Credit Mobility for Students (all types of mobility programmes for periods between 2 and 12 months)

Number of outgoing study mobility students (Erasmus and/or others): to participating countries	283.0
Number of outgoing study mobility students (Erasmus and/or others): to non-participating countries	11.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to participating countries	34.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to non-participating countries	4.0
Number of study mobility students (Erasmus and/or others): from participating countries	257.0
Number of study mobility students (Erasmus and/or others): from non-participating countries	44.0

2. International Degree Students (students enrolled for a full degree programme with foreign nationality or having completed a foreign previous degree)

Number of foreign students, if applicable: from Participating countries	366.0
Number of foreign students, if applicable: non-partcipating countries	894.0

3. If applicable, number of local (having the nationality of the country) and international students (of foreign nationality / with foreign previous degree) involved in double/multiple/joint degrees:

Number of Local students, involved in Double/multiple/joint degrees	36.0

Number of international students, involved in double/multiple/joint degrees	13.0

ACADEMIC STAFF (academic year 2011-2012)

All types of Erasmus staff mobility (for periods between 2 days and 2 months) for teaching and training purposes

Number of outgoing academic staff to participating countries	16.0
Number of incoming academic staff from participating countries	30.0

COOPERATION (academic year 2012-2013)

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2012/2013: European and International HEI Agreements / Consortia / Networks

Number of Erasmus interinstitutional agreements:	547.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from participating countries	79.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from non-participating countries	134.0
Total number of consortium agreements for double/multiple/joint degrees:	9.0
Of these, percentage of the consortium involving non-participating countries	80.0

European and International Education and Training Projects with contracts running in 2012-2013 (e.g.: Lifelong Learning Programme, Erasmus Mundus or Tempus)

Number of projects as coordinator:	1.0
Number of projects as partner:	9.0

Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2012-2013)

Number of staff at the central level:	11.0
Number of staff at the Faculty/School/Department Level:	0.0

C | General Organisation of Programme activities

C1. General Organisation

Please describe the structure at your institution for the implementation and organisation of European and international mobility (division of tasks, operational and communication methods). (max. 1000 characters)

Please provide the direct web link with the contact details of the international office (or equivalent) in your institution dealing with the implementation and organisation of European and international mobility:

> The University of Parma has four main offices in charge of the implementation and organisation of European and international mobility:
> a) Office for International and EU Relations;
> b) Office for International Exchanges for outgoing mobility;
> c) Office for International Exchanges for incoming mobility;
> d) Office for European and International Research.
> Although working in close synergy, each office has its own priorities, from defining the strategic lines for internationalisation processes (a) to favoring adequate support to both outgoing (b) and incoming mobility (c) and supporting the incoming and outgoing mobility of teachers and researchers for research purposes.
> All available and updated information is shared among all university actors through the use of the University Web Home Page, mailing lists and dissemination of internal guidelines in the form of short reports (for employees) or guides (for students).
> International offices contacts available at: http://www.unipr.it

C2. Fundamental Principles

By applying for the Erasmus Charter for Higher Education my institution will:

Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds. ☑

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent). ☑

Please explain the academic credit system and the methodology used to allocate credits to the different course units followed by your students abroad. (max. 1000 characters)
In addition, please provide the direct web link where the methodology is explained:

In January 2009, the University of Parma approved an official document named "University Regulations for the Recognition of Study Periods Abroad" fully compliant with ECTS principles.

This document details the procedures for the recognition of credits, both for study and traning purposes.

The University of Parma has been among the "ECTS Label" holders for the period 2009-2013, which confirms that all measures for the recognition of credits have been undertaken and that its quality standards are up-to-date with European ones.

1 ECTS is recognised as 1 national CFU and the recognition procedures imply the adoption of the common tools endorsed at European level:

a) the Course Catalogue is updated with all variations concerning credits and course contents;

b) mobility students use the Learning Agreeement;

c) the Transcript of Records is used for credit recognition;

d) a local grading scale with percentages is available;

e) graduates receive a DS in two languages.

http://www.unipr.it

Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.   ☑

C3. When Participating in Mobility Activities - Before mobility

Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.   ☑

Provide guidance to incoming mobile participants in finding accommodation.   ☑

Please explain if all courses taught at your institution are described in the Course Catalogue and in which languages. (max. 500 characters)

In addition, please provide the direct web link to your Course Catalogue:

All courses taught at the University of Parma are fully described and updated in the online Course Catalogue, which is available in two languages (English and Italian).

The Course Catalogue contains 1st, 2nd, 3rd and short-cycle degrees available at the University of Parma.

The University Course Catalogue may be seen at http://www.unipr.it/offerta-formativa

Carry out mobility only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants.   ☑

Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility and/or learning agreements in case of traineeships (work placements). (max. 1000 characters)

Each BA proposal implies the reciprocal knowledge of the study programmes. The BA becomes effective only after the approval of the Erasmus Departmental Coordinator. The Coordinator transfers all the data necessary for drafting the agreement to the relevant office. The International Student Exchange Office is in charge of having the BA signed by the legal representatives of the two institutions. Besides promoting new agreements, the Erasmus Departmental Coordinator also monitors the existing agreements over time and in the event of an unsuccessful mobility exchange he/she can decide either to cease or adjust it. Placements are coordinated by the Erasmus Committee of each Department with the support of the International Student Exchange Office, checking the characteristics of the potential host institutions that can sign agreements with the University. The Coordinator assures the coherence with the learning outcomes of the student's degree courses and their professional expectations.

Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency. ☑

Please describe your institution's language policy for preparing participants for mobility, e.g.: course providers within or outside the HEI. (max. 750 characters)
If possible, please provide the direct web link for your language policy:

> The University of Parma can rely on a Language Learning Centre. Students can attend the various language courses offered by this centre (Settore Abilità Linguistiche).
> www.cla.unipr.it

Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants. ☑

Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants. ☑

Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants. ☑

C4. When Participating in Mobility Activities - During Mobility

Ensure equal academic treatment and services for home students and staff and incoming mobile participants. ☑

Integrate incoming mobile participants into the Institution's everyday life. ☑

Have in place appropriate mentoring and support arrangements for mobile participants. ☑

Please describe mentoring and support arrangements for incoming mobile participants and outgoing students for study and traineeships. (max. 750 characters)

> Outgoing students are provided with information and assistance in order to optimise their Erasmus experience. The Office contacts partner institutions and helps mobility students to fill in the application forms. Departmental tutors help outgoing students to plan their academic activities.
> Incoming students rely on: a) Help for Erasmus. A program aimed to pair an Erasmus foreign student with a student enrolled at the University of Parma. Our staff matches students according to their faculties, countries and languages, and provides training and tutoring during the entire period. b) Teaching Placement – A programme aimed at introducing students to the Italian school system through coordinated cooperations with secondary school teachers.

Provide appropriate linguistic support to incoming mobile participants. ☑

Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period. (max. 500 characters)
If possible, please provide the direct web link for your language policy:

> The Language Learning Centre (Settore Abilità Linguistiche) provides free courses of Italian language (different levels – QCE) for Erasmus Incoming Students.
> Upon arrival, each incoming student carries out a self-evaluation test aimed to identify his/her level of knowledge of Italian and match his/her optimal level for the attendance of the Italian language course.
> www.cla.unipr.it

C5. When Participating in Mobility Activities - After Mobility

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students. ☑

Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period. ☑

Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises. (max. 750 characters)
In addition, please provide the direct web link for this recognition procedure:

> The recognition of the activities carried out abroad complies with the University Regulations of January 2009. In order to gain full recognition of the didactic activities carried out abroad, students commit themselves students commit themselves by signing the Learning/Training Agreement in the presence of the Departmental Coordinator. The Learning/Training Agreement will be signed by the Departmental Coordinator of the University of Parma, after consulting the various course tutors. On the basis of the Transcript of Records, the Departmental Coordinator will recognize the formative activities carried out abroad according to the Learning Agreement. Finally, the Board of the degree course approves this validation.
> www.unipr.it

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers. ☑

Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement. ☑

Please describe your institution's measures to support, to promote and to recognise staff mobility. (max. 750 characters)

> Staff mobility is recognised at both centralised and de-centralised level. At Central level, staff mobility is considered among the relevant activities in the internal research evaluation process. The Board of Evaluators collects data concerning staff mobility to be analysed and then published in the Annual Report. At Departmental level, given the autonomy guaranteed by current legislation for teaching staff management, various forms of formal recognition are in place to favor and promote staff mobility activities, both for teaching and research purposes.

C6. When Participating in European and International Cooperation Projects

Ensure that cooperation leads to sustainable and balanced outcomes for all partners. ☑

Provide relevant support to staff and students participating in these activities. ☑

Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Programme. (max. 750 characters)

The University of Parma strategically and financially supports participation of teaching staff and students in international cooperation projects.

Department-level Internationalization Committees operate to implement international activities such as international curricula and summer schools.

The University of Parma contributes with its own funds to support and integrate student, teaching and staff mobility, both in Erasmus and in any other Action supported by the Programme.

International cooperation opportunities are actively promoted by the University through its Web Pages, the local press and through the organization of internationalization-focused meetings involving students, teaching and administrative staff.

Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community. ☑

C7. For the Purposes of Visibility

Display the Charter and the related Erasmus Policy Statement prominently on the Institution's website. ☑

Promote consistently activities supported by the Programme, along with their results. ☑

D. Erasmus Policy Statement (Overall Strategy)

The Institution agrees to publish this overall strategy (all three parts) on its website within one month after the signature of the Erasmus Charter for Higher Education by the European Commission. ☑

Please describe your institution's international (EU and non-EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical area(s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students in first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees. (max. 5000 characters)

Original language [EN]

Internationalization figures among the main strategic objectives of the University of Parma. The strategic objectives are approved every three years by the University governing bodies upon analysis of the successful results achieved and the areas of cooperation set as a priority for the reference period. The choice of partners follows different criteria according to their being European or non-European HEIs:

- EU partners are mainly chosen in accordance with quality principles that may ensure adequate support and academic added value to potential mobility students and staff. Peculiar attention is given to academic contents and their transferability in order to facilitate the setup of permanent Erasmus exchanges. Further relevant attention is paid to EU HEIs which may help to guarantee the setting up of cooperative and enduring networks that may increase the cooperation between universities and enterprises so as to foster challenging and innovative opportunities for students at all levels, ranging from the adoption of innovative curricula matching the the needs of the labor market to developing placement and training policies that may bring to the successful formation of graduates and PhDs able to meet the standards set by the EU Modernisation Agenda for Higher Education;

- Non-EU partners from industrialized Countries are chosen almost on the same criteria as for the EU ones, with particular attention to the concrete opportunity to start double degrees in the 1st, 2nd and 3rd cycle. The presence of potential university-enterprise cooperations is set as a priority condition to favor the development of interdisciplinary curricula aimed to increase active collaboration with non-EU Countries and create concrete opportunities for research-based collaboration and mutual progress;

- Non-EU partners from non-industrialized Countries (Developing Countries) are selected on the basis of both direct requests for help and cooperation or through the adoption of the strategic guidelines for cooperation with Developing Countries made available by the national government. A University Centre for International Cooperation with Developing Countries (CUCI) is in place, involving nearly all the Departments of the University, and aimed at creating the best conditions for cooperation at all levels with emerging Countries. Activation procedures for new EU and non-EU partnerships may be started at both centralized and Departmental level, in accordance with the specific strategy of the structure in question. After discussing and concur form and contents, each agreement is approved by the governing bodies of the institution. At Erasmus level, the approval of new agreements is subdued to the prior analysis of academic contents and transferability carried out by the Departmental Coordinator in collaboration with the administration offices.

The University has no prejudice about the geographical origin of new partners and is open to any form of structured and feasible cooperation. Current areas of particular interest are Latin America and Asia for the non-EU territories and the Central European Countries for the EU region.

The University recognizes international mobility as a fundamental tool for both the development of cultural and scientific knowledge and the individual's personal and professional growth. Therefore, it is committed to promoting outgoing mobility of students and staff by participating in the most important international mobility Programmes as well as developing stable and successful cooperation relationships with foreign enterprises and HEIs. Main target groups for mobility and exchange activities are second and third cycle students, teaching and research staff and administrative staff, although exchange opportunities for first-cycle students are activated and available.

The development of double/multiple/joint degrees is an institutional priority as well as the progressive introduction of degree courses taught in vehicular language other than Italian (English). Strongly encouraged and supported at national level, this action is aimed at the potential recruitment of international students who are not usually keen on choosing Italy, despite its absolute scientific excellence, as a destination for their academic studies. The University's cooperation activities focused on the development of double degrees and doctorates see the participation of both EU and non-EU partners. Considerable success was achieved through the Atlantis, Tempus and Erasmus Mundus Programmes, that have favored the set up of double degrees, some of these still successfully running after the end of the contractual period. The University encourages and supports participation in these actions both as partner and as coordinating institution. The University portfolio of local, regional and national connections (public authorities, industries, NGOs) available to all EU and non-EU partners to offer a balanced and quality contribution to innovative processes

If applicable, please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects in teaching and training in relation to projects implemented under the Programme. (max. 2000 characters)

Original language [EN]

The University's strategy aims to support its participation in all of the cooperation projects implemented under the Programme. The setting up of enduring collaboration networks including both HEIs and enterprises (both SMEs and bigger industries) is aimed to develop an adequate background for the development of initiatives and projects ranging from the credit-based exchange opportunities (both for learning and placement purposes) to the design of innovative and competitive joint/double degrees as well as to the creation of knowledge alliances that may introduce innovation and entrepreneurship.

Directly related to the Programme, the University aims to take advantage of a strong participation in Key Action 1 (student and staff mobility) and Key Action 2 (strategic partnerships, knowledge alliances and capacity building).

Coherently with its strategic guidelines, the University aims to develop a lasting, innovative and competitive background that may help to support the creation of a framework of excellence for mobility and cooperation activities.

In relation to the promotion of a higher attractiveness for both EU and non-EU students, this process is necessarily related to the achievement of two majoir goals: the development of solid and diversified networks able to provide education and training opportunities based on high standards and the activation of modules, courses and degrees in a vehicular language other than Italian (English). These goals are totally coherent with the national Ministerial guidelines for the 2013-2015 University Development Plan, which represents a significant and harmonised contribution to both National and European expectations.

Please explain the expected impact of your participation in the Programme on the modernisation of your institution (for each of the 5 priorities of the Modernisation Agenda*) in terms of the policy objectives you intend to achieve. (max. 3000 characters)

Original language [EN]

- Priority 1:Increasing attainment levels
The Programme will help this institution to strengthen all aspects related to the raising of completion rates, as well as widen the participation to university education of non-traditional learners, with main reference to adult learners. Cooperation with EU and non-EU partners will help us to improve the quality of measures related to recognition of prior non-formal and informal learning. Gender, minorities and disadvantaged issues are not referred to, since they already are fully guaranteed at actual status.

- Priority 2:Improving the quality and relevance of higher education
The development of enduring knowledge-based networks, including both HEIs and enterprises, will contribute to the modernisation of curricula and the development of innovative courses and degrees that may more accurately meet the needs of entreprises as well as improve the number of opportunities for lifelong learning, with peculiar attention to measures aimed at upgrading employees' knowledge and skills. The activity of interaction and exchange within the cooperation networks will result in relevant guidelines encouraging the adoption of new forms of flexible education in order to facilitate continuous education and to improve cooperation activities between HEIs and enterprises in the field of education

- Priority 3:Strengthening quality through mobility and cross-border cooperation
This institution has always worked towards introducing ways to remove obstacles to mobility. The awarded ECTS label proves this position. The next challenges are: a)harmonising tools and measures to support intra- and extra-European mobility; b)sharing knowledge and best practices among all partners in view of an adoption of common instruments on a network basis; c)extending knowledge networks to non-European partners encouraging the adoption of flexible mobility schemes; d)adopting a wide use of ICT as a tool for guaranteeing extensive interaction with partner HEIs and enterprises beyond the mobility periods; e)widening the participation of non-university teachers to delivered courses (managers and professionals)

- Priority 4: Knowledge Alliances
The development of KA is among the top priorities of this institution. These alliances will contribute to innovation by increasing collaboration opportunities between HEIs, enterprises and regional authorities, besides encouraging the adoption of innovative teaching methods and a closer cooperation between university and enterprise. Entrepreneurial education schemes deriving from these collaborations will boost the innovation processes at institutional level, contributing to its modernisation

- Priority 5: Improving governance and funding
This HEI aims to develop strategies to increase quality and the efficiency of funding, including performance-based mechanisms, in order to create a virtuous cooperation environment that may take advantage also from financial sources deriving from the public and private sector

E

Endorsement of the application

I, the undersigned, 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 Programme 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 Charter for Higher Education (ECHE) application outlined above and commit my institution to respect and observe these obligations;

agree to the publication of the Erasmus Policy Statement by the European Commission

Place: Parma   Name: Prof. Gino FERRETTI   Date (dd/mm/yyyy): 10/05/2013

☑ *I have read and accept the Privacy statement*

Original *signature of the legal representative of the Institution (as identified in section A.2 above)*

IL RETTORE
(Gino Ferretti)

Original *stamp or seal of the Institution*