



Procedure and Checklist for Entering into and Ending Erasmus Agreements

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On 5 November 2010, the University of Copenhagen's Academic Board on Education Strategy (KUUR) approved the following procedure and checklist for use by faculties prior to approving Erasmus agreements.

UNIVERSITY EDUCATION SERVICES

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Procedure for entering into and ending Erasmus agreements

In the past, the process of entering into Erasmus agreements did not always involve the faculty level. In some faculties, University Education Services (US) and an Erasmus co-ordinator at department level dealt with agreements. The same system was used for bringing agreements to an end.

Procedure for entering into a (new) Erasmus agreement

- UCPH receives an enquiry about an agreement from a university abroad. The enquiry is usually e-mailed to US. US forwards it to a member of staff at faculty level. UCPH can also initiate agreements, either at faculty level or by departmental Erasmus co-ordinators, and direct enquiries are also made to the University's Erasmus co-ordinators.
- The faculty assesses the enquiry using the checklist (see below). If the assessment is positive, the Erasmus contract is filled in (download it from www.udrejse.ku.dk). The agreement is approved at faculty level and submitted to US.
- University Education Services signs it on behalf of the Institutional Co-ordinator and records it in Captia and in the programme-administration system.

Erasmus agreements usually run from the start of an academic year to the end of an academic year, usually over a period of three years. However,

some partner universities only enter into Erasmus agreements for one academic year at a time. To reduce the strain on administrative resources associated with maintaining the agreement portfolio, US recommends that agreements are for a minimum of three years whenever possible.

Procedure for the extension/termination of Erasmus agreement

- At the beginning of the autumn semester, the faculty/Erasmus co-ordinator consults the programme-administration system to check which agreements expire at the end of the academic year. The faculties assess the agreements using the checklist for Erasmus agreements (see below). If the assessment is positive, the Erasmus contract is filled in (download it from www.udrejse.ku.dk). The agreement is approved at faculty level and submitted to US.
- US signs it on behalf of the Institutional Co-ordinator and records it in Captia and in the programme-administration
- If the assessment is negative: US is informed. US changes the status to “of no current interest” in the programme-administration system.

Contracts can be entered into or extended at any point during the academic year but autumn semester is preferable as the students apply for places on the programmes in the spring semester. The agreement has to be renewed before students apply.

Checklist for entering into and ending Erasmus agreements

- If the agreement is with a university with which the faculty ***does not have*** other agreements:
 - The university’s reputation, including in the subject area concerned, and its typical place in university rankings.
 - The university’s partners, including in the subject area. Who does it work with?
 - The scope and level of the courses and the study opportunities for UCPH’s students, including the amount of teaching in English.
 - The university’s ability to service UCPH students during their stay, including student housing options.
- If the faculty ***already has*** one or more agreements with the university (e.g. in another subject as an extension to an agreement):
 - Mobility and balance in existing agreements.
 - Returned UCPH students’ evaluations of the university (academic level, services, etc.).

- The faculty's evaluation of students from the university.

Division of responsibilities between the University and the faculties for the Erasmus programme.

The division of responsibilities between the University and faculties is as follows: Faculties can choose to delegate the administration to an Erasmus co-ordinator, but the faculty is still responsible for quality assurance.

The faculty is responsible for:

- entering into agreements on exchange programmes with partners abroad, as well as renewing them when they expire. Agreements are approved at faculty level.
- ensuring balance between incoming and outgoing students in the agreements
- recruiting UCPH students for exchange agreements
- registering and nominating students in the programme-administration system, so that they have time to apply for Erasmus scholarships
- advising UCPH students about enrolment at the host university and course choices
- conducting academic evaluations of Erasmus students from abroad
- receiving and advising incoming students who have arranged their own exchange agreements about their course choices at UCPH
- approving teaching-staff exchange programmes agreed by the faculty concerned.

US is responsible for:

- applying for and reporting on funding for the Erasmus programme through the Danish Agency for Higher Education and ensuring that UCPH complies with the guidelines for the programme
- signing and filing Erasmus agreements and entering them into the programme-administration system
- casework relating to the payment of Erasmus scholarships to UCPH students and of mobility grants to teachers
- providing initial advice and enrolling incoming Erasmus students at UCPH
- finding accommodation for incoming Erasmus students who meet the requirements
- providing advice on non-academic questions.