

Frequently asked questions – ECTS/DS labels selection 2010

I. General Questions

1. Where can I find the lists of ECTS/DS labels awarded under the 2009 selection?

The lists of ECTS and DS labels awarded under previous selections are available on the EACEA website under http://eacea.ec.europa.eu/llp/projects/2009/ects_ds_2009.htm

2. Is it mandatory to be holder of the Erasmus University Charter in order to obtain the ECTS and DS labels?

Yes, applicants must hold the Standard Erasmus University Charter or Extended Erasmus University Charter (Standard Charter and student placements) until the end of the Lifelong Learning Programme.

3. Are the application forms and guidelines available in different languages?

Application forms and guidelines are only available in English.

4. Point 1.4 of the guidelines says that to be eligible, the application for the ECTS/DS labels must be submitted to the National Agency concerned and prepared in *one of the official languages of the European Union*. Does that mean that applications should be submitted in national languages or in English as an option?

Applicants can complete the application form in any of the official languages of the EU. This means that English is also an option.

5. Are the label(s) awarded at the level of the faculty or to the University as a whole?

The label(s) is awarded to the University as a whole.

6. During this academic year, my University will merge with another University and a new institution will be created. We will become a faculty within a pluridisciplinary University. What will happen in the following cases?

a. If one of the two current universities holds the label(s), will it be transferred automatically to the other one?

b. If not, will the University that is holder of the label(s) keep it at the level of its faculties?

a. If a new institution is created (new legal status), the new institution will have to reapply even if the two (or more) previous institutions have obtained the label(s) in the past.

If no new institution is created (legal status remains the same) but one or more institutions are included into another institution, all depends if this institution has the label(s) or not. If yes, no new application is necessary. If not, a new application is necessary, even if the institution(s) to be included in the institution in question are label holders.

b. No, the label(s) is/are awarded at to the University as a whole, not at the faculty level.

7. The ECTS and DS application forms mention subject areas. Are those the 16 subject areas of Erasmus?

No, they are the subject areas as defined by the Universities.

II. Diploma Supplement Label Questions

8. The application form says that Diploma Supplements must respect the model checklist given in annex 1 and the explanatory notes given in annex 2. How strictly does my HEI have to respect this model?

HEIs must respect this model strictly in order to ensure that information is consistent (that is, provided in the same way and following the same order). Please bear in mind that the Diploma Supplement must have an identical structure throughout Europe, for ease of reference and for optimal use by both graduates and employers.

9. Does this mean that if my HEI includes all of the information but in another order, or if we have adapted this model checklist in some other way, our application will be rejected?

Yes, this means that applications will be rejected if the Diploma Supplement does not adhere strictly to the model checklist given in annex 1 and the explanatory notes given in annex 2.

10. The application form states that Diploma Supplements should be issued in 2008 or 2009. We would like to submit our application with Diploma Supplements issued in January 2010. Will our application be accepted?

Yes, applications with Diploma Supplements issued before the deadline of 15 January 2010 will be accepted.

11. The application form requires us to include a completed example of a Diploma Supplement on our web page. Section 1 of Diploma Supplement requires us to give information identifying the holder of the qualification. We are not happy with the idea of publishing personal information relating to students on the web. What can we do?

You can anonymise the completed example of the Diploma Supplement published on your web page. This means that you can remove personal information relating to the student (information in section 1 of the Diploma Supplement).

12. My University does not given any details of programmes followed abroad in the Diploma Supplement – we just state the number of ECTS credits. (For example, if the student has taken 3 courses amounting to 30 credits: 'Courses taken abroad.....30 ECTS credits'). Will this prevent us from obtaining a Diploma Supplement label?

Based on the Diploma Supplement model and its explanatory notes (section 4.3), programme details should be provided. These programme details must consist, as stated in the explanatory notes, of details of each of the individual elements or parts of the qualification and their weighting.

13. How much information is needed in section 3.2 of the Diploma Supplement model?

You should give information on any major sub-components of the programme, i.e., practical training.

14. Section 4.5 of the Diploma Supplement is not relevant for my HEI – can we just write 'not applicable'?

Yes, you may do this.

15. The Guidelines states that 'institutions have to apply to the Diploma Supplement the same authentication procedures as for the diploma itself'. Does that mean that Universities have to use the same quality of paper as for the diploma and imprints, etc?

No, the Diploma Supplement does not have to have the same paper, weight, imprints etc. as the diploma itself. However, it should comply with the standard model provided by the European Commission/Council of Europe and UNESCO/CEPES.

16. Does the online information concerning the Diploma Supplement have to be easy to trace (a few mouse clicks) as for ECTS information?

Yes, information on the Diploma supplement should be easily accessible on the applicant institution's website.

17. In my country, students automatically receive a Diploma Supplement in the national language and in English on request. Is this sufficient?

If the Diploma Supplement is issued automatically in the national language and on request in English, this is ONLY sufficient if the national language is a widely spoken European language. The Commission does not give rulings on which languages are widely spoken European languages. When in doubt, please keep in mind that the aim of the Diploma Supplement is to enable graduates to have easier access to the labour market in other European countries.

ECTS Label Questions

18. My institution states that credits are based on a notional workload of 20 hours. Will this disqualify our application?

No, this will not disqualify you. Applications can still be considered eligible if credits are based on a notional workload of 20 hours.

19. Are course structure diagrams a compulsory part of the Information Package/Course Catalogue?

Yes, course structure diagrams are compulsory. However, the level of detail shown by these diagrams is for you to decide. What matters is that a good, accessible overview is given. For example, if your University offers a very wide range of elective courses, it is not necessary to provide full details of each elective course as part of this diagram.

20. Is it acceptable to provide the Information Package/Course Catalogue following the ECTS checklist (annex 2 of the application form) in English only?

Yes, you may provide ECTS course catalogue in English only – this will not prevent you from applying for an ECTS label.