



# 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

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

**28210-LA-1-2014-1-UK-E4AKA1-ECHE-1**

**Applicant's previous EUC number (if applicable):**

28210-IC-1-2007-1-UK-ERASMUS-EUC-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](mailto:EACEA-ECHE@ec.europa.eu)).

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

## Applicant Organisation

### A.1. Applicant Organisation

PIC, if available. Cf. Application manual	0
Full legal name (official name in latin characters)	LEEDS COLLEGE OF ART
Full legal name (English name)	LEEDS COLLEGE OF ART
Acronym	
Erasmus code (e.g. F PARIS33) - if available	UK LEEDS05
Address (N°, street, avenue, etc.)	BLenheim WALK
Country	United Kingdom
Region	WEST YORKSHIRE
Post code	LS2 9AQ
City	LEEDS
Website	<a href="http://leeds-art.ac.uk">http://leeds-art.ac.uk</a>

### A.2. Legal Representative

Title	MS
Gender	Female
First Name	Simone
Family Name	WONNACOTT
Position	PRINCIPAL
E-mail	SIMONE.WONNACOTT@LEEDS-ART.AC.UK
Telephone (including country / area codes)	+ / /44 113 2028000
Address (n°, street, avenue, etc)	Blenheim Walk
Country	UK, United Kingdom
Post code	LS2 9AQ
City	LEEDS

### A.3. Coordinator

Title	Mr
Gender	Male
First Name	DAVID

Family Name	BRAHAM
Department	INTERNATIONALISATION
Position	HEAD OF INTERNATIONALISATION
E-mail	DAVID.BRAHAM@LEEDS-ART.AC.UK
Telephone (including country / area codes)	+ / /44 113 2028000
Address (n°, street, avenue, etc)	Blenheim Walk
Country	UK, United Kingdom
Post code	LS2 9AQ
City	LEEDS

**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:	0.0
1st Cycle:	1116.0
2nd Cycle:	0.0
3rd Cycle:	0.0

**Number of staff (Equivalent full-time)**

Teaching:	173.0
Administrative:	91.0

**Number of degree courses on offer**

Short cycle:	0.0
1st Cycle:	10.0
2nd Cycle:	0.0
3rd Cycle:	0.0

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STUDENTS (academic year 2011-2012)

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**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	0.0
Number of outgoing study mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to participating countries	0.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of study mobility students (Erasmus and/or others): from participating countries	7.0
Number of study mobility students (Erasmus and/or others): from non-participating countries	0.0

**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	18.0
Number of foreign students, if applicable: non-participating countries	12.0

**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	0.0
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Number of international students, involved in double/multiple/joint degrees

0.0

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ACADEMIC STAFF (academic year 2011-2012)

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***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

5.0

Number of incoming academic staff from participating countries

1.0

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COOPERATION (academic year 2012-2013)

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

Number of Erasmus interinstitutional agreements:

15.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from participating countries

0.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from non-participating countries

0.0

Total number of consortium agreements for double/multiple/joint degrees:

0.0

Of these, percentage of the consortium involving non-participating countries

0.0

***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:

0.0

Number of projects as partner:

0.0

***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:

0.5

Number of staff at the Faculty/School/Department Level:

0.31

**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:

Erasmus study takes place at Level 5 (year 2) of a degree programme. Outgoing students are informed of opportunities through the College website, Programme Leaders, presentations by International staff and previous Erasmus students. Students' requests are considered by the Programme Leader. If accepted by the host institution, dates, a learning agreement and other details are confirmed.

Incoming students can find information on our website [www.leeds-art.ac.uk/home/ourcourses](http://www.leeds-art.ac.uk/home/ourcourses). Incoming applications are reviewed by the Admissions Office and the appropriate Programme Leader. If accepted, the students are provided with a formal offer letter and details regarding accommodation, finance as well as mobility dates and a learning agreement. The students are registered and attend induction sessions at the beginning of their mobility period.

Staff are encouraged as part of their normal practice to participate in Erasmus in support of existing and to develop new academic partnerships.

### ***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:

Credit points provide the measure for describing the volume of outcomes. One credit point represents the learning outcomes expected to be achieved by the student at a particular level in 10 hours of study. Our modules are normally allocated 20 credit points. The learning agreement provides an equivalent learning experience for students abroad based on the achievement of credit points.

The College Website provides full course information including student handbooks and module specifications which show how programme credits are allocated. The link provides an example for our Graphic Design course: <http://www.leeds-art.ac.uk/home/our-courses/higher-education/ba-hons-graphic-design/>

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 are taught in English and are fully described within the 'Our Courses' section of the College website:

<http://www.leeds-art.ac.uk/home/our-courses/higher-education/>

All module specifications are provided via the Programme Specification on each course's web page and give details of the module content, level and credit value. These are reviewed and updated for each academic year. A project is underway to enhance and improve by 2014 the content and functionality of the website.

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)

There are procedures in place for the signing and monitoring of institutional agreements for Erasmus mobility by the institutional Erasmus coordinator and administrator. New procedures are under development to further enhance and embed this process into the College's mainstream international strategy and to embrace partnerships outside the EU.

Any new proposal will be proposed by the Erasmus institutional co-ordinator, approved by the senior management team and reported to Higher Education Committee.

A yearly review of agreements takes place to monitor activity and a staff guide setting out roles and responsibilities is updated and published.

Arrangements for monitoring work placements are detailed in the College's Policy and Procedure on Work

Experience/Work Placements which includes expected outcome for the student, assessment and monitoring arrangements and the submission by the student of a formal account, typically an evaluation report.

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:

Each applicant wishing to participate in the programme makes a formal application which requires that they are supported in their application by their Programme Leader. An important element of this assessment is that the student has an adequate level of the appropriate language before the start of the placement. In addition students are encouraged to improve their language proficiency and cultural awareness proficiency through local providers.

We offer a departure briefing which includes information about key risks cultural and linguistic challenges the student may face and encourage interaction with former mobility students.

[www.leeds-art.ac.uk/home/ourcourses](http://www.leeds-art.ac.uk/home/ourcourses)

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)

Students from EU partners studying in Leeds will be tutored and mentored during their studies by their Leeds College of Art programme/course leader or an assigned member of staff and will have full access from the application stage onwards to the range of student support services described at <http://www.leeds-art.ac.uk/home/student-support/>. This includes information, advice and guidance on a wide variety of subjects.

The outgoing Erasmus student is monitored and supported through the mobility experience by a member of the programme team who maintains contact with the student and his/her assigned supervisor by email and telephone correspondence.

International work placements follow the same general procedures as British placements.

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:

Incoming students applying to participate are required to demonstrate they have an adequate level of English to succeed in their proposed programme of study.

The College has a specialist dedicated English as an Additional Language tutor who provide English language classes and support with study skills development. This includes support with the planning and structure of written work, use of academic language and time management skills. <http://www.leeds-art.ac.uk/home/international-students>

#### ***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:

Students have a confirmed learning agreement. This is actioned through the student studying the appropriate modules or course. On successful achievement of the learning outcomes the student is awarded the relevant credit points. These credit points contribute fully to the student's overall total for the academic year to determine successful completion of the year of study. These credit points are considered and confirmed by the Board of Examiners. For incoming students who have a shorter mobility period the successfully achieved credit points are confirmed by the Chair of the Board of Examiners. This enables the student to return to their home institution with an approved transcript.

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)

Teaching staff are encouraged to be involved with exchanges and are supported administratively by the European administrator and the Erasmus institutional co-ordinator. Participation in exchange activity is recognised as part of each teacher's continuing professional development and is acknowledged as part of the regular workload with staff schedules adapted to provide cover for colleagues abroad as necessary. Teaching staff are further encouraged to develop joint student projects with our EU partners further embedding the exchange relationship within the curriculum. The annual GIDE (Group for International Design Education) workshops are an excellent example of this. Further information is available at: <http://gidegroup.wordpress.com/>

### ***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)

We have not to date participated in Erasmus International EU and non EU cooperation projects but would wish as our international activities develop to engage increasingly with Key Action 2 Cooperation for Innovation and Good Practices with partners overseas.

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.

## **Erasmus Policy Statement (Overall Strategy)**

### ***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]

Leeds College of Art has played a central role in providing specialist education in art, design and crafts for more than 160 years. We became a Higher Education Institution in 2011, and are introducing our first postgraduate programme this year. Our degree courses are accredited by the Open University but we aspire to gain taught degree awarding powers and full university status within the next few years.

We are an influential, world-facing, creatively driven institution where professional educators, practitioners and researchers work together to develop and enable excellence. We aim to promote distinctive, critically informed and relevant practice in order to support economic growth and cultural advancement.

An internationalisation strategy has been produced and published, which along with the strategic plan for the College 2012-2017 provides a context for embedding internationalisation within the institution.

They include the following aims:

- Reviewing our HE programmes to ensure that they are responsive to global issues; reflect multicultural influences on our disciplines; and are attractive to international students
  - Develop and consolidate purposeful partnerships locally, nationally and internationally to build on and enhance our reputation for creativity and innovation
  - Increase our engagement with the international art and design community through research, student recruitment, placements study exchanges and internships
  - Further develop an inclusive community which welcomes staff and students from a wide range of cultures and backgrounds
  - Ensure that an international and multicultural ethos is inculcated within the curriculum and generally in College life
- Under the student experience part of the internationalisation strategy we commit to;
- Effectively promote ERASMUS student study/placement abroad
  - Review existing and develop new exchange partnerships and procedures
  - Secure Erasmus funding for increasing numbers of student exchanges and investigate potential for work/ community placements
  - Introduce exchange opportunities outside of EU.

The College welcomes the new Erasmus for All Programme and its emphasis on skills development, quality, modernisation and participation. The period to 2020 will be one of considerable change as we become established as a University and an essential part of this will be to expand our engagement with the Programme, in particular under Key Action 1, Learning Mobility; undergraduate student credit mobility, work placements volunteering and staff mobility.

We will also seek to engage with the Creative Europe Programme, which supports business creation, growth and cultural advancement in the creative sector.

The focus of Erasmus student mobility activity will be at undergraduate level and we will continue to support staff mobility to develop and progress partnerships delivering increasing numbers of exchange students. In preparation, we have recently reviewed our procedures to further embed exchange and study abroad into our academic processes.

To date our engagement with Erasmus has been relatively small scale and progressed mainly through the GIDE network (Group for International Design Education). GIDE is an international consortium of higher education design schools and Leeds College of Art is one of seven European GIDE partners working together to enrich the experience of students. Each year, the institutions participate in an international project where staff and students work in mixed groups towards a public exhibition of selected work at the host institution. This has regularly been followed by student exchanges between the participating institutions.

We plan to extend the range of courses involved with GIDE and source new mobility partners outside of GIDE throughout the EU at institutions where a good curriculum match exists and there is the potential to develop partnership activities beyond student mobility, for example to include work experience, volunteering and joint student projects to engage students virtually where mobility is not a practical possibility.

The College ensures our programmes meet the changing demands of employers so that students are fully prepared to succeed in the creative industries. We do this through engaging with employers and practitioners including work placements and enterprise development activities for students. We will prioritise the development of Erasmus work placement opportunities for undergraduate students during the next planning period.

We will actively seek and respond to opportunities throughout the EU. Other priority geographical areas will also include North America and other areas where the College recognises potential for development including East Asia and Africa. Once we have attained taught degree awarding powers we will be able to consider participation in collaborative delivery (double/joint degrees etc) and joint masters but this is not an immediate priority.

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]

We have not to date participated in Erasmus International EU and non EU cooperation projects but would wish as our international activities develop to engage increasingly with Key Action 2 Cooperation for Innovation and Good Practices with partners overseas.

In particular, through the International Office and the Partnerships and Professional Engagement Office we will seek to engage with calls for proposals as appropriate within the Knowledge Alliances strand - structured partnerships between Higher Education Institutions and enterprises and Sector Skills alliances.

We wish to develop and embed international community volunteering further within the curriculum and have made a modest start this year with a group of students participating in a childrens' playwork charity in East Africa. We would investigate cooperation with other HEIs and charities to expand this activity with support from the Capacity building strand of the Programme.

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]

Leeds College of Art welcomes the European Union's modernisation and internationalisation agenda for HE and is committed to increasing the quality and relevance of our educational experience and participation in the activities of the programme. Our approach will be:

Priority 1- Increasing attainment levels to provide the graduates and researchers European needs

The Higher Education Funding Council for England reported that students who studied abroad achieved better degrees were more likely to be employed and earn higher salaries and former Erasmus students were more likely to be employed abroad. Through our partnership activities we expect increasing numbers of students to participate in Erasmus to achieve better educational outcomes and improved employment prospects.

To further enhance attainment we shall seek to develop further opportunities for students to engage with EU partners in joint project work as part of the curriculum. This is currently the practice on two programmes as part of the GIDE partnership and potentially engages students from groups underrepresented in Erasmus who for reasons of background or disability are not able to spend a period of time abroad.

Where possible we aim to fully engage with the programme to support our developing research activity.

Priority 2 - Improving the quality and relevance of higher education

Participation of students in Erasmus work placements will further engage our programme area staff with current and emerging labour market trends and requirements in Europe and support entrepreneurship.

Priority 3 - Strengthening quality through mobility and cross border cooperation

We will seek to find new opportunities for students to engage in different types of mobility, for example international volunteering and work placements which may be undertaken during the summer and through the personal and professional development modules which count towards their award.

Priority 4 - Linking higher education, research and business for excellence and regional development

Students at the College are encouraged to undertake work experience which provides an invaluable insight into work practice and the opportunity to make industry contacts which may lead to ongoing commissions and/or employment on graduation. We will seek to expand this activity including through our Creative Networks (<http://www.leeds-art.ac.uk/creative-networks-events/>) programme of activities and enterprise and employability summer schools.

Priority 5 - Improving governance and funding

In addressing the priorities in part one above we will continue to review our procedures against best practice and have recently adopted new arrangements for the selection, monitoring and review of partnership activity through reports to the HE committee. To further reinforce the impact of the programme at individual, institutional and systemic level we are interested in investigating joint procedures and common approaches with other European provider

\* COM (2011) 567 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0567:FIN:EN:PDF>)

**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: Leeds College of Art    Name: Simone Wonnacott    Date (dd/mm/yyyy): 13/05/2013*

*I have read and accept the Privacy statement*

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

*Original stamp or seal of the Institution*