



# ERASMUS UNIVERSITY CHARTER

## Application form

**Final date for submission: 28/02/2007**

**New**

**Renewal**

**If renewal please give your EUC number:**

53010-IC-1-2002-1-NL-ERASMUS-EUC-1

**Correspondence language: EN**

**Erasmus Policy Statement original language: NL**

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	STOAS Hogeschool
Translation of this name in English	STOAS Professional University
Erasmus ID code of the institution	NEW 2007:NLWAGENIN06
Internet address	www.stoashogeschool.nl

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

First name and surname of the <b>legal representative</b> of the institution	Madelon de Beus		
Title (optional) (e.g. Prof., Dr, etc.)	Drs	Gender	Female
Department/Unit	--		
Official function within the institution	Director		
Phone (including country and area codes)	+ / 31/73 69 23 750		
Fax (including country and area codes)	+ / 31/73 69 23 699		
E-mail address (only one address)	mbs@stoashogeschool.nl		
Legal address of the institution Street/Nr. Post code & Town Country Code, Country	Postbus 2198 5202 CD 's Hertogenbosch NL, Netherlands		

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

First name and surname	Arie de Jong		
Title (optional) (e.g. Prof., Dr, etc.)	Ir	Gender	Male
Department/Unit	--		
Official function within the institution	Projectmanager International Liaison		
Phone (including country and area codes)	+ /31 /321 386 123		
Fax (including country and area codes)	+ /31 /321 313 500		
E-mail address (only one address)	arj@stoashogeschool.nl		
<b>Correspondence</b> Street/Nr. Post code & Town Country Code, Country	Agripark Oost 2 8251 KH Dronten NL, Netherlands		

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

<i>The data required relate solely to higher education.</i>					
Foundation year of your institution				1981	
Level of degrees awarded					
First cycle degrees				Yes	
Second cycle degrees				No	
One-tier degrees				No	
Third Cycle(without PhD)				No	
<u>Doctoral degrees</u>				No	
Number of students enrolled in 2005/2006 on <u>higher education</u> courses		Part-time	422	Full-time	479
Number of students graduated in 2005/2006		First Cycle			211
		Second Cycle			
		One-tier degrees			
		Third Cycle(without PhD)			
		Doctoral degrees			
Number of teaching staff (total) in 2005/2006					
Number of teaching staff (full-time equivalent) in 2005/2006					
Number of administrative staff (full-time equivalent) in 2005/2006					
Number of these administrative staff members directly working in European/international relations in 2005/2006 (full-time equivalent)					
First year of participation in Erasmus Programme with funding from the European Community				1993	

**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) Yes
- Budgeting of the labourhours for Erasmus staffmobility

**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)?

#### Missie, visie

In haar missie en visie geeft Stoas Hogeschool aan dat de afgestudeerde student competent is te functioneren in educatieve situaties in de groene sector, in een sterk veranderende globaliserende maatschappij. Stoas Hogeschool geeft dit vorm door een leerplan dat er uit ziet als een stimulerend studielandschap waarin medewerkers en studenten samen hun weg vinden en kunnen leren kennen. Leren in de authentieke beroepssituatie, op de werkplek, is de kern van het leerproces.

#### Model

Het standaard curriculum ter verkrijging van de bachelor degree bestaat uit 16 eenheden, beroepssituaties geheten, van 15 ECTS. Elke beroepssituatie bestaat uit 8 ECTS werkplekuren, 6 ECTS flankerend onderwijs en 1 ECTS persoonlijkheidsontwikkeling en studieloopbaanbegeleiding. De opleiding richt zich op 3 uitstroomprofielen:

- Docent VMBO-groen
- Docent MBO-groen
- Kennismanager: overdrachtsdeskundige of adviseur in de groene sector

#### Internationalisering

Stoas bevordert het leren, werkplekuren dan wel studie, in de Europese Unie. De afgestudeerden zijn competent om MBO-studenten en / of VMBO-studenten op te leiden om te kunnen functioneren

- In een dynamische kenniseconomie, waarin de groen sector en voedselveiligheid een belangrijke plaats innemen.
- Op een werkplek waar ontwikkelingen op sociaal-maatschappelijk terrein, op het economische vlak en met betrekking tot milieu en biodiversiteit duurzaam zijn.
- In een multiculturele en multireligieuze samenleving en in een werkomgeving waarin ieder gelijke kansen en rechten heeft.

Dat betekent dat dit ook voor de Stoas afgestudeerde geldt.

Stoas Hogeschool bevordert hierom de kennismobiliteit en de studenten en docentmobiliteit binnen de Europese Unie.

#### Uitvoering:

Een beroepssituatie (15 ECTS) kan in het buitenland plaats vinden. Het is mogelijk dat de student leeractiviteiten in het buitenland, m.n. de EU, uitvoert. Studenten werken aan hun persoonlijk ontwikkelingsplan (POP) en worden hierin gecoacht door hun studieloopbaanbegeleider. Bekwaamheden om in een internationale of interculturele beroepscontext te kunnen functioneren maken hier deel van uit. De student is verantwoordelijk voor de uitvoering van zijn/haar eigen POP.

Gastdocenten worden uitgenodigd om onderwijsactiviteiten te verzorgen. Stoas Hogeschool faciliteert de mobiliteit te dele met Erasmus studie- of stagebeurzen.

Stoas staf wordt gestimuleerd om bij partnerinstellingen hun beroep uit te voeren. Stoas Hogeschool labelt jaarlijks 400 uur voor kort durende stafmobiliteit.

Stoas Hogeschool biedt een Engelstalig internationaal programma aan (60 ECTS)

Prioriteiten m.b.t. Erasmus activiteiten

1. Mobiliteit van staf en studenten
2. Internationalisering van het curriculum
3. Samenwerking met buitenlandse instellingen en buitenlandse collega's
4. Versterking van de relatie tussen de opleiding en het internationale werkveld
5. Initiatief nemen, dan wel deelnemen, aan internationale projecten (Erasmus, Comenius, Leonardo)

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.

**Uitgaande studenten:**

Uitgaande studenten worden begeleid door studieloopbaanbegeleiders en met betrekking tot stage en studie in het buitenland zijn er 2 gespecialiseerde internationaliseringsmedewerkers.

Inkomende studenten worden begeleid door enerzijds een gespecialiseerde medewerker van bureau studentenzaken en anderzijds door een studieloopbaanbegeleider.

Voor stage of studie in het buitenland worden drie~partijen overeenkomsten afgesloten, tussen gastinstelling, Stoas en de student. Hierin worden de doelen, activiteiten en verwachte resultaten verwoord. Ook worden afspraken voor faciliteiten, waaronder begeleiding gemaakt.

De studie resultaten worden erkend en maken deel uit van het student portfolio.

Stoas Hogeschool heeft bilaterale overeenkomsten met zijn institutionele partners.

Inkomende studenten: Met betrekking tot de inkomende studenten heeft Stoas Hogeschool de 'Gedragcode' (Code of Conduct) ondertekend. Voor inkomende studenten wordt een leerovereenkomst afgesloten met de student.

Internationale studenten worden op de campus gehuisvest in appartementen voor 4 – 5 studenten. Zij hebben beschikking over computer faciliteiten, keuken, wasgelegenheid.

Stoas Hogeschool biedt een introductie cursus 'Going Dutch' aan en faciliteert alle NL-talige en de anderstalige studenten met trainingen ' professioneel 'engels.

**Medewerkers:**

Stoas Hogeschool bevordert ook dat medewerkers in het buitenland hun beroep uitoefenen. Dit verbreedt de expertise van de medewerker en verhoogt de kwaliteit van de onderwijsactiviteiten in Nederland.

**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.

**Uitgaande studenten:**

Uitgaande studenten worden begeleid door studieloopbaanbegeleiders en met betrekking tot stage en studie in het buitenland zijn er 2 gespecialiseerde internationaliseringsmedewerkers.

Inkomende studenten worden begeleid door enerzijds een gespecialiseerde medewerker van bureau studentenzaken en anderzijds door een studieloopbaanbegeleider.

Voor de verschillende beroepssituaties zijn de competenties beschreven, evenals de criteria om te bepalen of de student de competenties beheerst. Op de werkplek (stageplek) zal de student die activiteiten uitvoeren die bijdragen aan het verkrijgen van de geformuleerde competenties.

Voor stage of studie in het buitenland worden drie~partijen overeenkomsten afgesloten, tussen bedrijf, Stoas en de student. Hierin worden de doelen, activiteiten en verwachte resultaten verwoord. Ook worden afspraken voor faciliteiten, waaronder begeleiding gemaakt.

# 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)?

#### Mission, vision

In its mission and vision, Stoas Professional University for Education and Knowledge Management in the land based and nature based sector states that the graduated student is competent to function in educational situations in the green sector, in a quickly developing global community. Stoas achieves this with a curriculum that shows a very stimulating study environment, in which Stoas staff and students can find and get to know their way together. Learning in actual work situations, in the workplace, is the core of the learning process.

#### Model

To acquire the bachelor degree, the standard curriculum exists of 16 units, called professional situations, each of 15 ECTS. Every professional situation consists of 8 ECTS workplace learning, 6 ECTS supporting teaching and 1 ECTS personality development and study career development. The college distinguishes 3 professional profiles in the land based and nature based sector:

Teacher Lower Secondary Vocational Education (LSVE)

Teacher Secondary Vocational Education (SVE)

Knowledge manager: advisor, extensionist or consultant.

#### Internationalisation

Stoas stimulates learning, workplace learning as well as studying, in the European Union. The graduates are competent to teach SVE and/or LSVE students to function

-in a dynamic knowledge economy, in which the green sector and food safety take on an important role.

-in a workplace where developments in relation to the environment and bio-diversity in the social-economic and the economic area are sustainable.

-in a multicultural and multi religious community, and a work environment where everyone has equal chances and equal rights.

This also applies to the Stoas graduate.

Stoas therefore stimulates the movement of knowledge, students, and lecturers within the European Union.

#### Execution:

The professional situation (15 ECTS) can take place abroad. It is possible for the student to exercise the learning activities abroad, especially in the European Union. Students work on a personal development plan (PDP) and in this are coached by their study career coach. Abilities to function in international or intercultural professional circumstances are part of this. The student is responsible for the execution of his or her PDP.

Guest lecturers are being invited.

Stoas Professional University partly facilitates the mobility with Erasmus study grants or work placement grants.

Stoas staff is being stimulated to excel in their jobs by counterparts.

Yearly Stoas allocates 400 hours to short-term staff mobility. Stoas also offers an international course in the English language (60 ECTS).

#### Erasmus priorities

1. Mobility of staff and students

2. Internationalisation of the curriculum

3. Cooperation with international institutions and colleagues

4. Strengthening the relationship between the course and the international work arena

5. To show initiative in, and take part in, international projects (Erasmus, Comenius, Leonardo)

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.

Outgoing students are being coached by study career coaches. Concerning study and work placement abroad we have 2 specifically trained internationalisation staff.

Incoming students are being coached by a special staff member of the bureau student affairs and by a study career coach.

For work placement or study abroad, three-party agreements are put in place, the three parties being the guest institution, Stoas and the student. In this agreement, the goals, activities and the expected results are written out. This also includes the agreements on facilities, including coaching.

Study results are being recognized, and are part of the student portfolio. Stoas Professional University has bilateral agreements with it's institutional partners.

Incoming students. In relation to incoming students, Stoas Professional University signed a Code of Conduct. For incoming students, a study agreement is being made with the student.

International students are given accommodation on campus, in apartments for 4 or 5 students. They have computer facilities, kitchen and bathroom.

Stoas Professional University offers an introduction course 'Going Dutch' and 'Professional English' training courses for all students.

#### Staff members

Stoas Professional University stimulates it's staff members to practice their profession abroad. This widens the expertise off the staff member and heightens the quality of training in Holland.

#### 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.

Outgoing students are being coached by study career coaches. Concerning study and work placement abroad we have 2 specifically trained internationalisation staff.

Incoming students are being coached by a special staff member of the bureau student affairs and by a study career coach.

Competences have been written for the different work situations, as well as criteria to decide whether the student masters these competences. In the workplace (placement) the student shall exercise the activities that will teach him or her these competences.

For work placement or study abroad, three-party agreements are put in place, the three parties being the company, Stoas and the student. In this agreement, the goals, activities and the expected results are written out. This also includes the agreements on facilities, including coaching.

# 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.

*"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*