

## **Erasmus Policy Statement (EPS)**

La pagina seguente è l'Erasmus Policy statement (EPS) che rappresenta parte integrante della strategia istituzionale dell'Università di Bologna ed è stato uno dei documenti necessari per l'ottenimento della Erasmus University Charter (EUC). L'EUC è un certificato rilasciato dalla Commissione Europea che concede all'università il diritto di partecipare al programma Erasmus contenente i principi fondamentali di tutte le attività legate al programma.

The University of Bologna (est. 1088) is one of Italy's main universities, internationally reputed for its high quality education and research and its wide range of Faculties (23) and Research Departments (69). It has branches in Bologna, Ravenna, Rimini, Cesena and Forlì. A large variety of strategic actions are being adopted for the further development of the Erasmus activities: widening mobility partnerships, promotion of jointly designed curricula with many European universities, participation in multilateral projects aimed at curricula development, intensive programmes, ICT-based modules and study courses, e-learning projects and participation in EU funded projects aimed at developing an effective capacity building in third countries universities implementing mobility tools such as ECTS. In the context of the LLP, the University intends to invest more in qualitative aspects as well: periodical assessments, further enhancements of visiting students and teaching staff facilities, increasing courses held in English, increasing joint degree possibilities, improving student support, facilitating the arrangement and assessment of trainee placements, tuning of degree courses with those of partner universities. During the previous Socrates programmes the University has been charted as the second most active European university for the number of mobility flows. Considerable investments have been made to ensure the quality of the management of these substantial flows on both administrative and teaching levels. An important part of these investments has been devolved in IT developments, in particular web-applications. Enrolments, student curricula details, exams, subscriptions, these are but a few of the procedures available on-line, facilitating user-friendly accessibility, reducing bureaucracy and enhancing transparency. The website of the University of Bologna has won several national awards for most user-friendly and exhaustive website. Recently the University of Bologna adopted an Ethic Code in which fundamental ethical principles as non-discrimination (gender, race), equal opportunities, contribution to social and economic cohesion in society, support of knowledge-building activities up to the highest levels, loyalty, equity and transparency have been explicated as its building stones. The Ethic Code is consultable on the website and all University personnel have been invited to subscribe this code. High priority is given as well to the full integration of disabled students and staff. Periodical assessments are organised to ensure the efficiency of the implementation of this service. The University intends to give large visibility to the EUC and in particular to the EPS, through publication on the website, adding print-outs to the welcome package for incoming students, and by exposing the Charter and printouts of the EPS at the student counters at the Central Erasmus Office and in the Faculties.

Several measures have been taken to ensure high quality in academic mobility activities. ECTS is integrated in the Learning Agreement as a tool for the recognition of the activities abroad. Students are assisted by teaching staff for the completion of the Learning Agreement and cannot leave without a Learning Agreement that has been officially approved by the Degree Course Committee. Incoming students benefit from the same transparent recognition system: there is a 1:1 relation between the Italian credit grading scale and the ECTS grading. Transcripts of Records are provided with all information for a rapid evaluation of the exams. Student curricula are completely available on-line. The University's IT-department plans to have the same service available for all incoming students by 2008. Every year a full list with all the possibilities to study abroad is published on-line, with a clear description of the selection criteria. A transparent selection procedure guarantees equal opportunities. A tutor-system has been set up in the Faculties for the counselling of outgoing as well as incoming students. The tutors make every possible effort to assist students in overcoming academic, social, and cultural barriers so they can succeed in academic areas. Issues regarding the administrative procedures of incoming and outgoing students are dealt with at our Central Erasmus Office. Orientation days for incoming students are organised by the Faculties as well as by the Central Erasmus Office, Italian courses are available for everyone, and there is a special Office that takes care of the accommodation possibilities for incoming students. Preparatory and refresher language courses for outgoing students are available through several language centres including an e-learning language programme. The University also provides administrative support for teaching staff mobility by both the Central Administration and the personnel in the Faculties.

The University has participated over the past ten years in more than 20 Leonardo projects covering roughly 1,000 placements. Administrative procedures have been developed and fine-tuned to be able to respond to these substantial flows. A database of potential hosting organisations (SME's, NGO's, Cultural Associations and Research Centres) has been set up, now counting over 500 organisations. Placements fostered by the University itself have been expanded as well e.g. partnerships with Regional authorities. Also the placing agreements that have been made in the context of joint international master degrees and in the framework of Erasmus Mundus have been fruitful, bringing durable relationships with international companies. The work process of the arrangement of placements starts with a mutual written agreement signed by the University and the hosting organisation defining general rules and responsibilities of both parties. The learning outcomes are clearly stated in the Learning Project, to be signed by all three parties (university, hosting organisation and trainee). A special Office has been created within the University's Training Department taking care of the implementation of the legal and didactical procedures for the organisation of the placements. All placements are monitored by the respective placement tutor and assessed by both the trainee through self-evaluation tools provided at the beginning of the stage by the Career Service Office and the Faculty's traineeship tutor. The recognition of the stage within the students curriculum is established by the Degree Course Committee. Within the LLP programme the University intends to adopt similar recognition procedures as are presently being maintained for the Erasmus programme assuring a Learning Project approval with ECTS recognition before starting the traineeship and a Transcript of Works. This will allow as well for a further harmonisation of the recognition procedures between the different Faculties.