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

Program	**The 2014-2020 EU programme for education, training, youth and sport proposed by the Euroepan Commission on 23 November 2011 (hereafter the Programme)***
Action	**Erasmus Charter for Higher Education**
Call	**2014**
Deadline for Submission (dd-mm-yyyy)	**16/05/2013 12:00 midday Brussels time.**
Application language	**EN**
Correspondence Language	**EN**

28152-LA-1-2014-1-BE-E4AKA1-ECHE-1

Applicant's previous EUC number (if applicable):	28152-IC-1-2007-1-BE-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).

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

A | Applicant Organisation

A.1. Applicant Organisation

PIC, if available. Cf. Application manual	0
Full legal name (official name in latin characters)	LUCA SCHOOL OF ARTS
Full legal name (English name)	LUCA SCHOOL OF ARTS
Acronym	LUCA
Erasmus code (e.g. F PARIS33) - if available	B BRUSSEL43
Address (N°, street, avenue, etc.)	KONINGSSTRAAT 328
Country	Belgium
Region	Région de Bruxelles-Capitale / Brussels Hoofdstedelijk Gewe
Post code	1030
City	BRUSSELS
Website	http://www.luca-arts.be

A.2. Legal Representative

Title	MS
Gender	Female
First Name	Maria
Family Name	DE SMET
Position	Algemeen directeur
E-mail	MARIA.DESMET@LUCA-ARTS.BE
Telephone (including country / area codes)	+ 32/2/250 15 11
Address (n°, street, avenue, etc)	Koningsstraat 328
Country	BE, Belgium
Post code	1030
City	BRUSSEL

A.3. Coordinator

Title	MS
Gender	Female
First Name	MACHTELD

Family Name	PECTOOR
Department	CAMPUS SINT-LUCAS GENT
Position	INTERNATIONAL RELATIONS OFFICER
E-mail	MACHTELD.PECTOOR@LUCA-ARTS.BE
Telephone (including country / area codes)	+ 32/9/225 42 90
Address (n°, street, avenue, etc)	ZWARTEZUSTERSSTRAAT 34
Country	BE, Belgium
Post code	9000
City	GENT

B	**Statistics**

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:	170.0
1st Cycle:	3011.0
2nd Cycle:	1193.0
3rd Cycle:	0.0

Number of staff (Equivalent full-time)

Teaching:	405.66
Administrative:	127.88

Number of degree courses on offer

Short cycle:	3.0
1st Cycle:	10.0
2nd Cycle:	9.0
3rd Cycle:	0.0

STUDENTS (academic year 2011-2012)

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	101.0
Number of outgoing study mobility students (Erasmus and/or others): to non-participating countries	8.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to participating countries	5.0
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	136.0
Number of study mobility students (Erasmus and/or others): from non-participating countries	5.0

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	131.0
Number of foreign students, if applicable: non-partcipating countries	69.0

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

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

ACADEMIC STAFF (academic year 2011-2012)

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	32.0
Number of incoming academic staff from participating countries	11.0

COOPERATION (academic year 2012-2013)

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

Number of Erasmus interinstitutional agreements:	192.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from participating countries	12.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from non-participating countries	31.0
Total number of consortium agreements for double/multiple/joint degrees:	1.0
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:	6.0
Number of projects as partner:	8.0

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:	1.0
Number of staff at the Faculty/School/Department Level:	2.95

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:

LUCA School of Arts consists of a Faculty of Arts, joining academic degree programmes in art, design and art education and LUCA Pro, a collection of professional degree programmes in art and architecture. LUCA is located on three campuses: Brussels, Leuven and Ghent. The international policy is developed in the Faculty of Arts and LUCA Pro. Strategic policy documents are first brought before the Management Committee and are then discussed in the Academic Council before being presented to the Board of Directors for approval. The international office (IO) operates under the direction of the dean of the Faculty of Arts and the president of LUCA Pro. The IO is responsible for the communication, implementation of the international policy, the management and administrative follow-up of centrally governed projects. The IO cooperates with the international co-ordinators on the campuses in the practical implementation of the international policy.
weblink: http://www.luca-arts.be

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:

LUCA primarily uses the ECTS credit system to allocate credits to course units followed at partner institutions. Specific articles in LUCA's regulations on education and examinations also refer to the general rules governing the recognition of international mobility. An academic supervisor is assigned to support each student throughout the ECTS process. The academic supervisor is a teacher or staff member linked to the degree programme of the student. LUCA courses are partly or fully replaced by courses at the guest university, taking into account the credits assigned to individual courses. The administrative follow-up of the credit transfer is done by way of the administrative system SAP.
Not all partner institutions use ECTS, in such instances clear arrangements are made with the partner institutions before the mobility activities take place, thus assuring the correct transfer and recognition of credits gained abroad.

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 have a course catalogue. The catalogue deals with the following aspects of each course: aims, contents, learning activities, course materials, evaluation, credits, workload, language of instruction. The majority of the courses are taught in Dutch, a smaller but growing number of courses are taught in English both for Flemish students and incoming international students. LUCA also offers master's programmes in English, meant for an international audience.
> http://www.luca-arts.be

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)

> Academic staff and IO staff can make suggestions regarding the conclusion of agreements. Proposals are firstly discussed with the course leader(s) of the relevant degree programme(s). If the course leader(s) support(s) the idea, a motivated proposal is presented to the dean of the Faculty of Arts and/or the president of LUCA Pro who can bring the proposal for a final decision before the Academic Council. Agreements are monitored by academic staff members involved in the activities laid down in the agreement. Decisions to continue or terminate an agreement are made by the Academic Council on the basis of advice given by the dean of the Faculty of Arts and/or the president of LUCA Pro.
> Training agreements are initiated by the traineeship supervisor and discussed with the course leader(s) for final approval. Such agreements are mostly short term agreements for the duration of a single traineeship. They are jointly monitored by the traineeship supervisor, the course leader and the IO.

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:

> Taking into account their existing language skills, students are encouraged to take up an appropriate language course prior to the mobility activity. ECTS credits are awarded for successfully completed language courses. LUCA does not offer own language courses, but provides the students with information on language learning possibilities either through EILC courses in the host country or language courses organized in Flanders. To this end, LUCA has made a selection of the language courses most suited for students who study or undertake a traineeship abroad. When enrolling for such a course, students coming from an economically disadvantaged background can apply for financial support from LUCA.

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)

Mentoring and support arrangements for incoming students are set up by the IO or student services (buddy system, help with accommodation and administrative formalities, introduction days) together with the academic supervisors of the degree programme into which the student is enrolled (course or traineeship information before arrival, agreement on learning / training, academic follow-up during exchange, evaluation and completion of evaluation documents). For outgoing students the IO and the academic supervisors in each degree programme, have set up a programme to prepare students both practically and academically for the mobility. The academic / traineeship supervisors are responsible for mentoring during and evaluation after the mobility.

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:

Although most courses are taught in Dutch, we can accommodate incoming students in our programmes through the integration of English taught modules into the programmes or by setting up a tailor-made programme with emphasis on personal monitoring by art teachers. LUCA encourages students to enroll for a Dutch language course. ECTS credits are awarded upon successful completion of the course. Visiting staff are expected to come to LUCA with an adequate knowledge of the English language.

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:

Recognition is assured by a qualitative partnership and is mostly governed by ECTS principles. Mobility to partners who have not adopted the ECTS principles is subject to separate agreements regarding recognition. For outgoing mobility the results provided by the partner institution/company are validated by the academic supervisor and then transferred according to credit equivalences decided upon before the mobility and registered into the administrative system (SAP). The results obtained by incoming students are validated by the examination committee and are sent to the student and the partner institution, together with the information on the local grading system.
Weblink: http://www.luca-arts.be

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)

Staff mobility for teaching, research or training, is promoted through the Faculty of Arts and LUCA Pro by way of regular meetings with staff members and the appointment of an international co-ordinator in each programme. Together with the IO, these co-ordinators, take initiatives to promote mobility (through newsletters, individual contacts with staff, specific measures to motivate staff, ...). Staff can rely on the help of the IO to arrange mobility (travel and accommodation, preparation of documents). LUCA co-finances staff mobility so that all costs are covered. Furthermore, efforts are made to allocate specific weeks in the academic calendar to international staff mobility. Mobility activities are recognized through the HR policy.

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)

Projects are promoted by providing clear information and by transparent calls for participation. The dissemination of project results and the publication of examples of good practice are further meant to initiate new project proposals. LUCA aims to financially support staff members and students taking part in projects. Because financial resources are limited, a transparent institutional selection procedure will be set up allowing us to support high quality and innovative projects. The IO provides administrative support during the preparation, follow-up and evaluation phases of the projects. The involvement of staff and students in projects is recognized through the academic recognition procedures set up within the Faculty of Arts/LUCA Pro.

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. ☑

D | 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]

The institution's international strategy primarily aims to contribute to the enhancement of the quality of teaching and research programmes. Hence, the academic and artistic policy and realizations of partner institutions are taken into account as decisive elements when new partnerships are considered or existing partnerships are reviewed. The partner's experience in and capacity to manage international projects, the active participation and contribution to art, design and architecture related networks are equally important elements that underlie decisions with regard to partnerships. LUCA aims to set up qualitative partnerships for all degree programmes. Special attention is paid to strategic alliances with partners allowing cooperation in different academic fields / specializations and encompassing different fields of activity (education, research, joint projects, the development of joint curricula). New partnerships are advised by internationally active academic staff members and take effect after approval by the Academic Council. LUCA tries to find a good balance between cooperation with partners offering similar degree programmes and those offering complementary programmes. Provided that the quality of the cooperation can be assured, LUCA is open to partnerships with institutions in all geographical areas. The institution as a whole tries to set up a diverse partnership over different European and non-European regions. The realization of such diversity goes hand in hand with the professional development of the international office staff members and academic staff members who should be capable of providing support, meaningful learning and research opportunities to students and staff originating from different parts of the world.

All LUCA students studying in the first and second cycle of a degree programme can take part in mobility activities. Within the Faculty of Arts, doctoral students are also eligible for specific mobility activities. LUCA is also prepared to welcome first, second or third cycle students for longer or shorter periods of stay. LUCA fully supports the principles of non-discrimination as set out in the Programme and will take the necessary measures to ensure equal opportunities to students from all backgrounds. The main objectives for student mobility are academic and personal development opportunities, the acquisition of intercultural communication skills and language skills, the preparation for an international labour market, professional networking and the introduction of students in the international art/design world.

Credit mobility – the most important kind of mobility over the past decades – will be continued, but LUCA also strives to develop degree mobility for master students, based on a strategic alliance with a limited number of partner institutions. By setting up cooperation activities between the different LUCA campuses the institution also hopes to be able to offer a varied master's degree programme for international students wanting to specialize in a specific field within art or design. Thus, LUCA wants to become an attractive partner for incoming international degree seeking students.

As it is with student mobility, staff mobility activities are first and foremost meant to augment the quality of teaching and research. Staff mobility enables staff to exchange expertise and best practices with international colleagues, to reflect on their approach to teaching and research, to develop a professional network and to assess the focus and quality of degree programmes at the home institution as compared to those offered at partner institutions. The observations and reflections of internationally active staff members will be integrated into the discussions within the pedagogic commissions of the Faculty of Arts and Luca Pro. Staff mobility will thus play an important role in structural reform and innovation within the LUCA. Internationally active staff members are often a catalyst for increased outgoing student mobility and the development of internationally oriented curricula. Finally, it is expected that staff mobility will also lead to the attraction of more international students at LUCA, both for credit and degree mobility purposes. Both junior and senior staff members in all cycles are encouraged to take part in mobility activities. Specific initiatives have been put in place to motivate and support junior staff members who are considering international mobility. Senior staff member with international experience play an important part in this.

The partners involved in the Erasmus Mundus programme 'DocNomads' are currently discussing the possibility of developing a joint degree. It is hoped that this will be realized within the five-year framework agreement 2012-2018 of the existing/running DocNomads master's course.

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]

The dean of the Faculty of Arts and the president of LUCA Pro have adopted international cooperation projects with regard to teaching and training as part of their overall educational policy. This position is expected to bring about a heightened awareness of the importance of international activities within the organization. Over the coming years, a number of specific measures will be taken or perpetuated to further the organization and implementation of international cooperation projects. These measures include:

-a HR policy aimed at the attraction and recognition of internationally active staff members

-the provision of training possibilities for both academic and administrative staff members in order to create an internationally oriented learning environment

-the continuous development of professional pedagogic and administrative support for academic staff involved in international projects

-the identification of key strategic partners (within existing or new networks) for the development of international projects

-the fostering of international cooperation projects in which various stakeholders are involved (teachers, artists, designers, art centres)

-the facilitation of international projects through the availability of sufficient financial and human resources

-the integration of international cooperation projects in the overall quality assurance system of the organization

-a clear positioning of the international office within the organization thus ensuring a larger visibility

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]

Increasing attainment levels

By our committment to the Programme, LUCA aims to create a stimulating and attractive teaching and research environment for various participants in higher education: young people, newly graduated from secondary education, but also professionals looking for additional training or people who dropped out of school and want to obtain a degree to further their career.

Improving the quality and relevance of higher education

Good practices encountered during the realization of Programme activities will lead to a reflection and possibly adaptation of the institution's approach to education and research in art and design. A broad network with strategic alliances will further this process of critical reflection. LUCA, a HEI characterized by a multi-campus environment, strongly feels the need to use adequate ICT tools in support of the development of teaching activities and teaching materials that can be accessed by students regardless of the location of their campus. The need to equip students with the skills to deal with an ICT supported learning environment will further be stimulated by LUCA's commitment to the Programme. LUCA thus expects to better prepare students for their future professional working environment.

Strengthening quality through mobility and cross-border cooperation

Through their involvement in the Programme, students and staff will gain skills linked to teaching and learning in an international environment. Many of these skills are transferable competences required from an increasing number of professionals on today's labour market (language proficiency, intercultural competences, ICT skills, …..)

To strengthen the 'knowledge triangle'

LUCA intends to organize mobility both for study and training purposes. In addition, we wish to develop cooperation projects within the framework of a strategic alliance involving higher education and research institutions, regional and international cultural partner institutions (galleries, art centres, …). Thus we believe the Programme will give an impetus to establish a long lasting and structural link between education, research and the cultural sector. Clearly, the opportunities offered by such a link will be beneficial to students and staff and can help them in the development of their careers.

To create effective governance and funding mechanisms

LUCA is committed to set up a high quality system of governance for its education and research activities. This also includes the international cooperation as an integral part of LUCA's educational and research programmes. The cooperation under the Programme will stimulate decision makers to reflect on the methods of governance that are currently in place and may lead to the revision of existing rules of governance or adaptation of new more appropriate rules. LUCA will provide co-funding for selected projects and activities. Preference will be given to activities with a clear multiplier effect and certified quality.

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: Brussel   Name: Maria De Smet   Date (dd/mm/yyyy): 14/05/2013

☑ 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*