



Procedure for assuring the quality and mobility balance of Erasmus agreements

The faculty has drawn up a procedure for entering into and renewing Erasmus agreements, in order to ensure that the agreements are beneficial to both lecturers and students.

The balance between incoming and outgoing students on exchange programmes is monitored annually of Education & Student Services.

The faculty has adopted minimum requirements for international counselling and a fixed portfolio of large-scale counselling events, in order to ensure the best possible guidance for students travelling abroad.

Head of Department is responsible for the department's Erasmus agreements, while the dean is responsible for the faculty's broad agreements.

The department's Erasmus co-ordinator (or by broad agreements the Erasmus co-ordinator in Education & Student Services in cooperation with the relevant teachers at the departments) takes the initiative for new agreements and revising existing ones, including whether to renew them.

Procedure

Renewing Erasmus agreements

Where there is a wish for new Erasmus agreements, the **head of department** conducts an evaluation of whether the proposed agreement is important for the academic environment, on the basis of criteria set by the Academic Board on Education Strategy in *Procedure for entering into new agreements*.

By broad agreements the dean makes the assessment of the agreement.

All requests for new agreements are sent to the dean by the Erasmus co-ordinator in Education & Student Services.

To the setting must be enclosed:

- A draft for an Erasmus agreement
- A completed version of the Academic Board on Education Strategy checklist
- An e-mail or other documentation from the head of department, who approves entering into the new agreement.

Education & Student Services sends the Erasmus agreement to University Education Services, to be signed by the University's institutional co-ordinator.

Once the agreement has been signed by the UCPH institutional co-ordinator (and registered in FØNIX, if cooperating university has signed the agreement), it is returned via Education & Student Services to the department's Erasmus co-ordinator, who forwards it to the partner university.

If, upon receipt by the UCPH institutional co-ordinator, the partner university has not signed the agreement, it is sent to International Education and Grants for final registration in FØNIX after the partner university has signed it.

The renewal of existing agreements also follows the above procedure.

Erasmus agreements and mobility balance

Each year Education & Student Services prepares an overview of the balance of the agreements on the basis of registered incoming and outgoing students on the faculty/departmental exchange agreements.

An overview will be prepared for the faculty and each department and sent to the department which is responsible for the balance.

Standards for quality

If no students have travelled abroad or no international students have come to the faculty via an exchange agreement for two consecutive years, or if there has been significant imbalance in the relationship between incoming and outgoing students for three consecutive years, the department explains the reasons for this and outlines a plan of action to the dean in connection with the annual overview of the balance of the agreements.