



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 European Commission on 23 November 2011 (hereafter the Programme)*
Action	Erasmus Charter for Higher Education
Call	2014
Deadline for Submission (dd-mm-yyyy)	15/05/2013 12:00 midday Brussels time.
Application language	EN
Correspondence Language	EN

44092-LA-1-2014-1-SE-E4AKA1-ECHE-1

Applicant's previous EUC number (if applicable):

242857-IC-1-2008-1-SE-ERASMUS-EUCX-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>)*

Applicant Organisation

A.1. Applicant Organisation

PIC, if available. Cf. Application manual	998344080
Full legal name (official name in latin characters)	SÖDERTÖRNS HÖGSKOLA
Full legal name (English name)	SÖDERTÖRN UNIVERSITY
Acronym	SH
Erasmus code (e.g. F PARIS33) - if available	S HUDDING01
Address (N°, street, avenue, etc.)	Södertörn University
Country	Sverige
Region	Stockholm
Post code	141 89
City	HUDDINGE
Website	http://www.sh.se

A.2. Legal Representative

Title	Vice Chancellor
Gender	Female
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Country	SE, Sverige
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City	HUDDINGE

A.3. Coordinator

Title	INTERNATIONAL SUPERVISOR
Gender	Female
First Name	BESIME

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Country	SE, Sverige
Post code	S-141 89
City	HUDDINGE

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:	3314.0
2nd Cycle:	230.0
3rd Cycle:	114.0

Number of staff (Equivalent full-time)

Teaching:	550.0
Administrative:	288.0

Number of degree courses on offer

Short cycle:	0.0
1st Cycle:	310.0
2nd Cycle:	50.0
3rd Cycle:	7.0

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	77.0
Number of outgoing study mobility students (Erasmus and/or others): to non-participating countries	62.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to participating countries	1.0
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	132.0
Number of study mobility students (Erasmus and/or others): from non-participating countries	90.0

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	0.0
Number of foreign students, if applicable: non-participating countries	0.0

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

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

4.0

Number of incoming academic staff from participating countries

6.0

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:

61.0

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

4.0

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

26.0

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:

1.0

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:

4.0

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

8.0

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:

The International Office at the University promotes and communicates the possibilities for all students and staff within the university to do a mobility period or be active in other international projects. This is done by publishing information on the university's official website, social media, meetings, contact hours and information brochures.

Since the International Office is part of the central administration it is important to also have contact persons within the different schools at the University to further ensure that the right information and possibilities reach all.

At the moment the International office consist of: two persons responsible for the student mobility, one for staff mobility, one accommodation coordinator and one person with focus on research. Contact information:

http://webappl.web.sh.se/p3/ext/content.nsf/aget?openagent&key=strategy_for_education_and_research_1306737308231#!/p3/ext/content.nsf/aget?openagent&key=contact_131296436

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:

Grades at Södertörn University are generally awarded on a three-point scale:

Pass with distinction (VG), Pass (G) or Fail (U)

These grades are translated to ECTS grades in the following way:

A -Pass with distinction (VG), B -Pass with distinction (VG), C -Pass (G), D -Pass (G), E - Pass (G), F - Fail (U).

Once the students return from their mobility period with completed courses and/ or traineeship at the host institution, they apply for credit transfer. The decision of credit transfer both in regards to studied courses and traineeship has been taken by a programme coordinator already before the mobility period starts when the learning agreement or work placement plan is examined and assessed.

[http://webappl.web.sh.se/p3/ext/res.nsf/vRes/studieinformation_1346313945377_ansokan_om_tillgodoraknande_av_utlandsk_hogskoleutbildning_rf_2012_03_20_pdf/\\$File/Ans%C3%B6kan%20om%20tillgodor%C3%A4knande%20av%20utl%C3%A4ndsk%20h%C3%B6gskoleutbildning%20RF%202012-03-20.pdf](http://webappl.web.sh.se/p3/ext/res.nsf/vRes/studieinformation_1346313945377_ansokan_om_tillgodoraknande_av_utlandsk_hogskoleutbildning_rf_2012_03_20_pdf/$File/Ans%C3%B6kan%20om%20tillgodor%C3%A4knande%20av%20utl%C3%A4ndsk%20h%C3%B6gskoleutbildning%20RF%202012-03-20.pdf)

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:

Södertörn University offers around 350 courses at first and second cycle. Most courses are taught in Swedish, however there are around 100 courses given completely in English.

This list on the website always reflects the current status. Students can apply to all available courses as long as they fulfill the pre-requisites which are set in the course syllabus:

http://webappl.web.sh.se/p3/ext/content.nsf/aget?openagent&key=sh_utbildning_kurs_alla_en

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)

Before the start of a mobility period it must be clear to the participant what the purpose of the experience is. The International office informs the importance of having written and signed documents for the mobility period during information meetings.

For students a learning agreement has to be approved both by home institution and host institution in order for the student to know which courses to study in order to be able to transfer credits. For the teaching staff mobility agreement that clearly state the activities during the mobility period has to be written and signed by the participant, representative from home institution and a contact person at host institution.

The participant is always responsible for the original document and then each institutions has a copy

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:

Students that apply for a mobility has to state in their online application the level of their language skills. Each application is thereafter carefully checked in order to be able to advice the students in the best way. At the university there are some courses for language improvement as for example the course "English for higher studies". In addition all outgoing students are encouraged to take part in EILC-courses or other language courses at the host institution. One important part of the mobility experience is to learn some of the basics of the host language and host culture.

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)

Before the start of every semester the International Office arranges an obligatory Orientation Programme with the aim to help integrate incoming participants to the university, to the education system and to Swedish culture. The International Office works closely with the Student Union in order to arrange pick-up service and a mentor programme. Participants are also offered support to find accommodation.

Meetings are held during the semesters to inform outgoing students about opportunities to participate in an mobility period; studies and/or traineeship. Outgoing participants interested in a mobility period are offered a total of four applications rounds every year. All participants get support before, during and after mobility period.

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:

Introductory Swedish language and culture courses are offered for incoming participants both on beginner and intermediate level during the semesters. In addition the participants that have difficulties studying in English are given the possibility to study "English for Higher Education" and get support with written work, speaking and making presentations at the University Study Workshop.
http://webappl.web.sh.se/p3/ext/content.nsf/aget?openagent&key=english_language_support_131776178290

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:

When outgoing participants successfully have completed their mobility period and returns home, credit transfer will take place, and the participant will continue studies at the University without any loss of credit. In addition to the credit transfer the mobility period will be mentioned in their Diploma Supplement. The courses are agreed upon in a learning agreement between Södertörn University and host institutions before departure.
Participants get both oral and written information about the credits system and transfer of credits both before and after mobility period.
All participants that complete a mobility period receive either a transcript of record or a certificate of traineeship about a month after the mobility.

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)

Internationalization is a natural part of all courses and programmes at Södertörn University. Teachers, researchers, students, and other staff are, during their time at the university, encouraged to benefit from an international experience by visiting partner universities, or taking part in international conferences, projects, etc. Internationalization work at the university is based on strengthening the university's profile as multicultural, multidisciplinary and a provider of civic education. The staff gets support from the International Office and their home department during the mobility period.
This opportunity is promoted by meetings and by the external and internal website.

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)

The university's ambition is to develop and strengthen already established partnerships as well as to develop new forms of cooperation with regard to student and teacher exchanges and joint programmes with our European partners. There is a good infrastructure at the University to support academic staff in developing international contacts. All interested in different forms of international cooperation get advice and support from the International Office in order to establish contacts that hold a high quality and are of mutual benefit for both parts.

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]

Through internationalization ideas, knowledge and experiences can be exchanged. Creating environments where this exchange can take place is crucial to meet the needs of a global labor market, this is why Södertörn University should strive to offer all students, faculty and staff such environments. Internationalization is conducted both at home and through mobility and agreements, covering education, research and collaboration. The University should be an international institution where teaching and research are characterized by diversity, broaden horizons and intercultural thinking.

The University has built up an extensive network within the framework of European cooperation.

In addition to this research into the Baltic region and Eastern Europe forms a knowledge environment that is among the best in the world and in the University's strategy one of the objectives is to continue establishing university networks in the Baltic region, Eastern Europe and the Nordic countries. A valuable complement to these focus areas consists of mobility programmes involving both student and teacher towards developing countries in Africa, Asia and Latin America that Södertörn University participates in.

Södertörn University's long-term goal is to have few strategic partner universities with which the University has close relationships and conducts project in different levels. Södertörn University wants to build long-lasting, deep and strong relationships with a select number of partner institutions that match the University's offerings and subject areas and where there can be developed cooperation in multiple levels and multiple disciplines. When choosing partner institutions, cooperation's with universities that match the subject fields or / and research profiles, including represents the university's strong position in the Baltic research is a valuable starting point for the University's international activities and are prioritized.

Internationalization is a possibility for all within the University and the possibilities is actively promoted. However the coming years more measures to facilitate the increase of staff mobility will be prioritized. The reason for this venture is to sustainably through the help of teachers, increasing the number of outgoing students and increasing the number of cooperation's and joint programs with partner institutions.

Södertörn University participates actively in much international cooperation, which is a prerequisite for offering students a high standard of education, but the University also emphasizes internationalization at home. This means that the University appreciates and utilizes the knowledge of its own staff and students, and also regards the knowledge and skills of incoming staff and students as an asset.

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]

Internationalization concept has gradually been changing and expanded both nationally and in Södertörn University. Previously, it was primarily mobility emphasized, but the term now includes all activities that add an international dimension to education. Internationalization will characterize the entire operation and also be a natural part of all education and research at the university and a concern for everybody. In addition, Södertörn University contributes in an internationalization process that not only promotes its own operations but also include environmental awareness and sustainable development. The whole internationalization process within the University is documented in action plans both centrally and at the different Schools. These plans will be continuously monitored to evaluate whether goals have been achieved.

Individual researchers at the University take largely the responsibility of the international contacts. Södertörn University will be promoting the continued development of established networks in research and encourage a positive attitude towards internationalization among researchers at the university. To encourage the international exchange of teachers, students and staff there will be limited number of agreements with strategic partner universities. Södertörn University will also continue to work for the mobility of students, faculty and staff increases, which partly contributes to greater international understanding, and prepares for the international market. In addition, the University also improve conditions for receiving students, faculty and staff from Swedish or international institutions.

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]

During its first fifteen years, Södertörn University has established itself as a popular meeting place in the Stockholm region for students, teachers, and researchers with a range of experiences, languages and identities. During the coming periods, Södertörn University intends to develop research and education so that its activities will continue to fulfill the requirements placed on a modern university.

Södertörn University is a respected higher education institution within Sweden, as shown in the continuous external assessments of its activities. The basis for this is good quality research and education, active student participation and targeted development of internal quality assurance work.

At the University there is a continued work to achieve the same status in the international arena. Södertörn University is thus further strengthening the research environments and establishing new projects, in both research and education, with higher education institutions in other countries and at the same time offer continued mobility possibilities. New forms of cooperation with the surrounding community and in the international market are also a priority area; one founding theme is high quality in all areas of operation and active follow-ups and quality assurance.

Due to the composition of the student body as well as the academic and administrative staff, and its location in a multicultural suburb, Södertörn University has developed a multicultural and multidisciplinary profile in its undergraduate and postgraduate course and programmes as well as in its research. The creation of a multicultural environment is a way of counteracting racism. The University appreciates that its teachers and students represent many countries and regions and is anxious to benefit from their knowledge and skills. In all aspects of its activities, Södertörns University strives to adopt an intercultural perspective and treat people from diverse cultures and backgrounds with respect.

* 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: Stockholm

Name: Moira von Wright

Date (dd/mm/yyyy): 07/05/2013

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