



# ERASMUS UNIVERSITY CHARTER

## Application form

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

**New**

**Renewal**

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

28749-IC-1-2002-1-DE-ERASMUS-EUC-1

**Correspondence language: EN**

**Erasmus Policy Statement original language: EN**

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: not applicable**

### **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	HANDELSHOCHSCHULE LEIPZIG GGMBH		
Translation of this name in English	Leipzig Graduate School Of Management		
Erasmus ID code of the institution	D LEIPZIG09		
Internet address	http://www.hhl.de		

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

First name and surname of the <b>legal representative</b> of the institution	Hans Wiesmeth		
Title (optional) (e.g. Prof., Dr, etc.)	Prof. Dr.	Gender	Male
Department/Unit			
Official function within the institution	Rector		
Phone (including country and area codes)	+49 /341 /9851640		
Fax (including country and area codes)	+39 /341 /4773243		
E-mail address (only one address)	info@hhl.de		
Legal address of the institution			
Street/Nr.	Jahnallee 59		
Post code & Town	04109 Leipzig		
Country Code, Country	DE, Germany		

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

First name and surname	Frank Hoffmann		
Title (optional) (e.g. Prof., Dr, etc.)		Gender	Male
Department/Unit	International Relations		
Official function within the institution	Director International Relations		
Phone (including country and area codes)	+49 / 341 /9851709		
Fax (including country and area codes)	+49 /341 /9851810		
E-mail address (only one address)	hoffmann@hhl.de		
<b>Correspondence</b>			
Street/Nr.	Jahnallee 59		
Post code & Town	04109 Leipzig		
Country Code, Country	DE, Germany		

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

<i>The data required relate solely to higher education.</i>			
Foundation year of your institution			1898
Level of degrees awarded			
First cycle degrees			No
Second cycle degrees			Yes
One-tier degrees			Yes
Third Cycle(without PhD)			No
<u>Doctoral degrees</u>			Yes
Number of students enrolled in 2005/2006 on <u>higher education</u> courses		Part-time	57
		Full-time	205
Number of students graduated in 2005/2006		First Cycle	
		Second Cycle	57
		One-tier degrees	56
		Third Cycle(without PhD)	
		Doctoral degrees	11
Number of teaching staff (total) in 2005/2006			30
Number of teaching staff (full-time equivalent) in 2005/2006			27
Number of administrative staff (full-time equivalent) in 2005/2006			31
Number of these administrative staff members directly working in European/international relations in 2005/2006 (full-time equivalent)			1
First year of participation in Erasmus Programme with funding from the European Community			1996

**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 Yes

**1.b Recognition matters: Will your institution use ECTS as an internal credit accumulation system?**

- in all faculties/departments Yes
- in some faculties/departments Yes

**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) No

**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)?

a) The Leipzig Graduate School of Management (Handelshochschule Leipzig - HHL) is an institution of higher education at the university level. Leipzig Graduate School of Management offers four Master-Level programs: a two-year graduate program in business administration leading to the degree Diplom-Kaufmann, a Master of Science Program and two MBA-programs, and in addition a doctoral program and executive education. While for students enrolled in the MBA-program an international project is compulsory, students enrolled in the Diplom-Kaufmann and MSc-program must do a compulsory semester abroad at one of the partner universities of Leipzig Graduate School of Management. The grades received during the exchange semester abroad are acknowledged by Leipzig Graduate School of Management and become part of each student's final grade for the academic degree. Currently, Leipzig Graduate School of Management has exchange agreements with 86 partner institutions; 39 of these are within Europe. Thirty-seven of the 39 European partner institutions are affiliated with the Erasmus network. The large number of European partners emphasizes the high value which the Leipzig Graduate School of Management accords to European co-operations. This is consistent with the strategic development plan of Leipzig Graduate School of Management, which calls for the institution to increase its internationalization. At the moment, around 25% of the eligible students are studying abroad within the Erasmus program; the aim is to increase it to 30-35% by 2010. This strategy calls for Leipzig Graduate School of Management to support innovative fields of research, to contribute to further curricula-development and to prepare students within the European and international network for future leading positions in Europe. To realize this goal, Leipzig Graduate School of Management integrates guest lecturers from European countries into its academic program. Although HHL already has many courses taught by international professors; the aspect of teaching staff mobility within the Socrates program will be increasingly emphasized by Leipzig Graduate School of Management in the future.

b) To give visibility to Erasmus activities, both the Erasmus University Charter and the EPS are published at the Website of the institution. In addition, Leipzig Graduate School of Management informs on a regular basis in its newspapers about all international activities, where Erasmus is the most important part. As a matter of course, Leipzig Graduate School of Management has rules and regulations to prevent any kind of discrimination against socially disadvantaged groups, and vigilantly monitors that there is no racism or xenophobia. For economic disadvantaged students scholarships are provided; for gender equality and integration of disabled students and staff, two special officers are employed. In addition, each of the students has to sign a honor code, to prevent any kind of discrimination.

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.

English is the language of instruction for HHL's MBA- and MSc-program; the "Diplom-Kaufmann"- program is taught 70% in German and 30% in English. The goal is to move further towards English as the language of instruction in the "Diplom-Kaufmann"- program.

However, the Leipzig Graduate School of Management also offers German language courses to all Socrates-Exchange students. The goal of this is to better integrate the non-German students into everyday German life. To accomplish this, in addition to the co-financing through Socrates-grants, HHL has committed a significant amount of its own financial resources within the past years, and it is planned to continue a high level of financial support for future incoming Socrates-students. In addition to German language instruction, HHL's efforts to integrate the exchange students also consists of sponsoring a Socrates student organization, and offering a personal tutor for every exchange student. This tutor assists the exchange student during his or her time at HHL.

We use many tools to assure quality at HHL. The ECTS-System was fully introduced at HHL. The transcripts for all foreign exchange students - also for the non-European students - are only issued in the ECTS-format. HHL has modified its Study- and Examination-Regulations to require that the credit-point-system is used within the school. This enables HHL to acknowledge the academic results achieved at other institutions. Diploma supplements were implemented.

Furthermore, every student completes a report about the exchange semester abroad and this gives us insight into the quality of our partner universities. All incoming students and, of course, all regular HHL-students are given the opportunity to provide an anonymous evaluation of the courses they have taken at HHL. The results of these evaluations are published and viewed by the Dean and the Faculty as a measure of quality. Staff mobility is facilitated and acknowledged.

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.

Work placements and internships are an integrated part of the full-time programs at Leipzig Graduate School of Management, required for the Diplomkaufmann and optional for the MBAs. A minimum duration of 8 weeks for the Diplomkaufmann-Program and of 10 weeks for the MBA-program is given by the Study regulations, approved by the responsible ministry. Within the MBA program, students will earn credits for the successful internship. All students must write a report about their experiences during the internship. In addition, for the MBA-program an academic supervisor will grade a specific report, where the student has to show how to connect a practical task of his work with academic questions, where the knowledge was provided at HHL. A close contact between the company, the student, HHL's placement center and the academic department is essential to secure a successful work placement. To ensure this success, a bilateral work agreement between the student and the company is concluded. This agreement requires permission by HHL's placement center and the academic department, who supervises the work. Preparation for work placements is given by individual counseling provided by the placement center and by company presentations. These presentations are given on a regular basis (around 20 per semester). This will give students a successful preparation to the required work placement period.

To give students assistance for the internship period, the work placement reports will be published. In addition, the placement center issues a viewbook, where a summary of all work placements is available. Also HHL's Alumni Association gives assistance in finding appropriate places for internships. A special portal was established on the Intranet, where potential candidates for work placements can contact former students of Leipzig Graduate School of Management, and discuss with them the opportunity for an internship in the company of the alumnus.

# 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 abro
- 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.

## Endorsement of the application

*"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*