



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

236041-LA-1-2014-1-SI-E4AKA1-ECHE-1

Applicant's previous EUC number (if applicable):

249109-IC-1-2008-1-SI-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): not 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	0
Full legal name (official name in latin characters)	GRM NOVO MESTO - CENTER BIOTEHNIKE IN TURIZMA
Full legal name (English name)	GRM NOVO MESTO - CENTER OF BIOTECHNICS AND TOURISM
Acronym	GRM
Erasmus code (e.g. F PARIS33) - if available	SI NOVO-ME02
Address (N°, street, avenue, etc.)	SEVNO 13
Country	Slovenia
Region	Vzhodna Slovenija
Post code	8000
City	NOVO MESTO
Website	http://www.ksgm.net/

A.2. Legal Representative

Title	DIRECTOR
Gender	Male
First Name	TONE
Family Name	HROVAT
Position	DIRECTOR
E-mail	tone.hrovat@guest.arnes.si
Telephone (including country / area codes)	+386/7/3934700
Address (n°, street, avenue, etc)	SEVNO 13
Country	SI, Slovenia
Post code	8000
City	NOVO MESTO

A.3. Coordinator

Title	ERASMUS KORDINATOR
Gender	Female
First Name	MOJCA

Family Name	KOGOVŠEK
Department	VIŠJA STROKOVNA ŠOLA
Position	PROFESOR
E-mail	mojca.kogovsek2@guest.arnes.si
Telephone (including country / area codes)	+386/7/3934709
Address (n°, street, avenue, etc)	SEVNO 13
Country	SI, Slovenia
Post code	8000
City	NOVO MESTO

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:	385.0
1st Cycle:	0.0
2nd Cycle:	0.0
3rd Cycle:	0.0

Number of staff (Equivalent full-time)

Teaching:	14.5
Administrative:	3.0

Number of degree courses on offer

Short cycle:	3.0
1st Cycle:	0.0
2nd Cycle:	0.0
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	0.0
Number of outgoing study mobility students (Erasmus and/or others): to non-participating countries	0.0
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	0.0
Number of study mobility students (Erasmus and/or others): from non-participating countries	0.0

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	6.0

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

14.0

Number of incoming academic staff from participating countries

0.0

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:

0.0

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

0.0

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

0.0

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:

0.0

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:

0.0

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

0.0

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:

Višja strokovna šola Grm Novo mesto izobražuje za tri strokovna področja: kmetijstvo in razvoj podeželja, gostinstvo in turizem ter naravovarstvo. Mednarodne aktivnosti vodimo preko mednarodne pisarne, v sodelovanju z organizatorji praktičnega izobraževanja za posamezno področje (so istočasno tudi predavatelji) in ravnateljica, ki skupaj tudi tvorijo delovno skupino za pripravo Erasmusu razpisov in komisijo, ki pregleda in izbere prijave. Razpise objavljamo na spletni strani šole, prav tako vsakega študenta individualno seznanimo z njimi. Z domačimi študenti komuniciramo v slovenskem jeziku, z ostalim pa v angleščini, oz. v drugih jezikih. Organizacijo praktičnega izobraževanja študentov organiziramo s pomočjo organizatorjev praktičnega izobraževanja in mednarodne pisarne, prav tako organizacijo študentov za študij (do sedaj imamo 1 tak primer), organizacijo mobilnosti predavateljev prevzame sam predavatelj, strokovno usposabljanje predavateljev pa skupina predavateljev. <http://www.vs.grm-nm.si/projekti/erasmus>

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:

Naš študent na izmenjavi v tujini: V razgovoru s posameznim študentom, glede na področje opravljanja prakse oz. študija, pripravimo načrt priznavanja opravljenih obveznosti v okviru izmenjave v tujini (v vsebini in kreditnih točkah). Stremimo k temu, da se študentu priznajo vse obveznosti, ki jih je v dogovoru z matično šolo v tujini uspešno opravil in se nato vnesejo v individualno dokumentacijo študenta ter priznajo v okviru študijskega programa na šoli.

Tuj študent na izmenjavi pri nas: V predhodnem dogovoru s prihajajočim študentom (oz. njegovo matično šolo) dogovorimo načrt priznavanja opravljenih obveznosti v okviru izmenjave študenta pri nas (v vsebini in kreditnih točkah). Po prihodu študenta se podrobneje pogovorimo o načinu dela, njegovih obveznostih ter drugih podrobnostih in sklenemo sporazum s študentom. Stremimo k temu, da bi študent prejel znanje, ki ga želi ter ga bo lahko unovčil na matični šoli.

<http://www.vs.grm-nm.si/projekti/erasmus>

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:

Na šoli in spletu ponujamo predstavitev posameznih programov ter povezavo na podrobnejše vsebine vseh modulov ter predmetov posameznih programov (v nacionalno bazo). Podrobnejši šolski katalog je v izdelavi. Podatki, ki so na voljo, so v slovenskem jeziku, prevode v angleški jezik še pripravljamo. http://www.vs.grm-nm.si/programi/znacilnosti_visjesolskega_izobrazevanja

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)

Posameznik ali skupina poišče povezavo v tujini (glede na Erasmus bazo ali druge baze – v primeru drugih vrst mobilnosti) ter vzpostavi kontakt. V primeru, da je na drugi strani interes po sodelovanju (šola, druga institucija), sklenemo sporazum, ki ga adiministrativno izvedemo v okviru Mednarodne pisarne na šoli. Pred tem se s tem strinja ravnatelj šole. Sporazume sklepamo tako za enkratno kot za dolgoročno sodelovanje.

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:

Za študente oz. sodelavce, ki se odpravljajo na mobilnost ne izvajamo posebnih jezikovnih tečajev izven rednega programa šole. Študenti se v okviru rednega izobraževanja učijo tujih jezikov (min. en tuj jezik, v 90 % je to angleščina), v programu Gostinstvo in turizem pa še nemški in italijanski jezik. Študenti vseh programov se lahko učijo vseh jezikov, ki jih poučujemo na šoli. Občasno izvajamo tudi tečaj ruskega jezika. Za tujce: Možna je organizacija tečaja slovenskega jezika. Za posameznega študenta, ki je na študiju pri nas, se glede razumevanja posebej organiziramo. Predavatelji izvajajo individualne ure, ponudi se tuja literatura, zagotovijo se prevajanja oz. tolmačenja. Isto velja za druge obiske in aktivnosti tujcev pri nas.

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)

Vsakemu študentu, ki gre na izmenjavo v tujino ali pride k nam dodelimo mentorja. Študent ima tako ves čas bivanja v tujini stik s svojim mentorjem. Isto velja za tujega študenta pri nas – dodelimo mu mentorja, s katerim se redno srečuje in ureja vse študijske in obštudijske dejavnosti. V primeru ostalih mobilnosti naših zaposlenih je poleg sodelavca kontaktna oseba tudi sodelavka v mednarodni pisarni.

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:

Možna je organizacija tečaja slovenskega jezika. Za posameznega študenta, ki je na študiju pri nas, se glede razumevanja posebej organiziramo. Predavatelji izvajajo individualne ure, ponudi se tuja literatura, zagotovijo se prevajanja oz. tolmačenja. Isto velja za druge obiske in aktivnosti tujcev pri nas.

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:

Študenti svojo izkušnjo in pridobljeno znanje predstavijo svojemu mentorju ter predavateljem, s katerimi so sodelovali pri izmenjavi. Skupaj z mentorjem izvedejo tudi evalvacijo mobilnosti. Študenti izkušnjo svoje mobilnosti predstavijo tudi v okviru Erasmus dneva na šoli (namenjen je drugim študentom in predavateljem), posamezne študente pa vabimo, da izkušnjo predstavijo tudi na drugih dogodkih v šoli ali izven (do sedaj so se naši študenti udeleževali le mobilnosti za prakso). <http://www.vs.grm-nm.si/projekti/erasmus>

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)

Za mobilnost osebja si sodelavci sami organizirajo mobilnost – glede na lastne interese, potrebe delovnega mesta oz. drugih priložnosti. Za urejanje administrativnih zadev pa skrbi mednarodna pisarna. Po opravljeni mobilnosti udeleženci na predavateljskem zboru predstavijo mobilnost, novosti, ki so jih spoznali, nove kontakte, ideje za nove povezave in potencialne projekte itd.

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)

Višja strokovna šola Grm Novo mesto izvaja ukrepe promocije mobilnosti zaposlenih v okviru permanentnih srečanj predavateljskega zbora in ažurnega informiranja. Zaposlenim se mobilnosti vrednotijo v okviru napredovanj v pedagoškem delu in s tem hkrati pridobijo pravico sodelovanja pri ostalih mednarodnih projektih. Študente motiviramo v okviru individualnih pogovorov, letnih Erasmus srečanj, na spletnih straneh itd. Mobilnosti študentov načrtujemo skladno s študijskim programom tako, da so kreditne točke prenosljive in na matični izobraževalni instituciji priznane. Vsem študentom in zaposlenim, ki so na mobilnosti, jim nudimo ves čas trajanja mobilnosti tako strokovno, kot tehnično podporo (mentor, mednarodna pisarna).

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]

According to strategy of Vocational College Grm Novo mesto we strive to be active internationally without limitation whether mobility/projects are implemented in European Union or any other country. As it is common for vocational colleges (short Bologna study programs) largest share of Erasmus mobility includes Erasmus student mobility for placement. However we started to implement Erasmus student mobility for studies (in academic year 2012/13 with an incoming Turkish student) and we plan to send our students abroad for Erasmus mobility for studies in the coming years. Vocational College Grm Novo mesto is internationally active - through implementation of various partnerships projects within and outside European programs especially with Austria, Croatia, Serbia, Macedonia, Bosnia and Herzegovina and recently also with Russia (mostly international activities that are not co-funded by Erasmus or other programs). (A) Partner selection (general specification): usually partners are selected by the subject areas that are offered in Vocational College Grm Novo mesto (agriculture and rural development / hospitality and tourism / nature conservation). Partner institutions are chosen according to the needs and the demands of particular level of education. The same goes when deciding about employers where Erasmus placement mobility is implemented. According to the second criteria partners are selected according to special knowledge requirement, seeking special education institutions etc. (B) Partner selection in regard to its location: all European Member States and all non-EU members. In the future our plan is to expand cooperation overseas. (C) The objectives and target groups: the priorities of becoming acquainted with work and new work areas, strengthening innovation and acquiring modern working methods in the fields of expertise as well as acquiring contemporary teaching methods and pedagogical approaches regarding placements. Target groups are colleges which provide educational programs at the same level (short Bologna study programs) as well as other education institutions on tertiary level. We have already established contacts with different research institutes, development institutions, various companies, the environmental centres, park management sector, farms and other agricultural enterprises and plan to further develop cooperation. Our long-term goal is to build even wider partnership.

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]

We are planning to strengthen the implementation of Erasmus program (and bring it to the higher level as in the previous academic years) and strengthen the Erasmus mobility for studies (ongoing and incoming student mobility).

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]

Enable the experience of staying abroad, experiencing practical education/training and study experience abroad regardless social background (full time/part time students; marginal groups, gender, age) and by Erasmus mobility with the aim of skills and competence enhancement to improve students' employability. Reinforcing the link between curricula education activities with business and employment needs (by accessing future skills, needs and by promoting business input into courses). Vocational College Grm Novo mesto is striving to develop flexible provisions in particular for part-time or personalized study routes including distance learning in order to meet their specific needs in higher education. We plan to strengthen cross-border cooperation with tertiary education institutions through which enhancement of quality of educational processes will be enabled (by Erasmus mobility actions and other cross-border projects) through contemporary learning and teaching methods and fostering entrepreneurial skill and attitudes. The aim is to bring together businesses and our educational institution to strengthen and develop innovation potential through joint activities.

* 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: Novo mesto

Name: Tone Hrovat

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