

## **ERASMUS UNIVERSITY CHARTER**

### **ATHENS UNIVERSITY OF ECONOMICS AND BUSINESS**

#### **EUROPEAN POLICY STATEMENT**

Our university's strategy is to expand as much as possible its already existing extended network of collaborations with European institutions in order to further develop its activities and overall visibility in the European Higher Education Area.

Our objectives include a) the improvement in the quality of services offered to incoming and outgoing students, teaching and administrative staff, b) the further increase in the number of courses taught in English in order to facilitate student mobility, c) the encouragement of incomers to take Modern Greek language courses, offered free of charge, d) the enhancement of teaching staff mobility and the participation in multilateral projects, e) the expansion of student placements at the European level, and f) the organisation of various activities in the context of Lifelong Learning Programme.

Our priorities focus on a) expansion in student and staff mobility, in numbers and in levels of satisfaction and performance, b) further development of the Career Office, est. in 1994, at the national and international level, c) linking university with enterprises and d) adoption of lifelong Learning Programme initiatives.

As the university has applied quality control and evaluation measures for cooperation activities, external assessors have been invited to carry out the related task. Their comments were positive, encouraging all university members to continue their efforts for further development. The university participates and coordinates educational & research projects; it is represented in international associations, networks, fora and conferences.

B) The Erasmus University Charter, as well as all Erasmus activities, will be published on the university's website, in departments' study guides, welcome information packages, posters and in other university promotional material for local and international educational fairs, career days/weeks, congresses etc.

The Institution ensures compliance with non-discrimination objectives as follows: a) disadvantaged students and teachers can participate in Erasmus activities with all necessary support, b) equal opportunities are offered to men and women, c) no signs of xenophobia and racism have ever been identified, and d) social and economic cohesion and integration is promoted through free daily meals as a financial support to Erasmus incomers and organisation of cultural and social activities.

To summarize, we wish to declare our strong will and commitment as a University: 1) to increase the number and quality of students as well as administrative and teaching staff mobility, 2) to develop distance learning with new technology, 3) to enhance disadvantaged people to participate in Erasmus activities, 4) to improve the existing quality of our interuniversity projects, 5) to encourage preparatory visits to new destinations, 6) to apply ECTS rules to our new study programs for academic recognition purposes, 7) to protect the sustainability of our projects supporting them financially from various sources of university funding.

To improve the quality of academic mobility activities, the following take place: Academic recognition is ensured by implementing ECTS for all students. All ECTS documents are used: student application, learning agreement, transcript of

records (before departure for outgoing students and after departure for incomers). Following ECTS, students returning from their study period abroad receive credits in accordance with the signed learning agreements and their approved modifications (if any). All departments have information packages with updated details on curricula and other practical guidelines. During the meetings, organized for information and counselling of outgoing students (both at central and departmental level, several times per year), students are provided with all necessary details to better prepare their study period abroad. Valuable assistance is offered by members of the Erasmus Student Association - ESA (est. in 1992).

They provide information and discuss about their experience in order to help their colleagues. The Erasmus Office is open on a daily basis to students who wish to get detailed information, look through published material and ask specific questions about their prospective participation in Erasmus.

Concerning incomers, upon arrival, they are met by members of the ESA at the Airport and escorted to their housing, which has been arranged - after their application - by the ESA at reasonable prices.

Prospective incomers can find details related to our University in our website, as well as in printed material sent to their home institution.

To facilitate Erasmus student mobility, courses in English are offered, which include, among others, subjects in European integration. This program has led to the increase of incoming Erasmus students, who are taking in parallel Modern Greek language courses, offered free of charge. Support is provided by the Erasmus Office to the teaching staff; their contribution is acknowledged by their Department heads.

To ensure high quality in student placements, the university has reached placement agreements with a network of companies at local level, which is to be expanded at the European level.

At the beginning of the academic year, third and fourth year students are informed about the student placement opportunities. A list of companies is distributed and available placements are described. Students are encouraged to apply to our Placement Office, which matches their interests with the available posts. Applications with CV are sent to companies. Human Resources managers interview interested students and decide on the placement, which lasts 3 months.

During the placement, students are monitored and evaluated by university staff, who fill out a report at the end of the placement period. This report ensures that students work on their specific subject area.

Students receive recognition and credits for their work placement, included as elective in their study program.

Companies as well as students are also requested to submit an evaluation report in order to make necessary adjustments and further improvement to the programme.

After the end of the placement period, many companies offer part-time jobs to the students, which eventually turn into full-time jobs after their graduation.

In order to expand the student placement program, taking advantage of the new challenging opportunities offered within the context of LLL, we plan to contact

international companies, operating in Greece, asking them about placement opportunities in their subsidiaries in European countries.

After the initial contact, our Placement Office will carry out the follow-up. We believe that positive contribution to this effort will be made by our students, who are studying in various European countries. To facilitate decision by the foreign companies, we will ask their representatives in Greece to interview our students at home. Those selected will receive appropriate language preparation.