

ECTS 10 GOLDEN RULES (& CALENDAR)

- 1. Choose your institutional partners and have the Bilateral Agreements DULY formalised (WELL before November).**
- 2. Raise interest about the exchanges among the students by means of informative meetings, posters, fliers (November - March).**
- 3. Annually edit and distribute (hard copy and internet) an up-dated Information Package. Check its contents against the manuals of good practice available from the Socrates administration (January).**
- 4. Choose the out-going candidates with special regard to their motivation and language knowledge and help them to programme their studies abroad using your experience, the available Information Packages and contacts with your colleagues (Co-ordinators) at the hosting institution (March).**
- 5. Send the standard ECTS forms (Application & Learning Agreement) to the hosting institution and if possible, reach an agreement before the clearing-house meeting. Do not forget to include a current TRANSCRIPT OF RECORDS of the candidate to allow your partner to know your student history (April).**
- 6. Return a signed copy of the approved Learning Agreements to your partner institutions (May).**
- 7. Organise language training if necessary for your out-going students (summer).**
- 8. Receive your in-coming students personally and help them with all useful hints, including appropriate language training if needed. Introduce them to the right persons (when the students arrive).**
- 9. Contact your colleagues (co-ordinators) at the sending institutions and change the programmes of study when necessary. Use the special part of the Learning Agreement devoted to it and sign the proposed changes. Conversely, study and use experience and flexibility to assume reasonable changes on the initial Learning Agreement & approved Plan of Studies abroad. A student should not change his or her study programme without agreement of the home and host institutions (beginning of the study period).**
- 10. Send as soon as possible to every student's sending institution the final Official Transcript of Records (with local grades and ECTS credits and grades (at the end of the study period)).**

ECTS CALENDAR

January 3 I.P. printing & distributing 2 1	February 2	March 4 Choose outgoing students 2	April 5 Send Applications
May 6 Learning Agreements signed 1	June 7 Language training 10 Send Final Transcript of Records	July 7	August 7
September 8 Receive in-coming students 9 Changes in the Programme of Studies abroad (if necessary) 10	October 1 Bilateral Agreements signed	November 2 Raise interest among students about exchange programmes	December 2