

Salzburg University of Applied Sciences European Policy Statement (EPS) for the LLL Period 2007-2013



General Objectives and Strategies

The Fachhochschule Salzburg (FHS) – Salzburg University of Applied Sciences - offers interdisciplinary, bachelor and master programmes geared to the needs of the labour market in the innovation-oriented areas of Information Technologies, Business and Tourism, Media and Design, Health Studies and Social Work as well as Wood and Biogene Technologies. FHS actively participates in the European Higher Education Area and the international scientific community to assure and increase its academic quality within the framework of the following strategic objectives: i) employability of graduates as experts in high demand in their fields at the European and international labour market that are still aware of their regional roots ii) fostering of a stimulating and open-minded campus atmosphere iii) sustenance of values of mature European citizens, who are open for new and diverse developments and who act responsibly and sustainably in accordance with the European Union as a peace-keeping community.

All previous Erasmus activities will be continued and gradually extended within the defined strategic objectives. FHS therefore supports multilingual education and the acquisition of intercultural competence. The following measures will take priority: i) student mobility – for study abroad and professional placements as preparation for the future workplace and the enhancement of intercultural competence ii) teacher mobility – as a multiplier for the promotion of European citizenship, a role model for lifelong learning as well as a measure to sustain high quality cooperations iii) staff mobility – to achieve European and intercultural orientation and acting at all levels of administration and to support further education iv) intensive programmes and curriculum development programmes with the objective to establish double and joint degrees and to support the exchange of innovative teaching and learning methods v) participation in projects that foster multilingualism and intercultural competence as well as the quality of mobility vi) participation in European research and development programmes especially in cooperation with SMEs vii) participation in innovative elearning projects supporting and complementing traditional modes of instruction.

These objectives and ensuing measures have been accorded with the academic committees, the individual degree programmes and the university management. Both, the EPS and the EUC will be published on the Intranet as well as on the Internet. FHS is actively pledged to gender equality and supports this through participation in a variety of national and European programmes. All infrastructural measures are in place to integrate and support disadvantaged persons.

Organisation of Mobility and Quality Assurance Measures

The International Office (IO) of the FHS is responsible for the organisation and administration of mobility programmes and works in close cooperation with the international coordinators in the individual degree programmes, thus guaranteeing best support and academic integration for incoming and outgoing students and teachers. All essential processes have been defined and are continuously evaluated and adapted where necessary. The IO organises additional intercultural and language training for outgoing and incoming students, for example a Welcome Week for administrative and academic orientation, a German placement test as well as intercultural sensitivity training together with local buddy students. The IO supports incoming students in finding suitable accommodation and is the first contact point for any issues arising for incomings.

The ECTS credit system is used in all FHS degree programmes through their modular curricula, the allocation of credit points as well as the use of the instruments of Learning Agreement (LA), Transcript of Records (ToR) and the Diploma Supplement. All outgoing students have to set up a Learning Agreement in accordance with the host institution and signed by the respective degree programme head at FHS to guarantee credit transfer on successful completion of the exchange semester. Incoming students get approval for their LA by the international coordinators of the relevant degree programmes and receive a ToR after the successful completion of the courses taken at FHS. Course descriptions are regularly updated at the FHS

homepage with a clear indication of courses taught in English and those suitable or available for incomings.

Teacher mobility is actively promoted at FHS through i) recognition for career planning and promotion as well as facilitating measures ii) incentives for participating teachers, iii) recognition for regular teaching load or appropriate remuneration iv) integration into quality objectives and budgets of all degree programmes

Organisation of Mobility for Professional Placements and Quality Assurance Measures

All FHS bachelor curricula have integrated mandatory professional placements with defined ECTS credits. The FHS supports and encourages transnational placements. As implemented through the LeonardodaVinci II project SKILLS, FHS puts high value not only on the enhancement of domain-specific knowledge and skills but also on the acquisition of intercultural and social competences. The Erasmus placements have to be carried out in accordance with the general curricular guidelines at selected partner institutions. The IO nominates students for the participation in Erasmus placements in cooperation with the international coordinators of the degree programmes on the basis of defined criteria. The planned work programme has to conform to the requirements of the individual degree programmes to guarantee appropriate tasks related to the field of study and recognition on completion of the placement. This is documented through a work contract signed by the student, the degree programme head and the company supervisor. Additionally, participating students keep an intercultural diary based on the principles of reflective learning and a theory framework on cultural dimensions as outlined by Hofstede and others. The quality of the placement with respect to progress and learning is monitored by an academic supervisor at the FHS, who is in regular contact with the students. The organisation and administration of the Erasmus placements is regularly evaluated through a questionnaire and personal feedback resulting in the continuous adaptation of the defined processes where necessary. The FHS placements supervisors are responsible for the recognition of the placement and the achievement of the defined placement objectives on the basis of a placement report and presentation. This is documented in the Transcript of Records for the relevant semester as well as the Diploma Supplement. The usage of the Europass for the placement documentation is actively encouraged and supported.