Project acronym: **Q-PlaNet**

Project title: **A model for quality of trans-national student placements in enterprises**

Deliverable D 6.1

Study: Establishment of the European Network of Quality Reference Centres and a network of networks

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Content

Introduction

As part of the strategy to create a European area of knowledge, the mobility of students for placements in enterprises can be seen as a key element to improve the interaction between education and business. An integrated training period in enterprises and research institutions during the study programme gives an opportunity for intercultural communication on all levels of the society, not only in the higher education environment. It even goes beyond gaining language and soft skills: moving from education to business and back to education, gives students an inside view into both environments and the opportunity to take part in knowledge transfer from education to R&D and innovation.

This is only possible if high quality placements with ambitious projects for students are available in host organisations. Therefore the necessary standards for high quality placements and the necessary methods to assess host organisations were developed within the multilateral project Q-PlaNet. Besides the standards for quality placements, pilot Quality Reference Centers (QRC) have been created. The QRCs have the task to asses the quality in host organisations and to label these high quality placements in the home region –
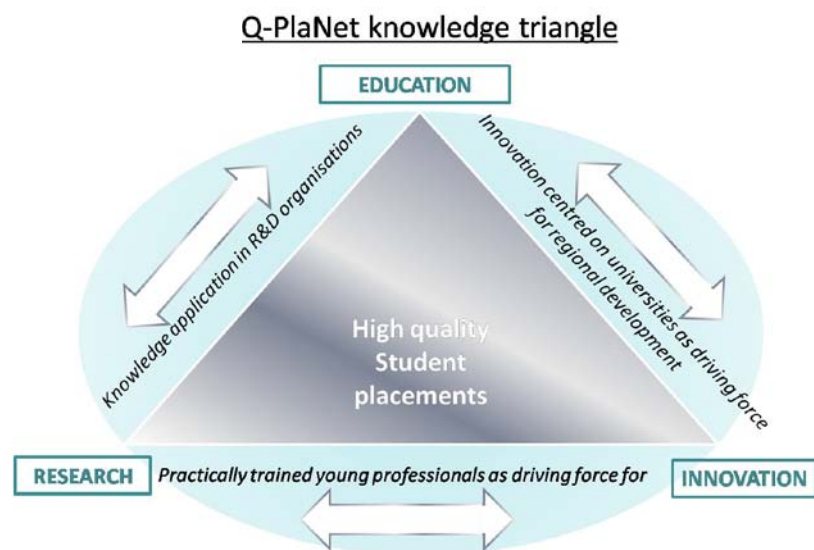

referring to a tutor available to train the student, a clearly defined framework with agreed learning outcomes, and evaluation processes. Such a system is necessary because with an increasing number of students going on placements anywhere in Europe and finding them independently, it is not possible any more for the sending organisation to check the quality of the placements abroad. To cover host organisations all over Europe it is necessary to create new QRCs and to build a network of those to implement a European quality system for placements.

ERASMUS-consortia, implemented with the start of LLP, are the primary target group for becoming new network members and QRCS. They are mostly organised inside universities but often closely related to technology transfer institutions or university–enterprise cooperation units. These consortia give also additional input to knowledge transfer from education to R&D and innovation supporting the knowledge triangle in the placement scheme.

Q-PlaNet now is a core network, with the potential to grow with new QRCs to a network covering all regions in Europe. Such a network will mean an important – and necessary - change in providing quality placements in Europe.

The current situation on Europe's competitiveness compared to other economic regions has two major weaknesses: slow innovation processes - respectively a too long process of the development process from research results to market relevant products - and the still undeveloped field of university-enterprise cooperation. In this cooperation especially the practice oriented education on international level to improve the employability of young graduates is far from being satisfactory. An at least 3 month and integrated period in the study programmes needs to be implemented into university curricula in order to improve the interaction between HE, R&D and innovation processes in enterprises.

With the implementation of the Bologna process and Lisbon strategy as well as further initiatives of the European Commission, the university-enterprise cooperation gained a prominent position in higher

education. As a result, practical experience in enterprises is becoming an important issue in HE. Furthermore, according to the study "trend in managing mobility 2008" of ECA International, 63% of companies wish to expand the number of international delegations in their employment strategy.

More practice orientation in higher education, the improvement of the interaction of R&D and innovation processes for market relevant and competitive products on the global markets, and internationally trained graduates – high quality placements for students could bring all these elements together because students work in the same environment where they will work as graduates. So placements are at the core of the knowledge triangle "education, research and innovation".

To provide comparable high quality placements on European level, it is necessary to agree on certain standards for the placements themselves, the process to asses the placements, and for the bodies which label the placements and host organisations as of high quality. For this purpose, a first step was undertaken with the multilateral project Q-PlaNet, were Quality Reference Centres (QRC) on regional level are established to assess the quality of placements in the home country.

To support the above described process in the knowledge triangle as well as the challenging target of the Commission of three million Erasmus mobilities, a QRC network with international quality placements is needed.
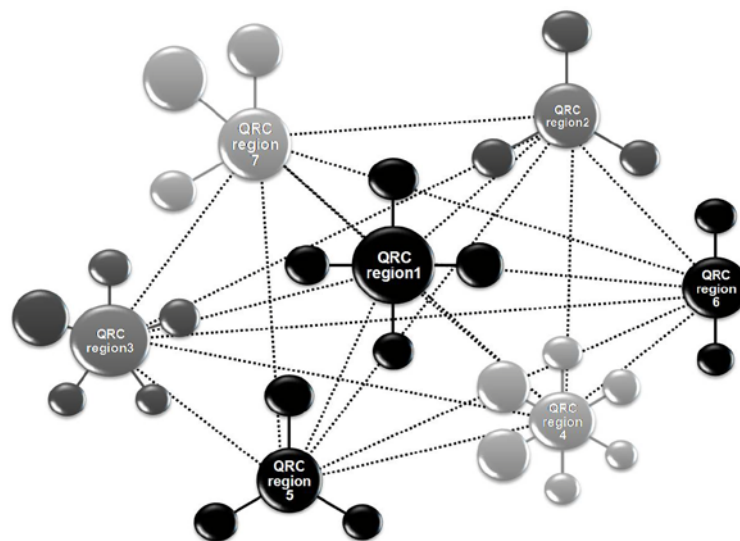
The project goes beyond the completed pilot phase by setting up a solid structure for quality assurance in order to provide students, host organisations and universities with a secured basis for Europe wide comparable and assessed work placements. That will lead to an improved quality of placements increased numbers of students participating in EU mobility programmes. The target of the project is to improve the quality of placements in co-operation between the universities and enterprises through ensuring a Network for Quality of transnational student Placements in enterprises.

Q-PlaNet – Network of Networks

QRCs building each a network with host organisations in their regions

Within this project, a European strategy will be elaborated, including not only a model for a European network but also a complete methodology to attract and encourage the creation of new Erasmus consortia at local/regional/ national level ready to be integrated into the Network in a second stage. The project aims, through different work packages, to develop first a core network to establish and validate the working processes, then to expand the network while setting up the necessary instruments at European level in parallel. The partners in the consortium with steady experience in organising placement mobility are sure that there is a need of an EU covering system to manage placement quality.

A network organisation within the EU is necessary to use the wide range of existing quality host organisations efficiently. Q-PlaNet is integrated as a sub-network to EUE-Net, the European University Enterprise Network, but with distinct identity to focus not simply on university-business cooperation but on the linking of Erasmus consortia, which are each a network in itself with contacts to regional industry and economy and to higher education.

The network and networking with other networks supports the dissemination of information not only of the network and QRCs themselves, but also of the general idea of quality assessment by QRCs prior to the start of a student in an enterprise in the target region.

1. Structure and organisation of the network

One of the gates through which universities and enterprises establish cooperation in a wider sense is student placements. Very often, when host organisations are approached for student placements and the possible topics are discussed, larger scale research projects are identified and thus gates are open for cooperation. It is clear that placements of students represent one of the most important enabling factors of the knowledge triangle in the university enterprise cooperation. For students' integration into this cooperation the placement is a key element. Nevertheless, to reinforce and enable this leverage, a common quality standard of student placements throughout Europe must be adopted. To successfully launch the network, it is important to establish a critical mass of QRCs in different countries in Europe.

a. Recognition and legitimating

The network of QRCs adheres to the Erasmus concept which is legitimated by the EU LLP programme. The provisions in the Q-PlaNet quality standard for placements are based on the European Quality Charter for mobility and the concept of Erasmus Consortia (a consortium can be one HEI or more) is in line with the regional Quality Reference Centre idea which is to state that not every Erasmus consortium is automatically a QRC. A QRC has to be recognised separately by the Q-PlaNet network in compliance with the Q-PlaNet requirements for QRCs. However, it is clear that the Erasmus consortia is going in the same direction as the QRC-concept (if they are consortia with several institutions they are a network). The Q-PlaNet founding network of five QRCs has been established on the basis of the official recognition procedure. Each QRC has filled out the Q-PlaNet application for new QRCs and has received a certificate of recognition (see Annex), which will also be awarded to new members.

The five QRCs started widening the network by contacting known partners at other universities which were able to become QRCs. The official body approving new member QRCs will be EUE-Net, the European University Enterprise Network. The whole network – thus every member QRC – is equally responsible for discussions about questions that arise, the steady improvement of the Q-PlaNet Standard, checking the applications of new institutions and every other "business".

b. Organisation of the QRC network

For an institutionalisation of the network a charter and a binding mandate need to be produced officially and in written. This will be done with the following basic ideas.

Members of the Q-PlaNet Network are all QRCs in Europe. The Network starts in the context of the current Q-PlaNet project, mainly under work package 6, and will be continued, developed and structured in a self-sustained way, in cooperation with EUE-Net/MAC Team. The Core Network is built out of the 5 founding QRCs

- Koordinierungsstelle für die Praktischen Studiensemester der Fachhochschulen in Baden-Württemberg KOOR/BEST (Baden-Württemberg partnership for the exchange of students and knowledge transfer) located at University of Applied Sciences in Karlsruhe, Germany
- Leonardo Büro Thüringen, located in Ilmenau, Germany

- CRIPpA Centre for Reference and Information on Practical Placement and Entrepreneurship, located at University of Bucharest, Romania
- QRC Brasov, located at Transilvania University Brasov, Romania
- QRC at Tallinn University of Technology, Estonia

The 5 QRCs will start widening the network from now on by contacting the known partners at other universities being able to become QRCs, too. The official body approving new member QRCs will be EUE-Net/MAC-Team, the European University Enterprise Network. For the discussion of upcoming questions, steady improvement of the Q-PlaNet standard, application check of new institutions and every other "business" the whole network – thus each member QRC – is equally responsible.

2. *Membership and recognition*

For those institutions who want to become member of the Network, there is a clearly defined procedure. The membership criteria are inspired by the eligibility criteria for LLP consortia. The procedure for application and recognition is described in the Q-PlaNet "QRC Recognition Procedure".

a. *Who can apply?*

To become member of the Network, an institution or body needs to be a Regional Reference Centre according to Q-PlaNet standards. Those have been developed under the Q-PlaNet project from 2008 – 2010, mainly under work package 2. A QRC needs to fulfil the following criteria:

- administrative office / localisation (office)
- be independent or linked to a unit in an higher education institution, but at least affiliated to an HEI (not being a commercial provider of placements or mobility)
- have one or more qualified employee being able to dedicate an appropriate time to tasks concerning or in any form related to the Network
- be able to describe its organisational structure (flowchart, economic model, etc.)
- have a website or at least sub-page under the institution it is affiliated to with a clear URL
- have contacts to potential host organisations (list, database) and being able to evaluate their quality (quality check) on the basis of the Q-PlaNet Standard
- have contacts with other HEIs in the region and (in an optimal case) be accepted on a regional or national level (depending on the size of the country) by other HEIs
- have documented best practices, history of placements, experience with placements, written evaluation
- be able to carry out the labelling of host organisations (according to rules in chapter III of this document)
- be able to fulfil the tasks of Network members (as described in chapter III of this document) in order to keep the Network itself functional

Each institution or legal body fulfilling the criteria listed above can apply to become a QRC and member of the Network. The main target group for recognition are Erasmus consortia or similar institutions in the higher education sector already organising placement mobility.

b. *Why apply?*

The following seven arguments could answer the question why a consortium or HEI should apply for Q-PlaNet membership:
1. Motivation to share experience and to improve the quality of placements and education

2. Better qualification and traineeships of its own students in its home region
3. Better qualification and traineeships of its own students abroad, easier to search
4. Internationally structured network within Europe
5. No more need to check host organisations abroad because this is has been done by the respective QRC which creates a high degree of confidence
6. Facilitating acknowledgement of training experience abroad as the host organisation is a high quality organisation
7. Synergies to cooperate in other areas

3. Tasks of the network

The main task of Q-PlaNet is to discuss new applications from higher education institutions that wish to enter the network and to carry out the official recognition procedure for QRCs. The Q-PlaNet network

- shall contribute to the permanent improvement of the quality standard for placements and the further development of quality aspects in mobility,
- builds up and maintains university-enterprise cooperation and improves and supervises the QRC structures and functions,
- to push forward the overall understanding, realisation and integration of quality placements in Europe towards QRCs, HEIs, governments, and the EU,
- offering assistance to integrate placements into curriculum structures, offering assistance to prepare and evaluate placements, managing and distributing money and grants in the context of quality placements,
- to be in contact with further networks such as EUE-Net, Leo-net and National Agencies which are connected to placements and European mobility programmes – building a real network of networks for placement quality.

Via its member QRCs, the Network is assessing the quality of host organisations in Europe. The QRCs are responsible for their respective geographical region in Europe and have to "label" host organisations in this region. This procedure of labelling is called Q-PlaNet labelling and is described in the Q-Planet project deliverable D5.1 "Quality Standard for student placements". The check for labelling is realised by the member QRCs, while the label is issued by EUE-Net, the official body. It does not "punish" host organizations not fulfilling the standard, but labels in a positive way those fulfilling it.
Q-PlaNet publishes all information about its activities on www.q-planet.org, with different pages for the target groups students, higher education sector and host organisations. A list of all existing QRCs can be found online with a link to their respective websites. A student searching for a placement in a specific region could thus easily check the local QRC's website to find a list of quality checked host organisations, and even links to their placement offers.

The network Q-PlaNet is very dependent on communication and PR activities and dissemination of its function, work, and results. One important dissemination purpose is the information of the European public about the Q-PlaNet quality system, including promotion for Erasmus consortia and QRC recognition. Furthermore the expansion of the network needs to be a focus, in order to achieve a Europewide network with QRCs in every region of the EU. In view of the improvement of the overall LLP, the establishment of a certain acknowledgement by NAs, governments/ministries, and the European Commission is necessary.
Means of dissemination for Q-PlaNet are a network based website which will be hosted at University Transylvania of Brasov, one of the project partners. On this website all recognised QRCs and labelled host organisations are listed, or at least inter-linked via references to the regional QRC's websites. Conditions of labelling and recognition need to be published on the website. An important dissemina-

tion tool to attract the public's attention is a regular event, e.g. annually, which becomes in short time the "place to be" in student placement mobility issues. Via the network, special knowledge in specific mobility questions is highly concentrated, so high-level seminars could take place in smaller groups, too. The website's URL will stay www.q-planet.org.

The network should also be represented via a person or delegation at mobility relevant events in Europe, such as ERACON, Erasmus coordinator's meetings, EAIE, etc.

4. *Funding of the network*

It needs to be taken into consideration that the mainly addressed members are Erasmus consortia who receive OM-funding ("organisation of mobility as part of Erasmus or Leonardo da Vinci grants) which is foreseen for exactly the tasks the Q-PlaNet system is referring to. The following could be considered:

- Staff costs, costs for inspection visits of host organisations: to be taken over by the QRC, as new full-time staff is not necessarily needed and the HEI to which the QRC is affiliated to is in the mid- and long run profiting from being a member
- Smaller meetings (some QRCs): meeting costs for catering, rooms, material could be taken over by the member organising the meeting (in case of rotating system); travel, accommodation, subsistence could be covered by each QRC individually
- Bigger network conferences with external guests: participation fee could be a solution, travel to be covered by each participant
- For dissemination and other general costs concerning not single QRCs but the whole network: voluntary contribution of members, sponsoring, OM money

5. *Vision for the future*

Besides the creation of the network itself, further networks (such as EUE-Net, EU-next, Leo-net, National Agencies and associations) which are related to placements and European mobility programmes will be contacted to build a network of networks for disseminating the results of the project and for inviting further partners.

During the Conference of Placement Consortia within the ERASMUS Programme which took place in Brussels on October 27, 2010 Q-PlaNet was presented to the following institutions among which some were very interested in joining the Q-PlaNet network:

- HEPH-Condorcet
- Catholic University of PT, Porto
- Corvinus University of Budapest
- Wszechnica Polska Higher School of the Universal Education Society in Warsaw
- Haute Ecole Louvain en Hainaut
- City University London
- AICE Consortia
- Universidade de Coimbra
- Universidade Lusófona de Humanidades e Tecnologias
- Instituto Superior Politécnico Gaya (ISPGaya)
- Scuola Superiore Sant'Anna
- University of Gothenburg
- Leuven University College (KHLeuven)
- University of Applied Sciences bfi Vienna
- University of Applied Sciences Bielefeld
- College of Economics and Finance, Prague

- Vilnius University
- Brandenburg University of Technology Cottbus
- University IUAV of Venice

By definition the Erasmus Networks have a European dimension as they generally focus on issues relevant in all European countries. Q-PlaNet brings together universities, enterprises, and professional associations from all European countries and sets up a common framework for quality of student placements. In particular, it defines and builds a European dimension in the following fields:

- Placements of students are thoroughly analysed and re-engineered in terms of objectives, structure, content and framework as a key part of the curriculum at European level.

- The network will undertake strong efforts to convince universities to integrate longer placements into curricula and to use the ECTS system with credit points for placements or at least to integrate learning outcomes into the Diploma Supplement.

- From an analytical point of view, the Network has a full European dimension in all its planned activities, as
  o All outputs are relevant especially at European level rather than local, national or regional,
  o All EU countries will be targeted to benefit and participate in the Network and will actively be involved in the project activities leading to outputs of the highest European relevance,
  o The measures aim at integration of different concepts: QRCs, Erasmus consortia, universities and enterprises at European level,
  o Q-PlaNet also supports to a large extent the Bologna process, as it helps to realise the Bologna objectives. It undertakes the task of elaborating, testing and validating at European level the Quality Standard for placements as part of the university curriculum which is directly linked to the Bologna process,
  o A link with the European Register for Quality Assurance (EQUAR) will be built up to use possible synergies and to be possibly listed together with other quality assurance agencies; EQAR aims at increasing transparency of quality assurance, and thus enhancing trust and confidence in European higher education.

Because of the targeted issue of transnational placements, Q-PlaNet has to be on a European level per se. The benefits can be realised only within transnational cooperation and will be clearly visible by providing easier access to quality placements abroad. Regional Quality Reference Centres being organised in a network could overcome the problem of national borders in quality control of host organisations. Not only on a mutual, one-to-one exchange basis, but on a network basis, a European wide quality standard could be implemented and publicly accessible for European students.

The results are developed to be exploitable in all countries in Europe and even beyond in the future. The system is applicable not only transnationally but also transversally for all kind of host organisations and all study fields.

In addition it supports the European cooperation between HEIs and considers the knowledge triangle – which is assisted by developing university-enterprise cooperation - by promoting a transfer of knowledge from education to research, thus also stimulating innovation in host organisations.

The quality model for placements of students is the missing piece in the European University Quality Assurance system currently well advanced on the way to European acceptance and implementation, mainly via the curriculum improvements. Therefore, the university sector will largely benefit from this outcome, but also their stakeholders, especially host organisations and last but not least the students. The concrete benefit will be a better practical training of students through a more detailed curriculum development and an enhanced quality of the related processes on the part of practical placements.

The methodology for labelling QRC's will be beneficial for both universities and enterprises as these entities will build a communication bridge between university and host organisations. It is anticipated that at a later stage the QRCs will build databases with a crucial role in the enhancement of the entire process of quality for placements.

At last, Q-PlaNet will pool resources across Europe, capitalising and creating synergies between the various regions. Work experience abroad from placement periods will be encouraged on a European scale with specific instruments. Thus the mobility of the workforce will be fully enabled and even encouraged with an inestimable positive impact on the global European economy, certainly heading towards the Lisbon goals.

The placement system will also support students in their job search after graduation and assist young professionals to enter the job market because of other manifold benefits: international experience, professional knowledge, and experience in applying for the placements, an opportunity to start a job where the placement was undertaken.

The vision of today's consortia and members of Q-PlaNet is that placements will be fully integrated in all Bachelor and Master curricula according to the Q-PlaNet Quality Standard; and that most students will have the opportunity to undertake integrated placements abroad. This would be a large step ahead towards internationally qualified young professionals and a growing together of European nations. Following the success of this model, creating some form of magnetism, host organisations should wish to become labelled. After successful implementation, even an "export" of Q-PlaNet beyond Europe is thinkable, with countries using the Q-PlaNet Quality Standard and possibly joining the Network.

Annex 1: Standards and Guidelines for Recognition as Quality Reference Centre, including application form

1. Introduction

The purpose of this document is to describe the guidelines and procedures for bodies intending to apply for authorisation or reauthorisation to award the Q-PlaNet label to host organizations for student placements. These guidelines do not form part of the standards to be met, which are specified in "Q-PlaNet Quality Standard for student placements".

The framework developed within the Q-PlaNet project (2008-2010) is applicable to the Quality Reference Centres and proposed the award of the Q-PlaNet label to recognize them as bodies acting at national or regional level, to assess the quality of student placements provided by organizations in the home country.

It is intended as a decentralised system in which national (or regional) bodies will accredit the individual host organizations providing student placement, and mutually recognize the quality label, namely the "Q-PlaNet label" as quality checked by the Q-PlaNet Quality Reference Centres (QRCs).

An international, non-profit association, the European University – Enterprise Network (EUE-Net), has been established to administer the necessary organisation and planning, and to support the recognition system. EUE-Net will appoint a board of the 5 Q-PlaNet founding members, composed by representatives of the 5 QRCs, to evaluate applications from bodies wishing to award the Q-PlaNet label to host organisation. This board authorises EUE-Net to issue the recognition documents.

The next section outlines the procedure for evaluating applications, and the final section provides detailed guidance on making an application.

2. Review of bodies to be recognised as QRCs – Procedure

This section outlines the procedure for evaluating an application for the authority to award the Q-PlaNet label. There are five phases:

(1) Recommendation

An Applicant shall be recommended to be reviewed by at least by one of the five founding QRCs of Q-PlaNet. The recommendation is necessary for the official application of the body. Any other QRC member could recommend a body based on previous student placement exchange experience. Any potential Applicant could contact a QRC member to get the needed recommendation; finding detailed information published especially to encourage Applicants completely external to Q-PlaNet.

The recommending QRC needs to send an e-mail to the Applicant approving its recommendation, in order to show the recommendation towards EUE-Net.

(2) Application.

A recognition body (subsequently referred to as the Applicant) seeking the authority to award the Q-PlaNet label should apply to Q-PlaNet *(remark: EUE-Net address)* by submitting in English the information listed below. The application should be addressed to Q-PlaNet, and sent to EUE-Net Secretariat q-planet@mac-team.eu. The information supplied will be treated in confidence, and will be used only for the purposes of the application.

One paper version with original signature and one electronic copy of the following information are required:

- A completed application form (see Annex) explaining how the standards and procedures of the Applicant comply with those of the Q-PlaNet framework. Detailed guidance on completing the Application Form is given in the next section. The completed Application Form is essentially a self-evaluation document, and can refer to existing documentation of the Applicant.

- Supporting documentation (in English), and in particular that referred to in the Application Form. All references to information in the supporting documentation should be precise and detailed.

The recommending QRC will review the application and, if necessary, ask the Applicant to provide additional information. Any other activities (e.g. site visits, phone calls, ...) could be realised in individual cases. The Q-PlaNet board will be informed about the reviewed application by the recommending QRC by e-mail sending the report of the Application.

(3) Report on the Application.

After assessing all the evidence, the recommending QRC will draft a report on the application. This draft report will be sent to the Applicant for the correction of any errors of fact. The corrected report will be submitted to the Q-PlaNet board for consideration. If the recommending QRC is not one of the 5 founding member of Q-PlaNet, the report needs to include history and results of previous student placement exchanges.

(4) Decision on Authorisation

The Q-PlaNet board members will evaluate the report and decide whether or not to authorise EUE-Net to recognise the Applicant as Q-PlaNet QRC. The Applicant will be informed of the decision by EUE-Net.

If the decision is not to authorise the Applicant to be recognised as QRC, the Applicant may appeal to EUE-Net and could re-apply.

Once being a member of the QRC network, an institution is member for life. In case the body evolves, changes, disappears, has new/different functions or goes through any changes relevant to its capacity to label host organisations, it is obliged to re-apply. In case of ending its existence as a QRC it has to provide complete information about previous labelling activities (at least a list of labelled host organisations).

3. Evaluation of bodies to be recognised as QRCs – Standards

3.1 Recognition Standards (Compliance with "Q-PlaNet quality standard for student placements")

Outcomes of Student Placement

Standard: The outcomes of student placement published as a standard by the applicant body should fully comply with "Q-PlaNet Quality Standard for student placements".

3.2 Recognition Procedure (Compliance with "Q-PlaNet Quality Standard for student placements")

Standard: The procedures for quality assessment and accreditation of student practical places published as a standard by the applicant agency should fully comply with the procedures set out in the "Q-PlaNet Quality Standard for student placements".

3.3 Institution

(1) Official status

Standard: Bodies should be formally recognised by competent public authorities as QRCs with responsibilities for the accreditation of student practical places as "quality checked" and should have an established legal basis. They should comply with any requirements of the legislative jurisdictions within which they operate.

(2) Activities

Standard: Applicant bodies should undertake accreditation activities on a regular basis. These should be part of the core functions of the body.

(3) Resources

Standard: Applicant bodies should have adequate and proportional resources, both human and financial, to enable them to organise and run their accreditation process(es) in an effective and efficient manner, with appropriate provision for the development of their processes and procedures.

(4) Mission statement

Standard: Applicant bodies should have clear and explicit goals and objectives for their work, contained in a publicly available statement.

(5) Independence

Standard: Applicant bodies should be independent to the extent both that they have autonomous responsibility for their operations and that the conclusions and recommendations made in their reports cannot be influenced by third parties such as higher education institutions, ministries or other stakeholders.

(6) Accountability procedures

Standard: Applicant bodies should have in place procedures for their own accountability.

Application Form for bodies to be recognised as Quality Reference Centre (QRC) – Authorisation to award the Q-PlaNet Label

I. Background

1. Please list below the address of the body applying for recognition, and the name, position, phone number and e-mail address of the person to whom any questions should be addressed:
   <…>
2. History and development of the body (describe the founders of the body and their motivation; the higher education context in which the body operates; participation in the development of quality criteria for student placements); *<please limit this description to 1 page>*
3. Motivation of the application
   <please limit this description to 1 page>

II. Accreditation Standards and Procedure

Please provide information and evidence below (including, where possible, any existing documentation in English) about how your body meets each of the following criteria:

Outcomes of student placements
4. Provide detailed evidence how the output standards you use to judge the quality of student placements comply with "Q-PlaNet Quality Standard for student placements".
   <…>
   Appendix(es) n.: ____
   Please number the documents and mark their reference number under each paragraph.

Organisation of student placements and quality assessment
5. How do you assess if the placement is organised, managed and maintained in order to ensure that the outcomes of student placements are achieved? Describe how the quality check procedures are developed, updated and publicised. Demonstrate that your procedures for quality assessment of student placements fully comply with the "Q-PlaNet Quality Standard for student placements".
   <…>
6. Explain how you will award the Q-PlaNet label (procedure to approach/contact the host organisations, persons/hierarchy involved, etc.)?
   <…>
   Appendix(es) n.: ____
   Please number the documents and mark their reference number under each paragraph.

III. Institutional Information

Please provide information and evidence below (including, where possible, any existing documentation in English) about how your body meets each of the following criteria:

7. **Official status**
   To which HEI are you affiliated, how and in which role/ mission? (Status, official mission statement, etc.). Is your body's mission statement publicly available? What are its central points?
   <…>
   Appendix(es) n.: ____
   Please number the documents and mark their reference number under each paragraph.

8. **Activities**
   Is the undertaking of labelling processes part of the core functions of your body? In which way? What other tasks has your body?
   <…>
   Appendix(es) n.: ____
   Please number the documents and mark their reference number under each paragraph.

9. **Resources**

What resources does your body have at its disposal to carry out its labelling process(es) – human and financial?
<…>
Appendix(es) n.: ___
Please number the documents and mark their reference number under each paragraph.

Please confirm by the signatures of both the legal representative and the Chair of your body that the body seeks to be recognised as QRC and agrees to abide by the regulations of Q-PlaNet.

Place / Date:
Signed:

Name and position (legal representative):   Name and position (chair of body):

List of appendices:
1.
2.
…

Annex 2: QRC recognition certificate

QPlaNet
Quality Placements Network

name of body

is

Member of Quality Placements Network

and a

Quality Reference Centre (QRC)

recognised by Q-PlaNet

2010 - 2010

EUE-NET
European University
Enterprise Network

Education and Culture DG
Lifelong Learning Programme

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Signature of legal representative of EUE-Net:

Place/ Date

Certificate no.

Recognition criteria according to conditions and listings on www.q-planet.org