



ERASMUS UNIVERSITY CHARTER

Application form

Final date for submission: 28/02/2007

New

Renewal

If renewal please give your EUC number:

66278-IC-1-2002-1-HU-ERASMUS-EUC-1

Correspondence language: EN

Erasmus Policy Statement original language: HU

If the original language is not English, French or German, the Erasmus Policy Statement should also be provided in one of those three languages

Erasmus Policy Statement translation language: EN

Acknowledgement of receipt

Applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to confirm the receipt of their Erasmus University Charter (EUC) application. If by **14.03.2007** the application has not been registered on the website, the applicant should contact the EACEA EACEA-EUC@ec.europa.eu.

A.1. Identification of the applicant institution

Full legal name of the institution in the national language	PAZMANY PETER KATOLIKUS EGYETEM		
Translation of this name in English	PAZMANY PETER CATHOLIC UNIVERSITY		
Erasmus ID code of the institution	HU BUDAPES12		
Internet address	http://www.ppke.hu		

A.2. Identification of the legal representative

First name and surname of the legal representative of the institution	GYORGY FODOR		
Title (optional) (e.g. Prof., Dr, etc.)	PROF., Dr.	Gender	Male
Department/Unit	Rector's Office		
Official function within the institution	Rector		
Phone (including country and area codes)	+36 /1 /42-97-211		
Fax (including country and area codes)	+36/1 /318-05-07		
E-mail address (only one address)	rector@ppke.hu		
Legal address of the institution Street/Nr. Post code & Town Country Code, Country	SZENTKIRALYI 28. H-1088 BUDAPEST HU, Hungary		

A.3. Erasmus institutional co-ordinator - contact person

First name and surname	AGNES KAROLYI M.		
Title (optional) (e.g. Prof., Dr, etc.)	Ms.	Gender	Female
Department/Unit	INTERNATIONAL RELATIONS OFFICE		
Official function within the institution	DIRECTOR		
Phone (including country and area codes)	+36-1-42-97-216		
Fax (including country and area codes)	+36-1-318-05-07		
E-mail address (only one address)	karolyi@btk.ppke.hu		
Correspondence Street/Nr. Post code & Town Country Code, Country	SZENTKIRALYI 28. H-1088 BUDAPEST HU, Hungary		

A.4. Statistical data on the applicant institution

<i>The data required relate solely to higher education.</i>					
Foundation year of your institution				1992	
Level of degrees awarded					
First cycle degrees				Yes	
Second cycle degrees				Yes	
One-tier degrees				Yes	
Third Cycle(without PhD)				Yes	
<u>Doctoral degrees</u>				Yes	
Number of students enrolled in 2005/2006 on higher education courses		Part-time	3690	Full-time	5131
Number of students graduated in 2005/2006		First Cycle			0
		Second Cycle			0
		One-tier degrees			824
		Third Cycle(without PhD)			149
		Doctoral degrees			31
Number of teaching staff (total) in 2005/2006				572	
Number of teaching staff (full-time equivalent) in 2005/2006				323	
Number of administrative staff (full-time equivalent) in 2005/2006				240	
Number of these administrative staff members directly working in European/international relations in 2005/2006 (full-time equivalent)				6	
First year of participation in Erasmus Programme with funding from the European Community				1999	

B**Fundamental principles**

The institution agrees to comply with the following:

YES

01 Inter-institutional agreements have been signed with all the institutions for the mobility purposes	<input checked="" type="checkbox"/>
02 No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students	<input checked="" type="checkbox"/>
03 Full recognition is given to students for satisfactorily completed activities during their mobility period	<input checked="" type="checkbox"/>
04a Highest quality is ensured for: the organization of student and staff mobility	<input checked="" type="checkbox"/>
04b Highest quality is ensured for: the organization of student placements (optional, ref. EPS - D4)	<input checked="" type="checkbox"/>
05a Curriculum information is up to date, easily accessible, transparent	<input checked="" type="checkbox"/>
05b An academic credit transfer system is applied	<input checked="" type="checkbox"/>
06 Equal academic treatment and services are ensured for home and Erasmus students	<input checked="" type="checkbox"/>
07 The integration of visiting Erasmus students in the activities of the institution is supported	<input checked="" type="checkbox"/>
08 Transcripts and information are provided in a timely manner to incoming Erasmus students and their institutions	<input checked="" type="checkbox"/>
09 Erasmus teaching activities are facilitated and acknowledged	<input checked="" type="checkbox"/>
10 The institution promotes and gives visibility to the Erasmus activities	<input checked="" type="checkbox"/>
11 The Erasmus Charter and the EPS are publicized in the institution and are easily accessible to the students	<input checked="" type="checkbox"/>
12 The institution complies with the non-discrimination objectives set out in the Lifelong Learning Programme	<input checked="" type="checkbox"/>

C**Information on the organisation of mobility**

1.a Recognition matters: Is your institution using ECTS (ECTS credits, learning agreement, transcript of records) to facilitate academic recognition of Erasmus study periods abroad?

- in all faculties/departments Yes
- in some faculties/departments No

1.b Recognition matters: Will your institution use ECTS as an internal credit accumulation system?

- in all faculties/departments Yes
- in some faculties/departments No

2. Diploma Supplement

Does your institution award a Diploma Supplement to students? Yes

3. Support for teaching staff mobility: What provision will be made to facilitate and support ERASMUS teaching staff mobility?

- a) Additional financial support from your institution Yes
 - b) Acknowledgement of teaching activity abroad as an important part of academic career Yes
 - c) Help with practical arrangements (travel, accomodation etc.) Yes
 - d) Other (please specify) Yes
- Full preparation of the TS mobility with the partner institution.

4. Support for disabled students/teachers: Will your institution provide special facilities for:

- a) Erasmus students/teachers with visual disability? Yes
- b) Erasmus students/teachers with hearing disability? Yes
- c) Erasmus students/teachers with other physical disability? Yes

Erasmus Policy Statement (EPS)

In order to complete this section, please refer to the instructions given below. Please note that your EPS shall be given wide visibility in your institution and must be published on the web page of your institution. The EPS should set out the overall Erasmus co-operation strategy of your institution in relation with its mission statement, underlying its Erasmus cooperation plan as well as any other activities to be proposed in the framework of the Lifelong Learning Programme (LLP).

a) Please describe briefly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects and thematic networks, etc.) and any other actions in the context of the Lifelong Learning Programme (2007-2013).

b) Please also provide information on the following points:

What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS?

What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?

„Az Egyetem tudományos közösség, mely szigorúan és kritikusan segíti elő az emberi méltóság és a kulturális örökség védelmét és fejlődését kutatással, oktatással és azokkal az egyéb tevékenységekkel, amelyeket a helyi nemzeti és nemzetközi közösségnek nyújt.”
Az Egyetem küldetés-nyilatkozatával és LLL programjával összhangban a nemzetközi együttműködés még nagyobb jelentőséget kapott fejlesztési stratégiánkban.
Intézményünk további specifikus tevékenységeket valósít meg – megtartva azokat a célkitűzéseket és prioritásokat, melyeket a 2003. évi Erasmus Egyetemi Nyilatkozat deklarált annak érdekében, hogy fejlessze a képzési rendszerek kölcsönös elismerhetőségét az LLL stratégia szerint, megteremtve az egységes háromciklusú képzés rendszerét.
Az Egyetem messzemenően támogatja, láthatóvá és nyilvánossá teszi az Erasmus Egyetemi Nyilatkozatot, a tevékenységeket és az Európai Program-nyilatkozatot. Az erre vonatkozó információk a kétnyelvű Erasmus egyetemi honlapjainkon tekinthetők meg.
Célunk, hogy biztosítsuk az Erasmus tanulmányi periódusok képesítéseinek kölcsönös elismerését, az ECTS, tanulmányi szerződések, bizonyítványok, diploma kiegészítők egységes használatával, valamint az eddigieknél még nagyobb hallgatói, oktatói és az LLL program szerinti nem oktatói mobilitás támogatását. Ezt szolgálja 82 meglévő és 32 új intézményközi szerződésünk.
A Bölcsészettudományi Karon CD, IP, multilaterális idegennyelvű projektek (nemzetközi tanulmányok, Európa tanulmányok és a V4-ek együttműködésében közép-európai tanulmányok), míg a Jogi Karon európai jogi tanulmányok (EU intézményei és gazdasága, elektronikus közszolgáltatások, nemzetközi magánjog, agrár-, gazdasági és adójog) kapnak prioritást.
Az Informatikai Kar digitális média-technológia témájú Leonardo projektjét folytatja az LLL programban. EU-s támogatású LLL projektek akkreditálása van folyamatban az info-bionika, az e-learning, és az e-business területén. Az új multidiszciplináris Kutatási, Képzési és Technológiai Központ segíti az LLL akadémiai mobilitást.
Továbbképző Intézeteink az LLL stratégiának megfelelően továbbképzési, felnőttképzési programokat valósítanak meg távoktatási, e-learning formában.
A PR és a végzett hallgatók munkahelyi beilleszkedésének segítése érdekében az egykori ösztöndíjasaink adatbázisát hozzáférhetővé tesszük a hazai és külföldi munkaügyi közvetítők számára. Az EU támogatással létesült Életpálya-tanácsadó Iroda, az Interaktív Karrier Portál és a Karrier Expók segítik a hallgatók jobb munkaerő-piaci elhelyezkedését.
Egyetemünk katolikus egyetemenként az ökumené és a vallási türelem jegyében működik. Rasszizmus, idegengyűlölet, a hátrányos helyzetűek diszkriminációja teljes mértékben idegen a kereszténység eszméjétől. Egységes felvételi követelmények, akadálymentesítés, speciális infrastruktúra, technikai, pénzügyi, szociális segítségnyújtás támogatja a hátrányos helyzetű hallgatók és munkatársaink beilleszkedését.

Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure high quality in academic mobility activities?

Details should be provided on: recognition and credit systems, the provision of information on curricula, information and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, support and acknowledgement of staff mobility.

Egyetemünkön mind a hallgatói, mind az oktatói mobilitás területén szigorú kiválasztási szempontok érvényesülnek annak érdekében, hogy az eddig elért minőséget biztosítani, illetve javítani tudjuk.
A hallgatói, oktatói mobilitás fejlesztését szolgálják a konferenciák, a workshopok, közös kutatási projektek, tanulmányutak. Vezető oktatóink nagyhírű nemzetközi tudományos szervezetek tagjai.
Az Erasmus programban oktatók tevékenységének eredményei tudományos pályafutásukban elismerésre kerülnek. A külföldi vendégtanáraink kurzusai részét képezik tanterveinknek.
A Bolognai folyamat elveivel összhangban a külföldi tanulmányok megvalósulása és beszámítása létező gyakorlat. Sikerrel vezettük be az ECTS-t.
Az állandóan megújuló tantervek és az új információk a külföldre kiutazó és az onnan érkező hallgatók számára elérhetőek az intézményi intraneten és a nemzetközi hallgatói kézikönyvben.
A mobilitás résztvevői és az Erasmus programban közreműködők között állandó személyes és elektronikus interaktív kapcsolat van. A nemzetközi kapcsolatok irodái az egykori ösztöndíjasok bevonásával szerveznek információs napokat, orientációs találkozókat és szolgáltatásokat a hallgatóknak. A külföldről érkező hallgatók számára előzetes helyfoglalással kiváló kollégiumi elhelyezést vagy privát szállásokat biztosítunk (családoknál). A hallgatók számára a tutor, mentor és monitoring programokat az Erasmus asszisztensek, a tanszéki koordinátorok és a segítő hallgatók biztosítják.
Legfontosabb feladataink közé tartozik külföldi hallgatóink megismertetése hazánk nyelvvel és kultúrájával.
Az EILC nyári és téli kurzusainkon egy szemeszternek megfelelő magyar nyelv és kultúra tanulmányok, tanulmányi kirándulások, diáktalálkozók segítik a külföldi hallgatók beilleszkedését.
Az EU elvárásainak megfelelően teljes képzési programokat és több mint 70 idegen nyelvű kurzust ajánlunk, amelyek segítik mind a külföldre kiutazó, mind az érkező hallgatók beilleszkedését tanulmányútjuk során.

Quality of student placement activities:

What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreement are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement period as well as its recognition in the curriculum.

Az európai programokban történő részvétel minőségét intézményi értékelő szabályzatok segítségével ellenőrizzük és értékeljük. Egyetemünkön – nemzetközileg elismert oktatók bevonásával – Minőségbiztosítási Bizottság működik. Ez a Bizottság rendszeresen vizsgálatokat végez és javaslatokat készít.
A hallgatói részképzések és szakmai gyakorlatok kiváló minőségét biztosítják a hivatalos intézményközi egyezmények.
Az ECTS-t, egységes tanulmányi szerződéseket és bizonyítványokat használunk a képesítések, szakmai gyakorlatok elismerésekor, beszámításakor.
A hallgatói részképzés és szakmai gyakorlat monitorálása és értékelése a tanszéki koordinátorok feladata.
Külföldön tanuló hallgatóink külföldi bizonyítvánnyal igazolt tanulmányait elfogadjuk. Egyéni tanulmányi terveket hagyunk jóvá a külföldi konzulens irányításával diploma munkájukat idegen nyelven készítő hallgatóknak. Kiutazó hallgatóink számára a külföldi tanulmányok folytatásához szükséges nyelvtudás elsajátítását biztosítjuk.
A részképzések, szakmai gyakorlatok szabályozása a honlapjainkon elérhető. A külföldi ösztöndíjra jelentkezők számára megállapított tanulmányi, nyelvi, tantervi és tanterven kívüli követelmények teljesítését ellenőrizzük. A jelentkezők írásbeli és szóbeli vizsgát tesznek annak bizonyítására, hogy megfelelő a nyelvtudásuk, a szakmai tárgyi felkészültségük és a motivációjuk. Erasmus bizottságok bírálják el a hallgatók pályázatait és döntenek a pályázatról.
A beérkező hallgatók az egyetem általános, sok idegen nyelvű kurzust tartalmazó rendszerébe integrálódnak. Kapcsolatban vannak a vezető oktatókkal, akik segítenek tanulmányi és gyakorlati munkatervük elkészítésében és értékelik tevékenységüket.
A hallgatókat és oktatóikat értékelő éves visszajelzéseket összegezzük és az értékeléseket a program javítására felhasználjuk.

Erasmus Policy Statement (EPS)

In order to complete this section, please refer to the instructions given below. Please note that your EPS shall be given wide visibility in your institution and must be published on the web page of your institution. The EPS should set out the overall Erasmus co-operation strategy of your institution in relation with its mission statement, underlying its Erasmus cooperation plan as well as any other activities to be proposed in the framework of the Lifelong Learning Programme (LLP).

a) Please describe briefly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects and thematic networks, etc.) and any other actions in the context of the Lifelong Learning Programme (2007-2013).

b) Please also provide information on the following points:

What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS?

What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?

'The University is a scientific community, which strictly and critically advances the protection and development of human dignity and cultural heritage with research, education, and other activities. Thus, the University seeks to promote the development of the local national and international community.' In accordance with our Mission Statement and the LL Programme, international co-operation has become even more of utmost importance in our Strategy for improvement. Our institution intends to implement further specific actions – by keeping the good practice of the objectives and priorities declared in our EUC earlier in 2003, so as to improve transparency of systems and respond to the needs of lifelong learning – using a common framework based on three cycles. The University highly promotes, gives visibility and publicity to Erasmus activities, EUC, EPS. Information is accessible on bilingual Erasmus websites. Our aim is to ensure the mutual recognition of Erasmus study periods, qualifications, using the ECTS, learning agreements, transcript of records, Diploma Supplements and promoting an even greater mobility of students, teachers and now due to the LLP also staff. Special inter-institutional agreements have been (82 existing) and will be signed (32 new) with partners for LLL mobility purposes. At the Faculty of Humanities we give priority to the improvement of CD, IP and other multilateral foreign language projects in International Studies, European Studies, Central European Studies based on partnership with V4 universities, at the Faculty of Law to European Law Studies, given emphasis to institutions and economy of EU, E-public administration, International Private Law, agricultural economics and taxation law. The Faculty of IT implements its present Leonardo project in Digital Media-technology into the new LLP, an EU supported LL project is being accredited in bio-informatics, e-learning, e-business. A new multidisciplinary Research, Education, and Technology Center opens new ways to academic mobility activities in LLP. In line with the lifelong learning policy our Institutes for Further Education provide Further and Adult Educational programs (DL, E-learning). In order to improve our PR and alumni activities we set up a database of former outgoing students that can be of use for employment agencies, international companies. EU supported Career Advice Office, Career Portal, Career Expos help students to enter the job market successfully. Our university is a Catholic institution functioning in the ecumenical spirit of religious tolerance. Every aspect of racism, xenophobia, and discrimination is alien to the accepted principles of Christianity. The members of our institution regard it of crucial importance to work in the spirit of tolerance and fight discriminative notions. Standard entrance procedures, accessibility, special infrastructure, technical assistance, financial, social aid help disabled students and staff with their integration.

Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure high quality in academic mobility activities?

Details should be provided on: recognition and credit systems, the provision of information on curricula, information and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, support and acknowledgement of staff

mobility.

Our institution uses strict and selective measures to sustain quality in the field of student and teacher mobility. Our Erasmus website provides the list of the criteria. The quality of academic mobility is encouraged by a wide range of activities such as conferences, workshops, joint research projects, personal visits. Leading faculty members belong to well-reputed international professional organizations. Erasmus teaching activities of our staff are fully acknowledged as part of the academic career, while courses offered by incoming teachers are integrated into the curricula. In line with the principles of the Bologna Process, the realisation and recognition of foreign studies is an existing practice, ECTS has been introduced with success. Updated curricula and counselling information is accessible for outgoing and incoming students on our bilingual Erasmus website and International Students' Handbook. Personal and e-communication between mobility participants and Erasmus staff is permanent. Information days, orientation meetings, student services are organized by International Relations Offices involving former outgoing students (student-net system). Appropriate housing for incoming students in our excellent residence halls, at host families or private houses is arranged before arrival. Tutoring, mentoring, monitoring is ensured by the Erasmus staff, departmental coordinators, student-mentors. Acquainting foreign students with our language and culture is among our prime objectives. EILC Summer and Winter courses, one-semester Hungarian Language and Culture Studies, fieldtrips, student meetings help incoming students with their integration. Keeping in mind the standards in the EU we offer full programs and over 70 courses in foreign languages helping the academic integration of both outgoing and incoming students during their study periods.

Quality of student placement activities:

What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreement are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement period as well as its recognition in the curriculum.

We observe institutionally set criteria to disseminate and evaluate the quality of our performance in programs of the European Union. Instructors of international reputation contribute to the effectiveness of the University's Committee for Quality Assurance. This Committee makes analyses and proposals from time to time. High quality in student placements is ensured by duly signed inter-institutional agreements. ECTS, standard learning agreements and transcripts of records are used for easy recognition. Monitoring and evaluation of the placement period is prepared by departmental coordinators. Foreign studies of the outgoing students approved by a certificate is a part of their qualifications. We give an individual study plan for outgoing students and they can write their thesis in a foreign language with a foreign professor as consultant. Outgoing students are provided opportunity to acquire the necessary language skills to continue studies in a foreign language. Placement agreements are on the web-sites. We set various requirements (academic, language, curricular and extra-curricular) for those who are applying for the scholarship. Students complete a written and oral examination which tests their language skills and requires a statement about their motivation to join the program. After receiving the applications, an Erasmus committee reviews applications and awards selected students with scholarships. Incoming students are integrated into the general education system of the University as there is a variety of courses in foreign languages. They have access to academic advisors, who, not only assist them with their study plans but also, by the end of their stay, evaluate their academic progress. Annually, feedback material is summarised and fulfilment of the program's academic expectations is evaluated. These results are taken into account to make necessary improvements in the program.

ERASMUS

University Charter

2007/2008 - 2013/2014

The European Commission hereby awards this Charter to:

UNIVERSITY of EUROPE

(hereinafter "the Institution")

The Institution agrees to comply with the following fundamental principles of Erasmus mobility:

- Mobility shall be carried out only within prior inter-institutional agreements;
- No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students
- Full recognition must be given to students for satisfactorily completed activities specified in the compulsory *Learning Agreement*.

The Institution also agrees:

- to ensure the highest quality in the organisation of student and staff mobility
- to ensure that curriculum information is up to date, easily accessible and transparent and that an academic credit transfer system (ECTS or similar) gives transparency to the procedures
- to ensure equal academic treatment and services to home and Erasmus students
- to support the integration of visiting Erasmus students in the Institution's activities
- to provide incoming Erasmus students and their home institutions with transcripts containing full, and accurate and timely information at the end of their mobility period abroad
- to facilitate and acknowledge Erasmus teaching activities
- to promote and give visibility to the activities supported by the Erasmus programme
- to publicise this Charter and the related Erasmus Policy Statement of the Institution
- to comply with the objectives on non discrimination set out in the Lifelong Learning Programme.

This Charter entitles the Institution to apply to its National Agency and to the European Commission for grant support for Erasmus activities.

Violation of this Charter may lead to its withdrawal by the Commission.

ERASMUS

Extended University Charter
2007/2008 - 2013/2014

The European Commission hereby awards this Charter to:

UNIVERSITY of EUROPE

(hereinafter "the Institution")

The Institution agrees to comply with the following fundamental principles of Erasmus mobility:

- Mobility shall be carried out only within prior inter-institutional agreements;
- No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students
- Full recognition must be given to students for satisfactorily completed activities specified in the compulsory *Learning Agreement*.

The Institution also agrees:

- to ensure the highest quality in the organisation of student and staff mobility
- to ensure that curriculum information is up to date, easily accessible and transparent and that an academic credit transfer system (ECTS or similar) gives transparency to the procedures
- to ensure equal academic treatment and services to home and Erasmus students
- to support the integration of visiting Erasmus students in the Institution's activities
- to provide incoming Erasmus students and their home institutions with transcripts containing full, and accurate and timely information at the end of their mobility period abroad
- to facilitate and acknowledge Erasmus teaching activities
- to promote and give visibility to the activities supported by the Erasmus programme
- to publicise this Charter and the related Erasmus Policy Statement of the Institution
- to comply with the objectives on non discrimination set out in the Lifelong Learning Programme.
- to ensure the highest quality in the organisation of student placements.

This Charter entitles the Institution to apply to its National Agency and to the European Commission for grant support for Erasmus activities.

Violation of this Charter may lead to its withdrawal by the Commission.

Endorsement of the application

"I, the undersigned, Head and 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 Erasmus 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 University Charter outlined above and commit my institution to respect and observe these obligations;*
- *confirm that the information given in the application submitted online and in this paper version is identical;*
- *agree to the publication of the Erasmus Policy Statement by the European Commission.*

Place:

Name:

Date (dd/mm/yy):

Original *signature of the legal representative of the Institution (as identified in section A.2 above)*

Original *stamp or seal of the Institution*