

EMCI Consortium – Application for Membership - Checklist

Lists of documents to be submitted to be considered for EMCI Membership (check YES in case you are able to submit this information in its entirety, NO in case you do not have this information available, ONLY PARTIALLY in case some of the information is available and enclosed. In case you checked NO or ONLY PARTIALLY, you must add the reasons in the Comments section):

Document	Document provided	Comments
Curriculum, including <ul style="list-style-type: none"> - number of teaching and practice hours - distribution of teaching hours (weekly schedule) 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> only partially	
List of staff members ¹ , including <ul style="list-style-type: none"> - language combination - accreditation - pedagogical experience 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> only partially	
Description of technical infrastructure, including possible developments in the future	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> only partially	
Complete description of admission and final exams, including rules for <ul style="list-style-type: none"> - jury composition - assessment guidelines 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> only partially	
Application letter: on official university stationary, indicating the name of the course leader and contact person, and signed by a duly authorized official of the university. Please enclose a scanned copy and forward the original paper version via regular mail.	<input type="checkbox"/> yes	
Additional documents you deem important for consideration by the Quality Assurance and Membership Committee of the EMCI		Please describe:

¹ Any person teaching on the course, irrespective of the title or capacity.