



# Erasmus Charter for Higher Education 2014-2020

## Application Form Call: 2014

Note: The data of this application form will be used by the European Commission/ Executive Agency EACEA and National Agencies for evaluation and monitoring

<b>Program</b>	<b>The 2014-2020 EU programme for education, training, youth and sport proposed by the European Commission on 23 November 2011 (hereafter the Programme)*</b>
<b>Action</b>	<b>Erasmus Charter for Higher Education</b>
<b>Call</b>	<b>2014</b>
<b>Deadline for Submission (dd-mm-yyyy)</b>	<b>16/05/2013 12:00 midday Brussels time.</b>
<b>Application language</b>	<b>EN</b>
<b>Correspondence Language</b>	<b>EN</b>

**56018-LA-1-2014-1-RO-E4AKA1-ECHE-1**

**Applicant's previous EUC number (if applicable):**

56018-IC-1-2007-1-RO-ERASMUS-EUC-1

**Erasmus Policy Statement (Overall Strategy) section D of this application form - original language (official EU languages): EN**

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

**Erasmus Policy Statement translation language (if applicable): -**

### **Acknowledgement of receipt**

After submission, applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to check successful receipt of their Erasmus Charter for Higher Education (ECHE) application. If by the second week after the deadline, the application has not been listed on the website, the applicant should contact the EACEA (e-mail: [EACEA-ECHE@ec.europa.eu](mailto:EACEA-ECHE@ec.europa.eu)).

\* COM(2011) 788 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0788:FIN:EN:PDF>)

## Applicant Organisation

### A.1. Applicant Organisation

PIC, if available. Cf. Application manual	0
Full legal name (official name in latin characters)	UNIVERSITATEA "DUNAREA DE JOS" DIN GALATI, ROMANIA
Full legal name (English name)	UNIVERSITY "DUNAREA DE JOS" OF GALATI, ROMANIA
Acronym	UGAL
Erasmus code (e.g. F PARIS33) - if available	RO GALATI01
Address (N°, street, avenue, etc.)	47, DOMNEASCA STR.
Country	Romania
Region	SUD-EST
Post code	800008
City	GALATI
Website	<a href="http://www.ugal.ro">http://www.ugal.ro</a>

### A.2. Legal Representative

Title	Prof.
Gender	Male
First Name	IULIAN GABRIEL
Family Name	BIRSAN
Position	Rector
E-mail	IULIAN.BIRSAN@UGAL.RO
Telephone (including country / area codes)	+40 336 130 108
Address (n°, street, avenue, etc)	47, DOMNEASCA STR.
Country	RO, Romania
Post code	800008
City	GALATI

### A.3. Coordinator

Title	Prof.
Gender	Male
First Name	DAN

Family Name	SCARPETE
Department	FACULTY OF MECHANICAL ENGINEERING
Position	ERASMUS INSTITUTIONAL CO-ORDINATOR
E-mail	DAN.SCARPETE@UGAL.RO
Telephone (including country / area codes)	+40 336 130 159
Address (n°, street, avenue, etc)	47, DOMNEASCA STR.
Country	RO, Romania
Post code	800008
City	GALATI

*The purpose of these statistics is to put into context the actions and strategies the institution is asked to present in the following sections.*

*For the academic year 2012-2013:*

**Total number of students enrolled in all degree programmes offered by your institution (data from official HEI register)**

Short cycle:	0.0
1st Cycle:	10407.0
2nd Cycle:	2532.0
3rd Cycle:	213.0

**Number of staff (Equivalent full-time)**

Teaching:	688.0
Administrative:	592.0

**Number of degree courses on offer**

Short cycle:	0.0
1st Cycle:	68.0
2nd Cycle:	43.0
3rd Cycle:	12.0

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STUDENTS (academic year 2011-2012)

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**1. Credit Mobility for Students (all types of mobility programmes for periods between 2 and 12 months)**

Number of outgoing study mobility students (Erasmus and/or others): to participating countries	38.0
Number of outgoing study mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to participating countries	0.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of study mobility students (Erasmus and/or others): from participating countries	26.0
Number of study mobility students (Erasmus and/or others): from non-participating countries	2.0

**2. International Degree Students (students enrolled for a full degree programme with foreign nationality or having completed a foreign previous degree)**

Number of foreign students, if applicable: from Participating countries	19.0
Number of foreign students, if applicable: non-participating countries	1418.0

**3. If applicable, number of local (having the nationality of the country) and international students (of foreign nationality / with foreign previous degree) involved in double/multiple/joint degrees:**

Number of Local students, involved in Double/multiple/joint degrees	17.0
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Number of international students, involved in double/multiple/joint degrees

0.0

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ACADEMIC STAFF (academic year 2011-2012)

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**All types of Erasmus staff mobility (for periods between 2 days and 2 months) for teaching and training purposes**

Number of outgoing academic staff to participating countries

50.0

Number of incoming academic staff from participating countries

12.0

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COOPERATION (academic year 2012-2013)

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**HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2012/2013: European and International HEI Agreements / Consortia / Networks**

Number of Erasmus interinstitutional agreements:

202.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from participating countries

43.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from non-participating countries

24.0

Total number of consortium agreements for double/multiple/joint degrees:

12.0

Of these, percentage of the consortium involving non-participating countries

16.71

**European and International Education and Training Projects with contracts running in 2012-2013 (e.g.: Lifelong Learning Programme, Erasmus Mundus or Tempus)**

Number of projects as coordinator:

0.0

Number of projects as partner:

4.0

**Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2012-2013)**

Number of staff at the central level:

11.0

Number of staff at the Faculty/School/Department Level:

0.0

## General Organisation of Programme activities

### **C1. General Organisation**

Please describe the structure at your institution for the implementation and organisation of European and international mobility (division of tasks, operational and communication methods). (max. 1000 characters)

Please provide the direct web link with the contact details of the international office (or equivalent) in your institution dealing with the implementation and organisation of European and international mobility:

In University "Dunarea de Jos" of Galati there exist an International Relations and Communication Office. The main activity is focused on European mobility, especially Erasmus mobility for students and academic staff. For outgoing mobility, three group of tasks as preparing the mobility, financial contract and concluding the mobility are implemented. University web site provides information on selection process and on academic recognition. After selection process, the communication is face to face with the personnel of International Relations and Communication Office to prepare, to draw up the financial contract and to conclude the mobility. For incoming students, International Relations and Communication Office concerns their documents for study and accommodation.

The direct web links dealing with the implementation and organization of European and international mobility are: <http://www.ugal.ro/index.php?page=pages.pa&title=Deplasări în străinătate> and <http://www.ugal.ro/Erasmus>

### **C2. Fundamental Principles**

**By applying for the Erasmus Charter for Higher Education my institution will:**

Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds.

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).

Please explain the academic credit system and the methodology used to allocate credits to the different course units followed by your students abroad. (max. 1000 characters)

In addition, please provide the direct web link where the methodology is explained:

University "Dunarea de Jos" of Galati uses entirely the European Credit Transfer and Accumulation System (ECTS). The credits for different didactical activities followed by our students abroad are allocated in two steps, according to the stage of the student mobility.

Student begins with drawing up the Academic Recognition Agreement that presents both the student's home institution curricula and host institution curricula, and after that the Learning Agreement is filled in. The process of choosing didactical units at the host institution stops when the total number of credits abroad is equal or a little bit higher than the total number of credits of didactical units at the home institution.

After completion the mobility, the number of credits could be slightly adjusted to fulfill the total number of credits of home institution. The credit adjustment is based on the number of hours of didactical activity.

Link to methodology is <http://www.ugal.ro/doc/ugal/erasmus/Metodologie-ERASMUS.pdf>

Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.

### **C3. When Participating in Mobility Activities - Before mobility**

Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.

Provide guidance to incoming mobile participants in finding accommodation.



Please explain if all courses taught at your institution are described in the Course Catalogue and in which languages. (max. 500 characters)

In addition, please provide the direct web link to your Course Catalogue:

The list of available degrees is posted at [http://www.ugal.ro/doc/ugal/Programele\\_de\\_licenta\\_HG\\_2011.pdf](http://www.ugal.ro/doc/ugal/Programele_de_licenta_HG_2011.pdf) for undergraduate degree and at [http://www.ugal.ro/doc/ugal/Programele\\_de\\_masterat\\_OM\\_2011.pdf](http://www.ugal.ro/doc/ugal/Programele_de_masterat_OM_2011.pdf) for master degree. The full list of the courses for every degree, including the number of hours/week for course and seminar/laboratory/project, number of ECTS credits, year and semester of study, is published by every faculty on its web site. The curricula information is mainly in Romanian

Carry out mobility only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants.



Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility and/or learning agreements in case of traineeships (work placements). (max. 1000 characters)

The first condition that an inter-institutional agreement for study and teaching mobility has to meet is to ensure that the curricula is relatively equivalent in the both institutions, in order to provide full academic recognition of the student study/placement period abroad. The draft form of inter-institutional agreement is sent to the partner institution to be checked by the involved academic unit regarding the structure of mobility program, both for study and teaching. At the end of this stage, the inter-institutional agreement is approved by the legal representatives of the both institutions. In case of work placement mobility, the procedure for approval of inter-institutional agreements is based on placement program that have to fulfill knowledge, skills and competences according to the labour market requirements related to the student degree domain. Inter-institutional agreements are monitored in order to ensure that the mobility program is respected within the foreseen limits.

Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.



Please describe your institution's language policy for preparing participants for mobility, e.g.: course providers within or outside the HEI. (max. 750 characters)

If possible, please provide the direct web link for your language policy:

Within every undergraduate degree curricula, University "Dunarea de Jos" of Galati ensures a good language preparation for all students. In this way, the participants for mobility have a fair language proficiency allowing them to attend the didactical/placement activities at the host institution. Due to the lack of financial resources, no additional language courses are provided to the participants for mobility. During the selection process, the candidates for mobility are tested regarding their language proficiency of English, French or German. Participants for mobility are encouraged to improve their language proficiency using language course providers outside the university, especially for other European languages.

Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants.



Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.





Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.

#### ***C4. When Participating in Mobility Activities - During Mobility***

Ensure equal academic treatment and services for home students and staff and incoming mobile participants.

Integrate incoming mobile participants into the Institution's everyday life.

Have in place appropriate mentoring and support arrangements for mobile participants.

Please describe mentoring and support arrangements for incoming mobile participants and outgoing students for study and traineeships. (max. 750 characters)

Both for incoming and outgoing students, mentoring and support is provided for filling in their Application Form and Accommodation Form. Special care is provided for mobile students for study in drawing up their Learning Agreement. Later on, during their study mobility, mentoring and support is provided to adapt their study plan according to our existing curricula.  
For incoming and outgoing students for traineeships, mentoring and support is provided for drawing up their Training Agreement, in specifying knowledge, skills and competences to be acquired by the student during placement period. Mentoring is provided mainly by the academic staff involved as contact person in inter-institutional bilateral agreements as well as Dean of faculty.

Provide appropriate linguistic support to incoming mobile participants.

Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period. (max. 500 characters)

If possible, please provide the direct web link for your language policy:

University "Dunarea de Jos" of Galati offers language support for incoming students within one academic year course for Romanian language basic (<http://www.dfct.ugal.ro/programe-de-formare-continua/alte-programe-de-pregatire-profesionala/studenti-straini-an-pregatitor/#.UZHcBKlqa5l>). The first part of Romanian language course is focused on Romanian subjects that use English/French as a support language. The second part is dedicated to three specific subjects. Graduation certificate is provided.

#### ***C5. When Participating in Mobility Activities - After Mobility***

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.

Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period.

Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises. (max. 750 characters)

In addition, please provide the direct web link for this recognition procedure:

If the student has achieved all activities and has accumulated all the credits indicated in learning agreement, University "Dunarea de Jos" of Galati ensures the full academic recognition of the student mobility abroad. Student has to submit his/her transcript of records translated into Romanian to his/her faculty. Based on this document, the didactical activities and corresponding number of credits are replacing the student home curricula. Marks are converted to Romanian evaluation system using Equivalence Grid of Marks ([http://www.ugal.ro/doc/ugal/Grila\\_de\\_echivalare.pdf](http://www.ugal.ro/doc/ugal/Grila_de_echivalare.pdf)). Diploma Supplement is automatic provided to the student.  
Methodology of academic recognition is posted at <http://www.ugal.ro/doc/ugal/erasmus/Metodologie-ERASMUS.pdf>

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.

Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

Please describe your institution's measures to support, to promote and to recognise staff mobility. (max. 750 characters)

Academic and non-academic staff are encouraged to carry out teaching and training mobility to improve the content of their activities by exchanging their expertise and experience with the corresponding staff of the host institution. Improving course content and teaching methods are qualitative aspects that are evaluated by department board and by students within annual evaluation of teaching staff.

University "Dunarea de Jos" of Galati is providing support to staff mobility by ensuring the continuation of their didactical and administrative activity.

To promote and encourage staff mobility, internal procedure of self-evaluation foresees points of activity for staff mobility abroad, for promoting international visibility of home institution.

### ***C6. When Participating in European and International Cooperation Projects***

Ensure that cooperation leads to sustainable and balanced outcomes for all partners.

Provide relevant support to staff and students participating in these activities.

Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Programme. (max. 750 characters)

University "Dunarea de Jos" of Galati promotes the cooperation in academic and in scientific domains, with prestigious universities, research and development institutes and academic organizations/international associations. Mobility of students and staff are facilitated within European and international projects, as well as to attract international students. To support the participation of staff and students in cooperation projects, financial management and co-financing funds are foreseen. Replacement of staff and recognition of mobility period are also supporting measures. The self-evaluation procedure of academic staff foresees points of activity for cooperation projects and involving and mentoring students from participating institutions

Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community.

### ***C7. For the Purposes of Visibility***

Display the Charter and the related Erasmus Policy Statement prominently on the Institution's website.

Promote consistently activities supported by the Programme, along with their results.



## **Erasmus Policy Statement (Overall Strategy)**

### ***D. Erasmus Policy Statement (Overall Strategy)***

The Institution agrees to publish this overall strategy (all three parts) on its website within one month after the signature of the Erasmus Charter for Higher Education by the European Commission.

Please describe your institution's international (EU and non-EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical area(s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students in first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees. (max. 5000 characters)

Original language [EN]

To increase institutional performance in terms of modernization and internationalization, University "Dunarea de Jos" of Galati has a strategy focused on: developing international collaboration with universities, research and development institutions or international academic organizations, based on inter-institutional agreements; increasing the number of staff and student mobility; affiliation to academic organizations and/or international scientific societies; participation in international research and cultural programs; participation in international competitions.

The partners are chosen based on common interest regarding improving, development and fair benefits of the academic communities of the partners. In regard of modernization and internationalization of the institution, the prestige of the partners prevails over geographical area interest. Top EU and non-EU universities are of basic interest in ensuring high-quality learning activity and research.

Geographical area plays an important role especially for regional development, benefiting of local resources and supporting local and regional communities. Common history, traditions and culture are expected to contribute to an increasing number of mobility and outcomes for partners.

Mobility activities are focused mainly on staff and students in the first and second cycle due to their more general curricula and existing opportunities for study and work placement. To improve student mobility, in terms of quality and number, continuing improvement of curricula is undertaken. Curricula are adapted to the need of labour market, by increasing professional skills based on national qualification frameworks. Since the national qualification frameworks are linked to the European Qualifications Framework, which are based on learning outcomes, improvement of curricula leads to the continue increasing of the employability and entrepreneurship at local, regional and European level. For a better matching of graduate skills with labour markets, continuing attention, support and mentoring is paid to traineeships. To encourage the student mobility, clear procedures for recognizing learning and work placement gained abroad are set out based on ECTS and Diploma Supplement. University "Dunarea de Jos" of Galati is issuing the Diploma Supplement to its graduating students, in which recognized learning and/or traineeship activities undertaken during the student's mobility period and location of these mobility activities are listed.

For the third cycle students, participation in joint degree ensures the recognition of doctoral studies in both countries of the two partners. Doctoral students are considered as early stage researches and they are contributing to research and development of local, regional and European economy. Joint degrees are started and developed based on common research area and opportunities to implement the research outcomes in economy of both partner countries. Participation of our institution in joint degree supports high technology transfer and a wider base for research.

University "Dunarea de Jos" of Galati ensures mentoring and adequate support to its mobile staff and students for a fair preparation of their mobility periods. Preparation of student mobility concerns differences between partner institutions and/or enterprises and particular aspects regarding traditions, cultural and linguistic challenges. The preparation consists of meetings and discussion with former mobile staff and students. Language preparation is a crucial element to ensure success in mobility outcomes and it will be evaluated during selection process. Students and staff are closely supported and mentored regarding the preparation of their mobility.

To increase the number and quality students and staff, our institution is attracting the best students, academics and researchers from outside the EU by developing new forms of cross-border cooperation and attractive curricula. Non-EU students and staff are seen as important sources of income for our institution.

Mobility of teaching and non-teaching staff is encouraged and supported to increase the number and quality of this mobility. Staff exchanges, both for teaching and training, ensure continue improvement of staff activity as well as improvement of curricula to current and emerging labour market needs and increasing employability and entrepreneurship of the graduating students.

Cooperation between University "Dunarea de Jos" of Galati and its EU and non-EU partners is based on inter-institutional agreements that foresee activities and mobility of staff and students.

If applicable, please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects in teaching and training in relation to projects implemented under the Programme. (max. 2000 characters)

Original language [EN]

To organize and implement EU and non-EU cooperation projects, University "Dunarea de Jos" of Galati is establishing first the objectives for its participation, assuming the role it intends to play and the results which it expects to achieve. The foreseen results of participation in cooperation projects assume to be sustainable and balanced to lead to future development of our university international involvement and visibility. University "Dunarea de Jos" of Galati makes decisions regarding the strategic partnerships taking into accounts both prestigious universities and partners from geographical and subject area priorities.

University "Dunarea de Jos" of Galati undertakes to support fully any student and staff participating in committed projects. Concrete support measures and adequate mentoring are foreseen allowing participating mobile staff and students to carry out their project work, allocating additional resources, providing financial management, study programme accreditation procedures, academic recognition procedure and ensuring dissemination and exploitation of project results.

Participation in international projects is seen as an important aspect of the professional development of the staff and of the modernization of our institution, and is considered an important component in staff evaluation.

University "Dunarea de Jos" of Galati commits to implement outcomes which are resulting from participation in projects either as a long-term strategy or a short-term solution. Our university ensures the visibility of project activities and results in order to exploit and maximize the products in the institution itself and beyond. By dissemination activities, using Internet, presentations at meetings and posters, University "Dunarea de Jos" of Galati commits to raise awareness within the academic community and beyond not only of the project results, but also of the funding possibilities of such activities which can therefore lead to spin-offs and other initiatives

Please explain the expected impact of your participation in the Programme on the modernisation of your institution (for each of the 5 priorities of the Modernisation Agenda\*) in terms of the policy objectives you intend to achieve. (max. 3000 characters)

Original language [EN]

Participation of University "Dunarea de Jos" of Galati in the Programme will contribute to support the modernization and internationalization of European higher education. By signing this Charter, our institution states and confirms that its participation in the Programme is part of its own strategy for modernization and internationalization, as is already stipulated in the Charter of University "Dunarea de Jos" of Galati. This strategy acknowledges the key contribution of mobile staff and students, and of participation in European and international cooperation projects, to the quality of its higher education programmes and student experience.

By signing this Charter, the University "Dunarea de Jos" of Galati undertakes to contribute to the European Union's modernization and internationalization of higher education, which includes 5 priorities:

1. Increasing the number of higher education graduates to provide graduates and researchers to fulfill Europe needs;
2. Improving the quality and relevance of higher education by improving the quality and relevance of teaching and researcher training and to equip graduates with the knowledge and core transferable competences they need to succeed in high-skill occupations;
3. To provide more opportunities for students to gain additional skills through study or training abroad, and to encourage cross-border co-operation to boost higher education performance;
4. To link higher education, research and business for excellence and regional development;
5. To create effective governance and funding mechanisms in support of excellence.

By agreeing to the principles of the Charter, University "Dunarea de Jos" of Galati will work towards achieving these objectives by participating in the following activities:

Key Action 1: student and staff mobility within Europe and from/to Third Countries, and in joint master's degrees

Key Action 2: strategic partnerships, knowledge alliances, capacity building with neighbouring countries, capacity building with Third Countries

Key Action 3: networks and policy support measures.

University "Dunarea de Jos" of Galati commits to make mobility and cooperation as central elements of its institutional policy and, to this end:

- to develop cooperation with partners in other EU or non-EU countries in the framework of a clear strategy for internationalization;
- to promote and support student and staff mobility, including from underrepresented groups, and further develop non-discrimination policies;
- to outline a clear policy towards the development of integrated, transnational teaching activities;
- to recognize the importance of, and provide visibility to, the results achieved by their staff members engaged in individual mobility or in cooperation projects with strategic partners;
- to take into account the results of internal monitoring of European and international mobility and cooperation activities to date, thus further developing its international performance.

\* COM (2011) 567 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0567:FIN:EN:PDF>)