



## EUROPEAN SECURITY AND DEFENCE COLLEGE

*THE STEERING COMMITTEE*

### DECISION SC/2010/1

of 24th of February 2010

**Adopting the Framework regarding the European initiative on the exchange of young officers, modelled on Erasmus and adopting the MECTS Users' Guide**

**THE STEERING COMMITTEE OF THE EUROPEAN SECURITY AND DEFENCE COLLEGE,**

Having regard to Council Joint Action 2008/550/CFSP of 23 June 2008 establishing a European Security and Defence College (ESDC)<sup>1</sup>, in particular article 4. 3, (e) thereof,

Considering the General Affairs and External Relations Council's conclusions of 11 November 2008 and particularly the declaration on the European initiative on the exchange of young officers, modelled on Erasmus, wherein the ESDC is given a particular role in the implementation of the agreed measure (paragraph 5 of the declaration and Section III of the Annex).

**HAS DECIDED AS FOLLOWS:**

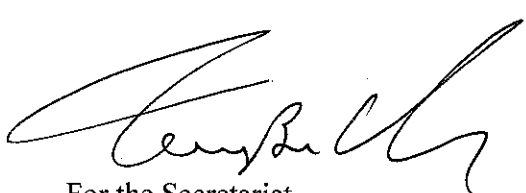
The Framework shall be as laid down in Annex 1. The Steering Committee recommends that participating Member States follow this Framework when appropriate.

The MECTS Users' Guide shall be applied as defined in Annex 2.

Done at Brussels

For the Committee:

  
The Chair,  
Fernando JIMENEZ PAEZ

  
For the Secretariat,  
Hans-Bernhard WEISSERTH

<sup>1</sup> OJ L176 of 4.7.2008, p.20.

**FRAMEWORK**

regarding the European initiative on the exchange of young officers, modelled on  
Erasmus



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Considering the General Affairs and External Relations Council's conclusions of 11 November 2008 and particularly the declaration on the European initiative on the exchange of young officers, modelled on Erasmus;

Considering the European Council's conclusions of 12 December 2008;

Desiring to improve the interoperability of the Member States' armed forces in order to realise, amongst others, the EU missions ;

Wishing to promote the European security and defence culture;

Agreed upon the following provisions:

## **ARTICLE 1. DEFINITIONS**

The following definitions apply to this Decision:

- a. « ESDC »: European Security and Defence College ;
- b. « exchange »: Movement of one or several trainees or one or several teachers from a training institution A to a training institution B in exchange for a movement of one or several trainees or one or several teachers from a training institution B to a training institution A in accordance with this Decision ;
- c. « training institution »: any institution located on the territory of a Member State recognised by the Ministry of Defence of that Member State as providing initial military or vocational training and/or academic education for young officers and depending from this Ministry of Defence of that Member State or from any other competent governmental institution. If a training institution does not have legal capacity, its commitments under the present Decision are borne by the competent body of its Member State ;
- d. « Sending institution »: training institution to which the trainee or the teacher belongs to ;
- e. « Sending State »: Member State to which the Sending institution belongs to ;
- f. « Receiving institution »: training institution in which the trainee or the teacher is sent within the framework of this Decision ;
- g. « Receiving State »: Member State to which the Receiving institution belongs to ;
- h. « teacher »: staff delivering military or vocational training and/or academic education in a training institution ;
- i. « trainee »: any cadet or young officer of a training institution, as defined in the General Affairs and External Relations Council Conclusions 15465/08 of 10 November 2008 ;
- j. « Exchange trainee »: trainee participating in the exchange ;

- k. « Exchange teacher »: teacher participating in the exchange ;
- l. « Member State »: Member State of the European Union ;
- m.« tutor »: staff of the Receiving institution in charge of assisting and advising exchange trainees or exchange teachers both on academic and administrative issues ;
- n. « implementing arrangement »: text to be signed on a bilateral or trilateral basis, if applicable, between training institutions at the appropriate level, in accordance with this Decision and the law in force in the Sending State, in the Receiving State, and, if applicable, in the Member State which does not possess a training institution eligible in the framework of this initiative, in order to set the implementation of the exchange.

## **ARTICLE 2. AIM OF THE INITIATIVE**

1. The aim of the "European initiative for the exchange of young officers" (herein after the "initiative") is to strengthen the interoperability of the armed forces of the Member States and promote a European Security and Defence Culture.
2. In accordance with the Member States' notice on the means allowing to attain this purpose, this Framework aims to provide concrete modalities for exchanges of trainees and teachers between training institutions and, thus, to promote shared approaches regarding education and training of Member States' young officers, in particular in the field of the Common Security and Defence Policy (CSDP). This Framework should be used by the Member States participating in the initiative on a voluntary basis for their mutual exchanges.

## **ARTICLE 3. PURPOSE OF THE DECISION**

This Decision establishes the general conditions of the initiative, dealing with the exchange of trainees and teachers between training institutions.

## **ARTICLE 4. SCOPE OF APPLICATION**

This Decision applies to the exchange of trainees and teachers from a training institution.

## **ARTICLE 5. PRINCIPLES OF THE EXCHANGE**

1. Member State wishing to participate in the initiative according to the conditions defined in this decision shall opt in by sending a declaration to the ESDC, in order for this framework to be an option for the training institutions.

2. The initiative is based on the exchange of trainees and/or teachers between training institutions according to the principle of reciprocity defined in article 1) b. However, the Receiving institution, with the Sending institution's consent, may decide to accept exchange trainees or exchange teachers under the conditions of this Decision without any reciprocity of the Sending institution.
3. The Sending institution and the Receiving institution agree on the conditions of recognition of the education provided to its exchange trainees in the Receiving institution and on the conditions to accredit them with full equivalence. If possible, credit transfer systems such as European Credit Transfer and Accumulation System (ECTS) or Military ECTS (MECTS) should be used.
4. Exchange trainees and exchange teachers shall only carry out the missions agreed upon by the Sending and Receiving institution in the implementing arrangements.
5. Every exchange trainee or exchange teacher is a representative of his or her Member State.
6. If the exchange concerns a trainee or a teacher, citizen of a Member State which does not possess a training institution eligible in the framework of this initiative, the exchange shall be arranged in accordance with the will of this Member State:
  - a. Either by a trilateral arrangement at the appropriate level between this Member State, the Sending institution, and the Receiving institution;
  - b. Or by informing this Member State of the arrangements taken between the Sending institution and the Receiving institution.

This Member State will bear all costs listed in article 6, unless otherwise provided for.

## **ARTICLE 6. FINANCIAL LIABILITIES**

1. The Sending institution, in accordance with the law in force in its Member State, shall take care of the following during the entire period of the exchange, unless otherwise provided for:
  - a. The pay and cash compensations owed to exchange trainees or exchange teachers ;
  - b. Any charges resulting from the transfer from the Sending State to the Receiving State and vice-versa as well as specific travelling compensations for any trip made on behalf of the Sending institution ;
  - c. Charges resulting from repatriation of exchange trainees or exchange teachers for health or disciplinary reasons ;
  - d. Funeral expenses and transport of corpses as well as any other charges to bear in case any exchange trainee's or exchange teacher's death would occur ;
  - e. Potential expenses linked to any specific service provided during the exchange on demand of the Sending institution ;

- f. Emergency or basic medical care, not borne by the healthcare services of the Receiving institution for its own trainees and teachers ;
  - g. Ensuring that exchange trainees and exchange teachers are in possession of a civil liability insurance, valid during the entire exchange, covering them on the territory of the Receiving State.
2. The Receiving institution, in accordance with the law in force in its Member State, shall take care of the following during the entire period of the exchange, unless otherwise provided for:
- a. The expenses linked to education (particularly tuition, registration, and examination fees, as well as training facilities and sport facilities expenses) under the same conditions as those provided to trainees or teachers of the Receiving institution ;
  - b. The supply of class material, documentation, computer equipment, access to documentation, laboratories, and Internet for educational purposes and research activities under the same conditions as those provided to trainees or teachers of the Receiving institution. Before their departure, the exchange trainees and exchange teachers shall return all computer equipment and manuals owned by the Receiving institution. The exchange trainee or exchange teacher who failed to return these equipment and manuals is exposed to an injunction to pay the price of these equipment and manuals, in accordance with the regulatory provisions of the Receiving State with the assistance of the Sending State;
  - c. The supply of accommodation, food, and access to social activities under the same conditions as those provided to trainees or teachers of the Receiving institution ;
  - d. Transportation within the territory of the Receiving State for educational purposes under the same conditions as those provided to trainees or teachers of the Receiving institution ;
  - e. The costs linked to possible national language courses of the Receiving State within the Receiving institution, if the latter decides to provide such courses ;
  - f. Emergency or basic medical care, under the same conditions as those provided to trainees or teachers of the Receiving institution ;
  - g. Access to military associations, to officers' clubs and their sport facilities and other services under the same conditions as those provided to trainees or teachers of the Receiving institution.
3. The costs linked to potential loss and damage of personal belongings, clothes and individual equipments, provided by the Sending institution, are borne by the exchange trainee and exchange teachers in accordance with the rules in force in the Sending institution.
4. There shall be no resource implications, financial or otherwise, for a Member State not participating in the initiative.

**ARTICLE 7.**  
**TUTORING STAFF**

1. For day to day administrative issues, the Receiving institution shall appoint a representative, who shall have the position of « tutor », for liaison with the Sending institution. This tutor shall be responsible for coordinating academic and disciplinary issues that may arise during an exchange.
2. The tutor is in charge of informing the exchange trainees or exchange teachers of the Receiving institution's regulations, orders, instructions and customs, at their arrival, as well as assisting and advising them during the exchange period. The tutor deals with the requests for leave of absence.
3. The tutor takes the responsibility for informing the Sending institution on all the above mentioned duties.

**ARTICLE 8.**  
**SUBORDINATION - DISCIPLINE**

1. During the training period in the Receiving institution, exchange trainees or exchange teachers shall follow the instructions of the Receiving institution's director or commandant.
2. Exchange trainees or exchange teachers shall follow the Receiving institution's regulations, orders, and instructions. In case of incompatibility, the Sending institution and Receiving institution shall find an agreement on the most appropriate solution.
3. The Receiving institution is not authorised to take disciplinary measures towards exchange trainees or exchange teachers. Any breach of discipline involving an exchange trainee or an exchange teacher shall be brought to the attention of his/her relevant national authorities without delay. Sending institution and Receiving institution shall cooperate in the carrying out of the necessary disciplinary or administrative measures, ordered by the Sending institution. In the impossibility to do so, Sending institution and Receiving institution will cooperate on the repatriation of the exchange trainee or the exchange teacher.
4. Under the responsibility of the Receiving institution after the consent of the Sending Institution, exchange trainees or exchange teachers may be designated to carry out command duties within the framework of their training, and to this regard, may be subject to the same obligations as their counterparts of the Receiving institution carrying out the same duties. Exchange trainees or exchange teachers may be entitled with disciplinary power towards the Receiving institution's personnel thus under their command, if the Receiving institution, in accordance with the Sending institution, deems it necessary and if this is permissible under the national law of both the Receiving State and the Sending State..
5. The Receiving institution shall officially inform the Sending institution of any medal, distinction, reward awarded to the exchange trainee or exchange teacher.



**ARTICLE 9.**  
**COMMON DENOMINATOR: COURSE ON COMMON FOREIGN AND SECURITY  
POLICY (CFSP)**

Every exchange trainee should attend, if possible, one course on CFSP during his/her exchange.

**ARTICLE 10.**  
**WORKING TIMETABLE – LEAVE OF ABSENCE**

1. The working timetable that exchange trainees or exchange teachers shall adopt during their activity is the one in force in the Receiving institution.
2. Exchange trainees or exchange teachers may take a leave of absence and stay away from their duty in accordance with the provisions in force in their Receiving institution. The requests for leave of absence shall be presented to the tutor in the Receiving institution for approval by the appropriate person within the Receiving institution in close coordination with the chain of command of the Sending institution.
3. Exchange trainees or exchange teachers may benefit from the public holiday regulation in force in the Receiving State. The Receiving institution's director may also grant leave of absence to exchange trainees or exchange teachers for public holiday of the Sending State or a Member State referred to in article 5.5, if applicable. These leaves of absence do not constitute a right.

**ARTICLE 11.**  
**REPORTS**

1. Individual reports drafted by exchange trainees or exchange teachers, on their own initiative, or by order of their Sending or Receiving institution shall be transmitted to the Sending institution and/or to the relevant national authority. The latter is in charge of their possible transmission to the Receiving institution.
2. The Receiving institution shall draft an individual evaluation report to the Sending institution for every exchange trainee or exchange teacher at the end of the exchange period, if required by the Sending institution.
3. The Receiving institution shall draft an annual general evaluation report on the different exchanges that took place in that Receiving institution to be send to the ESDC secretariat by the end of January.
4. The ESDC shall report to the Political and Security Committee (PSC) once a year on progress achieved in the implementation of the initiative.

**ARTICLE 12.  
CAREER SYSTEM**

Rank promotion of exchange trainees or exchange teachers shall take place exclusively according to the Sending State's career system.

**ARTICLE 13.  
IDENTIFICATION**

The Receiving institution shall provide a valid identification document for the time of the exchange, in order to allow normal access to authorised facilities based on this Decision.

**ARTICLE 14.  
IMPLEMENTING ARRANGEMENTS**

1. Member States wishing to participate in the initiative agree to establish, at the appropriate level, implementing arrangements as necessary.
2. Implementing arrangements, agreed upon at the appropriate level according to national law, specify the exact conditions of each exchange.
3. Amongst those conditions appear, in particular, the terms and conditions of selection, the number of exchange trainees or exchange teachers, the duration of the exchange, the disciplines taught, the teaching language, the applicable status of forces agreement (SOFA), the jurisdiction, and the security clearance.
4. The inter-institutional agreement template, the learning agreement template, and the teaching agreement template (see annexes) may be used.
5. Each implementing arrangement shall be sent to the ESDC Secretariat for archiving, in order to facilitate the compliance check referred to in article 20 and the drafting of the annual report by the ESDC referred to in article 11 of this Framework.

**ARTICLE 15.  
JURISDICTION**

Jurisdiction about exchange trainee's and exchange teacher's liability during the exchange shall be provided for in the implementing arrangement. It may be based on a SOFA.

**ARTICLE 16.  
DISPUTE SETTLEMENT**

1. Any dispute regarding the application or interpretation of this Decision shall be resolved by means of negotiation between the Member States concerned.

2. The Member States concerned shall inform the ESDC secretariat of the disagreement in order to constitute a return of experience on the implementation of this Decision.

**ARTICLE 17.  
HANDLING OF WEAPONS**

The handling of weapons by exchange trainees or exchange teachers shall be governed by relevant national law and included in the implementing arrangement.

**ARTICLE 18.  
STATUS OF FORCES**

The implementing arrangement identifies the SOFA applicable to the exchanges taking place within the scope of this Decision.

**ARTICLE 19.  
SECURITY CLEARANCE**

The exchange trainees and exchange teachers shall benefit from a security clearance adapted to the needs of the training, followed and given in accordance with the law of the Receiving State.

**ARTICLE 20.  
COMPLIANCE CHECK**

1. The correct application of this Decision shall be subject to a compliance check.
2. This compliance check shall be undertaken once a year by a group of legal experts on a sample of 5 implementing arrangements.
3. The group of legal experts shall be constituted of legal experts of the ministries of defence of at least two participating Member States and a member of the ESDC Secretariat.
4. Member States are free to appoint legal experts and to host the meeting.
5. The sample of 5 implementing arrangement is chosen randomly amongst all implementing arrangements archived at the ESDC Secretariat.
6. If an implementing arrangement does not comply with the rules defined in this Decision, the actors at the relevant level of the Member States concerned are given the opportunity to change the implementing arrangement in order to comply with this Decision on the basis of recommendations by the group of legal experts.

**ARTICLE 21.**  
**REVIEW**

1. This Decision may be reviewed and revised as appropriate at any time, in particular in the light of the institutional evolution.
2. In addition, a study on the future perspectives of the initiative shall be prepared by the ESDC Secretariat in coordination with the implementation group of the initiative and presented to the ESDC Steering Committee by October 2013 in order for this Decision to be reviewed and revised as appropriate no later than 31 December 2014.



**SENDING INSTITUTION**

We confirm that the proposed programme of study/ learning agreement is approved.

Departmental coordinator's signature

Institutional coordinator's signature

.....

.....

Date: .....

Date: .....

**RECEIVING INSTITUTION**

We confirm that the proposed programme of study/ learning agreement is approved.

Departmental coordinator's signature

Institutional coordinator's signature

.....

.....

Date: .....

Date:.....

<b>INTER-INSTITUTIONAL AGREEMENT</b> <b>Exchange of Young Officers Programme</b>
-------------------------------------------------------------------------------------

The academic/training year(s) for which the agreement is valid: <b>20 - 20...</b>
-----------------------------------------------------------------------------------

<b>Between</b> <i>(name of the military education and training institution)</i>	
<b>contact person</b> <i>(name, address, phone, fax, E-mail)</i>	
<b>and</b> <i>(name of the military education and training institution)</i>	
<b>contact person</b> <i>(name, address, phone, fax, E-mail)</i>	

full legal name of the institutions in their national languages

**Information about study student mobility:**

Field area		Level		Country		Total number / year	
Type*	Name	Under graduate	Post-graduate	Home	Host	Students	Student months (= sum)

\*academic (A) or vocational (V)

**Information about teaching assignments:**

Field area	Topic(s) taught	Name of the instructor	Home country	Host country	Duration in number of weeks	Number of teaching hours per week

**Final statement:** The institutions will work according to the principles of the Memorandum of Understanding and that they will exchange information on any issue that can facilitate the mobility of students and staff.

**Signatures of the legal representatives of both institutions:**

Name of the institution:	Name of the institution:
Name and status of the official representative:	Name and status of the official representative:
Signature:	Signature:
Date:	Date:

## **TEACHING AGREEMENT - FRAMEWORK**

**The instructors that go in teaching assignments abroad have to present a brief teaching programme approved by both the sending and host institutions.**

The minimum topics such a schedule should cover are:

- 1) Information on the host institution, department/faculty, the teaching domain:
  - Name of the host institution, department/faculty
  - Name of POC in the sending institution:
  - Name of POC in the host institution:
  - Domain of teaching/training: academic education, basic military training, professional training
  - Level of teaching (Bachelor degree, master degree, professional training)
  - Number of students to attend the teaching programme
  - Number of hours taught
- 2) Objectives of the teaching programme
- 3) Benefits resulted as an outcome of the mobility (for the sending and host institutions)
- 4) The contents of the teaching programme
- 5) Expected outcome (from the quality management perspective)



**TEACHING AGREEMENT**  
**Exchange of Young Officers Programme**  
**Academic Year 20..../20....**

**1.**

Name of teacher/instructor: ..... Sending institution: ..... Faculty/department ..... POC ..... Country: .....
-------------------------------------------------------------------------------------------------------------------------------------------

**2.**

Receiving institution: ..... Faculty/department ..... POC ..... Country: .....
-----------------------------------------------------------------------------------------------------

**3. Domain of teaching/training: academic education, basic military training, professional training:**

.....

**4. Level of teaching (bachelor degree, master degree):**

.....

**5. Topic(s) to be taught:**

**a)** .....

**b)** .....

**etc.**

**6. Number of students to attend the teaching programme: .....**

**7. Number of hours taught/topic:**

**a)** .....

**b)** .....

**etc.**

**8. Objectives of the teaching programme:**

**9. Benefits resulted as an outcome of the mobility (for the sending and host institutions):**

**10. The contents of the teaching programme:**

**11. Expected outcome from the quality management perspective:**

**SENDING INSTITUTION**

We confirm that the proposed teaching programme is approved.

Departmental coordinator's signature

Institutional coordinator's signature

.....

.....

Date: .....

Date:.....

**RECEIVING INSTITUTION**

We confirm that the proposed teaching programme is approved.

Departmental coordinator's signature

Institutional coordinator's signature

.....

.....

Date: .....

Date:.....



European initiative on the exchange of young officers inspired by Erasmus

# **MECTS Users' Guide**

(27<sup>th</sup> of January, 2010)



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# 1. Introduction

- 1.1 This MECTS Users' Guide provides guidelines for implementation and use of the Military European Credit Transfer and Accumulation System (MECTS).
- 1.2 The use of MECTS was developed by the Implementation Group of the European initiative on the exchange of young officers inspired by Erasmus using the name Line of Development 1 (LoD1).
- 1.3 The guidelines were finalized under Swedish Presidency of the European Union in Stockholm in November 2009.
- 1.4 MECTS shall be used for modules during the basic or initial officer training outside existing academic systems (Annex 1).
- 1.5 MECTS shall be used at least for those Modules outside existing academic systems which a Member State of the European Union offers for international participation (Annex 2).
- 1.6 If a Member State of the European Union includes military or vocational training in its academic system, MECTS shall not be used. Existing academic systems remain untouched.
- 1.7 If a Member State of the European Union calculates all its own military or vocational training in MECTS it is national responsibility.
- 1.8 If a Member State of the European Union calculates all the own military or vocational training which takes place after the basic or initial officer training in MECTS it is national responsibility.
- 1.9 MECTS shall express the workload of a certain Module. Additional to the workload there shall be expressed: Prerequisites, knowledge, skills and competences of a Module (definitions: Annex 3) using a certain form (Annex 4a and Annex 4b). Elaborations of Line of Development 2 (comparison of courses based on competences) will be included or will replace that form when LoD2-work will be finalized.

## 2. Purpose

- 2.1 MECTS will give a better overview for comparison of workloads of military or vocational training held during basic or initial officer training outside of academic systems.
- 2.2 MECTS shall facilitate the use as a tool for mutual recognition.
- 2.3 Recognition of MECTS acquired abroad will be national responsibility. If a Member State of the European Union recognises MECTS for its own vocational/military training or for the academic education it is national responsibility.
- 2.4 Member States of the European Union shall avoid “double training” whenever possible. In principle trainees shall be sent abroad to those Modules only which can be recognised at the home-institution.

## 3. Calculation

- 3.1 MECTS-calculation must be equal in each Member State of the European Union to be comparable.
- 3.2 MECTS-calculation shall follow the principle of ECTS-calculation with reference to the Bologna-Model.
- 3.3 Whereas ECTS-calculation includes 50 percent of the workflow for self-studies automatically, MECTS-calculation shall include the real workflow of an estimated average for self-studies only.
- 3.4 If an exam takes place in an offered Module, the necessary working hours shall not be included into the MECTS-calculation.
- 3.5 If there is a need for administration hours within a Module (e.g. transportation from airports, registration, ....) these hours shall not be included into the MECTS-calculation.
- 3.6 1 (one) MECTS equals 30 working hours (WH) with 60 minutes each.
- 3.7 Calculation:
  - All the necessary working hours for one Module should be added up. Necessary self-study working hours are to be included (see par. 3.3).
  - The sum is to divide by 30.
  - The result is the amount of MECTS for one Module.
  - Examples for calculating MECTS see Annex 5.
- 3.8 Rounding:
  - MECTS shall be expressed with 1 unit place and 1 decile rank (e.g.: 0.8 or 1.7 or 2.9 .....).
  - If the calculation results in more than one decimal place (e.g.: 1,777777 or 0.432198 .....) figures are to round up or to round down.
  - Examples: 1.77777 is to round up to 1.8 MECTS. 0.432198 is to round down to 0.4 MECTS. 2.35123 is to round up to 2.4 MECTS.



## 4. Factors

- 4.1 Results of MECTS-calculations can be multiplied with factors to take the level of training and the used language into account (examples see Annex 6).
- 4.2 Factors shall encourage Member States of the European Union to provide more education and training opportunities in another language than the mother tongue.
- 4.3 Factors shall favour the international and mobility dimension.
- 4.4 Factors can be integrated into the MECTS-calculation by the host-institution in reference to the host-institution's overall training goal (e.g: host-institution's overall training goal is Platoon-level, the offered Module is on Platoon-level, and therefore MECTS are to multiply with 1.00 which is no change).
- 4.5 The home-institution can include factors in reference to the own overall training goal after trainees will have returned. Including those factors is national responsibility (e.g.: Trainees return from a Module described in par. 4.4; the home-institution's training goal is Squad-level, and therefore the MECTS are to multiply with 1.25 because of being 1 level higher than the own overall training goal).
- 4.6 If using factors the following factors shall be used:
- Training-level (listed for Army. Other Services are to use equivalent level).

Level	Multiplier
Personal or Team	0.50
Squad	0.75
Platoon	1.00
Company	1.25
Battalion	1.50

- Language:

Language	Multiplier
Mother tongue	1.00
Other language than mother tongue	1.25

- 4.6 Calculation-results are to round up or to round down following the method described in par. 3.8.

## 5. Quality Assurance

- 5.1 MECTS are to be implemented by national institutions (Military Universities, Military-, Naval-, Air Force Academies or equivalent, Applications Schools) of Member States of the European Union by themselves.
- 5.2 For the purpose of implementing MECTS in time, EQF, NQF or any accreditation system shall not be used yet.
- 5.3 So far the following quality assurance methods shall be used:
- Each module offered for international participation shall be described with prerequisites, knowledge, skills and competences using the same form (Annex 4a and Annex 4b). Including the work of LoD2 see par. 1.9.
  - The qualification of instructors / teachers for the respective Module shall be described.
  - How to carefully examine the learning outcome shall be described.
  - It is up to national institutions to send observers or instructors to Modules abroad.
  - Trainees may place an evaluation report onto the EMILYO-homepage.
  - On a regular basis a report is to hand over to ESDC, as proposed by LoD5 (develop supporting mechanisms). This report can be seen as a Module-evaluation.
- 5.4 If any other quality assurance methods shall be integrated in a further stage it requires the consensus of the Implementation Group.

# Annex 1

## Frame for the use of MECTS (in general)

### Examples for different officer education systems

<table border="1"> <tr> <td>1<sup>st</sup> Semester Academic education (30 ECTS are used)</td> <td>"Other" education / training (MECTS are used)</td> <td>2<sup>nd</sup> Semester Academic education (30 ECTS are used)</td> <td>MECTS</td> </tr> <tr> <td>3<sup>rd</sup> Semester Academic education (30 ECTS are used)</td> <td>MECTS</td> <td>4<sup>th</sup> Semester Academic education (30 ECTS are used)</td> <td>MECTS</td> </tr> <tr> <td>5<sup>th</sup> Semester Academic education (30 ECTS are used)</td> <td>MECTS</td> <td>6<sup>th</sup> Semester Academic education (30 ECTS are used)</td> <td></td> </tr> </table>	1 <sup>st</sup> Semester Academic education (30 ECTS are used)	"Other" education / training (MECTS are used)	2 <sup>nd</sup> Semester Academic education (30 ECTS are used)	MECTS	3 <sup>rd</sup> Semester Academic education (30 ECTS are used)	MECTS	4 <sup>th</sup> Semester Academic education (30 ECTS are used)	MECTS	5 <sup>th</sup> Semester Academic education (30 ECTS are used)	MECTS	6 <sup>th</sup> Semester Academic education (30 ECTS are used)		<p>Military or vocational training takes place between the academic semesters.</p> <p>MECTS shall be used for the "green" parts only.</p>
1 <sup>st</sup> Semester Academic education (30 ECTS are used)	"Other" education / training (MECTS are used)	2 <sup>nd</sup> Semester Academic education (30 ECTS are used)	MECTS										
3 <sup>rd</sup> Semester Academic education (30 ECTS are used)	MECTS	4 <sup>th</sup> Semester Academic education (30 ECTS are used)	MECTS										
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1 <sup>st</sup> Semester Academic education (30 ECTS are used)	2 <sup>nd</sup> Semester Academic education (30 ECTS are used)												
3 <sup>rd</sup> Semester Academic education (30 ECTS are used)	4 <sup>th</sup> Semester Academic education (30 ECTS are used)												
5 <sup>th</sup> Semester Academic education (30 ECTS are used)	6 <sup>th</sup> Semester Academic education (30 ECTS are used)												
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"Other" education / training MECTS are used													
1 <sup>st</sup> Semester Academic education (30 ECTS are used)	2 <sup>nd</sup> Semester Academic education (30 ECTS are used)												
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5 <sup>th</sup> Semester Academic education (30 ECTS are used)	6 <sup>th</sup> Semester Academic education (30 ECTS are used)												
"Other" education / training MECTS are used													

## Annex 2

### Frame for the use of MECTS (in detail)

#### 1<sup>st</sup> step of implementing MECTS

<table border="1"> <tr> <td data-bbox="209 517 427 629">1<sup>st</sup> Semester Academic education (30 ECTS are used)</td> <td data-bbox="432 517 600 629">"Other" education / training (MECTS are used)</td> <td data-bbox="608 517 826 629">2<sup>nd</sup> Semester Academic education (30 ECTS are used)</td> <td data-bbox="831 517 935 629">MECTS</td> </tr> <tr> <td data-bbox="209 636 427 748">3<sup>rd</sup> Semester Academic education (30 ECTS are used)</td> <td data-bbox="432 636 600 748">MECTS</td> <td data-bbox="608 636 826 748">4<sup>th</sup> Semester Academic education (30 ECTS are used)</td> <td data-bbox="831 636 983 748">MECTS</td> </tr> <tr> <td data-bbox="209 754 427 866">5<sup>th</sup> Semester Academic education (30 ECTS are used)</td> <td data-bbox="432 754 600 866">MECTS</td> <td data-bbox="608 754 826 866">6<sup>th</sup> Semester Academic education (30 ECTS are used)</td> <td></td> </tr> </table>	1 <sup>st</sup> Semester Academic education (30 ECTS are used)	"Other" education / training (MECTS are used)	2 <sup>nd</sup> Semester Academic education (30 ECTS are used)	MECTS	3 <sup>rd</sup> Semester Academic education (30 ECTS are used)	MECTS	4 <sup>th</sup> Semester Academic education (30 ECTS are used)	MECTS	5 <sup>th</sup> Semester Academic education (30 ECTS are used)	MECTS	6 <sup>th</sup> Semester Academic education (30 ECTS are used)		<p>Modules foreseen for international participation are marked in "blue".</p> <p>In a 1<sup>st</sup> step MECTS shall be implemented for those "blue" Modules only.</p>
1 <sup>st</sup> Semester Academic education (30 ECTS are used)	"Other" education / training (MECTS are used)	2 <sup>nd</sup> Semester Academic education (30 ECTS are used)	MECTS										
3 <sup>rd</sup> Semester Academic education (30 ECTS are used)	MECTS	4 <sup>th</sup> Semester Academic education (30 ECTS are used)	MECTS										
5 <sup>th</sup> Semester Academic education (30 ECTS are used)	MECTS	6 <sup>th</sup> Semester Academic education (30 ECTS are used)											
<table border="1"> <tr> <td colspan="2" data-bbox="368 925 842 1037" style="background-color: #000080;"></td> </tr> <tr> <td data-bbox="368 1043 600 1155">1<sup>st</sup> Semester Academic education (30 ECTS are used)</td> <td data-bbox="608 1043 842 1155">2<sup>nd</sup> Semester Academic education (30 ECTS are used)</td> </tr> <tr> <td data-bbox="368 1162 600 1274">3<sup>rd</sup> Semester Academic education (30 ECTS are used)</td> <td data-bbox="608 1162 842 1274">4<sup>th</sup> Semester Academic education (30 ECTS are used)</td> </tr> <tr> <td data-bbox="368 1281 600 1393">5<sup>th</sup> Semester Academic education (30 ECTS are used)</td> <td data-bbox="608 1281 842 1393">6<sup>th</sup> Semester Academic education (30 ECTS are used)</td> </tr> <tr> <td colspan="2" data-bbox="368 1400 842 1512" style="background-color: #000080;"></td> </tr> </table>			1 <sup>st</sup> Semester Academic education (30 ECTS are used)	2 <sup>nd</sup> Semester Academic education (30 ECTS are used)	3 <sup>rd</sup> Semester Academic education (30 ECTS are used)	4 <sup>th</sup> Semester Academic education (30 ECTS are used)	5 <sup>th</sup> Semester Academic education (30 ECTS are used)	6 <sup>th</sup> Semester Academic education (30 ECTS are used)			<p>If an officer education institution in a 2<sup>nd</sup> step uses MECTS for all the military or vocational training (here marked in blue), it is national responsibility (not a must).</p>		
1 <sup>st</sup> Semester Academic education (30 ECTS are used)	2 <sup>nd</sup> Semester Academic education (30 ECTS are used)												
3 <sup>rd</sup> Semester Academic education (30 ECTS are used)	4 <sup>th</sup> Semester Academic education (30 ECTS are used)												
5 <sup>th</sup> Semester Academic education (30 ECTS are used)	6 <sup>th</sup> Semester Academic education (30 ECTS are used)												

## Annex 3

### Definitions <sup>1</sup>

Learning outcomes	<p>“Learning outcomes” means statements of what a learner knows, understands and is able to do on completion of a learning process, which are defined in terms of knowledge, skills and competence.</p>
Prerequisites <sup>2</sup>	<p>“Prerequisites” means what a trainee should know before the Module starts. Prerequisites will be different from Module to Module and from Nation to Nation, prerequisites shall be described with a number of years how long trainees have been educated in the own system at least. Describing additional prerequisites is responsibility of the host-institution which offers Modules for international participation.</p>
Knowledge	<p>“Knowledge” means the outcome of the assimilation of information through learning. Knowledge is the body of facts, principles, theories and practices that is related to a field of work or study. In the context of the European Qualifications Framework, knowledge is described as theoretical and/or factual.</p>
Skills	<p>“Skills” means the ability to apply knowledge and use know-how to complete tasks and solve problems. In the context of the European Qualifications Framework, skills are described as cognitive (involving the use of logical, intuitive and creative thinking) or practical (involving manual dexterity and the use of methods, materials, tools and instruments).</p>
Competence	<p>“Competence” means the proven ability to use knowledge, skills and personal, social and/or methodological abilities, in work or study situations and in professional and personal development. In the context of the European Qualifications Framework, competence is described in terms of responsibility and autonomy.</p>
Level <sup>3</sup>	<p>“Level” means the military echelon, level is described with a hierarchic classification of military leadership following organizational point of views (e.g: Team, Squad, Platoon, Company, Battalion or equivalent echelons in other services).</p>

<sup>1</sup> According to: The European Qualifications Framework for Lifelong Learning (EQF); Annex I.

<sup>2</sup> Own definition, it is not defined in EQF.

<sup>3</sup> Own definition, it is not defined in EQF.

## Annex 4a

**Form for a Module description (page 1)**  
 Example (important parts are highlighted in blue)

Country <b>Austria</b>	Institution <b>Theresan Military Academy</b>	Module <b>Course for PSO (Module D)</b>	Amount of MECTS <b>4.0</b>
---------------------------	-------------------------------------------------	--------------------------------------------	-------------------------------

Level <b>Platoon</b>	Minimum Qualification of Instructors <ul style="list-style-type: none"> <li>• <b>Officers:</b> <ul style="list-style-type: none"> <li>○ English: Common European Framework of Reference for Languages (CEFR) Level B2 or NATO STANAG Level 3,</li> <li>○ Company Commander of Infantry, mechanized Infantry or Reconnaissance branch,</li> <li>○ at least 1 PSO-mission abroad.</li> </ul> </li> <li>• <b>Non-Commissioned Officers:</b> <ul style="list-style-type: none"> <li>○ English: Common European Framework of Reference for Languages (CEFR) Level B1 or NATO STANAG Level 2,</li> <li>○ Platoon Leader or Company Sergeant Major of Infantry, mechanized Infantry or Reconnaissance branch,</li> <li>○ at least 1 PSO-mission abroad.</li> </ul> </li> </ul>
Language <b>English</b>	

Prerequisites for international participants <ul style="list-style-type: none"> <li>• English: Common European Framework of Reference for Languages (CEFR) Level B2 or NATO STANAG Level 2,</li> <li>• at least 2 years of national military education,</li> <li>• <u>basic</u> knowledge of PSO-TTP (Tactics, Techniques and Procedures) such as checkpoints, patrolling, convoy, ...,</li> <li>• <u>basic</u> knowledge of radio communication in English</li> </ul>	Goal of the Module <p>Learning basic branch-independent leadership skills for Peace Support Operations (PSO) on Platoon Level.</p> <p>To reach that goal the model of a motorised and/or mechanized Infantry Platoon within the frame of a Company is used.</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Learning outcomes</b>	Know-ledge	<ul style="list-style-type: none"> <li>• Detailed knowledge about leadership principles, tactics and techniques and use of force in PSO within an international environment.</li> </ul>
	Skills	<ul style="list-style-type: none"> <li>• Train and supervise trainees on Squad- and Platoon-level</li> </ul>
	Compe- tences	<ul style="list-style-type: none"> <li>• Act as a platoon leader in PSO</li> </ul>

**Form for a Module description (page 2)**

Example

Verification of learning outcomes	
•	Mid course exam: <ul style="list-style-type: none"> <li>○ At the end of the first week or at the beginning of the second week.</li> <li>○ Course director is to test trainees about the content of the first week.</li> <li>○ The type of the exam is up to the course director.</li> </ul>
•	Observation: <ul style="list-style-type: none"> <li>○ During the whole course trainees are to observe and are to be evaluated during practical execution of in advance theoretical learned topics.</li> </ul>
•	Final exam: <ul style="list-style-type: none"> <li>○ On the last day of the course trainees have to absolve a final oral exam in front of a commission (Commander Cadets' Corps, 2 Officers who are responsible for the course)</li> </ul>

Course details		
Topic	Working Hours	Details
Leadership in general	7.5	<ul style="list-style-type: none"> <li>• Lead of a Platoon as Platoon Leader / Deputy Platoon Leader in a PSO-scenario using principles of war.</li> <li>• Execution of Military Decision Making Process (MDMP) on Platoon level.</li> <li>• Execution of terrain orientation.</li> <li>• Issuing and implementation of orders.</li> <li>• Faculty to write reports (patrol report, incident report, ...)</li> </ul>
Rules of Engagement	4.5	<ul style="list-style-type: none"> <li>• Use of ROE for PSO on Platoon level.</li> </ul>
TTP / PSO	75.0	<ul style="list-style-type: none"> <li>• Execution of TTP in PSO on Platoon level (field exercise)</li> </ul>
Negotiations	7.5	<ul style="list-style-type: none"> <li>• Intended use of negotiation norms.</li> </ul>
Media awareness	3.0	<ul style="list-style-type: none"> <li>• Specific use in dealing with media.</li> </ul>
Mine awareness	7.5	<ul style="list-style-type: none"> <li>• Realization of the danger of mines and IEDs in mission areas and take correct actions.</li> </ul>
Supply and communication	15.0	<ul style="list-style-type: none"> <li>• Issue of orders and actions taken referring to supply on Platoon level</li> <li>• Issue of orders and actions taken referring to communication on Platoon level.</li> </ul>
<b>Total</b>	<b>120</b>	

MECTS calculation	
•	Total amount = 120 WH.
•	Subtraction of time (WH) for administration, meals and exams → 120 - 30 = <b>90 WH</b> .
•	Estimated average of self-studies for exams = <b>5 WH</b> .
•	90 WH + 5 WH = <b>95 WH</b> .
•	95 WH / 30 = 3.166 MECTS → rounded up to <b>3.2 MECTS</b> .
•	Course is on Platoon level → factor 1.00 → 3.2 MECTS x 1.00 = <b>3.2 MECTS</b> (no change).
•	Course is in English (not native language) → factor 1.25 → 3.2 x 1.25 = <b>4.0 MECTS</b> .

## Annex 4b

**Empty form for a Module description (page 1)**  
 Example (important parts are highlighted in blue)

Country	Institution	Module	Amount of MECTS
---------	-------------	--------	-----------------

Level	Minimum Qualification of Instructors <ul style="list-style-type: none"> <li></li> </ul>
Language	

Prerequisites for international participants <ul style="list-style-type: none"> <li></li> </ul>	Goal of the Module
----------------------------------------------------------------------------------------------------	--------------------

<b>Learning outcomes</b>	Know-ledge	<ul style="list-style-type: none"> <li></li> </ul>
	Skills	<ul style="list-style-type: none"> <li></li> </ul>
	Compe- tences	<ul style="list-style-type: none"> <li></li> </ul>



**Empty form for a Module description (page 2)**

Example

Verification of learning outcomes
•

Course details		
Topic	Working Hours	Details
		•
		•
		•
		•
		•
		•
		•
		•
<b>Total</b>		

MECTS calculation
•

## Annex 5

### Calculating MECTS

#### Examples

Example 1 (Air Force – Flights)	
Theoretical lecture(s) 10 WH	
Flight preparation 2 WH	Real flight 1 WH
Flight preparation 2 WH	Real flight 1 WH
Flight preparation 2 WH	Real flight 1 WH
De-briefing 5 WH	

**Total: 24 WH** (working hours)

**Calculation:**

$$\frac{24}{30} = 0,8 \text{ MECTS}$$

Example 2 (Army – Defence-Module)
Theoretical lecture / instructions 4 WH
Defence in practice in the field 42 WH
Self-studies 5 WH (estimated average)
Exam ? WH ( <b>NOT</b> calculated)

**Total: 51 WH** (working hours)

**Calculation:**

$$\frac{51}{30} = 1,7 \text{ MECTS}$$

## Annex 6

### Calculating Factors

#### Examples

Factors (Training level is listed for Army-echelons; other services are to use equivalent level):

Training Level	Multiplier
Personal or Team	0.50
Squad	0.75
Platoon	1.00
Company	1.25
Battalion	1.50

Language	Multiplier
Mother tongue	1.00
Other language than mother tongue	1.25

#### Host-institution:

1. The **host**-institution calculates the MECTS for a Module.
2. The **host**-institution multiplies the MECTS with a training level factor according to the own (national) training goal for the overall basic officer education.
  - a. Example 1: The own training goal is Platoon level; the offered Module is on Platoon level → use factor **1.00** (no change).
  - b. Example 2: The own training goal is Squad level; the offered Module is on Platoon level → use factor **1.25** (1 step higher).
  - c. Example 3: The own training goal is Squad level; the offered Module is on Company level → use factor **1.5** (2 steps higher).
  - d. Example 4: The own training goal is Company level; the offered Module is on Squad level → use factor **0.5** (2 steps lower).
3. The result of the training level calculation can be multiplied with the language factor by the **host**-institution.
  - a. Example 1: The Module is offered in native language → use factor **1.00** (no change).

- b. Example 2: The **guest trainee** has to talk in a foreign language (not a native language for him/her) → use factor **1.25** (only for guest trainees!)
- c. Example 3: **All the trainees** have to talk in a foreign language → use factor **1.25**.
- d. Example 4: Most of the trainees have to talk in a foreign language (e.g.: in English) → use factor **1.25** for them. For some of the guest trainees English is their native language → use **only for them** factor **1.00**.

#### **Home-institution:**

- 4. The **home**-institution compares the level of the own overall training goal for basic officer education with the level written in the form for a Module description (see Annex 4a).
- 5. The **home**-institution can include again the **training level factor**.
  - a. Example 1: The Module offered abroad is on Platoon level; the own training goal is on Platoon level → use factor **1.00** (no change).
  - b. Example 2: The Module offered abroad is on Platoon level; the own training goal is on Squad level → use factor **1.25** (because the value is 1 step higher than the own training goal).
  - c. Example 3: The Module offered abroad is on Platoon level; the own training goal is on Company level → use factor **0.75** (because the value is 1 step lower than the own training goal).
  - d. Example 4: The Module offered abroad is on Team level; the own training goal is on Company level → use factor **0.25** (because the value is 3 steps lower than the own training goal).

For better transparency of calculations the different steps of calculations for a respective Module **are to be described in the form for a Module description** (see Annex 4a, last line).

## Annex 7a

## Proposal for an application form

Example for the purpose of easier administration of incoming trainees

<b>Remarks:</b> - Please fill in yellow fields only - Fill in 1 form for 1 person - When ready, send this application form to: <a href="mailto:abcdefg@eu.com">abcdefg@eu.com</a>	I want to participate Module (please fill in name of the Module below) <b>Course for PSO (Module D)</b>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------

Arrival at "name" Airport	Arrival at "name" location	Other	On (arrival date)	At (arrival time [if available])
<b>X</b>			<b>14 Mar, 2010</b>	<b>1500 hrs</b>
Departure from "name" Airport	Departure from "name" location	Other	On (departure date)	At (departure time [if available])
		<b>X</b>	<b>28 Mar, 2010</b>	<b>0900 hrs</b>

Male	Female	Rank	Family name	First name
<b>X</b>		<b>Cadet (Cdt)</b>	<b>ABECIDOF</b>	<b>Guhaj</b>

Date of birth	Nationality	Passport number	Passport validity until
<b>01 Mar, 1987</b>	<b>UNITED KINGDOM</b>	<b>P1234567</b>	<b>24 Dec, 2018</b>

Branch of Service (if available)	Sending institution	I want to participate as		
<b>Army – Infantry</b>	<b>Royal Military Academy Sandhurst</b>	Student	Instructor	Observer
		<b>X</b>		

My phone number (if available)	My e-mail address
<b>+44-123-456789</b>	<a href="mailto:guhaj.abecidof@co.uk">guhaj.abecidof@co.uk</a>

Special dietary or food requirements due to medical or religious reasons	If yes, please specify food you cannot eat
No	Yes
	<b>X</b>
	Due to religious reasons I am not allowed to eat pork

Additional remarks (need for special equipment, special travel arrangements, ....)
I would need rain protection, departure from "name" I will arrange on my own.

If you are not the point of contact (POC) or if more than one person will participate from your country please fill in POC's data below (if you are the POC please fill in your data again)				
Male	Female	Rank	Family name	First name
	<b>X</b>	<b>Maj</b>	<b>KELIMON</b>	<b>Puqaresi</b>
POC's phone number			POC's e-mail address	
<b>+44-987-654321</b>			<a href="mailto:puqaresi.kelimon@co.uk">puqaresi.kelimon@co.uk</a>	

## Annex 7b

### Proposal for an empty application form

Example for the purpose of easier administration of incoming trainees

<b>Remarks:</b> - Please fill in yellow fields only - Fill in 1 form for 1 person - When ready, send this application form to:	I want to participate Module (please fill in name of the Module below)

Arrival at	Arrival at	Other	On (arrival date)	At (arrival time [if available])
Departure from	Departure from	Other	On (departure date)	At (departure time [if available])

Male	Female	Rank	Family name	First name

Date of birth	Nationality	Passport number	Passport validity until

Branch of Service (if available)	Sending institution	I want to participate as		
		Student	Instructor	Observer

My phone number (if available)	My e-mail address

Special dietary or food requirements due to medical or religious reasons	If yes, please specify food you cannot eat
No	Yes

Additional remarks (need for special equipment, special travel arrangements, ....)

If you are not the point of contact (POC) or if more than one person will participate from your country please fill in POC's data below (if you are the POC please fill in your data again)				
Male	Female	Rank	Family name	First name
POC's phone number			POC's e-mail address	

## **Annex 8a**

## **Annex 8b**

**The next 2 pages are proposals for  
a certificate which trainees are handed over after having participated  
in an event within the exchange programme**



Theresan Military Academy  
AUSTRIA



European initiative on  
the exchange of young  
officers inspired by  
Erasmus

# Certificate of Achievement

valid for 4.0 MECTS

Cadet

**ABECIDOF Guhaj**

passed the

**Officer Cadets' Course  
for  
Peace Support Operations  
(Module D)**

1752

Wiener Neustadt, the 30<sup>th</sup> of March, 2010

Course Director:

(LAMPL, Maj)

Head of Institute:

(Mag. PICHLKASTNER, BrigGen)



Logo of host-  
institution

**Name of Host-Institution**  
**COUNTRY**



European initiative on  
the exchange of young  
officers inspired by  
Erasmus

# **Certificate of Achievement**

valid for X.X MECTS

**Rank**

**SURNAME First Name**

passed the

**Name of Event**  
**Name of Event**  
**Name of Event**  
**(other Name of Event)**

City, the DD of MMMM, YYYY

Course Director:

Head of Name:

(SURNAME, Rank)

(SURNAME, Rank)

## Annex 9

### List of abbreviations

ECTS	European Credit Transfer and Accumulation System
EQF	European Qualifications Framework
EMILYO	Exchange of MILitary Young Officers
ESDC	European Security and Defence College
EU	European Union
IED	Improvised Explosive Device
IG	Implementation Group
LoD	Line of Development
MDMP	Military Decision Making Process
MECTS	Military European Credit Transfer and Accumulation System (Military-ECTS)
NCO	Non Commissioned Officer
NQF	National Qualifications Framework
OCC	Officer Cadet Course
PSO	Peace Support Operation
ROE	Rules of Engagement
STANAG	Standardization Agreement
TTP	Tactics, Techniques and Procedures
WH	Working Hours (1 WH = 60 Minutes)
EOT	