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Commission



EU Recognition of Customs Academic Programmes



CUSTOMS



Application Guide

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EU Recognition of Customs Academic Programmes



Application Guide

Table of Contents

6	Document structure and background
8	Section 1 - Overview of the EU Customs Certificate of Recognition process
9	Section 2 - Step-by-step guide to the recognition process
9	Phase 1: Application Phase
10	Phase 2: Assessment Phase
11	Phase 3: Verification Phase
12	Section 3 - Application forms
13	How to complete Form 1 – Initiation Request Document
14	How to complete Form 2 – Academic Programme Outline
14	How to complete Form 3 – Competencies Addressed by the Programme
15	How to complete Form 4 – Deviations & Motivation
16	Section 4 - More information?
16	Who can pursue EU recognition for Customs academic programmes?
16	What eligibility criteria apply?
18	What costs do I need to take into account to obtain recognition?
18	Why should I pursue recognition for my Customs academic programmes?
18	I am an EU-based academic study provider and my programme meets the eligibility criteria. What do I need to do?
19	How long does the EU Certificate of Recognition for my programme remain valid?
19	Can I easily renew my EU Certificate of Recognition?
19	Which language conditions apply?
20	Section 5 – Annex
	EU Customs Certificate of Recognition Process Overview

Document structure and background

DOCUMENT STRUCTURE

This application guide is structured as follows:

- ▶ **Section 1:** Provides a general overview of the recognition process and the key steps.
- ▶ **Section 2:** Elaborates further on each of the different steps, thereby providing the applicant with a clear idea of what is expected during each step.
- ▶ **Section 3:** Deals with the different application forms you need to complete and offers practical guidance on how to complete them.
- ▶ **Section 4:** Covers a series of frequently asked questions and provides answers.

BACKGROUND

The European Commission has taken the initiative to recognise Customs-specific Bachelor's and Master's academic programmes and modules within such programmes that equip their students with the optimal competencies to engage in – or to further advance – their career in Customs. Such academic programmes significantly contribute to boosting Customs performance and professionalism. Therefore, these academic programmes can obtain an EU Certificate of Recognition acknowledging their quality, as a label of excellence awarded by the European Commission.

To obtain this label of excellence, academic universities, business schools, colleges and public sector higher education institutions (and equivalent offering Customs-specific academic programmes) can now apply.

This application guide is intended for parties interested in obtaining the EU Customs Certificate of Recognition for their Customs-specific academic programme(s). As such, this guide provides the applicants with practical guidance on how to complete each of the steps of the EU Customs Certificate of Recognition application process.



Application Guide
for the EU Customs
Certificate
of Recognition
process



Section 1

Overview of the EU Customs Certificate of Recognition process

The recognition process consists of several consecutive phases. During the application phase (phase 1), the applicant completes the Initiation Request Document and all required application forms and submits them to the European Commission (DG TAXUD). The Commission performs the eligibility criteria check and shares eligible applications with the EU Assessment Board.*

Based on the outcome of the assessment performed by the EU Assessment Board (phase 2), the European Commission will decide whether or not to grant the EU Customs Certificate of Recognition, or whether a verification phase (phase 3) will be required.

* During the assessment phase (phase 2), the EU Assessment Board, a dedicated group of experts, will assess the application forms that have been sent by the applicants. The EU Assessment Board will assess the information provided by the applicant by comparing their programme curriculum with the EU Reference Training Programme (RTP) for Academic Customs Education (a comprehensive suggested list of training areas based on commonly agreed Customs-specific competencies) in order to evaluate the extent to which the programme under consideration is aligned to the CustComp^{eu} (EU Customs Competency Framework). More information is provided in Sections 2 and 3.

1 APPLICATION PHASE

First the applicant completes the Initiation Request Document and sends it to: EU-CertificateOfRecognition@ec.europa.eu at any time during the year.

Then the applicant completes the Application Forms and sends them to EU-CertificateOfRecognition@ec.europa.eu before 31/12 to be included in next year's assessment cycle.

2 ASSESSMENT PHASE

Optionally, the Assessment Board may request an on-site visit to the study facilities to assess and discuss the programme in greater depth.

The European Commission will share its final recognition decision by 31/05.

3 VERIFICATION PHASE

Applications that were conditionally approved¹ by the European Commission will be required to go through this phase. The applicant takes the required measures to meet the conditions set by the European Commission in obtaining recognition.

¹ The EU Assessment Board must always support its recommendation to the European Commission with documented arguments. When appropriate and supported by relevant arguments, the EU Assessment Board can provide a recommendation to conditionally endorse the recognition of a programme. This means that the training provider needs to demonstrate that his or her programme meets these conditions before it obtains recognition for this programme. Examples of conditions could be that additional clarifications are requested, or specific forms need to be updated in line with the EU Assessment Board's comments.

A more detailed overview of the application process is presented in Section 2.

Section 2

Step-by-step guide to the recognition process

This section will walk the applicants through each of the steps of the recognition process. Please note that the focus of this section is primarily on the steps that the applicants need to take in line with the overview discussed in Section 1. This means that for the sake of clarity and focus, the steps performed by the EU Assessment Board are not further elaborated in this section. For more information on the overall recognition process, including the activities performed by the EU Assessment Board and the European Commission, please refer to the Annex (page 20) for a detailed process overview. For more details regarding the specific forms that the applicant needs to fill out, please refer to Section 3 - Application forms.

Phase 1: The Application Phase

- ▶ Step 1.1 – Submit Initiation Request Document
- Step 1.2 – Submit relevant Application Forms

Phase 2: The Assessment Phase

- ▶ Step 2.1 – Optional – Host programme site visit
- Step 2.2 – Optional – Submit additional information

Phase 3: The Verification Phase

- ▶ Step 3.1 – Optional – Submit requested documentation and proof conditions have been met

PHASE 1: APPLICATION PHASE

Step 1.1 – Submit Initiation Request Form

To start the application process, the applicant submits the Initiation Request Document (Form 1) to the European Commission. This document is requested in English. It provides the European Commission with basic information on the programme in question. It is the applicant's responsibility to verify whether the programme meets all eligibility criteria. More information on the eligible parties and eligibility criteria regarding the programme can be found in section 4:

- ▶ Who can pursue EU recognition for Customs academic programmes?
Public and private academic institutions registered in the EU.
- ▶ What eligibility criteria apply?
The academic programme must be:
 - *accredited by an authorised body*
 - *Customs-specific and*
 - *in line with the CustComp^{eu2}*

In case of doubt, the applicant can contact the European Commission for clarifications before submitting the documentation to:

EU-CertificateOfRecognition@ec.europa.eu.

The Initiation Request Document (Form 1) can be found in Section 3 - Application forms. This form must be mailed to:

EU-CertificateOfRecognition@ec.europa.eu.

The applicant can apply for recognition at any time during the assessment cycle. Please note that applicants must submit the Initiation Request Document and all application forms before 31/12 to be guaranteed inclusion in the next cycle of the recognition process. Merely submitting the Initiation Request Document will not guarantee inclusion in the next cycle.

² The CustComp^{eu} (EU Competency Framework for Customs) lists and describes the EU Customs Competencies.



Step 1.2 – Submit relevant Application Forms

This step should only be initiated when the eligibility criteria are met. It is the applicant's responsibility to verify whether the programme meets all eligibility criteria. If at a later stage in the assessment process, it appears that the eligibility criteria have not been met, the application process will be suspended or cancelled by the European Commission.

During this step, the applicants need to complete several forms found in Section 3 - Application forms. In general, in addition to the Initiation Request Document (Form 1), three forms will need to be provided:

- ▶ Academic Programme Outline (Form 2)
- ▶ Competencies Addressed by the Programme (Forms 3A, 3B, 3C or 3D – depending on the nature of the programme applying)
- ▶ Deviations & motivation (Form 4)

The forms should be mailed to the European Commission: EU-CertificateOfRecognition@ec.europa.eu. All complete submissions received before 31/12 will be considered for recognition during the following assessment cycle (upon confirmation by the European Commission). It is recommended that the applicant allows sufficient time to complete all required documentation. As a general guideline, the applicant should take into account that on average a period of one to two weeks is required to complete the application documentation. This duration may vary depending on the nature of the programme.

Detailed instructions on how to complete the application forms are further elaborated in Section 3.

PHASE 2: ASSESSMENT PHASE

When application is received, the application documents will be assessed by the EU Assessment Board members who will jointly submit a recommendation for recognition to the European Commission.

Step 2.1 – Optional – Host programme site visit

For the recognition of Customs Bachelor's and Master's programmes³, a visit to the applicant's site may be requested. During this visit, the EU Assessment Board members can ask for clarifications where required. The applicant will have the opportunity to comprehensively explain what value the programme will bring to the Customs community.

Step 2.2 – Optional – Submit additional requested information

The application documents are assessed, and the European Commission shares its final decision on recognition with the applicant. In some cases, the applicant may be requested to provide further information during the assessment. The applicant will be informed of this well in advance.

If the application is rejected, the training provider can re-apply during the next cycle.

By 31/05, the European Commission shares with the applicants recognition decisions based on the recommendations put forward by the EU Assessment Board.

³ If deemed relevant by the Assessment Board, a similar visit can also be requested for applying Customs modules within Bachelor's and Master's programmes.

PHASE 3: VERIFICATION PHASE

This phase only applies to applications that have been conditionally approved during the assessment phase (phase 2). This means that a positive assessment of the EU Assessment Board is dependent on the applicant meeting one or more conditions. In phase 3, therefore, the applicant will have to demonstrate that these conditions have been met before the programme can be granted the EU Customs Certificate of Recognition.

Step 3.1 – Optional – Submit requested documentation and proof that the conditions have been met

The applicant must demonstrate that the conditions for obtaining recognition set by the Assessment Board during the assessment phase have now been met. Based on the updated materials, additional information and arguments, the EU Assessment Board will submit an updated recommendation for recognition to the European Commission⁴.

If the European Commission decides not to recognise the study programme, the applicant can re-apply for recognition during the next cycle.



⁴ Please note that the programme can be rejected in full if the EU Assessment Board concludes that not all conditions listed in the conditional approval recommendation during the assessment phase have been met successfully.

Section 3

Application forms

This section provides more information on the different application forms. Each individual application form contains information and guidance on what is required in the form. Every application form includes a link to a pre-filled sample application with extensive examples for all fields.

<p>Form 1 – Initiation Request Document Requests the applicant to provide general information on the programme.</p>	<p>https://ec.europa.eu/taxation_customs/sites/taxation/files/annex1_initiation_request_document_form_en.docx</p>
<p>Form 2 – Academic Programme Outline Provides an overview of the programme and its courses.</p>	<p>https://ec.europa.eu/taxation_customs/sites/taxation/files/annex2_academic_programme_outline_form_en.docx</p>
<p>Form 3A – Competencies Addressed by the Programme – MASTER’S PROGRAMME Compares the competencies addressed by the programme to the competencies addressed by the EU RTP for Academic Customs Education (Master’s degrees).</p>	<p>https://ec.europa.eu/taxation_customs/sites/taxation/files/annex_3a_competencies_addressed_by_the_masters_programme_form_3a_en.docx</p>
<p>Form 3B – Competencies Addressed by the Programme – BACHELOR’S PROGRAMME Compares the competencies addressed by the programme to the competencies addressed by the EU RTP for Academic Customs Education (Bachelor’s degrees).</p>	<p>https://ec.europa.eu/taxation_customs/sites/taxation/files/annex_3b_competencies_addressed_by_the_bachelor_programme_form_3b_en.docx</p>
<p>Form 3C – Competencies Addressed by the Programme – CUSTOMS MODULE WITHIN A MASTER’S PROGRAMME Compares the competencies addressed by the programme to the competencies addressed by the EU RTP for Academic Customs Education (module within a Master’s degree).</p>	<p>https://ec.europa.eu/taxation_customs/sites/taxation/files/annex_3c_competencies_addressed_by_a_module_within_masters_programme_form_3c_en.docx</p>
<p>Form 3D – Competencies Addressed by the Programme – CUSTOMS MODULE WITHIN A BACHELOR’S PROGRAMME Compares the competencies addressed by the programme to the competencies addressed by the corresponding EU RTP for Academic Customs Education (module within a Bachelor’s degree).</p>	<p>https://ec.europa.eu/taxation_customs/sites/taxation/files/annex_3d_competencies_addressed_by_a_module_within_bachelor_programme_form_3d_en.docx</p>
<p>Form 4 – Deviations & Motivation Provides the applicant with the opportunity to substantiate general deviations from the EU materials.</p>	<p>https://ec.europa.eu/taxation_customs/sites/taxation/files/annex4_deviations_motivation_template_form4_en.docx</p>

HOW TO COMPLETE FORM 1 – INITIATION REQUEST DOCUMENT

Step 1: Provide the **name** of the educational institution, **contact information**, **title** (in English) and type of **programme** (e.g. master's, bachelor's, module(s) within a master's or bachelor's, etc.), in the relevant rows.

Step 2: Insert the link, if available, to the programme **Content/ Modules overview**, or provide a short description of the programme structure in English.

Step 3: In which **language(s)** will the programme be delivered (where applicable)? Please also mention in which language(s) the training materials will be available.

Step 4: Provide detailed information on the envisaged **target audience** for the programme. This includes the following information:

- ▶ which sector (public, private, both) audience(s) does the programme target? Highlight the appropriate answer with an “x”. The applicant is free to add any additional clarifications deemed necessary.
- ▶ provide some **concrete examples** of specific profiles at which the programme is targeted. For these profiles, please share information with respect to their educational background, prior (professional) experience, etc.

Step 5: Is the programme **full-time** or **part-time study** (or both)? Highlight the appropriate answer with an “x” and mention the exact length in writing. The applicant is free to add any additional clarifications deemed necessary.

Step 6: Provide information on the **intensity of the overall programme in ECTS** (or equivalent) **points**⁵, or in **total workload hours**. Please describe credit/hour allocation as described in the instructions and state the proportion of the programme that covers Customs-specific content (in percentage and ECTS points, if applicable).

Step 7: Provide information on **teaching and learning methods** used in the programme (e.g. classroom / virtual / e-learning / self-study / written assignments / projects / literature study / thesis / guest lectures, etc.).

Step 8: Provide a **summary description** of the academic programme and its key learning outcomes.

Step 9: Provide examples of what the **occupational profiles** of graduates will be upon completion of the academic programme.

Step 10: What is the **current status** with respect to the **accreditation process**? Select the appropriate answer with an “x”. If accreditation is already granted, please also mention the name and contact details of the accreditation body and provide information on granting and expiration dates as well as its renewal policy. Note: the applicant is responsible for submitting the **accreditation documentation to the Commission in English** (or a translated English version) as supporting material for Form 1. In case the applicant has selected “Not applicable” or “Other”, additional clarifications should be provided.

Step 11: Confirm that all information included in the application package is true and correct.

⁵ ECTS stands for European Credit Transfer and Accumulation System (ECTS). ECTS is a tool that helps to understand the weight of the programme (and its individual subjects) in terms of hours of study. For more information on ECTS points, please visit: http://www.ehea.info/media/ehea.info/file/ECTS_Guide/00/0/ects-users-guide-2015_614000.pdf

HOW TO COMPLETE FORM 2 – ACADEMIC PROGRAMME OUTLINE

General comment: Please provide extensive information in a thorough response. For each course please list all learning topics, learning outcomes and associated chapters, guest speakers, group assignments, research tasks, etc. (non-exhaustive list). Please begin by reporting all Customs-specific courses under title **1. Customs-specific courses** and continue with section **2. Non-Customs courses**.

Step 1: Fill out the **Course reference number** in the far left. This will allow the assessors to easily link the information the applicant has provided across the various application forms.

Step 2: Fill out the **Course title** linked to the course reference number. If the official course title is not in English, then please also share a translated version of the course title in English.

Step 3: In the **Outline**, provide a summary of the course's learning topics and the learning outcomes that are envisaged for each learning topic.

Step 4: Under **Study load**, share the number of hours of study (in terms of teaching hours and self-study hours) that are envisaged for this course. Where applicable, please also share the number of ECTS (or equivalent) credits that are associated with this course. This will provide the assessors with a better understanding of the study load for each course.

Step 5: Under **Delivery method**, share information on how the content of the course will be delivered. Please note that if necessary, multiple delivery methods can be noted.

Step 6: Under **Evaluation method**, provide information on how the participants' newly acquired knowledge/skills will be assessed throughout and at the end of the course. Please be very specific (e.g. if it is a test, please specify what type of test: Multiple choice, oral exam, score on a written assignment).

HOW TO COMPLETE FORM 3 – COMPETENCIES ADDRESSED BY THE PROGRAMME

General comment: Visit the **EU Customs Training Curricula** for the public (Operational, Professional, Management competencies) and/or private sector (Operational competencies) and the **EU RTP Proficiency Level Descriptions** (all five documents appear in links in the form), and read through the learning topics and learning outcomes that have been identified for each competency in the respective proficiency levels. **Please refer to these materials to improve your understanding of the content and scope of the competencies.**

Go through the form to determine how the RTP competencies are grouped: Operational competencies, Professional competencies and Management competencies (only in Form 3A).

The first three columns of the form (in grey) list each CustComp^{EU} Competency, and refer to the respective EU Training Curriculum (public/private) and unique reference number each competency holds for easy access.

Use Form 2 as your reference. Take one module description at a time and indicate which competencies from the list the module addresses. Note that Professional and Management (where applicable) competencies such as Time Management or Teamwork do not require to be trained in dedicated courses. They can be trained via a group working paper, thesis or transfer project.

Step 1: Under **Dedicated hours**, provide an accurate estimation of the total hours the programme devotes to the development of this competency (including training, self-study, assignments, thesis, exams, etc.).

Step 2: Under **Indicated proficiency level**, the applicant is asked to put an “x” to mark the envisaged outcome of the programme for each individual competency. Please note that programmes typically train up to PL2. Optimal proficiency levels for programmes are indicated in yellow. Please note that it is not a requirement to be a 100% aligned with the optimal proficiency level for each competency. Please refer to the related document EU RTP Proficiency Level Definitions for better understanding of the proficiency levels.

Step 3: Under **Modules or courses in the programme**, please indicate in which courses this competency is trained during the programme. The applicant should explicitly mention the course reference number. Note that the applicant can also refer to an event or an assignment that is part of a course or the wider programme (e.g. thesis). The Assessment Board will use this information to look up the data provided by the applicant in Form 2 to confirm their accuracy.

Step 4: In case the programme addresses competencies that cannot be found in the comprehensive list in Form 3, include these under section Additional competencies covered by the academic programme at the end of the form.

HOW TO COMPLETE FORM 4 – DEVIATIONS & MOTIVATION

Step 1: Under **Deviation from EU RTP**, share all the deviations also found in Form 3 (i.e. a listed competency that the programme does not address). Please note that it is not a prerequisite to be 100% in line with the EU RTP. A good rationale is likely to exist for the deviation. In case no deviations are documented in Form 3, there is no need to complete Form 4.

Step 2: Under **Motivation**, please provide the reason(s)/rationale for the deviations. The Assessment Board will look into the rationale provided to assess to what extent the deviations effectively contribute to the quality of the programme under consideration.

Section 4

More information?

In case you require further assistance with your application, please refer to the Frequently Asked Questions (FAQs) section in this document. Alternatively, you can contact the Certificate of Recognition Secretariat on EU-CertificateOfRecognition@ec.europa.eu.

FAQs

- ▶ Who can pursue EU recognition for Customs academic programmes?
- ▶ What eligibility criteria apply?
- ▶ What costs do I need to take into account to obtain recognition?
- ▶ Why should I pursue recognition for my Customs academic programmes?
- ▶ I am an EU-based academic provider and my programme meets the eligibility criteria. What do I need to do?
- ▶ How long does the EU Customs Certificate of Recognition for my programme remain valid?
- ▶ Can I easily renew my EU Customs Certificate of Recognition?
- ▶ Which language conditions apply?

WHO CAN PURSUE EU RECOGNITION FOR CUSTOMS ACADEMIC PROGRAMMES?

Private and public universities, higher education institutions, business schools and colleges registered in the EU that develop and/or deliver Customs academic programmes can pursue the EU Customs Certificate of Recognition.

WHAT ELIGIBILITY CRITERIA APPLY?

Three eligibility criteria apply. These criteria need to be met in order to initiate the EU recognition process:

1. Criterion 1 – The academic programme is accredited

Public and private sector academic study programmes are required to be accredited. National or international accreditation for Master's or Bachelor's programmes (or modules thereof), is typically provided by governmental or officially authorised accreditation bodies. Accreditation implies that the study programme is aligned to the Bologna Process⁶ (or equivalent).

⁶ The Bologna Process is a collective effort of public authorities, universities, teachers, and students, together with stakeholder associations, employers, quality assurance agencies, international organisations and institutions, including the EC. The main focus of the Bologna Process is (a) the introduction of the three-cycle system (bachelor/master/doctorate); (b) strengthened quality assurance; and (c) easier recognition of qualifications and periods of study. For more information on the Bologna Process please visit: <http://www.ehea.info/>



In case the applicant is seeking EU recognition for a Customs module rather than for a fully Customs-specific programme, the full programme of which the Customs module is a part of has to be accredited.

In case no accreditation has been obtained yet, then the procedure to obtain one should at least have been initiated, meaning that the initiation request has been submitted.

2. Criterion 2 – The academic programme must be Customs-specific

The academic programme should have a significant focus on Customs-specific topics. This does not necessarily mean that the programme should be exclusively composed of Customs content as captured in the CustComp^{eu} and the EU RTP for Academic Customs Education⁷. Examples of Customs-specific content are topics that are directly related to the Customs profession (e.g. origin, valuation, etc.), as well as more generic topics that touch upon the Customs profession, such as International Trade, Financial Management, Logistics, etc. (non-exhaustive list).

Depending on the nature of the study programme, this criterion will be different for:

► Fully Customs-specific programmes:

In order to be eligible for EU Customs recognition, an overall programme must consist of minimum 75% Customs-specific content. The EU Assessment Board performs this assessment based on the information provided by the applicant in the application forms. Additionally, the term “Customs” should be mentioned in the title of the academic programme. Exceptions to this rule will be evaluated by the EU Assessment Board on a case-by-case basis.

► Customs module(s) within wider Master's or Bachelor's programmes:

In order to be eligible for EU Customs recognition, a “Customs module” in a wider Master's or Bachelor's programme must be 100% Customs-specific, and the module must represent minimum 30% of the overall programme. This percentage will be calculated as the proportion of ECTS (or other equivalent) points⁸ devoted to Customs-specific topics in the entire academic programme.

⁷ The CustComp^{eu} lists and describes the EU Customs Competencies. The associated EU RTP for Academic Customs Education is comprised of an indicative list of competencies important to the Customs profession and aims to provide a point of reference for the creation of academic Customs training programmes or modules.

⁸ ECTS stands for European Credit Transfer and Accumulation System (ECTS). ECTS is a tool that helps to understand the weight of the programme (and its individual subjects) in terms of hours of study.

3. Criterion 3 – The academic programme must be substantially in line with the EU RTP for Academic Customs Education

A minimum of 75% of the competencies included in the EU RTP for Academic Customs Education must be addressed by the academic programme for it to be eligible for EU recognition. This means that a programme needs to include:

- ▶ **Master's programme:**
32 out of a total of 42 RTP competencies
- ▶ **Bachelor's programme:**
23 out of a total of 30 RTP competencies
- ▶ **Module(s) within a Master's or Bachelor's programme:**
16 out of a total of 21 RTP competencies

with an additional clustering of a minimum number of Operational, Professional and Management (for Master's only) competencies depending on the programme.

WHAT COSTS DO I NEED TO TAKE INTO ACCOUNT TO OBTAIN RECOGNITION?

This initiative is supported by the EU Cooperation Programme 'Customs 2020' and its successor programmes.

There are no fees associated with the application process to obtain the EU Customs Certificate of Recognition.

WHY SHOULD I PURSUE RECOGNITION FOR MY CUSTOMS ACADEMIC PROGRAMMES?

The EU Certificate of Recognition serves as a quality mark that will benefit both the academic study provider and subsequent students (and ultimately the Customs profession within a Customs Administration or Trade organisation).

Upon successful completion of the recognition process, the academic programme is officially recognised by the European Commission. The academic study provider may use this recognition to increase awareness and interest in their study programmes. As such, the academic study providers are permitted to:

- ▶ identify the academic programme using the official EU identification statement;
- ▶ be included in the publicly available list of officially EU recognised Customs academic programmes communicated on the European Commission website.

I AM AN EU-BASED ACADEMIC STUDY PROVIDER AND MY PROGRAMME MEETS THE ELIGIBILITY CRITERIA. WHAT DO I NEED TO DO?

In short, you will need to demonstrate that the programme in question is in line with the EU RTP for Academic Customs

Education. In order to do this, it suffices to provide the required assessment documentation by filling out the application forms in Section 3. In summary, for your programme the following condition will have to be met:

A minimum of 75% of the competencies of the EU RTP for Academic Customs Education must be addressed. Please note that additional content covering other competencies that are not part of the CustComp^{eu} is allowed (and encouraged) to ensure the best possible fit with the learning objectives for the target group.

The EU Assessment Board verifies this percentage. It also evaluates to what extent the competencies taught by the programme sufficiently cover the learning topics and learning outcomes required. For more detailed information, please refer to Section 3.

HOW LONG DOES THE EU CERTIFICATE OF RECOGNITION FOR MY PROGRAMME REMAIN VALID?

The EU Certificate of Recognition is valid for a period of three years. The start and end date are indicated on the certificate.

CAN I EASILY RENEW MY EU CERTIFICATE OF RECOGNITION?

Yes, you can easily renew your EU Certificate of Recognition. Especially in the case where there have been no changes to the programme and when no changes have been made to the CustComp^{eu} since the previous application.

It is however the responsibility of the academic study provider to manage the certificate for its programme(s). This means that when the end date of the current certificate is approaching, the training provider needs to request an extension. In this request the study provider should indicate if something has changed during the three-year period and what the impact was on the study programme.

WHICH LANGUAGE CONDITIONS APPLY?

The use of a common European language as a delivery language (i.e. English as the language in which the study programme is delivered) is not a requirement for EU recognition. However, the intention to include a subject covering the Customs specific English vocabulary (ESP – English for Specific Purposes) will be regarded as a positive attribute by the EU Assessment Board.

Nevertheless, please note that during the process of obtaining recognition, all communications (including the documentation requested during the application) will be conducted in English. The documentation required from the applicant is requested to be submitted in English.

Section 5

Annex



**EU Customs
Certificate of
Recognition
Process
Overview**

APPLICATION STAGE

Completes Initiation Request Documentation and sends to the Commission
RECOMMENDED TIME PERIOD: BEFORE 01/12

Completes application forms and sends to the Commission
DEADLINE: 31/12

Takes note of interest and provides further process information

Eligibility criteria 1,2 and 3 check

Eligible applicants Non-eligible applicants

Shares application forms with EU Assessment Board Application does not proceed to Assessment
Commission informs applicant

ASSESSMENT STAGE - Ends 31/05/xx

Members of EU Assessment Board:
1. Review application forms individually
2. Perform qualitative evaluation
3. Document individual recommendation

Visit to applicant's training site (optional):
1. Present programme
2. Meet & give clarifications

Assessment meeting:
1. Members of EU Assessment Board present **individual recommendations** & supporting arguments
2. EU Assessment Board **seeks consensus** and documents **final recommendations** to the Commission

Documentation fully approved
Documentation NOT approved
Documentation **CONDITIONALLY APPROVED**

Decides whether to grant recognition to programme under consideration, based on EU Assessment Board's recommendation

The Commission decides to recognise
The Commission decides not to recognise
The Commission decides to recognise under specific conditions

Academic programme recognised: EU Customs Certificate of Recognition
Academic programme NOT recognised: Applicant can apply again during next cycle
Academic programme **CONDITIONALLY** recognised: Applicant needs to take appropriate measures

VERIFICATION STAGE - Ends 31/08/xx

Takes appropriate actions based on conditions set by the Commission or opts out
Applicant ends process
End of process

Applicant proceeds with process

Verifies whether required conditions are met
All conditions fully met
Not all conditions fully met

Decides whether to grant recognition to programme under consideration based on EU Assessment Board's recommendation

The Commission decides to recognise
The Commission decides not to recognise

Academic programme recognised: EU Customs Certificate of Recognition
Academic programme NOT recognised: Applicant can apply again during next cycle

