EU Recognition
of Customs Academic Programmes

EU
CERTIFICATE
OF RECOGNITION

CUSTOMS

Application Guide

Taxation and
Customs Union

More information on the European Union is available on the internet (http://europa.eu).

Table of content

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.

Application Guide for the EU Customs Certificate of Recognition process

BACKGROUND

The European Commission has taken the initiative to recog- nise 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 excel- lence 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.

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.

The certificate will remain valid for three years. It can be renewed. The applicant needs to submit a renewal application six months prior to the certificate's end of validity (Phase 4).

* 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 CustCompeu (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 30/09.

3 **VERIFICATION PHASE**

Applications that were conditionally approved 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.

4 **RENEWAL PHASE:**

To renew a certificate, the applicant must submit a renewal request six months prior to the certiciate's end of validaty.

SECTION 2
Step-by-step guide to the recognition process

This section will walk the applicants through each step 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 4: Renewal Phase

► Step 4.1 – Optional – Submit an Executive Summary and supporting documentation

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):

1. **Academic study providers** (also referred to as "the applicant") that receive the EU Customs Certificate of Recognition will benefit in the following ways:

► The academic programme will be officially recognised by the EC, and applicants may use this recognition to increase awareness and interest in their study programmes. To do so, they will be permitted to:
  • identify the programme using the official EU identification statement and certificate (as per Section 3.2);
  • join the list of officially EU recognised Customs academic programmes.

► The study programme is likely to have a larger appeal to candidate participants for the following two reasons:
  • Students will benefit from the recognition through guaranteed quality and relevance of the content;
  • Successful students will have built knowledge and skills in line with those identified within the CustCompeu for the Customs profession. As such, their employers can easily map these competencies to their professional roles and record their competencies in their competency profile.

2.   Organisations interacting with Customs (Customs Administrations or Trade organisations) will hire professionals that receive high-quality training, which in turn will lead to improved business outcomes and more consistent organisational performance. Additionally, for newly hired employees, this means that those who have already followed an EU recognised academic programme will require relatively less training investment before they can operate independently.

3.   Academic study participants are assured that the study programme is high-quality, up-to-date and relevant. Successful participants will have developed competencies relevant to their current or future professional roles. The employer will then transpose these competencies into the employee's competency profile.

Upon successful completion of the recognition process, the academic programme is officially recognised by the European Commission. The academic study provider may use this rec- ognition 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.

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 apply for EU recognition for of Customs academic programmes? Public and private universities, higher education institutions, business schools and colleges registered in the EU academic institutions registered in the EU and other countries participating in the Customs programme. In the following pages, we refer to the above mentioned parties as "The applicant"

► What eligibility criteria apply? Three eligibility criteria apply. There criteria need to be met in order to initiate the EU recognition process: The academic programme must be:

Criterion 1 – The academic programme is accredited by an authorised body

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

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

Applications for academic programmes that have already submitted a petition to receive accreditation but have not officially received it during the time of applying for recognition, will either be discontinued or may conditionally go through the verification phase. In all cases, applicants may be requested to submit further supportive documentation.

There are 4 quantitative assessment parameters:

1. Accreditation documentation submitted
2. Expiration date provided
3. Renewal policy provided
4. English version submitted

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 CustCompeu and the EU RTP for Academic Customs Education. 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).

Fully Customs-specific programmes - Master's or Bachelor's	
An overall programme must comprise a minimum 75 % of Customs-specific content and 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. e.g. The academic programme consists of 20 modules and grants 60 ECTS points in total. To be eligible, it is required that 45 ECTS points (75%) out of 60 be granted to Customs-specific modules.	Out of the total number of the academic programme's ECTS points (or eequivalent), 75% should be granted to Customs-specific modules.

Customs module(s) within wider Master's or Bachelor's programmes	
To become eligible for EU recognition, (a) Customs module(s) in a Master's or Bachelor's programme must be 100 % Customs-specific.	e.g. The applicant submits 6 Customs-specific modules for recognition out of a total of 20 in the programme. All 6 modules should be 100% Customs-specific.
AND the Customs module(s) must represent minimum 30% of the overall programme.	e.g. The academic programme consists of 20 modules and grants 60 ECTS points in total. To be eligible, it is required that the 6 Customs-specific modules grant at least 18 ECTS points (30 %) out of the 60 ECTS points that the 20 modules grant in total.

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

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. Evaluation of this criterion happens on two levels:

► Quantitative check: a calculation of the percentage of RTP competencies covered by the academic programme.

► Qualitative evaluation: a thorough assessment from the AB members.

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.

Master's programme

In line with the Public and Private sector RTP (at least 75%)

Master's academic programmes need to demonstrate they address a minimum of 32 (75%) RTP competencies (out of a total of 42) at the suggested PL indication, in the following clustering:
18 OC (out of 21)
9 MC (out of 11)
5 PC (out of 10)

Bachelor's programme

In line with the Public and Private sector RTP (at least 75%)

Bachelor's academic programmes need to demonstrate they address a minimum of 23 (75%) RTP competencies (out of a total of 30) at the suggested PL indication, in the following clustering:
18 OCs (out of 21)
5 PCs (out of 9)

Module(s) within a Master's and Bachelor's programmes

In line with the Public and Private sector RTP (at least 75%)

Modules within Master's or Bachelor's academic programmes need to demonstrate they address a minimum of 16 OC (75%) RTP competencies (out of a total of 21) at the suggested PL indication, 3 of which must be trained up to PL2 (besides those already in PL2).

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 sus- pended 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 ac- count 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 to 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 op- portunity to comprehensively explain what value the pro- gramme 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 ap- plicant will be informed of this well in advance. If the application is rejected, the applicant can re- apply during the next cycle.

By 30/09, the European Commission shares with the applicants recognition decisions based on the recommendations put forward by the EU Assessment Board.

IMPORTANT:

During the three-year validity of the Certificate of Recognition, the applicant is under an obligation to notify the EC of any significant changes to the programme. In addition, the EC will inform applicants appointed contact persons about any updates to the CustCompeu. The applicant must ensure that their training programme(s) align(s) with the updated version of the CustCompeu

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

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 con- ditionally 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 re- quested documentation and proof that the conditions have been met

The applicant must demonstrate that the conditions for ob- taining 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 As- sessment Board will submit an updated recommendation for recognition to the European Commission.

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

PHASE 4
Renewal phase

This applies only for applicants with a valid certificate. The EU Certificate of Recognition is valid for a period of three years, as indicated on the certificate. Renewal applications must be submitted six months prior to the end of the validity of the certificate. It is however the responsibility of the academic study provider to manage the certificate for its programme(s). This means that the applicant needs to request an extension.

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 CustCompeu since the previous application.

Step 4.1 – Optional – Submit an Executive Summary and supporting documentation

The applicant submits an Executive Summary and supporting documentation describing any changes or the absence of changes to the training programme since initial recognition. The applicant needs to demonstrate that the conditions for extending recognition are still met. Based on the situation, we have 3 scenario's:

► Scenario 1: No significant changes have been made to the CustCompeu or the academic training programme. The validity of the EU Certificate of Recognition can be extended since the criteria for fulfilment are unaffected by any changes;

► Scenario 2: Significant changes have been made to the CustCompeu only. The applicant shows the necessary amendments to the original application forms (1-4) and explains their impact in the Executive Summary.

► Scenario 3: Significant changes have been made to the academic training programme. The applicant documents in the renewal application how the new training parts replace the previous training parts with reference to the original application forms (1-4) and explain their impact in the Executive Summary.

In scenarios 2 and 3, the Certificate of Recognition will only be renewed if the changes do not affect fulfilment of the requirements of the CustCompeu. Otherwise, the applicant will have to re-apply for recognition.

....

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

Form 1 – Initiation Request Document
Requests the applicant to provide general information on the programme.

https://ec.europa.eu/taxation_customs/
sites/taxation/files/annex1_initiation_
request_document_form_en.docx

Form 2 – Academic Programme Outline
Provides an overview of the programme and its courses.

https://ec.europa.eu/taxation_customs/
sites/taxation/files/annex2_academic_
programme_outline_form_en.docx

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).

https://ec.europa.eu/taxation_customs/
sites/taxation/files/annex_3a_compe-
tencies_addressed_by_the_masters_
programme_form_3a_en.docx

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).

https://ec.europa.eu/taxation_customs/
sites/taxation/files/annex_3b_compe-
tencies_addressed_by_the_bachelor_
programme_form_3b_en.docx

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).

https://ec.europa.eu/taxation_customs/
sites/taxation/files/annex_3c_competen-
cies_addressed_by_a_module_within_
masters_programme_form_3c_en.docx

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).

https://ec.europa.eu/taxation_customs/
sites/taxation/files/annex_3d_competen-
cies_addressed_by_a_module_within_
bachelor_programme_form_3d_en.docx

Form 4 – Deviations & Motivation
Provides the applicant with the opportunity to substantiate general deviations from the EU materials.

https://ec.europa.eu/taxation_customs/
sites/taxation/files/annex4_deviations_
motivation_template_form4_en.docx

Form 5 – Executive summary for renewal applications
Requests the applicant to provide information on changes in the programme since the latest recognition

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 pro- gramme (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.

IMPORTANT:

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.

Step 4:

Provide detailed information on the envisaged tar- get 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 clar- ifications 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) credits5, 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 / litera- ture 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 men- tion 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 Com- mission in English (or a translated English version) as sup- porting 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 credits, 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 informa- tion 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 refer- ence 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 compe-tencies) 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 learn- ing 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 compe- tencies and Management competencies (only in Form 3A).

The first three columns of the form (in grey) list each CustCompeu 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, assign- ments, 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 lev- els 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 re- lated 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 men- tion 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 devi- ations 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 ration- ale 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 devi- ations effectively contribute to the quality of the programme under consideration.

HOW TO COMPLETE FORM 5 – EXECUTIVE SUMMARY FOR RENEWAL

The EU Customs Certificate of Recognition is valid for three years. Renewal applications must be submitted at least six months prior to the certificate's expiry date.

Step 1:

The applicant provides an overview of the programme status and any changes since the initial recognition by completing Form 5 and providing:

► Programme details and certificate dates.

► Indicate the applicable scenario:

- Scenario 1: No significant changes to the CustComp EU or the academic programme.

- Scenario 2: Significant changes to the CustComp EU only;

- Scenario 3: Significant changes to the academic programme.

► Summary of changes (even if there are no changes, this must be stated), referencing (updated) Forms 1-4.

► Confirmation of continued alignment with:

- Valid accreditation.

- Customs-specific content requirements (≥75% or module ≥30% and 100% Customs-specific).

- At least 75% of RTP competencies are addressed.

Step 2: Attach Supporting Documentation:

The Renewal application must include:

► (Updated) Forms 1 – 4 (if applicable, reflecting any changes)

► Accreditation documentation (if renewed or updated)

► Any other relevant supporting materials.

Step 3: Submit the Renewal Package:

Send the completed Form 5 and all supporting documentation to the European Commission at EU-certificateOfRecognition@ec.europe.eu.

Ensure submission occurs at least six month before the certificate expiry date.

Section 4
Annex

EU Customs Certificate of Recognition Process Overview

APPLICANT	EU ASSESSMENT BOARD	THE EUROPEAN COMMISSION

APPLICATION STAGE

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

Takes note of interest and provides further process information

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

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 30/09/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:

Members of EU Assessment Board present **individual recommendations** & supporting arguments

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

Academic programme recognised:
EU Customs Certificate of Recognition

The Commission decides to recognise

Academic programme NOT recognised:
Applicant can apply again during next cycle

The Commission decides not to recognise

Academic programme CONDITIONALLY recognised:
Applicant needs to take appropriate measures

The Commission decides to recognise under specific conditions

VERIFICATION STAGE

Takes appropriate actions based on conditions set by the Commission or opts out

Applicant proceeds with process

Receives required documentation and shares this information with EU Assessment Board

Applicant ends process

Verifies whether required conditions are met

End of process

End of process All conditions fully met

Not all conditions fully met

Academic programme recognised:
EU Customs Certificate of Recognition

The Commission decides to recognise

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

Academic programme NOT recognised:
Applicant can apply again durng next cycle

The Commission decides not to recognise