

Bologna Process Seminars

Criteria for incorporation in the work programme and guidelines for reporting

The Bologna Declaration and the subsequent ministerial communiqués have inspired a lot of activities. The recommendations in the communiqués are directed to the various stakeholders involved in the process, and countries and organisations should feel free to launch relevant follow-up activities geared at a variety of different target groups. It is the active participation of all partners in the process that will ensure its long-term success.

For a seminar to be included in the Bologna work programme as official Bologna seminar, a number of criteria have to be met, which were defined by the Bologna Follow-up Group at its meeting of 9 March 2004, and which were later also complemented with guidelines on reporting. The present document is an update of those two documents that are available on the Norwegian Bologna website (<http://www.bologna-bergen2005.no>).

- Bologna Follow-up Seminars may be organised by all member countries and all organisations being consultative members. Other organisations and individual institutions may be partners in organising the seminar.
- Seminar outlines should refer to the relevant section of the Communiqué(s). In addition to a relevant title, a preliminary programme should be submitted, indicating the central elements and working methods of the seminar. When dates are set, Bologna Follow-up Seminars will be announced on the website of the Bologna Secretariat.
- If sending questionnaires to BFUG members is considered to be essential in preparation of a seminar, the BFUG Secretariat should be consulted, as it may be possible to facilitate synergies with other data-gathering exercises.
- Bologna Follow-up Seminars should be planned for at least 100 participants. Invitations should be sent to BFUG members, BFUG consultative members and BFUG partners, as well as to ministries, national rectors' conferences, student organisations and other organisations as relevant to the particular seminar. This could also include interested parties from other parts in the world.
- Each organiser of an official Bologna seminar should provide the participants with relevant background material, which should also be sent to the BFUG Secretariat as soon as available. The documents can then be posted on the official Bologna website.
- Alternatively, a link to a seminar website containing all the necessary information can be provided, if such a website exists. In case an organiser intends to close down a seminar website, the relevant information should be transferred to the general Bologna website.
- A rapporteur should be appointed for each seminar to prepare a report reflecting the contributions of presenters and the outcomes of working groups. This report should not be longer than 10 pages and should include the conclusions and recommendations of the seminar (if applicable), which should not exceed one page each.

- The report should be sent to the Secretariat no later than two weeks after the seminar for further distribution to BFUG. The report may then also be made public through the website of the Bologna Secretariat.
- The conclusions of the seminar should be presented at the end of the seminar and should be approved by the participants. The same goes for possible recommendations of the seminar, which could be addressed to the many stakeholders in higher education, including higher education institutions, public authorities or international organisations.
- It is the task of BFUG to decide which recommendations will be included in the next Communiqué. As a rule, it should not be more than one or two recommendations from each seminar.

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