

USER GUIDE

FOR THE NORM COURSE EQUIVALENCE MATCHING TOOL

Table of content

Introduction	2
Log in to the NORM IT platform	3
How to log in into the system?.....	3
Identification – EUF IDP	3
Registration with already existing EUF IDP	4
Other options with identification data.....	5
Creating an EUF IDP for registration	6
Functions available without login	7
Course catalogues	7
Course equivalences.....	10
Functions available only after login	14
Creating course equivalences.....	14
Edit the course equivalence table data	19
How to add messages to the partner institution	20

Introduction

The [NORM curricula matching tool](#) was implemented within the framework of the “Making Mobility the NORM” Erasmus+ KA203 strategic partnership project. The main aim of this IT tool is to help Higher Education Institutions share their course catalogues and easily find equivalences between them, ultimately strengthening the reliability of learning agreements and facilitating the recognition of credits after mobility.

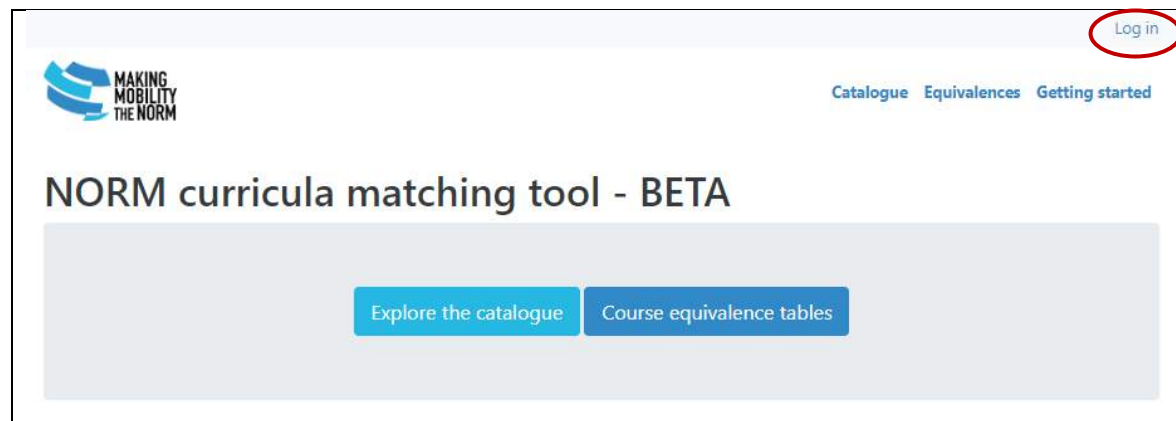
This guide collects the main parts and functions of the platform, giving a step-by-step description about the registration, the structure of the course catalogues, course equivalence tables, and the process of creating course equivalences.

During the testing phase, only representatives from the project partners can use the platform.

Log in to the NORM IT platform

How to log in into the system?

- Open the NORM curricula matching tool via the following link:
<https://norm.uni-foundation.eu/>
- Click to the Log in button in the upper right corner of the window.

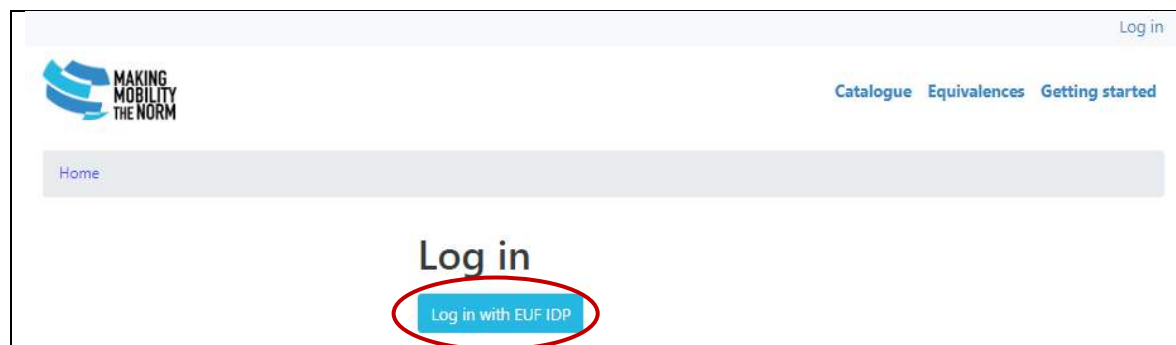


Identification – EUF IDP

Each user needs an EUF IDP for log in.

- click to the “Log in with EUF IDP” button

Please note that EUF IDP (as an internal provider) is used only in the testing phase (final version will use My academic ID).



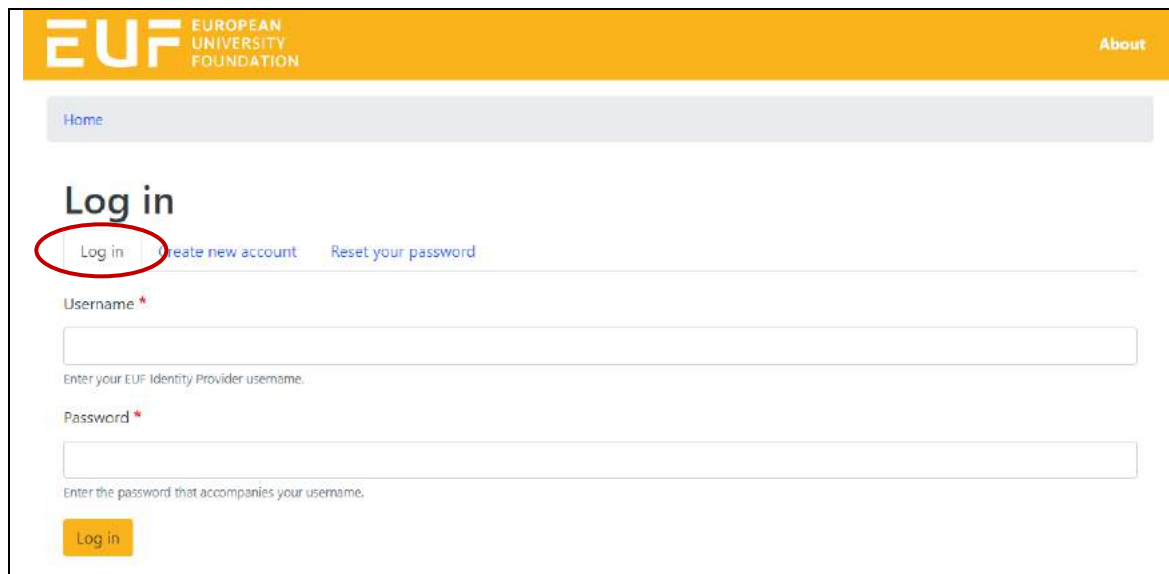
Registration with already existing EUF IDP

If you already have an EUF IDP, give here your:

- username
- password

Fields marked with * are mandatory.

Then press below the yellow “Log in” button.

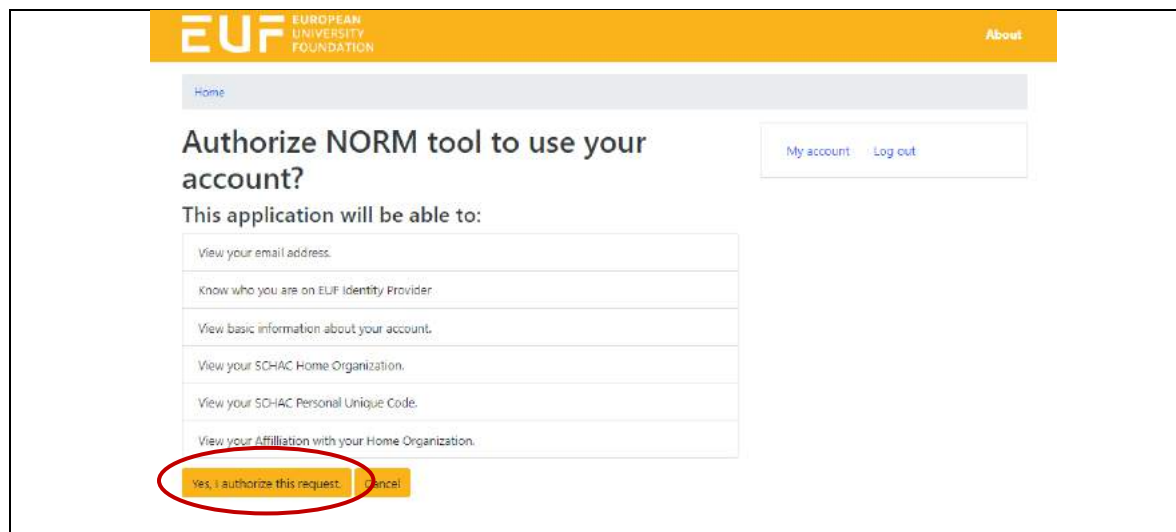


The screenshot shows the EUF login page. At the top, there is a yellow header with the EUF logo and the text 'EUROPEAN UNIVERSITY FOUNDATION'. A 'Home' link is visible in the top left, and an 'About' link is in the top right. Below the header, there is a 'Log in' section. The 'Log in' text is circled in red. Below it, there are three links: 'Log in', 'Create new account', and 'Reset your password'. The 'Log in' link is highlighted with a yellow background. Below the links, there are two input fields: 'Username *' and 'Password *'. The 'Username *' field has a placeholder text 'Enter your EUF Identity Provider username.' and the 'Password *' field has a placeholder text 'Enter the password that accompanies your username.' Below the input fields, there is a yellow 'Log in' button.

You should authorise the NORM tool to use your account by clicking below the “Yes, I authorize this request” button:

- if you agree with the statements listed

Please note that you can only use the NORM IT tool for testing if you authorise this request.



The screenshot shows the EUF authorization page. At the top, there is a yellow header with the EUF logo and the text 'EUROPEAN UNIVERSITY FOUNDATION'. A 'Home' link is visible in the top left, and an 'About' link is in the top right. Below the header, there is an 'Authorize NORM tool to use your account?' section. The text 'Authorize NORM tool to use your account?' is circled in red. Below the text, there is a list of permissions: 'View your email address.', 'Know who you are on EUF Identity Provider', 'View basic information about your account.', 'View your SCHAC Home Organization.', 'View your SCHAC Personal Unique Code.', and 'View your Affiliation with your Home Organization.' Below the list, there are two buttons: 'Yes, I authorize this request.' and 'Cancel'. The 'Yes, I authorize this request.' button is highlighted with a yellow background.

Other options with identification data

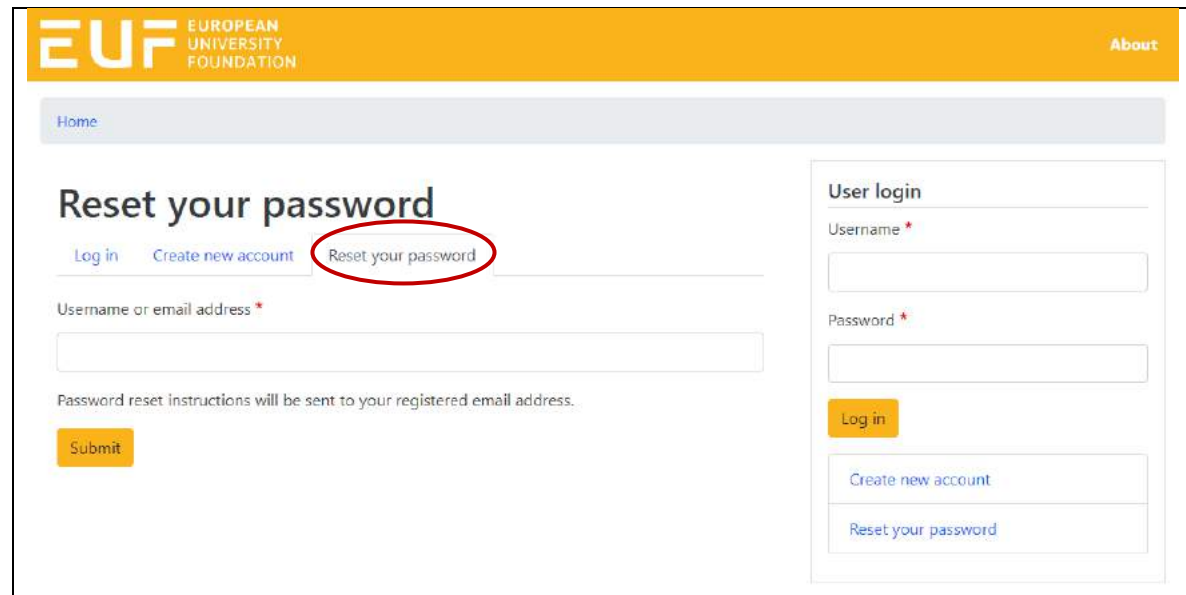
You can also **reset your password** later by choosing the “Reset your password” option. *(see in the middle)*

Here you can give one of the followings:

- username
- e-mail address

Then press below the yellow “Submit” button.

The system sends you instructions about password reset via the e-mail address you used for the EUF IDP registration.



The screenshot shows the EUF (European University Foundation) user interface. At the top, there is a yellow header with the EUF logo and the text 'EUROPEAN UNIVERSITY FOUNDATION'. A navigation bar below the header contains a 'Home' link and an 'About' link. The main content area is titled 'Reset your password'. Below this title, there are three tabs: 'Log in', 'Create new account', and 'Reset your password'. The 'Reset your password' tab is highlighted with a red circle. Below the tabs is a text input field labeled 'Username or email address *'. Below the input field is a yellow 'Submit' button. To the right of the main content area is a 'User login' section with two input fields: 'Username *' and 'Password *'. Below these fields is a yellow 'Log in' button. At the bottom of the 'User login' section, there are two links: 'Create new account' and 'Reset your password'.

Creating an EUF IDP for registration

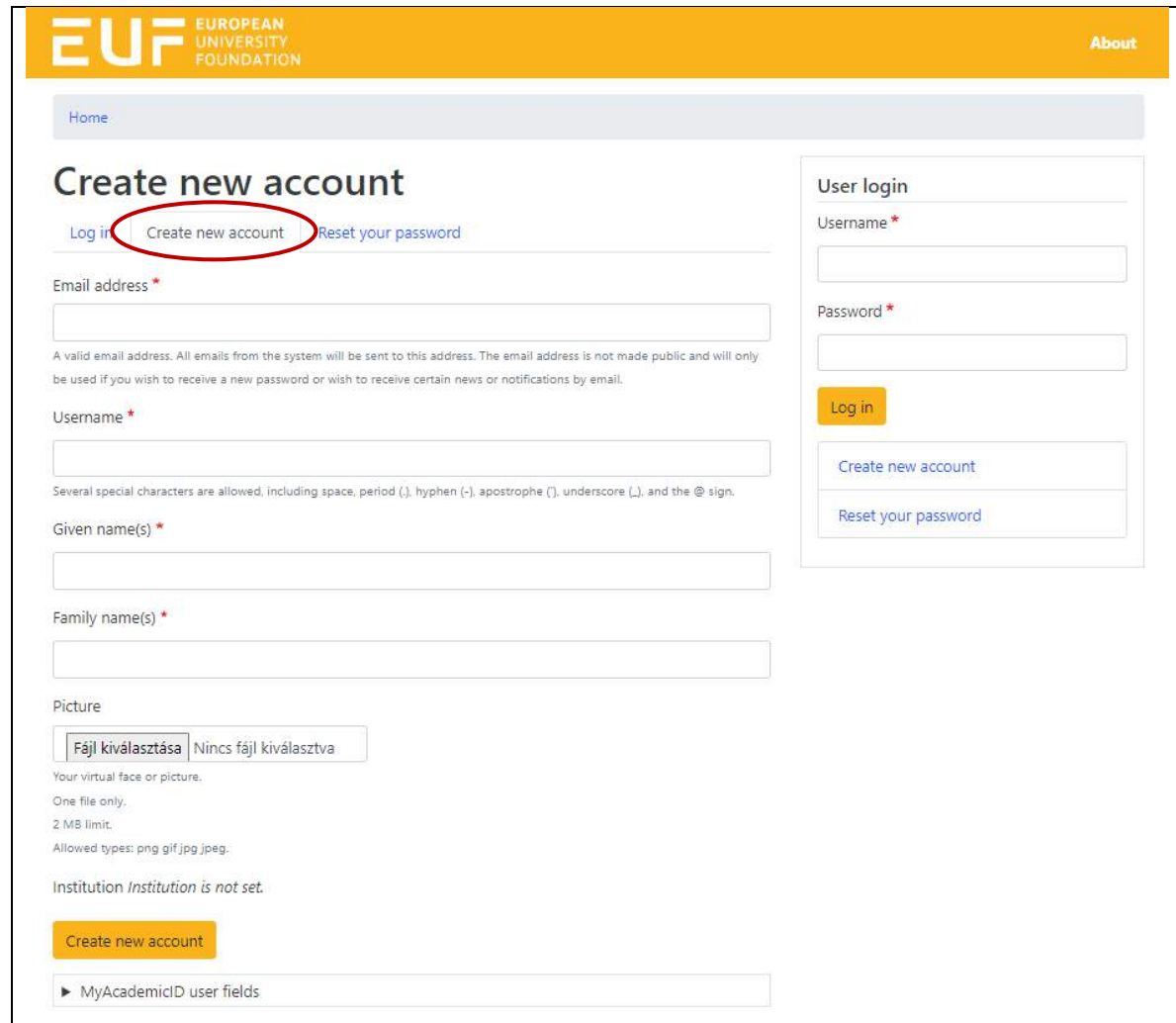
If you do not have an EUF IDP, click above to the option: “Create new account”.

You should give here the followings:

- your e-mail address
- your username
- your first name
- your surname

Please note that the fields marked with * are mandatory.

After you fill in all mandatory fields, click below to the “Create new account” button.



EUF EUROPEAN UNIVERSITY FOUNDATION About

[Home](#)

Create new account

[Log in](#)
[Create new account](#)
[Reset your password](#)

Email address *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Username *

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Given name(s) *

Family name(s) *

Picture

Fájl kiválasztása Nincs fájl kiválasztva

Your virtual face or picture.

One file only.

2 MB limit.

Allowed types: png gif jpg jpeg.

Institution *Institution is not set.*

Create new account

▶ MyAcademicID user fields

User login

Username *

Password *

Log in

[Create new account](#)

[Reset your password](#)

Functions available without login

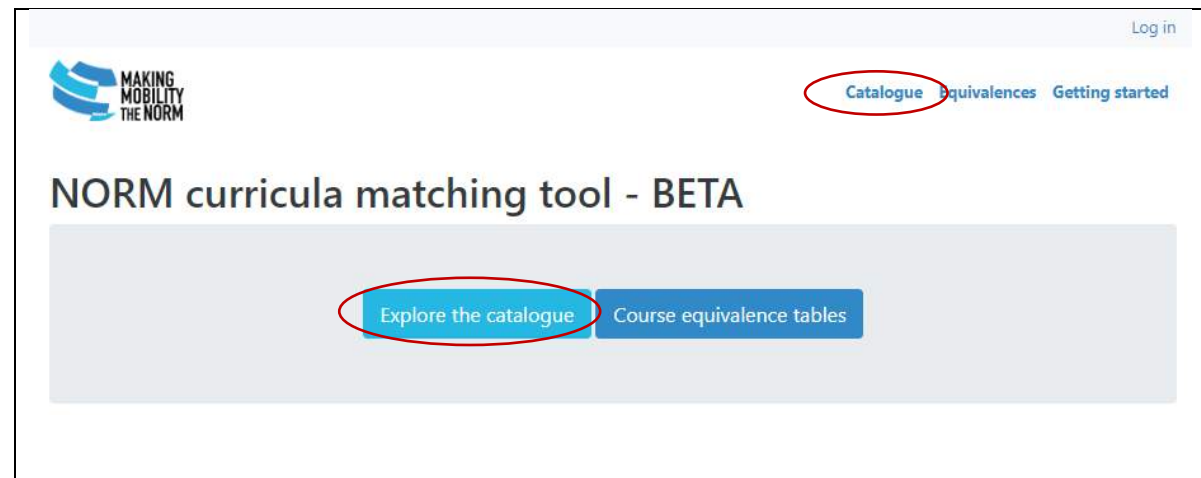
Some functions are available in the NORM IT tool for all users without registration or login. Exploring course catalogues and equivalence tables are available for everyone without login.

Please note that only representatives from the NORM project partners are allowed to use the platform during the testing phase.

Course catalogues

Course catalogues are available via:

- the direct link of the course catalogue:
<https://norm.uni-foundation.eu/catalogue>
- from the [opening page of the NORM IT tool](#) by clicking either on:
 - the blue “*Explore the catalogue*” button in the middle
 - the “*Catalogue*” option in the top right corner in the opening page

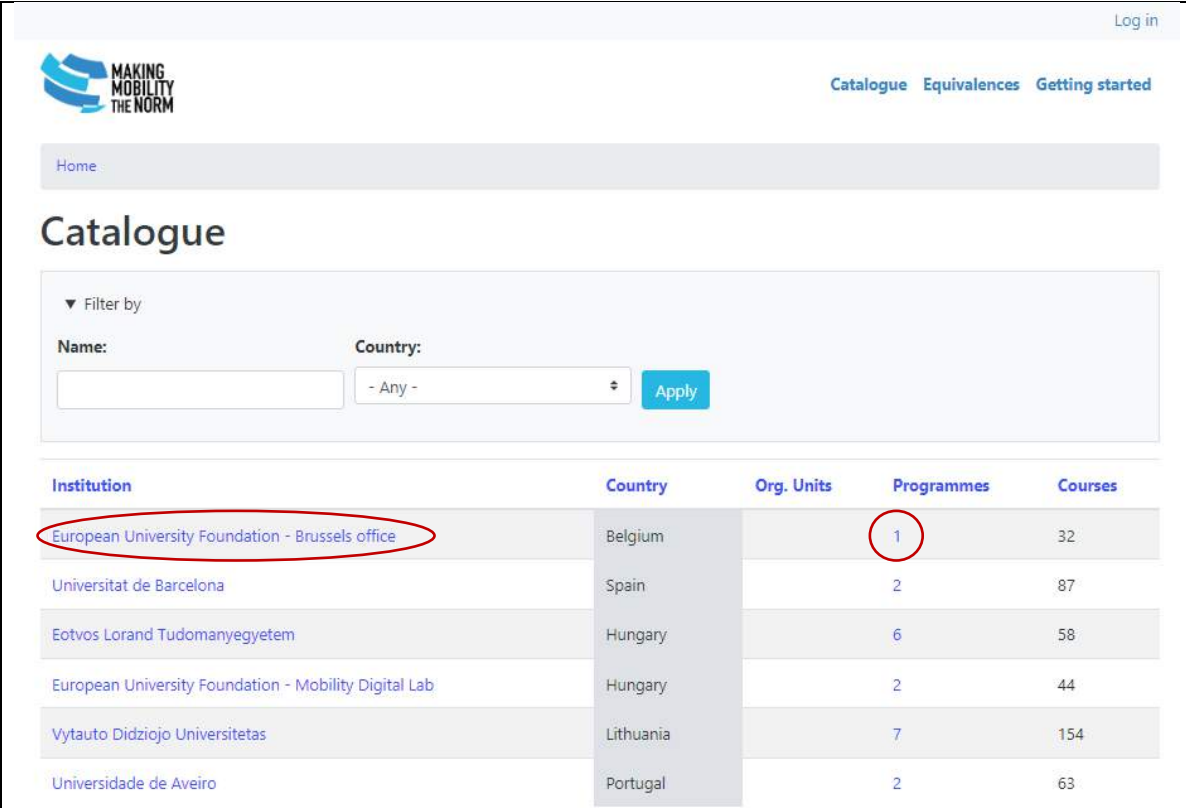


The **table of the available courses** in the NORM IT tool contains:

- the number of programmes and courses according to institutions
- by clicking either on:
 - the name of the institution and then the “Programmes” tab (see in the next picture)
 - the number link in the “Programmes” column

→ you will find the details of programmes:

- Name of programme
- ISCED code
- EQF level
- Length
- ECTS
- Language of instructions
- Courses



Log in

MAKING MOBILITY THE NORM

Catalogue Equivalences Getting started

Home

Catalogue

Filter by

Name:

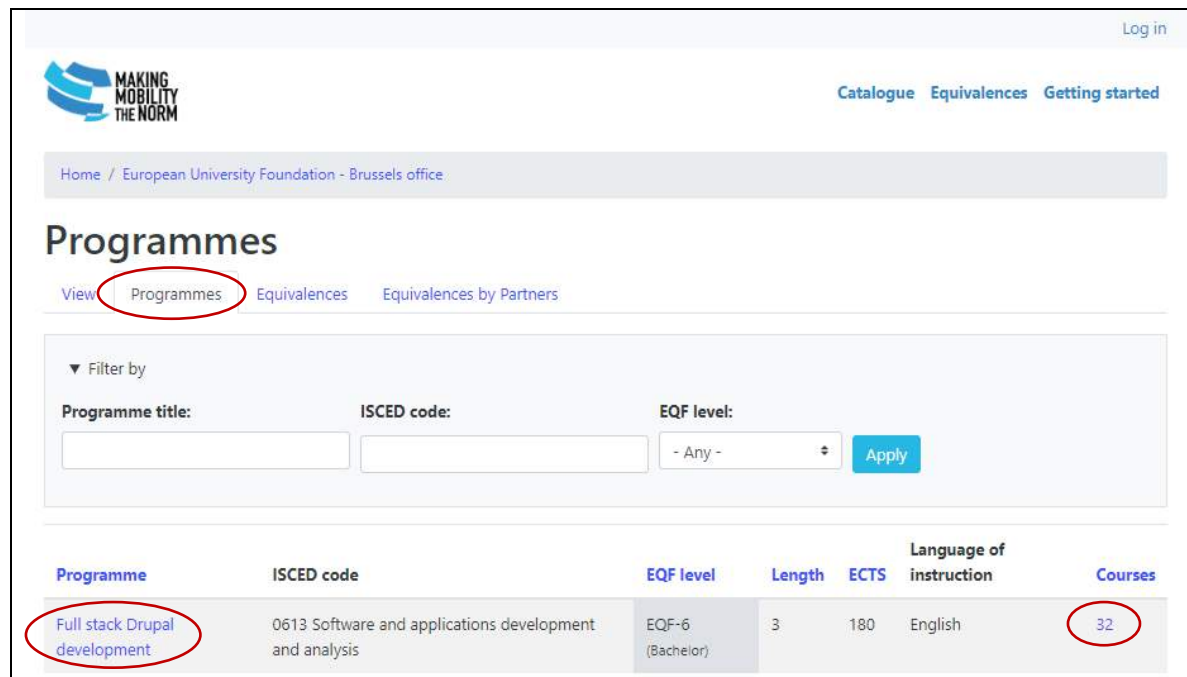
Country:

Apply

Institution	Country	Org. Units	Programmes	Courses
European University Foundation - Brussels office	Belgium		1	32
Universitat de Barcelona	Spain		2	87
Eotvos Lorand Tudomanyegyetem	Hungary		6	58
European University Foundation - Mobility Digital Lab	Hungary		2	44
Vytauto Didziojo Universitetas	Lithuania		7	154
Universidade de Aveiro	Portugal		2	63

- by clicking either on:
 - the name of the programme
 - number of courses
- you will find the table of courses with the following details:
 - Name of the course
 - Year
 - Term
 - Mandatory (yes / no)
 - Scope

By clicking on the name course in the course table, you will find the course details.



Log in

MAKING MOBILITY THE NORM

Catalogue Equivalences Getting started

Home / European University Foundation - Brussels office

Programmes

View **Programmes** Equivalences Equivalences by Partners

Filter by

Programme title: ISCED code: EQF level: - Any - Apply

Programme	ISCED code	EQF level	Length	ECTS	Language of instruction	Courses
Full stack Drupal development	0613 Software and applications development and analysis	EQF-6 (Bachelor)	3	180	English	32

- click to the name of the course to see the course description and other details



Log in

MAKING MOBILITY THE NORM

Catalogue Equivalences Getting started

Home / Full stack Drupal development

Courses related to *Full stack Drupal development*

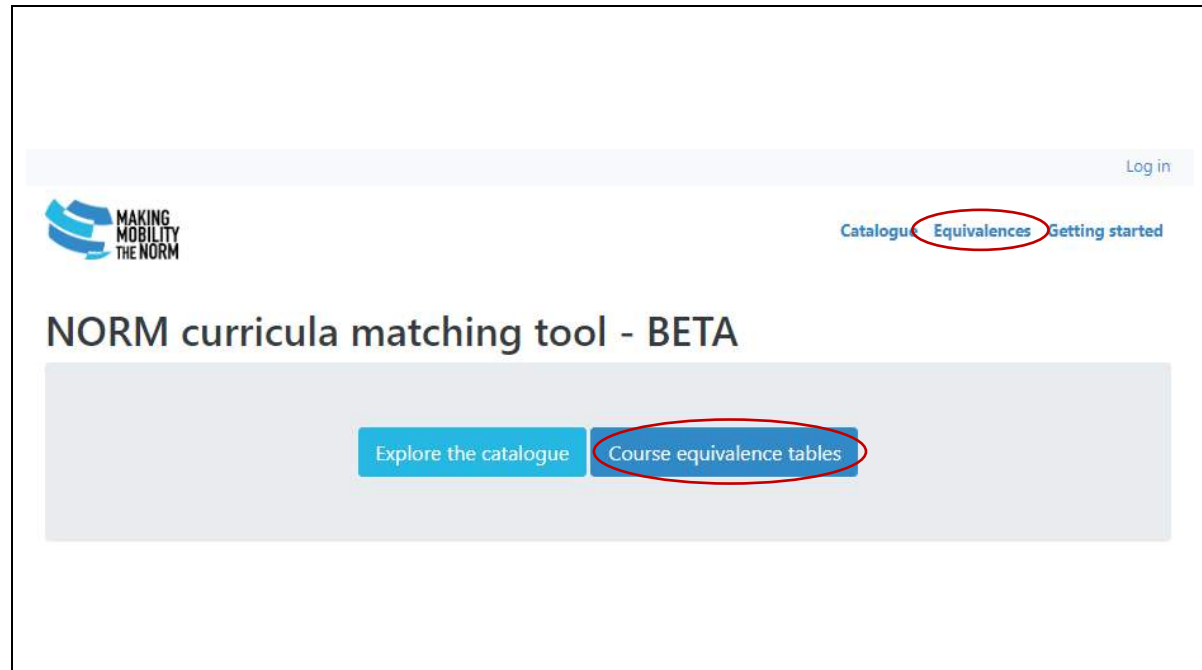
View Courses

Course	Year	Term	Mandatory	Scope
CSS I	1/3	1/2	Yes	programme
HTML I	1/3	1/2	Yes	programme

Course equivalences

Course equivalence tables are available via:

- the direct link of the course equivalences <https://norm.uni-foundation.eu/equivalences>
 - from the [opening page of the NORM IT tool](#) by clicking either on:
 - the blue “*Course equivalence tables*” button in the middle
 - the “*Equivalences*” option in the top right corner in the opening page
- you can reach the main data of course equivalences **according to institutions**



The screenshot shows the interface of the NORM curricula matching tool - BETA. At the top left is the logo for MAKING MOBILITY THE NORM. On the top right, there is a 'Log in' link and a navigation menu with three items: 'Catalogue', 'Equivalences', and 'Getting started'. The 'Equivalences' item is circled in red. Below the navigation menu, the title 'NORM curricula matching tool - BETA' is displayed. Underneath the title, there are two buttons: 'Explore the catalogue' and 'Course equivalence tables'. The 'Course equivalence tables' button is circled in red.


Summary table about already existing course equivalences:

- the number of already existing equivalences:
 - as a home / partner institution

- click to the **name of an institution** for details:
 - View (main data of the institution):
 - HEI ID
 - Other IDs
 - Erasmus institutional code
 - Name
 - Abbreviation
 - Country
 - Programmes
 - Equivalences
 - Equivalences by partners

- click to the *“Equivalences”* tab for the details of already created course equivalences

Log in


Catalogue Equivalences Getting started

Home

Equivalences

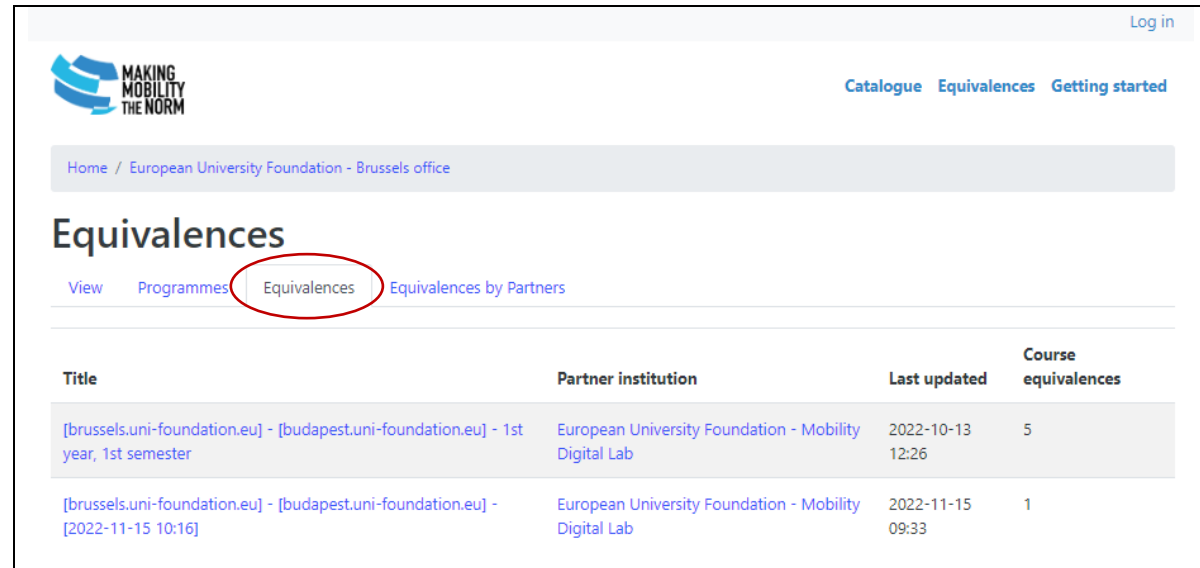
▼ Filter by

Name: Country: Apply

Institution	Country	as Home institution	as Partner institution
European University Foundation - Brussels office	Belgium	1	1
Philipps Universität Marburg	Germany		
Universitat de Barcelona	Spain		
Universite de Versailles Saint-Quentin-en-Yvelines.	France		
Aristotelio Panepistimio Thessalonikis	Greece		
Eotvos Lorand Tudomanyegyetem	Hungary	1	1
European University Foundation - Mobility Digital Lab	Hungary	1	1
Vytauto Didziojo Universitetas	Lithuania	1	
European University Foundation	Luxembourg		
Uniwersytet Warszawski	Poland		
Universidade de Aveiro	Portugal		

In “Equivalences” tab the following data are available:

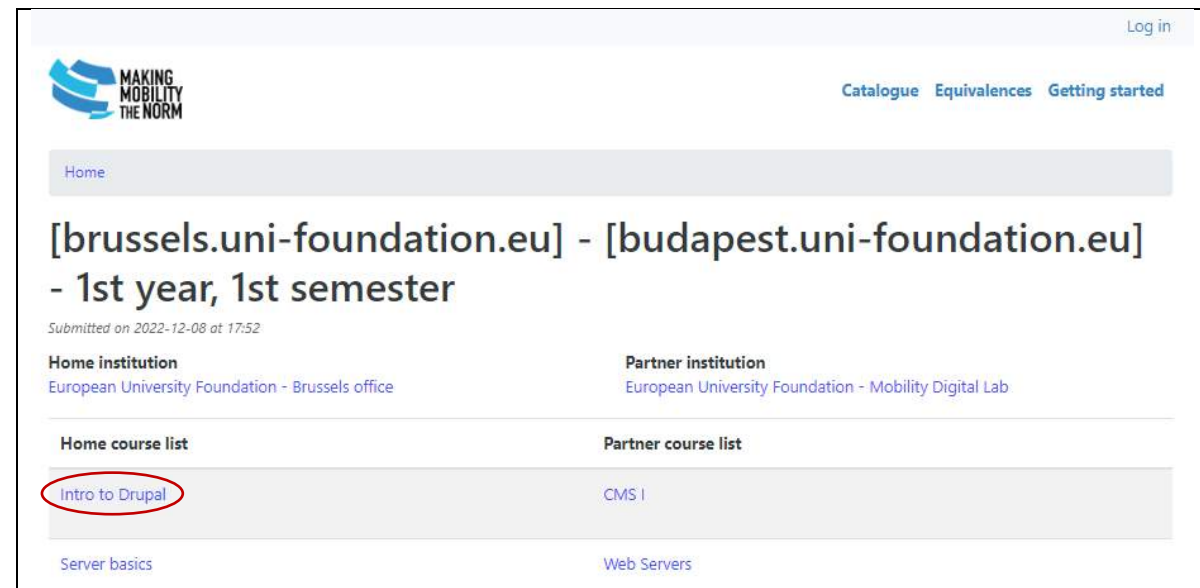
- Title:
 - Home institution
 - Semester
 - Year
 - Partner institution
 - Date of the last update
 - Number of course equivalences between the institutions
- click to one of the titles for details about the courses and equivalences



Title	Partner institution	Last updated	Course equivalences
[brussels.uni-foundation.eu] - [budapest.uni-foundation.eu] - 1st year, 1st semester	European University Foundation - Mobility Digital Lab	2022-10-13 12:26	5
[brussels.uni-foundation.eu] - [budapest.uni-foundation.eu] - [2022-11-15 10:16]	European University Foundation - Mobility Digital Lab	2022-11-15 09:33	1

See the pairs of courses, which are equivalent to each other in the table.

- click to one of the courses for more details (in the “View” tab) about the given course, such as:
 - Related programme
 - Code
 - ECTS
 - ISCED code
 - Language
 - Academic term
 - Title
 - Description of the course
 - Learning outcomes



[brussels.uni-foundation.eu] - [budapest.uni-foundation.eu] - 1st year, 1st semester

Submitted on 2022-12-08 at 17:52

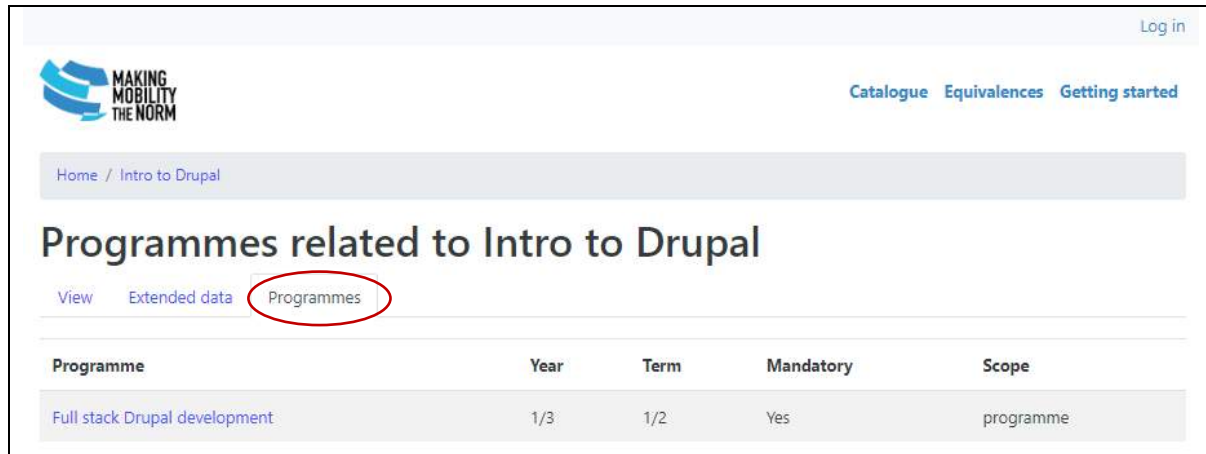
Home institution: European University Foundation - Brussels office

Partner institution: European University Foundation - Mobility Digital Lab

Home course list	Partner course list
Intro to Drupal	CMS I
Server basics	Web Servers

In the “Programmes” tab, more information can be found about the requirements of the courses:

- Programme name
- Year
- Term
- Mandatory (yes / no)
- Scope



The screenshot shows a web application interface for 'MAKING MOBILITY THE NORM'. The page title is 'Programmes related to Intro to Drupal'. The breadcrumb trail is 'Home / Intro to Drupal'. There are three tabs: 'View', 'Extended data', and 'Programmes', with 'Programmes' being the active tab and circled in red. Below the tabs is a table with the following data:

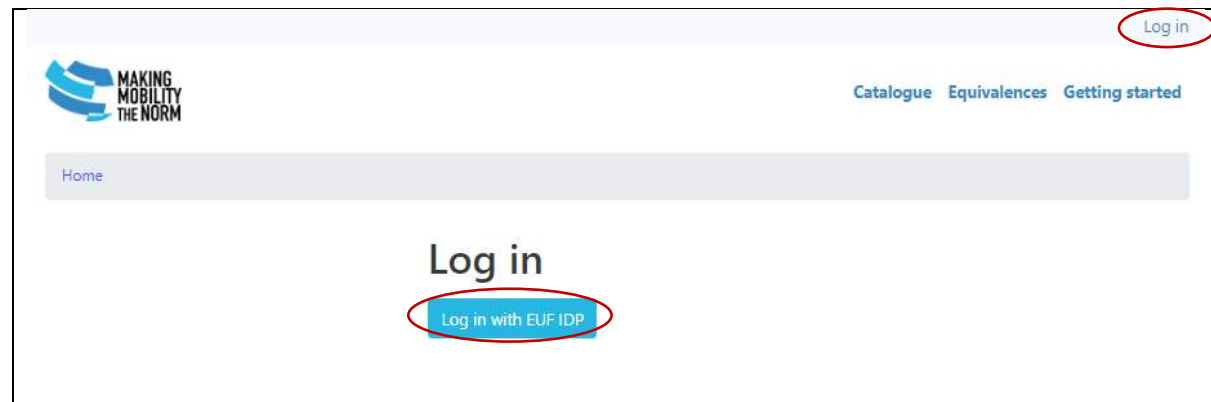
Programme	Year	Term	Mandatory	Scope
Full stack Drupal development	1/3	1/2	Yes	programme

Functions available only after login

Creating course equivalences

- click to the “Log in” option in the top right corner
- log in with your EUF IDP by clicking the appearing blue button in the middle of the page

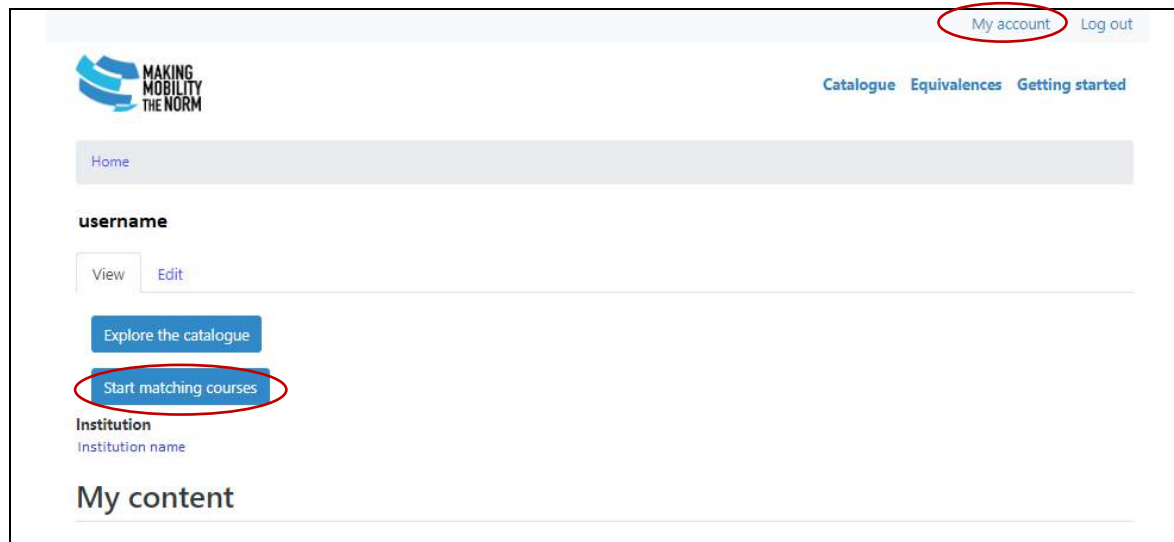
Please note, that you should authorise the request in the next page.



You can start matching courses by clicking the blue “Start matching courses” button in the middle of the page.

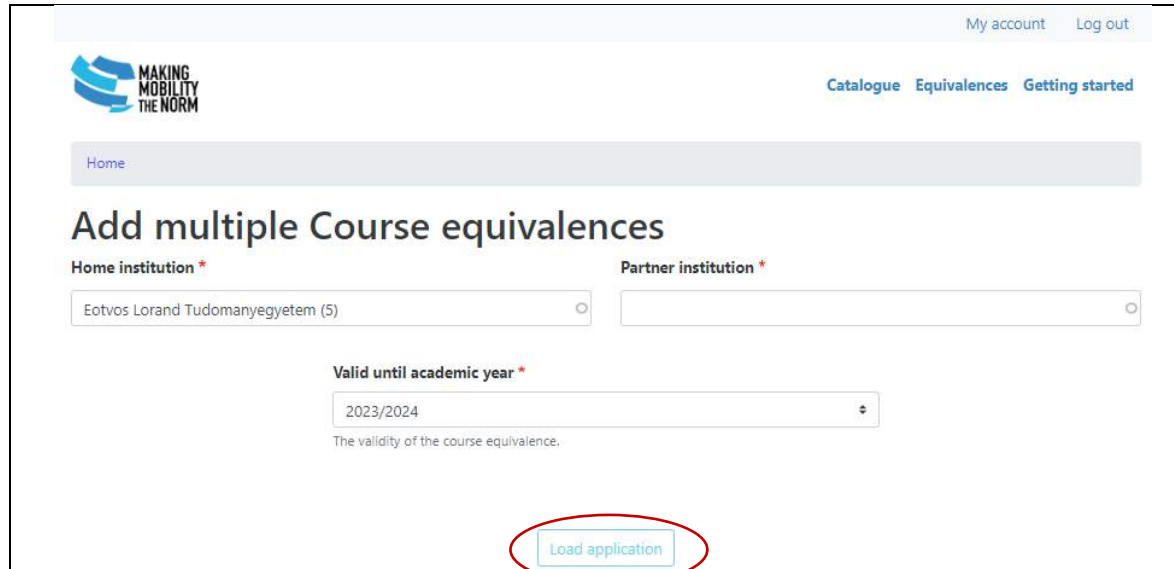
You can also reach this page by clicking the “My account” button at the top right corner.

If you click on the “Explore the catalogue” button, you can reach and check the course catalogues (see details in the Course catalogue chapter)



Course equivalences can be created based on:

- home institution (already in the system based on the data from the personal profile)
 - partner institution
 - academic year
- start to type the name of the partner institution:
 - chose the right one from the appearing options
 - select the academic year
 - click to the “Load application” button



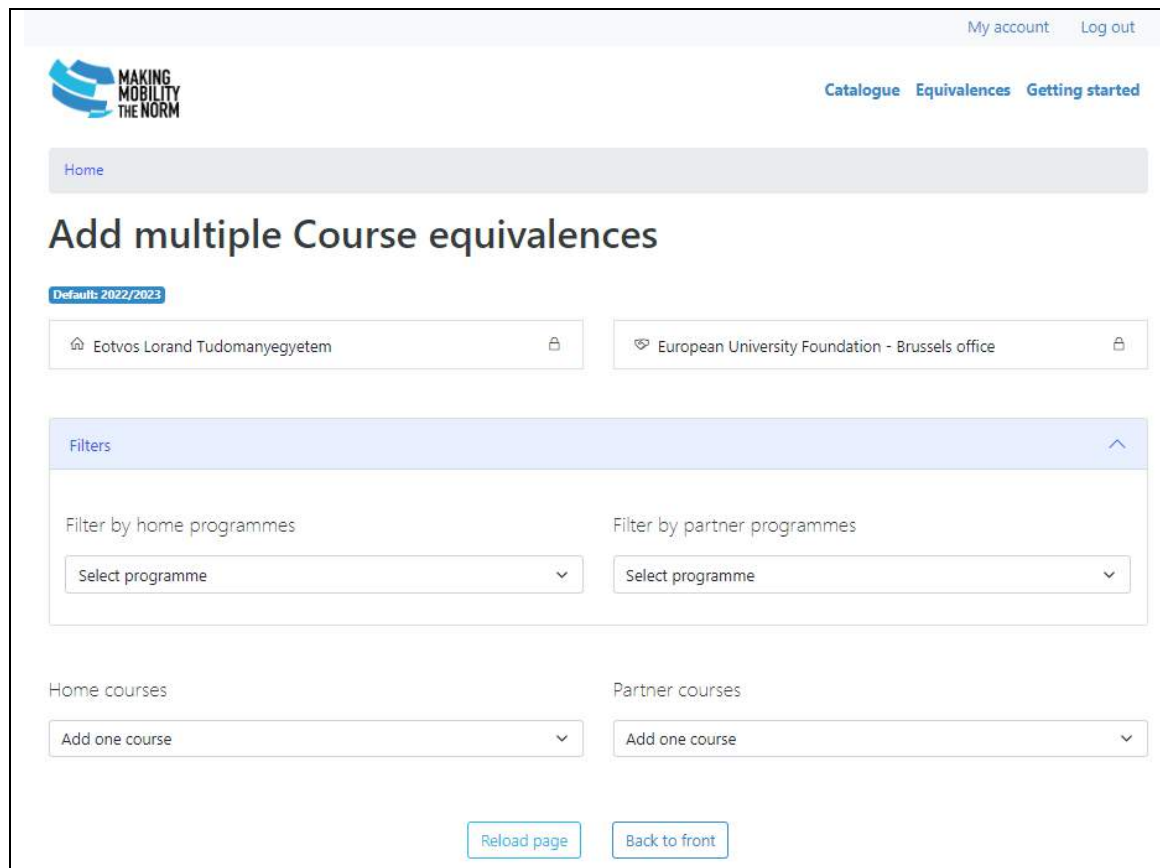
You can add filters for your search by clicking to the “Filters” drop down menu (optional):

- select a programme from both the
 - home institution and
 - partner institution

Please note that giving a filter is not compulsory, but it can help you “narrow down” the results of your search.

Choose the courses for making a course equivalence:

- select a course from the “Add one course” drop down menus in:
 - home courses and
 - partner courses



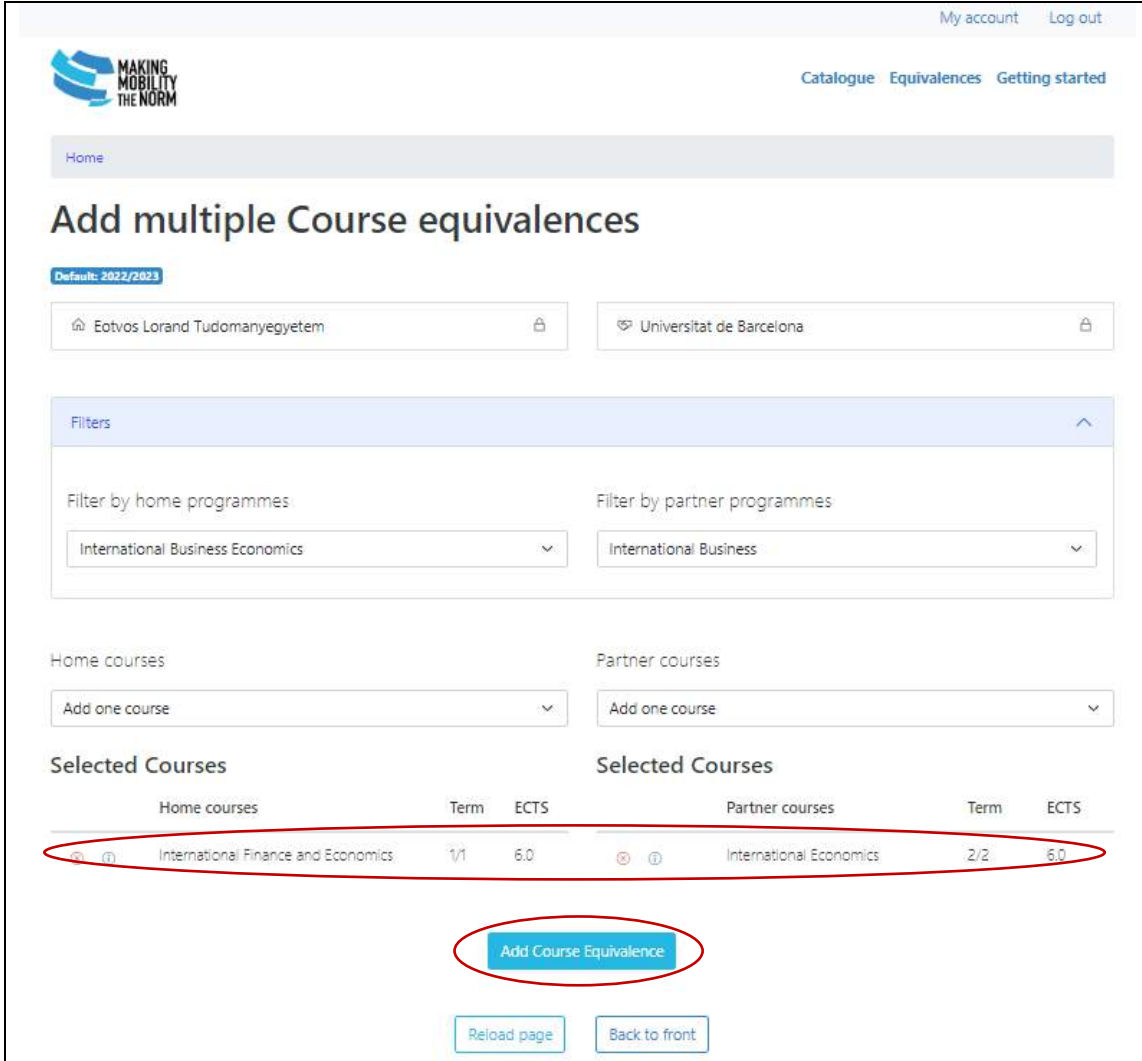
The screenshot shows a web interface for adding course equivalences. At the top right, there are links for 'My account' and 'Log out'. Below the logo, there are navigation links for 'Catalogue', 'Equivalences', and 'Getting started'. A 'Home' button is visible in a grey bar. The main heading is 'Add multiple Course equivalences'. Below this, there is a 'Default: 2022/2023' label. Two input fields for institutions are shown: 'Eotvos Lorand Tudomanyegyetem' and 'European University Foundation - Brussels office'. A 'Filters' section is expanded, showing two dropdown menus: 'Filter by home programmes' and 'Filter by partner programmes', both currently set to 'Select programme'. Below these are two more dropdown menus: 'Home courses' and 'Partner courses', both set to 'Add one course'. At the bottom, there are two buttons: 'Reload page' and 'Back to front'.

After you choose the specific courses from both the home and the partner institution, basic information will appear about the courses:

- title of the course
- term
- ECTS number

You can either delete or read more information about a selected course here by clicking the icons next to their titles.

- click to the “Add Course Equivalence” button



My account Log out

Catalogue Equivalences Getting started

Home

Add multiple Course equivalences

Default: 2022/2023

Eotvos Lorand Tudomanyegyetem Universitat de Barcelona

Filters

Filter by home programmes: International Business Economics

Filter by partner programmes: International Business

Home courses: Add one course

Partner courses: Add one course

Selected Courses			Selected Courses		
Home courses	Term	ECTS	Partner courses	Term	ECTS
International Finance and Economics	1/1	6.0	International Economics	2/2	6.0

Add Course Equivalence

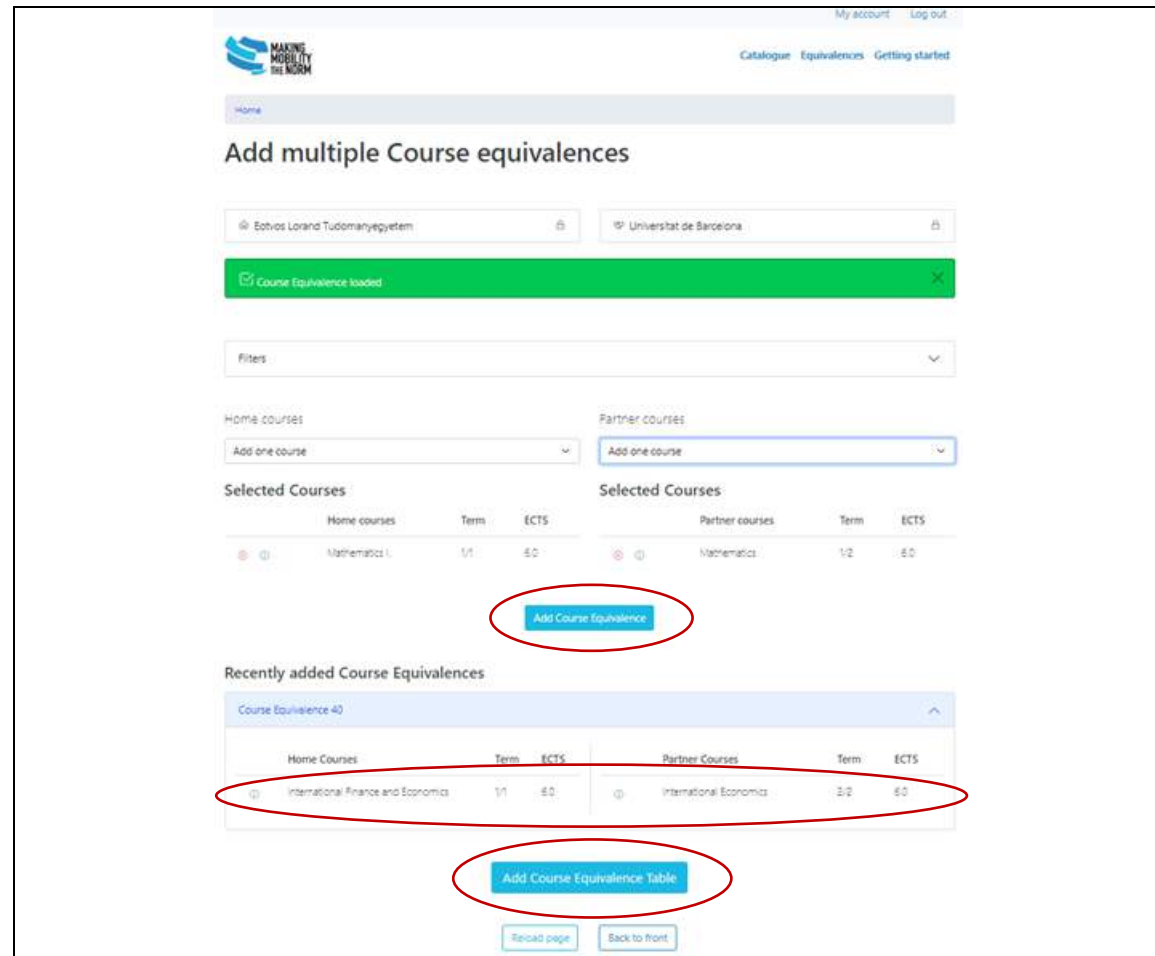
Reload page Back to front

You can create more equivalences and add another pair of courses for the course equivalence table here (if necessary):

- select other pair of courses for creating more equivalences:
 - click to the “Add one course” drop down menu and select new courses
- click to the “Add Course Equivalence” button in the middle

If you do not want to add more pair of courses for the course equivalence table:

- click to the “Add Course Equivalence Table” button



My account Log out

Catalogue Equivalences Getting started

Home

Add multiple Course equivalences

Eotvos Lorand Tudományegyetem Universitat de Barcelona

Course Equivalence loaded

Filters

Home courses Partner courses

Add one course Add one course

Selected Courses Selected Courses

Home courses	Term	ECTS	Partner courses	Term	ECTS
Mathematics I	1/1	6.0	Mathematics	1/2	6.0

Add Course Equivalence

Recently added Course Equivalences

Course Equivalence 40

Home Courses	Term	ECTS	Partner Courses	Term	ECTS
International Finance and Economics	1/1	6.0	International Economics	3/2	6.0

Add Course Equivalence Table

Reload page Back to front

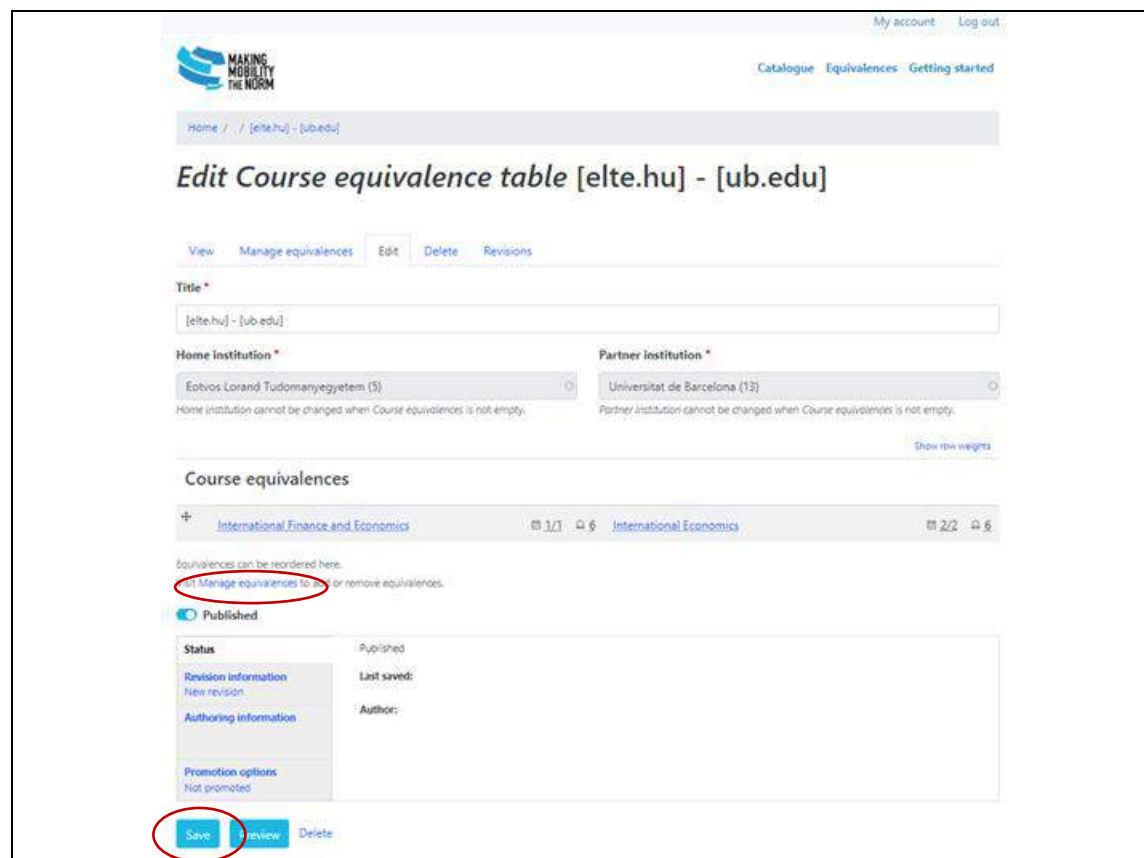
Edit the course equivalence table data

You can see the details of the equivalences you would like to create:

- click to the links for details (e.g. courses)
- edit the data if necessary
 - click to the “Manage equivalences” link

You will also see the date and time of creating the equivalence table, for instance, in the Authorising information.

If you do not want to modify anything, click to the “Save” button at the bottom of the page.



My account Log out

Catalogue Equivalences Getting started

Home / / [elte.hu] - [ub.edu]

Edit Course equivalence table [elte.hu] - [ub.edu]

View Manage equivalences Edit Delete Revisions

Title *
[elte.hu] - [ub.edu]

Home institution *
Eotvos Lorand Tudomanyegyetem (5)
Home institution cannot be changed when Course equivalences is not empty.

Partner institution *
Universitat de Barcelona (13)
Partner institution cannot be changed when Course equivalences is not empty.

Show row weights

Course equivalences

+	International Finance and Economics	3,1	International Economics	2,2
<small>Equivalences can be reordered here.</small>				
<small>or Manage equivalences to add or remove equivalences.</small>				

Published

Status	Published
Revision information	Last saved:
New revision	
Authoring information	Author:
Promotion options	
Not promoted	

Save Preview Delete

How to add messages to the partner institution

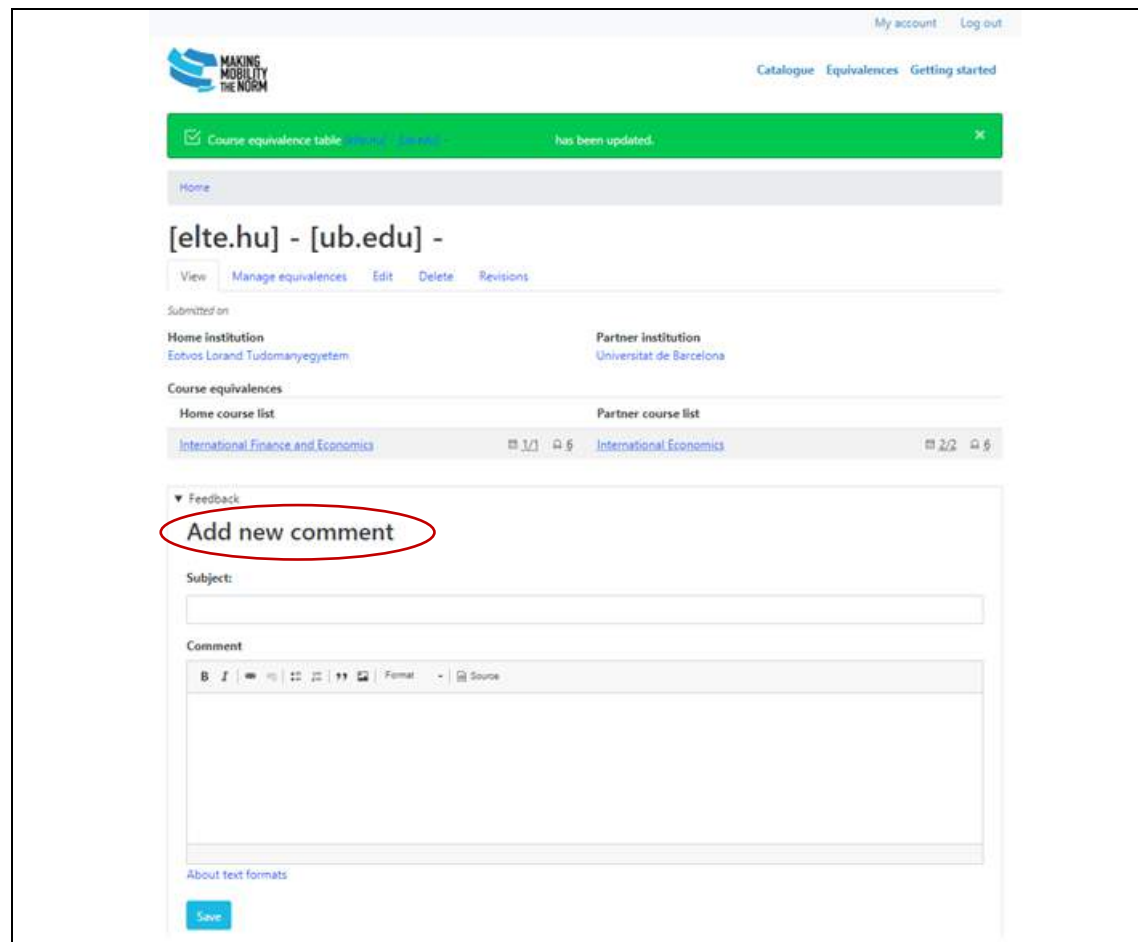
After saving the course equivalence table, you can give feedback and comments to the partner institutions about a specific course / programme.

- click to the “Add new comment” drop down menu
- write the comment
- click to the “Save” button

You can also add a comment later.

- click to the “Equivalences” button
- choose the equivalence from the appearing table
- click to the name of the institution
- give our comment

You can edit your message (even after sending).



The screenshot shows the MAKING MOBILITY THE NORM interface. At the top, there is a navigation bar with 'My account' and 'Log out' links. Below the navigation bar, a green notification banner states 'Course equivalence table [elte.hu] - [ub.edu] has been updated.' The main content area is titled '[elte.hu] - [ub.edu] -' and includes a 'View' button and a 'Manage equivalences' button. The page displays the 'Submitted on' date, 'Home institution' (Eotvos Lorand Tudományegyetem), and 'Partner institution' (Universitat de Barcelona). Below this, there are two columns for 'Course equivalences': 'Home course list' and 'Partner course list'. The 'Home course list' includes 'International Finance and Economics' (1/1) and the 'Partner course list' includes 'International Economics' (2/2). A 'Feedback' section is visible, with the 'Add new comment' button circled in red. Below the button is a 'Subject:' input field, a 'Comment' text area with a rich text editor toolbar, and a 'Save' button at the bottom.