

***Erasmus+ Rules and Regulations
of the Faculty of Health Sciences
of the University of Pécs***

Effective: from 22 February 2017

Erasmus+ is a new programme of the European Union promoting education, training, the field of youth and sports. With a view to implementing the Erasmus+ Programme at the Faculty of Health Sciences (hereinafter the Faculty) and determining its rules of procedure, the Faculty of Health Sciences adopts the following rules and regulations.

Chapter I

General Provisions

The aim of the rules and regulations

Section 1 The aim of the rules and regulations is to establish the regulatory framework of the application system of a uniform, transparent and economical student, teaching and non-teaching staff mobility and the conditions of the efficient implementation of projects.

The scope of the rules and regulations

Section 2 The scope of the rules and regulations covers:

- a) students participating in student mobility for learning and traineeships, members of the teaching staff participating in teaching mobility and employees participating in administrative staff mobility.
- b) organisational units of the University and persons in civil service legal relation, employment relation or other legal relation aiming at performing work with the University, participating in arranging and implementing the university Erasmus+ programme.

Interpretative provisions

Section 3 For the purposes of these rules and regulations:

- a) the competence of the European Commission covers the determination of the rules pertaining to the implementation of the Erasmus+ Programme, the assessment of the participants' performance and their financial supervision.
- b) National Agency: an organisation run by Tempus Public Foundation (hereinafter TPF) which serves as an intermediary between the European Commission and the higher education institutions, allocates certain parts of the financial support awarded to Hungary to the institutions and provides the University with the forms and software necessary for the University to

- implement the Erasmus+ Programme.
- c) Centre for International Relations (hereinafter CIR): an independent operative organisational unit of the University which performs the task of the institutional coordination of the Erasmus+ Programme, among others.
 - d) partner institution: a higher education institution of an EU member state with which the University has concluded a bilateral agreement in the framework of the Erasmus+ Programme.

Chapter II

Financing the Erasmus+ Programme

Section 4 The sources of the Erasmus+ Programme

- a) support from the National Agency,
- b) support from faculty sources under the separate decisions of the Faculties adopted annually.

Section 5 (1) The Foreign Affairs Committee shall determine the overall amount to be allocated to the Faculties for the given year, this amount shall include the amounts covering the costs of the implementation of student, teaching and administrative staff mobilities.

(2) The Faculties shall announce a Call for Applications for student mobility for learning and traineeships in February of every year. The Faculties shall announce a Call for Applications for teaching staff mobility in March of every year and the CIR shall at the same time announce a Call for Applications for administrative staff mobility on the homepage of the University.

(3) The CIR shall submit an Institutional Proposal to TPF with data concerning the number of persons and durations for the forthcoming academic year.

(4) The CIR shall determine the mobility data to be included in the proposal on the basis of the data estimated and submitted by the Faculties and shall also take into account the data of directly submitted applications for administrative staff mobility.

(5) The Faculties shall make a final decision on the evaluation of the applications for student learning and traineeship mobilities and teaching mobility not later than 15th April every year. The ranking orders established by the Faculties containing the detailed data (name of the

outgoing person, name of the host institution, duration of the mobility period) shall be submitted to the CIR by the Faculties.

(6) TPF shall determine the overall amount, the number of persons and durations concerning the given mobility sectors to be awarded to the University for the forthcoming academic year in May of every year.

The method of the institutional allocation of the overall amount

Student mobility for learning

Section 6/A (1) In the case of student mobility for learning, the amount awarded by TPF shall be calculated on the basis of country-specific grants and method of calculation determined for the given year. The amounts calculated in this way are defined precisely corresponding to the number of days.

(2) Subsequent to the evaluation of the students' applications, the Faculties shall send the CIR the list of students proposed to be awarded a grant, the list shall contain the name of the student, the name of the host university, the host country and the number of months of the supported period.

Student mobility for traineeships

Section 6/B (1) In the case of mobility for traineeships, the amount awarded by TPF shall be calculated on the basis of country-specific grants and method of calculation determined for the given year. The amounts calculated in this way are defined precisely corresponding to the number of days.

(2) Subsequent to the evaluation of the students' applications, the Faculties shall send the CIR the list of students proposed to be awarded a grant, the list shall contain the name of the student, the name of the host university, the host country and the number of months of the supported period.

Teaching staff mobility

Section 6/C (1) In the case of teaching staff mobility, the amount awarded by TPF (grants and travel costs) shall be calculated on the basis of a country-specific method for calculating grants and support for covering travel costs.

(2) Subsequent to the evaluation of the teaching staff's applications, the Faculties shall send the CIR the list of members of the teaching staff proposed to be awarded a grant, the list shall contain the name of the member of the teaching staff, the name of the host university, the host country and the number of days of the supported period.

Administrative staff mobility

Section 6/D (1) In the case of administrative staff mobility, the CIR shall submit a proposal to the Foreign Affairs Committee concerning the allocation of the overall amount awarded by TPF, taking into account the country-specific method for calculating grants and support for covering travel costs. The applications submitted shall be evaluated by the Foreign Affairs Committee.

(2) The CIR shall notify the applicants about the decision of the Foreign Affairs Committee.

Chapter III

The organisational system of the Erasmus+ Programme

The organs of the Erasmus+ Programme at the University

Section 7 The following organs take part in performing tasks necessary for the operation of the Erasmus+ Programme at the University:

- a) Foreign Affairs Committee,
- b) Pre-evaluation Committee,
- c) Centre for International Relations,
- d) Chancery,
- e) Faculties,
- f) Institutional/Faculty Coordinators,
- g) student organisations of the Faculties.

Tasks of the Foreign Affairs Committee

Section 8 The tasks of the Foreign Affairs Committee in respect of the Erasmus+ Programme shall be to:

- a) make a proposal concerning the amount of grants in line with the principles established by the European Commission and the National Agency,
- b) establish the principles of dividing the amount available for the University in the framework of the Erasmus+ Programme among the Faculties with the

- help of the Institutional Coordinator,
- c) take part in drafting the rules and regulations pertaining to the implementation of the programme,
 - d) evaluate the teaching staff applications set forth in Section 16 hereof,
 - e) evaluate the applications submitted for administrative staff mobility and evaluate the new applications submitted for administrative staff mobility places and grants in the second round of call for applications in the case of accidental withdrawals.

Tasks of the Pre-evaluation Committee

Section 9 (1) The members of the Pre-evaluation Committee are: the Director of Academic Affairs, the representative of the Chancery and the Vice-Rector for Academic Affairs.

(2) The Pre-evaluation Committee shall form an opinion on applications submitted under Section 26 g) and present a proposal concerning their evaluation to the Foreign Affairs Committee.

Tasks of the Centre for International Relations

Section 10 The CIR shall perform the tasks concerning the implementation of the programme through the Institutional Coordinator.

(1) The tasks of the CIR and the Institutional Coordinator shall be to:

- a) implement the Erasmus+ Programme at the University and to this end formulate the relevant strategic principles,
- b) prepare and submit the institutional proposal on the basis of documents gathered from the Faculties,
- c) prepare and submit the interim and end-of-the-year closing and assessment of the activities and the content and financial reports,
- d) maintain contact with:
 - da) the European Commission, within this scope keep track of any changes in the Erasmus+ Programme (rules, forms, methods, deadlines), introduce them at the University and submit the reports requested in connection with it by the given deadline,
 - db) the National Agency, in this respect contribute to the settlement of disputes and submit the reports requested,

- dc) the partner institutions, in this respect have the bilateral agreements signed by the Rector of the University and send them back to the partner institutions; establish further Erasmus+ partnership relations, mediate between the students of the University and the receiving universities, issue the necessary certificates; fulfil the tasks related to the application, notification and data reconciliation with regard to incoming students,
- dd) the Faculties, convey the rules of procedure pertaining to and tasks concerning implementation and to this end arrange further trainings for the Faculties once a year,
- de) student organisations, which the CIR shall involve in performing tasks related to the programme.
- e) concerning the financial implementation of the programme, cooperate with the Chancery in handling Brussels (Euro-account) sources,
- f) organise student mobilities for learning and traineeships and teaching staff and administrative staff mobilities, in the framework of which:
 - fa) in respect of mobility for learning of outgoing students: manage the documentation of students (issue visa certificates, have the Grant Agreements signed), maintain contact with students staying abroad and represent the interests of the students,
 - fb) in respect of mobility for traineeships of outgoing students: manage the documentation of students (issue visa certificates, have the Grant Agreements signed), maintain contact with students staying abroad, represent the interests of the students and have the students settle accounts,
 - fc) in respect of incoming students: send Letters of Acceptance, consult and coordinate with the receiving Faculties, provide information for the students in advance, arrange dormitory accommodation for the students (room reservation, registration) and organise institutional Orientation days at the beginning of the semesters,
 - fd) in respect of the teaching staff: manage the documentation of the teaching staff and distribute the grants among the Faculties,
 - fe) in respect of the administrative staff: publish Calls for Applications for the given academic year, manage the documentation of outgoing persons, prepare a proposal for the Foreign Affairs Committee on the distribution of grants among applicants and have the administrative staff account for (certificate of performing activity abroad),

- g) conduct monitoring, prepare assessments (questionnaires) and publications (Erasmus+ Study Guide), continuously update information about the Erasmus+ Programme displayed on the website,
- h) perform other administrative tasks,
- i) complete the university forms necessary for the payment of grants to be transferred, have such forms signed by the Institutional Coordinator and then forward them to the Accounting Department of the Economic and Controlling Directorate of the Chancery,
- j) in respect of both the spring and autumn semesters, administer the applications for additional grant support of Erasmus+ students living with disabilities or chronic illness in line with rules determined by TPF,
- k) submit a proposal to the Foreign Affairs Committee on the division of grants withdrawn concerning student mobilities for learning and traineeships and administrative staff mobility during the academic year.

Tasks of the Chancery

Section 11 In the framework of the Erasmus+ Programme the Accounting Department of the Economic and Controlling Directorate of the Chancery shall:

- a) manage the bank accounts related to the programme and maintain bank contacts,
- b) transfer grants,
- c) in respect of the financial centres of the programme perform the following tasks: keep track of the financial allocations and prepare interim statements concerning the allocation turnover,
- d) keep the CIR informed about financial processes.

Tasks of the Faculties of the University

Section 12 (1) The Faculty Coordinators shall fulfil the tasks connected to the implementation of the Erasmus+ Programme at the Faculties. The Faculties shall assign the Faculty Coordinators fulfilling the tasks of the Erasmus+ Programme at the respective Faculties in the manner stipulated by the Erasmus+ Rules and Regulations of the Faculty.

(2) Through the Faculty Coordinator, the Faculty shall:

- a) perform the professional conciliation and preparation of bilateral agreements with partner institutions (thematic area, training level, headcount, number of months and number of days), furnish the CIR with the required documents and establish further Erasmus+ partnerships,

- b) perform contact maintenance tasks:
 - ba) in respect of the CIR: provide information on issues concerning the implementation of the programme,
 - bb) in respect of partner institutions: maintain, operate and assess bilateral relationships,
- c) in the field of student mobility:
 - ca) inform outgoing students on mobility for learning and traineeships, administer applications, evaluate the applications in compliance with the provisions of the Faculty Rules and Regulations, give assistance in completing of forms specified in Sections 7 (2) and 12 (2) hereof and keep contact with students,
 - cb) before, during and after the mobility, under the relevant faculty rules and regulations and in cooperation with the competent faculty committees, ensure the administrative conditions necessary for the students to satisfy their academic obligations,
 - cc) in respect of the incoming mobility students, manage their study matters, help with enrolment and alien policing matters and perform orientation activity,
 - cd) upon the students' returning home, settle accounts with students participating in mobility for learning and forward the collected student reports to the CIR once every half a year,
- d) in the field of teaching staff mobility:
 - da) in respect of outgoing teaching staff mobility, arrange the applications, divide the overall amount of grants and help members of the teaching staff with organising their stay abroad (planning the teaching programme and facilitating the establishment of contact with the receiving institution etc.),
 - db) in respect of incoming teaching staff mobility, provide help with organising the teaching programme, booking accommodation and completing documents to be submitted to the CIR,
- e) nominate new members of the teaching staff for grants withdrawn within 10 days, failing which offer such grants to members of the teaching staff on the waiting list at other Faculties of the University.

Participation of Faculty student organisations in the Erasmus+ Programme

Section 13 (1) Students participate in fulfilling tasks arising from the Erasmus+ Programme through the Faculty student organisations.

(2) The Faculty student organisations shall:

- a) provide help for outgoing Hungarian students, promote the programme and help with the dissemination of information related to application.,
- b) endeavour to build up a mentoring system,
- c) provide help with alien policing matters.

(3) The Erasmus Student Network shall:

- a) participate in receiving students coming from abroad and in organising Orientation Days and Final Presentation events for incoming students at the beginning of each semester under the coordination of the CIR,
- b) facilitate the social inclusion of students in the community of the Hungarian students and organise leisure and cultural programmes for them.

Chapter IV

The Faculty organisational structure of the Erasmus+ Programme

Section 14 The members of the Faculty Foreign Affairs Committee proceeding in Erasmus+ cases shall be the Chair elected by the Faculty Council, the Deputy Chair, the Foreign Affairs Coordinator, the Foreign Affairs Coordinators of the Training Centres and a student delegated by the Faculty Student Union.

Section 14/A Faculty Foreign Affairs Committee

(1) The members of the Faculty Foreign Affairs Committee with the right to vote shall decide on the merits of cases and on procedural issues by a simple majority. In the case of a tied vote, the vote of the Chair shall be decisive.

(2) In connection with the Erasmus+ Programme, the Faculty Foreign Affairs Committee shall

- a) evaluate the Erasmus+ applications submitted by lecturers,
- b) evaluate and rank the Erasmus+ applications for learning and for internship submitted by students,
- c) perform the tasks falling under its competence in connection with the application procedure.

Section 14/B The Faculty Foreign Affairs Coordinator

(1) The Faculty Foreign Affairs Coordinator is a full time lecturer of the Faculty. The Faculty Foreign Affairs Coordinator shall be assigned by the Dean, the Foreign Affairs Committee can express its opinion about the candidate but this opinion shall not bind the Dean.

(2) The Faculty Foreign Affairs Coordinator

- a) shall inform students about the essence of the Erasmus+ Programme and the opportunities ensured within the framework of the Programme,
- b) shall maintain contact with students who applied successfully,
- c) shall maintain contact with foreign partner institutions,
- d) shall endeavour to broaden foreign relations for which he or she can request the proposals and support of the teaching staff and organisational units of the Faculty,
- e) can initiate to convene the meeting of the Foreign Affairs Committee,
- f) shall initiate to convene the meeting of the Foreign Affairs Committee concerning the call for Faculty Erasmus+ applications and prepare its agenda,
- g) shall perform the tasks specified in the Erasmus+ Rules and Regulations of the UP (Section 30).

Section 14/C Foreign Affairs Coordinators of the Training Centres

(1) In respect of the Erasmus+ Programme, the Foreign Affairs Coordinators of the Training Centres shall

- a) perform the administrative tasks related to the call for applications and the evaluation of applications,
- b) assist the work of the Faculty Foreign Affairs Coordinator especially in respect of providing statistical data and reports related to the Erasmus+ Programme,
- c) inform lecturers and students participating in the Erasmus+ Programme about the administrative and practical issues concerning the Programme.

(2) The final decision about matters concerning the Erasmus+ programme and about applications shall be made by the Chair.

Section 14/D Faculty Student Union

- a) organise the exchange of experience between students who applied successfully in the given year and in previous years,
- b) inform students about the essence of the Erasmus+ Programme and the opportunities ensured within the framework of the Programme.

Chapter V

Rules of procedure pertaining to the University Erasmus+ Programme

Section 15 (1) The system of rules set forth in the Extended Erasmus University Charter (EUC) determines the rules of procedure pertaining to the international cooperation within the framework of the Erasmus+ Programme and the implementation of the Programme at university level.

(2) For the implementation of the centralised projects planned on the basis of the Extended Erasmus University Charter, the University can request support from the European Union, for its decentralised activities, the University can request financial support from the Tempus Public Foundation National Agency.

(3) In addition to the Extended Erasmus University Charter, the University shall conclude bilateral agreements with institutions holding an Erasmus University Charter laying down the framework of the cooperation between the institutions and the framework of student and teaching staff mobility. The Rector shall be entitled to sign such bilateral agreements.

(4) The University shall implement the Erasmus+ Programme in conformity with the principles formulated and adopted annually by TPF.

(5) Persons having a student status at the University, pursuing studies leading to a degree and having completed at least two semesters at the University at the beginning of the mobility can participate in student mobility for learning.

(6) Persons having a student status at the University, pursuing studies leading to a degree and having completed at least two semesters at the University at the beginning of the mobility can participate in student mobility for traineeships.

(7) Civil servant employees of the University working in teaching and non-teaching positions can participate in administrative staff mobility. Members of the teaching staff cannot participate in language learning programmes in the framework of staff mobility.

(8) Civil servant members of the teaching staff of the University can participate in mobility for teaching.

Chapter VI

Faculty rules of procedure

Student mobility for learning

Section 16 (1) Students can depart only subsequent to the completion of the application procedure defined in the Faculty Erasmus+ Rules and Regulations.

(2) The Faculty Foreign Affairs Committee shall announce a call for applications for learning and internship mobility in February each year.

(3) The call for applications shall be announced in the locally usual manner on the noticeboard and on the website of the Faculty.

(4) The call for applications shall specify the name of the receiving institutions, the formal and content requirements of the applications, the scoring system to be applied in the course of assessing the applications and the deadline for the submission of the applications.

(5) Applications submitted by students shall contain

- a) certificate of performance from the NEPTUN system,
- b) CV of the student,
- c) description of student research society and other scientific activity of the student,
- d) language examination certificate, if the student has one,
- e) description of other public life activity of the student,
- f) availability of the student.

(6) The Foreign Affairs Committee shall evaluate the applications: it shall examine the applications submitted and conduct an interview together with a language interview.

(7) The procedure of the evaluation of student applications:

(7.1) Ranking is broken down to receiving institutions and then to language areas.

(7.2) Each application may be awarded a maximum of 100 points as broken down below:

(a) Language knowledge

A maximum of 35 points may be awarded for language knowledge on the basis of the language interview.

(b) Academic performance

A maximum of 35 points may be awarded for academic performance on the basis of the corrected credit index of the student's last two accomplished active semesters.

(c) In the course of the evaluation, 30 additional points may be earned on the basis of participation in scientific work and in community work (Student Union, Student Erasmus/Mentor group etc.)

(7.3) In the case of incomplete applications, the Foreign Affairs Committee can call the applicant to put the application to order, on the basis of which the student can make his or her application complete within five working days.

(7.4) Students who are likely to be successful on the basis of the submitted written applications shall attend an oral interview. The Foreign Affairs Committee shall set up the order of the applications subsequent to the oral interviews. The Foreign Affairs Committee shall inform the students about the final decision orally on the day of the interview and then in writing within four weeks.

(7.5) No student submitting an application can take part in evaluating the applications as the foreign affairs delegate of the Faculty Student Union.

(8) Following a successful application, the student shall fill in, sign and submit the following documents to the Centre for International Relations (hereinafter CIR) in person:

- a) Erasmus Application Form on-line and in a hard copy format (Annex 1),
- b) two copies of the Student Grant Agreement (Annex 2),
- c) Learning Agreement constituting an annex of the Grant Agreement (Annex 3).

(9) The student shall enrol at the University in each semester covered by the grant period during his or her participation in the Erasmus+ Programme not later than the deadline specified in the Code of Studies and Examinations of the University (hereinafter CSE). The student shall further undertake to have an active student status during the full grant period and not to obtain his or her degree (diploma) before the end of the mobility period.

(10) If the student fails to fulfil his or her obligations under subsection (8) hereof until the time of departure, he or she will lose the grant awarded to him or her.

Section 17 (1) Before departure, the student shall conclude a Grant Agreement stipulating the total amount of the Erasmus+ grant and a Learning Agreement concerning the fulfilment of academic requirements. The Grant Agreement shall be signed by the student and in the name of the University by the Rector. The Learning Agreement shall be signed by the partner institution, the student and in the name of the University by the Faculty Coordinator.

Section 18 (1) For the duration of his or her stay abroad, the student will be awarded an Erasmus+ grant on the basis of the decision of the Faculty, the amount of the grant shall depend on the duration of the stay abroad and the receiving country and be adjusted to the

amount calculated on the basis of the amount determined and published by the European Commission for the different target countries in the given form of mobility per month/number of actual days. The grant shall be paid in euros by bank transfer. The University shall conclude a Grant Agreement with the student specifying the exact duration of the Erasmus grant in days, its total amount, the conditions and method of its payment (Annex 2).

(2) The amount of the grant for the given year shall be determined by the Foreign Affairs Committee and the Faculty shall notify the student about it in writing. The list set up by the Faculty, which contains the name of the student, the duration of the scholarship, the name of the receiving institution and the monthly and total amount of the grant shall be evaluated by the CIR; the student can only be notified about the amount of the grant if the CIR has approved the list submitted by the Faculty.

(3) In the case of a successful application, the student who has not been awarded a grant according to the decision of the Faculty can still participate in the Erasmus+ Programme, provided he or she possesses the financial means necessary to cover the expenses incurred in the receiving country (label student).

(4) If the student does not want to utilize the scholarship for studies awarded to him or her, he or she shall notify the Faculty Coordinator about it in writing.

Section 19 (1) Within 8 days reckoned from the arrival in the receiving country, the student shall contact the CIR and the Foreign Affairs Coordinator of the Faculty concerned via email.

(2) Within one month reckoned from the arrival in the receiving country, the student shall finalise in writing the Learning Agreement constituting Annex 1 of the Grant Agreement, and following its endorsement by the receiving institution, shall send a copy of it signed by the receiving institution to the CIR via e-mail (in a scanned format).

Section 20 Within 90 days reckoned from the end of the partial training abroad but not later than 30th September indicating the end of the given Erasmus+ academic year, the student shall submit to the Faculty Coordinator the form “Certificate of the receiving institution about the study performance” constituting Annex 4 hereof and within 15 days reckoned from the end of the partial training abroad, the student shall submit to the Faculty Coordinator the “Certificate of the receiving institution about the duration of the stay abroad” constituting Annex 5 hereof. The Student Report shall be completed and submitted in accordance with the rules and format determined in the Grant Agreement for the given academic year.

Student mobility for traineeships

Section 21 (1) Students can depart only subsequent to the completion of the application procedure defined in the Faculty Erasmus+ Rules and Regulations

(2) The Faculty Foreign Affairs Committee shall announce a call for applications for learning and internship mobility in February each year.

(3) The call for applications shall be announced in the locally usual manner on the noticeboard and on the website of the Faculty.

(4) The call for applications shall specify the name of the receiving institutions, the formal and content requirements of the applications, the scoring system to be applied in the course of assessing the applications and the deadline for the submission of the applications.

(5) Applications submitted by students shall contain

- a) certificate of performance from the NEPTUN system,
- b) CV of the student,
- c) description of student research society and other scientific activity of the student,
- d) language examination certificate, if the student has one,
- e) description of other public life activity of the student,
- f) availability of the student.

(6) The Foreign Affairs Committee shall evaluate the applications: it shall examine the applications submitted and conduct an interview together with a language interview.

(7) The procedure of the evaluation of student applications:

(7.1) Ranking is broken down to receiving institutions and then to language areas.

(7.2) Each application may be awarded a maximum of 100 points as broken down below:

(a) Language knowledge

A maximum of 35 points may be awarded for language knowledge on the basis of the language interview.

(b) Academic performance

A maximum of 35 points may be awarded for academic performance on the basis of the corrected credit index of the student's last two accomplished active semesters.

(c) In the course of the evaluation, 30 additional points may be earned on the basis of participation in scientific work and in community work (Student Union, Student Erasmus/Mentor group etc.).

(7.3) In the case of incomplete applications, the Foreign Affairs Committee can call the applicant to put the application to order, on the basis of which the student can make his or her application complete within five working days.

(7.4) Students who are likely to be successful on the basis of the submitted written applications shall attend an oral interview. The Foreign Affairs Committee shall set up the order of the applications subsequent to the oral interviews. The Foreign Affairs Committee shall inform the students about the final decision orally on the day of the interview and then in writing within four weeks.

(7.5) No student submitting an application can take part in evaluating the applications as the foreign affairs delegate of the Faculty Student Union.

(8) After a successful application but before departure, the student shall submit the following documents in a completed form to the CIR in person:

- a) Application Form for Traineeship (to be filled in online),
- b) Grant Agreement for Student Traineeship in 2 copies (Annex 6),
- c) Training Agreement constituting an annex of the Grant Agreement (Annex 7).

(9) The student shall enrol at the University in each semester covered by the grant period during his or her participation in the Erasmus+ Programme not later than the deadline specified in the CSE. The student shall further undertake to have an active student status during the full grant period and not to obtain his or her degree (diploma) before the end of the mobility period.

(10) If the student fails to fulfil his or her obligations under subsection (3) hereof until the time of departure, he or she will lose the grant awarded to him or her.

(11) If the student does not want to utilize the grant for traineeship awarded to him or her, he or she shall notify the Faculty Coordinator about it in writing.

Section 22 (1) Before departure, the student shall conclude a Grant Agreement stipulating the total amount of the Erasmus+ grant and a Training Agreement concerning the fulfilment of traineeship requirements. The Grant Agreement shall be signed by the student and in the name of the University by the Rector. The Training Agreement shall be signed by the student, the partner institution or enterprise and the Faculty Coordinator.

(2) Under the Training Agreement:

- a) the receiving institution or enterprise shall undertake to provide the student with the opportunity to implement the traineeship plan therein,
- b) the student shall undertake to fulfil his or her obligations thereunder in line with the provisions of the Faculty Erasmus+ Rules and Regulations,
- c) the Faculty shall undertake to recognise the traineeship accomplished abroad and award the relevant credit value in line with the curriculum of the major upon successful completion of the Training Agreement and record it in the Diploma Supplement in compliance with the provisions of the Erasmus+ Rules and Regulations of the Faculty.

Section 23 (1) For the duration of his or her stay abroad, the student shall be awarded an Erasmus+ grant on the basis of the decision of the Faculty, the amount of the grant shall depend on the duration of the stay abroad and the receiving country and be adjusted to the amount calculated on the basis of the amount determined and published by the European Commission for the different target countries in the given form of mobility per month/number of actual days. The grant shall be paid in euros by bank transfer. The University shall conclude a Grant Agreement with the student specifying the exact duration of the Erasmus grant in days, its total amount, the conditions and method of its payment (Annex 6).

(2) The amount of the grant for the given year shall be determined by the Faculty Foreign Affairs Committee and the Faculty shall notify the student about it in writing. The list set up by the Faculty, which contains the name of the student, the duration of the scholarship, the name of the receiving institution/enterprise and the monthly and total amount of the grant shall be evaluated by the CIR; the student can only be notified about the amount of the grant if the CIR has approved the list submitted by the Faculty.

Section 24 (1) During his or her stay abroad, the student shall keep in contact with the CIR and the relevant employee of the Faculty concerned via email.

(2) The student shall submit a Final Report to the CIR in accordance with the rules determined for the given academic year within 30 days reckoned from the end of the traineeship.

Teaching staff mobility

Section 25 (1) The purpose of teaching staff mobility shall exclusively be teaching at the partner institution, research activity cannot be supported by the Erasmus+ Programme.

(2) Members of the teaching staff can obtain Erasmus+ financial support more than once for teaching abroad.

Section 26 Teaching staff members of the University with Hungarian nationality, with a valid residence or permanent residence permit, or with a refugee or stateless status who are employed by the University as civil servants or external lecturers either full or part time can apply for an Erasmus+ grant.

Section 27 (1) Members of the teaching staff can depart only subsequent to the completion of the application procedure defined in the Faculty Erasmus+ Rules and Regulations; applications shall be evaluated by the Faculty Foreign Affairs Committee on the basis of the following.

(1.1) The Faculty Foreign Affairs Committee shall announce a call for applications for teaching mobility in March each year. Teaching staff members shall submit their applications to the Faculty Foreign Affairs Committee

(1.2) The application shall contain the name of the receiving institution, the duration of the stay abroad, the medium of instruction, the brief description of topics of lessons and the Letter of Acceptance from the receiving institution shall also be attached.

(1.3) The Faculty Foreign Affairs Committee shall evaluate the application submitted by teaching staff members and then shall send the list of lecturers recommended for the grant to the Foreign Affairs Committee (CIR) of the UP.

(1.4) Applications of the teaching staff members shall be evaluated on the basis of their professional content and the level of the knowledge of the working language (language examination certificate).

(2) After a successful application but four weeks prior to departure, the member of the teaching staff shall submit the following documents in a completed and signed form to the CIR in person

- a) Erasmus+ Application form both online and printed (to be filled in online),
- b) Grant Agreement in 2 copies (Annex 8),
- c) Teaching Plan (Annex 9).

(3) If the member of the teaching staff fails to fulfil his or her obligations under subsection (2) hereof until the day of departure, he or she will lose the grant awarded to him or her.

(4) Members of the teaching staff who intend to utilise their grants in February, March, April, May, June, July or August of the given academic year shall inform the CIR about the exact date of their stay abroad, their teaching activity in the partner institution and its duration and shall submit their working plan endorsed and signed by all three parties not later than 31st January. If the member of the teaching staff fails to meet his or her obligation to inform or fails to utilise the grant awarded through his or her own fault, the CIR shall divide the teaching grant among members of the teaching staff on the waiting list drawn up in the meantime on the basis of the lump sum according to the grant rates and distances concerning the given country. The member of the teaching staff not utilising the grant cannot be awarded a grant in the academic year following withdrawal. If the failure to meet his or her teaching obligation was not through his or her own fault, the given member of the teaching staff can apply in the following academic year again.

Section 28 For the duration of his or her stay abroad, the member of the teaching staff shall be awarded an Erasmus+ grant the amount of the which shall depend on the duration of the stay abroad and the receiving country and be adjusted to the amount calculated on the basis of the amount determined and published by the European Commission for the different target countries in the given form of mobility per month/number of actual days. The list set up by the Faculty, which contains the name of the member of the teaching staff, the duration of the grant, the name of the receiving institution and the amount of the grant shall be evaluated by the CIR; the member of the teaching staff can only be notified about the amount of the grant if the CIR has approved the list submitted by the Faculty. The grant shall be paid in euros by bank transfer. The University shall conclude a Grant Agreement with the member of the teaching staff specifying the total amount of the Erasmus grant, the number of days of the teaching period, the conditions and method of payment (Annex 8).

Section 29 Within 5 working days reckoned from returning home, the member of the teaching staff shall submit a document certifying the duration of the teaching activity abroad and the hours taught to the Institutional Coordinator. The member of the teaching staff shall submit a Final Report through the online interface in accordance with the rules and form determined for the given academic year.

Administrative staff mobility

Section 30 (1) The purpose of the administrative staff mobility is to promote the mobility for training of the civil servants employed as part of the administrative staff of the University and to support gaining experience and good practices to be utilised university-wide. Members of

the teaching staff can apply, provided the application is for performing a non-teaching activity. Conference attendance or research activity cannot be supported in the framework of administrative staff mobility.

(2) The Call for Applications, the Application Form and the conditions of application shall be published on the website of the University by the CIR on the basis of the conditions of application determined by TPF for the given year.

Section 31 (1) The following persons can participate in the Erasmus+ administrative staff mobility:

- a) persons in a civil service legal relation with the University,
- b) persons whose language knowledge enables them to participate in the programme (they can certify it with a language exam certificate or a document certifying the result achieved at an internal language test),
- c) persons whose programme outlined in the application is in accordance with the objectives of the University and the organisational unit employing the civil servant.

(2) The applications submitted shall be evaluated by the Foreign Affairs Committee.

(3) The CIR shall notify the civil servant (hereinafter the Grantee) about the grant awarded.

Section 32 (1) Upon the successful application the Grantee shall submit in person the completed Grant Agreement for Staff Training to the CIR in two copies (Annex 10).

(2) For the duration of his or her stay abroad, the Grantee shall be awarded a grant, the amount of which shall depend on the duration of the stay abroad and the receiving country. The grant precisely corresponding to the number of days and the support for covering travel costs shall be calculated on the basis of country-specific grants and method of calculation determined and published by TPF for the given year.

(3) The amount of the grant shall be determined by the Foreign Affairs Committee upon the proposal from the CIR. The grant shall be paid in euros by bank transfer.

(4) The University shall conclude a Grant Agreement with the Grantee specifying the total amount of the Erasmus+ grant on the basis of the lump sum according to the grant rates and

distances concerning the given country, the number of days of the training period, the conditions and method of payment (Annex 10).

Section 33 Within 5 days reckoned from returning home, the Grantee shall submit to the CIR the document(s) certifying participation in the training abroad, invoices and/or supporting documents concerning travelling and accommodation. The Staff Mobility Report shall be prepared and submitted in accordance with the rules and form determined for the given academic year in the Grant Agreement.

Chapter VII

Enacting and closing provisions

Section 34 (1) These Rules and Regulations shall enter into force following its adoption by the Faculty Council on 22nd February 2017.

(2) Upon the commencement of these Rules and regulations, the Erasmus Rules and Regulations of the UP CHS adopted on 23rd of August 2002 shall be repealed.

Prof. Dr. József Betlehem
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dean