

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

**Pécs, 2016**

*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 University of Pécs (hereinafter the University) and determining its rules of procedure, the Senate of the University adopted a rules and regulations on 21st April 2016. In compliance with it, the Faculty Council of the Faculty of Sciences (hereinafter the Faculty) adopts the following rules and regulations (hereinafter Rules and Regulations) in order to regulate the relevant activities and procedures of the Faculty.*

### **The scope of the Rules and Regulations**

**Section 1** The personal scope of the Rules and Regulations covers:

- a) teaching staff members, students and administrative staff members of the Faculty participating in the Erasmus+ Programme, and
- b) legal and natural persons and bodies operating at the Faculty and participating in organising and performing the Erasmus+ Programme

### **The tasks of the Faculty concerning the Erasmus+ Programme**

**Section 2 (1)** The person acting as the Coordinator for performing the tasks of the Faculty concerning the Erasmus+ Programme shall be appointed by the Dean taking into consideration the opinion of the Leadership Meeting.

(2) The institute of the Faculty can appoint an Institute Coordinator who shall first of all approach the Faculty Coordinator when performing his or her tasks, and shall maintain contact with the Faculty Coordinator when proceeding

(3) Based on the resolution of the Faculty Grants and Scholarships Committee, the Dean shall decide about awarding students and teaching staff grants allocated to the Faculty. In addition, the Dean shall decide about requests concerning withdrawal, submissions for extension and appeals.

(4) 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 Centre for International Relations with the required documents and establish further Erasmus+ partnerships,
- b) perform contact maintenance tasks:
  - ba) in respect of the Centre for International Relations: provide information on issues concerning the implementation of the programme,
  - bb) in respect of partner institutions: maintain, operate and assess bilateral relationships,
- c) in respect of student mobility for learning and traineeships:
  - ca) provide information for outgoing students, administer the applications under Section 4 and assist in completing forms,
  - cb) keep contact with the students, ensure the administrative conditions necessary for the Erasmus+ mobility during their stay abroad, arrange for the students' administrative reports,
  - cc) in respect of incoming mobility students, arrange their administrative matters and help with administration and orientation,
- d) in respect of teaching staff mobility, manage the application procedure,

- e) in respect of incoming mobility students, arrange their administrative matters and in cooperation with the special field(s) concerned issue the 'Transcript of Records', a document recording academic performance,
- f) in cooperation with the Centre for International relations, can utilise the withdrawn student grants by awarding grants to students on the waiting list or by extending stays abroad.

(5) Through the Registrar's Office, the Faculty shall:

- a) perform the administration of the credit recognition of outgoing students,
- b) perform the administration pertaining to the Faculty academic registration and course enrolment of incoming students

### **The Faculty rules of procedure of student mobility for learning and traineeships**

**Section 3** Requirements imposed on students applying for student mobility grants:

- a) Students who are enrolled and have completed at least two semesters can apply.
- b) Each student can obtain a student mobility grant for learning and traineeship for a maximum of 12 months per training level in total.
- c) When assessing the application, performing research and communal work and participating in the reception of incoming Erasmus+ students shall be given preference.
- d) Applying students shall possess language knowledge sufficient for pursuing studies in the given foreign language, which knowledge can be evaluated at Faculty level. The actual call for applications can require the possession of a language examination certificate or a document certifying language knowledge
- e) Applying students shall prepare a short study plan (including the description of their professional past records).
- f) Applications shall contain a reference from a lecturer of the specialist area corresponding to the study plan.
- g) Applications can be deemed to be valid only if submitted together with the annexes specified in the Faculty announcement and the Faculty form produced for this purpose.

**Section 4 (1)** Students can depart after the completion of the application procedure.

(2) Applications submitted to the Faculty shall be evaluated by the Grants and Scholarships Committee of the Faculty (hereinafter GSC) on the basis of the point system created by the GSC, which it shall announce in the locally usual manner at the same time as the call for applications. When evaluating the applications, the GSC can request the opinion of the Erasmus+ Institute Coordinators and/or the Faculty Coordinator and can invite the aforesaid persons with the right to consult for the evaluation.

(3) No student or lecturer member of the GSC can exercise their right to vote in the case of their own application.

(4) In disputed cases, possibly successful applicants shall be interviewed by the GSC.

(5) The Dean of the Faculty shall decide about the appeals against the decisions concerning the applications.

(6) The GSC shall inform the Faculty Coordinator about the decisions concerning the applications and he or she shall arrange for the notification of students.

**Section 5** Successful applicants shall submit the documents required by the Erasmus+ Rules and Regulations of the University to the Centre for International Relations of the University in person.

**Section 6 (1)** Prior to their departure, students shall conclude

a) a Grant Agreement and

b) a Learning Agreement stipulating the academic obligations of the students.

**(2)** The Grant Agreement shall be signed by the student and on behalf of the University, the Rector. The Learning Agreement shall be signed by the student, the partner institution and on behalf of the University, the Faculty Coordinator.

**(3)** In the Learning Agreement

a) the student undertakes to comply with the provisions therein,

b) the Faculty undertakes to recognise the studies completed abroad with an appropriate credit value, provided the plan is implemented,

c) the study programme to accomplish cannot be less than three professional courses or two professional courses and one language/professional language course but the minimum requirement can be specified as the number of credits in the actual call for applications.

**Section 7 (1)** The student obtains a grant for the period of his or her stay abroad, subject to the decision of the Faculty.

**(2)** The sources of the grants are:

a) the financial support (handled by the Centre for International Relations) coming from the National Agency run by Tempus Public Foundation,

b) financial support coming from Faculty sources, under the special decision of the Faculty.

**(3)** Upon the notice from the Centre for International Relations concerning the amount allocated to the Faculty from the central financial support, the Faculty shall decide on the amount of the Faculty financial support or may decide not to provide Faculty financial support on a Leadership Meeting and shall inform the students about the total amounts of the grant upon the approval of the Centre for International Relations

**(4)** 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)

### **Teaching staff mobility and its rules of procedure**

**Section 8 (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 9 (1)** Members of the teaching staff can depart only subsequent to the completion of the application procedure

(2) Teaching staff members who participated in the preliminary arrangements of the bilateral agreement in respect of the given target university shall be deemed to deserve participation in the mobility in the first place

(3) The Call for Applications shall be announced in the manner usual at the Faculty

(4) Applications submitted shall be evaluated by the GSC

(5) The Centre for International Relations shall notify the Faculty about the overall amount of grants allocated to the Faculty under the decision of the Committee on Foreign Affairs and the Faculty shall individually notify each teaching staff member about the amount of grant awarded

**Section 10** Teaching staff members who have successfully applied shall submit the documents required by the University Erasmus+ Rules and Regulations to the Centre for International Relations of the University in person.

### **The participation of the Student Union of the Faculty of Sciences in the Erasmus+ Programme**

**Section 11 (1)** Students can participate in fulfilling the tasks concerning the Erasmus+ Programme through the Student Union (hereinafter SU).

(2) FSc SU shall

- a) promote the programme and help with the dissemination of information on applications; upon the initiative of the Centre for International Relations and in cooperation with it, organise and conduct the student recruiting campaign,
- b) provide assistance for outgoing Hungarian students,
- c) through its members delegated to the GSC, participate in evaluating and assessing student applications.

### **Interpretative and closing provisions**

**Section 12 (1)** Matters not covered or not covered in detail in these Rules and Regulations shall be governed by the effective Erasmus+ Rules and Regulations of the UP.

(2) Personal data processing necessitated by the implementation of the Erasmus+ Programme shall be governed by the effective Data Protection Regulation of the University.

(3) These Rules and Regulations were adopted by the Faculty Council on its meeting held on 23 November 2016 by its Resolution No. TTK KT 55/2016 (2016.11.23.).

(4) These Rules and Regulations shall enter into force on the day of its adoption by the Faculty Council, on which day the rules and regulations adopted on 25 November 2009 shall be repealed.

Pécs, 23 November 2016

Dr. Robert Gábor  
Dean

