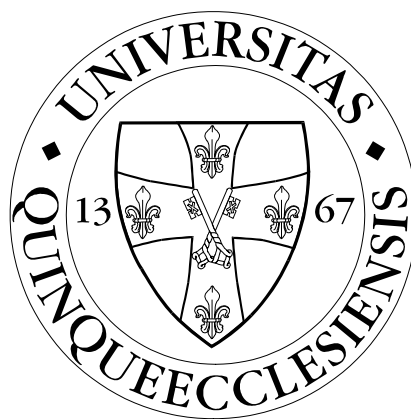


**Erasmus+ Rules and Regulations  
of the University of Pécs**



**Pécs 2009**

*effective from 08 February 2019*

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 adopts the following rules and regulations.

## **Chapter I**

### **General Provisions**

#### **The purpose of the regulation**

**Article 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 regulation**

**Article 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.

#### **Definitions**

**Article 3** For the purposes of this regulation:

- a) The Erasmus+ programme consists of the following programme types: mobility between Programme Countries (KA103), mobility between Program and Partner Countries (KA107) otherwise known as International Credit Mobility (hereinafter ICM).
- b) 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.
- c) 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.
- d) Centre for Internationalization and Connections (hereinafter CIC): an operative organisational unit of the Rector's Cabinet of the University which performs the task of the institutional coordination of the Erasmus+ Programme, among others.
- e) 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.
- f) The University participates in the ICM primarily as an institution of a Programme Country. This type of mobility is undertaken between the University as a programme Country and an institution from a Partner Country. The list of Partner Countries may be found in the Erasmus+ programme Guide. In the framework of the ICM, the University shall submit the Institutional Proposal. If the project is selected, the University, being the applicant institution, will become the beneficiary of the grant. A Grant Agreement is signed between the University and the

National Agency; with this, the University becomes eligible to use the grant and start the project with institutions from Partner Countries.

## **Chapter II**

### **Procedural rules of the Erasmus+ Programme**

**Article 4** (1) The system of rules set forth in the Extended Erasmus University Charter (EUC) and the Erasmus+ Programme Guide determine 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 and with other ICM institutions, 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)

(5)<sup>1</sup> The University shall implement the Erasmus+ Programme in conformity with the principles formulated and adopted annually by TPF.

(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 learning.

(7) 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.

(8) 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.

(9) Members of the teaching staff of the University can participate in mobility for teaching.

### **Financing the Erasmus+ Programme**

**Article 5** The sources of the Erasmus+ Programme

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

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<sup>1</sup> Built in by the amendment adopted by the Senate on its meeting held on 11<sup>th</sup> November 2004.

**Article 6** (1) The Erasmus 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 mobilities.

(2)

(3) 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 CIC shall at the same time announce a Call for Applications for administrative staff mobility on the homepage of the University.

(4) The CIC shall submit an Institutional Proposal to TPF with data concerning the number of persons and durations for the forthcoming academic year. In the framework of the ICM, the University shall submit the Institutional Proposal for a project term of two years.

(5) The CIC 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. In the framework of the ICM, the number of students and staff that are supposed to take part in mobility activities shall also be indicated in the Institutional Proposal.

(6) 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 15<sup>th</sup> 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 CIC by the Faculties.

(7) 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**

**Article 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 (for two years in the ICM). 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 CIC 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**

**Article 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 CIC 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**

**Article 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 for the given year (for two years in the ICM).

(2) Subsequent to the evaluation of the teaching staff's applications, the Faculties shall send the CIC 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**

**Article 6/D** (1) In the case of administrative staff mobility, the CIC shall submit a proposal to the Erasmus 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 Erasmus Committee.

(2) The CIC shall notify the applicants about the decision of the Erasmus Committee.

### **Rules of procedure**

#### **Student mobility for learning**

**Article 7** (1) Students can depart only subsequent to the completion of the application procedure defined in the Faculty Erasmus+ Rules and Regulations.

(2) After a successful application, the student shall submit to the CIC the following documents in a completed and signed form in person:

- a) Erasmus Application Form both online and printed (Annex 1),
- b) Student Grant Agreement in 2 counterparts (Annex 2),
- c) Learning Agreement constituting the annex of the grant agreement (Annex 3).

(3) 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.

(4) If the student fails to fulfil his or her obligations under subArticle (2) hereof until the time of departure, he or she will lose the grant awarded to him or her.

**Article 8** (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.

(2) Under the Learning Agreement:

- a) the receiving institution shall undertake to provide the student with the opportunity to implement the study 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 studies accomplished abroad in line with the CSE in case the Learning Agreement has been complied with.

**Article 9** (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 for the given year (for two years in the ICM). 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 Erasmus 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 CIC; the student can only be notified about the amount of the grant if the CIC 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.

**Article 10** (1) Within 8 days reckoned from the arrival in the receiving country, the student shall contact the CIC and the 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 Support Agreement, and following its endorsement by the receiving institution, shall send a signed copy of it to the CIC (in a scanned format).

**Article 11** Within 90 days reckoned from the end of the partial training abroad but not later than 30<sup>th</sup> 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” (Transcript of Records) constituting Annex 5 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 (Certificate of Attendance) constituting Annex 6 hereof. The Student Report shall be completed and submitted in accordance with the rules and format determined in the Support Agreement for the given academic year.

### **Student mobility for traineeships**

**Article 12** (1) Students depart after the completion of the application procedure defined in the Erasmus+ Rules and Regulations of the Faculty.

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

- a) Application Form for traineeship (Annex 7),
- b) Grant Agreement for student traineeship in 2 copies (Annex 8),
- c) Training Agreement constituting the annex of the Grant Agreement (Annex 9).

(3) 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.

(4) If the student fails to fulfil his or her obligations under subArticle (2) hereof until the day of departure, he or she will lose the grant awarded to him or her.

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

**Article 13§** (1) Before departure, the student shall conclude a Grant Agreement stipulating the total amount of the Erasmus+ grant and a Learning Agreement for Traineeship 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 Learning Agreement for Traineeship shall be signed by the student, the partner institution or enterprise and the Faculty Coordinator.

(2) Under the Learning 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 Learning Agreement for Traineeship and record it in the Diploma Supplement in compliance with the provisions of the Erasmus+ Rules and Regulations of the Faculty.

**Article 14** (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 payment (Annex 8).

(2) The amount of the grant for the given year shall be determined by the Erasmus Committee and it 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 CIC; the student can only be notified about the amount of the grant if the CIC has approved the list submitted by the Faculty.

**Article 15** (1) During his or her stay abroad, the student shall keep in contact with the CIC and the relevant employee of the Faculty concerned via email.

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

### **Tasks concerning incoming Erasmus+ students**

**Article 15/A** (1) The Erasmus+ Coordinator of the Faculty shall create the institutional database of the incoming students on the basis of the online application data. The database shall contain the following data in respect of the given semester:

- a) personal data of the incoming students,
- b) data of the sending institution,
- c) the thematic area of the courses to be taken up by the students,
- d) the duration of the scholarship,
- e) data concerning the placing of the students at the University.

(1a) In the framework of the ICM, the incoming students shall be nominated by the partner Institution. Following the nomination, the students shall fill in the online application form of the University (personal information, academic performance, certificate of (B2) language knowledge). Final approval of the student shall become effective with the signature of the Learning Agreement by all three parties. Letter of Acceptance shall be issued and posted by the CIC.

(1b) A Grant Agreement setting out the whole amount of the Erasmus+ grant and a Training Agreement setting out the professional requirements in connection with the performance of the training shall be signed with the incoming student prior to arrival. The Grant Agreement shall be signed by the student and the rector on behalf of the University. The Training Agreement shall be signed by the student, the representative of the host institution or company, and the Faculty Erasmus+ Coordinator.

(2) Subsequent to the expiration of the deadline for application, 15 working days prior to the commencement of the semester (deadline for inclusion) the OIG shall register the incoming students in the Studies Records (hereinafter Neptun) and creates the students' individual Neptun codes and passwords. Registration shall be done on the basis of the data table standardised by the OIG. The data of students who finally will not participate in the Erasmus+ Mobility Programme at the University of Pécs shall be deleted after the 30<sup>th</sup> day reckoned from the commencement of the given semester.

(3) Trainings shall be assigned to students by the OIG in Neptun. The Faculties shall create in Neptun the trainings/majors to be assigned to students and convey these data to the OIG 5 working days prior to the expiration of the deadline for inclusion. The OIG shall inform the key users of the Faculties via email about the necessity to create majors 15 working days prior to the expiration of the deadline for inclusion specified in subArticle (2) hereof.

(4) The Faculties shall close the trainings and issue the Transcript of Records within 15 working days reckoned from the closure of the training.

(5) The University shall provide teaching Hungarian as a foreign language free of charge for foreign students coming in the framework of the Erasmus+ Programme, including the ICM and other exchange programmes. The CIC shall conclude separate agreements with the organizational units of the University providing for the teaching activities about the provisions pertaining to the trainings and the incentives paid by the CIC for the particular organizational unit.

### **Tasks concerning outgoing students awarded Erasmus+ scholarships for study**

**Article 15/B** (1) Within 15 working days reckoned from the commencement of the semester, on the basis of the list of students with Erasmus+ scholarships provided by the Coordinator of the Faculty, the Registrar's Office shall record in Neptun that the student participates in the Erasmus+ Mobility Programme in the given semester.

(2) Students shall enrol in the sending institution (shall have an active student status) in the semester of the travel abroad and at the same time establish an active legal relation with the receiving institution in line with its regulations. If the student who has been awarded an Erasmus+ scholarship travels abroad in the first semester, he or she can extend his or her Erasmus status within the given academic year. The student shall inform the Coordinator of the Faculty and the CIC about his or her intention concerning the extension. The Registrar's Office shall in each case record the semester dates and the dates necessary for the later closure of the semester in the "official notes" column of Neptun and shall check whether every student participating in the Erasmus+ Programme has an active student status in the spring semester not later than 20<sup>th</sup> February and in the autumn semester not later than 20<sup>th</sup> September and shall inform the CIC about it in writing.

**Article 15/C** Within 15 working days reckoned from the commencement of the semester, on the basis of the list of students with Erasmus+ scholarships provided by the Coordinator of the Faculty, the Registrar's Office shall record in Neptun that the student participates in the Erasmus+ Mobility



Programme in the given semester and shall indicate that the mobility is for traineeship abroad. Within 15 working days reckoned from the commencement of the semester, the Registrar's Office shall record the name of the receiving enterprise, organisation or higher education institution and indicate the duration of the stay abroad in the student interface of Neptun.

### **Teaching staff mobility**

**Article 16** (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.

**Article 17** 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.

**Article 18** (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 Faculties on the basis of Rules and Regulations of the Faculty.

(2) After a successful application 4 weeks prior to departure, the member of the teaching staff shall submit the following documents in a completed and signed form to the CIC in person:

- a) Erasmus+ Application form both online and printed (Annex 11),
- b) Grant Agreement in 2 copies (Annex 12),
- c) Teaching Plan (Annex 13).

(3) If the member of the teaching staff fails to fulfil his or her obligations under subArticle (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 CIC 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 31<sup>st</sup> 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 CIC 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.

**Article 19** 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 CIC; the member of the teaching staff can only be notified about the amount of the grant if the CIC 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 12).

**Article 20** 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.

**Article 20/A (1)** In the Framework of the ICM, the incoming member of the teaching staff shall be nominated by the Partner Institution in a notification to the CIC setting out the name of the nominee, the field of expertise, and the e-mail address of the nominee. The nominee shall send to the CIC four weeks prior to arrival the following documents filled-in and signed:

- a) Erasmus+ Application form online (Annex 11),
- b) Teaching Plan (Annex 13),
- c) Grant Agreement in 3 copies (Annex 12).

(2) The University shall conclude a Grant Agreement with the member of the teaching staff specifying the total amount of the Erasmus+ grant calculated on the daily rate and travel distance of the particular country, the number of days of the teaching period, the conditions and method of payment.

(3) 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**

**Article 21 (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 and 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 homepage of the University by the CIC on the basis of the conditions of application determined by TPF for the given year.

**Article 22 (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 Erasmus Committee.

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

**Article 23 (1)** Upon the successful application the Grantee shall submit in person the completed Grant Agreement for Staff Training to the CIC in two copies (Annex 14).

(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 for the given year shall be determined by the Erasmus Committee upon the proposal from the CIC. 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 (Annex14).

**Article 24** Within 5 days reckoned from returning home, the Grantee shall submit to the CIC 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 III**

#### **The organisational system of the Erasmus+ Programme**

##### **The organs of the Erasmus+ Programme at the University**

**Article 25** The following organs take part in performing tasks necessary for the operation of the Erasmus+ Programme at the University:

- a) Erasmus Committee,
- b) Pre-evaluation Committee,
- c) Centre for Internationalization and Connections,
- d) Chancery,
- e) Faculties,
- f) Institutional/Faculty Coordinators,
- g) student organisations of the faculties.

##### **Tasks of the Erasmus Committee**

**Article 26** (1) The tasks of the Erasmus 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 Article 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.

(2) The Director of the Centre for Internationalization and Connections shall chair the Erasmus Committee. The secretariat of the Committee shall be provided by the CIC.

(3) The Faculties, the Chancery, the University Student Union, and the Doctorate Student Union shall delegate one member each member to the Erasmus Committee. The members delegated by the Faculties shall be the leaders of the Faculty being in charge of international affairs or persons commissioned with the task. When appropriate based on the items of the agenda, the Erasmus coordinators may act in a consultative capacity on the sessions of the Committee.

(4) Detailed rules for the operation of the Erasmus Committee shall be set out in its Rules of Procedure.

##### **Tasks of the Pre-evaluation Committee**

**Article 26/A** (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 Article 26 g) and present a proposal concerning their evaluation to the Erasmus Committee.

### **Tasks of the International Relations Directorate**

**Article 27** The CIC shall perform the tasks concerning the implementation of the programme through the Institutional Coordinator.

**Article 28** (1) The tasks of the CIC, the Institutional Coordinator, and the Institutional ICM 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)
  - dc) the National Agency, in this respect contribute to the settlement of disputes and submit the reports requested,
  - dd) 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,
  - de) the Faculties, convey the rules of procedure pertaining to and tasks concerning implementation and arrange further trainings for the Faculties once a year,
  - df) student organisations, which the CIC 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)
- g) organise student mobilities for learning and traineeships and teaching staff and administrative staff mobilities, in the framework of which:
  - ga) 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,
  - gb) 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,
  - gc) 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,
  - gd) in respect of the teaching staff: manage the documentation of the teaching staff and distribute the grants among the Faculties,

- ge) 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 Erasmus Committee on the distribution of grants among applicants and have the administrative staff account for (certificate of performing activity abroad),
- h)
- i) conduct monitoring, prepare assessments (questionnaires) and publications, continuously update information about the Erasmus+ Programme displayed on the website,
- j) perform other administrative tasks,
- k) 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,
- l)
- m) 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,
- n) submit a proposal to the Erasmus 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**

**Article 29** 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 CIC informed about financial processes.

### **Tasks of the Faculties of the University**

**Article 30** (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 CIC with the required documents and establish further Erasmus+ partnerships, except in the case of the ICM
- b) perform contact maintenance tasks:
  - ba) in respect of the CIC: provide information on issues concerning the implementation of the programme,
  - bb) in respect of partner institutions: maintain, operate and assess bilateral relationships, except in the case of the ICM,
- 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 Articles 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 despatch the collected student reports to the CIC 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 CIC,
- dc)
- e)
- f) 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**

**Article 31** (1) Students participate in fulfilling tasks arising from the Erasmus+ Programme through the Faculty student organisations.

(2) The Faculty students 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 CIC,
- b) facilitate the social inclusion of students in the community of the Hungarian students and organise leisure and cultural programmes for them.

(4) 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 CIC,
- b) facilitate the social inclusion of students in the community of the Hungarian students and organise leisure and cultural programmes for them.

**Article 32** (1)

(2)

### **Enacting and closing provisions**

**Article 33** These Rules and Regulations shall enter into force on the day the Senate adopts it.

**Article 34** The Faculties shall create their Faculty level Erasmus+ Rules and Regulations or amend them in conformity with the provisions of these Rules and Regulations not later than 30<sup>th</sup> May 2016.

**Article 35** Templates and document models published by TPF for the given academic year shall be Annexes of these Rules and Regulations. Annexes shall be published on the homepage of the University.

**Article 36.** Members of the Erasmus Committee shall be delegated until 14 February 2019 at the latest by the persons entitled to delegation pursuant to Article 26 (3). The members shall be delegated for a period of three years. The Rules of Procedure of the Committee shall be adopted on its inaugural session.

Pécs, 29 November 2001

Dr. József Tóth sgd.  
Rector

**Additional clause:** These Rules and Regulations were adopted by the Senate of the University of Pécs on its meeting held on 29<sup>th</sup> November 2001.

Amendments to these Rules and Regulations shall enter into force on the day the Senate adopted them. The amendment of these Rules and Regulations was adopted by the Senate on its meeting held on 20<sup>th</sup> May 2004.

The amendment of these Rules and Regulations were adopted by the Senate on its meeting held on 11<sup>th</sup> November 2004.

Amendments to this Rules and Regulations shall enter into force on the day the Senate adopted them.

Dr. László Lénárd sgd.  
Rector

The amendment of the Rules and Regulations was adopted by the Senate by its Decision No 81/2008. (02. 28.) on its meeting held on 28<sup>th</sup> February 2008. Amendments shall enter into force on the day the Senate adopted them.

The amendment of these Rules and Regulations was adopted by the Senate on its meeting held on 18<sup>th</sup> June 2009. Amendments shall enter into force on the day the Senate adopted them.

The amendment of this Rules and Regulations was adopted by the Senate on its meeting held on 17<sup>th</sup> June 2010. Amendments shall enter into force on the day the Senate adopted them.

Dr. Róbert Gábrriel sgd.  
Rector

The amendment of these Rules and Regulations was adopted by the Senate on its meeting held on 19<sup>th</sup> April 2012. Amendments shall enter into force on the day the Senate adopted them.

The amendment of these Rules and Regulations was adopted by the Senate by its Decision No 60/2016. (04. 21.) on its meeting held on 22<sup>th</sup> April 2016. Amendments shall enter into force on 22<sup>nd</sup> April 2016.

Dr. József Bódis  
Rector

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The amendment of these Rules and Regulations was adopted by the Senate by its Decision No 19/2019. (02.07.) on its meeting held on 7 February 2019. Amendments shall enter into force on the day the after Senate adopted them.

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Dr Attila Miseta  
Rector

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