

EÖTVÖS JÓZSEF COLLEGE

ERASMUS REGULATIONS

2015



1. Preamble

ERASMUS is one of the European Commission's most successful and well-known programs, which has so far facilitated the mobility of more than 2.3 million students in higher education in Europe. The specific goal of the program is to increase the quantity and quality of student and teacher mobility, international projects, and cooperation between higher education institutions and businesses.

The framework for participation in the program for higher education institutions is the Erasmus University Charter, awarded by the European Commission through a call for proposals, which lists the principles to which the higher education institution must adhere. EUC number of Eötvös József College 47569-IC-1-2002-1-HU-ERASMUS-EUC-1.

The main principles are:

- the institutions have to conclude Bilateral Agreements (BAs);
- tuition fees cannot be charged to incoming students;
- the institution has an obligation to fully impute credits obtained for the study results abroad by its students during the ERASMUS program.

These regulations serve to ensure, among the college's special relations, the fulfilment of the duties prescribed by the EUC and the creation of the organizational framework necessary for this.

2. The scope of Regulations

The scope of the regulations extends to all institutes, all employees and students of Eötvös József College.

Updating the regulations is the responsibility of the head of the accreditation, training and education organization department, the ERASMUS coordinators of the institution and the financial manager. Each year, during the preparation of the new institutional application, it is necessary to review the regulations in the light of the information on changes issued by the TEMPUS public foundation, and to make the appropriate amendments if necessary.

Should any organizational or structural changes occur in addition to the above, the regulations must be amended immediately.

3. ERASMUS related tasks and their allocation

3.1. Duties of the Rector

1. Signing of the main application for the ERASMUS program with the Chancellor's consent
2. Signing of an institutional grant agreement with the Chancellor's consent,
3. Signing the EUC, initiating an amendment with the Chancellor's consent,
4. Institutional acceptance and signing of the report (mid-year, year-end),
5. Signing of student, faculty and staff support contracts with the Chancellor's consent,
6. Signing of bilateral contracts with the Chancellor's consent,

3.2. Duties of the Head of the Accreditation, Training and Education Department

1. Oversees the institutional ERASMUS activity,
2. Coordinates contacts with partner institutions and proposes new partner institutions,
3. Participation in the work of the selection committee for student, instructor and staff applications.
4. Reports regularly on Erasmus activities to the Rector and the Chancellor.

3.3. Institutional ERASMUS Coordinator

1. The institutional coordinator is appointed by the rector of the college with the consent of the chancellor. Their term of office is for a fixed period of 4 years.
2. Tasks of the institutional coordinator:
 - a. Administration of contracts and bilateral agreements signed with partner institutions, the TEMPUS Public Foundation and the Brussels headquarters (deadline monitoring, updating, archiving).
 - b. General liaison with partner institutions, the TEMPUS Public Foundation and the Brussels headquarters.
 - c. Preparation of the annual main applications with the involvement of the ERASMUS coordinators of the institute / specialty / discipline, submission of the applications on time and archiving.
 - d. Organizing and attending coordinators' meetings.
 - e. Administration, registration and archiving of contracts with students for all institutes.
 - f. Administration of lecturers and students travelling to EJM, issuance of certificates, archiving and registration regarding all institutes.
 - g. Ongoing contact with the financial manager.
 - h. Preparation of financial and content reports with the involvement of the ERASMUS coordinators of the institute / specialty / discipline and the financial manager, and their timely submission in accordance with the terms of the contract, after consultation with the Rector and the Chancellor.
 - i. ECTS coordination for the whole college, under the supervision of the head of the accreditation, training and education organization department, facilitation of the operation of the ECTS system, if necessary with the involvement of institute / specialty / discipline coordinators and other lecturers.
 - j. Prepare calls for applications for student, teacher and staff mobility in agreement with the Chancellor in accordance with the main application and the applicable Bilateral Agreements, and forward them to the ERASMUS coordinators of the institute / specialty / discipline.
 - k. Publication and dissemination of calls for mobility applications among institution teachers, staff and students of the College.
 - l. Keeping students and lecturers of the college informed about their opportunities, announcing and holding a public info-session on ERASMUS every six months for the staff and students of the college.
 - m. Convene a joint meeting concerning the allocation and use of non-mobility budget, if available, with the ERASMUS coordinators of the institute / specialty / discipline, to which the financial manager, the Rector, the Institute Directors and the Head of Accreditation, Training and Education have to be invited.

- n. Collects, organizes and prepares all mobility applications for evaluation / application decision.
 - o. Upon receipt of the mobility applications, convene a joint meeting with the institute / specialty / discipline coordinators to jointly evaluate the applications and decide on the ones travelling. The rector, the head of the department of accreditation, training and education organization, the directors of the institutes and the signatories of the lecturer's recommendations should also be invited to the evaluation meeting.
 - p. The ERASMUS coordinators of the institute / specialty / discipline, the Rector, the Chancellor and the directors of the institute have to be informed about ERASMUS-related matters at least once a semester, if necessary on a monthly basis, in writing (by e-mail).
 - q. Regularly sends current materials by e-mail or digital medium to the editor of the college's ERASMUS website.
 - r. Preparing an annual ERASMUS report based on the previous academic year with the help of the institute / specialty / discipline coordinators for the public of the college, institute leaders, teachers and students. Each year the deadline for preparing the report is September 20. The report has to be published on the institution's ERASMUS website.
 - s. Regular control of the tasks performed by the coordinators of the institute / specialty / discipline, coordination of the professional work.
3. The Institutional Coordinator for ERASMUS matters is accountable to the Rector, the Chancellor and the Head of the Accreditation, Training and Education Department.

3.4. ERASMUS coordinators of the Institute / specialty / discipline

- 1. The institute / specialty / discipline coordinator is appointed by the rector. Their term of office is for a fixed period of 4 years.
- 2. Tasks of the institute / specialty / discipline coordinator:
 - a. In connection with the institute / specialty / discipline, partner search and coordination of applications in cooperation with the institutional Erasmus coordinator.
 - b. Professional relationships with the partner institutions of the institute / specialty / discipline, coordination of the content of bilateral agreements.
 - c. Guidance with the preparation of mobility applications.
 - d. Maintain contact with students, lecturers and employees within his or her institute, specialty or field of science area of responsibility.
 - e. Send the materials that can be placed on the ERASMUS website to the institutional coordinator by e-mail or digital medium, updated at least every six months.
 - f. Providing information and assistance to the institutional coordinator in preparing the annual financial and content report.
 - g. Actively participates in the meetings convened by the institutional coordinator.
 - h. Informs the Director of the Institute and the Institutional Coordinator in writing of ERASMUS-related matters on a monthly basis.
 - i. Archiving copies of bilateral agreements signed with the Institute's partner institutions.

- j. Assistance with ERASMUS-related student administration, in particular for the admission and accreditation of outgoing students, within their institutional, professional or scientific fields of competence, and in connection with this, consultation with the relevant faculty members of the College, in addition to informing the Study Committee.
- k. Professional and other assistance to lecturers and students entering the institute, specialty or discipline within their competence, coordination of entries (including recording of student data in the Neptun system, coordination of timetable preparation, assistance in issuing Transcript of Records, etc.).
- l. Assist the institutional coordinator in preparing the annual ERASMUS report.

3.5. Financial manager

1. The financial manager for ERASMUS affairs is appointed by the College's Chief Financial Officer with the agreement of the Chancellor. Their term of office is for a fixed period of 4 years.
2. His or her task is to fully manage the finances arising from the ERASMUS program in accordance with the instructions of the institutional coordinator.
3. The financial manager attends meetings convened on ERASMUS matters.
4. In ERASMUS matters, he or she is accountable to the Rector, the Chancellor, Financial Director, the Head of the Accreditation, Training and Education Organization Department and the Institutional Coordinator.

4. Types of ERASMUS scholarships, rules for awarding and managing them

4.1. Student Mobility (SM)

1. Student mobility applications are open to full-time and correspondence students of the College participating in undergraduate and higher vocational education.
2. Applications must include the application form provided by the institution and the annexes specified in the application.
3. It is the responsibility of the institutional coordinator to publish the call for applications and set the deadlines.
4. Applications will be evaluated on the basis of the students' academic results, language skills, grade and, if any, their disadvantage and/or disability.
5. The successful students will be notified by the institutional coordinator after the evaluation of the application.
6. The College signs a grant agreement with the successful students, in which the duration of the scholarship may vary depending on the content of the Bilateral Agreements.
7. The amount of the grant basically depends on the current main application, but when determining the specific amounts, the coordinator takes into account the living standards of the destination country as the main factor regarding subsistence.
8. Preparation of the Grant Agreement is the responsibility of the institutional coordinator at a time agreed in advance with the student concerned.
9. The first half or the full amount of the grant awarded will be paid within 10 days of the signature of the Grant Agreement. The second half of the grant will be transferred by the College upon arrival, in case the student has sent the official certificate of the start (enrolment) of his or her studies to the institutional coordinator.

10. There is no need to prepare a financial report on student scholarships.
11. Student scholarships are exempt from taxes.
12. Acceptance of subjects completed abroad occurs in the form of subject accreditation on the basis of previous agreement with the relevant EJC instructor and recorded in writing using the form appropriate for this purpose. The Study Committee decides on the acceptance of the application.
13. If the student does not or does not fully comply with the provisions of his or her grant agreement and his or her study obligations at the host institution, he or she may be required to repay all or part of the scholarship. This is decided by the Rector with the consent of the Chancellor on the reasoned written proposal of the institute / specialty / discipline or the institutional coordinator.
14. Tasks of the successful applicants:
 - a) They consult with the coordinator of the sending institution on the host institution and the expected duration of the scholarship.
 - b) They contact the ERASMUS coordinator of the host institution and respect the rules and deadlines applicable at the host institution.
 - c) Subjects which the students planned to take according to the study agreement have to be checked in advance with the institute / specialization / discipline or institutional coordinator and the instructor responsible for the subject to ensure that they can be credited, for which a "subject accreditation sheet" proven in the institution has to be prepared and signed by the instructors, if this does not happen, the credits cannot be taken into account.
 - d) They fully comply with their grant agreement.
 - e) They have to forward certificates to the institutional coordinator as soon as they return.

4.2. *Student Practice (SP) mobility*

1. Student practice mobility applications are open to full-time and correspondence students of the College participating in undergraduate and higher vocational education.
2. It is the responsibility of the institutional coordinator to publish the call for applications and set the deadlines.
3. Applications must include the application form provided by the institution and the annexes specified in the application.
4. Applications will be evaluated on the basis of students' academic performance, language skills, grade and, if any, their disadvantage and/or disability.
5. The successful students will be notified by the institutional coordinator after the evaluation of the applications.
6. The College signs a grant agreement with the successful students, in which the duration of the scholarship may vary depending on the content of the Bilateral Agreements.
7. The amount of the grant basically depends on the current main application, but when determining the specific amounts, the coordinator takes into account the living standards of the destination country as the main factor regarding subsistence.
8. Preparation of the Grant Agreement is the responsibility of the institutional coordinator at a time agreed in advance with the student concerned.
9. There is no need to prepare a financial report on student scholarships.
10. Student scholarships are exempt from taxes.

11. Internships completed abroad are credited in the form of accreditation of the internship with the competent professional practice manager of the EJC or, if that is not possible, with the supervisor in a pre-agreed way.
12. If the student does not or does not fully comply with the provisions of his or her grant agreement and his or her study obligations at the host institution, he or she may be required to repay all or part of the scholarship. This is decided by the Rector with the consent of the Chancellor on the reasoned written proposal of the institute / specialty / discipline or the institutional coordinator.
13. Tasks of the successful applicants:
 - a) They consult with the coordinator of the sending institution on the host institution and the expected duration of the scholarship.
 - b) They contact the ERASMUS coordinator of the host institution and respect the rules and deadlines applicable at the host institution.
 - c) Subjects which the students planned to take according to the study agreement have to be checked in advance with the institute / specialization / discipline or institutional coordinator and the instructor responsible for the subject to ensure that they can be credited, for which a "subject accreditation sheet" proven in the institution has to be prepared and signed by the instructors, if this does not happen, the credits cannot be taken into account.
 - d) They fully comply with their grant agreement.
 - e) They have to forward certificates to the institutional coordinator as soon as they return.

4.3. Teaching Staff Mobility (TS)

1. Teacher mobility applications are open to full-time or part-time teachers who have a civil service relationship with the College.
2. Applications must include the application form provided by the institution and the annexes specified in the application.
3. It is the responsibility of the institutional coordinator to publish the call for applications and set the deadlines.
4. Applications will be evaluated on the basis of the teachers' language skills, professional activity, previous ERASMUS scholarship activities, their previous support for the ERASMUS program in the sending institution, if any, their disadvantage and/or disability.
5. The successful applicants will be notified by the institutional coordinator after the evaluation of the application.
6. The College signs a grant agreement with the successful teachers, in which the duration of the scholarship may vary depending on the content of the Bilateral Agreements and the calculation of the amount of the application, depending on the main application at all times, is based on the cost of living which must be calculated on the basis of daily/weekly rates respecting the maximum for adults per destination specified in the call for proposals. This amount will be paid as a flat fee. Travel costs are calculated on the basis of estimated (ex-ante) or actual (ex-post) travel costs.
7. Preparation of the Grant Agreement is the responsibility of the institutional coordinator at a time agreed in advance with the student concerned.
8. The first half or the full amount of the grant awarded will be paid within 5 days of the signature of the Grant Agreement.
9. There is no need to prepare a financial report on student scholarships.

10. Student scholarships are exempt from taxes.
11. Education abroad must be fully credited and the teacher must not be discriminated against.
12. If the teacher does not or does not fully comply with the provisions of his or her grant agreement and his or her obligations at the host institution, he or she may be required to repay all or part of the scholarship. This is decided by the Rector with the consent of the Chancellor on the reasoned written proposal of the institute / specialty / discipline or the institutional coordinator.
13. Tasks of the successful applicants:
 - a) They consult with the coordinator of the sending institution on the host institution and the expected duration of the scholarship
 - b) They contact the ERASMUS coordinator of the host institution and respect the rules and deadlines applicable at the host institution,
 - c) The grant agreement is fully complied with and forwarded to the institutional coordinator immediately upon their return.

4.4. Staff Training Mobility (STM)

1. Staff mobility applications may be applied for by full-time non-teaching staff of the College and by college faculty for non-teaching purposes
2. It is the responsibility of the institutional coordinator to publish the call for applications and set the deadlines.
3. Applications must include the application form provided by the institution and the annexes specified in the application.
4. Applications will be evaluated on the basis of the staff's language skills, professional activity, previous ERASMUS scholarship activities, their previous support for the ERASMUS program in the sending institution and, if any, their disadvantage and/or disability.
5. The successful applicants will be notified by the institutional coordinator after the evaluation of the application.
6. The College concludes a grant agreement with the successful employees, in which the duration of the scholarship may vary depending on the content of the Bilateral Agreements and the calculation of the amount of the application, depending on the main application at all times, is based on the cost of living which must be calculated on the basis of daily/weekly rates respecting the maximum for adults per destination specified in the call for proposals. This amount will be paid as a flat fee. Travel costs are calculated on the basis of estimated (ex-ante) or actual (ex-post) travel costs.
7. Preparation of the Grant Agreement is the responsibility of the institutional coordinator at a time agreed in advance with the student concerned.
8. The first half or the full amount of the grant awarded will be paid within 5 days of the signature of the Grant Agreement.
9. A substantive and financial report on the use of staff grants must be prepared and submitted to the institutional coordinator upon home arrival.
10. Personnel mobility abroad must be fully taken into account and the employee must not be discriminated against.
11. If the staff member does not or does not fully comply with the provisions of his or her grant agreement and his or her obligations at the host institution, he or she may be required to repay all or part of the scholarship. This is decided by the Rector with the

consent of the Chancellor on the reasoned written proposal of the institute / specialty / discipline or the institutional coordinator.

12. Tasks of the successful applicants:

- a) They consult with the coordinator of the sending institution on the host institution and the expected duration of the scholarship.
- b) They contact the ERASMUS coordinator of the host institution and respect the rules and deadlines applicable at the host institution.
- d) They fully comply with their grant agreement.
- e) They have to forward certificates to the institutional coordinator as soon as they return.

5. Complaint management

The handling of complaints submitted by applicants in writing to the Institute's Erasmus Coordinator is handled by the College's Erasmus Committee, which meets on an ad-hoc basis. Members of the Erasmus Committee:

1. the rector,
2. the Head of the Accreditation, Training and Education Department,
3. institutional ERASMUS Coordinator,
4. ERASMUS coordinators of the Institute / specialty / discipline,
5. Person authorized to represent the SG in the Study Committee.

6. The Organizing Mobility (OM) framework

The Organizing Mobility (OM) framework should help to ensure the smooth running of the College's ERASMUS program. Following the approval of the main application, at the next ERASMUS meeting convened by the Institutional Coordinator the draft allocation of the available budget has to be discussed, which the Institutional Coordinator proposes after consulting the Financial Manager and the Head of Accreditation, Training and Education. The division of the envelope is approved by the Rector with the consent of the Chancellor. The use of the framework is supervised by the institutional coordinator with the involvement of the head of the accreditation, training and education organization department.

7. Order of application

1. The call for proposals are published in the form of posters, group e-mails and a semi-annual promotional presentation at the Institution.
2. The organization of the call for proposals is the responsibility of the institutional coordinator.
3. The application deadlines are set in line with the application deadlines of the partner institutions, and must be preceded by sufficient time to allow applications to be considered and the winners to be notified. It is the responsibility of the institutional coordinator to publish the call for applications and set the deadlines.
4. Applications will be evaluated jointly by the institutional and institute / specialty / discipline coordinator and the Head of the Accreditation, Training and Education Department.

5. The successful applicants will be notified by the institutional coordinator by e-mail and/or telephone as provided in the application, and a personal meeting will be held in each case.

8. Procedure for issuing Grant Agreements

1. Preparation of the Grant Agreement is the responsibility of the institutional coordinator at a time agreed in advance with the employee/teacher/student concerned. The successful applicant may make comments regarding the provisions of the contract and ask the institutional coordinator some questions before signing the it.
2. The Grant Agreement will be drawn up in triplicate and a copy will be sent to the Institutional Coordinator.
3. On behalf of the College, the Contract is signed by the Rector of the College, its Chancellor and its legal countersigning officer.

9. Remuneration of Erasmus coordinators and financial managers

ERASMUS coordinators and administrators will not be individually remunerated for their activities, but will be entitled to an additional task fee of the amount approved by the coordinators' meeting, subject to the available mobility scheme.

Clause

These/2015 regulations were adopted and unanimously agreed on at the meeting of the Senate of Eötvös József College on2015.

Baja, 2015.....

Dr. Zoltán Melicz
the rector,

I agree:

dr. Gergely Bohátka
chancellor