



ERASMUS+ REGULATIONS

General Provisions

ERASMUS+ is one of the most successful and well-known programmes of the European Commission. Its primary objective is to increase student and staff mobility in both quantitative and qualitative terms, promote international projects, and strengthen cooperation between higher education institutions and enterprises.

The framework for participation in the programme for higher education institutions is defined by the Erasmus University Charter awarded by the European Commission through application. This Charter sets out the fundamental principles to which institutions must adhere. Eötvös József College was awarded the EUC number 101014950 – EJ LIGHT ECHE 2020.

The fundamental principles include:

- concluding bilateral agreements with partner institutions;
- not charging tuition fees to incoming students;
- ensuring full recognition of studies completed abroad within the ERASMUS+ programme;
- increasing automation of procedures and integrating digitalisation into practice;
- establishing a transparent procedural system;
- creating an inclusive and comprehensive service package to increase mobility numbers;
- promoting environmentally conscious, paperless, “green” Erasmus implementation (WPE).

The purpose of these Regulations is to ensure compliance with EC requirements under the specific conditions of the College and to establish the necessary organisational framework.

Scope of the Regulations

These Regulations apply to all institutes, employees, and students of Eötvös József College.

The updating of the Regulations is the responsibility of the Institutional ERASMUS+ Coordinator and the Financial Officer. Each year, during the preparation of the institutional application, changes issued by the Tempus Public Foundation must be reviewed.

The Senate amended Annex 3 of the Study and Examination Regulations (ERASMUS Regulations) at its meeting on 26 November 2024 (Resolution No. 52/2024 (XI.26.)). Effective from 27 November 2024.

Responsibilities

(1) Rector and Chancellor

- Signing and initiating amendments to the Erasmus University Charter (EUC);
- Approving and signing interim and final institutional reports;
- Signing student and staff grant agreements;
- Signing bilateral agreements.

(2) Vice-Rector

- Supervises institutional ERASMUS+ activities;
- Coordinates relations with partner institutions and proposes new partnerships;
- Participates in the committee evaluating student and staff applications.

(3) Institutional ERASMUS+ Coordinator

Appointed by the Rector with the agreement of the Chancellor.

Responsibilities include:

- Administration of agreements with partner institutions, Tempus Public Foundation and the Brussels centre;
- Maintaining contact with partner institutions;
- Preparing and submitting annual applications;
- Organising coordination meetings;
- Managing student contracts and records;
- Handling administrative matters for incoming staff and students;
- Maintaining continuous contact with the Financial Officer;
- Preparing financial and professional reports;
- Coordinating ECTS credit recognition;
- Organising information sessions;
- Evaluating mobility applications and preparing rankings;
- Informing institutional leadership regularly;
- Maintaining and updating the ERASMUS+ website;
- Preparing annual institutional ERASMUS+ reports;
- Supervising faculty-level coordinators;
- Promoting digitalisation processes.

The Institutional Coordinator reports to the Rector and the Chancellor.

(4) Faculty / Departmental ERASMUS+ Coordinators

Appointed by the Rector.

Responsibilities:

- Searching for partners and coordinating applications;
- Participating in coordination meetings;
- Informing directors and institutional coordinator;

- Archiving bilateral agreements;
- Assisting students in academic matters related to ERASMUS;
- Supporting incoming students and staff;
- Assisting with annual reports;
- Promoting digitalisation processes.

(5) Financial Officer

Appointed by the Director of Finance with the agreement of the Chancellor.

Responsibilities:

- Full administration of financial and accounting tasks related to ERASMUS+;
- Participation in coordination meetings;
- Reporting obligations to institutional leadership.

Types of ERASMUS+ Grants and Rules for Allocation

(1) Student Mobility (SMS – Student Mobility for Studies)

Eligible applicants: full-time and part-time students enrolled in bachelor and higher education vocational programmes.

Requirements:

- Submission of institutional application form and required annexes;
- Preparation of Grant Agreement;
- Transfer of grant instalments within 15 days of signing;
- No financial report required from students;
- Grants are subject to personal income tax rules;
- Automatic recognition of credits taken abroad where possible;
- Obligation to fulfil commitments in Grant Agreement.

Students must:

- Coordinate with sending and receiving institutions;
- Agree in advance on Learning Agreement;
- Fulfil Grant Agreement obligations;
- Submit required documentation upon return.

(2) Student Mobility for Traineeships (SMP – Student Internship)

Same eligibility as above.

- Grant amount determined according to Tempus guidelines;
- Preparation of Grant Agreement;
- No financial report required;
- Taxation according to current regulations;
- Recognition of traineeship upon approval;
- Obligation to repay grant partially or fully if commitments are not fulfilled.

(3) Additional Inclusion Support

Students participating in study, traineeship, or short-term mobility may receive supplementary financial support to ensure equal opportunities.

Applications are assessed based on eligibility criteria and required documentation. Decisions are made by the College in consultation with Tempus Public Foundation.

(4) Teaching Staff Mobility (STA)

Eligible applicants: full-time or part-time teaching staff.

Evaluation based on:

- Language competence;
- Professional activity;
- Previous ERASMUS experience;
- Support for the ERASMUS programme;
- Consideration of disadvantaged status.

Grant Agreement is concluded with selected applicants.

Grant transferred within 15 days of signing.

No financial report required.

Teaching completed abroad must be fully recognised.

(5) Staff Training Mobility (STT)

Eligible applicants: non-teaching staff and teaching staff not travelling for teaching purposes.

Same application and evaluation procedures as STA mobility.

No financial report required.

Partial or full repayment required if obligations are not fulfilled.

Green Travel Support

Green travel support may be granted if at least 50% of the round trip is undertaken using sustainable means of transport.

Complaints Procedure

Complaints submitted in writing to the Institutional ERASMUS Coordinator are handled by an ad hoc Erasmus Committee composed of:

- Rector
- Chancellor
- Institutional ERASMUS Coordinator
- Faculty ERASMUS Coordinator

Organising Mobility (OM) Framework

The OM budget ensures smooth administration of the ERASMUS+ programme.

The institutional coordinator prepares the budget allocation proposal in consultation with the Financial Officer. The Rector approves the allocation with the agreement of the Chancellor.

Application Procedure

Calls for applications are published through posters, circular emails, and promotional events.

Deadlines are aligned with partner institutions' deadlines.

Grant Agreements are prepared in four copies and signed by:

- Rector
- Chancellor
- Financial Officer
- Institutional ERASMUS+ Coordinator

Remuneration of ERASMUS+ Coordinators and Financial Officer

Coordinators and administrators are not entitled to automatic remuneration. However, additional compensation may be granted from the approved mobility organisational budget.

Baja, 26 November 2024