



**University of Piraeus
Department of Economics**

**STUDENT AND STAFF MOBILITY
REGULATIONS
ERASMUS+ and ERASMUS+ International programme**

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Article 1. MOBILITY FOR STUDIES

Through the ERASMUS+ programme, undergraduate and postgraduate students, as well as doctoral candidates, are allowed to attend part of their Programme of Studies (i.e., some of their courses, electives not included in their programme of studies; or to carry out all or part of their bachelor, master or doctoral thesis in one of the countries of the European Union or the rest of the world (International Mobility - ERASMUS+ International).

Detailed information on the mobility of students with the ERASMUS+ programme is provided by the Academic Coordinator of the ERASMUS+ programme for the Department of Economics, the Department's website (<https://www.unipi.gr/unipi/el/oik-spoudes/oik-erasmus.html>) and the Department of International and Public Relations of the University of Piraeus (<https://www.unipi.gr/unipi/el/arxikh-tm-diethnwn-dhmosiwn-sxeswn.html>).

1. Basic conditions for participation in the ERASMUS+ programme

The University of Piraeus, in the framework of the ERASMUS+ Program KA 131, Student Mobility for Studies, allows students of all study cycles to move from 2 to 12 months for studies in another University of a Member State of the European Union to complete part of their studies. The opportunity to move is available to both undergraduate and postgraduate students, as well as to doctoral candidates from all the University's departments. Especially for **students of the Postgraduate Studies Programmes (MSc)** of the Department of Economic Science, the opportunity to move within the framework of the Student Mobility Programme for Studies is provided **only** in the context of the preparation of a thesis, provided that the supervisor of the thesis is a member of the teaching staff of the MSc programme in which the student applying for the mobility is studying.

At the same time, students who have moved before with the Erasmus Programme can participate in the programme either for an Internship or for Studies, without exceeding the total period of 12 months. During a study cycle, a student may only move once for studies of up to 12 months. The total number of students who may move under the Erasmus programme is determined by the bilateral agreements concluded between the relevant Department of the University and the universities abroad.

Information about the agreements that our Department has concluded with universities abroad can be found on the website of the Department of International and Public Relations (<https://www.unipi.gr/unipi/el/erasmus-plus/dimereis-sumfwnies.html>), as well as on the Department's website (<https://www.unipi.gr/unipi/el/oik-spoudes/oik-erasmus.html>). For students from economically vulnerable groups or with severe disabilities, a support procedure has been provided by the State Scholarship Foundation, while more information can be found on the websites <https://www.unipi.gr/unipi/el/erasmusplus/spoudes/genikes-plhrofories-proupotheseis.html>

an

d <https://www.iky.gr/el/atoma-me-eidikes-anagkes>.

Finally, the invitation to participate in the programme for the next academic year, as well as the maximum number of students of the Department that can move during the academic year, is announced on the above websites in February each year.

1.1 Conditions for student participation in the mobility programme

Students:

1. They must be **nationals of** a country participating in the programme or recognized as **refugees, stateless persons, or permanent residents of Greece.**
2. **They must be freshmen in the academic year of the requested move.**
3. They must not have completed the minimum number of credits required for their degree, i.e. **there must be a period of study** that they can replace by studying at a foreign university **in the academic year of the requested transfer.**
4. Students belonging to **the category of Students with Disabilities and who are equal in the selection process with other students will have priority in the selection process.**

For the full list of disabilities see Law no. Apart from the diseases included in the attached file, all students who have a disability of 67% or more due to physical disability or mental illness, based on the recent opinion of the relevant primary health committee based in each county, are eligible to receive additional funding. For more information, please visit the relevant IKY website <https://www.iky.gr/el/atoma-me-idikes-anagkes>

Low priority for selection for participation in the Programme is given to:

- Students with a country of origin outside Greece, who apply for transfer to an institution in their country of origin.
- Students who have already completed an Erasmus+ mobility (either a study or an internship)
- Students who have withdrawn from the Erasmus programme without giving a specific reason for their action.

1.2 Student eligibility criteria

Student selection criteria:

The general Criteria for the selection of students to participate in mobility to Erasmus+ partner institutions abroad are the following:

- The student's **performance** (grade point average)
- Knowledge of **foreign languages**, especially the **language spoken in the host institution**
- The **reasons for participation in** the programme (motivation) with justification
- The **interview** with the Academic Coordinator of the Department
- The student's **CV**
- **Scientific papers** on a subject related to the Department of Studies
- **Knowledge of computer operation**
- **Participation in seminars, conferences, workshops**, etc. on a relevant subject related to the Department of Study

To make applications with different candidate characteristics comparable, the data will be MORTGAGED as follows:

SELECTION OF UNDERGRADUATE STUDENTS

A/N	CRITERION	LOCATION
1	Knowledge of foreign languages, especially the language spoken in the courses to be taken at the host institution.	30
2	The student's performance (average grade point average) at the time of application (ranking according to the certificate of the registry for their year of study).	45
3	The interview with the responsible Academic Officer. The student's motivation for participating in the programme. A positive motivation will be considered if it is found to be helpful to the student's success in studying abroad and in furthering his/her studies.	25
	TOTAL	100

SELECTION OF POSTGRADUATE STUDENTS

A/N	CRITERION	LOCATION
1	The interview with the responsible Academic Officer. The student's motivation for participating in the programme. A positive motivation will be considered if it is found to be helpful to the student's success in studying abroad and in furthering his/her studies.	30
2	Any scientific papers they may have published.	35
3	The possibility of preparing all or part of the Thesis is evaluated, if there is agreement on the Supervising Professor of the Mission Foundation.	35
	TOTAL	100

SELECTION OF DOCTORAL CANDIDATES

A/N	CRITERION	LOCATION
1	The interview with the responsible Academic Officer. The student's motivation for participating in the programme. A positive finding of motivation, which helps towards the success of the studies, will be considered a positive abroad and to further his studies.	30
2	Any scientific papers they may have published.	35
3	The possibility of preparing the Doctoral Dissertation is evaluated, if there is the agreement of the Supervising Professor of the Mission Foundation.	35
	TOTAL	100

The selection of each student must be justified in writing (under the guidelines of the European Union and the State Scholarship Foundation) and there must be relevant documentation, depending on the criteria set, so that it is clear why a student was selected over all other candidates.

Specification of Criteria as appropriate

FOREIGN LANGUAGES

Language proficiency level according to the Council of Europe Moria:

Level	Credits
A1	5
A2	10
B1	15
B2	20
C1	25
C2	30

COMPUTER KNOWLEDGE

- with certification (ECDL): 5 points
- with certification from a qualification of the Greek education system: 3 points
- with a certificate from a private body: 2 points

1.3 Selection of students

After the information workshop by the Department of International & Public Relations, students interested in moving to study with the Erasmus+ programme must submit an application within the deadline to their department's Secretariat, in which they must list up to 3 universities abroad as their mobility option, as well as the following necessary accompanying documents:

- Application - Declaration of Participation
- Analytical Rating
- Foreign language certificates
- Curriculum vitae

The Secretariat delivers the applications to the Academic ERASMUS+ Coordinator of the Department, who initiates the interview, evaluation and selection process. The selection of the students is carried out by the Academic ERASMUS+ Coordinator of the Department and with the support of the ERASMUS+ Officer of the Department's Secretariat. The selection is made based on the university preferences declared by the student (up to three), and the criteria mentioned above.

Those interested can see if they have been selected for a move on the announcements on the Department's website, as well as be informed by the Department of International and Public Relations. The selected students must immediately inform the Academic Coordinator of their acceptance or not of the possibility of moving so that in case of a vacancy, it will be immediately filled by a student from the list of successful candidates. The Academic Coordinator then forwards the list of names of the students selected for transfer to the Secretariat and the Department of International and Public Relations for further action. The final list of the selected students and the Universities to which they will move is approved by the Departmental Assembly.

Subsequently, the Department of International & Public Relations undertakes the declaration of the selected students to the respective Universities abroad (nomination).

Nominations, students receive an acceptance email from the Host University.

Documents after acceptance

Documents to the Host Foundation

Each host institution has its procedure, but most of the time it will be requested:

Registration: for registration, the student must submit the Application Form, which will be either in paper or electronic form. Further instructions can be found on the website of the Host Institution, as this procedure applies exclusively to the Host University and in any case may differ from one to another.

Learning agreement- Before the Mobility:

Detailed score

Housing, regarding this issue the student should contact the Host Institution for the options and the procedures available for finding accommodation. In case, the Host Institution provides accommodation to incoming students, the student will also submit the Accommodation Form.

Documents to the Department of International and Public Relations

Selected students must submit to the Department of International and Public Relations the documents listed on the website <https://www.unipi.gr/unipi/el/erasmus-plus/spoudes/eggrafa.html> at least 40 days before the start of their mobility.

If for any reason and at any stage of the mobility preparation/implementation process the student wishes to cancel his/her participation in the Erasmus+ programme, he/she should immediately inform the Department of International & European Affairs. Public Relations, the Academic Coordinator, the Secretariat of his/her Academic Department and the Host institution (if the nomination procedure has been carried out). In case the student has already received the first installment of the scholarship, he/she will be asked to refund the full amount immediately.

1.4 Course recognition - pre-departure actions

The ERASMUS+ study programme provides and ensures full recognition of the period of study at the Host University. The selected students will draw up their study programme with the help of the Academic Coordinators, who will have to approve and sign the Learning Agreement to send it to the Host Institution and ensure the recognition of the courses indicated in it. For the student not to lose time from his/her studies, it is recommended that the courses that the student aims to follow and successfully complete during the mobility should correspond to a minimum of 30 ECTS credits or at least three courses if the mobility is for an academic semester, or 20 ECTS credits if the mobility is for a quarter.

To this end, once the student has chosen the courses he/she would like to attend at the Host University, he/she should contact the lecturers of the corresponding courses of the Department of Economics, so that they can check the contents of the courses.

Courses that the student wants to attend at the Host University. If the lecturer's approval is given for the course to be matched, both he/she and the student sign the relevant Matching Certificate. The Certificate of Matching is then also signed by the Academic Coordinator of the Department. The signed Matching Certificates are submitted by the student to the Departmental Secretary for verification prior to the student's transfer.

The Learning Agreement can be modified while the student is on mobility, in case one of the courses he/she had originally registered for is not offered. The rest of the procedure, the required actions and all the information are detailed on the website of the Department of International and Public Relations <https://www.unipi.gr/unipi/el/erasmus-plus/spoudes/eggrafa.html> .

1.5 Course recognition - actions on return

The partner university abroad (the Host University) sends the student's Transcript of records, which should include the titles of the courses attended by the student, the ECTS credits corresponding to them, as well as the grades the student received in the corresponding examinations at the Host University.

Documents, that are necessary for the Secretariat of the Department of Economics for the recognition of courses, are:

- The Matching Certificates,
- The Transcript of records in original form or in a valid electronic form (digitally signed), and
- The original Learning Agreement- Before the Mobility, and the "Changes-to-OLA" form if there have been changes to the agreement since the original agreement.

Upon receipt of the above documents, the Secretariat carries out a check to ascertain that the student has completed the courses included in the Learning Agreements for Studies and for which Certificates of Matching have been submitted. Courses that have not been successfully passed or are not included in the Learning Agreements for Studies or for which no Matching Certificates have been submitted cannot be matched. Upon completion of this check, the Registrar's Office will notify the faculty members of the Department who have been assigned the corresponding courses during the student's academic year of return by sending them the grade matching form. The lecturers then match the grade the student received in the corresponding course at the Host University with a grade on the 0-10 scale in their course (since many foreign universities do not use the same grading scale as Greek universities). The grade matching form, after being completed and signed by the lecturers of all courses, is signed by the Academic Erasmus+ Coordinator of the Department, submitted to the Secretariat and sent to the Departmental Assembly. The final marks are registered by the Secretariat after receiving the approval of the Assembly.

1.6 Funding

The student receives a grant depending on the destination country. He/she can receive a mobility grant for up to 12 months during his/her studies, regardless of the number and type of mobility (study or placement). Initially the student

receives 80% of the total amount of funding to which he/she is entitled and the remaining 20% is paid upon repayment and if he/she meets the conditions of the programme. Detailed information about the funding and the procedure for submitting the necessary documents is provided on the website of the Department of International and Public Relations <https://www.unipi.gr/unipi/el/erasmus-plus/spoudes/genikes-plhrofories-proupotheseis.html> .

Article 2. MOBILITY FOR PRACTICAL TRAINING

2. The objective of the Erasmus+ Internship

The Erasmus+ Internship offers the opportunity for students of the Department of Economics and Management to work in an international working environment in the fields of interest of the Department, complementing, expanding and applying the knowledge they acquire during their studies. More information can be obtained from the website of the Department of International and Public Relations <https://www.unipi.gr/unipi/el/erasmus-plus/praktiki-askisi.html> .

2.1 Conditions for Participation in the Erasmus+ Internship

Students can move with the Erasmus+ programme for study or work placements in all study cycles, for a total of 12 months in each cycle (e.g. 12 months during their undergraduate studies, 12 months during their postgraduate studies and 12 months during their PhD). The student may receive a mobility grant for up to 12 months per study cycle, irrespective of the number and type of mobility (study or placement). Students can apply for an Internship from their 1st year of study.

Recent graduates can also move to the Erasmus+ programme for an internship in their first year of graduation. The duration of their mobility for traineeships counts towards a maximum of 12 months per study cycle. Students who are interested in carrying out a post-degree traineeship period in a company or organisation in a country participating in the Programme should submit their application for a placement during their final year of study and before obtaining their degree. Please note that both the application and the selection of students who wish to move as recent graduates must be made while they are still students.

2.2 Erasmus+ Internship Host Organisations

Eligible Training Organisations are considered to be any form of public private or social sector enterprise regardless of size or activity.

The search for an eligible host organisation is carried out by the student who wants to move with the programme. Detailed information is listed on the website of the Department of International and Public Relations <https://www.unipi.gr/unipi/el/erasmus-plus/praktiki-askisi/genikes-plhrofories-proupotheseis/anazhthsh-forewn-upodoxhs.html> .

2.3 Application Procedure

If the candidate student wishes to participate in the Erasmus+ programme for a placement in an organisation/business and has found his/her host organisation in one of the eligible countries, he/she must submit the following documents to the Secretariat of the Department of Economics:

- **Application form** for ERASMUS+ internship, which is available from the Secretariat of the candidate's Department or the student can **apply** for an ERASMUS+ internship. interested party can to the downloaded from from from <https://www.unipi.gr/unipi/el/erasmus-plus/praktiki-askisi/diadikasia-aithshs-aksiologhshs.html>
- **Certificate of Analytical Grade**
- **Short Curriculum Vitae**
- **Copies of Certificates of Language Proficiency**
- **Letter of Acceptance from the Host Organisation (Letter of Acceptance)**
- **Responsible declaration of the law 1599/86** where the student will declare responsibly if he/she has moved in the past with the Erasmus+ programme and for how many months.

We remind you that in case the student wishes to move for an internship as a graduate student, he/she must apply while still an active student.

The deadline for submitting applications for the internship is announced by the Department of International and Public Relations.

2.4 Evaluation procedure

Once the student has submitted all the above documents, his/her application must be approved by the Tripartite Internship Committee of the Department of Economics. The selection criteria for Internships are

- the year of study
- the candidate's marks (from detailed marks)
- the internship under the candidate's field of study (certificate from the host institution)
- the added value that the student will gain from the internship as evidenced by a certificate from the host organisation

No travel is recognized/funded unless the student has received approval from his/her department. This decision is then communicated to the Department of International and Public Relations.

2.5 Before leaving the host organisation

Before completing the internship and leaving the host organisation, the student must collect the following documents:

- The Training Agreement (Before-During-After), the Certificate of Arrival and the Certificate of Departure, in original form.
- The Internship Report, completed by the Host Organisation.

Students who are on mobility and wish to extend their mobility period, may submit to the Department of International & Public Relations Department, no later than 2 months before the end of their current mobility, either for studies or for an internship.

2.6 Submission of supporting documents for reimbursement

The documents that must be submitted to the Secretariat of the Department of Economics after the completion of the Internship are all parts of the Training Agreement (Before, During, After), the Internship Report completed by the Institution in its original form, as well as

and as stated on the website <https://www.unipi.gr/unipi/el/erasmus-plus/praktiki-askisi/kata-th-diarkeia-ths-praktikhshs-askhshs.html>. The deadline for submitting original documents is 30 calendar days after the end of the move.

Article 3. STAFF MOBILITY FOR TEACHING PURPOSES

This activity allows the teaching staff of the University of Piraeus to teach at a partner institution of higher education abroad with which the University of Piraeus has bilateral agreements. The mobility of staff for teaching may concern any subject area/academic discipline. In the framework of this mobility, invited staff from foreign companies are also allowed to teach in Greek Institutions of Higher Education.

The participation procedure, the conditions, the funding and the foreign institutions with which the University of Piraeus has concluded bilateral agreements are posted on the University's website.

Department's website International Relations
https://www.unipi.gr/unipi/el/erasmus-plus/staff_mobility/kinhtikothta-proswpikou-didaskalia.html

Article 4 . MOTIVATION OF STAFF FOR TRAINING

Within the framework of the Erasmus+ programme, there is the possibility of mobility of teaching and administrative staff of the University of Piraeus for training purposes. This activity allows the teaching and administrative staff of the University of Piraeus to participate in training activities (excluding participation in conferences) or work observation in a partner institution, or other relevant institution abroad, in a country participating in the Programme. The mobility may take place in Universities abroad without any bilateral agreement. Participation procedure, conditions and funding

are available at
at website of Department's website International
and Public Relations https://www.unipi.gr/unipi/el/erasmus-plus/staff_mobility/kinhtikothta-proswpikou-epimorfwsh.html .

Article 5. MOBILITY IN THE FRAMEWORK OF THE ERASMUS+ FRAMEWORK C171 INTERNATIONAL CREDIT MOBILITY

Under the Erasmus+ Programme, the mobility of students (for studies and internships) and staff of Higher Education Institutions from and to the Partner Countries is foreseen. Within the framework of the Programme, the University of Piraeus has concluded agreements with academic institutions outside the EU.

The participation procedure, the requirements, the host institutions and the funding are posted on the website of the Department of International and Public Relations <https://www.unipi.gr/unipi/el/erasmus-plus/diethnhs-kinhtikothta.html> .

Article 6. MAINTENANCE, AND AMENDMENT OF THIS REGULATION

These Erasmus+ Mobility Rules have been approved by the Assembly of the Department of Economics (meeting 6ⁿ /30.11.2023) and may be amended if necessary.