



ΔΗΜΟΚΡΙΤΕΙΟ  
ΠΑΝΕΠΙΣΤΗΜΙΟ  
ΘΡΑΚΗΣ

DEMOCRITUS  
UNIVERSITY  
OF THRACE

**Annex 9**  
**Internal Rules and Regulations**  
**Erasmus+ Programme of the Democritus University of**  
**Thrace**  
**Mobility of Individuals in Higher Education**

## 1. Context

The Democritus University of Thrace (DUTH) has been awarded the Erasmus Charter for Higher Education (ECHE), which is a pre-requisite for all Higher Education Institutions located in a Programme country and willing to participate in the Programme. The Erasmus Charter describes the general quality framework governing cooperation and mobility activities in higher education through the Erasmus+ Programme and ensures equal access and opportunities to all participants without discrimination. All procedures for the implementation of cooperation and mobility activities are governed by the general rules and terms of the Erasmus+ Programme Guide and the Erasmus Charter for Higher Education. The conditions for mobility are described in detail in each Student or Staff Grant Agreement between the participants and the DUTH. These Rules and Regulations clarify and specify the flow of procedures that govern the operation and activities of Erasmus+ in the DUTH in the context of what is stipulated in the Charter and in the Guide of the Erasmus+ Programme.

## 2. Bodies and instruments

The National Coordination Unit of the European Erasmus+ Programme is the State Scholarships Foundation (IKY).

At the Democritus University of Thrace, the financial management of the Projects of all Erasmus+ Actions is carried out by the Special Account for Research Funds, while the general supervision of the Programme is carried out by the Rector or by the Vice-Rector appointed by him/her.

### 2.1 University Coordinator

The Senate of the DUTH appoints a faculty member with his/her deputy as the Coordinator of the Erasmus+ Program. The Erasmus+ Programme Coordinator has the following responsibilities:

- a) to ensure, in cooperation with the Erasmus+ Office and the Academic Departments, that the procedures governing the operation and the activities of Erasmus+ in the DUTH flow smoothly in accordance with the provisions and restrictions set by the European Union, as set out through the National Unit and the programme guide, and the information provided by the Rector who has the general supervision for the Erasmus+ Program;
- b) to sign all documents related to the Erasmus+ Programme (payment orders for mobile staff, certificates, work programmes, etc.), with the exception of the Grant Agreement concluded with the National Coordination Unit (the National Scholarships Foundation) and the individual Agreement of participating students and staff members, which are signed by the legal representative of the University;
- c) to ensure that Erasmus+ Programme regulations are observed at the level of the University and to facilitate the Programme's practical implementation in cooperation with the Erasmus+ Office and the Academic Coordinators of the Departments;
- d) to propose topics to the Erasmus+ Committee;
- e) to present to the Senate proposals related to ensuring the smooth operation of the Programme.

## **2.2 Erasmus+ Committee**

The DUTH Senate appoints the Erasmus+ Committee, comprising 5 members and 5 alternates, with the following powers:

- a) the allocation of spaces for studies and Erasmus+ training per Department, as well as the allocation of spaces for teaching and training;
- b) the definition of criteria related to the allocation of points and the selection of participating staff members;
- c) the definition of the minimum criteria for the selection of students from the Departments of the DUTH;
- d) the final validation of the results of the selection of participating students;
- e) the examination of any objections as well as the settlement of management or other issues.

The Erasmus+ Committee shall meet at the invitation of its Chairman. The invitation shall state the exact time, place and items on the agenda of the meeting. The invitation with the necessary information material shall be distributed at least two working days before the meeting and sent to the members of the Committee electronically. The meetings of the Committee may be held by videoconference in accordance with  $\Phi.1221/42/23076/B2$  JMD (Government Gazette 433/vol. B/ 17.3.2011). The Committee is quorate when at least three members are present. If after thirty minutes from the specified meeting time there is no quorum, the meeting shall be cancelled and reconvened within five days at the latest. The person who sets the agenda is the Chairman or the member of the Committee appointed by the Chairman. The order of the items on the agenda may be changed if the absolute majority of members present agrees.

## **2.3 Academic Department Coordinators**

The Coordinators of the Academic Departments of the DUTH and their deputies are appointed by the Assemblies. They are responsible for the supervision, organization and coordination of inbound and outbound mobility at the level of the Academic Department. More specifically: a) they are responsible for communicating with students and staff within their Department;

- b) they handle all matters pertaining to the Erasmus+ Programme in the Department concerned, in the field of mobility for both Erasmus+ study and traineeship, by making relevant recommendations to the Assembly of the Department, where required;
- c) they assist students plan their mobility, they explain the procedures involved, they ensure academic recognition of ECTS credits by the competent Department in cooperation with the ECTS Coordinator of their Department, and generally support and guide them through all mobility stages;
- d) they coordinate the procedures for concluding, updating or repealing bilateral agreements with the Departments of Institutions abroad;
- e) they are responsible for issuing the certificates of incoming students to the Department concerned (for Erasmus+ studies or traineeships);
- f) they are responsible for issuing certificates to incoming staff at the relevant Department (for teaching or training);
- g) they inform, support and encourage student and staff mobility and support the Erasmus+ actions at the level of the University;
- and h) they cooperate with the Erasmus+ Office and the Secretariats of their Department.

The DUTH Departments may establish an Erasmus+ Committee to assist in the work of the Academic Department Coordinator.

## 2.4 Erasmus+ Office

The Erasmus+ Office undertakes the overall coordination of the Erasmus+/Student Mobility Program. It collaborates with the DUTH Coordinator, the Academic Department Coordinators, the Erasmus+ Committee and the Special Account for Research Funds (SARF), while providing administrative support for participating students and staff members. It sees to the regular update of the relevant DUTH website and to the management of social media for programme promotion purposes.

Students and staff members interested in participating in the Erasmus+/Student Mobility Programme will contact the Erasmus+ Office for:

- a) Information on Programme guidelines;
- b) Submission of the documents necessary for grant payments before and after the mobility period;
- c) Programme Participation Certificates;
- d) Maintaining and updating the Erasmus+ website, which provides detailed information about the program, mobility rates and anything related to the implementation of Erasmus+ in the DUTH.

## 3. Staff Mobility

The DUTH supports staff mobility, providing broad information on mobility possibilities and its added value at a personal and professional level as well as at the University level, and, acknowledging that the University is located in a remote area and the additional mobility costs that this entails, it finances part of the accommodation and travel expenses arising from mobility from its own resources in addition to Programme funding.

Furthermore, the DUTH encourages Academic Departments and its administrative services and units to develop active partnerships and to accept visits by teaching or non-teaching staff for teaching or training.

### 3.1 Teaching Staff Mobility for Teaching, Training or Teaching-Training Combination

To participate in Erasmus+ mobility for Teaching, Training or a Teaching-Training combination, the mobile individual must be a member of the DUTH teaching staff (under a permanent or temporary contract).

#### 3.1.1 Procedure

1. Each year, the Erasmus+ mobility places available for Teaching, Training or a Teaching-Training combination are allocated by the Erasmus+ Committee to the DUTH Departments.
2. A call for expression of interest to the University's teaching staff for teaching and/or training shall be published by decision of the Erasmus+ Committee. The call shall specify the conditions, the selection criteria, the supporting documents and the deadline for the submission of applications. Applicants send an application to the Erasmus+ Office which draws up a table of candidates per Department.

Staff members to participate in mobility are selected following scoring according to criteria that are based on the principles of equal treatment and are compatible with the criteria set by the European Commission and the Erasmus+ Greece National Coordination Unit (the State Scholarships Foundation - IKY).

	Criterion	Allocation of Points		Comments
1	Knowledge of the language to be used by the host organization	▪ Excellent (C2)	5	For Laboratory Teaching Staff/ Special Teaching Staff/ adjunct professors
▪ Very good (C1)		3		
▪ Good (B2)		1		

2	<b>Academic rank of the applicant</b>	▪ Professor	5	For faculty members
		▪ Associate Professor	10	
		▪ Assistant Professor	15	
		▪ Lecturer	15	
3	<b>Years of service</b>	▪ 1-10	1	For Laboratory Teaching Staff/ Special Teaching Staff
		▪ 11-20	3	
		▪ over 21 years	5	
4	<b>Prior Programme Membership (STA or STT)</b>	▪ in the last three years	-10	
		▪ in the last five years	-5	
5	<b>Erasmus+ Department Coordinator</b>		5	Added value in establishing, extending and monitoring the agreements
6	<b>Priority to those who have already received incoming staff for Erasmus+ training or participate in any way in the implementation of the Erasmus+ Programme</b>		3	Added value for the Department, the University and the Erasmus+ Programme
7	<b>Course Taught in English for incoming students</b>		5	Added value for the Department, the University and the Erasmus+ Programme

3. The candidates who achieved the highest score are selected from each Department. In all cases of selection, a reserve list is drawn up and it is used in case of cancellation of an approved participation.

4. In the event of a tie between two or more candidates, a lot is drawn in the presence of the members of the Erasmus+ Committee.

5. For participation in virtual mobility or zero grant mobility, approval is automatic.

6. In the event that there is an unallocated place in any Department of the DUTH for any reason, the highest rated member, regardless of Department, is selected for mobility.

7. In case of high demand, the Erasmus+ Committee may decide to allocate more teaching staff mobility places for Teaching, Training or a Teaching-Training combination than the ones set out in the applicable agreement. The relevant additional expenditure may be covered by the DUTH Special Account, in accordance with the rules of the Programme each time in force.

8. After his/her return, the mobile person a) submits to the Erasmus+ Office a certificate of completion of the agreed teaching, training or combination programme by the Host Institution b) submits travel documents (ticket purchase receipt, boarding cards, etc.) to the Erasmus+ Office and c) prepares a final report.

9. Mobile persons in collaboration with the Academic Department Coordinator(s), the Erasmus+ office or other DUTH Units organize and/or participate in actions to disseminate the results of the programme, increasing its added value.

10. For academic staff, the certificate of mobility is added to their service record and constitutes one of the criteria for their development.

### **3.2 Non-Teaching Staff Mobility**

With regard to implementing non-teaching staff mobility, the mobile person must be a DUTH staff member under a permanent or temporary contract).

#### **3.2.1 Procedure**

1. Each year, by decision of the Erasmus+ Committee, a call for expression of interest for staff is published.

The call shall specify the conditions, the selection criteria, the supporting documents and the deadline for the submission of applications. Applicants send an application to the Erasmus+ Office which draws up a table of candidates.

2. Staff members to participate in mobility are selected following scoring according to criteria that are based on the principles of equal treatment and are compatible with the criteria set by the European Commission and the Erasmus+ Greece National Coordination Unit (the State Scholarships Foundation - IKY).

	Criterion	Allocation of Points		Comments
1	Knowledge of the language to be used by the host organization	• Excellent (C2)	5	
		• Very good (C1)	3	
		• Good (B2)	1	
2	Position held by the mobile person	• Director General	3	
		• Head of the Directorate	2	
		• Head of the Department	2	
3	Years of service	• 3-10 years	3	
		• 11-20 years	4	
		• over 21 years	3	
4	Prior participation in the programme	• in the last three years	-10	
		• in the last five years	-5	
5	Participation in an organized <i>Staff Training Week</i> in the trainee's area of work, (e.g. library science, information technology, international relations matters, etc.)		5	
6	Priority to staff members who have already received incoming staff for Erasmus+ training or are otherwise serving the Erasmus+ Programme		5	Added value for the University and the Programme (reception of incoming persons, service of outgoing persons, processing of Erasmus+ documents, etc.)
7	Letter of Intent stating the motives and reasons for participation, the programme of activities and its relevance to the area of work of the member of staff		1-3	Assessment by the Erasmus+ Committee
8	Staff of the International Relations Department		3	

3. In the event of a tie between two or more candidates, a lot is drawn in the presence of the members of the Erasmus+ Committee.

4. In case of high demand, the Erasmus+ Committee may decide to allocate more staff mobility places than the ones set out in the applicable agreement. The relevant additional expenditure may be covered by the DUTH Special Account, in accordance with the rules of the Programme each time in force.

5. For participation in virtual mobility or zero grant mobility, approval is automatic.

6. After his/her return, the mobile person a) submits to the Erasmus+ Office a certificate of completion of the agreed further education/training programme by the Host Institution b) submits travel documents (ticket purchase receipt, boarding cards, etc.) to the Erasmus+ Office and c) prepares a final report.

7. The mobile persons in collaboration with the Erasmus+ office or other DUTH Units organize and/or participate in actions to disseminate the results of the programme, increasing its added value.

8. The certificate of mobility for vocational education is added to the staff member's service record and constitutes evidence during the process of his/her evaluation.

### **3.3 Mobility of incoming Staff**

The DUTH Academic Departments and Administrative Services and Units can accept teaching or non-teaching staff for teaching or further education and training.

1. Funding for mobility is offered by the incoming staff's Institution of origin (except for mobility under ICM – KA171 projects).
2. Applications for incoming teaching staff mobility are submitted to the Academic Departments and together with the mobility programme they are communicated to the Erasmus+ office.
3. Applications for incoming mobility for administrative and technical staff are submitted to the Erasmus+ Office. The Unit that will host the incoming administrative/technical staff is responsible for organizing a work plan suitable for the incoming staff member and his/her mobility objectives.
4. The Erasmus+ Office, with the permission of the incoming member, posts visits and results on its website, on the DUTH social media, etc.

## **4. Student Mobility**

The Student's Erasmus Charter describes the obligations and rights of students travelling under the programme. Students may complete long or short-term mobility for study or Erasmus+ Traineeship as described below.

### **4.1 Long-Term Student Mobility for Study**

All DUTH students have the right to long-term mobility for study; in the context of the 2021-2027 program, emphasis is placed on the participation of students with fewer opportunities.

The DUTH Departments, by decision of the Assemblies, shall set selection criteria, which shall be made public to their students, shall appear in the Department's Course Guide and shall be posted on the Department's website. The criteria are based on the principles of equal treatment and are compatible with those set by the European Commission and the Erasmus+ Greece National Coordination Unit (the State Scholarships Foundation - IKY).

The maximum duration of mobility for study is one semester in order to allow mobility to more students of the DUTH. Students who are able to stay for longer (e.g. one academic year), can do so following approval by their Departments, however at zero grant. The procedure for zero grant mobility is the same as for grant supported mobility.

In case the student places offered for mobility are fewer than those demanded based on the applications, the Erasmus+ Committee may decide to reallocate the Programme's available budget, according to the rules of the agreement.

#### **4.1.1 Procedure**

1. By decision of the Erasmus+ Committee, a call for expression of interest for students wishing to participate in student mobility for study shall be published by the Departments, under the care of the respective Academic Department Coordinator. The call sets out the study cycle(s) it involves, the places available for the Department, the conditions, the selection criteria, the supporting documents and the deadline for submitting applications.

2. The application and all relevant documentation as specified in the call shall be submitted to the Department Coordinator.
3. The right to submit an application to participate in the programme have students who:
  - a) are duly enrolled in the DUTH Departments as undergraduate, postgraduate or doctoral students;
  - b) are linguistically proficient at the level required by the host institution.
4. For postgraduate students, the application must be accompanied by a certificate from the Coordinating Committee of the Master's Programme they are attending, which includes the following information: a) the title of the Master's Degree Programme; b) a certificate that the programme the candidate postgraduate student will follow will be part of his/her studies in the Postgraduate Programme (with a clear reference to the ECTS credits the student will achieve); and c) that the time he/she spends abroad will be counted towards the total time of his/her studies.
5. Doctoral candidates must submit along with their application a certificate from their three-member committee, indicating: a) the subject of the dissertation; b) a certificate that the Programme the candidate will follow will be part of the process of drawing up his doctoral dissertation; and c) that the time he/she spends abroad will be counted towards the total time of his/her studies.
6. Candidates for student mobility are ranked by the Erasmus+ Coordinator of the Academic Department. The Coordinator of the Academic Department communicates the ranking list to the relevant Assembly and then to the Erasmus+ Office. The Department Secretariat keeps an up-to-date record of Erasmus+ mobile students.
7. After the approval of the mobility, the Coordinator of the relevant Academic Department:
  - a) discusses with the student and finally approves a programme of one quarter (20 ECTS), one semester (30 ECTS) or one year (60 ECTS) on a case-by-case basis. The programme must have similar, complementary or related learning outcomes in relation to the programme of the student's Department of origin, but it does not necessarily need to have the exact same content. The student cannot select courses that he/she has successfully completed in the DUTH. The programme is reflected in the student's Learning Agreement.
  - b) informs the relevant Department's Assembly of the content of the Learning Agreement and recommends that it be ratified by the Department's Assembly, ensuring that the ECTS credits acquired at the Host Institution under the approved programme will be fully recognized, transferred to the study programme of the DUTH Department and used for the purpose of meeting the requirements for obtaining the qualification.
8. After selection, the student selected for a period of mobility abroad for study should visit the website of the host University to which he/she is going to move in order to be informed about the procedures, deadlines and documents required by the Host Institution, the starting dates of the courses, accommodation, etc.
9. After his/her acceptance by the Host Institution, the student submits to the Erasmus+ Office Learning Agreement and any documents required either in paper or electronic form and receives 80% of the amount of his/her scholarship. In addition, he/she must take an online test to assess his/her knowledge of the language used in his/her studies abroad.
10. The student regularly informs the Coordinator of the Academic Department about the progress of his/her studies.
11. The student shall promptly inform the Coordinator of the Academic Department of any academic or other problems that arise during his/her stay abroad.
12. Students who are scholarship holders of the Erasmus+ Programme for studies, do not have the right to participate in the exam period of the semester in which they participate in the program.
13. Students participating in the Erasmus+ Programme for the preparation of their thesis/dissertation or part of it must include in the thesis/dissertation they submit to their Department or in presentations of



their work at conferences, posted publications or papers the following text:

*This thesis/dissertation (or Part of this thesis/dissertation) has been carried out in the context of mobility through the Erasmus+ Programme with EU funding.*

14. Where an amendment to the Study Agreement is required for academic or other reasons, the student shall submit a relevant request to the Coordinator of his/her Department within five (5) weeks from the start of the courses at the host Institution, expressly stating the reasons for the requested amendment. The amendment is approved by the Assembly of the Academic Department and the procedure is completed by both Institutions (of origin and host) by the request of the interested party.

15. Upon his/her return from the host Institution, the student submits to the Coordinator and to the Erasmus+ Office of the DUTH all the necessary supporting documents they have received from the host Institution regarding his/her mobility.

16. The European Credit Transfer and Accumulation System is based on the workload that each student is required to complete in order to achieve the objectives of a curriculum, depending on the learning outcomes and the knowledge, skills and competencies that are sought to be acquired upon successful completion. The DUTH undergraduate and postgraduate programs have adopted the European Credit Transfer and Accumulation System, assigning ECTS credits to all independent educational elements and activities that compose them so that they can be transferred and accumulated in corresponding programmes of study of the same or another Higher Education Institution on a national and European level. The Department Coordinator handles the transfer of the ECTS credits obtained at the Host Institution through the Learning Agreement during the approved study programme as recorded on the transcript of records in the formal programme followed by the student in the DUTH Department. If the courses in which the student has successfully been examined at the host Institution exceed 30 ECTS points per a six-month period, the additional courses will be listed in the Diploma Supplement provided together with the degree certificate. If the student has covered the number of credits required to obtain a degree prior to his transfer, any courses that have been successfully examined at the host institution will be listed in the Diploma Supplement (Diploma Supplement) provided along with the degree certificate.

17. In courses that the students attended abroad but in the examination of which they were not successful, they can be re-examined at the DUTH during the September resit exam period. In such case, the students must ensure that this examination is declared in consultation with the secretariat of the relevant Department.

18. Upon completion of the mobility, the student receives the remaining 20% of the scholarship. A prerequisite for the award of the entire scholarship is the submission of the necessary documents by the host Institution and the successful evaluation of the student at the host Institution in courses corresponding to 30% of the Programme (6 ECTS credits for a quarter, 10 ECTS credits for a semester of study).

19. Where the actual period of mobility is shorter than the one specified in the Agreement, with a 5-day tolerance, the DUTH is obliged to amend the Student's Agreement reducing the corresponding amount of the agreed upon grant. In such case, either the entire remaining 20% of the grant is not paid, or if the total grant awarded is less than 80% of what the student has received, the corresponding amount has to be returned within one month of the notification the student will receive from the Erasmus+ Office. If the scholarship student does not return the sum credited to him/her in time, the matter will be duly referred to the Erasmus+ Committee of the DUTH. Students whom the Erasmus+ Committee finds to have outstanding administrative or financial issues with the programme, even if they complete their studies at the University, do not receive a certificate of completion of studies and are not declared graduates before settling the outstanding issues. The Erasmus+ Office shall notify the Secretariat of the Corresponding Department accordingly.

20. Mobile students in collaboration with the student association, the ESN-DUTH, their Department, the

Erasmus+ Office or other DUTH Units organise and/or participate in actions to disseminate the results of the Programme increasing its added value.

#### **4.1.2 Unsuccessful Completion of the Long-term mobility Programme for study**

1. In the event that the scholarship student accumulates ECTS credits corresponding to less than 30% of his/her programme (less than 6 ECTS credits for a three-month mobility, 10 ECTS credits for a semester one) he/she does not receive the remaining 20% of the scholarship.
2. In cases where the student could not complete the pre-agreed activities at the host Institution due to force majeure (e.g. health reasons with a hospital certificate), the actual stay abroad is compensated, unless otherwise specified by the National Coordination Unit.
3. Students must submit the Transcript of Records and the Certificate of Attendance at the end of their mobility. If a scholarship student does not produce the documents, he/she must return the 80% of the scholarship they have already received in the form of advance payment, while they do not collect the remaining 20% of the scholarship.
4. If the scholarship student does not return the sum credited to him/her in time, the matter will be duly referred to the Erasmus+ Committee of the DUTH. Students who have outstanding administrative or financial issues with the Erasmus+ Programme, even if they complete their studies at the University, they do not receive a certificate of completion of studies and are not declared graduates before settling their outstanding issues. The Erasmus+ Office shall notify the Secretariat of the Corresponding Department accordingly.

#### **4.2 Student Mobility for Erasmus+ Traineeship**

All DUTH students have the right to mobility for an Erasmus+ Traineeship up to one year after the completion of their studies. Especially for recent graduates, the approval of applications (“as graduates”) by the Assembly of their Department must be completed during the last year of their studies and before they are declared graduates, and the Erasmus+ traineeship must take place exclusively in the first year after the completion of their studies. The 2021-2027 programme emphasizes the participation of students with fewer opportunities.

The scope of the Erasmus+ Traineeship abroad should be related to the fields of study in the student’s home Department.

The duration of the Erasmus+ Traineeship is 2-4 months and may be extended to the maximum period the student is entitled to, however at zero grant. The procedure for zero grant mobility is the same as for grant supported mobility. The eligibility conditions and grading criteria set out below apply to the selection of students for participation in Erasmus+ Traineeship mobility. The criteria are based on the principles of equal treatment and are compatible with those set by the European Commission and the Erasmus+ Greece National Coordination Unit (the State Scholarships Foundation - IKY). The basic criteria and indicative allocation of points are presented below.

<b>Criterion</b>	<b>Allocation of Points</b>	<b>Comments</b>
<b>Letter of acceptance from host organization with description of works</b>	0-20	<b>The letter of acceptance is a condition for participation in the selection process.</b> At the discretion of the Department’s Coordinator
<b>Study level</b>		
Undergraduate	10	
Postgraduate	15	

Doctoral Studies	20	
<b>Application: Motives/reasons to participate in the programme</b>	0-10	At the discretion of the Department Coordinator
<b>Transcript of records (academic performance - grade point average)</b>		
8.50-10	20	
7-8.49	15	
5-6.99	10	
Doctoral Studies		
<b>Linguistic proficiency (based on the language of cooperation at the Host Institution)</b>		
Excellent (C2)	10	
Very good (C1)	5	
Good (B2)	1	
<b>Relevance with the learning outcomes of the curriculum (for undergraduate and postgraduate level) or with the doctoral dissertation</b>	0-10	At the discretion of the Department Coordinator
<b>Interview</b>	0-10	At the discretion of the Department Coordinator
<b>Letter of recommendation from a faculty member of the Department of study</b>	0-10	At the discretion of the Department Coordinator
<b>Second participation in Erasmus+</b>	-20	
<b>Mobility to the country of origin</b>	-20	

The Assemblies of DUTH Departments decide on the exact allocation of points per criterion as well as the introduction of additional criteria related to the subject of the studies.

The selection and distribution criteria are listed in the Department's Course Guide and posted on the Department's website.

In case the student places offered for mobility are fewer than the applications, the Erasmus+ Committee may decide to reallocate the Programme's available budget, according to the rules of the agreement.

#### **4.2.1 Procedure**

1. By decision of the Erasmus+ Committee, the call for expression of interest to participate in student mobility (undergraduate and postgraduate) for Erasmus+ traineeship is published by the Departments care of the respective Coordinator. The call shall specify the places per Department, the conditions, the selection criteria, the supporting documents and the deadline for the submission of applications.
2. The application and all relevant documentation as specified in the call shall be submitted to the Department Coordinator.
3. The right to submit an application to participate in the programme have students who:
  - a) are duly enrolled in the DUTH Departments as undergraduate, postgraduate or doctoral students;
  - b) are linguistically proficient at the level required by the host institution.

Especially for recent graduates, the approval of applications ("as graduates") by the Assembly of their Department must be completed during the last year of their studies and before they are declared graduates, and the Erasmus+ traineeship must take place exclusively in the first year after the completion of their studies.

4. Postgraduate students, along with their application, must submit a certificate from the Coordinating Committee of the Postgraduate Studies Programme they are attending, which includes the following information: a) the title of the Master's Degree Programme; b) a certificate that the programme the candidate postgraduate student will follow will be part of his/her studies in the Postgraduate Programme

(with a clear reference to the ECTS credits the student will achieve).

5. Doctoral candidates must submit a certificate from their three-member committee, along with their application, indicating: a) the topic of the doctoral dissertation, b) a certificate that the Programme to be followed by the candidate will be part of the process of drawing up the doctoral dissertation.

6. Candidates for Erasmus+ traineeships are ranked by the Erasmus+ Academic Coordinator based on the criteria set by the DUTH. The Coordinator of the Academic Department communicates the ranking list to the relevant Assembly and to the Erasmus+ Office. The Department Secretariat keeps an updated record of mobile students for Erasmus+ Traineeships.

7. After the approval of the mobility, the Coordinator of the relevant Academic Department:

a) discusses with the student and finally approves the Learning Agreement that includes the 2-4 month work programme, the learning outcomes and the tasks of the mobile person.

8. After selection, the student selected for a period of mobility abroad for an Erasmus+ traineeship should visit the website of the host institution to which he/she is going to move in order to be informed about the procedures, deadlines and documents required.

9. The student submits the Learning Agreement and any documents required on paper or electronically and receives 80% of his/her scholarship. In addition, he/she must take an online test to assess his/her knowledge of the language used in his/her host Institution.

10. The student shall promptly inform the Coordinator of the Academic Department of any academic or other problems that arise during his/her stay abroad.

11. Upon his/hr return from the host Institution, the student submits to the Academic Coordinator and to the Erasmus+ Office of the DUTH the relevant certificate (Traineeship Certificate) from the host institution in order for the recognition of the Erasmus+ Traineeship period to be carried out in accordance with the applicable regulations of the Academic Departments. It is noted that:

a) when the Erasmus+ traineeship is not part of the regular curriculum of the student's Department of origin (it does not count towards the necessary ECTS credits for obtaining a degree) or it is carried out on a voluntary basis, there will be a simple indication of successful completion in the Diploma Supplement;

b) in the case of a compulsory or an elective course for which ECTS credits are given, the corresponding ECTS credits attributed to that course and the score received shall be indicated in the transcript and in the Diploma Supplement;

c) for Erasmus+ traineeship performed after graduation, ECTS credits cannot be given;

12. Students participating in the programme for the preparation of an Erasmus+ traineeship must include in any presentations of the results of the Erasmus+ traineeship at conferences, posted publications or papers, the following text:

*This thesis/dissertation (or Part of this thesis/dissertation) has been carried out in the context of mobility through the Erasmus+ Programme with EU funding.*

13. Where the actual period of mobility is shorter than the one specified in the Agreement, with a 5-day tolerance, the DUTH is obliged to amend the Student's Agreement reducing the corresponding amount of the agreed upon grant. In such case, either the entire remaining 20% of the grant is not paid, or if the total grant awarded is less than 80% of what the student has received, the corresponding amount has to be returned.

14. If the scholarship student does not return the sum credited to him/her in time, the matter will be duly referred to the Erasmus+ Committee of the DUTH. Students who have outstanding administrative or financial issues with the Erasmus+ Programme, even if they complete their studies at the University, they do not receive a certificate of completion of studies and are not declared graduates before settling the outstanding issues.

15. Mobile students, graduates in collaboration with the student/alumni association, the ESN-DUTH, their Department, the Erasmus+ Office or other DUTH Units organise and/or participate in actions to disseminate the results of the Programme increasing its added value.

#### **4.2.2. Unsuccessful completion of Erasmus+ Traineeship mobility**

1. A prerequisite for the award of the entire scholarship is the submission of the certificates (Evaluation Form and After the mobility) provided for by the host institution to the Erasmus+ Office and to the Coordinator of the Academic Department. If a scholarship student does not produce the documents, he/she must return the 80% of the scholarship they have already received in the form of advance payment, while they do not collect the remaining 20% of the scholarship.

2. If the scholarship student does not return the sum credited to him/her in time, the matter will be duly referred to the Erasmus+ Committee of the DUTH. Students who have outstanding administrative or financial issues with the Erasmus+ Programme, even if they complete their studies at the University, they do not receive a certificate of completion of studies and are not declared graduates before settling their outstanding issues.

#### **4.3 Short-term Student Mobility**

Every student, and in particular the ones who cannot participate physically in long-term mobility for Erasmus+ studies or traineeship, has the opportunity to combine short-term mobility with physical presence (lasting from 5-30 days) in combination with mandatory virtual activity. In this case, the student must be given at least 3 ECTS credits. Especially with regard to the mobility of doctoral candidates, virtual activity is not necessarily required.

##### **4.3.1 Procedure**

1. By decision of the Erasmus+ Committee, the call for expression of interest to participate in short-term student mobility (undergraduate and postgraduate) is published by the Erasmus+ Office care of the respective Institution Coordinator.

The call shall specify the conditions, the selection criteria, the supporting documents and the deadline for the submission of applications. The criteria are based on the principles of equal treatment and are compatible with those set by the European Commission and the Erasmus+ Greece National Coordination Unit (the State Scholarships Foundation - IKY).

2. The application and all relevant documentation as specified in the call shall be submitted to the Erasmus+ Office.

3. The right to submit an application to participate in the programme have students who:

- a) are duly enrolled in the DUTH Departments as undergraduate, postgraduate or doctoral students;
- b) are linguistically proficient at the level required by the host institution;

3. For postgraduate students, the application must be accompanied by a certificate from the Coordinating Committee of the Master's Programme they are attending, which includes the following information: a) the title of the Master's Degree Programme; b) a certificate that the programme the candidate postgraduate student will follow will be part of his/her studies in the Postgraduate Programme (with a clear reference to the ECTS credits the student will achieve); and c) that the time he/she spends abroad will be counted towards the total time of his/her studies (for a one month short-term mobility).

4. Doctoral candidates must submit along with their application a certificate from their three-member committee, indicating: a) the subject of the dissertation; b) a certificate that the Programme the candidate

will follow will be part of the process of drawing up his doctoral dissertation; and c) that the time he/she spends abroad will be counted towards the total time of his/her studies (for a one month short-term mobility).

6. The eligibility conditions and grading criteria set out below apply to the selection of students for participation in Erasmus+ Traineeship mobility. The criteria are based on the principles of equal treatment and are compatible with those set by the European Commission and the Erasmus+ Greece National Coordination Unit (the State Scholarships Foundation - IKY).

Criterion	Allocation of Points	Comments
Bilateral Learning Agreement (for a Higher Education Institution host organization) or acceptance letter (for host organizations that are not Higher Education Institutions)	-	<b>The bilateral Learning Agreement for organizations that are HEIs or the letter of acceptance for other organizations is a prerequisite for participation in the selection process.</b>
<b>Study level</b>		
Undergraduate	10	
Postgraduate	15	
Doctoral Studies	20	
<b>Transcript of records (academic performance - grade point average)</b>		
8.50-10	20	
7-8.49	15	
5-6.99	10	
Doctoral Studies		
<b>English language proficiency</b>		
Excellent (C2)	10	
Very good (C1)	5	
Good (B2)	1	
<b>Linguistic proficiency (host country language)</b>		
Excellent (C2)	10	
Very good (C1)	5	
Good (B2)	1	
<b>Scholarship related to the subject of study</b>		
1	5	
2	10	
>2	20	
<b>Second participation in Erasmus+</b>	-20	
<b>Mobility to the country of origin</b>	-20	

Candidates for student mobility are ranked by the Erasmus+ Office under the responsibility of the Institution Coordinator. The Coordinator communicates the ranking list and informs the Academic Departments whose students have been selected for short-term mobility.

7. After the approval of the mobility, the Coordinator of the relevant Academic Department:

a) discusses with the student and finally approves the Programme that must have similar, complementary or related learning outcomes in relation to the programme of the student's Department of origin, but it does not necessarily need to have the exact same content. The programme is reflected in the student's Learning Agreement.

b) informs the relevant Department's Assembly of the content of the Learning Agreement and recommends that it be ratified by the Department's Assembly, ensuring that the ECTS credits acquired at the Host Institution under the approved short-term mobility programme will be fully recognized, transferred to the study programme of the DUTH Department and used for the purpose of meeting the requirements for

obtaining the qualification.

8. After selection, the student selected for a period of mobility abroad for study should visit the website of the host University to which he/she is going to move in order to be informed about the procedures, deadlines and documents required by the Host Institution, the starting dates of the courses, accommodation, etc. 9. After his/her acceptance by the Host Institution, the student submits the Learning Agreement, and any documents required either in paper or electronic form and receives 80% of the amount of his/her scholarship before his/her mobility.

10. The student regularly informs the Coordinator of the Academic Department about the progress of his/her studies.

11. The student shall promptly inform the Coordinator of the Academic Department of any academic or other problems that arise during virtual or physical mobility.

12. Upon completion of the mobility, the student receives the remaining 20% of the scholarship. A prerequisite for the award of the entire scholarship is the submission of the necessary documents by the host Institution and the successful examination of the student at the Host Institution in courses corresponding to 30% of the ECTS credits of the program.

13. Students participating in an Erasmus+ short-term mobility for the preparation of their thesis/dissertation or part of it must include in the thesis/dissertation they submit to their Department or in presentations of their work at conferences, posted publications or papers the following text:

*This thesis/dissertation (or Part of this thesis/dissertation) has been carried out in the context of mobility through the Erasmus+ Programme with EU funding.*

14. Where the actual period of physical mobility is shorter than the one specified in the Agreement, depending on its duration, the DUTH is obliged to amend the Student's Agreement reducing the corresponding amount of the agreed upon grant. In such case, either the entire remaining 20% of the grant is not paid, or if the total grant awarded is less than 80% of what the student has received, the corresponding amount has to be returned within one month of the notification the student will receive from the Erasmus+ Office. If the scholarship student does not return the sum credited to him/her in time, the matter will be duly referred to the Erasmus+ Committee of the DUTH. Students who have outstanding administrative or financial issues with the Erasmus+ Programme, even if they complete their studies at the University, they do not receive a certificate of completion of studies and are not declared graduates before settling the outstanding issues. The Erasmus+ Office shall notify the Secretariat of the Corresponding Department accordingly.

15. Mobile students in collaboration with the student association, the ESN-DUTH, their Department, the Erasmus+ Office or other DUTH Units organise and/or participate in actions to disseminate the results of the Programme increasing its added value.

#### **4.3.2. Unsuccessful completion of Short-term Mobility**

1. In the event that the scholarship student accumulates ECTS credits corresponding to less than 30% of his/her program, he/she does not receive the remaining 20% of the scholarship.

2. In cases where the student could not complete the pre-agreed activities at the host Institution due to force majeure (e.g. health reasons with a hospital certificate), the actual stay abroad is compensated, unless otherwise specified by the National Coordination Unit.

3. Students must submit the Transcript of Records and the Certificate of Attendance at the end of their mobility. If a scholarship student does not produce the Attendance Certificate, he/she must return the 80% of the scholarship they have already received in the form of advance payment, while they do not collect the remaining 20% of the scholarship.

4. If the scholarship student does not return the sum credited to him/her in time, the matter will be duly referred to the Erasmus+ Committee of the DUTH. Students who have outstanding administrative or financial issues with the Erasmus+ Programme, even if they complete their studies at the University, they do not receive a certificate of completion of studies and are not declared graduates before settling their outstanding issues. The Erasmus+ Office shall notify the Secretariat of the Corresponding Department accordingly.

#### **4.4 Incoming Erasmus+ Students**

Incoming students are registered in the information system of the Secretariat of the reception Department with the designation Erasmus+.

1. Incoming students must choose the main volume of courses from the indicative Study Programme of the Department in which they are enrolled, but they can also acquire ECTS credits from courses from other Departments of the DUTH.
2. Incoming students are additionally provided with the Modern Greek Language course, which is taught during the winter and spring semesters. Incoming students who successfully complete the course in question receive three (3) ECTS credits per semester. The relevant certificate of successful completion of the attendance is issued at the end of each semester by the person teaching the course, in order for students to submit it to the Secretariat of the Department in which they are registered, so that the ECTS credits can be awarded and the grade/performance be submitted, which is taken into account in the final transcript of records granted by each Secretariat after the end of the mobility of each incoming student.
3. For incoming students, B1 is proposed as a minimum level of language proficiency for Greek and B2 for English.
4. The Departments draw up a list of courses offered in English for the winter and spring semesters. The list of courses must include for each course the content, the learning outcomes and the ECTS credits, it must be updated and be available at least 3 months before the beginning of the semester.
5. For the convenience of incoming students who wish to attend courses not included in the list of courses offered in English or workshops, it is possible, after consultation with the persons teaching the course which consultation facilitated by the Coordinator of the Academic Department, to cooperate during scheduled meetings with the persons teaching the courses they have agreed to attend, in order to be given supervised assignments so as to achieve the learning outcomes, or to carry out research in fields that will have been agreed upon with their University of origin, under the supervision of faculty members of the Department.

#### **4.5 Preparation of Erasmus+ Bilateral Agreements**

1. Each faculty member interested in drawing up a new bilateral agreement shall notify the Erasmus+ Coordinator of their Academic Department accordingly.
2. If the cooperation includes student mobility, the Coordinator checks the compatibility of the study programme of the proposed institution with that of his/her Department.
3. After the signing of the bilateral agreement, the Coordinator informs the Department Assembly, providing all the data, such as the number of participants, the level of studies (undergraduate and/or postgraduate), etc., as well as the contact details of the new institution.
4. The Academic Coordinators monitor the performance of outgoing students and if they find problems in the smooth implementation of the mobility, they request the Department Assembly to terminate the bilateral agreement.
5. A record of the bilateral Erasmus+ agreements of the DUTH is kept at the Erasmus+ Office and is posted on the program's website.



#### **4.6 Erasmus Student Association & Erasmus Volunteer Group**

1. For the optimal adaptation of incoming students, a group of Erasmus volunteers at the DUTH (Erasmus buddy) is organized and operates under the supervision of the Institution's Coordinator, in cooperation with the Erasmus Students' Association of the DUTH (ESN-DUTH),.
2. The group of volunteers includes, as a matter of priority, active undergraduate and postgraduate students who have participated in mobility under the Erasmus+ Programme in previous years. In case of insufficient number of volunteers, the group may be supplemented by other students, provided that they are proven to know (at least very good knowledge) the English language.
3. Volunteer students participating in the Erasmus+ buddy system undertake to guide the incoming students of the DUTH and to inform them about its daily operation and the student care services provided, helping them to adapt without delays and difficulties to the academic reality of the Institution.
4. After the end of their term, volunteer students may apply for a certificate of participation in the Erasmus buddy system programme.

#### **5. Mobility of staff and students in the context of the implementation of Intensive Mixed Mobility Programs**

Participation of students or of DUTH staff members in Intensive Blended Mobility Activities and the related mobility is implemented in accordance with the provisions of the decision of the DUTH Senate on the operational framework of Blended Intensive Programmes (BIP) (Decision No.: 8/73/22-7- 22).

The criteria for selecting students who will participate in a Blended Mobility Programme are defined by the bodies that organize the programme in question.

#### **6. Mobility of staff and students in the context of International Mobility**

In the context of the International Mobility between Programme and Partner Countries, students and staff members are given the opportunity to move with the Erasmus+ Programme for Erasmus+ studies/traineeships or teaching/training respectively. The specific mobility actions concerns specific Institutions and partner countries based on the cooperation plans approved following an Invitation by the State Scholarships Foundation (IKY).

The mobility places of students and staff members are announced separately for each project and Institution and for specific cycle(s) of studies and academic fields, as described in the project positions approved by IKY. The supporting documents for the submission of an application and the specific selection criteria are set out in the respective call. The application and all relevant documentation as specified in the call shall be submitted to the faculty member who is scientifically responsible for the implementation of the Programme and who is tasked with the evaluation, the drafting of the learning agreement and the smooth implementation of the project.

#### **7. Insurance for mobile students and staff members**

##### **7.1 Insurance for mobile students**

1. The Erasmus+ grant does not provide insurance for mobile students.
2. Before travelling abroad, the student should obtain from his/her insurance body the European Health Insurance Card (EHIC) which covers the entire period of travel and should be informed about the benefits

it provides in the host country. It is noted that the European Health Insurance Card does not cover private care, emergency medical care or repatriation and does not substitute travel insurance. In cases where the EHIC is invalid (as, for example, in countries outside the European Union) private health insurance must be in place.

3. For Erasmus+ traineeships, in addition to the European Insurance Card, students must be insured for third party civil liability for physical injuries and/or property damage and for personal accident insurance, throughout an Erasmus+ traineeship abroad. In the event that third party liability insurance and personal accident insurance are not provided by the Erasmus+ traineeship body, they must take out private insurance. Additional private insurance is also recommended for emergency medical care and repatriation.

## **7.2 Insurance for mobile staff members**

1. The Erasmus+ grant does not provide insurance for mobile staff members.
2. Before travelling abroad, the staff member should have health insurance coverage, i.e. they must have the European Health Insurance Card (EHIC). In cases where the EHIC is invalid (as, for example, in countries outside the European Union) private health insurance must be in place.
3. Depending on the funding agreement of the DUTH with IKY, it may be necessary to take out additional private health insurance for cases of expenses not covered by the EHIC, such as in the cases of emergency medical care or repatriation of a deceased person or civil liability. Staff members must be informed in advance of the host country's health insurance situation.

## **8. Miscellaneous**

1. Issues not regulated by these Rules and Regulations are resolved through decisions of the DUTH Senate following a Recommendation by the Institution's Coordinator.
2. If a contradiction is found between the provisions of this Regulation and the rules of the Erasmus+ Programme, as defined/revised by the competent managing authority and/or reflected in the Programme Agreement, then the provisions of the Programme shall prevail.
3. Amendments to these rules and regulations are made by decision of the Senate of the Democritus University of Thrace.

## **9. Transitional provisions**

1. These Rules and Regulations apply to all student and staff mobility that is under way.
2. The provisions of these Rules and Regulations shall have retroactive effect.