



**TOMORI PÁL COLLEGE**

## **ERASMUS+ RULES AND REGULATIONS**

Date of decision: 29/05/2018

Numbe of decision: 2018/1/7/20

Comes into effect: 25/05/2018

Responsible: the sitting deputy rector for educational affairs.

## CONTENT

I. GENERAL PROVISIONS .....	3
1.§ The Objective of the Regulation .....	3
2.§ The Scope of the Regulation.....	3
3.§ Related documents .....	4
4.§ Related terminology.....	4
II. THE EXECUTION OF ERASMUS+ PROGRAMME .....	6
5.§ Participant bodies and individuals in the execution of ERASMUS+ Programme .....	6
1. The task of the Rector .....	6
2. The tasks of the Institutional Erasmus coordinator.....	6
3. The task of the Director for Economic Affairs .....	7
6.§ The regulation of mobilities.....	8
1. Staff Mobility for Teaching .....	8
2. Staff Mobility for Training .....	9
3. Student Mobility for Studies.....	10
4. Student Mobility for Traineeship.....	11
III. OTHER ERASMUS+ RULES .....	13
7.§ Financial provisions .....	13
IV. MISCELLANEOUS PROVISIONS	
8.§ Appendices.....	14
9.§ Entry into force .....	14

The Senate of Tomori Pal College (hereinafter: College) states the Regulation related to the Erasmus + grant as follows:

## **I. GENERAL PROVISIONS**

### **1.§ The Objective of the Regulation**

(1) Present regulation is to regulate activities related to individual mobility projects of the Erasmus + Programme Key Action 1 projects by Tomori Pal College.

(2) The concrete objectives of Erasmus + Mobility Programme:

a) to support students in gaining competencies (knowledge, skills and attitude) in order to help their personal development and improve their employability within and outside the European labour market;

b) to support those who work in education, training and deal with young people in order to foster the all-European renewal and development of all-European education, training in education, training of youth;

c) to especially improve the foreign language competencies of participants;

d) to increase the awareness and understanding of other cultures and countries in order to foster active social participation and the idea of European citizenship, as well as in the interest in the sensitivity to European identity, establishing international relations and creating the possibility for network-building for participants;

e) to enhance the capacity of institutions active in education, training and youth, strengthening their attractiveness and international dimension in order to enable them to organise activities and programmes that meet, in Europe or elsewhere outside Europe, individual needs;

f) to strengthen the synergies and transition between formal and non-formal education and training as well as employment and entrepreneurs;

g) a better recognition of competencies gained in foreign education;

### **2.§ The Scope of the Regulation**

(1) Present Regulation covers:

a) students participating in student mobility for studies (incoming and outgoing) or traineeship, staff participating in staff mobility for teaching and training;

b) individuals participating in the organisation and implementation of Erasmus+ Programm who are in public servant status, employed by the College.

(2) updating the Regulation is the responsibility of the Erasmus coordinator and the economic director. Every year it is necessary to revise the Regulation in view of the information on changes published by the TEMPUS Public Foundation and to implement changes accordingly.

### **3.§ Related documents**

(1) the relevant Regulation of the European Parliament and the Council;

2) the government decree 1007/1996. (II.7.) on the establishment of the TEMPUS Public Foundation;

(3) Founding Charter of TEMPUS Public Foundation;

(4) Erasmus Charter for Higher Education (ECHE);

(5) “Programme Guide” published annually by the European Commission;

(6) Erasmus Student Charter that informs the students of their rights and obligations and specifies the expectations of the sending and receiving institutions during each phase of the Erasmus + mobility;

(7) the Main Tender and Grant Agreement in force.

### **4.§ Related terminology**

(1) *Erasmus+ Programme*: is the EU programme in the fields of education, training, youth and sport for the period 2014-2020 that covers both the dimensions of European and international cooperations and has been set up as a result of the integration of the 2007-13 European programmes on higher education, professional training, public education, adult learning and youth affairs.

(2) *ECHE (Erasmus Charter for Higher Education)*: an accreditation granted by the European Commission giving the possibility to higher education institutions from Programme Countries to be eligible to apply and participate in learning and cooperation activities under Erasmus+. The Charter outlines the fundamental principles an institution should adhere to in organising and implementing high quality mobility and cooperation and states the requisites it agrees to comply with in order to ensure high quality services and procedures as well as the provision of reliable and transparent information.

(3) *Institutional Grant Agreement*: is an agreement between Tempus Public Foundation and the College signed on the basis of the main grant.

(4) *National Office*: an organisation operated by the TEMPUS Public Foundation that plays an intermediary role between the European Commission and Hungarian institutions of higher education within the Erasmus+ programme.

(5) *Partner institution*: an institution of higher education that has an ECHE and with which the College has a valid bilateral agreement.

(6) *Bilateral Agreement*: a bilateral agreement with partner institutions aimed at the mobility programmes within the Erasmus+ programme.

(7) *Grant Agreement*: the agreement signed by the person participating in the mobility (grantee) and the Rector (grantor) that prescribes the legal and other provisions regulating the order of the mobility and the rules of financing.

(8) *Mobility Agreement*: a learning agreement, the appendix to the grant agreement that includes the courses that the student registered for and the signed by the sending and receiving institution.

(9) *Erasmus Student Charter*: includes the rights and obligations of students participating in the mobility.

(10) *Transcript of Records*: a transcript that includes the student's completed courses. It is part of the Mobility Agreement and it is filled in by the receiving institution.

(11) *Letter of Acceptance*: it's a justification that confirms that the applicant involved in the mobility is accepted by the receiving institution. The letter of acceptance is filled in by the receiving institution and is sent to the sending institution.

(12) *Confirmation of Exchange*: it is filled in by the receiving institutions that confirms that mobility has taken place.

(13) *Learning Agreement*: a three-side agreement between the sending and receiving organisation, as well as the participating student. It defines the duration of the internship, the detailed training programme, the professional knowledge and skills gained during the internship, the tasks of the student as well as an evaluating and monitoring plan.

(14) *Confirmation of Placement*: a letter of confirmation of placement by the receiving institution that the student is obliged to forward to the institutional coordinator.

(15) *Certificate of Placement*: confirms the completion of the training.

## **II. THE EXECUTION OF THE ERASMUS+ PROGRAMME**

### **5.§ Participant bodies and individuals in the execution of the Erasmus+ Programme**

#### **1. The task of the Rector:**

- a) making decision on the tabling of the main tender concerning all programmes;
- b) signing the grant agreement;
- c) signing the ECHE, initiating amendments;
- d) appointing the College's Erasmus coordinator;
- e) deciding on the Erasmus grants concerning the mobility of academic and non-academic staff and students;
- f) in accordance with the principles on higher education of the European Union, defining the direction of the development, the aims and tools of foreign and Erasmus relationships;
- g) accepting and signing of reports (interim and end of year ) at the institutional level;
- h) signing the student, teacher and staff grant agreements;
- i) signing bilateral agreements;
- j) overseeing the recognition of studies completed abroad (ECTS).

#### **2.The tasks of the Institutional Erasmus coordinator:**

The Institutional Erasmus coordinator, who is responsible for the Erasmus+ Programme, charged with the task by the Rector, enforces the obligations defined by the institutional agreement.

- a) defining the tasks related to the Erasmus+ Programme, preparing and annually finalising the institutional main tender following the Rector's approval which is to be tabled to the national office;
- b) preparing and tabling the interim and the end of year reports to the Rector for consultation and approval;
- c) preparing, tabling and fulfilling management tasks in relation to the College's Erasmus tender, organising the call for tenders for students, academic- and non-academic staff;
- d) coordinating the reception of incoming students, academic and non-academic staff tenders;

- e) initiating, organising the language placement tests for students and taking part in its execution;
- f) being responsible for the preparation and handling of relevant documents within the administration of the Erasmus+ mobility programme
- g) coordinating the administration of tasks related to incoming student (data registration, dormitory placement, booking of accommodation, registration for courses)
- h) coordinates the administration of the tasks related to students going abroad (e.g.receiving applications, registering data)
- i) coordinating the administration of incoming and outgoing academic staff;
- j) coordinating the administration of incoming and outgoing non-academic staff within the training mobility programmes;
- k) maintaining contact with partner institutions, overseeing the renewal of current bilateral agreements;
- l) keeping contact with the European Commission and the national office;
- m) keeping contact with students, academic and non-academic staff participating in mobility programmes;
- n) proposing future partner institutions;
- o) regularly sending up-to-date material to the administrator of the College's webpage;
- p) participating in conferences, events, meetings and information days related to the Erasmus+ mobility programme.

### **3. The tasks of the Director for Economic Affairs:**

- a) being responsible for the preparation of the grant agreement, for transferring the amounts of the grant and other expenses on time;
- b) keeping financial proofs, participating in controlling;
- c) giving an opinion of, approving and transferring the interim and end-of-year institutional reports to the Rector for approval.

## **6.§ Regulation of mobilities.**

### **1.Staff Mobility for Teaching**

a) Staff mobility for Teaching can only be given to full-time or part-time employees of the College. An employee can win a teaching mobility support more than once in case it is aimed at teaching abroad.

b) The member of the academic staff is obliged to send the Erasmus application form as well as the teaching workplan accepted by the foreign partner institution and signed by the head of the institution to the Erasmus coordinator minimum 60 days before departure.

c) Applications are decided upon by the Rector on the recommendation of the Erasmus coordinator and the educational committee.

d) In case the teaching mobility does not take place, the applicant is obliged to notify the Erasmus coordinator of this fact. Applications for the vacancy can be opened to the staff of the College. The member of the academic staff who did not participate in the mobility cannot participate in mobility in the following school year. In case the cancellation of the mobility was due vis maior, the applicant can reapply in the following school year.

e) Following the successful application procedure, the member of the academic staff is obliged to sign a grant contract covering the full amount of the grant. The grant agreement is signed on the one hand by the member of the academic staff concerned and the Rector as the representative of the institution.

f) During the mobility, the member of the academic staff is entitled to get the Erasmus grant, the amount of which depends on the duration of the mobility and the rates for target countries published annually by the European Commission. The academic staff receives 100% of the amount laid down in the agreement as advance payment.

g) Obligations of the academic staff grantee:

-liaising with the coordinator of the sending institution about the receiving institution and the expected span of the scholarship;

-getting into contact with the Erasmus coordinator of the host institution and fully keeping the regulations of the host institution and the agreed duration of mobility as laid down in the agreement for support.

- fully complying with regulations laid down in the agreement for support;

h) Ten days after his/her return, the teacher is obliged to hand over the document confirming the fact and the duration of the mobility and, if relevant, the travel bills expenses and receipts to the Erasmus coordinator



i) The teacher is obliged to report on the mobility after his/her return as laid down in the grant agreement. The teaching report has to be prepared in accordance with the rules and form defined annually by the national office.

j) In case the academic staff member does not fully or in part comply with the criteria laid down in the grant agreement, the amount of the grant has to be reimbursed fully or partially.

## **2 Staff Mobility for Training**

a) The objective of the staff mobility for training is to foster the training mobility of the College's employed administrative staff. There are three types of support within this:

- staff mobility for higher education institutions to foreign companies, with the aim of knowledge transfer and developing practical skills;

- staff mobility for administrative and non-academic staff to foreign partner institutions, the identification and implementation of best practices and developing skills in relation to fulfilled positions;

- staff mobility for training without teaching activity;

b) Those can participate in the staff mobility for training who have employment contract with the College and have satisfactory language skills for participating in mobility.

c) Within the application process, the administrative staff is obliged to hand over to the Erasmus coordinator the application form and the individual working plan authorised by the foreign host institution and the head of unit concerned at least 60 days before the departure.

d) The applications are evaluated by the Rector.

e) Following the successful application procedure, the non-academic applicant is obliged to sign a contract covering the full amount of the Erasmus grant. The grant agreement is signed, on one hand, by the employee, on the other hand, by the rector as the representative of the institution.

f) During the mobility, the grantee is entitled to get the Erasmus grant, the amount of which depends on the duration of the mobility and the rates for target countries published annually by the European Commission. The grantee receives 100% of the amount laid down in the agreement as advance payment.

g) Tasks of the grantee:

-- negotiating with the coordinator of the sending institution about the receiving institution and the expected duration of the mobility;

- establishing contact with the Erasmus coordinator of the receiving institution and keeping the regulations and deadlines of the receiving institution;

- fully complying with the measures laid down in the agreement for support.

h) Ten days after his/her return, the grantee is obliged to hand over to the Erasmus coordinator the document written by the host institution confirming the fact and duration of the mobility.

i) The grantee is obliged to report on the mobility after return as laid down in the grant agreement. The report has to be prepared in accordance with rules and form defined annually by the national office.

j) In case the grantee does not fully or in part comply with the criteria laid down in the grant agreement and by the receiving institution, the amount of the grant has to be reimbursed fully or partially.

### **3. Student Mobility for Studies**

a) Two application procedures are launched annually. The deadline for current applications is to be found on the homepage of the College. The Erasmus coordinator is responsible for the publication of the deadlines.

b) All students with a student contract can hand in applications- whether they study full -time or part time, basic or higher education professional training,-but the mobility can be used only after two successfully completed semesters.

c) The student is obliged to hand in the application form to the Erasmus coordinator until the deadline stated in the call for applications.

d) As part of the application procedure, the applicant student completes a language assessment test. The result of the test and the academic results of the last two semesters determine the chances of winning the grant.

e) The applications are evaluated by the rector on the advice of the educational committee.

f) The tasks of the student grantee

- coordinating with the coordinator of the sending institution about the receiving institution and the expected duration of the mobility;

- establishing contact with the Erasmus coordinator of the receiving institution and keeping the regulations of the application process and deadlines at the receiving institution;

- fully complying with the agreement for support;

- sending certificates to the coordinator within ten days of return

g) Before departing, the student is obliged to sign a grant agreement including the total amount of the Erasmus fund and also a learning agreement that covers the foreign educational requirements. The Learning Agreement is signed by the student, the receiving institution and the rector, the latter as the representative of the College. The student cannot start the mobility unless both the grant agreement and the learning agreement are signed.

h) The student receives an Erasmus grant for the full duration of the mobility, the amount of which depends on the duration of the mobility and the rates for target countries set and publishes annually by the European Commission. The student receives 80% of the amount as an advance, then the institution is obliged to transfer the remaining 20% of the amount within 15 day of the publication of the online EU-Survey.

i) The student is obliged to get into touch with the Erasmus coordinator via e-mail within ten days of arrival.

j) The grantee student- except for native speakers- is obliged to take an online language competency assessment test before and after the mobility. The student notifies the institution if he /she cannot take the online test.

k) Obligations of the mobility student:

- signing a grant agreement and a mobility agreement;
- fulfilling the obligations of the online language competency test;
- registering as an active student;
- paying the tuition fee or other fees, if relevant;
- requesting a flexible individual timetable for studies;
- gathering a minimum of 20 ECTS credits or if the receiving institution does not apply an ECTS credit system, completing five courses during the mobility
- establishing a connection with the Erasmus coordinator
- sending in the online EU Survey after the completion of the mobility for studies.

l) In case the student does not fully or in part complies with the criteria laid down in the grant agreement and by the receiving institution, he/ she could be obliged to fully or partly reimburse the grant.

#### **4. Student Mobility for Traineeship**

a) Call for applications are opened twice a year. The deadlines for application are published by the College on its homepage. The publication is guaranteed by the Erasmus coordinator of the College.

b) All students with a student contract can hand in applications- whether they study full -time or part time, basic or higher education professional training,-but the mobility can be used only after two successfully completed semesters.

c) The student is obliged to hand in the application form to the Erasmus coordinator until the deadline stated in the call for applications.

d) As part of the application procedure, the applicant student completes a language assessment test. The result of the test and the academic results of the last two semesters determine the chances for winning the grant.

e) The applications are evaluated by the rector on the advice of the educational committee.

f) The tasks of the student grantee

- coordinating with the coordinator of the sending institution about the receiving institution and the expected duration of the mobility;

- establishing contact with the Erasmus coordinator of the receiving institution and keeping the regulations of the application process and deadlines at the receiving institution;

- fully complying with the agreement for support;

- sending certificates to the coordinator within ten days of return.

g) The students participating in internship mobility signs a grant agreement including the total amount of the Erasmus fund and also a learning agreement that covers the requirements of the traineeship. The Learning Agreement is signed by the student, the receiving institution and the rector, the latter as the representative of the College.

h) During the mobility, the grantee is entitled to get the Erasmus grant, the amount of which depends on the duration of the foreign visit and the rates for target countries published annually by the European Commission. The student receives 80% of the amount as an advance, then the institution is obliged to transfer the remaining 20% of the amount within 15 days of the publication of the online EU-Survey.

i) The student is obliged to get into touch with the Erasmus coordinator via e-mail within ten days of arrival.

j) The grantee student- except for native speakers- is obliged to take an online language competency assessment test before and after the mobility. The student notifies the institution without delay if he /she cannot take the online test.

k) Obligations of the student grantee

- signing the learning agreement and grant agreement after the person responsible for the major signs the working plan;

- completing the online language competency test

- sending in the Confirmation of Placement document;

- registering for active semester;

- paying the tuition fee and other fees, if relevant;

- sending the Certificate of Placement document;

- handing in the online EU Survey after the completion of the internship;

1) In case the student does not fully or in part complies with the criteria laid down in the grant agreement and/or by the receiving institution the amount of the grant has to be reimbursed fully or partially.

### **III. OTHER ERASMUS+ RULES**

#### **7.§ Financial provisions**

(1) The source of the Erasmus+ grant is the support provided by the national office.

(2) The national office defines the grant for the College annually on the basis of the main application for project financing with expenses to cover the following areas:

a) student mobility for studies,

b) student mobility for traineeship,

c) staff mobility for teaching (including teachers going abroad and lectures from foreign enterprise coming to Hungary)

d) staff mobility for training,

e) organisational costs of the mobility.

(3) The College signs an institutional agreement with the national office that is signed by the rector in the name of the College and the president as the representative of the office, respectively.

(4) The institutional Erasmus coordinator divides the amount between individual items and mobilities as determined in the institutional grant agreement, in line with agreed participants and duration and with possible rearrangements.

(5) Principles applicable in the distribution of grants:

14 a) The distribution is to be carried out in view of rate system for target countries in the financial regulations of the annually published Erasmus+ “Programme Guide”, while the actual rate is determined by the national office.

b) The objective in the distribution is that the greatest number of applicants should get the grant.

(6) The Erasmus coordinator and the person responsible for economic affairs are not entitled to remuneration on a universal basis, but can be rewarded separately from the organisational expenses of the mobility. The decision in this respect is reached by the Rector.

## **IV. MISCELLANEOUS PROVISIONS**

### **8.§ Resources**

(1) In the framework of mobility published by the national office and Erasmus appendices and document samples in force by the College are to be applied.  
(<http://www.tka.hu/palyazatok/925/palyazati-dokumentumok> )

### **9.§ Entry into force**

(1) Present regulation enters into force with the approval of the Senate.

a) Number of decision:

b) Date of decision:

c) Day of entry into force: