



University of the Peloponnese

School of Social and Political Studies



Erasmus+

and

International Mobility Regulation



1. Basic Principles

Extroversion, synergies with other foreign academic institutions, the acquisition of experience and knowledge and contact with different cultures and different societies are priorities of the Department of Political Science and International Relations (PSiR) of the University of the Peloponnese. The Department of Political Science and International Relations encourages students to participate in mobility activities for studies and internships through the Erasmus+ program and other international mobility activities. It also encourages the Department's staff to participate in mobility for teaching and/or training through the Erasmus+ program and other international mobility actions. The selection of mobility shall respect the principles of good administration, impartiality and equality.

The implementation of mobility actions at PSiR follows the provisions of the Erasmus+ Institutional Mobility Regulation, which is posted on the website of the Erasmus+ Programme of the University of Peloponnese (<http://erasmus.uop.gr>). This Regulation is posted on the Department's website.

2. Internationalisation Strategy

The main axes of the Department's internationalisation strategy are derived from the internationalisation policy and the quality policy of the University of the Peloponnese and are summarised in three key actions:

1. Reinforcement of educational mobility

Mobility of students and teaching/administrative staff, within and outside the European Union (EU), aiming at the development of innovation, strengthening the knowledge triangle "education-research-innovation" and professional development and educational excellence.

2. Developing cooperation plans

Structural partnerships with businesses and other actors, aiming at linking to the labour market, knowledge partnerships to enhance innovation and modernise education and support for cooperation with neighbouring and third countries.



3. Supporting education policies

Dialogue on education policy issues with selected partners at European and international levels, with a view to (a) exchanging views on areas of common interest, study visits, seminars and studies and (b) developing, modernising and supporting reforms to promote the attractiveness of EU education globally.

Key points for the internationalisation strategy of PSIR are:

a) **As regards the selection of partners:** Partnerships are sought that promote the modernisation of education, foster innovation and link the academic community with the labour market. The common objectives and expected results shall be assessed and their sustainable and balanced distribution among the partners involved shall be ensured. Furthermore, thematic and geographical priorities are taken into account to ensure that a balance is achieved between academic and other factors influencing institutional decisions (e.g. geographical and thematic balance).

b) **As regards the geographical distribution of partners:** Developing partnerships with partners inside and outside the European Union (EU). As the EU has a long tradition of cooperation with third countries, based on a range of policies and instruments in which higher education plays an increasing role, cooperation with partners that are not members of the European Union is also supported.

c) **As regards the target groups:** The participation of students and staff in European and international cooperation projects, through which professional skills and social and intercultural relations are developed.

The Department seeks to renew and broaden collaborations with higher education institutions, research institutions, businesses and other bodies, in order to strengthen the knowledge triangle as a basis for a more innovative and creative economy and to enhance European competitiveness, contributing to the building of a knowledge-intensive society. In this context, the Department aims to design joint curricula and other relevant actions with partners. In order to achieve these objectives, the University of the Peloponnese has organised its internal functioning in such a way as to:

- ensure transparency, consistency and meritocracy,
- provide continuous information and publicise the opportunities offered by cooperation programmes,



- support participants at all stages of their mobility (timely signing of study/internship agreements, work/training plans, information on insurance, visas, etc.),
- respect and implement Article 21 of the EU Charter of Fundamental Rights, which states that: *"Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political opinions or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited."*
- support the participation of people from socially vulnerable groups and people with disabilities,
- ensure the success of the mobility objectives, paying particular attention to (a) the linguistic competence of the participants in the mobility, (b) their smooth integration into the new academic and social life and (c) the continuous communication and supervision of the mobility participants for studies/internships,
- recognise and exploit the results of participation in student mobility through the ECTS application and award the Diploma Supplement,
- recognise and exploit the results of staff mobility for the purpose of professional development and teaching excellence,
- ensure that no fees are charged in case of student mobility through the Erasmus+ Programme and facilitate access for all incoming students to laboratories, libraries and other facilities, ensuring equal treatment between incoming and regular students of the Department.

The Department's actions may include: a) actions under the Erasmus+ Programme (*classical mobility actions (KA 131), international mobility actions (KA 171) and partnerships, alliances and other actions under the Erasmus+ Programme*) and b) other international mobility actions (outside the Erasmus+ Programme).

3. Mobility Organisation in the ERASMUS+ Framework

The organisation of mobility actions under the Erasmus+ Programme is based on four axes: a) student mobility for studies and internships, b) staff mobility for teaching and training, c) Blended Intensive Programmes (BIPs) and d) development of actions aiming at the qualitative upgrading of the Erasmus+ Programme and the further development of synergies. In particular for the axes



(a) student mobility and (b) staff mobility, incoming mobility operates as a parallel action.

The organisational management of the Erasmus+ Programme is carried out by the Erasmus Office of the Institution in cooperation with the Academic Coordinators of the Host Department. Individual counselling is provided and information meetings are organised in order to promote the actions of the Programme, with particular emphasis on: a) the publicity - through the Department's website and the sending of information messages - of the mobility opportunities offered, b) the timely signing of the documents necessary for the mobility, c) the linguistic competence of the mobility participants and d) compliance with the terms of the Inter-University Agreements.

The Departmental Assembly appoints the Academic Coordinator for Erasmus+ and International Relations and may establish an Erasmus+ and International Relations Committee consisting of up to five (5) members of the Department's teaching staff, one of whom is the Academic Coordinator. In addition, the Departmental Assembly establishes an Erasmus+ Appeals Committee, which consists of three (3) members of the Department's teaching staff. The members of the Erasmus+ and International Relations Committee may not be members of the Erasmus+ Appeals Committee.

ERASMUS+ mobility covers all three study cycles (undergraduate, postgraduate and doctoral programmes).

In the implementation of mobility actions under the Erasmus+ programme, full compliance with the principles of the Erasmus Charter for Higher Education is sought, as well as the exploitation and wide dissemination of mobility outcomes.

3.1. Student Mobility for Studies and Internships

The University of the Peloponnese has organized its internal mobility function with transparency, meritocracy and consistency in order to ensure the quality of the mobility.

Students may attend courses and/or carry out their dissertation, as part of their study programme, in an Erasmus+ country institution cooperating with the University of the Peloponnese, with a mobility period of 2 to 12 months, or as applicable with any relevant modification of the Programme rules.



According to the Erasmus+ Programme Guide, any student, and in particular those who are not able to participate in long-term mobility with physical presence for studies or an internship, can combine short-term mobility with physical presence with a compulsory virtual activity. The duration of the mobility with physical presence should be between 5 and 30 days and should be combined with a compulsory virtual activity in order to award a minimum of 3 ECTS or whatever is applicable with any relevant modification of the Programme rules.

In addition, it is possible to participate in Blended Intensive Programmes with a physical presence abroad, combined with a compulsory virtual activity to facilitate collaborative online learning exchange and teamwork.

Students can carry out their internship in an Erasmus+ Programme country, with a mobility period of 2 to 12 months or whatever is applicable with any relevant modification of the Programme rules.

Students may follow a combination of study and internship; in which case the mobility will be for up to 12 consecutive months in the same or another organisation or as applicable with each amendment to the Programme rules.

Applicants are invited to apply following the publication of a call for expressions of interest and the selection is based on evaluation criteria, which are published on the Institution's website.

3.1.1. Description of the student mobility process for studies and internships

Calls for expressions of interest for student mobility (study and placement) in the first cycle of studies are announced by the Erasmus+ Office of the Institution twice a year: in February for mobility for the winter semester of the following academic year and in September for mobility for the spring semester. In any other case, including participation in Intensive Joint Mobility Programmes, calls for expressions of interest may be published in different periods.

The calls for expressions of interest are posted on the Erasmus+ Programme website of the University of the Peloponnese and are also published on the Erasmus+ Programme and International Partnerships website of PSiR.

The application form is accompanied by:

- Transcript of grades (unless the possibility has been selected to obtain it from the Secretariat of the student's Department of Studies)



- Photocopies of the foreign language diplomas
- Curriculum vitae in Greek and English
- Photocopy of the identity card or passport
- Photograph
- Letter of Acceptance for studies or internship from the Host Organisation, in case there is already a pre-agreement.

Candidates' applications are sent to the Erasmus+ Office of the University of Peloponnese, registered and forwarded to the Department. They are sent to the Departmental Academic Erasmus+ Coordinator, who, based on the selection criteria, evaluates the applications and completes the evaluation and ranking table of the selected students in a special form. Rejected applications will be recorded on the special form with a clear indication of the reason for rejection. Applications are kept on file for 5 years.

The results are announced by the Erasmus+ Office of the University of Peloponnese through a personal email to the applicants. In a special field of the application, the applicant has accepted in advance the processing of his/her personal data for the needs of the Erasmus+ Programme.

The Erasmus+ Appeals Committee of the Department examines the appeals submitted by students against the rejection of their application for participation in the Erasmus+ Programme. Appeals shall be submitted by the interested party(s) within an exclusive period of three (3) working days from the date of notification of the results.

The evaluation and ranking table is taken into account in the event that there is insufficient funding for all students whose applications are successful.

The final number of participants is determined on the basis of the available financial balance of the Programme and in case this is not sufficient, priority is given to first-time participants.

The academic part of the Learning Agreements is completed in cooperation with the Erasmus+ Departmental Academic Coordinator before the student's departure and, at the same time, the recognition process of the mobility is ensured. Contracts are completed under the responsibility of the Erasmus+ Office and students are informed about insurance issues and their rights and obligations (Erasmus Charter).



The ECTS Credit Recognition Policy is posted in a prominent place on the Erasmus+ website of the University of Peloponnese and is also highlighted in the final written notification sent by the Institution to students.

3.1.2. Conditions of participation

Students may move for study or internship in all study cycles, up to a total of 12 months in each study cycle (undergraduate, postgraduate, doctoral).

The requirements that students of the Department must meet in order to participate in the programme are as follows:

- Candidates of the undergraduate programme of studies must have completed the first two semesters of their studies.
- Candidates of the undergraduate programme of studies must have passed 70 % of the courses of the previous semesters at the time of application.
- Candidates of the undergraduate programme of studies must have an average grade of not less than 6,5.
- Language proficiency of the candidates of all the study cycles: The minimum level of language proficiency is considered to be B2 (according to the Common European Framework of Languages). Language proficiency refers to the language in which the courses are conducted or used in the workplace of the Host entity.
- Personal interview of the candidates of all the study cycles: The candidate's motivation to participate is examined.

Recent graduates can undertake an internship in the first year of their graduation, provided they apply during their final year of study and before obtaining their degree or diploma (i.e. before applying for a declaration/completion of their studies).

Third cycle candidates must have completed the first (1) year of the doctoral programme. Doctoral candidates may apply for mobility up to the fifth (5th) year of the doctoral programme provided that:

- A) the agreement of the tripartite advisory committee
- B) the submission of a mobility plan included in the candidate's application and approved by the supervisor.



Priority will be given to students who have not participated in the mobility programme before.

3.1.3. Evaluation criteria for the selection of candidates

Provided that applicants meet the conditions for participation in the Erasmus+ programme, depending on the cycle of study they are attending, they will be assessed and ranked according to the following criteria:

- The number of courses they have passed. Candidates of the first cycle of studies should have passed 70% of the previous years' courses at the date of their application. If not, sufficient justification will be provided.
- Assessment of student performance. Candidates of the first cycle of studies will be assessed on the basis of their average grade, which should not be less than 6,5. Otherwise, adequate justification will be provided.
- Assessment of language competence. Language proficiency of the candidates of all cycles of study is documented by a learning certificate and/or candidates are assessed in the language of instruction of the Host Institution. Additional knowledge of a foreign language counts towards the final assessment.
- Highly motivated candidates of all cycles of study will be assessed for participation in the Erasmus+ Programme through an interview with the Departmental Coordinator.

Priority is given to people with fewer opportunities, who receive additional funding from the Programme.

In the event of a tie between students, the average grade of the transcript will be taken into account.

It is noted that during the interview process, candidates are informed that:

- Their application is binding and may not be withdrawn unless there are serious and duly substantiated reasons for doing so.
- Applications may be withdrawn without penalty until the end of the personal interview. In case of cancellation of the application after the announcement of the results, the student will not be entitled to participate in Programme activities during one academic year from the announcement of the results, except in cases where there is a serious reason, which is documented.



- Accommodation and boarding in the host country is the responsibility of the student.
- The scholarship does not cover all travel costs, but only part of them.

Grading Table

For the undergraduate cycle of studies

- Number of courses completed (2 points per course)
- Average grades of completed courses ("average grades x 10)
- Year of study for UPS: a) < 5 years (8 points), b) 5 years (6 points), c) 6 years (4 points)

For all study cycles

- Certificate in English or another foreign language at C2 level (excellent knowledge, 4 points)
- Certificate in English or another foreign language at level C1 (very good, 3 points)
- Certificate in English or another foreign language at level B2 (good knowledge, 2 points)
- Certificate in a second foreign language at level B2 and above (good knowledge and above, 1 point)
- Certificate in a third foreign language at level B2 and above (good knowledge and above, 1 point)
- First participation in the Programme (20 points)
- Evaluation of high motivation to participate (1 - 5 points)
- Departmental certificate of fulfilment of the internship requirements in the application form (10 points)
- Letter of acceptance from the Host Institution in the application form (20 points)

For the third study cycle:

- a) < 4 years (8 points), b) 4 years (6 points), 5 years (4 points) (1 - 5 points)

For the third cycle, candidates must have successfully completed the first (1) year of the doctoral programme. PhD students may apply for mobility up to the fifth (5) year of the PhD programme provided that:

A) the three-member advisory committee has given its agreement

B) a mobility plan included in the candidate's application and approved by the supervisor has been submitted



Students are obliged to spend the entire agreed mobility period in the Host Organisation, according to the signed contract. Otherwise, they must return all or part of the grant, except in cases of force majeure, in accordance with the regulatory framework for the implementation of the Erasmus+ programme.

In the event that the student does not successfully complete his/her studies, the institution reserves the right to request reimbursement of part or all of the grant.

In case students who move to study do not accumulate at least 10 credits, they will not be awarded the remaining 20% of their grant.

3.1.4. Specific to incoming student mobility

Interested students should email their applications with the relevant documents to the Erasmus+ Office of the University of the Peloponnese by the end of June for mobility in the winter semester and by the end of October for mobility in the spring semester. The procedures for incoming mobility and the required documents are defined by the Mobility Erasmus+ Regulation of the Institution.

The documents to be sent by incoming students are:

1. Nomination Letter from the Home Institution, 2. Learning Agreement, 3. Passport or Identity Card (Academic ID or Civil ID), 4. European Health Insurance Card.

A prerequisite for incoming students to move for studies is the existence of an inter-institutional agreement with their Home Institution.

The decision to accept incoming students is taken by the Department. A record is kept of the necessary documents (confirmation letter of stay, transcript of records).

The Erasmus+ and International Relations Committee of the Department cooperates with the Department's student representatives in order to ensure the smooth integration of incoming students into the academic community of the Department.

3.2. Staff Mobility for Teaching and Training

Based on the same operating principles of the Erasmus+ programme as mentioned above, interested parties are invited to apply after the publication of a call for expression of interest. The procedures and evaluation criteria for



academic and administrative staff mobility are set out in the Erasmus+ Mobility Regulation of the institution.

In the action "Mobility of Teaching Staff for Teaching": faculty members and those with teaching duties in the Department (Laboratory Teaching Staff, Special Teaching Staff, Academic Fellows, and Adjunct Teaching Staff) are eligible to participate (with an active contract during the mobility).

In the action "Staff Mobility for Training": faculty members, those who have teaching duties in the Department, (Laboratory Teaching Staff, Special Teaching Staff, Academic Fellows, PD 407/80) and Specialised Technical Laboratory staff, administrative staff and contract staff of the Department are eligible to participate (with an active contract during the mobility).

The evaluation and ranking of applicants for teaching mobility is carried out with reference to the following priorities, including:

- Teaching staff moving for the first time
- Teaching staff who have submitted a lesson plan or other relevant correspondence (e.g. invitation from the host institution, letter of acceptance)
- Mobility to University Member of the European University Alliance EUNICE.

In the event of a tie, priority will be given to the lowest level of teaching. If there is again a tie, a draw will be made.

Teaching staff with a disability have priority for mobility for teaching.

Teaching staff will also be given the opportunity to participate in Blended Mobility courses and/or Blended Intensive Programmes, if the necessary resources are available.

With regard to **staff mobility for training**, on the basis of equal opportunities, it is noted that administrative staff have priority in the evaluation process, given that teaching staff can also participate in the "Mobility of teaching staff for teaching" action. This is also mentioned in the notice of the call for expressions of interest.

The registration and assessment of candidates will be carried out with reference to the following priorities:



- Job description Priority shall be given to staff of the Secretariats who have been assigned tasks related to the Erasmus+ Programme and the implementation of ECTS (ascertained by a certificate from the Head of the Secretariat) while for teaching staff the academic coordinators take precedence.
- First participation in the Erasmus+ Programme: Priority will be given to those moving for the first time through the Erasmus+ Programme
- Level of knowledge of the language in which the training will take place.

After the recommendation of the Institutional Director of the University of the Peloponnese and the approval of the selected candidates by the Research Committee, the Erasmus+ Office of the University of the Peloponnese is responsible for informing the applicants, the Teaching/Training Plan is signed by the Academic Coordinator of the Programme and the contracts are drawn up under the responsibility of the Erasmus+ Office.

The period of mobility for teaching and the period of mobility for training are institutionally recognised by the institution.

3.3. Performance Assessment and Credit Recognition Policy

The recognition of credits is carried out in accordance with the Institution's Credit Recognition Policy as in force and amended (and posted on the Institution's website <http://erasmus.uop.gr/index.php/-----ects>) and the ECTS Credit Users' Guide:

- 60 ECTS are distributed over a workload of one academic year of study
- 30 ECTS are distributed over one semester
- 20 ECTS are distributed over a term (three months).

Credit recognition is the process by which an institution certifies that some of the learning outcomes achieved and assessed at another institution meet certain requirements of one of the programmes offered.

Recognition means that the number of credits acquired through the achievement of the appropriate learning outcomes, at the appropriate level, in another context of study, will replace the number of credits awarded for the same learning outcomes at the awarding institution.



In this logic, if 30 ECTS have been agreed in the Learning Agreement for 6 months, these should be recognised by the Originating Institution if the student has successfully completed his/her period of study at the Host Institution. The requirements for the award of 20 ECTS and 60 ECTS are similar.

The studies that students will undertake at the Host Institution are fully recognised by the Department, in accordance with the Learning Agreement, within the framework of the ECTS (European Credit Transfer System) and they will not need to take exams in the corresponding courses of their Department, provided that they have attended and passed the corresponding equivalent courses at the Host Institution. Given the diversity of programmes and Higher Education Institutions, the credits and learning outcomes of a module in different programmes are not identical. It is therefore useful to take a flexible approach to the recognition of credits taken in another context.

In particular, a "fair recognition" should be sought instead of a perfect match. This kind of "fair recognition" should be based on learning outcomes and not on the formal procedures leading to the completion of a qualification or module.

For example, in practice, an educational module (e.g. a course) of 4 ECTS credits at another institution can replace a component of 5 ECTS credits at another institution if the learning outcomes are equivalent. The student will then be awarded 5 ECTS credits.

Also, one course at the Host Institution may be paired with two courses at the Home Institution, provided that the Departmental Academic Coordinator has assessed the learning outcomes.

Students request but do not negotiate academic recognition from the instructor of each course individually. The Learning Agreement along with the Transcript of Records Certificate are designed to ensure full recognition of the Program of Studies taken at the Host Institution.

The Learning Agreement is signed before the student's departure, so the student knows in advance that the courses chosen abroad will be fully recognised after their successful completion.

In the event that the student for specific reasons (as stated in the Learning Agreement) has to make changes to the Learning Agreement programme, these should be made as soon as possible, within one month of the start of the course, and approved by the Originating Institution so that the student can be assured that they will receive full recognition upon successful completion.



If the student chooses to take a course that is not part of his/her Programme of Study and does not wish to be counted towards his/her degree, this will be indicated in 6.1 of the Diploma Supplement. Based on the ECTS Guide, "Credits awarded in continuing education may or may not be recognized and accumulated toward a degree/qualification, depending on the desire of the learner and/or the requirements for a degree/qualification. Some trainees may only be interested in pursuing a particular training component without wishing to obtain the qualification."

The Learning Agreements provide for the attendance of academic modules corresponding to the total ECTS of the programme chosen by the student (20, 30 or 60 ECTS). There is no mobility for less than the prescribed ECTS.

A mobility is considered acceptable when the student has taken exams for courses equivalent to at least half of the ECTS (e.g. 15 ECTS when a total of 30 ECTS is planned for a six-months' mobility), which are declared in the Learning Agreement. Otherwise, the Institution reserves the right to request reimbursement of part or all of the scholarship amount. Completion of fewer than the required ECTS by the student participating in the mobility will be further evaluated by the Department of Origin and the Institution.

The academic performance results of students who move for studies are evaluated on the basis of the transcript they will provide after the end of their mobility.

The academic performance results of students participating in a mobility for internship shall be assessed on the basis of the certificate of completion of the project, including the grading scale, as follows:



	Percentage of students usually assessed with this grade %	Definition	Scoring range
A	10	Excellent- excellent work with minor shortcomings	9-10
B	25	Very good-above average work, with some shortcomings	8-8.99
C	30	Good-good work with some important shortcomings	7-7.99
D	25	Fairly good-acceptable standard of work, but with serious shortcomings	6-6.99
E	10	Satisfactory-the work meets the minimum criteria	5-5.99
FX	-	Failure-more effort is required for successful completion and award of credits	3.5-4.99
F	-	Failure - much more effort is required	0-3.49

Any changes and variations during the different stages of the implementation of the Erasmus+ Programme shall be made public promptly in order to ensure transparency and consistency in the operation of the Programme.



4. International Mobility outside ERASMUS+

Mobility (incoming and outgoing) in the context of international cooperation outside the ERASMUS+ Programme is provided for the three levels of study (first cycle, second cycle, third cycle) and includes mobility of teaching staff for teaching and training.

The procedures for the implementation of international mobility and the criteria for the selection of students and staff for mobility are defined by individual bilateral, inter-institutional agreements with partner institutions abroad. For those mobility issues not covered by the bilateral, inter-institutional agreements, the provisions of the present Departmental Regulation and the Mobility Regulation of the Institution apply.

In particular, the application requirements and the criteria for the evaluation of applications for mobility in paragraph 3.1. of this Regulation are also applicable to international student mobility, outside ERASMUS+. The Learning Agreement shall be signed before the departure of the student.

The call for applications for international mobility outside the ERASMUS+ Programme is announced by the Department twice a year (once per academic semester) and posted on the Department's website. The call indicates the documents to be submitted with the application. The applications of international mobility candidates are submitted to the Departmental Secretariat, registered and sent to the Departmental Academic Coordinator for evaluation.

The results of the evaluation are announced on the Department's website. The decision to approve the mobility is taken by the General Assembly of the Department following the recommendation of the Departmental Academic Officer.

Given the diversity of programmes and Higher Education Institutions, the credits and learning outcomes of an educational module in different programmes are not identical. The policy for the recognition of credits is laid down in bilateral inter-institutional agreements.