



**UNIVERSITY OF PIRAEUS
SCHOOL OF FINANCE AND STATISTICS
DEPARTMENT OF BANKING AND FINANCIAL MANAGEMENT**

**MOBILITY REGULATION
STUDENTS AND STAFF
ERASMUS+ and ERASMUS+ International programmes**

PIRAEUS, APRIL 2024

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Article 1. MOBILITY FOR STUDIES

Through the ERASMUS+ program, undergraduate, postgraduate and doctoral students are given the opportunity to attend part of their Program of Studies in one of the European Union countries, or the rest of the world (ERASMUS+ International).

Detailed information on the mobility of students with the ERASMUS+ program is provided by the ERASMUS+ Coordinator at the Department, the website of the Department of Banking and Financial Management (<https://bankfin.unipi.gr>) as well as the Department of International and Public Relations of the University of Piraeus (<https://www.unipi.gr/en/department-of-international-relations/>).

1. Basic conditions for participation in the ERASMUS+ program

The University of Piraeus, within the framework of the ERASMUS+ KA 131 Student Mobility for Studies Program, enables students to move from 2 to 12 months for Studies at a University of a Country - Member of the European Union in order to carry out part of their Studies. The opportunity to travel is provided to students of both undergraduate and postgraduate studies, as well as PhD candidates of all Departments of the University.

At the same time, students who have already moved with the Erasmus Program can participate in the program either for an Internship or Studies, but without exceeding the total travel period of 12 months. The total number of students who can move with the Erasmus program is determined by the bilateral agreements concluded between the Department and the Universities abroad.

For students from economically vulnerable groups or with severe disabilities, the State Scholarships Foundation provides funding, more information can be found in the following websites: <https://www.unipi.gr/unipi/el/erasmusplus/spoudes/genikes-plhrofories-proupotheseis.html> and <https://www.iky.gr/el/atomame-eidikes-anagkes> websites

The student can be informed on the website of the Department of International and Public Relations of the University of Piraeus (<https://www.unipi.gr/en/department-of-international-relations/>), on the Erasmus+ website of the Department of Banking and Financial Management (<https://bankfin.unipi.gr/erasmus>) and in the Study Guide, about the cooperation agreements of the Department with the respective universities to which he can move.

Also, on the above websites, in March of each year is released an announcement about the invitation procedure for the next Academic Semester, as well as the maximum number of students of the Department who can move during that academic year.

1.1 Conditions for student participation in the mobility programme

Students:

1. They must be **nationals** of a country participating in the programme or recognised as **refugees**, **stateless** persons or **permanent residents** of Greece

2. **They can be 1st year student in the academic year of the requested transfer**

3. They must not have completed the minimum number of credits required to obtain their degree, i.e. **there must be a period of study** that they can replace by studying at a university abroad **during the academic year of the requested transfer**

4. Students who belong to **the category of People with Special Needs and tie in the selection process with other students, will be prioritized in the selection procedure.**

For the full list of disabilities see Law No. No. 4186/2013 - Government Gazette 193/Issue A'/17.9.2013. In addition to the diseases included in the attached file, eligible to receive additional funding are all students who have a disability of 67% or more due to physical disability or mental illness, based on the recent opinion of the relevant primary health committee in each prefecture. For more information please visit the relevant website of IKY <https://www.iky.gr/el/atoma-me-eidikes-anagkes>

Low priority for their selection to participate in the Program are:

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

1.2 Student eligibility criteria

Student selection criteria:

The general SELECTION CRITERIA for students for their participation in their mobility to the partnered institutions abroad through Erasmus+ are the following:

- The **student's** performance (average grade)
- Knowledge of **foreign languages**, especially those **spoken at the host institution**
- The **reasons for participation** in the program (motivation) with justification
- The **interview** with the designated Academic Coordinator of the Department
- The **CV** of the student
- The **scientific works** related to the scope of the Department
- **Knowledge of computer use**
- Participation **in seminars, conferences, workshops**, etc. with a subject related to the Department's scope

In order for applications with different attributes of candidates to be comparable, the data will be CREDITED as follows:

SELECTION OF UNDERGRADUATE STUDENTS

N/A	CRITERIA	WEIGHTING
1	Knowledge of foreign languages, especially those spoken in the courses to be attended at the host institution.	30
2	The performance of the student (average grade) at the time of submission of the application (classification according to a certificate of the secretariat for the year of study).	45
3	The interview with the designated Academic Coordinator. Motivation of the student for participation in the program. Incentives that help towards the success of studies abroad, or towards the promotion of studies will be regarded as a positive attribute.	25
	TOTAL	100

SELECTION OF POSTGRADUATE STUDENTS

N/A	CRITERION	WEIGHTING
1	The interview with the designated Academic Coordinator. Motivation of the student for participation in the program. Incentives that help towards the success of studies abroad, or towards the promotion of studies will be regarded as a positive attribute.	30
2	The scientific papers they may have published.	35
3	Complementary or alternative to the courses, it is evaluated the possibility of preparing all and/or part of the MSc Thesis, provided that there is an agreement of the Supervising Professor of the sending institution.	35
	TOTAL	100

SELECTION OF PHD CANDIDATES

N/A	CRITERION	WEIGHTING
1	The interview with the designated Academic Coordinator. Motivation of the student for participation in the program. Incentives that help towards the success of studies abroad, or towards the promotion of studies will be regarded as a positive attribute.	30
2	The scientific papers they may have published.	35
3	The possibility of preparing the PhD Thesis is evaluated, if there is agreement of the Supervising Professor of the sending institution.	35
	TOTAL	100

The choice of each student must be justified in a document (in compliance with the instructions of the European Union and the State Scholarships Foundation) and there must be the relevant documentation, depending on the criteria set, so that it is clear why a student was selected over all other candidates.

Specification on a case-by-case basis of Criteria

FOREIGN LANGUAGES

Language proficiency level according to the Points defined by the Council of Europe:

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

COMPUTER KNOWLEDGE

- With ECDL Certification: 5 credits
- With certification from a degree of the Greek education system: 3 points
- With a certificate from a private body: 2 points

1.3 Student selection

Students who are interested in moving for studies with the Erasmus+ program after the Information Seminar by the Department of International and Public Relations submit, within the given deadline, to the Secretariat of their Department, an application in which they record up to 3 Universities abroad as their travel option and the necessary documents accompanying the application:

- Application – Registration Form
- Transcript of Records
- Foreign language certificates
- Curriculum vitae

The Secretariat delivers the applications to the ERASMUS+ Academic Coordinator of the Department, who initiates the process of interviews, evaluation and selection. The selection of students is made by the ERASMUS+ Academic Coordinator of the Department, and the support of the official responsible for ERASMUS+ of the Secretariat of the Department. The selection is based on the preferences of the universities they have declared (up to three) and the criteria mentioned above.

Upon completion of the selection process, the ERASMUS+ Academic Coordinator of the Department positively recommends to the Assembly of the Department the approval of the selected and runner-up students.

The applicants can see if they have been selected for mobility in the announcements on the website of the Department <https://bankfin.unipi.gr/category/anakoinoseis>.

In case of non-acceptance, the selected students must immediately inform the Secretariat, the ERASMUS+ Academic Coordinator of the Department and the Department of International and Public Relations, so that the position can be filled directly by a student from the list of runners-up.

The Secretariat receives from the Academic Coordinator the document with the selected students and the Universities to which they will move for the next academic year and duly informs the Department of International and Public Relations about further actions.

The Department of International and Public Relations undertakes the nomination of the selected students at the respective Universities abroad. After the nominations process, students receive an acceptance email from the Host University.

Each Host Institution has its own procedure, but most of the time the following will be requested:

Registration: For registration, the student must submit the application form (Application Form), which will be in printed or electronic form. More instructions can be found on the website of the Host Institution, as this procedure concerns the Host University exclusively and in any case may differ from one to the other.

Learning agreement

Grades Transcript

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

The selected students submit to the Department of International and Public Relations, the documents mentioned on the website <https://www.unipi.gr/kinitikotita-foititon-eggrafa/> at least 40 days before the start of their transfer.

If for any reason and at any stage of the process of preparation/completion of the mobility, the student wishes to cancel his/her participation in the Erasmus+ program, he/she must inform the Department of International and Public Relations, the Academic Coordinator, the Secretariat of his/her Academic Department as well as the Host Institution (if the nominations procedure has taken place). In case the student has already received the first installment of the scholarship, he/she will be asked to immediately reimburse the entire amount.

1.4 Course matching - before departure

The ERASMUS+ programme for studies provides for and ensures full recognition of the period of study at the Host University. The selected students will prepare their curriculum with the help of the Academic Coordinators who will sign the Learning Agreement so that it can be sent to the Host Institution and ensure the recognition of the courses listed therein. The rest of the procedure, the required actions and all information are detailed on the website of the Department of International and Public Relations <https://www.unipi.gr/en/erasmus-2-2/>.

The student's Learning Agreement prior to his/her departure for the Host University must be approved by the Academic Coordinator at the student's request. A course is not recognized only if it is not included in the Study Agreements and if the student has not a passing grade by the Host University.

Core courses or compulsory specialization courses can be matched if the instructor has checked the content of the course taught there. The remaining courses chosen by the student are considered elective and are recognized as elective of the Department of Financial and Banking Management if the student had a passing grade.

The Learning Agreement may be amended while the student is in mobility, in case any of the courses originally registered are not offered.

The student is advised, in order not to lose time from his/her studies that the courses he/she has attended and had a passing grade, correspond to 30 credits (ECTS) for one semester or 20 credits (ECTS) for one quarter.

1.5 Recognition of course grades – upon return

The collaborating UNIVERSITY abroad (the Host University) sends the Transcript of records of the student stating the titles of the courses, the grades obtained in the corresponding examinations at the Host University, and the credits (ECTS).

Documents necessary for the Secretariat of the Department of Financial and Banking Management for the recognition of courses are the final OLA (Before the Mobility and Changes to OLA - if changes were made), matching certificates as well as the Transcript of records in original form or in valid electronic format digitally signed.

Subsequently, the ERASMUS+ Academic Coordinator of the Department positively recommends to the Assembly of the Department the recognition of course grades.

1.6 Funding

The student receives a grant amount depending on the destination country. They can receive a mobility grant for up to 12 months during their studies, regardless of the number and type of mobility (studies or internships).

During a course of study, a student can only move once for studies lasting up to 12 months.

Initially, the student receives 80% of the total amount of funding he is entitled to and the remaining 20% is deposited if he returns and meets the requirements of the program.

Detailed information on funding as well as the procedure for submitting the necessary supporting documents is provided on the website of the Department of International and Public Relations <https://www.unipi.gr/en/erasmus-2-2/>.

Article 2. MOBILITY FOR INTERNSHIPS

2. Objective of Erasmus+ Internship

The Erasmus+ Internship offers the opportunity to students of the Department of Banking and Financial Management to practice in an international work environment in the fields treated by the Department,

complementing, broadening and applying the knowledge they acquire during their studies at the Department of Financial and Banking Management.

More information can be obtained from the website of the Department of International and Public Relations <https://www.unipi.gr/kinitikotita-foititon-gia-praktiki-askisi/>.

2.1 Requirements for participation in Erasmus+ Internship

Students can travel with the Erasmus+ Programme for studies or internships in all study cycles, a total of 12 months in each study cycle (e.g. 12 months during undergraduate studies, 12 months during postgraduate studies and 12 months during their PhD). The same student can receive a mobility grant of up to 12 months per study cycle, regardless of the number and type of mobility (studies or internship). Students can apply for an Internship from their 1st year of study.

Recent graduates can also move under the Erasmus+ programme for internships in their first year of graduation. The duration of their internship travel counts towards a maximum of 12 months per course of study. Students interested in completing an internship after obtaining their degree, in a company or organization in a country participating in the Program, should submit their application for a move during their final year of study and before obtaining their degree. It is noted that both the application and the selection of students who want to move as recent graduates must be done as long as they retain their student status

2.2 Erasmus+ Internship Host Organisations

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

The search for an eligible host institution is carried out by the interested student who wants to move with the program. Detailed information can be found on the website of the Department of International and Public Relations <https://www.unipi.gr/kinitikotita-foititon-gia-praktiki-askisi/>.

2.3 Application Procedure

If the candidate student wishes to participate in the Erasmus+ program for an internship in an organization/business and has found its host institution in one of the eligible countries, he/she must submit to the Secretariat of the Department of Financial and Banking Management the following documents:

- **Application form** for expression of interest of a candidate student for an ERASMUS+ internship, which is available from the Secretariat of the candidate's Department or can be downloaded from the website <https://www.unipi.gr/diadikasia-aitisis-kai-axiologisis/>.
- **Transcript of Records Certificate**
- **Short CV**
- **Copies of language proficiency certificates**
- **Certificate of Acceptance from the Host Institution (Letter of Acceptance)**

- **Solemn declaration of Law 1599/86** where the student will declare responsibly **if he has moved in the past with the Erasmus+ program** and for how many months.

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

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

2.4 Evaluation Process

After the student submits all the above documents, his/her application must be approved by the ERASMUS+ Academic Coordinator of the Department and the Assembly of the Department.

The selection criteria for an Internship are:

- the year of study
- the candidate's score (from the Transcript of Records)
- the practical training according to the candidate's subject (certificate from the host institution)
- the added value that the student will gain from the internship as evidenced by a certificate issued by a host institution

No transfer is recognized/funded unless the candidate student has received approval from his Department. This decision is then notified to the Department of International and Public Relations.

2.5 Before departure from the host institution

Before leaving the Host Institution, the student must collect the following documents:

- Training Agreement (Before-During-After), the Certificate of Arrival and the Certificate of Departure, in their Prototype/Original forms
- the Internship Report completed by the Host Institution

Students who are in mobility and wish to extend the mobility period, may submit to the Department of International and Public Relations a request to extend the duration of their mobility, either for studies or for internships, no later than 2 months before the current mobility ends.

2.6 Submission of return documents

The documents to be submitted to the Secretariat of the Department of Financial and Banking Management are all parts of the Training Agreement (Before, During, After), as well as the Internship Report completed by the Agency in original form as well as those mentioned in the following link: <https://www.unipi.gr/kata-ti-diarkeia-tis-praktikis-askisis/>. The deadline for submitting original documents is 30 calendar days after the end of the journey.

Article 3. STAFF MOBILITY FOR TEACHING

This activity allows the teaching staff of the University of Piraeus to teach in a collaborating Higher Education Institution abroad from which the University of Piraeus has concluded bilateral agreements. Staff mobility for teaching purposes may concern any subject area/academic discipline. In the context of this mobility, invited staff from foreign companies are also allowed to teach at Greek Higher Education Institutions.

The participation procedure, the conditions, the funding as well as the foreign institutions with which the University of Piraeus has concluded bilateral agreements are posted on the website of the Department of International and Public Relations <https://www.unipi.gr/kinitikotita-prosopikou-gia-didaskalia/> .

Article 4. STAFF MOBILITY FOR TRAINING

Within the framework of the Erasmus+ program, there is the possibility of mobility of teaching and administrative staff of the University of Piraeus for the purpose of training. This activity allows the teaching and administrative staff of the University of Piraeus to participate in training activities (excluding participation in conferences) or job shadowing at a partner institution, or other relevant institution abroad, in a country participating in the Program. Moving can take place in universities abroad without any bilateral agreement. The participation process, the conditions as well as the funding are posted on the website of the Department of International and Public Relations <https://www.unipi.gr/kinitikotita-prosopikou-gia-epimorfosi/>

Article 5. MOBILITY UNDER ERASMUS+ KA171 INTERNATIONAL CREDIT MOBILITY

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

The participation process, prerequisites, host institutions as well as funding are posted on the website of the Department of International and Public <https://www.unipi.gr/diethnis-kinitikotita/>.

Article 6. OBSERVANCE, AMENDMENT OF THIS REGULATION

This Erasmus+ Mobility Regulation was approved by the Assembly of the Department of Banking and Financial Management (meeting 10.04.2024) and may be amended if necessary.