



**UNIVERSITY OF PIRAEUS**  
**TOURISM STUDIES DEPARTMENT**

**REGULATION**  
**Student and Staff Mobility**

**Piraeus, May 2024**

## Article 1 Purpose of the Erasmus+ Program

1. The Erasmus+ program is the European Commission's program for education, training, youth, and sports. It aims to enhance skills, employability, as well as in the modernization of education, training, and youth, across all sectors of Lifelong Learning. Erasmus+ program seeks to strengthen the European dimension of studies. It provides opportunities for students to benefit linguistically, culturally, and educationally from the experience of other European countries and the offered study courses and subjects. Thus, young people get equipped with high specialization, broad perspective, and international experience, useful for their future professional career and future life overall.

2. Activities within Erasmus+ concerning undergraduate, graduate, or doctoral students, include:

A. Student mobility for studies.

B. Student mobility for internships (Era-Places).

The Department of Tourism Studies has activated the program for students in the undergraduate and doctoral level of studies and intends to implement it for graduate studies once postgraduate programs are established in the Department.

The Department is in the process of establishing bilateral agreements within and outside Europe. Until these agreements are formed, it can rely on the agreements of the University of Piraeus under the International Mobility Program within and outside Europe.

3. The teaching and administrative staff of the Department may move abroad for training, while the teaching staff / teaching faculty may also move abroad for teaching purposes.

4. **Mobility for Training** is an activity allowing the teaching and administrative staff of Higher Education Institutions to participate in training activities (excluding conferences) or job-observation at a partner Higher Education Institution or another relevant body abroad, in a country participating in the Program.

5. Under the Erasmus+ program, there is the possibility of **mobility** for the teaching and administrative staff of the University of Piraeus **for training**. Mobility for training within the EU/classical mobility, can be performed at universities (from a program country to a program country) without any bilateral agreement. Mobility for training outside the EU/international mobility (from a program country to a partner country) requires a bilateral agreement. Additionally, mobility aimed at concluding bilateral agreements is awarded extra points. The selection criteria for staff mobility are defined in the respective announcement/invitation.

6. **Mobility for Teaching** allows teaching staff of Higher Education Institutions to teach at a partner Higher Education Institution abroad. This mobility may concern any subject

area/academic field. Within this mobility, it is also permitted for invited staff from businesses abroad to teach in Greek Higher Education Institutions.

7. Under the Erasmus+ program, there is the possibility of mobility for teaching staff (classical or international mobility) for teaching purposes, at host universities with which the University of Piraeus has bilateral agreements (from a program country to a program country or a partner country). The selection criteria for staff mobility are defined in the respective announcement/invitation.

### **Article 2 Enrolment of Incoming Students**

1. Students coming from other Higher Education Institutions (HEIs) in Greece or equivalent institutions abroad within the framework of educational - European or research collaboration programs are registered as visiting/'guest' students of the Department.

### **Article 3 Rights and Obligations of Incoming Students**

1. Visiting /'guest' students have the same rights and obligations as the students of the Department of Tourism Studies for the duration of their studies, according to the approved collaboration program.

### **Article 4 Studentship of Incoming Students**

1. Incoming students can choose courses from the entire Undergraduate Studies Curriculum which are offered each semester by the Department. It is noted that the courses "TSPRAK1. Internship Course I" and "TSPRAK2. Internship Course II," corresponding to internship within the country, are excluded according to a decision of the Department Assembly (13.09.2023).
2. In the courses, of the Department's Curriculum, selected by foreign university students within the Erasmus+ Program, depending on the number of students per course, it is possible to organize foreign language teaching or independent teaching - supervision - evaluation of students by the respective Module Coordinators, which is credited to the Module Coordinators' teaching workload.

## Article 5 Conditions for the Mobility of Outgoing Students

1. The **Eligibility Criteria for Students** are defined based on the Erasmus+ regulations of the State Scholarship Foundation (IKY), as these are published by the International and Public Relations Department of the University of Piraeus. Based on the above, the Eligibility Criteria for Students are as follows:

Students:

- a. Must be nationals of a country participating in the program or be recognized as refugees, stateless persons, or permanent residents of Greece.
  - b. Must not be in their first year of studies, during the academic year of the requested mobility.
  - c. Must not have completed the minimum required number of credits for their degree, meaning there must be a study period that can be replaced by studying at a foreign university during the academic year of the requested mobility.
  - d. Students belonging to the category of Persons with Special Needs who have the same number of credits with other students in the selection process, will be given priority. The full list of disabilities can be found in Law No. 4186/2013 (Government Gazette 193/τ.Α'/17-09-2013). Apart from student categories included in the above law, eligible for additional funding are all students with a disability of 67% or more due to physical or mental illness, based on a recent diagnosis of the relevant primary health committee in each county. For more information, please refer to the IKY website.
  - e. Low priority for being selected to participate in the Program is given to:
    - i. Students from countries outside Greece requesting mobility to an institution in their home country.
    - ii. Students who have already completed one Erasmus+ mobility (either for studies or internships).
    - iii. Students who have withdrawn from the Erasmus+ Program without specifying a reason for their action. T
  - f. These criteria may change in each call of Erasmus+ student mobility for studies in EU and non-EU countries.
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2. The **general Selection Criteria for Students** participating in mobility programs, for being moved to partner institutions abroad through Erasmus+, are defined based on the Erasmus+ regulations of the State Scholarship Foundation (IKY), as these are published by the International and Public Relations Department of the University of Piraeus. These criteria are:
    - The student's performance (grade point average).
    - Knowledge of foreign languages, particularly the language spoken at the host institution.
    - Reasons for participating in the program (motivation) with relevant justification.
    - Interview with the Department's Academic Coordinator.
    - The student's curriculum vitae.
    - Scientific assignments related to the Department's fields of study.
    - Knowledge of computer use.
    - Participation in seminars, conferences, workshops, etc., related to the Department's fields of study.

To ensure comparability of applications of candidates with different, a scoring system for the elements/points in each announcement/invitation will be used.

These criteria and their scoring system may change in each call for Erasmus+ student mobility vacancies for studies, in EU and non-EU countries.

3. The selection of each student must be justified in writing (according to EU and State Scholarship Foundation guidelines) and be supported by relevant documentation, depending on the set criteria, to clearly show why one student was chosen over all other candidates. The selection of each student must be justified in writing (according to EU and State Scholarship Foundation guidelines) and be supported by relevant documentation, depending on the established criteria, to clearly show why one student was chosen over/instead of all other candidates.

### **Article 6 Studentship and Grading for Outgoing Students**

1. For students enrolled in Greek Higher Education Institutions (HEIs), the credits, study period, successful course attendance, and their marking, at the host HEI are recognized, transferred, and are considered completed at the home institution, provided these courses are part of an approved cooperation program.
2. Students who have attended international or European educational programs through the University's programs, it is mandatorily recognized, as actual study time, their study time abroad, as well as the relevant grades, which are converted using the aforementioned grading scale, according to the educational/learning agreement and the transcript of records, as per the applicable regulations. Grades in foreign HEIs must be proven with an original official document from the foreign HEI, legally translated into Greek.
3. Credit recognition (ECTS) through the Erasmus+ program is possible. Recognition of credits is the process through which it is certified by the Department Assembly's decision that some of the learning outcomes achieved and assessed at another institution are fully aligned with the learning outcomes of offered courses. Given the variety of programs/curriculums and of Higher Education Institutions, credits and learning outcomes, of an educational unit/course, in different programs, are not identical. Therefore, a flexible approach is followed for recognizing credits earned at another institution. The Learning Agreement is signed before the student's departure, ensuring that the courses taken to study abroad will be fully recognized upon their successful completion. If a student chooses to study abroad a course not included in the Department's Curriculum of Studies and he/she does not wish it to count towards their degree, it can be recorded in field 6.1 of the Diploma Supplement.
4. The initial matching of the Department's courses for the Department's students, with Erasmus+ courses at foreign universities is done by the respective Department of Tourism Studies Module Coordinators in consultation with the Academic Coordinator.

5. By decision of the Department Assembly, courses may be excluded from being matched with Erasmus+ courses at foreign universities. Specifically, it is noted that the courses "TSPRAK1. Internship Course I" and "TSPRAK2. Internship Course II," corresponding to internship within the country, are excluded by the Department Assembly's decision (13.09.2023).
6. Students of the Department of Tourism Studies in the first cycle of their studies may choose to match compulsory and elective courses of their current academic semester during which they will move, courses from previous semesters they have not attended yet or they failed them, and compulsory or elective courses of subsequent/future semesters, according to the curriculum and taking into consideration the exceptions in paragraph 5 of article 6 of the present regulation, and having ensured the agreement of the Academic Coordinator and of the Module Coordinator of the module they wish to match, so as to gather the required number of ECTS credits in the Learning Agreement, based on the Erasmus+ Program regulations and the University of Piraeus Erasmus+ Program regulations.

#### **Article 7 Student Mobility for Internship**

1. Under the Erasmus+ program, recent graduates can also be moved for internships within the first year following their graduation. The duration of their internship mobility is counted within the maximum limit of 12 months per study cycle. Students interested in an internship period after their graduation at a business or organization in a country participating in the Program, must apply for mobility during their final year of studies before graduating.
2. Both the application and the selection of students wishing to be moved as recent graduates, must occur while they still hold their student status.
3. Students may apply for an internship since their first year of studies.
4. The amendment of the Mobility Agreement for Internship (such as changes in arrival and departure dates) can occur before the end of the scheduled mobility period, and only after a substantiated/justified request in the form of an official notification letter and/or email. These changes are subject to the regulations of Erasmus+ and the Office of International and Public Relations in the University of Piraeus.
5. The eligible countries for mobility are determined by the Office of International and Public Relations in the University of Piraeus.
6. Funding/grants for mobility for internships traineeships are subject to the regulations of Erasmus+ and those of the Office of International and Public Relations in the University of Piraeus.
7. Any student, and particularly those unable to participate in long-term physical mobility for studies or internships, can combine a short-term physical mobility with mandatory virtual activities.

### **Article 8 Academic Coordinator**

1. For managing issues related to the International Student and Staff Mobility in Higher Education Institutions, the Department of Tourism Studies appoints an Academic Coordinator, as a result of the decision of Department Assembly. The Academic Coordinator must be a Professor of any rank within the Department. The Academic Coordinator is responsible for concluding bilateral agreements with Higher Education Institutions and Higher Education Organizations abroad, according to the procedures in place at the University of Piraeus. The Academic Coordinator is also responsible for providing counselling to those participating in the program (learning, traineeship, training, teaching) and for the preparation and completion of the Learning Agreement form. Additionally, the Academic Coordinator is responsible for selecting the students who will participate in mobility program. Academic Coordinator's duties can be updated following a decision of the Department Assembly.

### **Article 9 Student and Staff- Mobility awareness**

1. For the mobility program for studies and internships, students are informed through brochures, announcements, and/or postings on the website of the Department of International and Public Relations. Additional information is posted on the websites of the Department of Tourism Studies and that of the University of Piraeus. Finally, information and clarifications are provided to students by the Academic Coordinator.
2. For the mobility program for teaching and training, the staff of the Department of Tourism Studies is informed through brochures, announcements, and/or postings on the website of the Department of International and Public Relations. Finally, information and clarifications are provided by the Academic Coordinator if deemed necessary.

### **Article 10 Entry of force and launching**

1. The entry of force and launching of the present regulation begin with its approval by the Department Assembly.