

**ERASMUS+**  
**Rules and Regulations**  
**of the Faculty of Pharmacy**  
**of the University of Pécs**

Erasmus+ is a new programme of the European Union promoting education, training, the field of youth and sports. With a view to implementing the Erasmus+ Programme at the Faculty of Pharmacy (hereinafter FPh and Faculty) and determining its rules of procedure, the Faculty Council adopts the following rules and regulations in accordance with the University Erasmus+ Rules and Regulations.

**Section 1**  
**The purpose of the Rules and Regulations**

The purpose of the Rules and Regulations is to establish the regulatory framework of the application system of a uniform, transparent and economical student, teaching and non-teaching staff mobility and the conditions of the efficient implementation of projects.

**Section 2**  
**The scope of the Rules and Regulations**

The scope of the rules and regulations shall cover:

- a.) lecturers, students and administrative staff members of the UP FPh participating in the Erasmus+ Programme,
- b.) MS and FPh organs and organisational units participating in organising and coordinating the Erasmus+ Programme and in maintaining contacts.

**Section 3**  
**The Faculty organisational structure of the Erasmus+ Programme**

- (1) Under the Cooperation Agreement concluded with the Medical School (hereinafter MS), the organisational units of the MS shall perform the administrative, organisational and preparatory work connected to maintaining international relations at the same quality level as they perform for the MS. In cooperation with the International Relations Committee of the FPh, the following organs of the MS shall participate in performing the tasks necessary for the operation of the Erasmus+ Programme:
  - a.) International Relations Office (hereinafter IRO)
  - b.) Erasmus+ Coordinator
  - c.) Registrar's Office (hereinafter RO)
  - d.) Erasmus Ad hoc Committee complemented by one committee member delegated by the FPh.
- (2) The MS International Relations Office shall perform the tasks falling under its competence, concerning the Erasmus+ Programme and connected to the application procedure.
- (3) The Erasmus+ Coordinator is a full time employee of the International Relations Office of the Dean's Office of the UP MS. The Erasmus Coordinator shall be assigned by the (MS/FPh) Dean.  
The Faculty Coordinator shall:

- a.) perform the tasks in connection with the Faculty application procedures and the tasks falling under its competence under section 30 of the Erasmus+ Rules and Regulations of the UP,
  - b.) keep contact and conciliate with the employees of the Centre for International Relations, the employees of the FPh Registrar's Group and the foreign partner institutions if needed;
  - c.) continuously forward the bilateral agreements to the Centre for International Relations to have them signed and register the bilateral agreements signed by both parties;
  - d.) initiate the convening of the Erasmus Ad hoc Committee, prepare the agenda of its meetings and perform secretarial tasks;
  - e.) provide statistical data and prepare reports concerning the Erasmus+ Programme; and
  - f.) inform lecturers and students participating in the Erasmus+ Programme about administrative and practical issues in connection with the programme.
- (4) The MS Registrar's Office shall perform the tasks, concerning the Erasmus+ Programme, connected to the administration of the academic matters of incoming students.
  - (5) Cases concerning the Erasmus+ Programme at Faculty level and in respect of applications shall be decided by the Dean concerned upon the advice of the Erasmus+ Ad hoc Committee.

#### **Section 4**

#### **Application procedure for students**

- (1) Not later than the 15 of February of the academic year preceding the academic year of the applications, the Faculty Coordinator shall arrange for the call for applications at the Faculty under the bilateral agreements effective on 31<sup>st</sup> January, ensuring students at least three weeks for the submission.
- (2) The call for applications shall specify the conditions of the application, the formal and content requirements, the submission place and deadline, the code of the receiving institution and the number of places and months that can be applied for.
- (3) The Erasmus Coordinator and the Chair of the FPh International Relations Committee shall jointly be responsible for announcing the call for applications on the FPh noticeboard or in the locally usual manner and on the website of the FPh.
- (4) Students shall submit their applications to the MS IRO. The students' applications shall contain the following:
  - application form
  - Europass-type CV (available on the internet)
  - motivation letter
  - a copy of documents certifying language competence (in the lack of an official language certificate, a certificate from a lecturer verifying the appropriate language competence)
  - a copy of documents certifying scientific activities
  - a copy of documents certifying communal activities
- (5) Citizens of or persons having a residence permit in any country participating in the programme can apply. Any (full or part time) student enrolled at the FPh of the UP can apply who has successfully accomplished the first two semesters of their studies in line with the model curriculum and who has not participated in Erasmus+ student

mobility for learning (not even as a zero grant student). Each student can obtain an Erasmus status for a maximum of 12 months per training level (study abroad and internship in total), thus if the applicant has already participated in Erasmus study abroad and/or internship but has not used up the 12-month Erasmus+ period, he/she can apply again. Students pursuing master level or doctoral studies who already were Erasmus students at their former training level(s) can also apply.

- (6) When assessing and ranking the applications, the academic performance and the language knowledge required by the call for application shall be taken into account. Students acting as student assistants, conducting research, or being active in the community, for instance participating in helping incoming Erasmus+ students shall be given preference. The scoring system of the evaluation is available at the website of the MS IRO.
- (7) The Erasmus+ Coordinator shall evaluate student applications within three weeks reckoned from the deadline for their receipt, if there are more applications than places, the Erasmus Coordinator shall rank the applications and shall forward the ranked applications to the MS/FPh Erasmus Ad hoc Committee. In the possession of the knowledge of the Faculty share of the overall amount allocated to the University from Brussels, the Erasmus Ad hoc Committee shall oversee and approve the ranking of students proposed to travel abroad.
- (8) The Erasmus+ Coordinator shall forward the proposal of the Erasmus Ad hoc Committee to the FPh Dean within three days. The Faculty Coordinator shall inform the Centre for International Relations about the decision of the Dean in writing.
- (9) No student submitting an application can take part in evaluating the applications.
- (10) In disputed cases the Dean shall make a decision upon the recommendation of the Erasmus Ad hoc Committee.
- (11) Following the creation of the final student list, the Faculty Coordinator shall conduct a meeting to inform the outgoing students of the given year about the administrative tasks. Students who cannot attend the meeting shall see the Faculty Coordinator to get informed not later than 30<sup>th</sup> April of the given academic year.
- (12) By the help of the information obtained from the Faculty Coordinator, students shall register with the receiving university. Following the conciliation with the foreign university, students shall see the Faculty Coordinator to finalise and fill in the Learning Agreement (Annex)
- (13) On the side of the sending institution, signing the Learning Agreement shall be the task of the Faculty Coordinator.
- (14) In the possession of the signed Learning Agreement and the completed Student Grant Agreement, students shall appear at the Centre for International Relations (room 113 1st floor, 4 Vasvári Pál street) for accomplishing the administrative tasks and obtaining information three weeks prior to their departure.
- (15) Students shall have one calendar month reckoned from the announcement of the grant to decide about acceptance or withdrawal in full knowledge of the financial circumstances. In the case of withdrawal, the student shall inform the Faculty Coordinator about it in writing.
- (16) If the student withdraws the already awarded and accepted grant without any special reasoning more than one month following the decision of the Dean, he or she cannot submit any other Erasmus+ application in the course of his or her studies pursued at the Faculty.
- (17) The Faculty Coordinator shall report any changes made in the list of outgoing students. The Dean shall inform the Centre for International Relations about the reported changes in writing.

- (18) The Dean shall decide on the remainder of the overall amount of grants remaining for any reason upon the proposal of the MS/FPh Erasmus Ad hoc Committee. The Dean shall notify in writing the students concerned and the Centre for International Relations about the decision.
- (19) A student can be awarded a grant for a foreign Erasmus+ study period and a grant for an Erasmus+ internship period only once during his or her studies pursued in higher education in compliance with the details specified in Section 4 (5) (“Eligible applicants”).

## **Section 5**

### **The obligations of students obtaining an Erasmus+ study grant**

- (1) Students awarded an Erasmus+ study grant shall spend at least 90 days/one semester in the partner institution in accordance with its educational system.
- (2) Students shall have an active student status at the UP FPh until the date of expiry of the Student Grant Agreement concluded with the Centre for International Relations.
- (3) Within two weeks reckoned from arriving at the partner institution, students shall send the list of courses taken up by them to the Faculty Coordinator of the UP MS for a repeated approval. In the lack of such approval the Faculty is not obliged to recognise the said courses.
- (4) During the study period abroad, students shall accomplish as many courses as are needed for having the study period spent abroad recognised as part of their studies at their home institution. Language courses and the EILC (Erasmus Intensive Language Course) started before the semester cannot be taken into consideration.
- (5) Students shall certify the accomplishment of the courses abroad in the form of a Transcript of Records or a Validation Form issued by the foreign partner university, a copy of which must be sent to both the Centre for International Relations and the Faculty Coordinator within 30 working days reckoned from the end of the grant period. If he or she fails to do so, the full amount of the grant may be reclaimed.

Students shall submit a Final Report to the Faculty Coordinator in accordance with the rules determined for the given academic year within 15 working days reckoned from the end of the grant period, the Coordinator shall forward them to the International Relations Committee of the FPh. Further obligations of the students are laid down in Sections 7-11 of the Erasmus+ Rules and Regulations of the UP.

## **Section 6**

### **Erasmus+ internship**

- (1) Students can apply for an Erasmus+ internship only once in the course of their studies. Only full time and PhD students may apply; a call for application shall be announced in February of each academic year and shall ensure at least three weeks to submit all the documentation of the application.

The application shall contain the following:

- application form (available on the Faculty website)
- EUROPASS-type CV (available on the internet)
- motivation letter

- a copy of documents certifying language competence (in the lack of an official language certificate, a certificate from a lecturer verifying the appropriate language competence)
  - certificates of other professional, scientific or public life activities (if relevant)
  - letter of acceptance from the receiving institution ensuring internship abroad
- (2) After being awarded the grant, students shall fill in the Training Agreement and the Quality Commitment, which shall be signed by the Faculty Coordinator.
  - (3) Students shall have an active student status until the end of the internship, failing which the full amount of the grant may be reclaimed.
  - (4) Subsequent to the end of the internship, students shall send a copy of the issued certificate detailing in line with what list of themes, what, for how long and with what result the student accomplished to the Faculty Coordinator and also to the Institutional Coordinator.

Students shall submit a Final Report to the Faculty Coordinator in accordance with the rules determined for the given academic year within 15 working days reckoned from the end of the internship; the Coordinator shall forward these Final Reports to the FPh International Relations Committee. Further obligations of the students are laid down in Sections 12-13 of the Erasmus+ Rules and Regulations of the UP.

## **Section 7**

### **Application procedure for the teaching staff**

- (1) In March/April of the given academic year, the Faculty Coordinator shall announce a Call for Applications subsequent to being notified by the Centre for International Relations about the overall amount of mobility grants allocated for the given year.
- (2) Full time and part time members of the teaching staff and external lecturers of the Faculty who have Hungarian citizenship or a residence permit in Hungary or have a refugee status can apply for places specified in effective bilateral agreements.
- (3) Subject to the bilateral agreements of the Faculty, in the given partner institution the applying lecturers shall perform teaching activity the duration of which must be at least 8 hours or 5 working days and cannot be longer than a week.
- (4) The application shall contain the application form and a brief teaching plan. Lecturers shall submit their applications to the IRO, to the Faculty Coordinator.
- (5) The aim of teaching mobility can exclusively be teaching at the partner institution, no research activity may be funded by the Erasmus+ Programme.
- (6) The Erasmus Ad hoc Committee shall evaluate the applications submitted and shall decide about the participants of the mobility taking into consideration the overall amount.
- (7) Lecturers obtaining the grant shall inform the IRO about the expected date of their travel, the planned teaching activity and its duration at the partner institution not later than 1<sup>st</sup> April of the given academic year. If the lecturer fails to fulfil his or obligation to provide information or fails to use the grant obtained for a reason attributable to him or her, the Faculty Erasmus+ Coordinator shall notify the Central Erasmus Office about it. Applications for such freed grants will be submitted to the IRO and shall be decided on by the Erasmus Ad hoc Committee.

- (8) Lecturers not using up their grant cannot be awarded a grant in the academic year subsequent to the withdrawal.
- (9) If applications outnumber the places available, the following shall be taken into consideration:
  - 1) who are the lecturers who participated in the Erasmus+ mobility in the previous year,
  - 2) employees of the faculty shall have priority.

In disputed Faculty level teaching mobility applications, the Dean shall make a decision upon the recommendation of the Faculty Erasmus Ad hoc Committee.

## **Section 8**

### **The obligations of lecturers**

- (1) The obligations of outgoing lecturers are laid down in Sections 16-20 of the Erasmus+ Rules and Regulations of the UP.

Within 5 working days reckoned from returning home, the lecturer shall submit a written account of their teaching activity abroad and the visit paid to the partner institution, in line with the aspects specified by the Faculty Coordinator. The Coordinator shall forward the written account to the FPh International Relations Committee.

## **Section 9**

### **Administrative staff mobility**

(1) The aim of the administrative staff mobility is to promote the professional further training of the administrative staff of the University and to support gaining experience and good practices to be utilised university-wide. Members of the teaching staff can also apply, provided the performing of a non-teaching activity is planned in the framework of the mobility. No research activity can be pursued in the framework of administrative mobility.

(2) The Call for Applications, the Application Form and the Conditions of Application shall be announced on the website of the University by the Centre for International Relations on the basis of the conditions of application stipulated for the given academic year by Tempus Public Foundation. Upon the notice sent to the Faculty Erasmus+ Coordinator, the application notice shall also be announced on the Faculty website.

(3) The following persons can participate in the Erasmus+ administrative staff mobility:

- a) persons in a civil service legal relation with the University;
- b) persons whose language knowledge enables them to participate in the programme (they can certify it with a language exam certificate or a document certifying the result achieved at an internal language test);
- c) persons whose programme outlined in the application is in accordance with the objectives of the University and the organisational unit employing the civil servant.

(4) The applications submitted shall be evaluated by the Committee on Foreign Affairs. The amount of the grant shall be determined by the Committee on Foreign Affairs upon the recommendation of the Centre for International Relations.

(5) For the duration of his or her stay abroad, the Grantee shall be awarded a grant, the amount of which shall depend on the duration of the stay abroad and the receiving country, corresponding and adjusted to the amount calculated on the basis of the maximum amount determined and published by the European Commission for the different target countries in the given form of mobility.

(6) The University shall conclude a Grant Agreement with the Grantee in which the full amount of the Erasmus+ grant and the conditions and method of its payment shall be laid down.

Matters not covered in these Rules and Regulations shall be governed by the Erasmus+ Rules and Regulations of the UP.

## **Section 10**

### **Enacting and closing provisions**

(1) These Rules and Regulations shall enter into force on the day of their adoption.

(2) The provisions of these Rules and Regulations shall be applicable in procedures commenced after its entry into force.

(3) Under these Faculty Erasmus+ Rules and Regulations, without prejudice to the relevant competences and on the basis of professional legal aspects, references to the detailed Erasmus+ Rules and Regulations of the UP shall be governing in matters not provided for herein.

(4) The staff of the MS International Relations Office in cooperation with the FPh International Relations Committee shall continuously update the annexes (forms) related to these Rules and Regulations.

Done in Pécs, on 16 February 2017.

Additional clause: These Rules and Regulations were adopted by the Faculty Council on its meeting held on the 22<sup>nd</sup> of February 2017.