



IONIAN UNIVERSITY
SCHOOL OF HUMANITIES
DEPARTMENT OF HISTORY

Mobility Regulations for the MA in Adriatic Studies

The procedure followed for the implementation of mobilities is governed by:

- The rules and conditions of the Erasmus+ Programme Guide (https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_el),
- The rules and conditions of the Erasmus Charter for Higher Education (https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_el),
- the Regulatory Framework of the Erasmus+ Programme of the Ionian University,
- The Erasmus+ Rules of Procedure of the Department of History.

CHAPTER 1

Erasmus+ Programme mobility organisation
Programme implementation framework - Bodies - Committees

Erasmus+ is the EU's programme for Education, Training, Youth and Sport, which aims to contribute to the personal development, skills and employability of participants and to support the modernization of education, training and youth systems in all areas of Lifelong Learning.

Detailed information on the opportunities it offers, including eligibility criteria, can be found in the Erasmus+ Programme Guide available on the EU website and on the website of the National Programme Coordination Unit (IKY).

Ionian University has been awarded the Erasmus+ Charter for Higher Education (ECHE). The Erasmus Charter provides the general quality framework for the European and international cooperation activities that a higher education institution can carry out

within the Erasmus+ programme. Obtaining the ECHE is a prerequisite for all higher education institutions established in one of the programme countries that wish to participate in learning mobility of individuals and/or to cooperate for innovation and good practice within the Erasmus+ programme.

The IKY has been designated as the National Coordination Unit (NCU) for the Programme in Greece.

The academic leader of the Erasmus+ Programme is the Vice-Rector for Academic Affairs and International Relations of the IU, who supervises the management of the Programme.

The Department of International and Public Relations of the Ionian University is responsible for the administrative support and implementation of the Programme's actions.

The Special Research Account of the Ionian University (ELKE) undertakes the financial management of all actions of the programme.

Article 1 - Classical Mobility of Teaching Staff for Teaching and/or Training (KA131)

1. By decision of the Erasmus Foundation Committee, a call for expressions of interest is published for the participation of the teaching staff of the institution in the classical staff mobility for teaching and/or training. The invitation shall specify all the conditions, selection criteria, supporting documents and the deadline for submission of applications.

2. The selection of the members of the teaching staff who will make use of Erasmus mobility for teaching and/or training is carried out based on the Erasmus programme rules, under the sole responsibility of the academic departments of the institution. Especially for the Department of History, the procedure provided by the Department of International and Public Relations of the Ionian University (<https://international.ionio.gr/gr/erasmus/#35>) is followed.

3. The Erasmus Foundation Committee shall be responsible for validating the decisions of the departments, based on the conditions and eligibility criteria set out in the following paragraph and in such a way as to ensure the impartiality of the selection process, the balanced representation of fields of study in mobility, and equality of opportunity between men and women.

4. The conditions for the participation of teaching staff in the classic Erasmus mobility are as follows:

- a. the beneficiary must be a member of the teaching staff of the Ionian University, who holds the Erasmus University Charter. The host institution/organisation should also be an Erasmus University Charter holder (for teaching and/or training) or any public or private organisation from a Programme country active in the labour market or in the fields of education, training, youth, research and innovation (for training).
- b. the beneficiary must be a national of a country participating in the Erasmus

programme,

c. mobility of staff for teaching between institutions must be based on inter-university agreements signed before the start of the mobility.

5. The criteria for the final selection of teaching staff in classical mobility are as follows:

a) the posts available from the Mobility Programme are distributed equally to all the Departments of the Institution. Based on this algorithm, each academic department is required to determine the specific number of candidates and any runners-up in the decisions it takes.

b) in case there are more applications per Department, the selection of candidates will be made by the Departmental Assembly as follows: In order to ensure that as many faculty members as possible participate in mobility, priority will be given to members who are going abroad for the first time and to those who have not moved in the last three years as follows:

1st participation in the Programme: 4 points - 2nd participation: 3 points - 3rd participation: 2 points - 4th participation: 1 point

c) those faculty members who apply for a period of in-service training or a combined period of teaching and training, which will allow them to develop pedagogical and curriculum design skills in the field of higher education shall be awarded 2 additional points.

6. In all cases of selection, a shortlist is kept, which is used in case of cancellation of an approved participation.

7. In the event of a tie between two or more candidates, a draw shall be made before the members of the Commission.

8. In the event of a vacancy in a Department of the Foundation for any reason, the final selection will be carried out under the responsibility of the Erasmus Foundation Committee by drawing lots among the successful candidates from all the Departments.

9. In case of high demand, the Erasmus Foundation Committee may, by decision, make more teaching staff mobility places available than those provided for in the current contract. The additional expenditure may be covered by the Programme's organizational support budget, in accordance with the Programme rules in force at the time.

A special area on the University's website is available to inform interested parties about the Erasmus+ Programme.

Article 2 - Classic Administrative Staff Mobility for Training (KA131)

1. By decision of the Erasmus Foundation Committee, a call for expressions of interest is published for the participation of the administrative staff of the Foundation in the classical staff mobility for training. The invitation shall specify all the conditions,

selection criteria, supporting documents and the deadline for submission of applications.

2. The selection of staff to participate in the mobility for training shall be carried out under the sole responsibility of the Erasmus Foundation Committee, based on the conditions and eligibility criteria set out in the following paragraphs and in a manner that ensures the transparency and impartiality of the selection process in the mobility.

3. The conditions for participation in the programme are as follows:

- a. the beneficiary must be working at the Ionian University which holds the Erasmus University Charter,
- b. the beneficiary must be a national of a country participating in the Erasmus programme,
- c. The host institution/organisation should also be an Erasmus University Charter holder, or any public or private organisation from a Programme country active in the labour market or in the fields of education, training, youth, research and innovation,
- d. a decision by the Head of the Directorate or Department to which he belongs, certifying that his absence will not hamper the operation of the service, is required for the examination of the application for mobility.

4. The final selection of staff to be moved will be made by drawing up a ranking list and selecting the first ranked staff on that list until all available posts are filled. Only personnel applications that meet the requirements of paragraph 2 of this Article shall be included in the ranking list.

5. The selection criteria for participants in the staff mobility programme are as follows:

- a) minimum required language level B1: 1 point
- b) additional foreign languages: 1 point for each additional language
- c) documentation of work plan: good/moderate/poor (3/2/1 points respectively)
- d) importance of the move, expected added value for the institution: high/medium/low (3/2/1 points respectively).

6. In the event of a tie, priority will be given to staff with a higher administrative position (Head of Directorate General, Head of Division, Head of Department, Permanent Official, Private Law for an Indefinite Period) and seniority (priority to the most senior).

7. In case of high demand, the Erasmus Foundation Committee may, by decision, make more staff mobility posts available than those provided for in the current contract. The additional expenditure may be covered by the Programme's organizational support budget, in accordance with the Programme rules in force at the time.

A special area on the University's website is available for the information of those interested in the Erasmus+ Programme.

Article 3 - Classical Student Mobility for Studies (KA131)

1. The Erasmus Foundation Committee decides to publish a call for expressions of interest for students to participate in the classic student mobility for studies. The invitations shall specify all the conditions, selection criteria, supporting documents and the deadline for submission of applications. Within the framework of the MA in ADRIATIC STUDIES, the following students are eligible to apply:

- a) are regularly enrolled in the MA in for the purpose of obtaining a recognized degree, a master's thesis or a doctoral dissertation,
- b) are nationals of a country participating in the Erasmus+ Programme or nationals of other countries and meet the eligibility and selection criteria set by the Programme and the Department of History respectively,
- c) have proven language proficiency at the level required by the host institution (some institutions reject scholarship holders at the initial stage of their application in the absence of an equivalent language qualification),
- d) provide an indication of high incentives to participate in the Programme,
- e) priority consideration is given to applications from first-time students participating in the Programme. Other applications will be considered only if there are places available.

Host institutions should also be holders of the Erasmus University Charter (ECHE) and have signed a bilateral agreement with the Department of History for the mobility of postgraduate students and/or doctoral candidates under the Erasmus+ programme.

2. Outgoing postgraduate students

For outgoing postgraduate students of the MA in ADRIATIC STUDIES, their application must be accompanied by a certificate issued by the Programme Director, which must include the following information: a) the title of the Postgraduate Studies Programme, b) the approval for the student's transfer to the Host Institution. The above document will confirm that the programme to be followed by the postgraduate student will form part of his/her studies in the Postgraduate Programme (with a clear reference to ECTS credits) and that it will count towards the total time of his/her studies.

2a. The classification of candidates for student mobility for studies is carried out under the responsibility of the Department of History, following the recommendation of the competent Erasmus Academic Coordinator and according to the grading criteria set by the Department of History by decision of the Assembly and announced before the date of publication of the relevant call for expression of interest. In particular, according to the regulations of the History Department:

The postgraduate students of the MA in ADRIATIC STUDIES choose a workload in ECTS credits corresponding to part or the whole of the postgraduate thesis, and/or a workload corresponding to the courses of the postgraduate programme they are attending, depending on the relevant Certificate issued by the Director of the Postgraduate Programme.

The Director's certificate must state that the transfer of the postgraduate student abroad within the framework of the ERASMUS Programme is approved and that the

programme that the candidate will follow will be part of the postgraduate programme (with the exact ECTS) and will be counted in the total time of his/her studies.

For the selection of candidates - when there is more than one - priority is given to those who are in the most advanced semester of their studies.

As regards the language mark, it is defined as follows: 15 points for level C1 and 20 points for level C2.

2β. For any transfer of outgoing postgraduate students within the framework of specific agreements of the MA in ADRIATIC STUDIES with partner Universities and/or Institutions outside the Erasmus+ Programme, the terms and conditions of the Memorandum of Cooperation and Mobility signed on a case-by-case basis and the conditions set out there in shall apply.

3. Incoming postgraduate students

For incoming postgraduate students within the framework of the Erasmus+ programme, the provisions of the Erasmus+ Programme Management Framework of the Ionian University and the Erasmus+ rules of procedure of the Department of History apply.

3α. For incoming postgraduate students within the framework of the Erasmus+ programme it is foreseen that in the MA in ADRIATIC STUDIES:

- One (1) incoming student position is offered per semester. This position shall not be deducted from the maximum number of students admitted per year to the Programme, which in any case remains fixed at thirty (30).
- Incoming postgraduate students can freely choose the courses they will attend regardless of their semester of study.
- Incoming postgraduate students are exempt from the obligation to pay tuition fees.
- For incoming postgraduate students, the minimum level of English language proficiency is C1.
- Incoming students are also offered the course of Modern Greek Language, which is taught during the winter and spring semesters. Incoming students who successfully complete this course are credited with six (6) ECTS credits per semester. The relevant certificate of successful completion of the course is issued at the end of each semester by the lecturer of the course, in order for the students to present it to the Secretariat of the Department of Enrolment, in order to credit the ECTS credits and submit the grade/performance, which is included in the final analytical grade awarded by each Secretariat after the end of the mobility of each incoming student.

3β. For any transfer of incoming postgraduate students within the framework of specific agreements of the MA in ADRIATIC STUDIES with partner Universities and/or Institutions outside the Erasmus+ Programme, the terms and conditions of the Memorandum of Cooperation and Mobility signed on a case-by-case basis and the conditions set out there in shall apply.

4. Outgoing doctoral candidates

For outgoing doctoral candidates who are integrated in the MA in, they must submit with their application i) a certificate from the supervisor of their doctoral thesis, which must include: a) the topic of the thesis b) the agreement of the three-member advisory committee for the student's transfer to the host institution. The above document will confirm that the programme to be followed by the candidate will form part of the doctoral thesis process and will be counted towards the total time of the candidate's studies, ii) a progress report from the tripartite advisory committee.

In particular, according to the regulations of the Department of History:

- doctoral candidates in the MA in ADRIATIC STUDIES have the opportunity to travel abroad within the framework of the ERASMUS programme in order to carry out part of their research work.
- A prerequisite is the submission of a certificate from the supervising professor stating the topic of the doctoral thesis and the approval of the Supervision Committee for the doctoral candidate to go abroad within the framework of the programme.
- The supervisor's certificate must state that the programme that the candidate will follow will be part of his/her research work (without ECTS) for the preparation of the doctoral thesis and will count towards the total time of studies.
- For the selection of the candidates, the last submitted evaluation report of the candidate's achievements submitted by the three-member supervisory committee of the doctoral thesis is considered.
- For the selection of candidates - if there is more than one - the stage at which the respective doctoral thesis is currently being written is taken into account (priority is given to those who are at a more advanced stage of writing the thesis).

4a. For any mobility of outgoing doctoral candidates within the framework of specific agreements of the MA in with collaborating Universities and/or Institutions outside the Erasmus+ Programme, the terms and conditions of the signed Memorandum of Cooperation and Mobility and the conditions set out there in shall apply.

5. Incoming doctoral candidates

For incoming doctoral candidates within the framework of the Erasmus+ programme, the provisions of the Erasmus+ Programme Management Framework of the Ionian University and the Erasmus+ rules of procedure of the Department of History apply.

5a. For any mobility of incoming doctoral candidates within the framework of specific agreements of the MA in with partner Universities and/or Institutions outside the Erasmus+ Programme, the terms and conditions of the signed Memorandum of Cooperation and Mobility and the conditions set out there in shall apply.

6. How to limit the number of students with disabilities - Vulnerable Groups in cases of equal voting.

In case of a tie between two students for the last (third institution of their choice) and when one of the two and/or both of them belong to an Vulnerable Groups, a lottery will be held before its members (the CC of the MA and the Academic Coordinator of the Department of History).

An Appeals Committee is set up, by decision of the Erasmus Committee, in order to examine relevant requests for redress from staff and students.

For the information of interested students about the Erasmus+ Programme there is a special area on the University's website.

Article 4 - Procedure for the recognition of a period of Student Mobility (for studies)

1. Before the departure of the student, the Academic Coordinator of the relevant Department:

a) approve the study programmes of students abroad. In the event that a modification is required for academic or regulatory reasons, the student shall submit a request to the Academic Coordinator of his/her Department within five (5) weeks of the start of classes at the host institution. The modification must be completed by both institutions (home and host) within two (2) weeks of the request by the student.

b) guarantees the full recognition of the Learning Agreement by the competent collective body (Departmental Assembly),

c) discusses with the student and finally approves a programme of study of one semester (30 ECTS) or one year (60 ECTS), as appropriate. This programme must have similar, complementary or relevant learning outcomes to the student's MA in ADRIATIC STUDIES programme, but not necessarily the same content,

d) ensure in advance that all ECTS credits earned at the host institution within the approved study programme will be fully recognized, transferred to the programme of study of the MA in ADRIATIC STUDIES and used to satisfy the requirements for the degree.

2. After the student's return from the host institution, the Academic Coordinator of the relevant Department transfers all the ECTS credits acquired at the host institution (through the Learning agreement) according to the approved study programme (certificate of analytical grades), to the official programme followed by the student of the MA in ADRIATIC STUDIES with their original titles.

3. Any courses that have been successfully examined at the host institution and exceed 30 ECTS per semester are mentioned in the Diploma Supplement issued with the degree without being taken into account in the calculation of the degree grade.

4. In case a student has completed the required number of credits for the degree before moving to the Erasmus scholarship, any courses successfully passed in the host MA are indicated in the Diploma Supplement issued with the degree.

Article 5 - Selection of students in case of insufficient funding (according to the Erasmus+ Rules of Procedure of the History Department)

1. In the event that the number of places offered for student mobility is less than the number of places requested on the basis of applications, the Erasmus Foundation Committee may decide to reallocate the available programme budget in accordance with the rules laid down in the relevant contract.

2. In case where the above reallocation is not feasible, the following algorithm is applied: Let A be the number of available student mobility places at the institutional level. For the distribution of this number among the departments of the Institution, the mobility measure M per department is first defined, equal to $M = A/N$ (where N is the number of academic departments of the Institution), which is rounded to the smallest integer. The allocation of posts to departments is then applied in two phases:

a) Selection phase 1: the mobility of all students (per Department) is approved up to the number of M. If the number of students approved by the Department is less than M, then the mobility of all students is approved, and the surplus (vacant places) is transferred to the total number of unused institutional places P. If the number of students approved by the Department is more than M, then M are approved again, but there is a shortage of places E for the respective Department.

(b) Selection phase 2: The total of the unoccupied institutional posts P is allocated proportionally to the departments that have a deficit E. To the total P is added any balance of posts created by rounding M. This quota is calculated by dividing the value E per department by the total number of unoccupied posts in the institution, applying appropriate rounding to the nearest whole number.

Article 6 - Unsuccessful completion of the Programme (studies)

1. In case the scholar participated in the examination period of the host MA in courses corresponding to 1 to 15 ECTS, regardless of the success or failure in these examinations, he/she shall return 50% of the advance payment and shall not receive the remaining 20% of the scholarship.

2. In case the scholar participated in the examination period of the host MA in courses corresponding to 16 to 24 ECTS, regardless of the success or failure in these examinations, he/she shall return 25% of the advance payment and shall not receive the remaining 20% of the scholarship.

3. In case the scholar participated in the examination period of the host MA in courses corresponding to 25 to 29 ECTS, regardless of the success or failure in these examinations, the remaining 20% of the scholarship is not collected.

4. In case the scholar has demonstrably absented himself/herself from the entire examination period at the host institution, corresponding to 30 ECTS, without providing an official justification for the absence for reasons of force majeure, he/she is required to return 80% of the scholarship, which he/she has already received as an advance payment, while he/she will not receive the remaining 20% of the scholarship.

5. In addition, in case of partial or total failure in the examination process (i.e.

successful accumulation of less than 30 ECTS credits per semester), it is up to the Erasmus Academic Coordinator and the Assembly of the relevant Department of the Ionian University to return part and/or all of the awarded scholarship.

6. The Erasmus Academic Coordinator of the student's home department will confirm the above in writing or electronically to the Erasmus Foundation Committee Secretary. The final approval of the reimbursement (or no further payment) of any scholarship amount is given by the Erasmus Foundation Committee.

7. No reimbursement of the scholarship is requested in cases where the student was unable to complete the agreed activities at the host institution due to force majeure (e.g. health reasons with a hospital certificate, suspension of the host institution's school due to a terrorist attack, etc.). In such cases, the final approval of the non-return of the scholarship is the responsibility of the Erasmus Foundation Committee.

8. In case the scholar does not repay the amount charged, the matter is duly referred to the Legal Service of our Foundation. At the same time, if a student has administrative or financial issues with the Erasmus programme, even if he/she completes his/her studies at the Foundation, he/she will not be declared a graduate.

Article 7 - Student Mobility for Internship (KA131)

Within the framework of the MA in ADRIATIC STUDIES, no Internship is required for the completion of studies. However, the MA encourages students to pursue an Internship after obtaining their Diploma. Specifically:

- Through the Department of History they have access to all available positions in the active internship host institutions according to the Department's Internship Regulations.
- They are encouraged to benefit from the participation of the Ionian University in academic and research networks or projects involving Universities (UniAdriatic network members), Chambers of Commerce (FORUM AIC network members), municipalities and regions (FAIC and AIE network members) in Adriatic countries.
- They are encouraged to contact the network of partner institutions created by the MA in ADRIATIC STUDIES.

Article 8 - European Credit Transfer and Accumulation System (ECTS)

1. The Ionian University organises the undergraduate and postgraduate programmes of its academic departments on the basis of the European Credit Transfer and Accumulation System so that these programmes can be described by the award of credits in all the independent educational components and activities that make up them and so that it is also possible to transfer and accumulate successful achievements in other corresponding programmes of study of the same or other HEI at national and European level. The European Credit Transfer and Accumulation System is based on the workload required for each student to achieve the objectives of a study programme, depending on the learning outcomes and the knowledge, competences and skills to be

acquired upon successful completion of the programme.

2. The Erasmus Institutional Coordinator is responsible, together with the Academic Coordinators of the Departments of the Institution, for the coordination of any procedures for the implementation of the European Credit Transfer and Accumulation System, in the context of the implementation of the mobility programmes, ensuring that the transfer and accumulation of credits takes place in an appropriate manner.

3. In particular, in the context of the European Credit Transfer and Accumulation System:

(a) the Erasmus Institutional Coordinator, upon request, assists in the smooth implementation of the System in the context of the development of new undergraduate or postgraduate programmes or the updating of aspects of existing ones, and assists in any process related to the implementation of the System at institutional level,

b) The Academic Coordinators of the Departments ensure that the study guides (printed and electronic) are constantly updated in relation to the allocation of ECTS credits in the undergraduate and postgraduate programmes of study, as well as the supervision of the process of awarding the Diploma Supplement in Greek and English.

Article 9 - Establishment of Erasmus Bilateral Agreements

1. The faculty member concerned, who wishes to draw up a new bilateral contract, informs the Erasmus Academic Coordinator of the Department concerned, in order to submit a proposal for approval by the Departmental Assembly. The proposal must adequately justify the necessity of signing the new agreement, given the desirable reciprocity in all forms of mobility.

2. If the cooperation includes student mobility, the compatibility of the curriculum of the institution proposed for cooperation must also be checked.

3. The approval decision should include all the details of the mobility, such as number of participants, level of study (undergraduate and/or postgraduate), etc., as well as the contact details of the new institution. The decision shall be sent to the Secretary of the Erasmus Foundation Committee in order to draw up the new bilateral contract. It is then duly signed and sent to the partner institution by the Department of International and Public Relations.

4. Under the responsibility of the Secretary of the Erasmus Foundation Committee, all original Erasmus bilateral contracts shall be kept on file.

Article 10 - Volunteering / Erasmus buddy system

1. For the optimal adaptation of incoming students, a group of student volunteers (Erasmus buddy system) is organised and operated under the supervision of the Secretary of the Commission.

2. Active undergraduate and postgraduate students who have moved within the framework of the Erasmus programme in the previous years will have priority in the group of student volunteers. In case of insufficient number of volunteers, the group may

be completed by other students, provided that they have a proven knowledge (at least a very good knowledge) of English.

3. The student volunteers who participate in the Erasmus Programme (buddy system) are responsible for guiding the incoming students and informing them about the daily operation of the Institution and the student care services provided, helping them to adapt immediately and without difficulties to the academic reality of the Institution.

4. After the end of their term of service, student volunteers may apply for a certificate of participation in the Erasmus buddy system.

Article 11 - Other matters

1. Issues related to Erasmus+ mobility that are not regulated by the present Regulation shall be resolved through decisions of the Ionian University Erasmus Foundation Committee.

2. If for any reason there is a conflict between the provisions of these Rules and the Erasmus+ Programme rules as defined by the Managing Authority and/or reflected in the Programme Agreement, the provisions of the Programme rules shall prevail.

3. Amendments to this regulation shall be made by decision of the CC of the MA and shall be subject to the approval of the Erasmus Foundation Committee of the Ionian University and the approval of the Senate of the IU.

4. The Institutional Scientific Officer of the project is responsible for the implementation of these Regulations.