



ΠΑΝΕΠΙΣΤΗΜΙΟ
ΔΥΤΙΚΗΣ ΑΤΤΙΚΗΣ
UNIVERSITY OF WEST ATTICA

**ERASMUS+
INTERNATIONAL CREDIT MOBILITY
PROGRAM 2018-20**

GENERAL INFORMATION



UNIVERSITY OF WEST ATTICA (UniWA)
ERASMUS+ INTERNATIONAL CREDIT MOBILITY PROGRAM
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ABBREVIATIONS

DS	Diploma Supplement
E+ ICM	Erasmus+ International Credit Mobility
E+ ICMC	Erasmus+ International Credit Mobility Committee
ECTS	European Credit Transfer System
ESN	Erasmus Students Network
EU	European Union
HEI	Higher Education Institute
IIA	Inter-Institutional Agreement
IO	International Office
IR	Institutional Representative
LA	Learning Agreement
MA	Mobility Agreement

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WHAT IS ERASMUS+ ICM?

Erasmus+ International Credit Mobility (E+ ICM) is framed into a strategic approach of the participating organisations (aimed at modernising and internationalising their mission); responds to clearly identified staff development needs and is accompanied by appropriate selection, preparation and follow-up measures; ensures that the learning outcomes of participating staff are properly recognised and the learning outcomes are disseminated and widely used within the organisation.

This document is addressed to the participating HEIs; the involved participants are the staff of the HEIs (Academic and Administrative) and the enrolled students of all study cycles (undergraduate, postgraduate).

DESCRIPTION OF THE PROGRAM

The E+ ICM program is a program funded by the European Union (EU) and mainly related with mobility actions between EU HEIs and HEIs from non-EU countries. It is addressed to students of all study cycles for studying & staff members for learning, teaching & training.

The E+ ICM program:

- improves the level of key competences and skills, with particular regard to their relevance for the labour market and their contribution to a cohesive society, in particular through increased opportunities for learning mobility and through strengthened cooperation between the world of education and training and the world of work;
- fosters quality improvements, innovation excellence and internationalisation at the level of education and training institutions, in particular through enhanced transnational cooperation between education and training providers and other stakeholders;
- promotes the emergence and raise awareness of a European lifelong learning area designed to complement policy reforms at national level and to support the modernisation of education and training systems, in particular through enhanced policy cooperation, better use of EU transparency and recognition tools and the dissemination of good practices;
- improves the teaching and learning of languages and promote the EU's broad linguistic diversity and intercultural awareness.

The main goals of this program are the following:

A. For students

- The student mobility can improve the learning of languages and promote the EU's broad linguistic diversity and intercultural awareness.
- The program offers additional fields of studies, development of training material (conventional and e-learning), and participation in the elaboration of research projects.

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- The program improves the level of key competences and skills, with particular regard to their relevance for the labor market and their contribution to a cohesive society, in particular through increased opportunities for learning mobility and through strengthened cooperation between the world of education and training and the world of work.
- The study period abroad is part of the student's study program to complete a degree at a short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent), by transferring modules and their ECTS.

B. For staff members (academic staff, administrative staff etc.)

- Staff mobility offers to both parties shared knowledge and development of stable relations among members.
- The program supports bilateral cooperation in education and research, thus providing important scientific and technological links through establishing the grounds for research, Undergraduate Course modules & Master Programs in fields of common interest.
- The program helps in establishing common curricula in English language, the basis for exchange of knowledge aimed at developing a common border studies (especially at the graduate level), as well as to common conditions in dissertation elaboration.
- Improvement of mutual understanding and the enhancement of cultural, educational, and economic relations between the HEIs.

GENERAL GUIDELINES

Time Details

The Erasmus+ International Credit Mobility (E+ ICM) program, in which UniWA is acting as the coordinating HEI, has already started at the 1st of June 2018 and its duration is 26 months until the 31st of July 2020.

Initial Procedures

The main tasks and responsibilities of each HEI - partner will be declared in the Inter-Institutional Agreement (IIA). Two academic staff members, representing each collaborating HEI (so called Institutional Representatives - IRs) are responsible for the correctness and completeness of the IIA, which should be signed by the Legal Representatives of the collaborating HEIs in two (2) copies.

As soon as the IIA is signed, a committee (E+ ICMC) is formed. It will be composed by four (4) members: On behalf of UniWA, Professor S. Vassiliadis (ERASMUS Institutional Coordinator), Associate Professor K.-S. Nikas (E+ ICM Institutional Coordinator of) and the two IRs.

E+ ICM COMMITTEE

The obligations of E+ ICMC's are the following:

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- a) The responsibility for the selection and/or evaluation of the participants (professors, staff members, students) and
- b) The process of all the required paperwork during the program.

More precisely, E+ ICMC in collaboration with a staff member from the international office will prepare all mobility actions and upload them in the EU database via the Mobility Tool+.

At the beginning of each Academic semester, the E+ ICMC has to announce an open call (also via the program site) for staff members and students who are interested to participate (via an electronic application form) giving all the information including the criteria set by the E+ ICMC.

Possible selection criteria might be: mobility experience, academic merit, academic experience, motivation, language knowledge, activity plan, interest in language and culture of the host country.

Special care will be taken for people with a low standard of living, low income, dependence on social welfare system or homeless; young people in long-term unemployment or poverty; people in debt or with financial problems.

The selection of all participants, as well as the procedure for awarding them a grant, will be transparent and documented. The E+ ICMC will announce the priority list of the candidatures. The corresponding invitation letters for the staff or students, if required, have to be completed, signed and sent to the host HEI **two months before the departure the latest.**

PREPARATION BEFORE MOBILITY

Mobility & Learning Agreement

The proposed staff members and students with the help of the IRs will complete and sign their corresponding Mobility (Before Mobility) and Grant Agreement describing all the mobility details.

The above mentioned procedure has to be completed at least two months before the departure of the participant in order to organize all the necessary issues about the mobility.

Visa

The cost for visa, if required, will be fully covered by UniWA. The receiving institutes will provide assistance, and appropriate invitation letter for incoming participants.

Insurance

The participant must have adequate insurance coverage. The insurance must cover: **(a) health insurance and (b) personal accident coverage** in a mandatory way (all grantees will have to submit the above mentioned documents upon arrival and registration). The participants themselves will

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cover the insurance costs from the grant received for the realization of the mobility activity, if not covered by other means.

UniWA may provide assistance related to obtaining insurance, for incoming and outgoing participants.

DURING MOBILITY

Students

- Exchange students **will not pay any fee** including enrollment, tuition and examination.
- **The student ID card is provided free of charge** to the incoming students for use to the facilities provided by the host HEI including library, student restaurant, sport facilities, computers classes, advisory center, student doctor etc.
- During their mobility, each grantee will have a weekly-based meeting with the host HEI IR.

Especially for UniWA incoming students:

- They will be welcomed by a member of UniWA students association (Erasmus Students Network – ESN) and are guided to the International Office (IO) for further assistance if required on any topic.
- The IO with the help of ESN will organize welcome events for information and entertainment, as well as excursions, cultural events, ethnic food days and actions adopting the grantees to the host country culture.
- The ESN having also experience with a program called “buddy” (a student from UniWA available for any help of the incoming student) will help his/her buddy, the grantee, in every difficulty to ease their life, solving everyday problems such as accommodation, transportation etc.
- UniWA will provide free-of-charge Greek language lessons to the incoming students. These lessons are recognized as an integrated part of the study program and included in the Diploma Supplement, if successfully passed, by the students during the mobility.

Academic & Administrative Staff

The activity plan for each grantee has to be announced in the site of UniWA Erasmus+ International Mobility. In case that the plan includes lectures, their main information has to be known to the academic society of the host institute. Members of the Academic & Administrative staff could be involved in teaching or training activities.

Teaching: This activity allows HEI academic staff to teach at a partner HEI. Staff mobility for teaching could be in any subject area/academic discipline.

Training: This activity supports the professional development of HEI teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI, or at another relevant organisation abroad. A mobility could combine teaching and training activities.

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Mobility Agreement

Before returning to the home HEI, the Mobility Agreement (After Mobility) is completed and signed. Especially for the students, an official transcript of records is sent to the home HEI for further recognition of ECTS transferred.

AFTER MOBILITY

Upon their return to home HEI, all the participants are obliged to deliver an online report (EU survey) describing all the necessary information about their mobility.

In case of UniWA, where the ECTS system is adopted, all modules, successfully passed by the students during the mobility are recognized as an integrated part of their study program. All the necessary information for each module, such as its name, ECTS, host institution and language are declared in their Diploma Supplement (DS). In case ECTS system is not adopted by the partner HEIs, similar procedure has to be done in order to recognize all the modules successfully passed. UniWA could provide assistance in preparing all the necessary.

After the mobility, the home institution will give the opportunity to their outgoing grantees to give a presentation in order to share their experiences with their colleagues and the academic community in general. Subsequently, all the information will be uploaded on the web-site and will be introduced in all the catalogues and calendars produced by them.

FINANCIAL ISSUES

The financial administration will be handled by UniWA according to the guidelines and policies given by the European Commission and the National Agency. The following terms are applied:

- All grants and travel expenses for the Erasmus+ International Credit Mobility participants will be covered by UniWA.
- The Grant Agreement explicitly states that if the mobility doesn't take place, the grantee is obliged to return the grant received; both parts (grantees and Sending Institution) are to ensure the mobility.

Students

- All Erasmus+ International Credit Mobility Students will receive the 70% of the grant (amount in Euros):
 - (a) Before their arrival at UniWA and upon the signature of the Mobility and Grant Agreement, by bank transfer to a bank account at their own country or
 - (b) Upon their arrival at UniWA, by bank transfer to their own bank account in Piraeus Bank (Greece) and signature of the Grant Agreement at UniWA.

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- The remaining 30% of the grant will be given after the successful submission of the on-line EU survey.
- In exceptional cases, UniWA will pre-purchase the travel ticket on behalf of the grantee (the cost of the travel ticket will be deducted from the total grant).

Academic & Administrative Staff

- All Erasmus+ International Credit Mobility Academic and Administrative Staff grantees are required to have or open a bank account at their country in order to be able to receive and use the grant. The grantees are responsible to handle their bank details.
- The Academic and Administrative Staff grantees will receive the 70% of the grant before their arrival at UNIWA and of course after the signature of the Mobility and Grant Agreement. UNIWA will pay the remaining 30% of the grand after the successful submission of the online EU survey.

GRANT UNIT COSTS

Each student or staff member receives a total grant including their allowance (monthly for students, daily for staff members) and travel costs.

The travel costs include all possible public travel means that the grantee will use to arrive in the final destination. The amount is constant no matter what means the grantee will use.

Students

- Under- and post-graduate students are eligible for Erasmus+ program.
- Each UniWA incoming student grant includes the monthly allowance (850 Euros per month) and the travel costs.
- The travel costs for each student, according to the travel distance, are shown in Table 1.
- The minimum and maximum period of stay for each student is three (3) and twelve (12) months, respectively.

Academic & Administrative Staff

- Each UniWA incoming staff member grant includes the daily allowance (160 Euros per day) and the travel costs.
- The travel costs for each staff member, according to the travel distance, are shown in Table 1.
- The minimum period of stay for each staff member is 5 days plus 2 days of travel.

Table 1: Travel Costs

Country	Travel Costs (€)
AZERBAIJAN	360

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EGYPT	275
JORDAN	275
RUSSIAN FEDERATION	360-1500 (*)
SOUTH AFRICA	820
UKRAINE	275
USA	820
UZBEKISTAN	530
ALBANIA	180
TUNISIA	275
LEBANON	275
THAILAND	820
MALAYSIA	1500
JAPAN	1500
KENYA	820
SINGAPORE	1500
GEORGIA	275
IRAN	360
BELARUS	275
TAJIKISTAN	530
MOROCCO	360
KAZAKHSTAN	530
ARMENIA	275
TAIWAN	1500
INDIA	820
ISRAEL	275
SYRIA	275
MOLDOVA	275
DOMINICAN REPUBLIC	1500

(*) depending on the distance

WHAT IS ECTS?

ECTS is a credit system designed to make it easier for students to move between different countries. Since they are based on the learning achievements and workload of a course, a student can transfer their ECTS credits from one university to another so they are added up to contribute to an individual's degree program or training.

By completing a course, seminar, module etc. you get awarded with ECTS-credit points. Every ECTS credit point stands for a certain amount of work load. Typically, one year corresponds to 60 ECTS-credits. A 3-year Bachelors program has therefore usually 180 ECTS-credits; a 2-year Master's program usually 120 ECTS-credits, etc. Depending on the country, one ECTS credit point equals on average between 25 and 30 working hours.