

**ΚΑΝΟΝΙΣΜΟΣ ΚΙΝΗΤΙΚΟΤΗΤΑΣ
ΦΟΙΤΗΤΩΝ ΚΑΙ ΠΡΟΣΩΠΙΚΟΥ
Πρόγραμμα ERASMUS + και ERASMUS+ International**

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Article 1: Mobility for Studies

Through the ERASMUS+ program, undergraduate, postgraduate students, and PhD candidates have the opportunity to complete part of their study program—whether by attending selected courses (including elective courses not offered in their home curriculum) or by conducting part or the entirety of their thesis, master's, or doctoral dissertation—at a university in one of the European Union countries or other international destinations under the ERASMUS+ International Mobility scheme. Detailed information regarding student mobility under the ERASMUS+ program is provided by the Academic Coordinator for ERASMUS+ in the Department of Economics, on the Department's website (<https://www.unipi.gr/unipi/el/oik-spoudes/oik-erasmus.html>), and through the Department of International and Public Relations at the University of Piraeus (<https://www.unipi.gr/unipi/el/arxikh-tm-diethnwn-dhmosiwn-sxesewn.html>).

1. Key Terms of Participation in the ERASMUS+ Program

The University of Piraeus, within the framework of the ERASMUS+ KA 131 Student Mobility for Studies Program, offers students of all study cycles the opportunity to study abroad for a period ranging from 2 to 12 months at a university in an EU member state, allowing them to complete part of their study program. This mobility opportunity is available to undergraduate, postgraduate, and doctoral students from all university departments.

Additionally, students who have previously participated in the Erasmus Program can take part again, either for an internship or for studies, provided that the total duration of their mobility does not exceed 12 months. During a single study cycle, a student may only participate once in a study mobility period of up to 12 months. The total number of students eligible for Erasmus mobility depends on the bilateral agreements established between the respective university department and foreign universities.

Information regarding the agreements between our department and foreign universities can be found on the International and Public Relations Department webpage (<https://www.unipi.gr/unipi/el/erasmus-plus/dimereis-sumfwnies.html>), as well as on our department's website (<https://www.unipi.gr/unipi/el/oik-spoudes/oik-erasmus.html>). For students from financially vulnerable groups or those with severe disabilities, a support procedure is provided by the State Scholarship Foundation, and more details are available on the webpages <https://www.unipi.gr/unipi/el/erasmusplus/spoudes/genikes-plhrofories-proupotheseis.html> and <https://www.iky.gr/el/atomame-eidikes-anagkes>.

Finally, every year in February, an announcement is published on the above websites regarding the call for participation in the program for the next academic year, along with the maximum number of students from the department who can participate in Erasmus mobility for that specific academic year.

1.1. Student Eligibility Requirements for the Mobility Program

Students:

1. Must be nationals of a country participating in the program or be recognized as refugees, stateless persons, or permanent residents of Greece.
2. May be first-year students during the academic year of the requested mobility.
3. Must not have completed the minimum required number of credits for obtaining their degree, meaning they must have a remaining study period that can be replaced by studying at a foreign university during the academic year of the requested mobility.
4. Students classified as **Persons with Special Needs (PSN)** who are tied in the selection process with other students will be given **priority** in the selection process.

For the **full list of recognized disabilities**, refer to **Law No. 4186/2013 - Government Gazette 193/Issue A/17.9.2013**. In addition to the conditions outlined in the attached document, students eligible for **additional funding** are those with a **disability of 67% or higher**, whether due to a **physical disability or a mental health condition**, based on the most recent medical certification issued by the **local primary health committee** in their respective region. For further details, students may visit the **State Scholarships Foundation (IKY) webpage** at: <https://www.iky.gr/el/atoma-me-eidikes-anagkes>.

Lower priority for selection in the Erasmus+ program is given to:

- Students whose country of origin is **outside Greece** and who apply for mobility at an institution in their home country.
- Students who have **already participated in an Erasmus+ mobility** (either for studies or an internship).
- Students who **previously withdrew** from the Erasmus+ program **without providing a specific reason** for their decision.

1.2. Student Eligibility Criteria

Student Selection Criteria

The general selection criteria for students applying for mobility to partner institutions abroad through the Erasmus+ program are as follows:

- Academic performance (Grade Point Average - GPA)
- Proficiency in foreign languages, especially the language spoken at the host institution
- Motivation statement, including a justified explanation for participation in the program
- Interview with the Academic Coordinator of the Department
- Student's CV (Curriculum Vitae)
- Scientific papers related to the student's field of study
- Computer literacy and IT skills
- Participation in seminars, conferences, and workshops related to the student's field of study

To ensure comparability of applications with different candidate profiles, a scoring system will be applied as follows:

Selection Criteria for Undergraduate Students

No.	Criteria	Weight (%)
1	Proficiency in foreign languages, especially the language used in the courses the student will attend at the host institution.	30
2	Academic performance (Grade Point Average - GPA) at the time of application submission (ranking based on official certification from the Secretariat regarding the student's year of study).	45
3	Interview with the Academic Coordinator and student motivation for participation in the program. Positive motivation will be considered as factors that contribute to academic success abroad and the overall advancement of the student's studies.	25
Total		100

Selection Criteria for Postgraduate Students

No.	Criteria	Weight (%)
1	Interview with the Academic Coordinator and student motivation for participation in the program. Positive motivation will be considered as factors that contribute to academic success abroad and the overall advancement of the student's studies.	30
2	Scientific papers the student may have published.	35
3	As a complement or alternative to coursework, the feasibility of conducting part or all of the Master's Thesis is evaluated, provided there is approval from the Supervising Professor at the home institution.	35
Total		100

Selection Criteria for PhD Candidates

No.	Criteria	Weight (%)
1	Interview with the Academic Coordinator and student motivation for participation in the program. Positive motivation will be considered as factors that contribute to academic success abroad and the overall advancement of the student's studies.	30
2	Scientific papers the student may have published.	35
3	Evaluation of the feasibility of conducting the Doctoral Dissertation, provided there is approval from the Supervising Professor at the home institution.	35
Total		100

The selection of each student must be justified in writing (in accordance with the guidelines of the European Union and the State Scholarships Foundation). Proper documentation must be provided, based on the established criteria, to clearly demonstrate why a particular student was selected over other candidates.

Specification of Criteria per Case – Foreign Languages

Language Proficiency Level (According to the Council of Europe) Points

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

Computer Skills

- With certification (ECDL): 5 points
- With certification from a degree issued by the Greek education system: 3 points
- With certification from a private institution: 2 points

1.3. Student Selection

After the information session conducted by the Department of International & Public Relations, students interested in studying abroad through the Erasmus+ program must submit their application within the specified deadline to the Secretariat of their Department. In the application, they can list up to three universities abroad as their preferred mobility destinations and must also provide the following required supporting documents:

- Application – Declaration of Participation
- Official Academic Transcript
- Foreign Language Certificates
- Curriculum Vitae (CV)

The Secretariat forwards the applications to the ERASMUS+ Academic Coordinator of the Department, who initiates the interview, evaluation, and selection process. The selection of students is conducted by the ERASMUS+ Academic Coordinator, with the support of the designated ERASMUS+ officer from the Department's Secretariat. The selection is based on the university preferences stated by each student (up to three choices) and the selection criteria outlined above.

Applicants can check whether they have been selected for mobility via announcements on the Department's website or by contacting the Department of International & Public Relations. Selected students must immediately inform the Academic Coordinator of their acceptance or rejection of the mobility opportunity. If a student declines, their spot will be offered to the next candidate on the waiting list.

The Academic Coordinator then forwards the final list of selected students to the Secretariat and the Department of International & Public Relations for further administrative procedures. The final list of selected students and their respective host universities is approved by the Department Assembly.

Subsequently, the Department of International & Public Relations is responsible for the nomination of the selected students to the respective foreign universities. After the nomination process is completed, students

receive an acceptance email from the host university.

Documents After Acceptance

Documents for the Host Institution

Each host institution has its own procedures, but in most cases, the following documents will be required:

- **Enrollment:** To complete the enrollment process, the student must submit the **Application Form**, which may be in **paper or electronic format**. More specific instructions can be found on the **host institution's website**, as this procedure is entirely managed by the host university and may vary from one institution to another.
- **Learning Agreement for Studies (Before the Mobility):** A signed agreement outlining the courses to be taken at the host institution.
- **Official Academic Transcript:** A detailed transcript of records from the home university.
- **Accommodation:** Students must contact the host institution regarding **housing options** and available alternatives for securing accommodation. If the host institution provides **student dormitories for incoming students**, the student must also submit an **Accommodation Form**.

Documents for the Department of International & Public Relations

Selected students must submit the required documents to the Department of International & Public Relations, as listed on the webpage <https://www.unipi.gr/unipi/el/erasmus-plus/spoudes/eggrafa.html>, at least 40 days before the start of their mobility period.

If, for any reason, at any stage of the preparation or implementation of their mobility, a student wishes to cancel their participation in the Erasmus+ program, they must immediately notify the Department of International & Public Relations, the Academic Coordinator, the Secretariat of their Academic Department, and the Host Institution (if the nomination process has already been completed).

In the event that the student has already received the first installment of the scholarship, they will be required to return the full amount immediately.

1.4. Course Recognition – Actions Before Departure

The Erasmus+ program for studies ensures full academic recognition of the study period at the host university. Selected students will create their study plan with the assistance of Academic Coordinators, who must approve and sign the Learning Agreement before it is sent to the host institution, ensuring the recognition of the listed courses. To avoid delays in their studies, students are recommended to select courses amounting to at least 30 ECTS credits or at least three courses if the mobility lasts for one academic semester, or 20 ECTS credits if the mobility lasts for one trimester.

To achieve this, after choosing the courses they wish to attend at the host university, students must contact the teaching staff responsible for the corresponding courses at the Department of Economics. These instructors will review the course content of the selected subjects at the host university. If the instructor approves the course equivalence, both the instructor and the student must sign the Course Equivalence Certification. The Academic Coordinator of the Department must also sign this certification. Once signed, the Course Equivalence Certifications must be submitted by the student to the Department Secretariat for verification before their departure.

The Learning Agreement can be modified during the mobility period if any of the initially selected courses are not available at the host institution. Further details on the procedure, required actions, and all relevant information can be found on the Department of International and Public Relations website: <https://www.unipi.gr/unipi/el/erasmus-plus/spoudes/eggrafa.html>.

1.5. Course Recognition – Actions Upon Return

The partner university abroad (host university) sends the Transcript of Records, which must include the titles of the courses attended by the student, the corresponding ECTS credits, and the grades obtained in the respective exams at the host institution.

The following documents are required by the Secretariat of the Department of Economics for the recognition of courses:

- Course Equivalence Certifications
- Transcript of Records in its original form or a valid electronic version (digitally signed)
- Initial Learning Agreement for Studies (Before the Mobility) and the "Changes-to-OLA" form (if any modifications were made to the original agreement)

Upon receiving the above documents, the Secretariat verifies whether the student has successfully completed the courses included in the Learning Agreement for Studies, for which Course Equivalence Certifications had been submitted. Courses that have not been successfully completed, are not listed in the Learning Agreement, or do not have an Equivalence Certification cannot be recognized. Once this verification process is completed, the Secretariat informs the faculty members responsible for the corresponding courses in the academic year of the student's return. The Grade Equivalence Form is then sent to them. Faculty members match the grade obtained at the host university with the 0-10 grading scale used in their respective courses (as many foreign universities use different grading scales from Greek institutions). After completing the Grade Equivalence Form, and securing the signatures of all relevant faculty members, the document is signed by the Erasmus+ Academic Coordinator of the Department, submitted to the Secretariat, and forwarded to the Department Assembly for approval. The final grades are officially recorded by the Secretariat after receiving the approval of the Department Assembly.

1.6. Funding

The student receives a grant amount based on the destination country. They may receive funding for mobility for up to 12 months during their studies, regardless of the number and type of mobility periods (studies or internships). Initially, the student receives 80% of the total funding amount they are entitled to, while the remaining 20% is disbursed upon their return, provided they meet the

program requirements. Detailed information regarding funding and the submission process for the required documents is available on the Department of International & Public Relations website.

<https://www.unipi.gr/unipi/el/erasmus-plus/spoudes/genikes-plhrofories-proupotheseis.html> .

Article 2. MOBILITY FOR INTERNSHIPS

2. Objective of Internship Erasmus+

The **Erasmus+ Internship** offers students of the **Department of Economics** the opportunity to **gain practical experience** in an **international work environment** within fields relevant to the Department. This experience allows them to **complement, expand, and apply** the knowledge acquired during their studies. Further information can be found on the **Department of International & Public Relations** website. <https://www.unipi.gr/unipi/el/erasmus-plus/praktiki-askisi.html> .

2.1. Eligibility Requirements for the Internship Erasmus+

Students can participate in the Erasmus+ program for studies or internships at all levels of study, with a total mobility period of 12 months per study cycle (e.g., 12 months during undergraduate studies, 12 months during postgraduate studies, and 12 months during doctoral studies). The same student can receive funding for mobility for up to 12 months per study cycle, regardless of the number and type of mobility periods (studies or internship). Students can apply for an internship from the first year of their studies.

Within the Erasmus+ program, recent graduates can also participate in an internship within the first year after their graduation. The duration of their internship is counted within the maximum 12-month limit per study cycle. Students interested in undertaking an internship after obtaining their degree, in a company or organization in a country participating in the program, must submit their application for mobility during their final year of studies and before obtaining their degree. It is important to note that both the application and the selection of students who wish to participate as recent graduates must be completed while they still hold student status.

2.2. Host Organizations for Internships Erasmus+

Eligible training organizations include all types of public, private, or social sector enterprises, regardless of their size or field of activity. The search for an eligible host organization is the responsibility of the student who wishes to participate in the program. Detailed information is available on the website of the Department of International and Public Relations. <https://www.unipi.gr/unipi/el/erasmus-plus/praktiki-askisi/genikes-plhrofories-proupotheseis/anazhtsh-forewn-upodoxhs.html> .

2.3. Application Submission Process

If a student wishes to participate in the Erasmus+ program for an internship at an organization or company and has found a host institution in one of the eligible countries, they must submit the following documents to the Secretariat of the Department of Economics:

- Application for Expression of Interest for an Erasmus+ internship, available from the Secretariat of the student's department or downloadable from the website: <https://www.unipi.gr/unipi/el/erasmus-plus/praktiki-askisi/diakasia-aithshs-aksiologhshs.html>
- Official Academic Transcript

- Short Curriculum Vitae (CV)
- Copies of Language Proficiency Certificates
- Letter of Acceptance from the Host Institution
- Official Declaration (Law 1599/86) stating whether the student has previously participated in the Erasmus+ program and for how many months

It is important to note that if a student wishes to undertake an internship as a recent graduate, they must submit their application while they are still an active student.

The application submission deadline for the internship is announced by the Department of International & Public Relations.

2.4. Evaluation Process

Once the student submits all the required documents, their application must be approved by the **Three-Member Internship Committee** of the **Department of Economics**. The selection criteria for the **internship** include:

- **Year of study**
- **Candidate's academic performance** (based on the official academic transcript)
- **Relevance of the internship** to the candidate's field of study (confirmed by the **Host Institution's Certification**)
- **Added value of the internship** for the student, as stated in the **Host Institution's Certification**

No mobility will be **recognized or funded** unless the student has received **official approval** from their **Department**. Once the decision is made, it is communicated to the **Department of International & Public Relations**.

2.5. Before Departure from the Host Institution

Before completing the internship and leaving the host institution, the student must collect the following documents:

- The **Training Agreement (Before-During-After)**, the **Certificate of Arrival**, and the **Certificate of Departure** in their original form.
- The **Internship Report**, completed by the host institution.

Students who are currently on mobility and wish to extend their mobility period can submit a **request for an extension** to the **Department of International & Public Relations**. This request can be for either **studies or an internship** and must be submitted no later than **two months before the current mobility period ends**.

2.6. Submission of Return Documents

The documents that must be submitted to the Secretariat of the Department of Economics after the completion of the internship include all parts of the Training Agreement (Before, During, After), the Internship Report completed by the host institution in its original form, as well as any additional

documents listed on the website <https://www.unipi.gr/unipi/el/erasmus-plus/praktiki-askisi/kata-th-diarkeia-ths-praktikhs-askhshs.html> . The deadline for submitting the original documents is 30 calendar days after the end of the mobility period.

Article 3. Staff Mobility for Teaching

This activity allows the teaching staff of the University of Piraeus to teach at a partner higher education institution abroad with which the University of Piraeus has established bilateral agreements. Staff mobility for teaching may cover any subject area or academic discipline. Within the framework of this mobility, invited staff from foreign businesses are also allowed to teach at Greek higher education institutions.

Details regarding the participation process, eligibility requirements, funding, and the foreign institutions with which the University of Piraeus has bilateral agreements are available on the Department of International Relations website: https://www.unipi.gr/unipi/el/erasmus-plus/staff_mobility/kinhtikothta-proswpikou-didaskalia.html

Article 4 . Staff Mobility for Training

As part of the Erasmus+ program, teaching and administrative staff of the University of Piraeus have the opportunity to participate in mobility for training. This activity allows teaching and administrative staff to engage in training activities (excluding participation in conferences) or job shadowing at a partner institution or another relevant organization abroad, in a country participating in the program. The mobility can take place at foreign universities, even if no bilateral agreement exists between the institutions. Details regarding the participation process, eligibility requirements, and funding are available on the Department of International & Public Relations website: https://www.unipi.gr/unipi/el/erasmus-plus/staff_mobility/kinhtikothta-proswpikou-epimorfwsh.html .

Article 5. Mobility within the Framework ERASMUS+ KA171

INTERNATIONAL CREDIT MOBILITY

Within the framework of the Erasmus+ Program, mobility is provided for students (for studies and internships) and staff of higher education institutions to and from partner countries. As part of the program, the University of Piraeus has established agreements with academic institutions outside the EU.

Details regarding the participation process, eligibility requirements, host institutions, and funding are available on the Department of International & Public Relations website. <https://www.unipi.gr/unipi/el/erasmus-plus/diethnhs-kinhtikothta.html> .

Article 6. Compliance and Amendment of This Regulation

This Erasmus+ Mobility Regulation was approved by the Assembly of the Department of Economics (6th meeting, 30.11.2023) and may be amended if deemed necessary.