



**TOMORI PÁL COLLEGE**

## **ERASMUS+ REGULATIONS**

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Responsible person: international director

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<sup>1</sup> These regulations repeal v6, which was adopted by Senate Resolution No. 2024/2/10 and entered into force on 22.05.2024.



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The Senate of Tomori Pál College (hereinafter: College) establishes the College's regulations regarding Erasmus+ scholarships below.

## **I. GENERAL PROVISIONS**

### **§ 1 Purpose of the Regulations**

- (1) These regulations are used to regulate the activities carried out at the College in connection with the individual mobility projects implemented in the 1st application category of the Erasmus+ programme.
- (2) The specific purpose of the Erasmus+ mobility programme:
- a) supporting students in acquiring competencies (knowledge, skills and attitudes) in order to promote their personal development and improve their employability in the European and non-European labor market;
  - b) supporting the professional development of those working in education, training and youth work in order to renew and develop education, training and youth work throughout Europe;
  - c) especially improving the foreign language competence of the participants;
  - d) increasing the participants' awareness and understanding of other cultures and countries for the sake of active social involvement and the idea of European citizenship, as well as sensitivity to European identity, creating opportunities for international contact building and networking for the participants;
  - e) increasing the capacity of institutions operating in the field of education, training and youth, strengthening their attractiveness and international dimension in order to be able to organize activities and programmes that - either in Europe or outside Europe - better meet individual needs;
  - f) strengthening synergies and transition opportunities between formal and non-formal education, vocational training, employment and businesses;
  - g) ensuring better recognition of the competences acquired during the period of study abroad.

### **§ 2. Scope of the Regulations**

- (1) The scope of these regulations covers:
- a) for students participating in student mobility for academic purposes (inbound and outbound), students participating in mobility for professional practice purposes, as well as teaching and non-teaching staff members participating in mobility for educational and training purposes;
  - b) to persons participating in the organization and implementation of the Erasmus+ programme, who are employed by the University as public servants.
- (2) Updating the regulations is the responsibility of the institutional ERASMUS coordinator and the economic manager. Every year, during the preparation of the new institutional application, it is necessary to review the regulations in light of the information on changes published by the TEMPUS public foundation, and, if necessary, to make the appropriate amendments.

### § 3 Related documents

- (1) The relevant regulation of the European Parliament and the Council;
- (2) 1007/1996 on the establishment of TEMPUS Public Foundation. (II. 7.) Government decision;
- (3) Founding Charter of TEMPUS Public Foundation;
- (4) Erasmus Charter for Higher Education (ECHE);
- (5) "Tender Guidelines" published by the European Commission every year;
- (6) Erasmus Student Charter, which provides information on the student's rights and obligations, as well as what the sending and receiving institution can expect from the student in certain stages of Erasmus+ mobility;
- (7) the Main Tender and Support Agreement in force at all times.

### § 4 Related concepts

- (1) *ERASMUS+ programme*: the EU education, training, youth and sports programme for the period 2014-2020, which covers both the dimensions of European and international cooperation, and for the period 2007-2013 higher education, vocational training, public education, adult was created as a result of the integration of European programmes in the field of learning and youth.
- (2) *ECHE*: Erasmus Charter for Higher Education (Erasmus Higher Education Charter). A written document given by the European Commission, which gives the eligible higher education institution the opportunity to participate in Erasmus activities. The Charter formulates the basic principles that the institution must adhere to when organizing and implementing high-quality mobility and cooperation, and defines the requirements that must prevail during high-quality services and procedures, as well as the provision of reliable and transparent information.
- (3) *Institutional support contract*: the contract concluded between the Tempus Public Foundation and the College based on the main tender.
- (4) *National Office*: an organization operated by the Tempus Public Foundation, which acts as an intermediary between the European Commission and Hungarian higher education institutions within the framework of the Erasmus+ programme.
- (5) *Partner institution*: a higher education institution with an ECHE with which the College has a valid bilateral agreement.
- (6) *bilateral agreement*: the bilateral agreement concluded *with* the Partner Institutions, which is aimed at mobilities implemented within the framework of the Erasmus+ programme.
- (7) *support contract*: the contract concluded by the party participating in the mobility (supported) and the rector (supporter), which defines the rules of the mobility and the rules of financing among the legal and other regulations.
- (8) *Mobility Agreement*: study agreement, which is an annex to the grant agreement and contains the courses taken by the student, signed by the student, the host and the sending institution.
- (9) *Erasmus Student Charter*: the rights and obligations of students participating in mobility records.
- (10) *Transcript of Records*: academic transcript containing the courses completed by the student. It is part of the Mobility Agreement and is issued by the host institution in all cases.
- (11) *Letter of Acceptance*: certificate that records the acceptance of the applicant entitled to mobility to the host institution. It is issued by the receiving institution and forwarded to the sending institution.

(12) *Confirmation of Exchange*: issued by the receiving institution, which certifies the realization of the fact of mobility.

(13) *Training Agreement*: a tripartite agreement between the student, the sending institution and the host organization. The Training Agreement records the duration of the professional internship, the detailed programme plan of the training, the expertise and skills acquired during the internship, the student's tasks, and an evaluation and monitoring plan.

(14) *Confirmation of Placement* : acceptance statement issued by the host organization, which the student must deliver to the institutional coordinator.

(15) *Certificate of Placement* : certifies the completion of the professional practice.

## **II. PROCEDURE OF THE ERASMUS+ PROGRAMME**

### **§ 5 Bodies and persons participating in the implementation of the ERASMUS+ programme**

#### **1. The role of the rector**

- a) decision on the submission of the main tender for all programmes;
- b) signing an institutional support contract;
- c) signing ECHE, initiation of amendment;
- d) appointment of the College's Erasmus coordinator;
- e) evaluation of Erasmus applications in relation to faculty, staff and student mobility;
- f) in accordance with the principles of the European Union regarding higher education, the determination of the development directions, goals, and tools of foreign affairs and Erasmus relations;
- g) institutional acceptance and signing of the report (interim, year-end);
- h) signing student, faculty and staff support contracts;
- i) signing bilateral contracts;
- j) supervision of the recognition of studies completed abroad (ECTS).

#### **2. Duties of the College's Erasmus coordinator**

Based on the mandate of the Rector of the College, the College Erasmus coordinator is the person responsible for the ERASMUS+ programme, who enforces the obligations stipulated in the institutional contract in the Erasmus activities of the College.

- a) develops the tasks related to the activities of the Erasmus+ scholarship, prepares and, after the rector's approval, finalizes the main institutional application to be submitted to the National Office every academic year;
- b) prepares and submits the mid-year and end-of-year institutional reports to the rector for comment and approval;
- c) prepares, submits and acts administratively in connection with the College-level Erasmus application, organizes the call for applications for students, teachers and staff;
- d) coordinates the reception of incoming student, faculty and staff applications;
- e) initiates and organizes the mandatory language level assessment for students, and contributes to its implementation;
- f) within the framework of the administration of the Erasmus+ mobility programme, is responsible for issuing and managing documents relevant to each mobility;
- g) coordinates the administration of matters related to incoming students (e.g. data recording, placement in student residences, accommodation reservations, course registrations);

- h) coordinates the administration of matters related to foreign students (e.g. accepts applications, data recording);
- i) coordinates the administration of matters related to the mobility of incoming and outgoing lecturers;
- j) coordinates the administration of the mobility of inbound and outbound non-teaching employees within the framework of employee mobility for training purposes;
- k) maintains contact with the Partner Institutions, supervises the renewal of existing bilateral contracts;
- l) maintains contact with the European Commission and the National Office;
- m) maintains contact with students, lecturers and non-teaching staff participating in the mobility;
- n) proposes new Partner Institutions;
- o) regularly sends current materials to the manager of the College's website by e-mail;
- o) participates in conferences, events, meetings and information days related to the Erasmus+ mobility programme.

### **3. Duties of economic director**

- a) is responsible for the preparation of support contracts, the timely transfer of support amounts and other expenses;
- b) custody of financial documents, participation in audits;
- e) reviews, approves and forwards the mid-year and end-of-year institutional reports to the rector for a decision.

## **§ 6 Regulation of mobilities**

### **1. Faculty mobility**

- a) A full-time or part-time employee of the College is entitled to a scholarship for educational purposes. A staff member can receive an educational scholarship several times for educational activities abroad.
- b) Within the framework of the application procedure, the instructor must deliver the Erasmus application form and the instructor work plan approved by the foreign partner institution and the head of the respective institute to the institutional Erasmus coordinator at least 60 days before the planned trip.
- c) Applications are judged by the Rector based on the proposal of the institutional Erasmus coordinator and the study committee.
- d) If the mobility for educational purposes does not take place, the applicant must indicate this institutional Erasmus coordinator. The freed mobility place is announced by the institutional Erasmus coordinator among the staff of the College. A lecturer who does not use the scholarship is not entitled to a scholarship in the academic year following the non-fulfilment. If the instructor is unable to fulfill his teaching obligations for reasons beyond his control, he may apply again in the following school year.
- e) Following the successful application process, the teacher will receive the full Erasmus scholarship before departure and is obliged to conclude a support contract fixing its amount. The support contract is signed by the lecturer on the one hand, and by the rector as the institution's representative on the other hand.
- f) For the duration of the lecturer's stay abroad, (s)he receives an Erasmus scholarship, the amount of which

depends on the length of stay abroad and the rates determined by the destination country issued by the European Commission in each academic year. The instructor receives 80% of the amount specified in the grant contract as an advance, and within 15 days after the online EU Survey is received, the institution is obliged to transfer the remaining 20% of the scholarship amount.

g) Duties of the winning instructor:

- consults with the coordinator of the sending institution about the receiving institution and the expected duration of the scholarship;
- contacts the host institution's Erasmus coordinator and complies with the rules and deadlines for applying to the host institution;
- fully complies with the provisions of their support contract.

h) (S)he must submit the document issued by the host institution certifying the fact and duration of the educational activity abroad, and, if relevant, the travel invoices and/or receipts to the institution's Erasmus coordinator within 10 working days of the instructor's arrival home,.

i) Upon return, the instructor must comply with the terms of the support contract reporting obligation. The instructor's report must be prepared in accordance with the rules and format determined by the National Office in each academic year.

j) If the instructor does not, or does not fully comply with the provisions of the support contract and the obligations assumed at the host institution, (s)he may be obliged to repay the scholarship in full or in part.

## **2. Employee mobility**

a) The goal of staff mobility for training purposes is to facilitate the mobility for training purposes of those employed in the administrative staff of the College, within the framework of which there are three types of support options:

- mobility of employees of higher education institutions to foreign companies, in order to transfer knowledge and develop practical skills;
- mobility of administrative and other non-teaching staff to a foreign partner institution, identification and adoption of good practices, and further development of the skills required for the current position;
- teacher mobility for training purposes, during which non-teaching activities are carried out.

b) Those who are employed by the college and are eligible for participation based on their language skills can participate in administrative staff mobility.

c) Within the framework of the application procedure, the administrative staff is obliged to deliver the Erasmus application form and the individual work plan approved by the foreign partner institution and the head of the unit to the institutional Erasmus coordinator at least 60 days before the planned trip.

d) Applications are judged by the Rector.

e) After the successful application process, the administrative staff is obliged to conclude a support contract specifying the full amount of the Erasmus scholarship before departure. The support contract is signed by the employee on the one hand, and by the rector as the institution's representative on the other hand.

f) The supported applicant receives an Erasmus scholarship for the duration of his/her stay abroad, the amount of which depends on the time of stay abroad and the rates determined for each destination country issued by the European Commission in each academic year. The staff participating in the mobility will receive 80% of the amount specified in the support contract as an advance, then within 15 days after the online EU Survey is received, the institution is obliged to transfer the remaining 20% of the scholarship amount to them.

g) Duties of the winning employees:

- they consult with the coordinator of the sending institution about the receiving institution and the expected duration of the scholarship;
- they contact the host institution's Erasmus coordinator and comply with the rules and deadlines for applying to the host institution;
- they fully comply with the provisions of their support contract.

h) Within 10 working days of the supported applicant's arrival home, the document issued by the host institution certifying the fact and duration of the educational activity abroad must be submitted to the institution's Erasmus coordinator.

i) Upon his return, the supported applicant must comply with the reporting obligation contained in the support contract. The report must be prepared according to the rules and format determined by the National Office in each academic year.

j) If the employee does not, or does not fully comply with the provisions of the support contract and the obligations assumed at the host institution, he/she may be obliged to repay the scholarship in full or in part.

### **3. Student mobility for study purposes**

a) As part of the tender procedure, tenders will be announced twice within an academic year. The current application deadlines can be found on the College's website, they are published by the institutional Erasmus coordinator.

b) Any student with a student status is entitled to submit an application - full-time and correspondence students of the College, participants in basic and higher vocational education - but mobility can only take place after two successfully completed semesters.

c) The student must deliver the application form to the institutional Erasmus coordinator by the date specified in the application notice.

d) As part of the application process, the applying student completes a language level assessment test in a foreign language, the result of which and the academic results of the last two completed semesters together determine the student's chances in the application evaluation.

e) Applications are judged by the rector based on the proposal of the study committee.

f) Duties of the winning student:

- they consult with the coordinator of the sending institution about the receiving institution and the expected duration of the scholarship;
- they contact the host institution's Erasmus coordinator and comply with the rules and deadlines for applying in the host institution;
- they fully comply with the provisions of their support contract.
- after returning home, their certificates will be sent to the coordinator within 10 working days.

g) Before departure, the student is required to conclude a support contract specifying the full amount of the Erasmus scholarship, as well as a study agreement related to the fulfillment of study requirements abroad. The study agreement is accepted by the student is signed by the rector on behalf of the institution and the College. The student cannot start his mobility until he signs the support contract and study agreement.

h) For the duration of the student's stay abroad, he receives an Erasmus scholarship, the amount of which is

depends on the length of stay abroad and the rates specified for each destination country in the application guide issued by the European Commission each academic year. The student receives 80% of the amount specified in the support contract as an advance payment, and within



15 days after receiving the online EU Survey , the institution is obliged to transfer the remaining 20% of the scholarship amount to the student.

i) The student must contact the institutional Erasmus coordinator by e-mail within 10 days of his arrival abroad.

j) The participating student must complete an online language competence (suitability) assessment prior to the start and end of the mobility period, with the exception of native speakers. The participant immediately informs the institution if he is unable to complete the online survey.

k) Obligations of the traveling student:

- signing a support contract, study agreement, completing an online language competence survey;
  - registration for an active semester;
  - payment of reimbursement or other fees if relevant;
  - applying for a discounted study plan;
  - in the framework of mobility, at least 20 ECTS credits, or if the Partner Institution does not use an ECTS credit system, completion of five subjects;
  - contact the Erasmus coordinator;
- submitting an online EU Survey after mobility for study purposes.

l) If the student does not or partially fulfills the provisions of the support contract and/or his/her study obligations at the host institution, he/she may be required to repay the scholarship in full or in part.

#### **4. Student mobility for professional practical purposes s**

a) As part of the tender procedure, tenders will be announced twice within an academic year. The current application deadlines can be found on the College's website, which are published by the institutional Erasmus coordinator.

b) Any student with a student status is entitled to submit an application - full-time and correspondence students of the College, participants in basic and higher vocational education - but mobility can only take place after two successfully completed semesters.

c) The student must deliver the application form to the institutional Erasmus coordinator by the date specified in the application notice.

d) As part of the application process, the applying student completes a language level assessment test in a foreign language, the result of which and the academic results of the last two completed semesters together determine the student's chances in the application evaluation.

e) Applications are judged by the rector based on the proposal of the study committee.

f) Duties of the winning student:

- they consult with the coordinator of the sending institution about the receiving institution and the expected duration of the scholarship;
- they contact the host institution's Erasmus coordinator and comply with the rules and deadlines for applying in the host institution;
- fully fulfill the provisions of their support contract;
- after returning home, their certificates will be sent to the coordinator within 10 working days.

g) Before departure, the student participating in the professional internship concludes a support contract with the sending institution, in which the total amount of the Erasmus support is recorded, as well as the conditions related to the fulfillment of the foreign professional practice requirements. The study agreement is signed by the rector on behalf of the student, the host institution and the College.

- h) For the duration of the student's stay abroad, he receives an Erasmus scholarship, the amount of which is depends on the length of stay abroad and the rates specified for each destination country in the application guide issued by the European Commission each academic year. The student receives 80% of the amount specified in the support contract as an advance payment, and within 15 days after receiving the online EU Survey , the institution is obliged to transfer the remaining 20% of the scholarship amount to the student.
- i) The student must contact the institutional Erasmus coordinator by e-mail within 10 days of his arrival abroad.
- j) The participating student must complete an online language competence (suitability) assessment prior to the start and end of the mobility period, with the exception of native speakers. The participant immediately informs the institution if he is unable to complete the online survey.
- k) Obligations of the traveling student:
- signing a training agreement and support contract with a work plan approved by the specialist;
  - completing an online language competence survey;
  - Sending a Confirmation of Placement acceptance statement;
  - registration for an active semester;
  - payment of reimbursement or other fees if relevant;
  - Sending Certificate of Placement ;
  - submitting an online EU Survey after completing the internship .
- l) If the student does not or partially fulfills the provisions of the support contract and/or his/her study obligations at the host institution, he/she may be required to repay the scholarship in full or in part.

### **III. OTHER ERASMUS+ RULES**

#### **§ 7. Financial provisions**

- (1) The source of the Erasmus+ programme is the support received from the National Office.
- (2) Based on the main institutional tender submitted to it each year, the National Office determines a grant amount for the College in order to finance the project, which amount can be used for the following costs:
- a) for student mobility for study purposes,
  - b) for student mobility for professional practice purposes
  - c) for teacher study trips (including outgoing teachers and from foreign companies speakers coming to Hungary),
  - d) for staff training,
  - e) for the organization costs of mobilities.
- (3) The College concludes an Institutional Support Agreement with the National Office, which on the one hand it is signed by the president on behalf of the National Office, on the other hand by the rector on behalf of the College.
- (4) The institutional Erasmus coordinator distributes the amount specified in the Institutional Support Agreement in accordance with the approved staff numbers and durations - with permitted transfers - within the individual items and between mobilities.
- (5) Principles applicable to the division:
- a) The division is made taking into account the rate system defined for each destination country in the financial provision of the Erasmus+ "Application Guide" issued by the European

Commission every year, within which the National Office determines the specific rates to be used.

b) The goal to be followed in the division is that as many applicants as possible can receive a scholarship.

(6) The Erasmus coordinator and the economic manager are not entitled to a separate remuneration for their activities as a matter of right, but they may be entitled to a separate remuneration at the expense of the available mobility organizational framework. The rector decides on this.

## IV. MISCELLANEOUS

### § 8 Aids

(1) In the context of mobility, issued by the National Office and determined by the college Erasmus help boards for student and staff mobilities that are valid at all times and document samples ( <http://www.tka.hu/palyazatok/925/palyazati-dokumentumok> ) are applicable.

### § 9 Entry into force

(1) These regulations enter into force with the approval of the Senate.

a) **Decision number: 7/2/2025**

b) **Date of decision: 20.05.2025.**

c) **Effective date: 21.05.2025.**

(2) The **international director** shall be responsible for the preparation, and updating of the Regulations in accordance with the provisions of law and for the annual review.