

# Erasmus+ Rules and Regulations of the Faculty of Law of the University of Pécs

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

## **The purpose of the Rules and Regulations**

Section 1 The purpose of the Rules and Regulations is to establish the regulatory framework of the application system of a uniform, transparent and economical student, teaching and non-teaching staff mobility and the conditions of the efficient implementation of projects.

## **The scope of the Rules and Regulations**

Section 2 The scope of the rules and regulations shall cover:

- a) students participating in student mobility for learning and traineeships and members of the teaching staff participating in teaching mobility.
- b) organisational units of the Faculty and persons in civil service legal relation, employment relation or other legal relation aiming at performing work with the Faculty, participating in arranging and implementing the university Erasmus+ Programme.

## **The tasks of the Faculty in the Erasmus+ Programme**

Section 3 (1) The tasks of the Faculty Coordinator related to the implementation of the Erasmus+ Programme, specified in the Erasmus+ Rules and Regulations of the UP, shall be performed by the Foreign Affairs Administrator of the Faculty.

(2) Based on the resolution of the Faculty Grants and Scholarships Committee, the Dean shall decide about awarding students and teaching staff grants allocated to the Faculty. In addition, the Dean shall decide about requests concerning withdrawal, submissions for extension and appeals.

(3) Through the Registrar's Office, the Faculty shall perform the following tasks:

- a) administration of the credit recognition of outgoing students,
- b) administration pertaining to the Faculty academic registration and course enrolment of incoming students.

## **The competence and responsibilities of the Faculty Grants and Scholarships Committee**

Section 4 (1) The Faculty Grants and Scholarships Committee (hereinafter GSC) shall proceed in matters stipulated in Section 2.

(2) Within the framework of these Rules and Regulations, the GSC shall:

- a) evaluate and rank the Erasmus+ teaching staff, administrative staff, study and traineeship applications submitted by the teaching staff, the administrative staff and the students of the Faculty.
- b) perform administrative tasks necessary for the evaluation of the applications falling under its competence.

## **The constitution of the GSC**

Section 5 (1) The members of the GSC shall be elected from among the teachers and students of the Faculty. The GSC is a body comprising four persons out of which three shall be teachers and one a student.

- a) The student member of the GSC shall be the Secretary for Foreign Affairs of the Student Union, in the case of an application by a PhD student, a PhD student delegated by the PhD Student Union.
- b) The teaching staff members of the GSC shall be elected by the Faculty Council upon the recommendation of the Dean.
- c) The Chair of the GSC shall be elected by secret ballot by and from among its members. In case of a tied vote, the recommendation of the Dean shall be decisive.

(2) The Foreign Affairs Administrator of the Faculty shall attend the meetings of the GSC and have the right to consultation.

(3) Persons invited by the Chair can attend the meetings with a right to consultation.

(4) The Chair and the members shall notify the Dean about their intention to resign one month in advance.

(5) In the case of malfunctioning, the student member of the GSC may be removed upon the proposal of the President of the Student Union and with the consent of the Faculty Council. The removal of the PhD member of the GSC can be decided by the PhD Student Union.

## **Conflict of interests**

Section 6 (1) No member of the committee can take part in making the decision about their own or their close relative's case.

(2) In the case of a conflict of interests, neither the Chair, nor the members are entitled to exercise their rights arising from their membership.

## **The members of the GSC**

Section 7 (1) The members of the GSC shall facilitate the efficient operation of the GSC.

(2) The members of the GSC shall have the right to:

- a) put forward any questions at the meetings of the GSC in any cases falling under its competence and initiate measures and modifications, and
  - b) have access to any information necessary for performing their duties arising from membership.
- (3) The members of the GSC shall:
- a) attend the meetings of the GSC,
  - b) notify the Chair of their absence if unable to attend, and
  - c) comply with the provisions of law and university rules and regulations in the course of acting as members of the GSC.

### **The Chair of the GSC**

Section 8 The Chair of the GSC shall:

- a) coordinate the operation of the GSC,
- b) convene and conduct the meetings of the GSC and be accountable for the implementation of its resolutions passed,
- c) maintain contacts with foreign partner institutions,
- d) endeavour to broaden foreign relations for which he or she can request the proposals and support of the teaching staff and organisational units of the Faculty,
- e) ensure, in due time, the availability of documents necessary for the decision making of the GSC,
- f) ensure the filing of the documents, records and resolutions of the GSC,
- g) in respect of the Erasmus+ Programme, ensure performing the administrative tasks concerning the calls for and the evaluation of applications, providing statistical data and reports in addition to ensuring that participating teachers and students obtain all necessary information about the administrative and practical issues concerning the Erasmus+ Programme.

### **The standing orders of the GSC**

Section 9 (1) The GSC shall exercise its competence and responsibilities at its meetings.

(2) The GSC shall have its meetings in the official rooms of the Faculty.

(3) Meetings are conducted by the Chair of the GSC, in the case of prevention, by a member assigned by the Chair. The members of the GSC cannot be substituted.

(4) The Chair of the GSC shall convene a meeting upon the written initiative of the President of the PhD Student Union, the Student Union, one third of the members, or the Dean.

(5) The meeting of the GSC shall have a quorum if more than half of the members, including the Chair of the GSC, are present.

(6) If the GSC is inquorate, the Chair shall convene a repeated meeting for a date within three days.

(7) The resolutions of the GSC shall be passed with a simple majority of the members present in an open voting. A secret ballot shall be cast in the case of personnel matters or if the majority of members present agree to it. In the case of a tied vote, the voting shall be repeated; if there is a tied vote again, in the case of an open voting, the vote of the Chair shall be decisive and in the

case of a secret ballot, the draft resolution shall be put forward again on the next meeting of the GSC.

(8) Minutes shall be taken about the meetings of the GSC and it shall be signed by the recorder of minutes, the Chair and a teaching staff member.

(9) Electronic votes may be taken for the faster and more efficient administration. In this case the resolution shall be made on the basis of the votes sent by the members of the GSC to the Foreign Affairs Administrator.

### **The procedure concerning the student Erasmus+ applications**

Section 10 (1) The GSC shall announce a Call for Applications in the semester preceding the academic year of the applications on a date ensuring sufficient time, at least three weeks, for submitting the applications.

(2) The Call for Applications shall be announced in the manner usual locally.

(3) The Call for Applications shall specify the name of the receiving institutions, the expected number of places determined by the receiving institutions, the formal and content requirements of the applications, the scoring system to be applied in the course of assessing the applications and the deadline for the submission of the applications.

(4) Applications submitted by students shall contain:

- a) the certificate of the grade point average authenticated by the Registrar's Office;
- b) the CV of the student;
- c) the description of the student's scientific and Student Research Society and other professional activities;
- d) the description of other public life activities;
- e) the language examination certificate certifying the language competence of the student;
- f) the availability of the student (address, email account, telephone number)
- g) the certificate of an active student status issued within the last 15 days.

(5) The information specified in subsection (4) b), c) and d) shall be submitted in the language of instruction of the receiving institution as well.

(6) In the case of incomplete applications, the GSC shall call the applicant to put the application to order, for which the student shall have five working days reckoned from the call.

(7) Students satisfying the conditions on the basis of the written application shall be invited for an oral interview by the GSC.

(8) An oral interview may not be needed if the student attended an oral interview in either of the two semesters preceding the submission of the application upon the student's written petition addressed to the Grants and Scholarships Committee and submitted within five working days reckoned from the notification concerning the interview. In this case, the number of points earned by the student at the latest interview shall be taken into account.

(9) The oral interview shall be conducted by a sub-committee of the GSC consisting of at least two members. One of the sub-committee members shall be the student member of the GSC. No student submitting an application can take part in the evaluation of the application.

(10) The GSC shall evaluate and rank the applications in accordance with the scoring system specified in the Call for Applications. The following shall be taken into account in the course of

the evaluation: the student's academic performance, scientific and student research society activity, other public life activity and language competence. (The order of listing entails no ranking.)

(11) The final ranking of the applications shall be determined by the GSC following the oral interviews within 30 days reckoned from the deadline of the submission of the applications (or from the receipt of delayed applications and applications submitted in a complete form after called to be put in order).

(12) The GSC shall put forward its proposal to the Dean within five working days.

(13) The GSC shall inform the students about the Dean's decision in writing.

(14) Students shall make a written report (in the case of student mobility for traineeship, an internship diary) after returning home and shall send this report to the institutional Erasmus assistant via email.

### **The academic obligations and rights of Erasmus+ students**

Section 11 (1) In order for the students to fulfil the requirements of the programme, students awarded Erasmus+ grants shall obtain at least 15 credit points, including the accomplishment of at least one legal subject, per semester at the foreign partner institution.

(2) Subjects (courses) accomplished abroad in the frame of Erasmus+ studies shall be recognised and counted towards the student's domestic study obligations at the Faculty in compliance with Section 12 of these Rules and Regulations. The Faculty Credit Transfer Committee shall decide about the recognition of courses and about its method.

(3) Students awarded Erasmus+ grants can fulfil their examination obligations in courses not accomplished on the training programme of the Faculty due to their participation in the Erasmus+ Programme until the 31<sup>st</sup> of October or the 31<sup>st</sup> of March in the given academic year.

(4) Students can enrol in the next semester without closing the actual semester.

(5) Students can take up elective, optional and compulsory courses without pre-conditional courses. Courses with pre-conditional courses can be taken up only after passing the examinations, by individual registration.

### **The procedure pertaining to the credit recognition of Erasmus+ students**

Section 12 (1) Following their return, students shall submit a request for the recognition of the courses accomplished abroad to the Registrar's Office but addressed to the Faculty Credit Transfer Committee. In the case of PhD students, the Council of the Doctoral School of the Faculty of Law of the University of Pécs (hereinafter the Doctoral Council) shall have competence.

(2) The Faculty Credit Transfer Committee or the Doctoral Council shall decide in a single resolution about all courses contained in the request. All courses accomplished abroad must be recognised as a course taught at the Faculty. In the course of the recognition, the main factor to be taken into consideration shall be the themes and credit value of the courses to compare. Once a course is recognised, it can later be recognised in the case of other students without special consideration.

(3) Documents necessary for the decision of the Credit Transfer Committee and the Doctoral Council:

- a) a request for recognition listing the courses precisely,
- b) the Transcript of Records,
- c) the themes and reading list of the foreign course in the original language and in Hungarian,
- d) the themes of the relevant Hungarian course,
- e) the method of examination, the criteria of assessment and the documents certifying the grade obtained

(4) The resolution about recognition shall be attached to the file of the student and recorded in the Education System by the Registrar's Office.

### **The procedure pertaining to teaching staff Erasmus+ applications**

Section 13 (1) Members of the teaching staff shall submit their applications to the GSC.

(2) Applications shall specify the name of the receiving institution, the duration of the stay abroad, the medium of instruction, the short description of the seminars, lectures and research topics, and the Letter of Acceptance by the foreign partner institution must also be attached.

(3) Applications submitted by members of the teaching staff shall be evaluated by the GSC within ten working days reckoned from submission.

(4) The Dean shall decide on the applications of the members of the teaching staff.

### **Enacting and closing provisions**

Section 14 (1) Matters not covered in these Rules and Regulations shall be governed by the effective Erasmus+ Rules and Regulations of the UP.

(2) These Rules and Regulations were adopted by the Faculty Council on its meeting held on the 13<sup>th</sup> of December 2016 by its Resolution No. 11/ 16-17 (12. 13.) KT.

(3) These Rules and Regulations shall enter into force on the day following its adoption by the Faculty Council.

(4) Upon its commencement, the regulation adopted by the Faculty on 12<sup>th</sup> of June 2007 pertaining to domestic and foreign student applications and foreign teaching staff grants and study trips shall be repealed.

Pécs, 13 December 2016

Prof. Dr. László Kecskés D.Sc.

Dean