



ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ

DEMOCRITUS
UNIVERSITY
OF THRACE

**Internal Operating Regulations
of the Erasmus+ Program at Democritus University of
Thrace
& Individual Mobility in Higher Education**

1. Framework

At Democritus University of Thrace (DUTH), the Erasmus Charter for Higher Education (ECHE) has been awarded, which is a prerequisite for all Higher Education Institutions in Erasmus+ Program countries wishing to participate in the Program. The Erasmus Charter outlines the general quality framework governing cooperation and mobility activities in higher education through Erasmus+, ensuring equal access and opportunities for all participants without discrimination. All processes for implementing cooperation and mobility activities are governed by the general rules and terms of the Erasmus+ Program Guide and the Erasmus Charter for Higher Education. The specific terms of mobility are detailed in the respective Grant Agreement for students or staff between participants and DUTH.

This Regulation clarifies and specifies the procedural flow governing the operation and activities of Erasmus+ at DUTH within the framework established by the Charter and the Erasmus+ Program Guide.

2. Entities and Bodies

The National Coordination Unit for the European Erasmus+ Program in Greece is the State Scholarships Foundation (IKY).

At Democritus University of Thrace, financial management of all Erasmus+ Action Plans is handled by the Special Research Fund Account, while overall supervision of the Program is the responsibility of the Rector or a Vice Rector designated by the Rector.

2.1 Institutional Coordinator

The Senate of Democritus University of Thrace appoints a faculty member, along with a deputy, as the Institutional Coordinator for the Erasmus+ Program. The Institutional Coordinator has the following responsibilities:

- a) Ensuring the smooth flow of procedures governing the operation and activities of Erasmus+ at DUTH, in collaboration with the Erasmus+ Office and Academic Departments, in accordance with the guidelines and constraints set by the European Union as outlined by the National Coordination Unit and the program guide, and updating the Rector, who has overall supervision of the Erasmus+ program.
- b) Signing all documents related to the Erasmus+ Program (including payment orders for participants, certifications, work plans, etc.), with the exception of the Grant Agreement with the National Coordination Unit (State Scholarships Foundation) and individual agreements for participating students and staff, which are signed by the University's legal representative.
- c) Ensuring compliance with Erasmus+ Program rules at the institutional level and facilitating its practical implementation in collaboration with the Erasmus+ Office and Academic Coordinators in the Departments.
- d) Submitting relevant topics to the Erasmus+ Committee.
- e) Recommending proposals to the Senate concerning the smooth operation of the Program.

2.2 Erasmus+ Committee

The Senate of Democritus University of Thrace appoints the Erasmus+ Committee, which consists of five regular and five alternate members and has the following responsibilities:

- a) Allocating the Erasmus+ positions per Department for study and internship placements, as well as

positions for teaching and training.

- b) Setting the selection criteria and rating criteria for participating staff members.
- c) Defining minimum criteria for the selection of students from DUTH Departments.
- d) Final validation of the selection results for participating students.
- e) Reviewing any appeals and handling administrative or other issues.

The Erasmus+ Committee meets upon invitation from its Chair. The invitation specifies the exact time, location, and agenda items of the meeting. The invitation, along with necessary information materials, is distributed at least two working days before the meeting and sent electronically to Committee members. Meetings may also be held via teleconference in accordance with Ministerial Decision No. Φ.1221/42/23076/B2 (Government Gazette 433/B'/17.3.2011). The Committee has a quorum when at least three members are present. If there is no quorum within thirty minutes of the scheduled meeting time, the meeting is canceled and rescheduled within five days. The agenda items are presented by the Chair or a Committee member appointed by the Chair. The order of agenda items can be modified if approved by an absolute majority of those present.

2.3 Academic Department Coordinators

The Coordinators of Academic Departments at Democritus University of Thrace (DUTH) and their deputies are appointed by the Department Assemblies, responsible for overseeing, organizing, and coordinating inbound and outbound mobility at the departmental level. Specifically:

- a) They are responsible for communication with students and staff within their department.
- b) They handle all Erasmus+ matters in their department, both for study and internship mobility, and make relevant recommendations to the Department Assembly when required.
- c) They assist students in planning their mobility, explain the required procedures, ensure the academic recognition of ECTS credits in collaboration with the Department's ECTS Coordinator, and generally support and guide students through all stages of mobility.
- d) They coordinate the establishment, updating, or termination of bilateral agreements with departments at foreign institutions.
- e) They are responsible for issuing certificates for incoming students in their department (for Erasmus+ studies or internships).
- f) They are responsible for issuing certificates for incoming staff in their department (for teaching or training).
- g) They inform, support, and encourage student and staff mobility and support Institutional Erasmus+ activities.
- h) They collaborate with the Erasmus+ Office and their Department Secretariat.

Departments at DUTH may also form an Erasmus+ Committee to assist the Academic Department Coordinator in their duties.

2.4 Erasmus+ Office

The Erasmus+ Office undertakes the overall coordination of the Erasmus+/Learning Mobility of Individuals Program. It collaborates with the DUTH Institutional Coordinator, Academic Department Coordinators, the Erasmus+ Committee, and the Special Research Fund Account (ELKE), while providing administrative support to participating students and staff. The office is responsible for regular updates to DUTH's

Erasmus+ website and managing social media to promote the program.

Students and staff interested in participating in the Erasmus+/Learning Mobility of Individuals Program contact the Erasmus+ Office for:

- a) Information on program guidelines.
- b) Submission of the necessary documents for grant disbursement before and after the mobility period.
- c) Issuance of Certificates of Participation in the Program.
- d) Maintenance and updating of the Erasmus+ website, which provides detailed information on the program, mobility options, and all aspects related to the implementation of Erasmus+ at DUTH.

3. Staff Mobility

DUTH supports staff mobility by providing extensive information on mobility opportunities and their added value at personal, professional, and institutional levels. Recognizing the geographically remote location of the institution and the additional costs this entails for mobility, DUTH allocates its own resources to cover part of the accommodation and travel expenses beyond the program's grant.

Furthermore, DUTH encourages Academic Departments and administrative units to develop active collaborations and welcome visits from teaching and non-teaching staff for purposes of teaching or training.

3.1 Teaching Staff Mobility for Teaching, Training, or a Combination of Teaching and Training

To participate in Erasmus+ mobility for Teaching, Training, or a combination of Teaching and Training, the individual must be a member of the teaching staff at DUTH (either permanent or contracted).

3.1.1 Procedure

1. Each year, available Erasmus+ mobility positions for Teaching, Training, or a combination of both are allocated to DUTH Departments by the Erasmus+ Committee.
2. The Erasmus+ Committee issues a call for expressions of interest to the institution's teaching staff for teaching and/or training mobility. This call specifies the eligibility requirements, selection criteria, necessary documentation, and application deadline. Applicants submit their applications to the Erasmus+ Office, which compiles a list of candidates per Department.

The selection of staff members for mobility is made based on scoring criteria that adhere to principles of equal treatment and align with the standards set by the European Commission and the Erasmus+ National Coordination Unit of Greece (IKY).

	Criterion	Scoring		Comments
1	Knowledge of the language used at the host institution	▪ Excellent (C2)	5	For EDIP (Special Educational Staff), EEP (Special Teaching Staff), and Appointed Instructors
		▪ Very Good (C1)	3	
		▪ Good (B2)	1	
2	Academic Rank of the Applicant	▪ Professor	5	For DEP (Faculty Members)
		▪ Associate Professor	10	
		▪ Assistant Professor	15	
		▪ Lecturer	15	
3	Years of Service	▪ 1-10 years	1	For EDIP (Special
		▪ 11-20 years	3	

		▪ 21 years and over	5	Educational Staff) and EEP (Special Teaching Staff)
4	Previous Participation in the Program (STA or STT)	▪ In the last three years	-10	
		▪ In the last five years	-5	
5	Erasmus+ Department Coordinator		5	Added value in the establishment, expansion, and monitoring of agreements
6	Priority is given to those who have hosted incoming staff for Erasmus+ training or who are actively involved in Erasmus+.		3	Added Value for the Department, the Institution, and the Erasmus+ Program
7	Teaching Courses in English for Incoming Students		5	Added Value for the Department, the Institution, and the Erasmus+ Program

1. Candidates with the highest scores are selected from each Department. In all selection cases, a waiting list is maintained, which can be utilized in case of cancellation of an approved participation.
2. In the event of a tie between two or more candidates, a draw will be conducted in the presence of the Erasmus+ Committee members.
3. For participation in virtual mobility or mobility without grant (zero-grant), approval is granted automatically.
4. If there is an unallocated position in any Department of DUTH for any reason, the member with the highest score, regardless of Department, will be selected for mobility.
5. In case of high demand, the Erasmus+ Committee may decide to allocate more mobility positions for teaching staff for Teaching, Training, or a combination of both than those specified in the current agreement. The coverage of the related additional costs may be provided by the Special Research Fund Account of DUTH, according to the applicable program rules.
6. After returning, the mobility participant must:
 - a) Submit to the Erasmus+ Office a certificate of completion of the agreed teaching, training, or combined program from the host institution.
 - b) Submit to the Erasmus+ Office travel receipts (e.g., ticket purchase receipts, boarding passes, etc.).
 - c) Complete a final report.
7. The participants, in collaboration with their Academic Department Coordinator, the Erasmus+ Office, or other units of DUTH, organize and/or participate in dissemination activities for the results of the program, thereby increasing its added value.
8. For academic staff, the mobility certificate is added to their personnel file and is one of the criteria considered for their advancement.

3.2 Non-Teaching Staff Mobility

For the implementation of non-teaching staff mobility, the individual must be a member of the staff at Democritus University of Thrace (DUTH), either permanent or contracted..

3.2.1 Procedure

1. Each year, the Erasmus+ Committee issues a call for expressions of interest to the staff. The call outlines the eligibility requirements, selection criteria, necessary documentation, and the application deadline. Applicants submit their applications to the Erasmus+ Office, which compiles a list of candidates.
2. The selection of staff members for mobility is conducted based on a scoring system that adheres to

the principles of equal treatment and complies with the standards set by the European Commission and the Erasmus+ National Coordination Unit of Greece (IKY).

	Criterion	Scoring		Comments
1	Knowledge of the language used at the host institution	• Excellent (C2)	5	
		• Very Good (C1)	3	
		• Good (B2)	1	
2	Position held by the participant	• General Director	3	
		• Head of Division	2	
		• Head of Department	2	
3	Years of Service	• 3-10 years	3	
		• 11-20 years	4	
		• 21 years and over	3	
4	Previous Participation in the Program	• In the last three years	-10	
		• In the last five years	-5	
5	Participation in an organized Staff Training Week relevant to the participant's field, such as topics in library science, information technology, international relations, etc.		5	
6	Priority is given to staff members who have already hosted incoming staff for Erasmus+ training or who support the Erasmus+ Program in any capacity.		5	Added Value for the Institution and the Program (hosting incoming participants, serving outgoing participants, processing Erasmus+ documents, etc.)
7	Letter of Intent outlining the motivations and reasons for participation, the planned activities, and their relevance to the staff member's role.		1-3	Evaluation by the Erasmus+ Committee
8	Staff of the Department of International Relations		3	

3. In the event of a tie between two or more candidates, a draw will be conducted in the presence of the members of the Erasmus+ Committee.

4. In cases of high demand, the Erasmus+ Committee may decide to allocate more staff mobility positions than those specified in the current agreement. The coverage of the additional costs may be provided by the Special Research Fund Account of DUTH, according to the applicable program rules.

5. For participation in virtual mobility or mobility without grant (zero-grant), approval is granted automatically.

6. After returning, the participant must:

a) Submit to the Erasmus+ Office a certificate of completion of the agreed training program from the host institution.

b) Submit to the Erasmus+ Office travel receipts (e.g., ticket purchase receipts, boarding passes, etc.).

c) Complete a final report.

7. Participants, in collaboration with the Erasmus+ Office or other units of DUTH, organize and/or participate in dissemination activities for the results of the program, thereby increasing its added value.

8. The mobility certificate for training is added to the staff member's personnel file and is a factor considered during their evaluation process.

3.3 Incoming Staff Mobility

The Academic Departments and administrative services and units of Democritus University of Thrace (DUTH) have the ability to host visits from teaching or non-teaching staff for teaching, training, and professional development.

1. Funding for mobility is provided by the home institution of the incoming staff (except for mobilities under the ICM – KA171 schemes).
2. Applications for incoming mobility for teaching staff are submitted to the Academic Departments and communicated, along with the mobility program, to the Erasmus+ Office.
3. Applications for incoming mobility for administrative and technical staff are submitted to the Erasmus+ Office. The unit hosting the incoming administrative/technical staff is responsible for organizing a work plan suitable for the incoming personnel and their mobility objectives.
4. The Erasmus+ Office, with the consent of the incoming member, publicizes the visits and their outcomes on its website, on DUTH's social media, and other platforms.

4. Student Mobility

The Erasmus Student Charter outlines the obligations and rights of students participating in the program. Students have the opportunity to undertake long-term or short-term mobility for studies or Erasmus+ internships, as described below.

4.1 Long-Term Student Mobility for Studies

All students at Democritus University of Thrace (DUTH) have the right to long-term mobility for studies. Within the framework of the 2021-2027 program, there is an emphasis on the participation of students with fewer opportunities.

The Departments of DUTH, by decision of their Assemblies, establish selection criteria which they publicize to their students, include in the Department Study Guide, and post on the Department's website. These criteria are based on principles of equal treatment and comply with the standards set by the European Commission and the Erasmus+ National Coordination Unit of Greece (IKY).

The maximum duration of mobility for studies is one semester to allow more students from DUTH to participate. Students may have the opportunity to remain for a longer period (e.g., an entire academic year) after approval from their Departments, but without funding (zero-grant). The process for mobility without funding follows the same procedures as for funded mobility.

If the number of positions offered for student mobility is fewer than the requests received, the Erasmus+ Committee may decide to redistribute the available budget of the Program according to the rules stipulated by the relevant agreement.

4.1.1 Procedure

1. By decision of the Erasmus+ Committee, a call for expressions of interest is published by the Departments, managed by the respective Academic Department Coordinator, inviting students to participate in student mobility for studies. This call specifies the relevant study cycles, the available positions for the Department, the prerequisites, the selection criteria, the required documentation, and the application deadline.
2. Applications and all relevant documents, as outlined in the call, are submitted to the Department Coordinator.
3. Eligible to apply for participation in the program are students who:

- a) are regularly enrolled in Departments of DUTH as undergraduate, postgraduate, or doctoral candidates.
- b) possess the required language proficiency as defined by the host institution.
4. For postgraduate students, the application must be accompanied by a certificate from the Coordinating Committee of the respective Postgraduate Program, which includes the following information: a) the title of the Postgraduate Program, b) confirmation that the program the candidate will undertake will be part of their studies in the Postgraduate Program (clearly stating the ECTS credits the student will earn), and c) that the time spent abroad will be counted towards their overall study duration.
5. Doctoral candidates must submit a certificate from their three-member committee along with their application, which should state: a) the dissertation topic, b) confirmation that the program the candidate will undertake will be part of the doctoral dissertation process, and c) that the time spent abroad will be counted towards their overall study duration.
6. The ranking of candidates for student mobility is carried out by the Erasmus+ Coordinator of the Academic Department. The Coordinator communicates the ranking list to the respective Assembly and subsequently to the Erasmus+ Office. The Department Secretariat maintains an updated record of students participating in Erasmus+ mobility.
7. After mobility approval, the Coordinator of the respective Academic Department:
 - a) discusses with the student and ultimately approves a program lasting a quarter (20 ECTS), a semester (30 ECTS), or a year (60 ECTS), ensuring the program has similar, complementary, or relevant learning outcomes in relation to the program of the student's home Department, but does not necessarily have the exact same content. The student cannot choose courses that they have successfully completed at DUTH. This program is reflected in the student's Learning Agreement.
 - b) informs the Assembly of the respective Department about the contents of the Learning Agreement (Learning Agreement) and recommends its approval by the Department Assembly, ensuring that the ECTS credits obtained at the host institution as part of the approved program will be fully recognized, transferred to the curriculum of the DUTH Department, and counted towards the degree requirements.
8. After selection, the student chosen for a period of mobility abroad for studies must visit the host university's website to familiarize themselves with the procedures, deadlines, and required documents from the host institution, course start dates, accommodation, etc.
9. After acceptance by the host institution, the student submits the Learning Agreement and any required documents (in print or electronically) to the Erasmus+ Office and receives 80% of their grant. Additionally, they are required to undergo an online assessment test for the language they will use for their studies abroad.
10. The student regularly updates the Coordinator of the Academic Department about their study progress.
11. The student promptly informs the Coordinator of the Academic Department about any academic or other issues that arise during their stay abroad.
12. Students who are Erasmus+ scholarship recipients for studies do not have the right to participate in the examination period of the semester in which they are participating in the program.
13. Students participating in the Erasmus+ program to complete their thesis or dissertation must include the following statement in their submitted thesis or presentations at conferences, published materials, or projects:

"This thesis (or part of this thesis) was carried out within the framework of mobility through the Erasmus+ program, funded by the European Union."
14. If a modification of the Learning Agreement is required for academic or other reasons, the student submits a relevant request to their Department Coordinator within five (5) weeks from the start of classes at the host institution, explicitly stating the reasons for the requested modification. The modification is

approved by the Academic Department Assembly and the process is completed by both institutions (home and host) based on the request of the interested party.

15. After the student returns from the host institution, they must submit all necessary supporting documents received from the host institution regarding their mobility to the Coordinator and the Erasmus+ Office at DUTH.

16. The European Credit Transfer and Accumulation System is based on the workload that each student is required to undertake to achieve the objectives of a study program, depending on the learning outcomes and the knowledge, skills, and competencies that are intended to be acquired upon successful completion. The undergraduate and postgraduate programs at DUTH have adopted the European Credit Transfer and Accumulation System, awarding ECTS credits for all discrete educational elements and activities that make up the program, facilitating their transfer and accumulation in corresponding study programs at the same or other higher education institutions at the national and European level. The Coordinator of the respective Department manages the transfer of ECTS credits obtained at the host institution through the Learning Agreement as reflected in the transcript of records at the student's Department at DUTH. If the courses in which the student has successfully been examined at the host institution exceed 30 ECTS credits per semester, the additional courses are noted in the Diploma Supplement awarded with the degree. If a student has fulfilled the required number of credits for graduation before their mobility, the courses successfully completed at the host institution are included in the Diploma Supplement awarded with the degree.

17. For courses that students attended but did not successfully complete abroad, they may re-take the examinations at DUTH during the September resit examination period. In this case, students must ensure that they register for this examination in coordination with their Department Secretariat.

18. Upon completion of the mobility, the student receives the remaining 20% of their grant. The condition for granting the full scholarship is the submission of the necessary documents from the host institution and the successful evaluation of the student at the host institution in courses corresponding to 30% of the program (6 ECTS for a quarter, 10 ECTS for a semester of study).

19. If the actual duration of mobility is shorter than that specified in the Agreement, with a tolerance of 5 days, DUTH is required to modify the student's Agreement by reducing the corresponding amount of the agreed grant. In this case, either the entire remaining 20% of the grant is not paid, or if the total eligible grant is less than the 80% already received by the student, the return of the corresponding amount is requested within one month of notification from the Erasmus+ Office. If the scholarship student does not timely return the amount charged to them, the matter will be referred to the Erasmus+ Committee of DUTH. Students identified by the Erasmus+ Committee as having administrative or financial obligations related to the program, even if they complete their studies at the institution, will not receive a certificate of completion and will not be recognized as graduates until the obligations are settled. The Erasmus+ Office will inform the Secretariat of the respective Department accordingly.

20. Students participating in mobility, in collaboration with the student association, ESN-DUTH, their Department, the Erasmus+ Office, or other units of DUTH, organize and/or participate in dissemination activities for the results of the program, thereby increasing its added value.

4.1.2 Unsuccessful Completion of the Long-Term Mobility Program for Studies

1. If the scholarship student earns ECTS credits that correspond to less than 30% of their program (fewer than 6 ECTS credits for a three-month mobility, or 10 ECTS credits for a semester), they will not receive the remaining 20% of their scholarship.

2. In cases where the student was unable to complete the agreed-upon activities at the host institution due to force majeure (e.g., health reasons with a hospital certificate), they will be reimbursed for the

actual stay abroad, unless otherwise determined by the National Coordination Unit.

3. The student is required to present the Transcript of Records and the Certificate of Attendance after completing their mobility. If the scholarship recipient does not provide these documents, they must return the 80% of the scholarship that has already been received as an advance, and they will not receive the remaining 20% of the scholarship.

4. If the scholarship student does not timely return the amount charged to them, the matter will be referred to the Erasmus+ Committee of DUTH. Students with administrative or financial obligations related to the Erasmus+ program, even if they complete their studies at the institution, will not receive a certificate of completion and will not be recognized as graduates until their obligations are settled. The Erasmus+ Office will inform the Secretariat of the respective Department accordingly.

4.2 Student Mobility for Erasmus+ Internships

All students at Democritus University of Thrace (DUTH) have the right to participate in Erasmus+ internships for up to one year after completing their studies. Specifically for recent graduates, the approval of applications ("as graduates") by their Department Assembly must be completed during their final year of study and before their official graduation, and the Erasmus+ internship must take place exclusively in the first year following their graduation. Within the framework of the 2021-2027 program, there is an emphasis on the participation of students with fewer opportunities.

The subject of the Erasmus+ internship abroad should be relevant to the study fields of the student's home Department.

The duration of the Erasmus+ internship is 2 to 4 months and can be extended up to the maximum duration that the student is eligible for, without funding (zero-grant). The process for mobility without funding follows the same procedures as for funded mobility.

The eligibility conditions and scoring criteria for selecting students for participation in Erasmus+ internship mobility are outlined below. These criteria are based on the principles of equal treatment and are compatible with those set by the European Commission and the Erasmus+ National Coordination Unit of Greece (IKY). The main criteria and indicative scoring are presented below.

Criterion	Scoring	Comments
Acceptance Letter from Host Institution with Job Description	0-20	The acceptance letter is a prerequisite for participation in the selection process. It is at the discretion of the Department Coordinator.
Level of Studies		
Undergraduate	10	
Postgraduate	15	
Doctoral Studies	20	
Application: Motivations/Reasons for Participation in the Program	0-10	It is at the discretion of the Department Coordinator.
Transcript of Records (Academic Performance - Average Grade)		
8,50-10	20	
7-8,49	15	
5-6,99	10	
Doctoral Studies		
Language Proficiency (based on the language of cooperation at the Host Institution)		
Excellent (C2)	10	
Very Good (C1)	5	
Good (B2)	1	

Relevance to the Learning Outcomes of the Study Program (for undergraduate and postgraduate levels) or to the topic of the doctoral dissertation	0-10	It is at the discretion of the Department Coordinator.
Interview	0-10	It is at the discretion of the Department Coordinator.
Recommendation Letter from a Faculty Member of the Student's Department	0-10	It is at the discretion of the Department Coordinator.
Second Participation in the Erasmus+ Program	-20	
Mobility to the Home Country	-20	

The Assemblies of the Departments at Democritus University of Thrace (DUTH) decide on the exact scoring for each criterion, as well as the introduction of additional criteria related to their field of study. The selection and scoring criteria are listed in the Department's Study Guide and are posted on the Department's website.

If the number of positions offered for student mobility is fewer than the applications received, the Erasmus+ Committee may decide to redistribute the available budget of the Program according to the rules stipulated by the relevant agreement.

4.2.1 Procedure

1. By decision of the Erasmus+ Committee, a call for expressions of interest for participation in student mobility (undergraduate and postgraduate) for Erasmus+ internships is published by the Departments, managed by the respective Academic Department Coordinator. This call includes the available positions per Department, prerequisites, selection criteria, required documentation, and the application deadline.
2. Applications and all relevant documents as specified in the call are submitted to the Department Coordinator.
3. Eligible to apply for participation in the program are students who:
 - a) are regularly enrolled in Departments of DUTH as undergraduate, postgraduate, or doctoral candidates.
 - b) possess the required language proficiency as defined by the host institution.

For recent graduates, the approval of their applications ("as graduates") by their Department Assembly must be completed during their final year of study and before their official graduation, and the Erasmus+ internship must take place exclusively in the first year following their graduation.
4. Postgraduate students must submit a certificate from the Coordinating Committee of their Postgraduate Program along with their application, which should include the following details: a) the title of the Postgraduate Program, b) confirmation that the program the candidate will undertake will be part of their studies in the Postgraduate Program (with a clear reference to the ECTS credits the student will earn).
5. Doctoral candidates must submit a certificate from their three-member committee along with their application, which should state: a) the dissertation topic, b) confirmation that the program the candidate will undertake will be part of the doctoral dissertation process.
6. The ranking of candidates for Erasmus+ internships is conducted by the Erasmus+ Coordinator of the Academic Department based on the criteria established by DUTH. The Coordinator communicates the ranking list to the respective Assembly and to the Erasmus+ Office. The Department Secretariat maintains an updated record of students participating in Erasmus+ internships.
7. After the mobility is approved, the Coordinator of the respective Academic Department:
 - a) discusses with the student and ultimately approves the Learning Agreement, which includes the work program lasting 2-4 months, the learning outcomes, and the responsibilities of the intern.
8. After selection, the student chosen for a period of mobility abroad for an Erasmus+ internship must contact the host organization where they will be moving to get information about the required

procedures, deadlines, and documents.

9. The student submits the Learning Agreement and all required documents (in print or electronically) and receives 80% of their scholarship. Additionally, they are required to take an online assessment test for the working language they will use at the host organization.

10. The student promptly informs the Coordinator of the Academic Department about any academic or other issues that arise during their stay abroad.

11. After the student returns from the host institution, they must submit the relevant Traineeship Certificate from the host organization to the Academic Coordinator and the Erasmus+ Office for the recognition of the Erasmus+ internship period according to the applicable regulations of the Academic Departments. It should be noted that:

a) when the Erasmus+ internship does not form part of the standard curriculum of the student's home Department (not counted towards the required ECTS credits for graduation) or is done on a voluntary basis, it will simply be noted as successfully completed in the Diploma Supplement.

b) when it is a mandatory or elective course for which ECTS credits are awarded, the corresponding ECTS credits and the grade received will be listed in the transcript and the Diploma Supplement.

c) for Erasmus+ internships conducted after graduation, it is not possible to award ECTS credits.

12. Students participating in the program for the purpose of completing an Erasmus+ internship must include the following statement in any presentations of the internship results at conferences, published materials, or projects:

"This thesis (or part of this thesis) was carried out within the framework of mobility through the Erasmus+ program, funded by the European Union."

13. If the actual duration of the mobility is shorter than that specified in the Agreement, with a tolerance of 5 days, DUTH is required to modify the student's Agreement by reducing the corresponding amount of the agreed scholarship. In this case, either the entire remaining 20% of the scholarship will not be paid, or if the total eligible scholarship is less than the 80% already received by the student, the return of the corresponding amount will be requested.

14. If the scholarship student does not timely return the amount charged to them, the matter will be referred to the Erasmus+ Committee of DUTH. Students who have administrative or financial obligations related to the Erasmus+ program, even if they complete their studies at the institution, will not receive a certificate of completion and will not be recognized as graduates until their obligations are settled.

15. Students who are graduates participating in mobility, in collaboration with the student association/alumni association, ESN-DUTH, their Department, the Erasmus+ Office, or other units of DUTH, organize and/or participate in dissemination activities for the results of the program, thereby increasing its added value.

4.2.2. Unsuccessful Completion of Erasmus+ Internship Mobility

1. A prerequisite for the disbursement of the entire scholarship is the submission of the required certificates (Evaluation Form and After the Mobility) from the host organization to the Erasmus+ Office and the Academic Department Coordinator. If the scholarship recipient does not provide these documents, they must return 80% of the scholarship that has already been received as an advance, and they will not receive the remaining 20% of the scholarship.

2. If the scholarship student does not timely return the amount charged to them, the matter will be referred to the Erasmus+ Committee of DUTH. Students with administrative or financial obligations related to the Erasmus+ program, even if they complete their studies at the institution, will not receive a certificate of completion and will not be recognized as graduates until their obligations are settled.

4.3 Short-Term Student Mobility

Every student, especially those who are unable to participate in long-term physical mobility for studies or Erasmus+ internships, has the opportunity to combine short-term physical mobility (lasting from 5 to 30 days) with a mandatory virtual activity. In this case, the mobility must award the student at least 3 ECTS credits. Specifically, for doctoral candidates, a mandatory virtual activity is not required.

4.3.1 Procedure

1. By decision of the Erasmus+ Committee, a call for expressions of interest for participation in short-term student mobility (undergraduate and postgraduate) is published by the Erasmus+ Office, managed by the respective Institutional Coordinator. This call specifies the prerequisites, selection criteria, required documentation, and the application deadline. The criteria are based on the principles of equal treatment and are compatible with those established by the European Commission and the National Coordination Unit for Erasmus+ in Greece (IKY).
2. Applications and all relevant documents as outlined in the call are submitted to the Erasmus+ Office.
3. Eligible to apply for participation in the program are students who:
 - a) are regularly enrolled in Departments of DUTH as undergraduate, postgraduate, or doctoral candidates.
 - b) possess the required language proficiency as defined by the host institution.
4. For postgraduate students, the application must be accompanied by a certificate from the Coordinating Committee of their Postgraduate Program, which includes the following details: a) the title of the Postgraduate Program, b) confirmation that the program the candidate will undertake will be part of their studies in the Postgraduate Program (with a clear reference to the ECTS credits the student will earn), and c) that the time spent abroad will be counted towards their total study duration (for short-term mobility of one month).
5. Doctoral candidates must submit a certificate from their three-member committee along with their application, which should state: a) the dissertation topic, b) confirmation that the program the candidate will undertake will be part of the doctoral dissertation process, and c) that the time spent abroad will be counted towards their total study duration (for short-term mobility of one month).
6. The eligibility conditions and scoring criteria for selecting students for participation in Erasmus+ internship mobility are outlined below. These criteria are based on the principles of equal treatment and are compatible with those established by the European Commission and the National Coordination Unit for Erasmus+ in Greece (IKY).

Criterion	Scoring	Comments
Bilateral Learning Agreement (for higher education institutions) or Acceptance Letter (for non-higher education institutions)	-	The bilateral Learning Agreement for higher education institutions or the acceptance letter for other organizations is a prerequisite for participation in the selection process.
Level of Studies		
Undergraduate	10	
Postgraduate	15	
Doctoral Studies	20	
Transcript of Records (Academic Performance - Average Grade)		
8,50-10	20	
7-8,49	15	
5-6,99	10	
Doctoral Studies		
English Language Proficiency		

Excellent (C2)	10	
Very Good (C1)	5	
Good (B2)	1	
Language Proficiency (language of the host country)		
Excellent (C2)	10	
Very Good (C1)	5	
Good (B2)	1	
Scholarship related to the field of study		
1	5	
2	10	
>2	20	
Second Participation in the Erasmus+ Program	-20	
Mobility to the Home Country	-20	

1. The ranking of candidates for student mobility is carried out by the Erasmus+ Office under the responsibility of the Institutional Coordinator. The Coordinator communicates the ranking list and informs the Academic Departments of the students selected for short-term mobility.

2. After the mobility is approved, the Coordinator of the respective Academic Department:

a) discusses with the student and ultimately approves the program, which must have similar, complementary, or relevant learning outcomes in relation to the program of the student's home Department but does not necessarily have to have the exact same content. This program is reflected in the student's Learning Agreement.

b) informs the Assembly of the relevant Department about the content of the Learning Agreement and recommends its approval by the Department Assembly, which ensures that the ECTS credits to be obtained at the host institution within the framework of the approved short-term mobility program will be fully recognized, transferred to the curriculum of the DUTH Department, and used to meet the requirements for obtaining the degree.

3. After selection, the student chosen for a period of mobility abroad for studies must visit the website of the host university to get information about the required procedures, deadlines, and documents, as well as the start dates of courses, accommodation, etc.

4. After being accepted by the host institution, the student submits the Learning Agreement and any required documents (in print or electronically) and receives 80% of their scholarship before the physical mobility takes place.

5. The student regularly updates the Coordinator of the Academic Department on their academic progress.

6. The student promptly informs the Coordinator of the Academic Department about any academic or other issues that arise during their virtual or physical mobility.

7. Upon completion of the mobility, the student receives the remaining 20% of the scholarship. A prerequisite for the full scholarship disbursement is the submission of the necessary documents from the host institution and the successful evaluation of the student at the host institution in courses that correspond to 30% of the program's ECTS credits.

8. Students participating in short-term Erasmus+ mobility for their thesis or dissertation must include the following statement in their thesis or in any presentations of their work at conferences, published materials, or projects:

"This thesis (or part of this thesis) was conducted as part of mobility through the Erasmus+ program, funded by the European Union."

9. If the actual duration of the physical mobility is shorter than that specified in the Agreement, depending on the duration, DUTH is obliged to modify the student's Agreement by reducing the corresponding amount of the agreed scholarship. In this case, either the entire remaining 20% of the

scholarship will not be paid, or if the total eligible scholarship is less than the 80% already received by the student, the return of the corresponding amount will be requested.

10. If the scholarship student does not timely return the amount charged to them, the matter will be referred to the Erasmus+ Committee of DUTH. Students with administrative or financial obligations related to the Erasmus+ program, even if they complete their studies at the institution, will not receive a certificate of completion and will not be recognized as graduates until their obligations are settled. The Erasmus+ Office will inform the Secretariat of the respective Department accordingly.

11. Students participating in mobility, in collaboration with the student association, ESN-DUTH, their Department, the Erasmus+ Office, or other units of DUTH, organize and/or participate in dissemination activities for the results of the program, thereby increasing its added value.

4.3.2. Unsuccessful Completion of Short-Term Mobility

1. If the scholarship student earns ECTS credits that correspond to less than 30% of their program, they will not receive the remaining 20% of the scholarship.

2. In cases where the student was unable to complete the pre-agreed activities at the host institution due to force majeure (e.g., health reasons supported by a medical certificate), they will be reimbursed for the actual duration of their stay abroad, unless otherwise specified by the National Coordination Unit.

3. The student is required to submit, after the completion of their mobility, the Transcript of Records and the Certificate of Attendance. If the scholarship recipient does not provide the Certificate of Attendance, they must return 80% of the scholarship that has already been received as an advance and will not receive the remaining 20% of the scholarship.

4. If the scholarship student does not timely return the amount charged to them, the matter will be referred to the Erasmus+ Committee of DUTH. Students with administrative or financial obligations related to the Erasmus+ program, even if they complete their studies at the institution, will not receive a certificate of completion and will not be recognized as graduates until their obligations are settled. The Erasmus+ Office will inform the Secretariat of the respective Department accordingly.

4.4 Incoming Erasmus+ Students

Incoming students are registered in the information system of the host Department's Secretariat with the designation Erasmus+.

1. Incoming students must select the majority of their courses from the indicative Study Program of the Department in which they are enrolled; however, they can also earn ECTS credits from courses offered by other Departments of DUTH.

2. Additionally, incoming students are provided with a course in Modern Greek, which is taught during the winter and spring semesters. Incoming students who successfully complete this course will receive three (3) ECTS credits per semester. A certificate of successful completion will be issued at the end of each semester by the instructor of the course, so that students can present it to the Secretariat of their enrolled Department to receive the ECTS credits and have their grades recorded. This grade will be included in the final transcript issued by each Secretariat after the completion of the mobility period.

3. For incoming students, a minimum language proficiency level of B1 for Greek and B2 for English is recommended.

4. The Departments prepare a list of courses offered in English for both the winter and spring semesters. The course list must include for each course its content, learning outcomes, and ECTS credits, and it should be updated and made available at least 3 months before the start of the semester.

5. To assist incoming students who wish to take courses that are not included in the list of those offered in

English or in laboratories, arrangements can be made, in consultation with the instructors, facilitated by the Academic Department Coordinator. This allows students to collaborate during scheduled meetings with the instructors of the courses they have agreed to attend, enabling the assignment of supervised tasks to achieve the learning outcomes, or to conduct research in fields agreed upon with their home university under the supervision of the Department's instructors.

4.5 Establishment of Bilateral Erasmus+ Agreements

1. Each faculty member interested in establishing a new bilateral agreement must inform the Erasmus+ Coordinator of their respective Academic Department.
2. If the collaboration involves student mobility, the Coordinator checks the compatibility of the study program of the proposed partner institution with that of their Department.
3. After the signing of the bilateral agreement, the Coordinator updates the Department Assembly, providing all relevant information, such as the number of participants, level of study (undergraduate and/or postgraduate), etc., as well as the contact details of the new institution.
4. Academic Coordinators monitor the progress of outgoing students, and if they encounter issues affecting the smooth implementation of the mobility, they request the Assembly of the Department to terminate the bilateral agreement.
5. A record of the Erasmus+ bilateral agreements of DUTH is maintained in the Erasmus+ Office and is published on the program's website.

4.6 Erasmus Student Association & Erasmus Volunteer Team

1. To ensure the optimal adaptation of incoming students, a volunteer team (Erasmus buddy) is organized and operated under the supervision of the Institutional Coordinator, in collaboration with the Erasmus Student Association of DUTH (ESN-DUTH).
2. The volunteer team prioritizes active undergraduate and postgraduate students who participated in the Erasmus+ Program in previous years. In case of insufficient volunteers, the team may also include other students, provided they have a proven excellent knowledge (at least very good) of the English language.
3. The student volunteers participating in the Erasmus+ buddy system are responsible for guiding incoming students at DUTH, helping them understand the daily operations and the services provided for student support, thereby assisting them in adapting quickly and smoothly to the academic environment of the institution.
4. After the completion of their term, volunteer students may request a certificate of participation in the Erasmus buddy system.

1. Staff and Student Mobility within the Framework of Intensive Mixed Mobility Programs

The participation of students or staff members from DUTH in the activities of Intensive Mixed Mobility Programs and the related mobilities is conducted in accordance with the provisions outlined in the decision of the Senate of DUTH regarding the operational framework for Blended Intensive Programs (BIP) (Decision No: 8/73/22-7-22).

The selection criteria for students participating in a Mixed Mobility program are established by the organizations that coordinate the specific program.

2. Staff and Student Mobility within the Framework of International Mobility

In the context of International Mobility between Program Countries and Partner Countries, students and staff members are given the opportunity to participate in the Erasmus+ Program for studies/internships or teaching/training, respectively. These specific mobilities are directed towards designated institutions and partner countries based on approved cooperation plans following invitations from the State Scholarships Foundation (IKY).

The mobility positions for students and staff are announced separately for each plan and institution and for specific fields of study and subjects, as described in the positions approved by IKY. The required documentation for submitting an application and the specific selection criteria are outlined in each announcement. Applications and all related documents, as specified in the invitation, must be submitted to the responsible academic staff member overseeing the implementation of the plan, who is also responsible for evaluation, drafting the learning agreement, and ensuring the smooth execution of the plan.

7. Insurance for Mobile Students and Staff Members

7.1 Insurance for Mobile Students

1. The Erasmus+ grant does not provide insurance for mobile students.
2. Before departing for abroad, students must obtain the European Health Insurance Card (EHIC) from their health insurance provider, which should cover the entire duration of their mobility. They should also be informed about the benefits offered by the card in the host country. It is important to note that the EHIC does not cover private healthcare, emergency medical treatment, or repatriation, and it does not replace travel insurance. In cases where the EHIC is not valid (for example, in countries outside the European Union), private health insurance must be obtained.
3. For Erasmus+ internships, in addition to the European Health Insurance Card, students must have liability insurance covering third-party bodily injury and/or property damage, as well as personal accident insurance for the entire duration of the internship abroad. If the internship provider does not offer liability and personal accident insurance, students must secure private insurance. Additionally, it is recommended to obtain extra private insurance for emergency medical treatment and repatriation.

7.2 Insurance for Mobile Staff Members

1. The Erasmus+ grant does not provide insurance for mobile staff members.
2. Before departing for abroad, staff members must secure health insurance coverage, specifically obtaining the European Health Insurance Card (EHIC). In cases where the EHIC is not valid (such as in countries outside the European Union), private health insurance must be arranged.
3. Depending on the funding agreement between the university and the State Scholarship Foundation (IKY), additional private health insurance may be required to cover expenses not included by the EHIC, such as emergency medical treatment or repatriation of remains, and liability insurance. Staff members should be informed in advance about the health insurance situation in the host country.

8. Other issues

1. Matters not regulated by this Regulation are resolved through decisions of the Senate of Democritus University of Thrace (DUTH) following a recommendation from the Institutional Coordinator.

2. If a contradiction is found between the provisions outlined in this Regulation and the rules of the Erasmus+ Program, as defined/revised by the relevant managing authority and/or reflected in the Program Agreement, the provisions of the Program shall prevail.
3. Amendments to this Regulation are made by a decision of the Senate of Democritus University of Thrace.

9. Transitional Provisions

1. This Regulation applies to all ongoing student and staff mobilities.
2. The provisions of this Regulation have retroactive effect.