



UNIVERSITY OF PIRAEUS
DEPARTMENT OF MARITIME
STUDIES

**POST GRADUATE STUDIES PROGRAMME
MASTER OF SCIENCE (M.Sc.) in «SHIPPING»**

**MOBILITY REGULATION
STUDENTS AND STAFF
ERASMUS+ and ERASMUS+
International Programme**

PIRAEUS 2024

Mobility Regulation

Students of the M.Sc. in "Shipping" are given the opportunity to study in European universities, through the Erasmus+ KA131 & KA171 programme. Regarding the mobility within the Erasmus+ Programme, the M.Sc. has adopted and applied University of Piraeus' Mobility Regulation, as this follows.

The Bologna Process is applied in the present Regulation.

MOBILITY REGULATION STUDENTS AND STAFF ERASMUS+ and ERASMUS+ International Programme

CONTENTS

Mobility Regulation.....	2
Article 1. MOBILITY FOR STUDIES.....	2
1. Overall conditions for participation in the ERASMUS+ programme	3
1.1 Conditions for student participation in the mobility programme	3
1.2 Student eligibility criteria	4
1.3 Selection of participants	5
1.4 Module matching – Prior to Departure	7
1.5 Grade Attribution – Upon Return	7
1.6 Funding	7
Article 2. MOBILITY FOR INTERNSHIP.....	8
2. The objective of Erasmus+ Internship	8
2.1 Requirements for participation in an Erasmus+ Internship	8
2.2 Erasmus+ Internship Host Organizations	8
2.5 Prior to departure from the host institution	9
2.6 Submission of documents upon return	9
Article 3. STAFF MOBILITY FOR TEACHING	10
Article 4. STAFF MOBILITY FOR TRAINING	10
Article 5. MOBILITY UNDER ERASMUS+ KA171 INTERNATIONAL CREDIT MOBILITY	10
Article 6. COMPLIANCE/AMENDMENT OF THE PRESENT REGULATION	10

Article 1. MOBILITY FOR STUDIES

Κανονισμός Κινητικότητας

Through the ERASMUS+ programme, undergraduate, postgraduate and doctoral students are given the opportunity to attend part of their studies' programme in one of the European Union' countries, or in the rest of the world (ERASMUS+ International).

Detailed information on student mobility with the ERASMUS+ Programme is provided by the Department's ERASMUS+ Coordinator, the Department of Maritime Studies' website (<https://maritime-unipi.gr/>), as well as by the Department of International and Public Relations of the University of Piraeus (<https://www.unipi.gr/en/department-of-international-relations/>).

1. Overall conditions for participation in the ERASMUS+ programme

Within the framework of the ERASMUS+ KA 131 Student Mobility for Studies Programme, University of Piraeus enables students to move from two (2) to twelve (12) months, at a university of a European Union country – member, to carry out part of their studies.

The opportunity to travel is provided to students of both undergraduate and postgraduate studies, as well as to PhD candidates of all the University of Piraeus' Departments.

At the same time, students who have already used the Erasmus + Programme for mobility, can also participate in the programme, either for an Internship or Studies, but without exceeding in total the travel period of twelve (12) months. The total number of students who can move with the Erasmus + programme is determined by the bilateral agreements concluded between the Department and the foreign universities.

For students falling into financially vulnerable groups or groups with severe disabilities, the State Scholarships Foundation provides funding. For more information visit the following websites: <https://www.unipi.gr/unipi/el/erasmusplus/spoudes/genikes-plhrofories-proupotheseis.html> and <https://www.iky.gr/el/atomame-eidikes-anagkes-websites>

To become informed the student can visit the Department of International and Public Relations' of the University of Piraeus website (<https://www.unipi.gr/en/department-of-international-relations/>), as also the Erasmus+ website of the Department of Maritime Studies (<https://maritime-unipi.gr/spoudes/erasmus/metapychiako-epipedo/>), whereas the Department's cooperation agreements for mobility, with respective universities, are published. Moreover, each year in March, an announcement regarding the invitation procedure for the following academic semester, as well as the maximum number of participants eligible for mobility during the academic year, with the Department of Maritime Studies, is released on the aforementioned websites.

1.1 Conditions for student participation in the mobility programme

Students:

1. Must be **nationals of** a country participating in the mobility programme, or recognized as **refugees, stateless persons or permanent residents** of Greece
2. **They may be freshmen during the academic year they apply for mobility**
3. They must not have accumulated the minimum number of credits required to obtain their degree, meaning **there must be a period of study** that would be able to replace while studying in a university abroad, during **the academic year of the requested mobility**
4. Students who fall into **the category of People with Special Needs and tie with other students, while in the selection process, will receive priority.**

Full list of disabilities is published in No. 4186/2013 Law - 193/ Government Gazette Issue A'/17.9.2013. In addition to the list of diseases mentioned in the attached file, eligible to receive additional funding are all students who have a disability of 67%, or more, due to physical disability, or mental illness, based on the recent report of the relevant primary health committee of each prefecture. For more information please visit the respective website of State Scholarships' Foundation (IKY) <https://www.iky.gr/el/atoma-me-eidikes-anagkes>

Low priority for being selected to participate in the Programme are:

- Students originating from a country other from Greece, who apply for a transfer to an institution in their country of origin.
- Students who already had completed an Erasmus+ mobility (either studies, or internship)
- Students who have resigned from the Erasmus Programme, without stating a specific reason for their action.

1.2 Student eligibility criteria

Student selection criteria:

For students participating in mobility exchange to partner institutions abroad through Erasmus +, general SELECTION CRITERIA are described as the following:

- Student' **performance** (student' average grade)
- Knowledge of **foreign languages**, especially of the one **spoken in the host institution**
- Justified **reasons for participating** in the programme, (motivation)
- The **interview** with the Department's appointed Academic Coordinator
- The student's **CV**
- **Scientific works** related to the host' Department subject area
- **Computer knowledge and skills**
- Participation in **seminars, conferences, workshops**, etc. related to the Department's subject area.

To facilitate the comparison of applications with different candidate characteristics, the data will be GRADED as follows:

SELECTION OF UNDERGRADUATE STUDENTS

A/A	CRITERIA	WEIGHTING
1	Knowledge of foreign languages, especially of the ones spoken in the courses to be attended in the host institution.	30
2	The student's performance (grade point average/GPA) at the time he/she applies (his/her ranking according to a transcript of records issued by the Secretariat, for the current year of studies).	45
3	His/her interview with the appointed Academic Supervisor. The student's motivation for participating in the programme. It will be deemed as positive to find motivation supporting the success of studying abroad, or furthering a student's studies, in general.	25
	TOTAL	100

SELECTION OF POST GRADUATE STUDENTS

A/A	CRITERIA	WEIGHTING
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1	His/her interview with the appointed Academic Supervisor. The student's motivation for participating in the programme. It will be deemed as positive to find motivation supporting the success of studying abroad, or furthering a student's studies, in general.	30
2	The scientific papers that may have been published.	35
3	In addition to, or as an alternative to attending courses, the post graduate student is offered the option to prepare the entire/or part of the Master Thesis under evaluation, upon the sending institution' Supervising Professor' consent.	35
	TOTAL	100

SELECTION OF PhD CANDIDATES

A/A	CRITERIA	WEIGHTING
1	His/her interview with the appointed Academic Supervisor. The student's motivation for participating in the programme. It will be deemed as positive to find motivation supporting the success of studying abroad, or furthering a student's studies, in general.	30
2	The scientific papers that may have been published.	35
3	The PhD candidate is offered the option to prepare his/her PhD Thesis, upon the sending institution' Supervising Professor' consent.	35
	TOTAL	100

Each student' selection must be justified in written (in accordance with the European Union' and the State Scholarship Foundation' guidelines), supported by relevant documentation, depending on the criteria set, so that the reasons a student was selected over all other candidates, is clarified.

Criteria' Specification, where appropriate**FOREIGN LANGUAGES**

Language Proficiency Level Points, as these are defined by the Council of Europe:

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

COMPUTER KNOWLEDGE AND SKILLS

- ECDL Certificate is provided: 5 Points
- Certified with a degree, Greek education system' provides: 3 Points
- A private body' Certificate: 2 Points

1.3 Selection of participants

Following the information Session by the Department of International and Public Relations, and

within the given deadline, students interested in the Erasmus + programme mobility for Studies, must submit their application to the Department's Secretariat, selecting up to three (3) Universities abroad as a mobility option, as well as the following necessary documents to support the application:

- Application – Registration Form
- Transcript of Records
- Foreign Language Certificates
- Curriculum Vitae

The Secretariat delivers the Application File to the Department's ERASMUS+ Academic Coordinator, who in his/her turn initiates the process of interviews, evaluation and participant's selection. The selection of participants is made by the ERASMUS+ Academic Coordinator, with the assistance of the official administrator for ERASMUS+ for the Department's Secretariat. The selection process is based on the host university' preferences (up to three) as students stated in their application, and the criteria mentioned above.

Upon completion of the selection process, the Department's ERASMUS+ Academic Coordinator recommends for approval, a list of selected and runner-up students to the Department's Assembly.

The Secretariat informs the applicants via e mail, on their selection for mobility.

In a case of withdrawal, the selected student should immediately inform the Secretariat, the Department's ERASMUS+ Academic Coordinator and the Department of International and Public Relations, so that his/her position becomes directly occupied by a student, from the runners-up list.

At the time the Secretariat receives from the Academic Coordinator the list of selected for mobility students', for the upcoming academic year, with the corresponding host Universities, duly informs the Department of International and Public Relations to proceed into further actions.

The nomination of selected students at the respective Universities abroad is conducted by the Department of International and Public Relations. By completion of the nomination' process, students receive an email of acceptance from the Host University.

Each Host Institution follows its own procedure, but most of the time the following documents are the ones requested:

Registration Procedure:

So as to register, the student must submit an Application Form, either in hard copy, or in electronic form. As this procedure responds to the Host University, exclusively, the student may reach the Institution's website for more information, as registration procedure differs from one university to the other.

Learning agreement for Studies (Learning Agreement – Before the Mobility):

Transcript of Records

In what concerns **Housing issues**, the student should contact the Host Institution for the options and available alternatives in finding housing. In the case, accommodation is provided by the Host Institution to incoming students, the student submits the Accommodation Form, in addition.

Selected students submit the documents mentioned on the website <https://www.unipi.gr/kinitikotita-foititon-eggrafa/> , to the Department of International and Public Relations, at least forty (40) days prior to the beginning of their mobility period.

If for any reason, and at any stage of the process of mobility' preparation/completion, the student withdraws from his/her participation in the Erasmus+ programme, he/she must inform the Department of International and Public Relations, the Department's Academic Coordinator and Secretariat, as well as the Host Institution (if the nominations' procedure has been finalized).

In the event the student has already received the first installment of the Erasmus + grant, he/she will be requested to reimburse the entire amount, immediately.

1.4 Module matching – Prior to Departure

The ERASMUS+ programme for studies provides and ensures full recognition of the study' period spend at the Host University. Selected students prepare their curriculum with the Academic Coordinator's assistance, responsible to sign the Learning Agreement, intended to be sent to the Host Institution, thus ensuring the recognition of the courses listed therein. Guidelines on the procedure, the required actions and additional information may be found published in detail on the International and Public Relations' Department website <https://www.unipi.gr/unipi/el/erasmus-plus/spoudes/eggrafa.html>.

Upon the student's request, and prior to his/her departure for the Host University, the student must have his Learning Agreement approved by the Academic Coordinator and the Department's Assembly. In the event, a course is not included in the Study Agreements, and if the student hasn't successfully passed a course examined in the Host University, this course shall not have a grade attributed.

Following an instructor's check on the content of a core course' or a specialization' compulsory course, taught in the Host University, course' matching becomes acceptable. The remaining courses a student chooses to attend are considered elective and become validated by Maritime Studies' Department as elective, provided the student has successfully completed the course.

In the event, any of the courses initially registered, are not offered, and while the student remains in mobility exchange, he/she may have his/her Learning Agreement amended.

So as not to waste time from his/her studies, the student is advised, to have the courses he/she has attended and gained a passing grade, corresponding to thirty (30) credits (ECTS) for one (1) semester, or twenty (20) credits (ECTS) for one quarter (1/2 semester).

1.5 Grade Attribution – Upon Return

The collaborating UNIVERSITY abroad (the Host University) sends the student's Transcript of records, stating the titles of the courses, the grades obtained in the respective examinations delivered at the Host University, and the credits (ECTS). The necessary documents to be delivered in the Department of Maritime Studies' Secretariat, so as grades are attributed, are the final OLA (Before the Mobility and Changes to OLA - if changes were made), the course' matching certificates, as well as the student's Transcript of records in original form, or in a valid electronic format, digitally signed.

1.6 Funding

The student receives an Erasmus + grant depending on the destination country. He/she can receive a mobility grant for up to (twelve) 12 months during his/her studies, regardless the number and type of mobility (studies, or internship).

During a cycle of studies, and for up to twelve (12) months, a student can only move for a single time.

Initially, the student receives 80% of the total amount of funding he/she is entitled to, and the remaining 20% is deposited upon his/her return, given that he/she had met the programme requirements.

Detailed information on funding as well as the procedure for submitting the necessary Κανονισμός Κινητικότητας

supporting documents is provided on the website of the Department of International and Public Relations <https://www.unipi.gr/en/erasmus-2-2/>.

Article 2. MOBILITY FOR INTERNSHIP

2. The objective of Erasmus+ Internship

The Erasmus+ Internship offers Maritime Studies' Department students the opportunity to become involved in an international working environment, in the areas of Shipping and Port Industry, Transport and Supply Chain, thus complementing, expanding and applying the knowledge they acquire during their studies at the Department of Maritime Studies.

More information can be obtained from the International and Public Relations' Department website <https://www.unipi.gr/kinitikotita-foititon-gia-praktiki-askisi/>.

2.1 Requirements for participation in an Erasmus+ Internship

Students of all study' cycles can participate in the Erasmus+ Programme' Mobility for studies, or internship for a total of twelve (12) months per study cycle (e.g. 12 months during undergraduate studies, 12 months during postgraduate studies and 12 months during PhD studies). The same student can receive a mobility grant of up to twelve (12) months per study cycle, regardless the number and type of mobility (studies, or internship). Students are permitted to apply for an Internship from their first (1st) year of studies.

While still in the first year following graduation, graduates are also permitted to participate in the Erasmus+ programme for Internship. The duration of their internship' mobility counts towards a maximum of twelve (12) months per study' cycle. Students interested in participating in an internship, in a company, or an organization in a country participating in the Program, after obtaining their degree, should apply for mobility during their final year of studies and before obtaining their degree. Here, it must be stressed, that both the application and the selection of students who intend to participate in internship' mobility as recent graduates, must be done as long as they retain their student status.

2.2 Erasmus+ Internship Host Organizations

Any form of public, or private, or social sector enterprises, regardless the size, or activity, are considered eligible to become involved as Training Operators.

The search for an eligible host institution is carried out by the student himself/herself, interested to participate in the Programme' mobility for internship. One may find detailed information on the International and Public Relations' Department website <https://www.unipi.gr/kinitikotita-foititon-gia-praktiki-askisi/>.

2.3 Application Procedure

If the candidate student interested to participate in the Erasmus+ programme for an internship, in an organization/business and has found a host institution in one of the eligible countries, he/she must submit to the Secretariat of the Department of Maritime Studies the following documents:

- ❖ An expression of interest' **Application form** for participation in an ERASMUS+ internship, available in the candidate's Department' Secretariat, or in downloadable file from the website <https://www.unipi.gr/unipi/el/erasmus-plus/praktiki-askisi/diadikasia-aithshs-aksiologhshs.html>

- ❖ **A Transcript of Records Certificate**
- ❖ **A short Curriculum Vitae**
- ❖ **Language proficiency certificates' copies**
- ❖ **A certificate of Acceptance from the Host Institution (Letter of Acceptance)**
- ❖ **A solemn declaration of Law 1599/86** whereas the student responsibly states whether **he/she had participated in the Erasmus+ programme Mobility** in the past, and for how many months.

It is reminded that in the case a student is interested in participating in Internship Mobility as a graduate, he/she must apply while he/she retains a student' status.

The International and Public Relations' Department is responsible to announce the deadline for Internship' applications submission.

2.4 Evaluation Process

Following the completion of the above documents' submission by the student, he/she must have his/her application approved έγκριση by the Department's appointed bodies (a three-member Internship' Committee, comprised by Department's faculty members, the Department's Assembly).

Selection criteria for a student to participate in an Internship are the following:

- Year of studies
- The candidate's grades (as stated in the Transcript of Records)
- The internship' relevance to the candidate' subject (a certificate issued by the host institution)
- The added value the student-trainee will gain from the internship, as this would be evidenced in the host institution's certificate

No transfer is acceptable/funded, unless the candidate student has received an approval from his/her department. Furthermore, the Department of International and Public Relations becomes notified of this approval.

2.5 Prior to departure from the host institution

Prior to departing from the host institution, the student must collect the following documents:

- Training Agreement for Traineeship (Before, During & After), Certificate of Arrival and Certificate of Departure, all in original forms
- His/her Traineeship Report completed by the Host Institution

While in mobility, students wishing to extend their mobility period, may submit a request for mobility extension to the Department of International and Public Relations, either for studies, or for internship, but no later than two (2) months before the expiration of their current mobility.

2.6 Submission of documents upon return

Following his/her return from Erasmus + internship, the student must submit to Maritime Studies' Department Secretariat, all three (3) parts of the Training Agreement for Traineeship (Before, During & After), as well as the Traineeship Report in original form, completed by the

Host Organization, as also the supporting documents described in the following link: <https://www.unipi.gr/kata-ti-diarkeia-tis-praktikis-askisis/>. Deadline for submission of the original documents lasts thirty (30) calendar days, after returning from Internship.

Article 3. STAFF MOBILITY FOR TEACHING

This activity allows University of Piraeus' teaching staff to deliver lectures in collaborating Higher Education Institutions abroad, with which the University of Piraeus has concluded in bilateral agreements. Staff' mobility for teaching purposes, may regard to any subject area/academic discipline. In the context of this mobility option, staff invited from foreign companies are also allowed to teach in Greek Higher Education Institutions.

Participation procedure, conditions, funding, as well as the foreign institutions with which University of Piraeus has concluded in bilateral agreements are posted on the International and Public Relations' Department website <https://www.unipi.gr/kinitikotita-prosopikou-gia-didaskalia/>.

Article 4. STAFF MOBILITY FOR TRAINING

Within the framework of the Erasmus+ programme, both teaching and administrative staff of the University of Piraeus have access to mobility for training purposes. This activity allows teaching and administrative staff of the University of Piraeus to participate in training activities (excluding the participation in conferences), or job shadowing, at a partner institution, or other relevant institution abroad, situated in a Programme's partner country. Mobility in universities abroad, may take place, without a bilateral agreement being maintained. Participation' procedure, conditions, as well as information on funding are posted on the International and Public Relations' Department website <https://www.unipi.gr/kinitikotitaprosopikou-gia-epimorfosi/>.

Article 5. MOBILITY UNDER ERASMUS+ KA171 INTERNATIONAL CREDIT MOBILITY

Within its framework, the Erasmus+ Programme foresees student' mobility (for studies and internship), as also a Higher Education Institutions' staff' mobility, to, and from the Partner Countries. Within the framework of the Programme, Furthermore, University of Piraeus has concluded in agreements with Academic Institutions outside the E.U.

The participation process, prerequisites, mobility' host institutions as well as funding are posted on the website of the Department of International and Public <https://www.unipi.gr/diethnis-kinitikotita/>.

Article 6. COMPLIANCE/AMENDMENT OF THE PRESENT REGULATION

The present Mobility Regulation for the programme Erasmus + was approved by the Department of Maritime Studies' Assembly and if deemed necessary, may be amended.