



Chancellor's directive
of Danubius College no.
2/2016

Implementation of the ERASMUS+
Programme at Danubius College

Sládkovičovo October 2016



Chancellor of Danubius College (hereinafter just
"Chancellor") publishes
the Chancellor's directive

Implementation of the ERASMUS+ programme at Danubius University

Article 1 **Introductory provisions and definitions**

1. Chancellor's Directive Implementation of the ERASMUS+ Programme at Danubius College of Applied Sciences (hereinafter referred to as "131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended, regulates the position of Danubius College (hereinafter also referred to as "DC") in the implementation of the ERASMUS+ programme, Key Activity 1 - Educational Mobility of Individuals in Education and Training, in accordance with Section 1(4)(k), Section 58a and Section 75(11) of Act No.
2. The ERASMUS+ programme is a programme of the European Union that supports activities in the field of education, training, youth and sport during the programming period 2014-2020. It aims to modernise and improve the quality of higher education in Europe. Its main objective is to promote international cooperation in the field of education, with a focus on developing exchange, cooperation and mobility. It gives DC students and staff the opportunity to improve their knowledge and skills and expand their employment opportunities after graduation.
3. For students, the ERASMUS+ programme enables:
 - (a) Study abroad, whereby a student may undertake a study placement at a higher education institution abroad for a period of 3 to 12 months during each level of study at the DANUBIUS COLLEGE.
 - b) internships, whereby the student may undertake a work placement in a company/institution abroad for a period of 2 to 12 months during each degree programme at the Higher Education Institution.
 - (c) Graduate internships, whereby a graduate may undertake an internship of between 2 and 12 months within 1 year of graduation.
4. the ERASMUS+ staff programme allows:
 - a) mobility for teaching purposes
 - (b) mobility for training purposes

Article 2 **Scope of activities of Danubius College**

1. DANUBIUS COLLEGE, represented by the Rector and the Chairman of the Board of Trustees, is responsible for the implementation of the ERASMUS+ programme at Danubius College.
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2. DANUBIUS COLLEGE, on behalf of which the President of the Board of Trustees, or a person authorised in writing by him/her, acts:

- (a) submits the ERASMUS+ Application Form,
- b) concludes with the National Agency the "Erasmus+ Project Grant Agreement",
- c) submits to the National Agency all necessary documents for the settlement of the funds.

3. In the organisational structure of DANUBIUS COLLEGE, the administration of the ERASMUS+ programme is under the responsibility of the Department of International Relations of DANUBIUS COLLEGE.

Article 3 **ERASMUS+ Institutional Coordinator**

1. The competences related to the implementation of the ERASMUS+ programme (hereinafter also referred to as "the programme") at DANUBIUS COLLEGE are delegated by the Chancellor to the Associate-Chancellor for Education and International Relations or to the Head of the Department of International Relations and the Institutional Coordinator, as the case may be. The Institutional Coordinator is appointed to his/her position by the Chancellor and the Chairman of the Board of Trustees.

2. The Institutional Coordinator informs, directs and provides methodological guidance to the DANUBIUS COLLEGE faculty in the implementation of the programme, promotes the programme and informs DANUBIUS COLLEGE students and DANUBIUS COLLEGE staff about the activities of the programme, and compiles statistical summaries and reports related to the implementation of the programme. The institutional coordinator also:

- (a) be responsible for the implementation of the project and the use of the financial contribution granted in accordance with the terms and conditions set out in the Erasmus+ Project Grant Agreement,
- b) maintains a register of ERASMUS+ partner institutions with which the faculties of DANUBIUS COLLEGE have concluded Erasmus+ inter-institutional agreements and publishes an overview of them on the University's website,
- c) convenes and manages the working meetings of the faculty ERASMUS+ coordinators or Associate-deans for international relations of the faculties, as appropriate, taking part in the working meetings in question:

I. inform about the conditions and changes of the programme, the amount of allocated funds for the given academic year, the strategy of their distribution to individual faculties DANUBIUS COLLEGE

II. provide information on experiences and problems arising in the implementation of the programme

III. prepares from the meetings of the faculty coordinators the basis for possible adjustments in the process of processing the agenda of the programme, proposes measures and solutions with the aim of improving the whole process of implementation of mobility with the support of the grant programme

d) communicates with the Associate-deans for foreign relations of the faculties and guides them methodologically,



e) provide comprehensive information to DANUBIUS COLLEGE students through the available means of communication

DANUBIUS COLLEGE staff about the possibilities, the way and the process of realization of the mobility stay,

f) ensures the promotion of mobility stays at DANUBIUS COLLEGE for foreign students,

g) in cooperation with the relevant AIS department of DANUBIUS COLLEGE, submits proposals for modification of the mobility module in the Academic Information System (AIS) software,

h) informs the Associate-Deans for International Relations of the faculties on the number of allocated places and the amount of grants, based on the selection procedures carried out by the faculties of DANUBIUS COLLEGE and the amount of the total allocated grant

a) directs and controls the preparation of the "Erasmus+ Financial Support Contract" contracts for the award of grants to students and staff of DANUBIUS COLLEGE ,

b) approves the mobility programme in consultation with the Associate-Deans for International Relations of the Faculties as the responsible person,

c) submits a final financial statement of the funds awarded to the grant provider,

1. In particular, the institutional coordinator and other designated staff of the International Relations Department shall have the following duties and responsibilities:

(a) publish, by available means of communication, the DANUBIUS COLLEGE mobility calls for the academic year in accordance with the guidelines of the Erasmus+ National Agency for Education and Training,

b) ensure the registration and administration of mobility participants in the dedicated Mobility Tool software,

(c) process the application material and the registration of mobility applicants,

d) in cooperation with the economic department of DANUBIUS COLLEGE, provide financial cover for the mobility stay of mobility participants and subsequently register them,

e) prepare and submit for signature the mobility contracts concluded by the participants in the framework of the ERASMUS+ programme,

f) organise information seminars and other activities aimed at informing DANUBIUS COLLEGE students and DANUBIUS COLLEGE staff about the possibilities of travelling under the ERASMUS+ programme,

g) check the final documentation of the mobility participants and prepare the documents for the settlement of the allocated funds,

h) ensure the archiving of documents and materials related to the implementation of the programme within the scope and time limits set out in the internal regulations of DANUBIUS COLLEGE .



Article 4

Definition of the competence of the faculties

1. The faculty, on behalf of which the respective dean acts, is responsible for the implementation of the ERASMUS+ programme at the respective faculty.

2. The dean is entitled to delegate his/her competences related to the implementation of the programme to a person designated by him/her, as a rule the Associate-dean responsible for international relations (mobility) of the faculty. The Erasmus+ programme administrator for the faculties is the institutional coordinator of DANUBIUS COLLEGE.

3. The faculty, within the scope of its competence, responsibility and competence, prepares contracts and other legal acts for the implementation of the ERASMUS+ programme. The faculty is responsible for the recognition of studies in accordance with the internal regulations of DANUBIUS COLLEGE in the fulfilment of its obligations under this Directive.

4. The competent person designated by the Dean (point 2 of this article):

- (a) in cooperation with the departments and organisational units of the faculty concerned, prepares selection criteria for the selection of students and staff of their faculty for mobility,
- b) in cooperation with the institutional coordinator, prepare and administer the conclusion of contracts and other legal acts related to the programme implemented at their faculty with foreign institutions within the framework of ERASMUS+;
- c) provide administrative support and advice to students and staff of their faculty in the process of mobility from the preparation of the application to the final settlement of the funds provided,
- d) in cooperation with the professional departments of the faculty concerned, communicate with foreign institutions in the implementation of the programme related to their faculty,
- e) participate in meetings with the University's institutional coordinator.

5. the faculty is obliged to publish the criteria for the selection of students of the faculty concerned and staff of the faculty concerned for mobility on its website by 30 October of the academic year concerned, and at the same time to deliver them to the institutional coordinator after being signed by the dean concerned.

6. The person designated by the Dean as defined in point 2 of this Article:

- (a) guide the selection process related to mobility at the faculty concerned and supervise the transparent conduct of the selection process in question,
- b) ensure the preparation of nomination letters of students and staff of the faculty concerned and ensure their delivery to the International Relations Unit of DANUBIUS COLLEGE, together with the list of nominees for mobility and the applications of the individual participants, within the deadline set by the Institutional Coordinator. Details of the nomination letter are given in point 8 of this Article.
- (c) publish the necessary information to students and staff of the College,
- (d) prepare a qualitative ranking and a list of nominated mobility participants based on the selection procedure, indicating the ranking according to the results of the selection procedure,



e) in cooperation with the Dean's designated person or designated organisational unit, ensure the correct administration of the documents submitted by the mobility participant after the mobility has been completed.

8. The result of the selection procedure must contain the following information:

- (a) the name, surname, title of the staff member or student nominated for mobility
- (b) the receiving institution (name, seat)
- (c) the country of residence of the institution

Article 5

Administration of ERASMUS+ mobilities

The administration and selection process of the ERASMUS+ programme at DANUBIUS COLLEGE units providing education is carried out under the responsibility of the International Relations Department.

Article 6

Final provisions

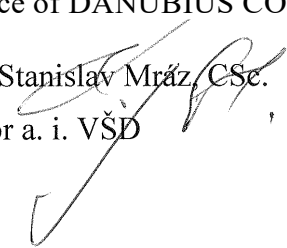
1. Any amendments to this Directive may be made by written amendments signed by the Chancellor.



1. This Directive shall enter into force on the date of its issue and shall enter into force on 3 October 2016.

The original of the signed Chancellor 's Directive No. 2/2016 Implementation of the ERASMUS+ Programme at Danubius College is stored and available for consultation at the Department of International Relations of the Chancellor 's Office of DANUBIUS COLLEGE.

prof. JUDr. Stanislav Mráz, CSc.
rektor a. i. VŠD



(text of the stamp: prof. JUDr. Stanislav Mráz, CSc., chancellor a.i. of Danubius College, handwritten illegible signature)



Annex No. 1 to the Rector's Directive No.: 2/2016 of 03.10.2016

Implementation of the ERASMUS+ Programme at Danubius University of Applied Sciences

Recommended criteria for ERASMUS+ selection procedures

Recommended criteria - students:

- Study results achieved
- involvement in activities such as SVOČ, conferences, publications
- language skills
- number of mobility placements completed

Recommended criteria - teachers:

- Teaching a subject in a foreign language at DANUBIUS COLLEGE
- care and contact with foreign students
- expected contribution to the workplace

Recommended criteria - non-teaching staff:

- expected contribution to the department
- frequency of ZPC
- language skills

The recommended criteria are for faculty guidance only, they are not binding.