



**SLOVENSKÁ
ZDRAVOTNÍCKA
UNIVERZITA**



**Directive No 4/2016 of the Rector of the Slovak Medical University in
Bratislava on the scope of SMU and its faculties in the Erasmus+
Programme realization**

Art. I

Subject matter

(1) This Directive is issued by the Rector of the Slovak Medical University in Bratislava in order to ensure the realization of Erasmus+ Programme. The Directive is in accordance with the Regulation of the European Parliament and of the Council No 1288/2013 establishing 'Erasmus+': the Union program for education, training, youth and sports.

(2) The purpose of this internal regulation is to modify:

- a) the scope of SMU and its faculties in realization of the Erasmus+ Programme,
- b) the fulfilment of obligations of SMU arising from awarding the Erasmus Charter for Higher Education (Erasmus Charter for Higher Education/hereinafter 'ECHE'), from contracts with the National Agency Erasmus+ for education and training (hereinafter 'SAAIC') on provision of grant within the Erasmus+ Programme and other related regulations, and from administrative and financial rules and mandatory procedures for membership of higher education institutions in the Erasmus+ Programme,
- c) in relation to point b) of this provision separately rules and procedures for recognition of achieved results at partner institutions abroad in accordance with the ECHE rules.

Art. II

Scope of SMU in the Erasmus+ Programme realization

(1) SMU is responsible for realization of Erasmus+ Programme at all its faculties.

(2) SMU realizes Erasmus+ Programme in accordance with the obligations arising from awarding the ECHE and contracts with SAAIC. In this regard, SMU realizes the following actions financed by the European Commission, respectively from the financial contribution of the state budget heading for the particular financial year of the Ministry of Education, Science, Research and Sports of the Slovak Republic:

- a) mobility of students – study,
- b) mobility of students – traineeship,
- c) mobility of employees – teaching,
- d) mobility of employees – training,
- e) support for the organization of mobility.

(3) Realization of these activities at SMU is under auspices of the working place for international cooperation being organizationally part of the Rectorate of SMU. In accordance with the obligations of SMU arising from the award of ECHE, the Rector of SMU appoints and authorizes the institutional coordinator for the Erasmus+ Programme. The Rector, at the same time, appoints a contact person for the Erasmus+ Programme for communication with SAAIC (hereinafter 'contact person for the Erasmus+ Programme') being liable for his/her activities to the institutional coordinator of the Erasmus+ Programme who will ensure the realization of the Erasmus+ Programme at SMU.

(4) SMU is authorized to negotiate and conclude interinstitutional agreements within the Erasmus+ Programme with the partner institutions abroad. The interinstitutional agreements may be concluded for the period of one, respectively more academic years, but not longer than for the duration of current cycle of the Erasmus+ Programme. In the absence of the institutional coordinator, their obligations are provided by the contact person for the Erasmus+ Programme to the extent set out by the institutional coordinator.

(5) In order to coordinate the activities of SMU and its individual faculties, the institutional coordinator convenes meeting with the faculty coordinators of the Erasmus+ Programme on the basis of current need. The institutional coordinator informs about the issues related to performance of contractual relationships and realization of mobility activities on the basis of communication with SAAIC and discusses the experience of faculty coordinators with realization of the Erasmus+

Programme at faculties as well as the proposals of faculty coordinators to improve the coordination and realization of the Erasmus+ Programme at SMU.

(6) On the basis of the mobility activities range realized in the current academic year, the institutional coordinator submits applications for a grant from SAAIC for the activities in the following academic year in terms and in the manner specified by SAAIC. Based on the announcement of the grant total amount from SAAIC for the following academic year, the institutional coordinator informs the faculty coordinators about the number of allocated mobility positions, the allocation of mobility positions between faculties and amount of financial support for realization of mobility in the following academic year.

(7) On the basis of realized mobility, the institutional coordinator ensures and is responsible for the submission of interim and final reports by the deadlines and in manner specified by SAAIC.

(8) SMU through the working place for international cooperation prepares and keeps records of the following papers:

- a) ECHE and related documents,
- b) contracts with SAAIC on provision of grants within the Erasmus+ Programme and other related regulations,
- c) concluded interinstitutional agreements,
- d) contracts on providing financial support for the realization of mobility
- e) administrative agenda and supporting documents related to the realization of mobility,
- f) interim and final reports and other documents which is SMU obliged to submit in its relation to SAAIC.

(9) The institutional coordinator is responsible for preparing and submitting documents to the Rector for signature, especially the following documents:

- a) contracts with SAAIC on provision of grants within the Erasmus+ Programme and other related regulations,
- b) interinstitutional agreements,
- c) contracts on providing financial support for the realization of mobility and all the amendments
- d) contracts, acknowledgements and other documents, if a signature is required by the partner institution.

(10) The institutional coordinator may appoint a contact person for realization of individual actions in the Erasmus+ Programme within the scope of its activities.

Art. III

Faculty scope of powers in Erasmus Programme + realization

(1) The Faculty ensures Erasmus Programme realization in its scope of powers. In order to ensure the Erasmus program activities and on the Dean's proposal basis, the Rector of SMU appoints and authorizes the faculty coordinator for the Erasmus Programme. The faculty coordinator acts in a close cooperation with the institutional coordinator, contact person for the Erasmus Programme+ and collaborates with the working place while ensuring tasks defined in the Art. II, s. 8.

(2) The faculty coordinator submits the prepared proposals of interinstitutional agreements with the partner institutions to the working place for international cooperation and cooperates on the agreements final wordings which are consequently submitted in terms of Art. II, s. 9 for the Dean's signature. One copy of the signed interinstitutional agreement remains in the Faculty records, the other copy remains in the working place for international cooperation at the Rectorate of SMU.

(3) The Faculty coordinator is informed on the number of mobility positions for the following academic year by the institutional coordinator after the announcement on the financial amount of allocated grant from SAAIC for the Erasmus Programme activities realization.

(4) Annually by 15. November of the relevant year at the latest, the faculty coordinator publishes the call for mobility students applications concerning the following academic year. On the allocated mobility position number basis and linked up to the selection procedure, the faculty coordinator submits the list of selected applicants including partner institutions in which the mobility will be completed, as well as, data on the planned individual mobility stays to the institutional coordinator by the deadlines as follows:

- by 15. March at the latest, the list of students for the fall semester,
- by 15. October at the latest, the list of students for the summer semester

The faculty coordinator also includes the list of selected alternates and delivers the minutes of selection procedure to the institutional coordinator. The applications for workers' mobility are submitted continually.

(5) The faculty coordinators perform nominations for mobility stays at the partner institutions.

(6) Based on the submitted documents, data and reference documents from the faculty coordinators, the working place for international cooperation makes out contracts on providing financial aid for the individual mobility stays realization.

(7) The faculty coordinator prepares and is responsible for the following Erasmus documents:

- a) Learning Agreement for Studies,
- b) Learning Agreement for Traineeships,
- c) Staff Mobility For Teaching – Mobility Agreement,
- d) Staff Mobility For Training – Mobility Agreement,
- e) Acknowledgements, basic documents and other documents if required by the partner institution

(8) In case of need connected to the documents preparation, the faculty coordinator can ask for Vice-dean for educational activities' stance concerning the judgement on the contents conformity of study programme at the Faculty of SMU and partner institution.

(9) The faculty coordinator ensures transcript of records for the incoming students and secures and supervises the realized mobility stays of the sent out students. The faculty coordinator ensures the recognition of achieved results at partner institutions in accordance with the commitments resulting from awarded ECHE.

(10) The faculty coordinator is a contact person for the sent out and incoming students in connection to their study realization at the Faculty. He/She performs the activity in a close cooperation with the institutional coordinator and working place for international cooperation.

Art. IV

Assurance of commitments completion resulting from ECHE in the study area

The mobility students' education at SMU is ensured by the individual faculties of SZU in accordance with the ECHE provisions

(1) In relation to the commitments resulting from awarding ECHE, SMU recognizes students' study/traineeship based on the documents on mobility completion abroad in accordance with the approved Learning Agreement.

(2) After the mobility conclusion, the faculty coordinator answers for the recognition/crediting results of mobility based on the submitted documents and approved Learning Agreement. The faculty coordinator ensures recognition/crediting student's results of the realized mobility in the electronic system of university based on allocating access to the system in connection to the faculty coordinator's tasks performance.

(3) The study results of students participating in the mobility abroad are possible to be evaluated until the end of the relevant academic year. i.e. by 31. August of the given year, in the case of need, also outside the established examination period, however, following a previous agreement with the teacher and faculty coordinator. This concerns the subjects which were not a part of the Learning Agreement, or more precisely, they were not completed by students in the frame of mobility.

(4) Beside the study part, the 3rd degree university study student's research part of doctoral study, work on dissertation and consultations with adviser are also recognized if these parts of doctoral study are realized within a **study visit** abroad and are included in the Learning Agreement.

(5) Information on mobility completion make a part of the annex to diploma SMU issues to the students following a proper study conclusion based on § 68 of law on universities.

(6) The student who completes the mobility stay at SMU in the frame of the Erasmus+ Programme cannot be required study fees with the exception of charges for the utilization of various aids (e.g. making photocopies, laboratory products etc.).

Art. V

Temporary and concluding provisions

(1) Legal relations unregulated by this directive follow the relevant documents and instructions of the Erasmus+ Programm and other generally binding legal regulations.

(2) The Directive was negotiated in the Academic senate of SMU on 5. May 2016.

(3) The Directive becomes valid on 10. May 2016 and effective on 1. September 2016.

(4) The Faculties of SMU will harmonize their internal regulations in accordance with this Directive within two months at the latest from the day it becomes effective. The parts of internal regularions being in contradiction with the provisions of this Directive become invalid after elapsing this term.

In Bratislava, on 10. May 2016

Prof.MUDr. Peter Šimko, CSc.

Rector

Slovak Medical University in Bratislava

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