



DIRECTIVE
ERASMUS programs
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ERASMUS programs

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A date	28/04/2022	29/4/2022	30.4.2022	
Signature				

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1. Guidelines for using the directive

- *Acquaintance*
 - the directive is an internal documented procedure that is made available to employees on the website of IQS in the Moodle system (<https://moodle.vsbm.sk/>)
 - every worker affected by the given process is obliged to familiarize himself with the content of the directive and to familiarize his subordinates with it.
 - as long as training is carried out for the given directive, the Commissioner for IQS keeps records of this training (record as evidence).
- *Storage and manipulation*
 - the original of the directive in printed form with the signatures of the responsible persons is stored with the Commissioner for IQS, who is responsible for its preservation and controlled changes.
 - in addition to the printed original, an electronic original of the current version is also prepared, which is stored at the Authorized Representative for IQS and its backup on a stored portable disk.
 - the fact that only the valid version of the directive is available on the USM website is the responsibility of the IQS Plenipotentiary and Vice-Rector for Informatics, who places the documentation there.
 - the printed directive without a signature (pdf_format from the page) is a working version that is not subject to changes and in this sense is an informative document for a third party, which can only be accessed with the written consent of the rector.
 - the head of the workplace is responsible for the existence of the printed version and for handling it.
- *Control*
 - senior employees are obliged to consistently require and control compliance with this directive and, upon detection of defects , to remove these defects within their authority.
 - in the event that the need to change the directive or its appendices becomes apparent, the executive together with the creator of the directive initiates the change, which is carried out in a controlled manner by the Commissioner for IQS in printed and electronic form.
- *Changes*
 - every employee who discovers the need to change the directive or part of it is obliged to submit an initiative for its revision to the Commissioner for IQS as stated above.
 - if the directive as a whole, or part of it, does not fulfill its mission, the executive will submit, through the creator of the directive, a proposal for its addition, change, or cancellation, which will be carried out by the Commissioner for IQS in a controlled manner.

2. Purpose

This directive governs the implementation of activities within the Erasmus+ program at the University of Security Management in Košice (hereinafter the UMS in Košice). In all points not regulated by this directive, the implementation of program activities is governed by the binding documents of the European Commission (EC), the European Union (EU) and the National Agency SAAIC (NA) for the Erasmus+ program. The directive is based on the principles and rules of the Erasmus+ program.



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3. Scope

This SM is valid on the day it is signed by the rector, which is also the day it is issued, and it concerns all the USM employees who come into contact with the internal quality system, students of the University of Security Management in Košice, interested parties and incoming participants of the Erasmus+ program.

4. Terms and abbreviations

Concepts

- ❑ **Erasmus+** – EU program to support education, vocational training, youth and sports in Europe
- ❑ **Mobility** – stay for the purpose of a selected type of mobility
- ❑ **Types of mobility** - student mobility (SMS study period/work placement SMP, BIP- blended intensive program) and employee mobility (STA teaching period/vocational training period - STT training, combined employee mobility - combination of teaching and training)
- ❑ **Controlled documentation** – all documents that are subject to revisions and changes.
- ❑ **Erasmus+ National Agency** – National coordinator of the program in Slovakia
- ❑ **Directive** – defines activities at the level of the company's departments, establishes responsibilities and relations between departments. SMs have an unlimited time effect.
- ❑ **Work instructions (procedures)** – describe how work is performed in individual processes.
- ❑ **Rector's order** - it imposes specific measures of a short-term nature to ensure or perform important tasks (e.g. inventory of economic resources, measures to eliminate deficiencies, etc.).
- ❑ **Form** – a form for recording important data that is processed and evaluated during the implementation of processes.
- ❑ **Internal documentation** - these are all QMS documents created and managed internally
- ❑ **Internal forms** - are those prepared by individual sections of the organization to obtain information for planning, management and improvement of QMS.
- ❑ **External documentation** – documents of external origin used in the organization, e.g. laws, STS, EN, ISO standards, other legal regulations, etc
- ❑ **External forms** - are available in the organizational norms and legal regulations of the governing economic and state bodies, which are prescribed and related to the planning, management and improvement of education processes.
- ❑ **Documentation supplied by interested party** – documented specifications of the interested party, which are its intellectual property (procedures, regulations, rules, laws, tables, software, drawings, regulations, etc.).

Abbreviations

F - Form
D - Directive
MT - Mobility of teaching
SMP - Mobility internships

NA(SAAIC) - National agency Erasmus+
STT - Mobility training
SMS - Study mobility
E+ - Erasmus+ program



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5. Description of activities

1. The activities and activities of the Erasmus+ program are carried out between two institutions: the sending and the receiving institution. Broadcasting institution means the USM in Košice. The receiving institution means a college, university, organization, institution, or the company at which the student or worker will perform the mobility. The USM in KE is the receiving organization in the case of incoming student and employee mobilities.
2. If the activity takes place between two institutions of higher education (does not apply to work placements), it is required that the sending and receiving institutions conclude a bilateral agreement on mutual cooperation - " Inter-Institutional" before the exchange begins Agreement ", at the same time both institutions must have an ECHE charter. From AR 2022/2023, contracts must be concluded electronically in the dashboard system (Online learning agreement). Contracts have the right to sign in the dashboard system the coordinator of the Erasmus+ program, or vice-rector for education, vice-rector for science, authorized by the rector.
3. Activities of the Erasmus+ program are understood to mean: (SMS study period/SMP internship, BIP- blended intensive program) and employee mobility (STA teaching period/vocational training period - STT training, combined staff mobility - combination of teaching and training).
4. The sending organization is responsible for the selection of students and employees who will participate in the activities, in a manner that is specified later in this directive.
5. During any mobility abroad, the tuition fee is not refunded to students, even during the mobility period of the entire academic year. Mobility is equivalent to studying at VŠBM in Košice.
6. Only full-time (DF) and part-time (EF) students who are enrolled in the 2nd year or higher of a university bachelor's study, or in the 1st year or higher of an engineering study, and all years of doctoral studies can participate in student mobility (study) . This condition does not apply to student mobilities (work placements), in which a student already enrolled in the 1st year of bachelor's studies can be sent on mobility. A graduate of the first or second level of higher education can also participate in the mobility work placement, who must complete his mobility within one year of completing his studies at the USM in Košice (from the date of passing the state exams). However, the graduate is obliged to apply for this mobility while still studying at the USM in Košice.

6. Duration of mobilities

1. Student mobility (study period) can last a minimum of 3 months and a maximum of 12 months. Individual mobility can be implemented only during the duration of one academic year (without extending into the next one).
2. Students' internships can last from 2 to 12 months according to the agreement with the receiving institution.
3. Every student can participate in mobility (study, internship and combined) for a total duration of 12 months for one degree of higher education (B.Sc., Ing., PhD.) A student can also complete a graduate internship for the same duration of 12 months (Art. 6).
4. Employee mobilities last from 2 days to 2 months per calendar year, excluding the time required for travel. In all cases, the teaching activity must consist of at least 8 hours of teaching per week in the case of Teaching mobility .
5. Students and staff can also participate in the so-called "BIP" Blended intensive program lasting min. 5 days.
6. Doctoral students can participate in " Short - term doctoral mobility"

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6.1 Selection procedures and students' obligations before the selection procedure

1. It is the duty of every student who applies for a grant under the Erasmus+ program to register for the selection procedure for mobility within the published dates on the website of the USM in Košice (<http://www.vsbm.sk>).
2. The applicant sends by e-mail or personally delivers the following documents to the Erasmus+ program coordinator:
 - a) application form (Student Application Form , the model is available on the school's website),
 - b) letter of motivation (in Slovak and English or another foreign language),
 - c) a structured CV (in Slovak and English or another foreign language),
3. The selection criteria for international mobility for students are as follows: intellectual and personal readiness for a study stay or work placement abroad (study results, overall attitude towards studies or professional practice), clearly defined goals of mobility, motivation, independence and responsibility.
4. At the USM in Košice, grants for all types of mobility are allocated based on a selection process. The selection committee for the allocation of grants to students consists of the rector or vice-rector for education, the Erasmus+ institutional coordinator, USM employees in KE and, depending on circumstances and needs, other specialists (foreign language lecturers, professional practice coordinator, etc.).

6.2 Selection procedures and duties of employees before the selection procedure

1. It is the duty of every employee who applies for a grant from the Erasmus+ program to register for the selection procedure for mobility within the published dates on the website of the USM in Košice (<http://www.vsbm.sk>).
2. The applicant sends by e-mail or personally delivers the following documents to the Erasmus + program coordinator:
 - a) mobility contract (the form is available on the school's website)
3. When choosing a receiving institution, the applicant must ensure that the study plan, or the scientific focus of the institution abroad corresponded with its own study program, or scientific focus.
4. Applicants are advised in their own interest to communicate with the receiving institution as well as with the institutional coordinator of the Erasmus+ program at the USM in Košice in sufficient time in order to meet all deadlines. The preliminary approval opinion of the receiving institution (e.g. in the form of electronic mail) is also taken into account during the selection procedure.
5. The selection criteria for international mobility for employees are as follows: the contribution of mobility to the qualitative level of education provided at the USM in Košice and to the scientific and research activities of this institution; the contribution of mobility to the quality of ensuring the teaching process and related services provided by the sending institution.
6. At the USM in Košice, grants for all types of mobility are allocated based on a selection process. The selection committee for the allocation of grants to employees consists of the rector or vice-rector for education, the Erasmus+ institutional coordinator, the USM employees in KE and, depending on the circumstances and needs, other specialists (foreign language lecturers, professional practice coordinator, etc.).

6.3 Instructions for successful applicants for a financial contribution - student mobility (study period)



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1. A successful applicant for student mobility within the Erasmus+ program must fill in and submit:
 - a) application for student mobility for a selected foreign university (Application Form),
 - b) a study or internship contract (Learning Agreement for Studies , Learning Agreement for Traineeships – a detailed internship work plan confirmed by the receiving institution), from AR 2022/2023 the student is required to complete Online learning agreement in the dashboard and use the Erasmus+ application.
 - c) a copy of the European Insurance Card,
 - d) a copy of medical expenses abroad, including accident insurance and liability insurance (for internship-type mobility),
 - e) document Bank data, containing the contact details of the applicant's bank connection,
 - f) the contract on the allocation of financial resources is filled out by the coordinator on the basis of the Bank data document and then asks the student to sign this document. The contract on the allocation of funds is signed by the president of the USM in KE.All the above documents are available on the website of the USM in Košice (<http://www.vsbm.sk>).
2. At the same time, before the start of mobility, the applicant must take a language test to determine language competences in electronic form in the OLS system.
3. The study contract contains an explicit list of subjects that the student will complete at a foreign university. The adequacy of the choice of subjects is assessed by the Erasmus+ coordinator and approved by the rector or vice-rector for education. The contract to study at the USM in Košice is signed by the Erasmus+ coordinator. Possible changes in the Study Agreement are assessed and approved by the Erasmus+ coordinator of the sending institution, changes can be made based on the consent of the receiving and sending institution no later than one month after the start of the mobility. Changes in the study contract are signed by the Erasmus+ coordinator.
4. By means of the Study plan during foreign mobility document, the Erasmus+ coordinator will suggest which subjects (and acquired credits) and how they will be recognized (nostrified) for the student at the USM in Košice, in the event that he/she successfully completes all prescribed study obligations at the foreign university. The Erasmus+ coordinator, if necessary, will determine the list of subjects that the student must complete at the USM in Košice. The study plan during foreign mobility is approved and signed by the rector or vice-rector for education.
5. Recognition (nostrification) of results from student mobility falls within the scope of the agenda of the study department, or rector, vice-rector for education. On the basis of the Study Agreement signed before the start of the mobility, the Study Plan during the foreign mobility and the official Transcript of records from the receiving institution, the study department decides, or the rector or vice-rector for education on the recognition of earned credits and on the specific evaluation of individual exams or credits within 30 days from the delivery of the original Statement of Results from the receiving university. The administrative action in the MAIS system is carried out by the study department, which issues the Erasmus+ coordinator a statement of study results containing proof of subject recognition.

6.4 Instructions for successful applicants for the provision of a financial contribution - employee mobility

1. Selected to apply for mobility - the employee submits a form filled in in detail to the Erasmus+ coordinator:
 - a) teaching program (Staff Mobility Agreement for Teaching - STA). This mobility program specifies the mobility term, topics, number and type of lessons that the applicant will teach at the

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receiving university. The number of hours taught at the receiving institution must be at least 8 hours, or b:

- b) training program (Staff Mobility Agreement for Training - STT). This program specifies the area visited, specific activities, activity and benefit for the receiving and sending institution,
- c) a copy of the European Health Card, or insurance for medical expenses abroad,
- d, Bank details form (in case of account change or first employee mobility)

6.5 Obligations of students after the end of mobility


1. After returning from the study stay, the student must submit to the Erasmus+ coordinator within 7 days:
 - a) a complete, electronically completed Study Stay Report in the Mobility Tool system (the system generates the report based on the activation of the Erasmus+ coordinator),
 - b) original certificate of completion of mobility from the receiving institution,
 - c) a list of grades, passed credits and exams from the receiving institution.

At the same time, the student is obliged to take an electronic language test to verify language skills and competences in the OLS system. Only after fulfilling this obligation will the student's results achieved at a foreign university be recognized.
2. After returning from the internship, the student must submit to the Erasmus+ coordinator within 7 days:
 - a) completely electronically completed Internship Report in the Mobility Tool system (the system generates the report based on the activation of the Erasmus+ coordinator),
 - b) the original of the internship completion certificate from the receiving organization.

At the same time, the student is obliged to take an electronic language test to verify language skills and competences in the OLS system. Only after fulfilling this obligation will the student's results achieved from the foreign internship be recognized.
3. Participants who do not submit a report within the set deadline or do not submit any of the necessary documents or confirmations may be asked to return part or all of the financial contribution they received for the activity from EU resources for Erasmus+ due to non-compliance with contractual conditions.

6.6 Duties of employees after the end of mobility

1. Within 7 days of returning from mobility, the employee must submit to the Erasmus+ coordinator:
 - a) completely electronically completed Report on realized mobility in the Mobility Tool system (the system generates the report based on the activation of the Erasmus+ coordinator),
 - b) teaching program confirmed by the host institution (Staff Mobility Agreement for Teaching), or a training program (Staff Mobility Agreement for Training), the contract is signed by the coordinator of the sending and receiving institution and the employee.
 - c) the original certificate from the receiving institution about completing the mobility (Confirmation).
2. Participants who do not submit a report by the set deadline may be asked to return part or all of the financial contribution they received for the activity from EU resources for Erasmus+ due to non-compliance with the terms of the contract.

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7. Rates applicable to individual financial contributions and conditions for the payment of grants

1. A student can receive a grant as a contribution to living expenses (individual support) during the period of study or internship abroad, which is calculated based on the table (see SAAIC- at erasmusplus.sk - Annex IV. Rates applicable to unit contributions).
2. Employees can receive a grant as a contribution to travel costs (travel) and individual support, which is calculated on the basis of tables (see SAAIC- at erasmusplus.sk - Annex IV. Rates applicable to unit contributions).
3. A financial contract must be signed between the sending institution and the mobility participant before starting the mobility. Within 30 calendar days of its signing by both parties and at the latest before the start of mobility, the participant will be provided with an installment in the amount of 100% of the specified amount. In the event that the participant does not provide supporting documents on time according to the schedule of the sending institution, a later pre-financing payment may exceptionally be accepted. Payment will be made to the participant's bank account.
4. Submission of the online final report in the Mobility Tool system , the language test in the OLS system (applies only to students) and the originals of other supporting documents listed in articles 5a and 5b is considered to be the proper end of Erasmus+ mobility. The participant must return the financial support or part of it if he does not fulfill the conditions of the concluded Financial Agreement or Study Agreement.

8. VSBM as the receiving organization

1. Within the framework of the Erasmus+ rules and in accordance with the internationalization strategy, the USM fully supports activities in the framework of accepting foreign students and employees for Erasmus+ mobility, namely student mobility (SMS study period/SMP work placement, BIP- blended intensive program) and employee mobility (STA teaching period/vocational training period - STT training, combined staff mobility - combination of teaching and training).
2. Through the program coordinator, students are provided with an updated list of courses and all necessary relevant information for the preparation, planning, administration, approval and implementation of mobility at the USM. The coordinator is responsible for the integration of students into the process and environment of the USM, for the monitoring of mobilities, after the end of the mobility for issuing all prescribed documents, or documentation requested by an interested party.
3. The incoming employee is the program coordinator, the vice-rector for science and research, the rector, and other authorized employees are required to create the conditions for the implementation of mobility, the necessary organizational, content and administrative support and the issuance of all prescribed documents, or documentation requested by an interested party.

9. Additional and Final Provisions

1. Participants with special needs and students from disadvantaged backgrounds are entitled to additional support, which is specified in the relevant documents and information about it will be provided by the Erasmus+ coordinator.
2. In case of termination of the contract by the mobility participant due to force majeure (Force Majeure) the participant is entitled to receive a grant in the amount that corresponds to the

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actual duration of the mobility (for example, a general strike at universities in the country, a pandemic or e.g. natural disaster).

3. Any remaining amount must be refunded unless otherwise agreed with the recipient.
4. In the event that the participant terminates the contract for another reason without prior notice, or does not participate in the mobility for its entire duration, he is obliged to return the support provided in full within 7 days of the interruption of the mobility.
5. In cases of practical internships that are not part of the student's study program and after an agreement with the relevant persons, it is clear that such an internship will not be recognized as a substitute for studies, the internship will be recorded in the Addendum to the diploma.
6. Students participating in study mobility are recommended to obtain an average of 30 credits per semester, or 60 credits for one academic year of study at a foreign institution. The minimum requirement is 15 credits/semester, or 30 credits/year. If the minimum requirement is not met, the participant must acquire the necessary credits additionally at the home university after returning from mobility.
7. The Erasmus+ program is implemented in accordance with the schedule of the Erasmus without initiative paper and also green Erasmus. VŠBM and mobility participants use all available digital tools to minimize documents with an emphasis on environmental protection.
8. Within the EWP, the USM is also involved in Erasmus student cards, and digital procedures and tools within this initiative.

10. Gender equality

The USM implements all activities in connection with the Erasmus + program with great emphasis on compliance with the principles of gender equality and non-discrimination. Persons of all genders, nationalities, religions, etc. can participate in mobilities within the Erasmus program . in the case of outgoing and incoming participants of the program's mobility activities. Erasmus+ activities are implemented in accordance with EK_v1_30.4.2022_z0, i.e. with the USM Code of Ethics.

11. The connection between the implementation of Erasmus + and the teaching process

The skills of teachers and employees of the USM, acquired during Erasmus+ mobility abroad, as well as the outputs of creative activity and research activities, which are the result of Erasmus+ mobility, or other results of mobility activities and cooperation with foreign partners, if their nature allows it, represent an entry into the education process, as they are introduced into the teaching process through the creation and distribution of the outputs of creative and project activities, through the introduction of innovative forms and methods, or acquired skills into the teaching process, possibly by creating curricula and optimizing curricula on the basis of information obtained from practical needs obtained at trainings and activities in foreign companies. Incoming teachers directly enter the education process, through various activities, especially teaching.



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12. Exchange service

Only the Rector of the USM in Košice is authorized to approve changes in this directive based on the approval of the Plenipotentiary for VSK (Z-IQS), who will make any changes. The record of the change is stored by Z-IQS.

13. Related documentation

EK_v1_30.4.2022_z0 Code of Ethics USM in KE
SM_03_v2_30.4.2022_z0 Guideline Management of science and research USM
F01_SM03 Internationalization strategy
SM_02_v3_30.4.2022_z0 Ensuring the quality of education in SP
Erasmus Policy Statement of USM
Guide to implementing mobilities published and updated by the Erasmus+ National Agency

14. Attachments

F01_SM05 Application for studies
F02_SM05 Application for internship
F03_SM05 Study plan during foreign mobility
F04_SM05 Online Study Agreement
F05_SM05 Internship contract
F05_SM05 EL Study Agreement Traineeship
F06_SM05 Grant Agreement-students
F07_SM05 Teaching mobility program
F07_SM05 EL Agreement Staff Mobility Teaching
F08_SM05 Program mobility training
F08_SM05 EL Agreement Staff Mobility Training
F09_SM05 Grant contract-employees
F10_SM05 Bank data
F11_SM05 Acceptance letter
F12_SM05 Confirmation staff teaching
F13_SM05 Confirmation staff training
F14_SM05 Confirmation student learning
F15_SM05 Transcript of Records
F16_SM05 Confirmation student traineeship

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