

MOBILITY REGULATION

The Senate of the Aristotle University of Thessaloniki (AUTH), at its meeting No. 2980 of 20–21 February 2019, approved the adoption of good practices for the proper implementation of the ERASMUS+ Programme. These practices apply, mutatis mutandis, to all cycles of study at AUTH, in accordance with the applicable legislation and the regulations governing each Study Programme.

The procedures are updated and further specified in accordance with the guidelines issued by the State Scholarships Foundation (IKY) and are published by the Department of European Educational Programmes on its website:

<https://eurep.auth.gr/el/students/studies>

The Senate Decision is set out as follows:

A. Outgoing Students

The following provisions aim to safeguard the right of participating students to automatic and full recognition of their study period at a partner institution, provided that they successfully complete their academic obligations.

1. Learning Agreement for Studies

When completing the Learning Agreement for Studies, which takes place before the mobility period begins, the ECTS Coordinator, acting as the designated representative of the Department pursuant to Ministerial Decision No. Φ.821/2318Τ/89676/Ζ1, must ensure that the workload undertaken at the Host Institution, through the declaration of the corresponding academic obligations in the relevant section of the Learning Agreement (hereinafter “Table A”), amounts to **30 ECTS credits for one academic semester**.

For reasons of flexibility and due to the diversity of study programmes, a deviation from the above rule (either positive or negative) is permitted up to the credit value of:

- one (1) course in the case of a trimester or semester mobility period, and
- two (2) courses in the case of mobility for a full academic year.

2. Recognition of Academic Workload

At the same stage, namely during the completion of the Learning Agreement, the ECTS Coordinator must ensure the full recognition of the aforementioned workload by recording in the corresponding section of the Learning Agreement (hereinafter “Table B”) the credits and courses/academic obligations from which the student will be exempt upon successful completion of the courses listed in Table A.

The framework governing this procedure must have been approved by the Department Assembly or other competent body through a relevant decision (which may be adopted once and remain in force).

This decision is recorded in the Application–Declaration form submitted by outgoing students to the Department of European Programmes.

3. Categories of Recognition

The above recognition shall be divided into three categories:

I. Compulsory Courses

These are courses designated as compulsory under the curriculum of the relevant AUTH Department, provided that the content of the course offered by the Host Institution substantially corresponds to that of the AUTH course.

Recognition: Courses successfully completed abroad shall be recognised under the title of the corresponding course in the AUTH Department.

The signed consent of the course instructor prior to completion of the Learning Agreement is strongly recommended.

II. Elective Courses

These are elective courses (whether within a specialization/track or not) included in the curriculum of the Department.

In this category, strict correspondence of content is not required; however, the course must fall within the academic field covered by the School, Department, or Division/Specialization.

Recognition: Courses successfully completed abroad may be recognised either:

- under the title used by the Host Institution, or
- under the title of a corresponding course in the AUTH Department where sufficient equivalence of content exists.

It is noted that the electronic student records system supports the recognition and incorporation of Exchange Programme Courses (PAN Courses) into the curriculum of each Department.

These courses may therefore appear in the Learning Agreement either:

- under their specific title, where an equivalent course exists in the Department curriculum, or
- simply as an “elective course” (specialization or general elective).

Departments are encouraged to include a sufficient number of elective courses within their curricula. Such courses provide flexibility in the recognition process and enrich the curriculum with subjects that may not be taught locally, for example due to the absence of relevant academic staff, while remaining relevant to the programme of study.

III. Free Elective Courses

This category includes courses for which neither of the following conditions applies:

- correspondence of content with courses offered by the Department, nor
- inclusion within the academic discipline covered by the Department or its Divisions/Specializations.

Recognition: Courses in this category that are successfully completed abroad shall be recognized under the title used by the Host Institution.

It is clarified that the maximum number of ECTS credits corresponding to free elective courses declared in the Learning Agreement prior to the mobility period must be identical to the number of ECTS credits for free elective courses permitted by the curriculum of the relevant Department.

Furthermore, these courses may be declared in the Learning Agreement simply as “**free elective course**”, without specifying their title.

Departments are also encouraged, particularly in the context of future curriculum revisions, to introduce a limited number of free elective courses (e.g., corresponding to 6–10 ECTS credits).

4. Recognition of Courses and ECTS Credits

For courses that fall within the academic field of the Department (compulsory or elective), detailed examples of recognition are provided in **Appendix I**.

Courses that do not fall within the academic field of the Department are recognized as free elective courses, as described above.

The alternative combinations proposed in Appendix I also apply to the recognition of credits earned through such courses.

When selecting courses and preparing the Learning Agreement, students intending to participate in mobility programmes should be guided by the ECTS Coordinator to ensure that:

- courses outside the Department’s academic field carry a number of ECTS credits that does not exceed the number of free-elective credits permitted by the Department’s curriculum;
- these courses will therefore be eligible for recognition upon the student’s return from the Host Institution.

The inclusion of such courses within study programmes can facilitate the full recognition of the mobility period, namely:

- **60 ECTS credits** for one academic year,
- **30 ECTS credits** for one academic semester,
- **20 ECTS credits** for one academic trimester.

5. Differences in ECTS Credits Between AUTH and the Host Institution

Where differences exist in the number of ECTS credits assigned by AUTH and the Host Institution, the highest possible degree of flexibility should be applied and all possible recognition combinations should be examined after the student’s return, always within the framework of the relevant curriculum regulations.

In every case, all efforts should be made to ensure recognition of **all ECTS credits** earned by the student at the Host Institution.

In this process, consideration should be given to the principle of “**fair recognition**”, as defined in the ECTS Users’ Guide. This principle allows discrepancies of one or two ECTS credits, provided that such discrepancies operate in favour of the student participating in the mobility programme.

6. Mandatory Recognition Following Return

Upon the return of outgoing students, **all credits earned through successful assessment at the Host Institution must be recognized**, provided that they correspond to the agreed Learning Agreement.

Recognition shall be based on the signed Learning Agreement (either the original version or the amended version following approved changes), which is binding upon both the Department and ATh.

Students also have the possibility of making use of the provision contained in **Article 60 of the ATh Regulations**, which states that:

“A student is entitled to be examined in two additional elective courses, the grades of which may replace lower grades obtained in other elective courses.”

On the basis of this provision, a student may, by submitting a declaration at the end of their studies, request that two elective courses—which may include courses successfully completed at the Host Institution—not be included in the calculation of the final degree classification, provided that all ECTS requirements for graduation are still satisfied.

7. Excess Free-Elective Credits

Additional ECTS credits obtained through free elective courses beyond those permitted by the curriculum of the relevant ATh Department generally indicate an inappropriate selection of courses in the Learning Agreement, unless the Host Institution offers no other course options to Erasmus students.

In such cases, ECTS Coordinators should re-examine the curriculum of the partner institution and, if it does not provide sufficient opportunities for the recognition of courses undertaken by undergraduate exchange students, the following options may be considered:

- a) Restricting the bilateral agreement to second- and third-cycle students (Master’s and Doctoral students);
- b) Restricting the bilateral agreement solely to staff mobility;
- c) Terminating the bilateral agreement with the specific institution.

The Department of European Educational Programmes annually invites Departments to evaluate their bilateral agreements, and the availability of suitable courses constitutes an important criterion in this evaluation. This criterion may justify modification or even termination of a bilateral agreement.

8. Student Information and Guidance

As a consequence of the provisions outlined above, ECTS Coordinators are encouraged to inform students about Erasmus+ mobility opportunities from the early years of their studies at ATh.

Such early information enables students to plan appropriately:

- the categories of courses they may select at Host Institutions,
- and the number of ECTS credits required for successful participation in mobility programmes.

9. Role of the ECTS Coordinator

The role of the Departmental ECTS Coordinator, as defined by Ministerial Decision No. Φ.821/2318Τ/89676/Ζ1, is considered particularly important because it ensures the proper implementation of the Erasmus+ Programme within the Department and, consequently, within ATh.

Proper implementation is directly linked to the full recognition of the study period completed by students at the Host Institution.

For this reason:

- frequent changes of ECTS Coordinators are discouraged, in order to ensure continuity and more effective management of student mobility;
- it is recommended that the ECTS Coordinator be a member of the Department's Curriculum Committee, due to the strong connection between mobility issues and curriculum design;
- it is also recommended that the ECTS Coordinator participate in Department Assembly meetings in order to inform members about Erasmus-related matters.

These responsibilities concern a large number of students—currently at least **600 students per year**—who rely on the expertise and advisory services of the ECTS Coordinator and are entitled to full recognition of their studies abroad.

B. Incoming Students

1. Language Proficiency

It is considered essential to ensure that incoming students possess adequate knowledge of the language of instruction, in accordance with the requirements specified in the bilateral agreement.

Departments are encouraged to require the submission of a recognized language proficiency certificate (where appropriate), provided that this requirement is included in the annex to the bilateral agreement.

2. Transcript of Records

Departments must ensure the transmission of incoming students' **Transcript of Records** to the Home Institution no later than **five weeks after the end of the mobility period**.

Failure to comply with this obligation may constitute grounds for the termination of cooperation between the two institutions.

For this reason, the ECTS Coordinator, in cooperation with the Department Secretariat, must ensure the timely dispatch of the academic records of incoming students.

Regulations for the Operation of the Erasmus+ BIP Programme

(Approved by the Assembly, Decision No. 24/28-04-2025)

Article 1: Publication of the Call for Expressions of Interest

The call for expressions of interest for participation in an **Erasmus+ Blended Intensive Programme (Erasmus+ BIP)** shall be published on the Department's website within a reasonable period prior to the implementation of the programme.

Interested students shall also be informed through a centrally distributed email announcement.

The call is addressed to students of the Department who are at least in their **third year of studies** (unless otherwise specified in the call) and includes:

- a brief description of the programme (subject area, dates of online activities, and activities requiring physical presence),
- the number of ECTS credits awarded upon successful completion of the programme and the corresponding course in the Department's Curriculum to which the programme will be matched,
- the maximum number of participants from the Department and the funding that will be provided through the AUTH Department of European Educational Programmes,
- information regarding accommodation and/or meals provided by the host institution,
- information on the application procedure, relevant deadlines, and selection criteria (see Articles 2 and 3 of these Regulations),
- the date and time of an online information session between interested students and the programme coordinator representing the Department of Physics.

The call shall be accompanied by detailed information material provided by the organizing institution, as well as the application form.

Article 2: Submission of Applications

Applications (which must be electronically signed through the Greek Government digital platform, gov.gr), together with all required supporting documents, shall be submitted by email exclusively within the specified deadlines to the Programme Coordinator.

Ms. **Aikaterini Garane**, member of the Laboratory Teaching Staff (EDIP) of the Department, has been appointed Coordinator of the Department's Erasmus+ BIP Programmes (Department Assembly Decision No. 23/28-03-2025).

The email address for submission of applications shall be specified in each call for expressions of interest.

The subject line of the email must be:

BIP (Country) "Full Name"

Upon receipt of the application, the applicant will receive a unique application code for future reference.

Required Supporting Documents

The following documents must be attached to the application email:

1. Curriculum Vitae (CV).
2. Letter of Motivation (maximum length: one page).
3. Official Transcript of Records.
4. Foreign Language Certificates (minimum level B2), submitted as clear scanned copies.

Article 3: Evaluation and Ranking of Applications

Applications shall be evaluated according to the following criteria:

(a) Eligibility / Exclusion Criteria (On/Off Criteria)

Applicants must:

- be enrolled in at least the **5th semester** of studies during the implementation period of the programme, unless otherwise specified in the call,
- have successfully completed at least **50% of the ECTS credits required for graduation** at the time of application,
- have a **Grade Point Average (GPA) of at least 6.5/10**, based on the submitted transcript of records,
- hold an English-language qualification at **minimum level B2** (only certificates officially recognized by ASEP are accepted).

Failure to satisfy any of the above criteria results in exclusion from further evaluation.

(b) Scoring Algorithm

The following elements are taken into account, provided that all eligibility criteria in Section 3(a) are satisfied:

- the applicant's GPA (provided it is at least 6.5),
- grades obtained in a specified number of courses (denoted as X) designated as prerequisites for participation in the programme,
- knowledge of foreign languages (English and additional languages).

The prerequisite courses are determined on a case-by-case basis by the instructor responsible for the Department of Physics course that will be recognized through the mobility programme.

Calculation of the Score

$$[M=(GPA \times 0.7) + \sum_{i=1}^X(\text{Course} \backslash \text{Grade}_i \times 0.1)]$$

plus:

- English language proficiency:
 - 3 points for level C2,
 - 2 points for level C1,
 - 1 point for level B2,

and

- 1 additional point for each additional foreign language.

The ranking list of applicants shall be published on the Department website.

For reasons of personal data protection, applicants shall be identified solely through their unique application code and not by name or student registration number.

Successful applicants shall also be informed individually by email using the address provided in their application.

Article 4: Mobility Funding

Funding for participation in the mobility programme shall be managed exclusively under the responsibility of, and in coordination with, the **Department of European Educational Programmes of AUTH**.

Article 5: Course Recognition Following Completion of the Mobility Programme

Successful completion of the mobility programme results in academic recognition through correspondence with the course announced in advance and the award of **at least 4 ECTS credits**.

The corresponding course must have been included in the student's course registration for either:

- the current academic year, or
- the following academic year (in the case of mobility taking place during the summer months).

Successful participation in the programme shall also be recorded in the student's **Diploma Supplement**.

Upon returning from the mobility programme, participants who have successfully completed all programme requirements must submit the following to the Erasmus+ BIP Programme Coordinator of the Department of Physics:

1. A certificate issued by the host institution confirming participation and successful completion of the programme (signed and stamped), which must include the final evaluation grade expressed on a **10-point scale**.
2. A brief activity report of approximately **1–2 pages**.

The timely submission of the above documents is the sole responsibility of the participants.

The Programme Coordinator shall submit to the Department Secretariat an official document indicating:

- the grade obtained by the student, and
- the corresponding course in the Department's Curriculum to which the grade will be transferred.

This document must also be co-signed by the instructor responsible for the corresponding course in the Department of Physics Study Programme.

This translation is suitable for inclusion in Department regulations, Erasmus+ documentation, or the Department website.