

UNIVERSITY OF THE PELOPONNESE

SCHOOL OF AGRICULTURE AND FOOD

DEPARTMENT OF AGRICULTURE

The Department of Agriculture participates in the Erasmus+ program which has as general objectives the full harmonisation of the University and the Department with the principles of the Erasmus Charter, the enhancement of student and faculty mobility and the exploitation and dissemination of mobility results, the expansion of existing and the development of new partnerships with universities in Europe. The Department has organised its mobility program according to the central Mobility Regulation of the Erasmus program of the University of Peloponnese and participates in the following axes of the Erasmus+ program:

- mobility (outgoing and incoming) of students for study and placement
- mobility (outgoing and incoming) of teaching and administrative staff for teaching and training purposes

The cooperation between the Erasmus Central Office of the University and the Academic Coordinators of the Department is continuous with the aim of:

- publicising the mobility opportunities offered, both to students and to teaching and administrative staff.
- the timely signing of the documents necessary for the movement
- the linguistic competence of mobile students
- compliance with the terms of the Inter-University Agreements

MOBILITY FROM/ TO ERASMUS+ COUNTRIES (EU countries and Norway, Iceland, Liechtenstein, Iceland, Liechtenstein, Turkey, Serbia, North Macedonia).

By decision of the Departmental Assembly, a faculty member of the department is appointed as Erasmus+ Academic Officer (or departmental coordinator).

The organisation of mobility for incoming students follows the procedures defined by the University's Central Mobility Regulation, which is posted on the ERASMUS Office website.

Then the selection process for outgoing students for both studies and internships, the process of organizing the mobility of teaching and administrative staff and finally the benefits for incoming students are presented.

The ECTS Credit Recognition Policy is attached at the end of this document, which is also posted in a prominent place on the website of the Erasmus Central Office of the University.

ORGANISATION OF STUDENT MOBILITY FOR STUDIES & PRACTICAL TRAINING

Calls for expressions of interest for student mobility (study and placement) are announced by the Erasmus offices of the University twice a year: September, for Spring Semester mobility in the same academic year and February, for Winter Semester mobility in the following academic year.

Every semester, the Department organises an information meeting with the students, organized by the Erasmus Office of Kalamata and in the presence of the academic head of the Department, and those interested are invited to submit their applications after the publication of the relevant announcement by the Erasmus Office of the University.

PROCEDURE FOR THE ASSESSMENT OF OUTGOING STUDENTS FOR ERASMUS STUDIES

Interested students should submit their applications to the Erasmus Office of the [University of Peloponnese](#) after the publication of the relevant announcement. The Erasmus Office forwards the applications of the students of the Department to the Erasmus Departmental Coordinators, they are evaluated and the results of the selection are announced in: a) a list of selected students (in order of merit) and b) a list of successful students (in order of merit).

Students are selected on the basis of the Department's evaluation criteria, and if an application is rejected, a clear reference is made to the reason for rejection. The Department of Agriculture has the possibility to add marking criteria, in addition to the general criteria of the Regulation, on the basis of which to evaluate the applications of its students for participation in the Erasmus program.

The criteria that students of the Department must meet in order to participate in the program are the following:

- Candidates must have completed the first two semesters of their studies and have passed 70% of the courses of the previous years at the date of application.
- Their average analytical score must not be less than 6.5. In other cases, sufficient justification shall be provided.
- Language proficiency: the student is assessed in the language of instruction of the host institution. Additional knowledge of a foreign language counts towards the final assessment.
- Personal interview: The candidate's motivation to participate is examined.

Please note that during the interview process, candidates are informed that:

- Their application is binding and cannot be cancelled unless there are serious reasons (with relevant justification).
- The student may withdraw the application form, without penalty, until the end of the personal interview. In case of cancellation of the application after the announcement of the results, the student will not be eligible to participate in future actions of the Program.
- Accommodation and food issues in the host country are the responsibility of the students.
- The grant does not cover all travel costs, but only part of them (namely the difference in living costs between the country of origin and the host country).
- The results of their academic performance will be evaluated on the basis of the analytical marks they will provide after the end of their placement.
- The transfer is considered successful when the student has passed courses equivalent to half of the ECTS (e.g. 15 ECTS when a total of 30 ECTS is provided for a semester transfer) which are declared in the Study Agreement. Otherwise, the Foundation reserves the right to request reimbursement of part or all of the scholarship amount.

The final announcement of the results is made by the Erasmus Office through: a) sending an email to applicants and b) posting the results on the program website. The number of mobility is finalised on the basis of the available program funds and, if this is insufficient, priority is given to first-time participants and fourth and third year students respectively.

Learning Agreements are completed in collaboration with the Departmental Coordinator prior to the student's departure. Personal counselling is provided to each student while ensuring the mobility recognition process. Contracts are completed under the responsibility of the Erasmus Office and students are informed about insurance issues and their rights and obligations (Erasmus Charter).

Please note that communication with students is active and systematic throughout their mobility and students are required to contact the Erasmus academic coordinators of the Department and inform them of any changes to their Learning Agreement, as well as any other problems they encounter during their mobility.

PROCEDURE FOR THE ASSESSMENT OF OUTGOING STUDENTS FOR AN ERASMUS PLACEMENT

The students of the Department have the following possibilities

- To complete the mandatory internship of the department, lasting 6 months and receive 8 credits (10 credits for those who attend the TEI program)

- Carry out an optional internship (without receiving credit)
- To undertake an internship as recent graduates of the department (the application must be made while they have student status)

Students are responsible for finding a suitable organisation, while the Department checks and approves the suitability of the internship and its relevance to the student's field of study.

The criteria that students of the Department must meet in order to participate in the program are the following:

- Candidates must have completed their first two semesters of study and must have passed 70% of the previous years' courses at the time of application.
- It is recommended that their average analytical score is not less than 6.5. In other cases there will be sufficient justification.
- Students who are in their final year of studies at the date of application have priority.
- Language proficiency: the student will be assessed in the language designated as "Language of the Internship Project". Additional knowledge of a foreign language will be counted in the final evaluation.
- Personal interview: The candidate's motivation to participate is examined. Please

note that during the interview process, candidates are informed that:

- Their application is binding and cannot be cancelled unless there are serious reasons (with relevant justification).
- The student may withdraw the application form, without penalty, until the end of the personal interview. In case of cancellation of the application after the announcement of the results, the student will not be eligible to participate in future actions of the Program.
- Accommodation and food issues in the host country are the responsibility of the students. The scholarship does not cover all travel costs, but only part of them (in particular the difference in the cost of living between the home and host countries).

The above evaluation criteria may be weighted. The relevant grading is included in the mobility regulation of the University of Peloponnese (available at <http://erasmus.uop.gr/index.php/2018-08-02-07-18-10>).

In the event that the student does not successfully complete his/her work, the Foundation reserves the right to request a refund of part or all of the scholarship amount.

ORGANISATION OF STAFF MOBILITY FOR TEACHING & LEARNING TRAINING

Based on the same principles of the Program, as mentioned in the previous section, interested parties are invited to apply after the publication of a call for applications. The registration and evaluation of candidates will be carried out through a uniform procedure for the whole university, in accordance with the Student-Faculty-Staff Mobility Regulation (available at <http://erasmus.uop.gr/index.php/2018-08-02-07-18-10>) with reference to the following priorities:

MOBILITY FOR TEACHING

- Faculty staff moving for the first time
- Faculty who have submitted a lesson plan or other relevant correspondence (e.g. invitation from the host institution, letter of acceptance).

STAFF MOBILITY FOR TRAINING

The staff of the Department of Agriculture is encouraged to participate in travel for training. On the basis of equal opportunities, it is noted that priority in the evaluation will be given to Administrative Officers, since Lecturers may also move through the 'Lecturers' Mobility for Teaching' Action. The evaluation and selection is carried out through a uniform procedure for the whole university, in accordance with the mobility regulations Students; Teaching staff; Staff (available at <http://erasmus.uop.gr/index.php/2018-08-02-07-18-10>).

- Job description: preceded by the staff of the Secretariats who have taken on tasks related to the Erasmus Program and the implementation of ECTS (as certified by the Head of the Secretariat).

- First participation in the Program: priority to those moving for the first time through the Program.

- Level of knowledge of the language in which the training will take place.

The Erasmus Kalamata Office is responsible for informing the applicants, the Teaching/Training Plan is signed by the Program's Scientific Officer and the contracts are drawn up under the responsibility of the Erasmus Kalamata Office.

The period of mobility for Teaching and Training is institutionally recognised by the Foundation and is counted towards the qualifications of candidates during their progression procedures.

INCOMING STUDENT MOBILITY

Incoming students have access to general information regarding practical and academic matters. Regular updating of information concerning the curricula is sought, the "*Buddy System*" is implemented and immediate answers to questions of a practical nature are provided. For academic issues (curricula, learning outcomes) a channel of communication is developed between students and Academic Coordinators.

The Department's goal is the smooth integration of incoming students into the new academic

and social environment. Considering that the arrangement of their accommodation is an essential part of the student's integration into the university. The University of Peloponnese provides and ensures their accommodation in rooms of the student residence located in the city centre of Kalamata, for a symbolic fee. At the same time, it provides three meals a day, a pass and access to its network services.

For incoming Erasmus students, courses are taught in English. In the subjects taught in Greek, international students have the opportunity to complete a Research Project or Independent Study.

MOBILITY FROM/ TO THE COUNTRIES - PARTNERS OF THE ERASMUS+ PROGRAM (International Erasmus+ mobility, International Credit mobility)

The Department of Agriculture of the University of Peloponnese participates in the program Mobility from/to the partner countries of the Erasmus+ program, which includes the countries that are not Erasmus+ countries (International Credit mobility).

For 2019-20, inter-institutional agreements have been signed and funding has already been approved for travel to/from Uruguay, Georgia and Kosovo.

For 2020-21, funding has already been approved for travel to/from Ukraine, Albania, Russia and Kosovo.

By decision of the Departmental Assembly, a faculty member of the department is appointed as the Academic Coordinator of Erasmus+ International Mobility (or Departmental Coordinator of International Mobility).

POLICY FOR THE RECOGNITION OF CREDIT INSTITUTIONS (ECTS)

Available at <http://erasmus.uop.gr/index.php/ects>

According to the ECTS User's Guide:

- 60 ECTS distributed over the workload of one academic year of study - 30 ECTS distributed over one semester - 20 ECTS over one quarter

Credit recognition is the process by which an institution certifies that some of the learning outcomes achieved and assessed at another institution meet certain requirements of one of the programs offered.

Recognition means that the number of credits acquired through the achievement of the appropriate learning outcomes, at the appropriate level, in another context of study, will replace the number credits awarded for the same learning outcomes at the awarding institution.

In this sense, if 30 ECTS have been agreed in the Learning Agreement for 6 months, these should be recognised by the home institution if the student has successfully completed the period of study at the host institution. The requirements for the award of 20 ECTS and 60 ECTS are similar.

Given the diversity of programs and Higher Education Institutions, the credits and learning outcomes of a module in different programs are not identical. It is therefore advisable to take a flexible approach to the recognition of credits obtained another context.

A "fair recognition" should be sought instead of a perfect match. This kind of 'fair recognition' should be based on learning outcomes - i.e. what a person knows and can do - and not on the formal processes leading to the completion of a qualification or module.

For example, in practice, an educational module (e.g. a course) of 4 ECTS credits at another institution can replace a 5 ECTS credit component at another institution if the learning outcomes are equivalent. The student will then be awarded 5 ECTS credits.

Also, one course at the host institution may be paired with two courses at the home institution once the Academic Coordinator has assessed the learning outcomes.

The student requests but does not negotiate academic credit from the instructor of each course individually. The Academic Agreement along with the Analytical Grade Certificate is designed to ensure full recognition of the course of study taken at the Host Institution.

IMPORTANT: the Learning Agreement is signed before the student's departure, so the student knows in advance that the courses taken abroad will be fully recognized after their successful completion.

In the event that the student for specific reasons (as stated in the Learning Agreement) has to make changes to the Learning Agreement program, these should be made as soon as possible, within one month of the start of studies, and approved by the originating institution so that the student can be assured that they will receive full recognition upon successful completion.

According to the ECTS Guide "Credits awarded in continuing education may or may not be recognised and accumulated towards a degree/qualification, depending on the learner's wish and/or the requirements for the award of a degree/qualification. Some trainees may only be interested in pursuing a particular training component without wishing to obtain the qualification."

The Learning Agreements provide for the attendance of academic modules corresponding to the total number of ECTS of program chosen by the student (20, 30 or 60 ECTS). Exceptionally, 8 credits are allocated for the internship (10 credits for students attending a TEI program).

The transfer is considered acceptable when the student has taken courses equivalent to at least half of the ECTS (e.g. 15 ECTS when a total of 30 ECTS is provided for a semester transfer) which are declared in the Study Agreement. Otherwise, the Foundation reserves the right to request reimbursement of part or all of the scholarship amount. Completion of fewer than the required ECTS by the moved student will be further evaluated by the student's home department and the Foundation. The academic performance results of students who move for study are assessed on the basis of the analytical marks provided after the end of their move and according to the scale indicated in their Learning Agreement.

The academic performance results of students on placement are assessed on the basis of the project completion certificate which includes an evaluation of the students' performance as follows:

- Excellent (excellent result with minor deficiencies)
- Very good (above average, with some shortcomings)
- Good (good work with some significant shortcomings)
- Fairly well (acceptable level of work, but with serious shortcomings)
- Satisfactory (the work meets the minimum criteria)
- Failure (more effort is required for successful completion and awarding of credit)

In case the student does not successfully complete his/her work, the Foundation reserves the right to request a refund of part or all of the scholarship amount.