

IBS ERASMUS+ MANUAL

IBS INTERNATIONAL BUSINESS SCHOOL

LAST UPDATE: 1ST JULY 2022

I. Erasmus+ Programme at IBS

The Erasmus+ Programme aims to support the European cooperation of higher education, promoting the mobility of students, placement students, faculty and staff, and the coordination of programmes.

This Manual regulates the implementation of the Erasmus+ programme at IBS.

Our institutional agreements are maintained in accordance with the strategic priorities and needs of IBS. Thus, we focus on establishing and maintaining inter-institutional agreements with high-quality higher education institutions, which offer a variety of programmes and courses in English with similar profiles to that of IBS.

IBS strongly emphasizes the significance of gaining international experience while studying or working in higher education. In line with this, we wish to increase the outward mobility of our students both for studies and work placements. At the same time, we encourage our faculty and staff to participate in the Erasmus+ program.

II. Systems and regulations for the Erasmus+ programmes

In Hungary, Erasmus+ is coordinated at national level by the Tempus Public Foundation. Tempus Public Foundation (TPF) is a non-profit organization established in 1996 by the Hungarian Government, with the task of managing international cooperation programmes and special projects in the field of education, training and EU-related issues.

IBS enters into bilateral agreements with partner institutions based on its Erasmus Charter for Higher Education. These bilateral agreements are signed by the Rector of IBS.

IBS implements the Erasmus+ programmes according to this manual based on the directions provided in the Higher Education Mobility Handbook.

III. Institutional decision-making

All operational and administrative decisions are made by the Institutional Coordinator, who informs the Rector and IBS management accordingly.

IV. Institutional Erasmus+ management

The Erasmus+ Programme in IBS is managed and operated centrally. The implementation of the Erasmus+ programme is the responsibility of the Institutional Coordinator with the support of the Programme Assistant and the assigned staff members of the relevant centres.

The Institutional Coordinator:

- Develops and submits for approval the strategic and financial plan for the given academic year,
- Oversees the implementation of the Erasmus+ programme,
- Approves the annual application documentation,
- Approves all summaries, reports and evaluations,
- Prepares and updates rules and regulations,
- Follows the changes concerning the Erasmus+ programme and implements them in the School,
- Oversees relations with and acts as point of contact for the national agency (Tempus Public Foundation),
- Liaises with the management board, the heads of centres involved in the Erasmus+ programmes and with the coordinators in partner institutions,
- Participates in local and international conferences, meetings.

The Programme Assistant under the supervision of the Institutional Coordinator:

- Maintains relations with colleagues at the relevant centres and at the partner institutions,
- Prepares the bilateral agreements,
- Prepares the student and staff contracts
- Assists the students and staff members during their mobility
- Makes proposals for credit transfers
- Advertises and manages the mobility applications,
- Organizes the promotion of Erasmus+ programmes and events for incoming Erasmus+ students,
- Drafts applications and reports
- Provides feedback and data on all tasks to the Institutional Coordinator.

IBS Institutional Application Committee

The IBS Institutional Application Committee consists of the Institutional Coordinator, the head of Centre for Student Services and the head of Centre for Academic Services. The role of the Committee is to review and, subsequently, to approve or reject applications.

Role of the IBS Finance office:

- Maintains bank accounts,
- Transfers grants to participants,

- Informs the institutional coordinator about financial issues,
- Prepares reports and provides data for annual reports.

V. Institutional implementation procedures of the Erasmus+ programme (see Appendix):

- 1) Based on the total amount received from local Tempus office, the Institutional Coordinator submits a recommendation for the use of financial resources to the management board.
- 2) In September, a call for applications is published for the mobility of staff and faculty for the current academic year as well as for the remaining places of student mobility for the next semester.
- 3) In November, a call for applications is submitted for the mobility of students for the following academic year.
- 4) In March, the institutional application is submitted for the next academic year.
- 5) By the end of April, decisions are made on student mobility applications. The number of outgoing students is set, and the amounts are allocated accordingly.
- 6) The selection process for outgoing students consists of the following steps:
 - Calls for application are sent out by email and posted on Moodle providing a list of locations and conditions for selection. Applications received by the deadline are assessed and approved by the IBS Institutional Application Committee, based on the students' academic progress and results.
 - A memorandum is prepared on the meeting of the IBS Institutional Application Committee and selected students are notified within 5 workdays.
 - For Buckingham BSc students, academic obligations and deadlines are included in the module description and on the module page of the Study Abroad module. For students of Hungarian programmes, obligations, deadlines, credit acceptance and other related rules are included in the 2nd Annex of the Study and Exam Regulations.
 - If the number of applications to a given partner institution exceeds the available places, then the IBS Institutional Application Committee ranks applications by the academic results of applicants and the date of submission.
 - The IBS Institutional Application Committee has the right to reject an application or withdraw a previously approved applicant in case the applicant fails to accumulate at least 90% of the credits required by the standard curriculum of their academic programme in IBS before departure.
 - The IBS Institutional Application Committee has the right to refuse an application if, based on the feedback from any of the faculty members or staff members, the nomination of the student is deemed to pose a risk to the reputation of IBS or to the inter-institutional relationship.

- Appeals or complaints against the decisions of the IBS Application Committee can be submitted to the Rector of IBS.
- 7) The selection process for **faculty and staff mobility** consists of the following steps:
- Calls for short-term teaching mobility of faculty are prepared, announced and evaluated by the Centre for Academic Services. Grants are allocated in accordance with the daily recommended amounts as announced by the local national agency (Tempus Public Foundation).
 - Calls for staff mobility are advertised by the Institutional Coordinator and are evaluated by IBS Management. Grants are allocated in accordance with the daily recommended amounts as announced by Tempus Public Foundation.
- 8) Closing of the mobility programme, interim and final reports:
- Before interim and annual reports, the Institutional Coordinator and the Programme Assistant shall discuss the progress and the results with the heads of relevant Centres. The Assistant prepares the documentation, and the Coordinator approves the information presented.
 - Duly signed documentation is sent to the local national agency (Tempus Public Foundation) office by the Assistant.
- 9) Sharing of best practices:
- Faculty and staff returning from an Erasmus+ exchange must fill in a report form and are expected to share their experience with colleagues in faculty sessions. An informal report is also produced and shared on the relevant page of IBS's Moodle system.
 - Students returning from an Erasmus+ semester are expected to write a reflective essay about their experience. They are also encouraged to share their experiences with fellow students at promotional events organised for students considering applying for Erasmus+, and to produce short videos describing their experience.

Appendix: Institutional implementation procedure of the Erasmus+ programme at IBS

	September	October	November	December	January	February	March	April	May	June	
Outgoing	Call for applications for remaining places in 2nd semester. Deadline: Oct.15.	Call for applications for next academic year - deadline: Jan 31	Applications for the next academic year		Application deadline Jan. 31.	Additional applications till end of February	Applications for Erasmus funds				
		same for tutors	same for tutors			same for tutors					
		same for tutors	decisions re. tutors' applications by Oct.15.				Inform 2nd year students about internship possibilities				
		same for tutors	Erasmus Day				Erasmus Committee to decide on applications				
		Document teachers and staff going to partner institutions (with all data required for the final report for each individual and institution)									
	Document students going to partner institutions (with all data required for the final report for each individual and institution)										
Incoming	Welcome party 1st week of semester	Application deadline for 2nd semester October 15				Welcome party 1st week of semester	New Fact Sheet to Partner Institutions		Application deadline for incoming students		
							Nomination to Host Institutions				
	Document students coming from partner institutions (with all data required for the final report for each individual and institution)										
Placement	Informing 2nd year students					Informing current placement students of things to do at end of Erasmus placement (final report, etc.)		Informing second year and graduating students		Informing 2nd year students	
	Documentation of current placement students on Erasmus, continuous contact										
General	Continuous monitoring of used and still available funding					Review of contracts	Continuous monitoring of used and still available funding				
	Review and extension of existing bilateral agreements						Review and extension of existing bi-lateral agreements				
Tempus		Prepare final report for Tempus					Institutional application for next academic year by March				
	Ongoing control of the institutional programme, reminder of tasks and deadlines										
	Manage relations with national Tempus Public Foundation										
	Reporting to the National Agency - Tempus										
	Institutional Coordinator + Programme Assistant	Centre for Student Services + Finance	Centre for Academic Services								