

IBS ERASMUS+ MANUAL

IBS INTERNATIONAL BUSINESS SCHOOL

LAST UPDATE: 14TH NOVEMBER 2022

I. The 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 for work placements. At the same time, we encourage our faculty and staff to participate in the Erasmus+ program.

II. Institutional Erasmus+ management

The implementation of the Erasmus+ programme is the responsibility of the Institutional Coordinator with the support of the Programme Coordinator and the assigned staff members of the relevant centres.

The Institutional Coordinator:

- Approves the strategic and financial plan for institutional Erasmus+ applications,
- 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 (TPF),
- Liaises with the Rector and the heads of centres involved in the Erasmus+ programme and with the coordinators in partner institutions,
- Participates in local and international conferences, meetings.

The Programme Coordinator under the supervision of the Institutional Coordinator:

- Liaises 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,
- Periodically reviews and makes proposals for the establishment, renewal or termination of inter-institutional agreements
- Manages the mobility applications,
- Promotes the Erasmus+ programme
- Organises the induction and other events for incoming Erasmus+ students,
- Drafts applications and reports,
- Provides feedback and data on all tasks to the Institutional Coordinator.

Erasmus Programme Committee

The Erasmus Programme Committee consists of the Programme Coordinator, the Head of Student Services and the Head of Academic Services. The role of the Committee is

- to review and, subsequently, to approve or reject student applications,
- to approve the establishment, renewal or termination of inter-institutional agreements,
- to decide on the (re)allocation of any remaining and additional Erasmus+ funds.

Role of the Credit Transfer Committee

The Credit Transfer Committee consists of the Heads of Quality Assurance and Enhancement, Student Services, and Academic Services. The role of the Committee is

- to review and, subsequently, to approve or reject requests for credit transfer,
- to maintain a database of credit transfer decisions for future reference.

Role of the Chief Financial Officer:

The Chief Financial Officer

- Manages the School's accounting system, including all accounting-related tasks vis-à-vis Erasmus funds,
- Maintains bank accounts,
- Transfers grants to participants,
- Liaises with the Institutional Coordinator and the Programme Coordinator regarding finances,
- Provides data for reports in the required format.

III. Institutional implementation procedures of the Erasmus+ programme (see Appendix 1):

- 1) In September, a call for applications is published for the mobility of staff and faculty for the current academic year as well as for any remaining places of student mobility for the next semester.
- 2) In November, a call for applications is submitted for the mobility of students for the following academic year.
- 3) In February/March, the institutional application is submitted for the next academic year.
- 4) By the end of March, decisions are made on student mobility applications. The number of outgoing students is set, and the amounts are allocated accordingly.
- 5) The selection process **for outgoing students** consists of the following steps (see dates in Appendix 1):

- 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 Erasmus Programme Committee, based on the students' academic progress and results.
 - A memorandum is prepared on the meeting of the Erasmus Programme 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 Annex No. 2 of the Study and Exam Regulations.
 - If the number of applications to a given partner institution exceeds the available places, then the Erasmus Programme Committee ranks applications by the academic results of applicants and the date of submission.
 - Appeals or complaints against the decisions of the IBS Application Committee can be submitted to the Rector.
- 6) 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. Applications are approved by the Rector. Grants are allocated in accordance with the daily recommended amounts as announced by TPF.
 - Calls for staff mobility are prepared, announced and evaluated by the Institutional Coordinator. Applications are approved by the Rector. Grants are allocated in accordance with the daily recommended amounts as announced by TPF.
- 7) Conflict of interest:
- Relatives of applicants are not allowed to provide letters of recommendation.
 - If a student applicant is a relative of a member of the Erasmus Programme Committee, the committee member in question shall not participate in the decision pertaining to the applicant.
 - If a tutor mobility applicant is a relative of the Head of Academic Services, the Head of Academic Services shall delegate the application to their deputy.
 - If a staff mobility applicant is a relative of the Institutional Coordinator, the Institutional Coordinator shall delegate the application to their deputy.
 - If any applicant is a relative of the Rector, relevant decisions on the application shall be made jointly by the Head of Academic Services and the Institutional Coordinator.
 - If the applicant is the Head of Academic Services or the Institutional Coordinator, the Rector shall decide on their applications.
- 8) Closing of the mobility programme, interim and final reports:
- The Programme Coordinator drafts the documentation and the report, and it is reviewed and amended by the Erasmus Programme Committee and the Pro-Rector for Quality and Data.

- Documentation signed by the Rector is uploaded to the required websites by the Programme Coordinator.

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 must fill in the online EU survey. Students on Buckingham BSc programmes 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.

Budapest, 14 November 2022

Dr László Láng

Rector

Appendix 1: Institutional implementation procedure of the Erasmus+ programme at IBS

		September	October	November	December	January	February	March	April	May	June	
Outgoing	Students		Erasmus Fair	Call for applications for next academic year for students. Suggested deadline: Jan. 31		Application deadline for students Jan. 31.	Additional student applications till end of February Erasmus Committee to decide on student applications Info for 2nd and 3rd year students about internship possibilities	Nominations to Host Institutions		Informing second year and graduating students		
	Tutors, Staff	Second call for applications for staff and tutors		Decisions on staff and tutor applications							First call for applications for staff and tutors	
Incoming Students		Induction 1st week of semester	Nomination deadline by sending institutions for 2nd semester October 15	Application deadline for 2nd semester November 15			Induction 1st week of semester	New Fact Sheet to Partner Institutions	Nomination deadline by sending institutions for 1st semester April 15	Application deadline for 1st semester May 15		
General		Continuous monitoring of used and available funding					Review of contracts	Continuous monitoring of used and available funding				

Appendix 2: Selection Criteria for Erasmus+ Applications

A. Student Applications

- Applicants must complete all application documentation, including letters of recommendation by a tutor and a fellow student.
- Applicants must be in possession of advanced language skills with respect to the language of tuition at the host institution, evidenced by appropriate certificates. If the applicant studies on an English-language programme at IBS, their English language skills shall automatically be considered acceptable.
- Applicants must have good academic standing, i.e., they must have accumulated at least 90% of the credits, as required by the standard curriculum of their academic programme up until the time of their departure. Applications by students with fewer credits may be rejected by the Erasmus Programme Committee.
- If the number of applications to a given partner institution exceeds the available places, then the Erasmus Programme Committee ranks applications by the academic results of applicants and the date of submission.
- Applicants must have no previous history of disciplinary or behavioural concerns. The Erasmus Programme Committee reserves 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 relationships.
- Applicants must display academic integrity. The Erasmus Programme Committee has the right to refuse an application if, based on the feedback from the Academic Conduct Officer, the student has been found guilty of academic misconduct.
- Applicants must have no financial or administrative debt to IBS.

B. Staff and Tutor Applications

- Applicants must complete all application documentation.
- Applicants must be in possession of advanced language skills with respect to the language spoken at the host institution, evidenced by appropriate certificates. If the applicant teaches on an English-language programme at IBS, their English language skills are automatically considered acceptable.
- Applicants must demonstrate in their application the relevance of their planned mobility to their own work and to that of the organisational unit that they work in.
- Applicants must demonstrate in their application how they will implement any good practice observed at the host institution to improve their work at IBS.