



Πανεπιστήμιο Δυτικής Αττικής

Σχολή Μηχανικών

Τμήμα Μηχανολόγων Μηχανικών

A12

Κανονισμός κινητικότητας του ΠΜΣ

Απόφαση Συγκλήτου ΠΑΔΑ 19/10-12-2024 θέμα 33

MSc Advanced Product Design Engineering and Manufacturing

(ΠΜΣ Προηγμένα Βιομηχανικά Συστήματα Παραγωγής)

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Introduction

Detailed information on the mobility of postgraduate students with the ERASMUS+ programme is provided by the Department of International Academic Affairs and Student Exchange at <https://erasmus.uniwa.gr/>.

According to the decision of the Rector's Council of the University of West Attica (12/29-07-2021):

A. Mobility for Studies

Through the Erasmus+ programme, postgraduate students are given the opportunity to attend all or part of the courses of the third semester of their study programme or to carry out all or part of their postgraduate thesis in one of the countries of the European Union or the rest of the world (ERASMUS + International).

1.1 Eligibility for mobility

The Department of International Academic Affairs and Student Exchange publishes a call for expressions of interest to students of the institution for participation: mobility for studies or for internships.

All active students of the MSc who have successfully fulfilled the educational obligations of the first two semesters of the MSc curriculum, as well as the corresponding financial obligations as stipulated in the MSc's internal regulations, are eligible to participate in the programme. The notice is sent to the institutional email accounts of students and faculty members and posted on the institutional website of the programme.

1.2. Procedure

Each call for applications lists all the conditions, selection criteria, supporting documents, the deadline for applications and any other information necessary for the move. In addition, in the case of International Mobility, the number of available mobilities per country and partner university is indicated.

Applications must be submitted online, following the instructions in the call for applications.

Exclusively and only for interested postgraduate students, their application must be accompanied by a certificate issued by the Director of the Postgraduate Programme they are attending, which must include:

- (a) the title of the Postgraduate Studies Programme; and
- (b) the approval for the student's transfer to the host institution.
- (c) the correspondence between the courses of the MSc and the courses from the MSc of the destination country.

The above document will confirm that the programme to be followed by the postgraduate student will form part of his/her studies in the Master's programme (with clear reference to ECTS credits) and that it will count towards the total time of study.

The Erasmus Committee of the University of West Attica shall specify precisely the evaluation, selection and funding procedures.

1.3 Announcement of selection results

Applicants can see if they have been selected for a move by checking the announcements on <https://erasmus.uniwa.gr/> within a reasonable time after the closing date for applications.

1.4 Course approval - before departure

The Erasmus+ for Study Programme provides for and ensures full recognition of the period of study at the Host University. This process is ensured by the fact that the participation of any Department/Faculty of the University of West Attica (UniWA) in the programme implies its commitment to the automatic recognition of the studies undertaken by students abroad as declared before departure in the Learning Agreement for Studies and as amended by the Changes to Learning Agreement form. The postgraduate student's Learning Agreement for Studies, prior to departure for the Host University, must be approved by the General Assembly of the Department of Business Administration following a request from the student to the Erasmus Programme Manager of the Department. A course is not recognised only if it is not included in the Study Agreements and in case the student has not passed the examinations or assessment procedures prescribed by the Host University.

1.5 Recognition of Courses - with the return

When the student returns, he/she must present an official document from the Host University indicating the course titles, the grades obtained in the respective examinations at the Host University, the number of ECTS and the ECTS grading scale.

B. Mobility for Internships

2. Objective of the Erasmus+ Traineeship

The Erasmus+ Internship offers the opportunity for the postgraduate students of the Department of Business Administration to practice in an international working environment in the fields covered by the Master's degree, complementing, extending and applying the knowledge they acquire during their studies in the Master's degree.

2.1 Who is eligible for an Erasmus+ Internship?

Within the framework of the European Community programme ERASMUS+, postgraduate students are given the opportunity to carry out an internship abroad in Universities/Businesses/Organizations, offering them at the same time a mobility grant through the sectoral action ERASMUS+ Internship.

2.2 Erasmus+ Traineeship Host Organisations

Interested students have the opportunity to choose a Host Organisation from a pool of private and public organisations. On the website of the Department of International Academic Affairs and Student Exchange of the PADA, at <https://erasmus.uniwa.gr/>, the student can find all internship placements from partner institutions.

The Department of International Academic Affairs & Student Exchange of the University of West Attica (ERASMUS Office/Internship Group) publishes a notice of internships abroad two (2) times a year (every March - April for the winter semester and every October - November for the spring semester). The notice is communicated to the institutional email of the students of the P.D.A., to the academic coordinators, to the partner institutions (ERASMUS Offices) and is posted on the website of the Department of Business Administration.

Together with the notice, an indicative allocation of places per Partner Institution is published, which is determined on the basis of the total number of enrolled students and the previous absorption of the funds provided. This allocation is indicative and will be adjusted each time according to the needs expressed by each institution and the available annual budget of the UniWA.

The notice clearly defines the selection and eligibility criteria for students, which in each case are taken into account by the Departments during the evaluation and are graded accordingly by decision of each Department. The evaluation report includes the total number of applicants as well as the selection of applicants in rank order.

Before submitting the application, students must contact the ERASMUS departmental coordinator of the Department of origin in order to inform him/her of their intention to participate in the programme and to receive guidance on the selection of the host organisation. They should also consult the list of bilateral agreements with foreign universities, the list of previous collaborations with public/private bodies drawn up by the Department of International Academic Affairs & Student Exchange (ERASMUS Office/Internship Group) and the platforms recommended by the National Unit/ICU to search for internships.

Then, in order to be evaluated, students must first submit, within the deadlines set by the notice, to the Secretariats of their Departments of origin, an application form, a detailed score, a copy of their bank account, a copy of their identity card, a copy of their foreign language degree(s), an acceptance letter, a learning agreement (part before the mobility) and anything else required by the notice.

The Departmental Coordinator evaluates the student's file, makes a written recommendation regarding the completeness of the file and the mobility criteria, which is then approved by the Departmental Assembly. The Department then forwards the Evaluation Record and all the application files to the Department of International Academic Affairs.

The Department of International Academic Affairs, after the successful completion of the internship period of each student, issues a certificate of completion which it sends together with the learning agreement - after the mobility to the Secretariat of the Department of Origin (for the students of the UniWA).

The Departmental Coordinator evaluates and recommends the recognition of the student's internship to the Departmental Assembly.

The Department of Origin sends within a reasonable period of time the Internship Recognition Certificate, which completes all the obligations of all 3 parties (student, home institution & host institution).

The Department of International Academic Affairs & Student Exchange (ERASMUS/Internship Group) still manages issues concerning:

1. extension or modification (reduction of duration and/or amount, cancellation of travel) of the student's contract,
2. request for approval of new funding, request for issue or renewal of the group's certificate, implementation of interim & final reports,
3. information meetings to students of UniWA and partner institutions.

Detailed information/instructions as well as the necessary documents for Learning and/or Internship travel are provided by the Department of International Academic Affairs and Student Exchange.
<https://erasmus.uniwa.gr/>