

**University of West Attica**

**DEPARTMENT OF PUBLIC HEALTH POLICIES**

**MASTER OF SCIENCE IN PUBLIC HEALTH**

**Supportive Actions**

**Regulation of Mobility of students of the MSc in Public Health**

Academic Year 2021-2022

**REGULATION OF MOBILITY OF STUDENTS OF THE MSc IN PUBLIC HEALTH**

**ERASMUS+ PROGRAM**

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

According to No. 12/29-07-2021 decision of the Rector's Council of the University of Western Attica, the ERASMUS+ Internal Regulation of Operation and Procedures was approved.

**A. Mobility for Studies**

Through the ERASMUS+ program, postgraduate students are given the opportunity to attend a part of their study program (that is, some of their courses or to prepare all or part of their diploma thesis in one of the countries of the European Union or the rest world (ERASMUS + International).

**1.1. Right to participate in mobility**

The Department of International Academic Affairs and Student Exchange publishes a call for expression of interest to the students of the institution for participation: mobility for studies or for internships. All active students of the Departments of MSc have the right to participate in the program. at undergraduate, postgraduate or doctoral level. The announcement is sent to the institutional e-mail accounts of students and faculty members and is posted on the program's institutional website.

1.2. Procedure

All the conditions, the selection criteria, the supporting documents, the application deadline and any other information necessary for the move are mentioned in each invitation. Moreover, in the case of International Mobility, the number of available mobility per country and partner university is indicated.

Applications are submitted electronically, based on the invitation's instructions.

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

(a) the title of the Master's Program and

(b) the approval for the student's access to the Host Institution.

With the above document, it will be confirmed that the program to be followed by the prospective graduate student will be part of his studies in the Graduate Program (with a clear reference to ECTS credits) and that it will count towards the total time of his studies.

The ERASMUS+ Committee of the University of West Attica precisely defines the evaluation, selection and funding procedures.

1.3 Announcement of Selection Results

Those interested can see if they have been selected for transfer in the announcements on the website <https://erasmus.uniwa.gr/> within a reasonable time after the deadline for submitting applications.

1.4 Recognition of Courses - before departure

The ERASMUS+ Study Program provides for and ensures full recognition of the study period at the host University. This process is ensured by the fact that the participation of any Department/School of the P.A.D.A. in the program implies its commitment to the automatic recognition of the studies that the students carry out abroad as they are declared before their departure in the Learning Agreement for Studies (Learning Agreement for Studies) and as they are amended with the Changes to Learning Agreement form.

The Master's student's Learning Agreement, before leaving for the host University, must be approved by the General

Assembly of the Department of Public Health Policies following a request from the student to the head of the Department's ERASMUS+ program. A course is not recognized only if it is not included in the Study Agreements and if the student has not passed the examinations or evaluation procedures prescribed by the host University.

1.5 Recognition of courses - on return

When the student returns, he/she must present an official document from the host University stating the course titles, the grades obtained in the respective exams at the host University, the number of ECTS and the ECTS Grading scale.

**B. Mobility for Practice**

**2. Objective of the ERASMUS+ Internship**

The ERASMUS+ Internship offers the opportunity for postgraduate students of the Department of Public Health Policies to practice in an international working environment in areas that treat MSc, complementing, expanding and applying the knowledge they acquire during their studies in it.

2.1 Who is entitled to an ERASMUS+ Internship

Within the framework of the European Community Program ERASMUS+, postgraduate students are given the opportunity to carry out internships abroad in Universities/Businesses/Organizations, offering them a mobility scholarship through the ERASMUS+ sectoral action Workshop.

2.2 ERASMUS+ Internship Hosts

Interested students have the opportunity to choose a Host from a pool of private and public institutions. On his website

Department of International Academic Affairs and Student Exchange of the University of Athens, on the website <https://erasmus.uniwa.gr/> , the student can find all the internship positions from cooperating institutions.

The Department of International Academic Affairs & Student Exchange of MSc (ERASMUS+ Office/Internship Group) publishes an announcement for internship positions abroad twice (2) times a year (every March – April for travel related to the winter semester and every October – November for travel related to the spring semester. The announcement is communicated to the institutional email of the students of MSc, to the academic coordinators, to the cooperating institutions (ERASMUS+ Offices) and is posted on the website of the Department of Public Health Policies.

Along with the announcement, an indicative allocation of places per Collaborating Institution is made public, which is determined based on the total number of registered students and the previous absorption of the given funds. This allocation is indicative and is adjusted each time according to the needs expressed by each Foundation and the available annual budget of the MSc.

The announcement clearly defines the selection & eligibility criteria of the students, which in any case are taken into account by the Department during the evaluation and are graded accordingly by the Department's decision. The evaluation record includes all the applicants as well as their selection in ranking order.

Before submitting the application, students must contact the Department which is responsible for ERASMUS+ issues of the Department of Public Health Policies, in order to inform him of their intention to participate in the Program and receive guidance on the selection of the host institution. They must also consult the list of bilateral agreements with universities abroad, the list of previous collaborations with public/private bodies compiled by the Department of International Academic Affairs & Student Exchange (ERASMUS+ Office/Internship Group) as well as those proposed by National Unit/IKY internship search platforms.

Then, in order to be evaluated, the students submit within the deadlines set by the announcement to the Department Secretariat an application for participation, detailed score, copy of bank account, copy of identity card, copy of foreign language degree(s), acceptance letter - Acceptance Letter, learning agreement - Learning Agreement (section before the mobility) and whatever else may be provided by the announcement.

The Departmental Coordinator evaluates the student's file, makes a written recommendation regarding the completeness of the file and the transfer criteria, which is then approved by the Departmental Assembly. The Department then forwards the Evaluation Report 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 section) to the Secretariat of the Department of Public Health Policies.

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

The Department of Public Health Policies, as the Department of Origin, sends within a reasonable time the Acknowledgment of Internship, which completes all the obligations of all 3 parties (student, institution of origin & hosting institution).

The Department of International Academic Affairs & Student Exchange (ERASMUS+/Internship Group) also manages matters concerning:

1. extension or modification (reduction of duration and/or amount, cancellation of travel) of the student's contract,

2. application for approval of new financing, application for issuance or renewal of the group's certificate, implementation of interim & final accounts,

3. informative meetings for students of PADA and the collaborating 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/> ).