

**METHODICAL INSTRUCTION**  
**THE SCOPE OF THE TECHNICAL UNIVERSITY OF KOŠICE AND ITS FACULTIES**  
**IN THE ERASMUS+ PROGRAMME OF THE EUROPEAN COMMUNITY**

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**Article 1**  
**Basic provisions**

1. In accordance with Article 58a of the Act No. 131/2002 Coll. on Higher Education and on the Change and Supplement to Some Acts as amended, a higher education institution (hereinafter "HEI") may also admit a student of another HEI, including those based outside the territory of Slovak Republic, for a part of their studies without admission procedure pursuant to the conditions of exchange programme or on the basis of a specific agreement.
2. The objective of this Methodical Instruction is to determine the competencies of the Technical University of Košice (hereinafter referred to as "TUKE") and its individual faculties in providing the European Community programme Erasmus+, which is a mobility programme in the field of education, training, youth and sport. The university developed its Erasmus Policy Statement, the European Commission evaluated it and awarded TUKE an Erasmus University Charter, i.e. an Erasmus Charter for Higher Education (hereinafter "ECHE"), on the basis of which TUKE is entitled to use learning mobility and cooperation activities within the Erasmus+ programme in the programming period 2021-2027, and thus draw funds for these purposes. Based on the ECHE, TUKE is entitled to determine:
  - a) the responsibilities of faculties in the implementation of programme activities,
  - b) recognition of study results for students in accordance with the provisions of the Erasmus Charter for Higher Education.

**Article 2**  
**The scope of TUKE and its faculties in implementation of the Erasmus programme**

**A. The scope of TUKE**

1. The university shall be responsible for implementing the activities as well as for the financial budget of the European Community programme.
2. The university submits documents needed for awarding of the Erasmus Charter for Higher Education. Each year, it submits an application for Erasmus individual mobilities to the National Agency (hereinafter "NA") (one application for Programme countries and one application for ICM Partner countries), and submits and archives all documents for the statement of funds. It signs a financial contract with the NA, and arranges its publication.
3. The university guides the faculties in the implementation of the programme's activities, informs students and employees about the activities and results of the programme.
4. The programme activities are implemented at the Division of International Relations and Mobilities (DIRM) led by the Vice-Rector for International Relations and Mobilities.
5. Through the University Coordinator appointed by the university management (one for cooperation with Programme countries and one for cooperation with Partner countries), the university keeps records of programme activities, bilateral agreements, outgoing and incoming students, outgoing and incoming employees, and prepares statistics.
6. The University Coordinator for cooperation with the Programme countries, under the authority of Rector, prepares and signs a financial agreement with the student and employee selected for mobility abroad, and in cooperation with the Economic Department ensures the transfer of grants to their account. University Coordinator for cooperation with Partner countries, under the authority of Rector, prepares and signs a financial agreement with the student and employee selected for mobility abroad and from abroad, and in cooperation with the Economic Department ensures the transfer of grants to their account.

7. The University Coordinator keeps records of faculty coordinators appointed by the faculty and convenes their meetings. Meetings are held on an irregular basis, at least twice per academic year.
8. The University Coordinator publishes calls for student mobilities, selection criteria (set by the faculties), calls for employees, and is responsible for updating the programme website.
9. Based on the records of the faculties, the University Coordinator prepares a list of selected students as well as employees, and submits it to the Erasmus+ Committee for approval. They are responsible for publication of the list on the university website of the Erasmus+ programme and on TUKE social networks.
10. The University Coordinator notifies the partner institutions of the nomination of the selected students, communicates with the partners and sends them materials.
11. The University Coordinator ensures communication with the National Agency, which methodologically manages the programme and regularly participates in meetings of Erasmus+ coordinators of Slovak universities organised by the NA. If he/she cannot participate in the meeting, he/she provides a substitute.

#### **B. The scope of TUKE faculties**

1. The faculty is co-responsible for the implementation of Erasmus+ activities.
2. The faculty prepares bilateral agreements, which are signed by the Dean of the faculty or an employee authorised by him/her. Each bilateral agreement should include an academic contact from the faculty responsible for the specific agreement. The Rector signs the agreement if it is concluded for several areas of education (cooperation with Programme countries). Faculties prepare the bilateral agreements which are signed by the Rector. Each bilateral agreement should include an academic contact from the faculty responsible for the specific agreement (cooperation with Partner countries).
3. The faculty has a right to add a criterion to the selection criteria developed at the university level, as needed.
4. The Faculty is obliged to provide teaching in the language and to the extent specified in the inter-institutional agreements, to ensure the issuance of the ISIC and the issuance of transcript of study results in a foreign language for incoming students.
5. The faculty shall create adequate conditions for incoming employees for the implementation of mobilities according to a pre-agreed programme, issue them a certificate of completion of the mobility, and inform the coordinator about its implementation.

#### **Article3**

##### **Faculty coordinator**

1. The faculty will appoint a person responsible for the implementation of the Erasmus+ programme at the faculty, and informs the Division of International Relations and Mobilities (DIRM) about this nomination by a letter containing data on the person of coordinator and his/her consent opinion. The letter is to be signed by a member of the faculty management.
2. The Faculty Coordinator is responsible for the selection of students and employees on the basis of published selection criteria; the list of selected students and employees with records will also be delivered to the University Coordinator.
3. The Faculty Coordinator cooperates with the student in the preparation of the Study Agreement and signs it. He/she coordinates the recognition of results on the basis of the student's transcript of study results from the Erasmus+ mobility or cooperates with the Vice-Dean in their recognition.
4. The Faculty Coordinator participates in the Erasmus+ commission meetings organised by the DIRM. If he/she cannot participate in the meeting, he/she provides a substitute.

5. The faculty is obliged to notify the DIRM of the change of Faculty Coordinator no later than within 15 days from the day of the change.

#### **Article 4**

##### **Recognition of students' studies**

1. When applying for the Erasmus+ Charter for Higher Education, the Technical University of Košice undertook to fully recognise the results of a student from Erasmus+ mobility at a foreign university.
2. The TUKE Study Rules and Regulations in Article 13 (9, 10, 11) guarantee the recognition of student's results from foreign mobility in compliance with the conditions in the said part of the Study Rules and Regulations. On the basis of the original of "Transcript of Study Results" from the host university, which the student delivers to the study department, the faculty is obliged to recognize the study results: the number of credits achieved as well as the grade; in case of doctoral students, the research part of the doctoral study, and work on the dissertation thesis. The grade and credits from the completed course during the mobility can be recognised for a compulsory, compulsory optional or optional course in any year of study on the basis of the recommendation of the guarantor of the course, guarantor of the study programme. The faculty is obliged to state the completion of mobility in the student's diploma supplement.
3. The modified curriculum of the student in the year of mobility must not cause an obstacle to progress to the next year of study.

#### **Article 5**

##### **Final provisions**

1. All legal relations that are not directly regulated in this Methodical Instruction are governed by the relevant provisions of the TUKE Study Rules and Regulations, the internal regulations of the TUKE faculties (if they regulate the given issue), and the provisions of the Erasmus+ Charter for Higher Education.