

12. Dharma Gate Buddhist College Erasmus Regulation¹

12.1. Purpose and Scope of the Regulations

12.1.1. The purpose of the Dharma Gate Buddhist College Erasmus+ Regulations (hereinafter: the Regulations) is to support quality enhancement, innovation, excellence and internationalisation by ensuring the institutional conditions required to use the framework provided by the European Union's education, training, youth and sport programme (Erasmus+), and by fostering closer international cooperation among education and training providers and other stakeholders.

12.1.2. The Regulations apply to

- a) the students of Dharma Gate Buddhist College who participate in student mobility for studies or in a student traineeship; the instructors who participate in staff mobility for teaching; and the institution's staff members who participate in staff mobility for training;
- b) the organisational units and individuals responsible for the organisation, coordination and liaison related to the Erasmus+ programme.

12.2. General Provisions

12.2.1. The purpose of Erasmus+ grants is to support the international mobility of students, instructors and staff — namely:

- student mobility for studies,
- student traineeship,
- staff mobility for teaching,
- staff mobility for training,
- organisation of Blended Intensive Programmes (BIP).

12.2.2. Erasmus+ grants are awarded through a competitive selection process; the Erasmus Coordinator provides the application forms and publishes the call for applications and the deadline.

12.3. Organisational Framework of the Erasmus+ Programme

12.3.1. In Erasmus matters, the five-member Erasmus Committee (EB) acts; it is the Student Affairs Committee (HÜB) expanded to include the Rector (Chair of the EB) and the Vice-Rector for Education, Quality Enhancement and International Affairs. Individuals invited by the Chair may attend meetings in an advisory capacity.

12.3.2. The EB has a quorum if at least three members are present at a meeting. Voting members of the EB decide substantive and procedural matters by simple majority. In the event of a tie, the Chair has the casting vote. No one may vote on the evaluation of their own application or that of a close relative; to prevent such conflicts of interest, the EB will take the decision with a non-conflicted alternate member replacing the student or instructor member concerned.

12.3.3. In relation to the Erasmus+ programme, the EB:

- a) reviews and ranks the Erasmus+ applications submitted by students,
- b) reviews the Erasmus+ applications submitted by instructors,
- c) reviews the Erasmus+ applications submitted for staff mobility,
- d) performs the tasks within its remit related to the application procedure.

12.3.4. The Erasmus Coordinator is an employee appointed by the Rector; their direct supervisor is the

¹ Adopted by the Senate by its Resolution No. 18/2016 (07.07.) dated 7 July 2016; amended by the Senate by its Resolution No. 34/2025 (07.10.) dated 10 July 2025.

Vice-Rector for Education, Quality Enhancement and International Affairs.

12.3.5. The Erasmus Coordinator

- a) liaises with partner institutions abroad,
- b) strives to broaden international partnerships and may request the suggestions, support and cooperation of the College's instructors and organisational units to this end,
- c) informs students about the core features of the Erasmus+ programme and the opportunities it offers,
- d) organises peer exchange between past and current grant recipients,
- e) actively participates in promoting application opportunities both during application periods and beyond,
- f) may request that the EB be convened,
- g) performs the administrative tasks related to publishing the call for applications and evaluating the applications,
- h) initiates the convening of the EB meeting related to issuing the Erasmus+ call for applications and prepares the meeting agenda,
- i) informs instructors, students and staff members participating in the Erasmus+ programme about administrative and practical matters related to the programme,
- j) prepares statistical datasets, reports and summaries related to the Erasmus+ programme,
- k) obtains the necessary documents and approvals,
- l) initiates amendments to the Erasmus+ Regulations.

12.3.6. The Student Government (HK)

- a) informs students about the core features of the Erasmus+ programme and the opportunities it offers,
- b) organises peer exchange between past and current grant recipients,
- c) actively participates in promoting application opportunities both during application periods and beyond.

12.4. Conditions for Submitting Applications

12.4.1. Any student may submit an application,

- a) who, in the semester of application and for the duration of the grant, is a student of Dharma Gate Buddhist College with active student status—whether in full-time, evening, correspondence or distance-learning mode—and who has not previously received Erasmus+ funding for a period exceeding 12 months,
- b) who has reliable language proficiency for international study in the language of instruction at the receiving institution or in English, evidenced by a B2 (CEFR) language certificate or equivalent,
- d) who has a minimum average grade of 4.0 in their most recently completed semester,
- e) who undertakes, if awarded the grant, to prepare, upon return, a report in printed and electronic form for the Dharma Gate Buddhist College Erasmus Committee (EB) and the grant-managing body, based on the criteria specified by the EB.

12.5. Formal Requirements for the Application

12.5.1. The application form must be completed in Hungarian.

12.5.2. The application form must be accompanied by:

- a) if available, a copy of the language certificate,
- b) a recommendation from an instructor,
- c) a curriculum vitae,
- d) a motivation letter,
- e) a brief overview of community involvement and other artistic activities,
- f) if applying for it, copies of the documents required for inclusion support (Erasmus+), [\[https://erasmusplusz.hu/eselyegyenlosegi-kiegeszito-tamogatas\]](https://erasmusplusz.hu/eselyegyenlosegi-kiegeszito-tamogatas)
- g) if applying for it, the declaration required for green travel support.

12.5.3. If the application form is incomplete or improperly filled out, or if attachments are missing, the student is given a single opportunity to supply the missing information; if this is not done within five working days, they are automatically excluded from the application process.

12.5.4. A missing application form cannot be submitted later.

12.5.5. If external information materially and significantly affects the content of the application, the application may be amended within 5 working days of the change.

12.6. Applications for Staff Mobility (staff mobility for teaching and staff mobility for training)

12.6.1. An employee applying for staff mobility submits their application to the Erasmus Coordinator, who, after a formal review for completeness, forwards it to the Erasmus Committee (EB).

12.6.2. The application must include the name of the receiving institution, the duration of the mobility period, the language of instruction, and a brief outline of the classes/programme; it must also be accompanied by a letter of acceptance from the foreign institution or organisation.

12.6.3. Within 8 days of submission, the EB reviews any applications submitted by instructors and employees applying for staff mobility that meet the formal requirements. Decisions on applications for staff mobility for teaching and for training are made by the Rector.

12.7. Calls for Applications

12.7.1. In the semester preceding the academic year concerned, the Erasmus Coordinator publishes the call at a time that leaves sufficient time—at least three weeks—for submission.

12.7.2. Calls for applications are published on the website, via Neptun messages, on mailing lists and on the notice board.

12.7.3. The call for applications sets out the formal and substantive requirements, the points-based scoring system used to evaluate the applications, and the submission deadline.

12.8. Evaluation Criteria for Applications

12.8.1. The criteria for evaluating student applications:

- a) the grade average for the most recently completed semester,
- b) the type and level of the language certificate in the language of study at the receiving institution and/or in English, and the result of the language interview,
- c) demonstrated engagement in religious life and/or academic, artistic and community activities throughout the entire period of student status up to the submission of the application.

12.9. Procedure for Evaluating Applications

12.9.1. For each application period, the College has a defined funding allocation and a mobility grant quota, which determine the number of students, instructors and staff members who may be sent abroad during that period. If the number of applicants exceeds the number of students who can be sent abroad in the given application period and it becomes necessary to rank the applicants, the Selection Committee uses a points-based scoring system.

12.9.2. Applications may receive a maximum of 100 points, allocated as follows:

A) Language Proficiency

A maximum of 20 points may be awarded for language proficiency. Evaluation of language qualifications in the language of instruction at the receiving institution or in English:

- State-recognised B2 (complex) language certificate: 10 points
- State-recognised C1 (complex) language certificate: 20 points
- If the applicant does not hold a language certificate, a language interview will determine whether they may continue with the application, without being placed at a disadvantage on that account. A pass/fail result is given at the language interview; no points are awarded even in the case of a pass.
- 5 points may be awarded for intermediate (B2) or advanced (C1) language certificates in other language(s).

B) Academic Performance

A maximum of 30 points may be awarded for academic performance. In the most recently completed semester, the applicant completed at least 18 credits and achieved an average of 4.0. The score awarded is calculated as the simple arithmetic mean of the applicant's averages.

- 4.000–4.099 10 points
- 4.100 – 4.199 12 points
- 4.200 – 4.299 14 points
- 4.300 – 4.399 16 points
- 4.400 – 4.499 18 points
- 4.500 – 4.599 20 points

4.600 – 4.699	22 points
4.700 – 4.799	24 points
4.800 – 4.899	26 points
4.900 – 4.999	28 points
5.000	30 points

C) Outstanding Religious, Artistic, Scholarly and Community Activities

A maximum of 40 points may be awarded for religious and scholarly activities.

- A maximum of 30 points may be awarded for religious activities. Active participation in a Buddhist community is considered religious activity and may be certified by the community leader.
- 10 points may be awarded for participation in the college round of the Scientific Students' Associations Conference (TDK). 20 points may be awarded for participation in the national final of the TDK, and up to an additional 30 points for a successful (prize-winning) result.
- Up to 20 points may be awarded for verified scholarly publications in an academic journal, depending on length.
- 5 points may be awarded for the student's research work recognised by the instructors.
- 5 points may be awarded for verified participation in other scholarly events or conferences (for delivering a presentation) or for preparing a written report/summary; up to a maximum of 10 points in total.

D) Community Engagement

A maximum of 10 points may be awarded for community engagement.

- For the evaluation, the opinion of the relevant body must be sought, and two staff or organisational members must be named as referees who can provide a responsible assessment of the applicant's community work.
- Depending on the effectiveness of the organisational work performed for the Student Government's and the College's major events (e.g. freshers' camp, freshers' ball, scientific conference, etc.), up to 3 points may be awarded per event, but the total may not exceed 6 points.
- A student holding office in the College's bodies (Senate, Student Affairs Committee (HÜB), etc.) may be awarded up to a total of 3 points per year.

12.9.3. If the final scores are tied for more than one student, the score for item C) (religious, scholarly, artistic and community activities) decides; if that is also tied, the level of proficiency in the relevant language decides. In any remaining tie, the deciding factor is first the number of additional B2-or-higher language certificates in modern languages, and second their levels.

12.9.4. A student who has submitted an application may not participate in the evaluation of applications.

12.10. Method for Calculating the Erasmus+ Grant

12.10.1. The duration of Erasmus+ student mobility grants is a minimum of 2 months (in the case of student mobility for studies: a minimum of 3 months) and a maximum of 12 months.

12.10.2. Prior to departure, the sending institution and the participant conclude a Grant Agreement (in the format and with the content specified by the Tempus Public Foundation), which, inter alia, sets out the monthly and total amount of the Erasmus+ grant and the details of its disbursement.

12.10.3. The amount of the Erasmus+ grant is determined on the basis of the institutional Grant Agreement and the associated grant calculation table (applicable rates), and—where additional top-ups apply—according to the guidance set out in the Handbook.

12.10.4. If the student can demonstrate that they possess the necessary financial means, meets the eligibility criteria set out above, and their mobility is supported by the institution, they may participate in the programme with the same legal status as Erasmus+ students but without an Erasmus+ grant, as a zero-grant student.

12.10.5. The student is entitled to the Erasmus+ mobility grant only if, during this period, they do not receive support provided by any other European Union programme for the same purpose and costs.

12.10.6. The duration and amount of the grant for participants in staff mobility for teaching and staff mobility for training are determined by the guidance of the Tempus Public Foundation and the institution's strategic priorities.

12.11. Recognition of Credits Earned Abroad

12.11.1. The Credit Transfer Committee ensures credit transfer by recognising credits earned abroad, in accordance with the procedure set out in the Regulations.

12.11.2. A student participating in the Erasmus+ programme must complete courses at the receiving institution totalling at least 15 ECTS credits. If the student fails to meet this requirement, the College will seek repayment in accordance with the Grant Agreement.

12.12. Conditions for the Recognition of Credits Earned Abroad

12.12.1. If a course completed abroad can be directly matched to a corresponding home course and the instructor responsible for the home course approves it, the Credit Transfer Committee likewise accepts the course—granting exemption from completing the home course—and records the credits using the credit value of the home course.

12.12.2. If a course completed abroad cannot be directly matched to a home course but falls within the field of the programme and specialisation, the Credit Transfer Committee recognises it as a free elective course.

12.13. Procedure for the Recognition of Credits Earned Abroad

12.13.1. Prior to departure, the student must obtain and submit the following documents to the Erasmus Coordinator:

- a) a completed Learning Agreement,
- b) the list and descriptions of the courses the student intends to take at the receiving institution.
- c) the student must prepare and request an individual study schedule and, in this process, consult each instructor—including on the courses to be taken abroad and their possible recognition.

12.13.2. Within two weeks of returning, the student must obtain and submit the following documents to the Erasmus Coordinator:

- a) one original copy of the completed and validated Learning Agreement (official document setting out the planned study programme of the outgoing Erasmus student. The document must be signed by the Erasmus Coordinator of both the sending and the receiving institution, indicating that they accept the proposed study programme.),
- b) one original copy of the completed and validated Transcript of Records. (Official document listing the courses completed by the outgoing Erasmus student at the receiving institution, the grades awarded, and the ECTS (European Credit Transfer System) credit value of each course.) The Erasmus Coordinator forwards the list of courses listed in the Transcript of Records, together with the instructors' prior opinions on credit recognition, to the Credit Transfer Committee.

12.13.3. Modifications to the Learning Agreement are possible in duly justified cases (i.e. where the change is required for reasons not attributable to the student).

12.13.4. If, for reasons beyond the student's control, information on the courses to be taken cannot be obtained before departure, the student must submit the required documents (Learning Agreement, descriptions of the relevant courses) to the Erasmus Coordinator within two weeks after departure (by e-mail or by post).

12.14. Miscellaneous and Final Provisions

12.14.1. A successful application does not automatically result in departure, as the College's Erasmus+ grant allocation is not known in advance and the original quotas may be adjusted.

12.14.2. In any given type of Erasmus+ grant programme, each student may participate for a maximum of 12 months per study cycle, regardless of whether they are awarded funding to cover their costs.

12.14.3. On matters not regulated herein, the regulatory acts of the European Commission, the National Erasmus+ Agency and other organisations participating in the programme, as well as the relevant provisions of the Dharma Gate Buddhist College Regulations, shall apply.

Budapest, 10 July 2025.

Gábor Karsai rector

