



UNIVERSITY OF PIRAEUS  
SCHOOL OF INFORMATION & COMMUNICATION TECHNOLOGIES  
DEPARTMENT OF DIGITAL SYSTEMS

Distance Learning Master of Science in  
**Advanced Cybersecurity Technologies and Governance**

**D5.2 Regulation of studies, internships, mobility, assignment  
preparation of the Distance Learning MSc  
“Advanced Cybersecurity Technologies and Governance”**

*D5.2b. Mobility of students and staff Regulation  
(ERASMUS+ & ERASMUS+ International)*

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### Acronyms

ERASMUS	European Region Action Scheme for the Mobility of University Students European Computer Driving Licence
M.Sc. / MSc	Master of Science
FEK	Government Gazette Issue
I.K.Υ. / IKY	State Scholarships Foundation
E.C.D.L. / ECDL	European Computer Driving Licence
ECTS	European Community Course Credit Transfer System
EU	European Union

## **1 Introduction**

The present “Mobility of Students and Staff Regulation (ERASMUS+ & ERASMUS+ International)” Regulation for the development and enhancement of distance learning M.Sc. “Advanced Cyber-security Technologies and Governance” (hereinafter “the M.Sc.”) was approved during the 6th Meeting of the Department’s Assembly on 29/01/2026, for the academic year 2025–2026.

The Regulation is documented in the following paragraphs.

## 2 Mobility of Students and Staff (ERASMUS+ and ERASMUS+ International Programme)

### 2.1 Article 1. Mobility for Studies

Through the ERASMUS+ programme, undergraduate and postgraduate students—as well as doctoral candidates—may complete part of their studies abroad. This can include core modules, elective courses not offered at their home institution, or all or part of their bachelor's, master's or doctoral thesis, in another EU country or, via ERASMUS+ International, elsewhere in the world.

Full details on ERASMUS+ student mobility are available from the Department's ERASMUS+ Coordinator, from the website of the Department and from the International Relations Office of the University of Piraeus: (<https://www.unipi.gr/en/international-relations-office/>).

#### 2.1.1 Basic participation terms for the ERASMUS+ programme

The University of Piraeus, under the ERASMUS+ Key Action 131 (Student Mobility for Studies), allows students of all study cycles to spend 2 to 12 months at a partner university in another EU member state to complete part of their degree programme. This opportunity is open to undergraduate and postgraduate students, as well as to doctoral candidates from every Department of the University.

Students who have already taken part in ERASMUS+ may participate again, either for a traineeship or for studies, provided that their **total mobility period does not exceed 12 months** within the same study cycle. The overall number of outgoing students is determined by the bilateral agreements that each Department has signed with foreign universities.

For students belonging to economically vulnerable groups or those with a severe disability, additional support measures are available through the State Scholarships Foundation (IKY); further information can be found on: [https://www.erasmus-plus.gr/wp-content/uploads/erasmus-programme-guide-v2.2025\\_en.pdf](https://www.erasmus-plus.gr/wp-content/uploads/erasmus-programme-guide-v2.2025_en.pdf).

On the website of the University of Piraeus International Relations Office (<https://www.unipi.gr/en/international-relations-office/>) and on the website of the Department of Digital Systems students can consult the list of bilateral agreements that their Department has signed with partner universities abroad.

The same webpages also publish -every March- the annual call for applications for the following academic year, together with the maximum number of students from each Department who may take part in the programme during that year.

##### 2.1.1.1 Student eligibility requirements for participation in the mobility programme

Students:

1. Should be **nationals** of a country that participates in the programme **or** be recognised as **refugees, stateless persons, or permanent residents** of Greece.
2. **May apply even if they are in their first year of studies during the academic year of the requested mobility.**

3. **Should not** have completed the minimum number of credits required for graduation; in other words, **there must still be a period of study** that can be substituted by studying at a foreign university during the academic year of the proposed mobility.
4. **If they belong to the category of students with disabilities and are tied in the ranking, they will take precedence in the selection process.**

For the full list of recognized disabilities, see Law No. 4186/2013 – FEK 193/A/17-09-2013. In addition to the illnesses listed there, all students who have a certified disability of **67 % or more**, whether due to a physical impairment or a mental health condition, are eligible to receive additional financial support, provided they hold a recent certificate from the competent primary health committee in their prefecture.

**Lower priority** is given to:

- Students whose country of origin is **not** Greece and apply to study in an institution located in their home country.
- Students who have **already** completed one ERASMUS+ mobility period (whether for studies or for a traineeship).
- Students who have withdrawn from the ERASMUS+ programme without stating a specific reason.

#### 2.1.1.2 Students' selection criteria

The general SELECTION CRITERIA for students wishing to undertake mobility at a partner institution abroad through ERASMUS+ are:

- **Academic performance** (grade-point average)
- **Foreign-language proficiency**, especially **in the working language of the host institution**
- **Motivation** for participating in the programme, with a written justification
- **Interview** with the Department's Academic Coordinator
- The student's **curriculum vitae**
- **Scientific publications** in a field related to the Department's subject area
- **Computer-usage skills**
- **Participation in seminars, conferences, workshops, etc.** relevant to the Department's discipline.

**To ensure that applications from candidates with different profiles can be compared fairly, a point-based scoring system will be applied as follows:**

#### SELECTION OF UNDERGRADUATE STUDENTS

No.	CRITERION	WEIGHTING
1	Knowledge of foreign languages, especially the language in which the courses to be attended at the host institution are taught.	30

2	The student's academic performance (grade-point average) at the time the application is submitted, with ranking based on a certificate from the Secretariat confirming the applicant's year of study.	45
3	Interview with the Academic Coordinator: the student's motivations for participating in the programme are assessed during this interview. Motivations that clearly support the successful completion of studies abroad or otherwise advance the student's academic progress are regarded as a positive factor.	25
	<b>TOTAL</b>	<b>100</b>

### SELECTION OF POSTGRADUATE STUDENTS

No.	CRITERION	WEIGHTING
1	Interview with the Academic Coordinator: the student's motivations for participating in the programme are assessed during this interview. Motivations that clearly support the successful completion of studies abroad or otherwise advance the student's academic progress are regarded as a positive factor.	30
2	Any scientific papers they may have published.	35
3	As an alternative -or complement- to taking courses, the option of undertaking all or part of the Master's Thesis is also assessed, provided that the student's supervising professor at the home institution gives explicit approval.	35
	<b>TOTAL</b>	<b>100</b>

## SELECTION OF Ph.D. CANDIDATES

No.	CRITERION	WEIGHTING
1	Interview with the Academic Coordinator: the student's motivations for participating in the programme are assessed during this interview. Motivations that clearly support the successful completion of studies abroad or otherwise advance the student's academic progress are regarded as a positive factor.	30
2	Any scientific papers they may have published.	35
3	The feasibility of pursuing the doctoral dissertation is evaluated, provided that the supervising professor at the home institution has given explicit approval.	35
	<b>ΣΥΝΟΛΟ</b>	<b>100</b>

The selection of each student must be justified in writing (in accordance with the guidelines of the European Union and the State Scholarships Foundation), accompanied by documentation showing how the stated criteria were applied, so that it is clear why one candidate was chosen over all the others.

**Specific weighting of criteria (case-by-case)**

### **FOREIGN LANGUAGES**

Language-proficiency level (Council of Europe Scale) - Points:

- A1: 5
- A2: 10
- B1: 15
- B2: 20
- C1: 25
- C2: 30

### **COMPUTER SKILLS**

- with an ECDL certificate: 5 points
- with certification contained in a degree issued by the Greek education system: 3 points
- with a certificate from a private provider: 2 points

#### **2.1.1.3 Selection of students**

After the Erasmus+ information day, organised by the University's International Relations Office, students who wish to go abroad for studies must submit—within the announced deadline—an application to their Department Secretariat. In that application they may list up to **three (3)** foreign universities in order of preference and attach the following documents:

- Application / Declaration of Participation
- Detailed academic transcript
- Language-proficiency certificates
- Curriculum vitae

The Secretariat forwards all applications to the Department's Erasmus+ **Academic Coordinators**, who conduct the interviews, evaluate the files and rank the candidates. With support from the Department's Erasmus+ officer, the Coordinators select the students **based on the three preferred universities and the published criteria**.

Selected students must inform the responsible faculty member **immediately** whether they accept the mobility offer, so that any vacancy can be reassigned at once to the first person on the waiting list.

The Secretariat then receives from the Academic Coordinator the official list of selected students, together with the host universities assigned for the next academic year and forwards this information to the International Relations Office for the necessary follow-up.

The International Relations Office proceeds to **nominate** the selected students to the respective partner universities abroad. Once nominated, students receive an e-mail of acceptance from the host institution.

Although each host university has its own procedure, it will typically ask for:

- **Registration:** For registration, the student must submit the **Application Form**, which may be in either paper or electronic format. Further instructions are available on the host university's website, because this procedure is handled exclusively by the host institution and can differ from one university to another.
- Learning agreement (before the Mobility)
- Detailed academic transcript
- **Accommodation arrangements:** The student must contact the host university to explore housing options. If dormitory rooms are available for incoming students, an **Accommodation Form** must also be submitted.

Selected students must file with the International Relations Office **all required documents at least 40 days before** the planned starting date of their mobility.

If, at any point during the preparation or the mobility period, a student decides to withdraw from the Erasmus+ programme, they must notify the International & Public Relations Office, the Academic Coordinator, the Department Secretariat **and** the host institution (if the nomination has already been made). Should a student have already received the first instalment of the grant, they will be required to return the entire amount immediately.

#### **2.1.1.4 Course recognition- before departure**

The ERASMUS+ study scheme provides for (and guarantees) the full academic recognition of the study period completed at the host university. Selected students, with the help of the Academic Coordinators, draw up their study programme; the Coordinators sign the **Learning Agreement**, which is then sent to the host institution so that the courses listed in it are formally recognized. The remaining steps, required actions and all related information are explained in detail on the International Relations Office's website ([International Relations Office - Πανεπιστήμιο Πειραιώς](#)).

The student's **Learning Agreement** must be approved—before departure—by the Academic Coordinator and/or, upon the student's request, by the Department's Assembly. A course will not be recognized only if: (a) it is not included in the Learning Agreement and (b) the student fails to pass it at the host university.

**Core courses** or **compulsory specialization courses** may be matched to courses abroad provided the home-course instructor has reviewed the host syllabus and submits a favourable recommendation to the Department's Assembly. All other courses chosen by the student will be recognized as **optional** courses of the Department of Digital Systems, provided that the student has achieved a passing mark.

The Learning Agreement can be amended while the student is on mobility if any of the originally selected courses is not offered.

To avoid delay in their studies, students are advised to earn the equivalent of **30 ECTS credits per semester** (or **20 ECTS per trimester**) in successfully completed courses.

#### **2.1.1.5 Course recognition-upon return**

The partner institution abroad (host university) sends the student's **transcript of records**, which lists the course titles, the grades obtained in the corresponding examinations at the host institution, and the ECTS credits earned.

The Department of Digital Systems Secretariat requires the following documents to recognize the courses: the **final Online Learning Agreement (both "Before the Mobility" and any "Changes to the OLA" if applicable)**, the **course-equivalence certificates**, and the **transcript of records** in either original paper form or an authorized, digitally-signed electronic version.

#### **2.1.1.6 Funding**

The student receives a grant whose amount depends on the destination country. Funding can be awarded for up to **12 months of mobility** during a single course of study, regardless of the number or type of mobility periods (studies or traineeship).

Within one study cycle, a student may undertake **only one study period** abroad, lasting up to 12 months.

At first, the student is paid **80% of the total grant**; the remaining **20%** is deposited after the student returns and only if all programme requirements have been met.

Full details on the funding rates and the procedure for submitting the required documents are provided on the International Office's website.

## **2.2 Article 2. Mobility for Traineeships**

### **2.2.1 Purpose of the Erasmus+ Traineeship**

The Erasmus+ traineeship gives students of the Department of Digital Systems the chance to gain hands-on experience in an international workplace in the fields of information technology and telecommunications, complementing, broadening, and applying the knowledge they acquire during their studies.

Further details are available on the International Office website.

#### **2.2.1.1 Participation requirements for the Erasmus+ traineeship**

Students may participate in Erasmus+ mobility (either for studies or for a traineeship) for up to 12 months in each cycle of study: 12 months at the undergraduate level, 12 months at the postgraduate level, and 12 months at the doctoral level. A single student can therefore receive grant funding totaling no more than 12 months per cycle, irrespective of how many separate mobility periods (study or traineeship) they undertake. Applications for an Erasmus+ traineeship may be submitted as early as the first year of studies.

Erasmus+ traineeships are also open to recent graduates during the first year after graduation, and the months spent abroad are counted against the same 12-month limit for the relevant study cycle. Students who wish to complete a traineeship after finishing their degree must file their mobility application during their final year of studies and before the degree is awarded. Both the application and the selection process for recent-graduate mobility must therefore be completed while the applicant still holds student status.

#### **2.2.1.2 Host organisations for Erasmus+ traineeships**

Eligible host organizations include any type of enterprise in the public, private, or social sector, regardless of size or line of activity. It is the responsibility of the student who wishes to undertake mobility to locate a suitable host. Further information can be found on the website of International Relations Office.

#### **2.2.1.3 Application procedure**

Once a student has found a host organisation in an eligible country and wishes to take part in an Erasmus+ traineeship, she/he must submit the following documents to the Department of Digital Systems Secretariat:

- **Expression-of-interest form for an Erasmus+ traineeship** (available from the Department Secretariat)
- **Official academic transcript**
- **Brief curriculum vitae**
- **Copies of language-proficiency certificates**
- **Letter of Acceptance** from the host organisation
- **Solemn declaration (Law 1599/86)** stating whether the student has previously taken part in Erasmus+ mobility and, if so, for how many months

Please note that a student who wishes to carry out an Erasmus+ traineeship **as a recent graduate must submit the application while she/he is still enrolled as a student.**

The deadline for submitting traineeship applications is announced by the International Relations Office.

#### 2.2.1.4 Evaluation Procedure

After all documents have been submitted, the application must be approved by the bodies designated by the Department (a **Traineeship Committee** comprising by **three faculty members** and the **Department's Assembly**).

The selection criteria for the traineeship are:

- Year of study
- Applicant's grade average (from the transcript)
- Relevance of the proposed traineeship to the student's field (as certified by the host)
- Added value for the student/trainee, as stated in the host's certification

No mobility will be recognized or funded unless the candidate has been formally approved by the Department. The decision is then forwarded to the International Relations Office.

#### 2.2.1.5 Before leaving the host organisation

Before departing from the host, the student must collect the following originals:

- the Training Agreement (Before – During – After), the Certificate of Arrival and the Certificate of Departure **in original hard-copy form**
- the Traineeship Report (Traineeship Certificate) **completed by the host organization**

Students already on mobility who wish to extend their stay must submit an **extension request** to the International Relations Office (for studies or traineeship) **no later than two (2) months** before the current mobility period ends.

#### 2.2.1.6 Submission of return documents

The documents that must be submitted to the Department of Digital Systems Secretariat are: **all parts of the Training Agreement** (Before, During, After) **and the Traineeship Report completed by the host organization, all in original form**, plus any additional items specified in the training agreement. The originals must be delivered **within thirty (30) calendar days after the mobility period ends.**

### 2.3 Article 3. Staff mobility for teaching

This activity enables teaching staff of the University of Piraeus to teach at partner higher-education institutions abroad with which the University has signed bilateral agreements. The teaching mobility may cover any subject area or academic field. Within the same framework, guest staff from enterprises abroad are likewise allowed to teach at Greek higher-education

institutions.

Details of the application procedure, eligibility conditions, funding, and the list of foreign institutions with which the University of Piraeus has bilateral agreements are published on the International Relations Office website ( [Staff Mobility – Program Countries - Πανεπιστήμιο Πειραιώς](#) )

#### **2.4 Article 4. Staff mobility for training**

Under the Erasmus+ programme, teaching and administrative staff of the University of Piraeus can undertake **training mobility**. This activity enables staff to take part in training events (excluding conferences) or job-shadowing at a partner institution (or any other relevant organisation abroad) in a programme country. Mobility may be carried out at foreign universities even when no bilateral agreement is in place.

Details of the application process, eligibility conditions and funding are published on the International Relations Office website ([Staff Mobility – Program Countries - Πανεπιστήμιο Πειραιώς](#)).

#### **2.5 Article 5. ERASMUS+ KA171 International Credit Mobility**

Erasmus+ allows student (study and traineeship) and staff mobility **to and from partner countries outside the EU**. The University of Piraeus has concluded agreements with higher-education institutions in these countries.

Participation procedures, eligibility conditions, host institutions, and funding are available at: <https://www.unipi.gr/en/international-relations-office/erasmus-2-2/international-credit-mobility/>.

#### **2.6 Article 6. Maintenance and amendment of the present Regulation**

This Mobility of Students and Staff Regulation was approved during the 6th Meeting of the Department's Assembly on 29/01/2026, for the academic year 2025–2026 and may be amended whenever necessary.