

ERASMUS+ PROGRAM QUALIFICATION CONDITIONS FOR PRACTICAL AND GRADUATE INTERNSHIPS

1. Basic prerequisites for carrying out a practical or graduate internship in the Erasmus+ program

- A student can carry out his/her practical/graduate internship at any eligible host organization located in one of the so-called Program Countries¹.
- The hosting organization can be any public or private organization active in the labour market or in the fields of education, vocational training, or youth (public or private company, public entity at local, regional, or national levels, professional association, trade union, research institute, foundation, NGO, institute, or educational centre etc.).
- Non-eligible organizations where internships cannot take place:
 - EU institutions and other EU bodies, including specialized agencies that have their own internship programs (http://europa.eu/european-union/about-eu/institutions-bodies_en);
 - Organizations managing EU programs (to avoid potential conflicts of interest and/or double funding, such as national agencies).
- The sending institution must hold the **Erasmus Charter for Higher Education**, granted by the European Commission.

2. Conditions for sending a student on a practical/graduate internship

- A student is eligible for an Erasmus+ practical internship if:
 - is duly enrolled in an accredited Bachelor's, Master's, or Doctoral study program at the sending institution;
 - is enrolled in at least the first year of university studies at the sending institution (applies only to bachelor's level studies);
 - is a citizen of any country but must be studying in the Czech Republic in an accredited study program;
 - is not registered as an exchange student at MENDELU on a study stay or traineeship;
 - is not enrolled at the sending institution under the Erasmus Mundus program.
- The student must be duly enrolled in his/her faculty for the entire duration of the internship abroad and cannot interrupt or terminate his/her studies at the sending institution before the end of the practical internship abroad (except for graduate internships).

¹ Program Countries:

- a) **EU member states:** Belgium, Bulgaria, Denmark, Estonia, Finland, France, Ireland, Italy, Cyprus, Lithuania, Latvia, Luxembourg, Hungary, Malta, Germany, the Netherlands, Poland, Portugal, Austria, Romania, Greece, Slovakia, Slovenia, Spain, Sweden
- b) **EEA Countries:** Iceland, Liechtenstein, Norway
- c) **Candidate countries:** Turkey, North Macedonia, Serbia

- A student is eligible for graduate internship if:
 - is a recent graduate of a Bachelor's, Master's, or Doctoral program at the sending institution, and do not plan to continue his/her studies in the field through which the internship is being carried out;
 - a graduate is considered a student from the day he/she pass the final exam, and the period from that day lasts for one year, during which the internship must start and finish;
 - the student must not be employed in the Czech Republic during the graduate internship.

3. Student selection

- The student must be selected through a transparent selection process, which organisation and conditions are determined by the sending institution.
- The selection process must be properly and publicly announced.
- A student who has already participated in the LLP/Erasmus or Erasmus+ program may have lower priority in the selection process. Similarly, a student who previously cancelled his/her binding nomination for a study or practical internship in the Erasmus+ program without a valid reason may also have lower priority.
- A student traveling to his/her home country has the lowest priority and is sent abroad as a "zero-grant student," meaning without financial support from the Erasmus+ program, as per the recommendations of national authorities.

4. Purpose and length of stay

- The purpose of the practical internship is education, and the internship must be a form of training or preparation for future employment.
- The purpose of the graduate internship is to prepare for future employment and gain experience in the field of study.
- Internships cannot be used for independent research activities, such as data collection for a thesis, writing scientific publications, consulting with experts, or independent scientific research. No financial support from Erasmus+ will be provided for such activities.
- The minimum length of the internship is 2 months (60 days), and the maximum length of the stay is 12 months (360 days) within one study cycle (Bachelor's, Master's, or Doctoral).
- Doctoral students and/or students of combined study programs and/or students with limited opportunities have the option to undertake a so-called short-term internship lasting a minimum of 5 days and a maximum of 30 days.
- Graduate internships can last between 2 to 12 months (the 12-month limit includes months spent on study periods or internships under the Erasmus+ program prior to the graduate internship). During this time, the internship must begin and end. Financial support from Erasmus+ is provided for only the first 2 months, and then the student is considered a zero-grant student.

For example: a student participated in a 6-month study stay during his/her Bachelor's studies under the LLP/Erasmus program. He/she is still in his/her Bachelor's program and nominated for another study stay or internship – this can therefore be a maximum of $12-6 = 6$ months. If the student was

already in a follow-up Master's program at the time of this nomination, he/she would be eligible for the full 12 months.

5. Financial Support

- Financial support from the Erasmus+ program is intended to cover part of the costs related to the practical/graduate internship and serves as a contribution towards the increased costs of staying abroad. The student is expected to contribute financially as well.
- Financial support is not guaranteed.
- The amount of financial support is published on MENDELU's website.
- The financial support is based on a fixed rate for every 30 days of stay.
- The financial support is calculated by considering the number of calendar days between the first and last day of stay (inclusive), multiplied by the fixed rate for each 30-day period according to the target country's rate. The result is rounded to the nearest whole number. **The standard 30E/360 method is used, meaning that in cases where the last day of the stay falls on the 31st day of the month, it is counted as the 30th day, except for stays that end on the last day of February, where the actual number of days (28 or 29 in leap years) is used.**
- Financial support cannot be used to cover costs that are already paid by other EU programs.
- Financial support, in addition to the aforementioned, can be combined with other sources of funding (e.g., from national authorities, MENDELU's budget, or the budgets of faculties and university components, etc.).
- The maximum length of time for which a student can receive financial support is 5 months. The student can request an extension of the internship duration during his/her stay, but without additional financial support from the Erasmus+ program, i.e., as a zero-grant student.
- The student will be required to immediately return a proportional part or the entire financial support if:
 - he/she shortens the internship duration **by more than 5 days**;
 - he/she does not fulfil the approved internship plan at the host institution;
 - he/she violates any other commitment arising from the participation agreement.
- The above does not apply if the student was prevented from meeting the conditions due to "force majeure," i.e., an unforeseeable and uncontrollable event or circumstance, which the student immediately reported to the sending institution and which did not occur due to his/her negligence or fault.

6. Student without Financial Support

- A student can participate in the Erasmus+ program without receiving financial support (zero-grant student). Such a student will be treated as a student in the Erasmus+ program without financial support, which entitles him/her to all the advantages of the program.

- For the zero-grant student, all rules from the participation agreement apply except for the financial support provisions.
- Even for a zero-grant student, the maximum length of the stay cannot be exceeded.

7. Payment Conditions

- Financial support is paid in one payment based on the calculated number of days (as described above).
- The financial support from the Erasmus+ program is paid to the student based on the so-called Participation Agreement, which the student must sign at the International Relations Office at the MENDELU Rectorate **before departing for the practical/graduate internship.**
- The financial support is transferred to the student's bank account **in euros via a bank transfer, which the student is required to have registered in the university's information system (UIS) before signing the participation agreement.**

8. Extending the Stay

- The practical internship can be extended if:
 - there is written consent from both the sending and hosting institutions regarding the extension, which is signed before the original internship ends;
 - the extension request is submitted to MENDELU's International Relations Office at least 1 month before the original internship ends;
 - the extension follows immediately after the original internship period;
 - an addendum to the participation agreement, concluded between the student and the sending institution, is prepared before the completion of the original practical internship;
 - the maximum duration of the practical/graduate internship is not exceeded, i.e., 12 months or the maximum duration that the student can still complete in the given study cycle, considering previous participation in LLP/Erasmus or Erasmus+ programs, or the duration of the academic year – whichever occurs first.
- Extending the internship does not automatically entitle the student to financial support for the extended period of the internship.

9. Repeat Participation in Erasmus+ program

- The following rules apply for a student's repeat mobility under the Erasmus+ program:
 - each student can go on a study stay and/or practical internship for a total duration of up to 12 months at each study level;

- previous mobilities (study stay and traineeships) are added together within the same study cycle, including mobilities carried out under the LLP Erasmus program.
- The previous provision applies to both mobilities with and without financial support.

10. Content Requirements for Mobility and Recognition of Credits

- The condition for a practical/graduate internship is not the conclusion of an interinstitutional agreement; however, the internship must be agreed upon and confirmed in advance, which is evidenced by a tripartite signed Learning Agreement for Traineeships (signed by the student, the host institution, and MENDELU).
- By signing the Learning Agreement for Traineeships, the faculty confirms that it agrees with the student's internship plan and that the content of the internship aligns with his/her field of study. It also confirms that the internship will be recognized upon the student's return and specifies how it will be recognized.
- If changes occur during the practical internship (in content, activities, or the coordinator), these changes must be approved by both the host and sending institutions (using the Changes to Traineeship Agreement form).
- The condition for the successful completion of the foreign practical internship is the successful completion and fulfilment of the activity plan approved in the Learning Agreement for Traineeships.

11. Fees

- The host institution may not require any tuition, registration, or administrative fees, or fees for the use of laboratories and libraries, etc., from a student accepted for a study stay under the Erasmus+ program.
- However, the host institution may request payment for minor expenses, such as insurance, membership in student organizations, or the use of materials (photocopies, laboratory products, etc.), according to the same rules that apply to local students.
- The sending institution may not require any fees for organizing or administering the student's practical/graduate internship.
- However, the sending institution may still require payment of tuition or fees for extended study or further study during the student's stay abroad, if such fees have been assigned to the student. The foreign practical internship does not entitle the student to exemption from these fees.