

QUALIFICATION REQUIREMENTS OF THE ERASMUS+ PROGRAMME FOR STUDY STAYS

1. Basic requirements for carrying out a study stay within the Erasmus+ programme:

- A student may undertake his/her study stay only at a partner higher education institution located in one of the programme countries¹ with which the sending institution has concluded an inter-institutional agreement.
- Financial support will be provided to a student who participates in a study stay in a country involved in the Erasmus+ programme, carried out on the basis of an inter-institutional agreement concluded between the sending and receiving institutions, for the purpose of carrying out the relevant eligible activities at the receiving institution.
- The sending institution must hold the **Erasmus Charter for Higher Education**, which is awarded by the European Commission.

2. Conditions for sending a student on a study stay:

- A student may participate in an Erasmus+ study stay if he/she:
 - is duly enrolled in an accredited bachelor's, master's, or doctoral study programme at the sending institution;
 - is enrolled in at least the first year of higher education studies at the sending institution (applies only to bachelor's level);
 - is a citizen of any country, but must be studying in the Czech Republic in an accredited study programme;
 - is not registered at MENDELU as an exchange student on a study or work placement;
 - is not enrolled at MENDELU under the Erasmus Mundus programme.
- The student must remain duly enrolled at the faculty through which the stay is organized for the entire duration of the study stay abroad; therefore, he/she may not interrupt or terminate his/her studies at the sending institution before completing the study stay abroad.
- The student may undertake a short-term study stay of 5–30 days within a so-called Blended Intensive Programme (BIP). BIPs are designed to allow students to participate in a short-term intensive study programme that includes both an online and a physical component. The International Relations Office (hereinafter "IRO") regularly informs students during the academic year about current BIP offers they can apply for.
- The student may not undertake a study stay in his/her current country of residence ("Country of Residence").
- A study stay in the student's country of origin ("Country of Origin") is carried out only as a so-called zero-grant mobility, i.e., without entitlement to a scholarship.
- A student may undertake a maximum of 12 months of Erasmus+ mobility (study stays and traineeships combined) within a given study cycle (bachelor's, master's, or doctoral).

¹ Programme 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

3. Student selection:

- The student must be selected through a transparent selection procedure, the organization and conditions of which are the responsibility of the sending institution.
- The selection procedure must be properly and publicly announced.
- A student who has previously participated in the LLP/Erasmus or Erasmus+ programme may be given lower priority in the selection process. Similarly, lower priority may be given to a student who previously cancelled his/her binding nomination for an Erasmus+ study stay or traineeship without a serious reason.
- A student going to his/her country of origin has the lowest priority and, in accordance with recommendations of national authorities, is sent abroad as a so-called zero-grant student, i.e., without entitlement to financial support from the Erasmus+ programme.

4. Purpose and duration of the stay:

- The student undertakes a study stay for educational purposes, i.e., for undergraduate or postgraduate studies, including the preparation of a bachelor's, master's, or doctoral thesis, leading to a recognized degree or qualification at the sending institution.
- The minimum duration of a study stay is 2 months (i.e., 60 days), and the maximum duration is 12 months (i.e., 360 days) within one study cycle (bachelor's, follow-up master's, or doctoral).
- The student may combine a study stay with a traineeship, provided it has been approved in advance; the study period and traineeship must directly follow each other; the total duration of the combined mobility (study stay and traineeship) is 2 to 12 months.

5. Financial Support:

- Erasmus+ financial support is intended to cover part of the costs related to the study stay and represents a contribution to the increased costs associated with staying abroad. Co-financing by the student is expected.
- Financial support is not an entitlement.
- The amount of financial support is published on the MENDEL.U website.
- The amount of financial support is determined according to a table of flat rates per each 30 days of stay.
- For the purpose of calculating the financial support, the number of calendar days between the first and last day of the stay (inclusive) is multiplied by the flat rate per 30 days according to the rate for the destination country. The result is arithmetically rounded to the nearest whole number. **The calculation follows the 30E/360 standard, i.e., if the end date falls on the 31st day of a month, it is counted as the 30th day, except for stays ending on the last day of February, where the actual number of days is used (28 or 29 in leap years).**
- Financial support may not be used to cover costs already funded by other EU actions/programmes.
- In addition to the above, financial support is compatible with other sources of funding (e.g.,

national authorities, MENDELU budget, faculties or other university units, etc.).

- The student will be required to immediately return a proportional part or the full amount of financial support if:
 - he/she shortens the duration of the study stay **by more than 5 days**;
 - he/she fails to obtain the required **minimum of 18 ECTS credits in specialized courses at the receiving institution**;
 - he/she breaches any other obligation arising from the participant's agreement.
- The above does not apply if the student was prevented from fulfilling the conditions due to "force majeure", i.e., a demonstrably unforeseeable and unavoidable event or circumstance that the student reported to the sending institution without delay and that did not arise from his/her negligence or fault.

6. Student without financial support:

- A student may also participate in an Erasmus+ study stay without being granted financial support, as a so-called zero-grant student. Such a student is entitled to Erasmus+ student status without financial support, which allows him/her to benefit from all programme advantages.
- For a student without financial support, all rules arising from the participant agreement apply, except for provisions concerning the amount and payment of financial support.
- Even as a zero-grant student, the maximum duration of the stay may not be exceeded.

7. Payment conditions:

- Financial support is paid for the given number of days according to the calculation (see above) in a single payment.
- Erasmus+ financial support is paid to the student on the basis of the so-called Participant's Agreement, which the student must sign at the International Relations Office at the Rectorate MENDELU (IRO) before departure for the study stay.
- The financial support is transferred to the student **via a cashless bank transfer to a bank account held in euros** with any bank in the Czech Republic or abroad, which **the student is required to have registered in the university information system (UIS) before signing the participant agreement.**

8. Extension of Study Stay:

- A study stay may be extended provided that:
 - there is written consent from both the receiving and sending institutions regarding the extension of the study stay (i.e., an application for extension of the study stays);
 - in the case of an extension with financial support, the application must be submitted to IRO by 30 October of the given academic year;
 - an application for extension without financial support may be submitted at any time before the end of the original study stay period;
 - an extension with financial support (shorter than a semester) is only possible for academic reasons (e.g., a longer examination period than originally expected, etc.);
 - the extension period directly follows the original study stay;

- an amendment to the participant's agreement between the student and the sending institution is concluded before the end of the original study stay;
- the maximum duration of the study stay is not exceeded, i.e., 12 months, or the maximum duration the student is still eligible for within the given study cycle considering previous participation in LLP/Erasmus or Erasmus+, or the duration of the given academic year is not exceeded – whichever occurs first.
- An extension of the study stay does not automatically entitle the student to funding for the extended period.

9. Repeated participation in the Erasmus+ programme:

- The following rules apply for repeated Erasmus+ mobility:
 - each student may undertake study stays and/or traineeships for a total duration of up to 12 months in each study cycle;
 - previous mobilities (both study and traineeships) are counted within the given study cycle, including mobilities carried out under the LLP Erasmus programme.
- The above provisions apply to both funded and zero-grant mobilities.

10. Content requirements of mobility and recognition of courses:

- The student carries out the study stay at a foreign institution on the basis of a tripartite approved study agreement, the so-called (Online) Learning Agreement - (O)LA, including any amendments (Changes to the Original (Online) Learning Agreement, hereinafter "Changes"), which is approved by the relevant Vice-Dean. It constitutes a binding tripartite agreement (university–student–partner university).
- The (O)LA must be concluded by all parties before the start of the study stay abroad.
- When selecting specific courses, the student must proceed in accordance with Erasmus+ programme requirements and propose in the study agreement the maximum possible number of courses that correspond in content to previously uncompleted compulsory and compulsory elective courses from the student's study plan.
- The student is further required to include in the study agreement specialized courses at the foreign institution amounting to a minimum of 18 ECTS credits out of the recommended 30 ECTS credits per semester.
- In addition to the mandatory minimum of 18 ECTS credits, the student may enrol in any other course that develops his/her competences, including a foreign language, if approved by the relevant Vice-Dean.
- An exception applies to doctoral students, who may state in the study agreement that the content of their stay abroad consists of research or work on part of their thesis and are not required to obtain the prescribed number of credits. In this case, the student and the responsible academic staff member at the receiving institution must agree on a written plan of the research activity. Additionally, doctoral students must obtain the consent of their supervisor and follow faculty guidelines (e.g., the requirement to enrol in at least one course).
- In the case of short-term intensive programmes (BIP), the minimum requirement is 3 ECTS

credits.

- By signing the (Online) Learning Agreement, the faculty confirms its approval of the study agreement content and guarantees full recognition of courses in accordance with the approved agreement, provided they are successfully completed.
- If changes occur during the study stay, these must be approved by both the receiving and sending institutions (using the Changes to Learning Agreement form).
- A condition for the successful completion of the study stay abroad is the successful completion of specialized courses worth at least 18 ECTS credits approved in the (Online) Learning Agreement or in the Changes to the (Online) Learning Agreement.

11. Fees:

- The receiving institution may not charge a student accepted for an Erasmus+ study stay any tuition fees, registration or administrative fees, or fees for the use of laboratories and libraries, etc.
- However, the receiving institution may require payment of minor expenses, such as insurance, membership in student organizations, or the use of materials (e.g., photocopies, laboratory supplies), under the same conditions as for local students.
- The sending institution may not charge the outgoing student any fees for organizing or administering the study stay.
- However, the sending institution may, even during the student's stay abroad, require payment of tuition fees or fees related to extended duration of study/additional studies if such fees have been imposed on the student; participation in a study stay abroad does not entitle the student to exemption from these fees.