

Methodological Sheet No. 3 – Erasmus+ Incoming Students

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1. Basic Information

The Erasmus+ program focuses on higher education, cooperation between higher education institutions, vocational education at the university level, and collaboration between universities and businesses. The program is primarily intended for students, teachers, and staff of higher education institutions, but also for trainees from businesses and other entities. Mendel University in Brno participates in the Erasmus+ program based on grant agreements with the National Agency, following its commitments outlined in the Erasmus+ Charter for Higher Education (ECHE) and the rules provided in the Erasmus+ Programme Guide.

The Erasmus+ program includes three key actions: KA1 – Mobility of Individuals, KA2 – Cooperation for Innovation and the Exchange of Good Practices, KA3. This methodological sheet focuses on Key Action KA131 (the so-called "European Erasmus+"), specifically on the agenda of incoming students for study stays and internships.

2. Study Stays

2.1. Applications and Nominations

2.1.1. Course Catalogue

- The respective Vice-Deans are responsible for publishing the list of courses for incoming students in the UIS (study plan Z-EXC) by 28 February 20XX (for the winter semester of the following academic year) and by 31 July 20XX (for the summer semester of the following academic year). The above also applies to the Centre of Sports Activities.
- These dates are part of the academic year schedule. The faculty is responsible for the information provided in the course catalogue.
- Faculty coordinators of international offices (hereinafter referred to as "faculty coordinators") inform the coordinator for incoming students at the Rectorate's International Relations Office (hereinafter referred to as "IRO") and, before the beginning of the semester, i.e., by 28 February and 31 July, send an updated list of courses for international students.
- The responsible person at IRO updates the list of courses on the IRO website.

2.1.2. Nominations

- The coordinator for incoming students at IRO (hereinafter referred to as the "IRO coordinator") informs the responsible staff member of the IT Department in February and July about the opening date of the online nominations and provides the data for the Letter of Acceptance.

- On 1 March and 1 August, the IRO coordinator sends an email to all international coordinators at partner institutions within the Erasmus+ programme informing them that the online nomination system has been launched. Login credentials are sent to the coordinators automatically.
- The nomination deadlines are 15 May for the winter semester and 15 November for the summer semester (for students requiring a visa, the recommended deadline is already 15 October).
- The coordinator of the partner institution nominates students through the University Information System (hereinafter referred to as “UIS”) (is.mendelu.cz); in exceptional cases, the nomination may be completed by the IRO coordinator.

2.1.3. (Online) Learning Agreement

- After the online nomination by the foreign university, the incoming international student prepares an Online Learning Agreement (hereinafter referred to as “OLA”). International students primarily submit the OLA through the EWP (Erasmus Without Paper) network. MENDELU receives OLAs in its in-house system through the UIS and administers them in the application “Foreign Study Plans (Learning Agreements)”.
- In cases where the foreign university is not connected to the EWP system and concludes the Learning Agreement (hereinafter referred to as “LA”) outside the EWP network, the student/foreign coordinator must send the Learning Agreement form (in PDF format) by email to the IRO coordinator.
- The (O)LA is normally signed first by the student and the foreign institution; only afterwards it is approved by MENDELU.
- The (O)LA must be approved by all faculties at which the student has selected courses. The IRO coordinator shares a table containing the names of nominated students. Faculty coordinators have access to the (O)LA and, after the student’s study plan has been approved by the relevant Vice-Dean, they indicate the approval in the table for the respective faculty by entering the date, so that the IRO coordinator knows that the OLA has been approved.
- The IRO coordinator carries out the final approval of the (O)LA on behalf of MENDELU, either in the Foreign Study Plans (Learning Agreements) application in UIS in the case of an OLA, or by sending the student the LA approved by MENDELU (in PDF format) by email.
- The student should submit the (O)LA by 25 May for the winter semester and by 25 November for the summer semester. In exceptional cases, the IRO coordinator may approve the (O)LA without prior confirmation by the relevant faculties, with a note that, if necessary, the student will later have to prepare and obtain approval for a change to the study plan, i.e., Changes to the (O)LA, after arrival at MENDELU. However, the faculties will confirm the (O)LA in the shared table or enter any requested changes to the (O)LA at the earliest possible date.
- A student whose (O)LA has been signed is accepted into the MENDELU UIS by the IRO coordinator, and a Letter of Acceptance (LoA) is generated and stored in the student’s UIS repository for download by the student or the foreign coordinator.
- Every accepted student receives informative emails containing his/her username and password for access to UIS, together with detailed information about his/her stay.

- After acceptance, students are informed about the necessity of booking accommodation (accommodation can only be booked after the student has been officially accepted).
- Visa documents are sent, where possible, simultaneously for all students from the same university (even if the students are nominated through different programmes – coordination between the responsible IRO coordinators is required).
- The student is informed by the IRO coordinator about the importance of arranging travel insurance for the entire duration of the stay – this particularly concerns visa students.
- The tripartite-approved (O)LA of the incoming international student is administered in UIS as follows: upon acceptance, the student's study record is created in UIS, and during the course registration period the faculty coordinator registers the courses from the (O)LA for the incoming student in UIS (typically in June and December).

2.2. Student Services

2.2.1. Welcome Week

- Welcome Week is organised by IRO in cooperation with ESN (Erasmus Student Network) MENDEL.U. It is subject to a fee, and students must register within the announced deadline (usually by the end of July for students arriving in the winter semester, or at the beginning of January for students arriving in the summer semester).
- The aim of Welcome Week is to introduce students to Czech culture and familiarise them with the university. It includes a welcome meeting, meetings with faculty coordinators, trips around the Brno region, and introductory Czech language lessons.
- Students are informed by email, usually within the Welcome Information package, about the possibility of participating in Welcome Week and the registration conditions.
- Registration and payment are carried out through the IRO [Welcome Week website](#).

2.2.2. Buddy Programme

- In cooperation with ESN, students are offered the Buddy Programme.
- Through an online platform, students may apply to be assigned a “buddy”, i.e., a student who will accompany them during their first days and assist them throughout the semester.

2.2.3. Czech Language Studies

- Incoming international students may enrol in the elective course Czech Language for Foreign Students (course code Z-CL).
- Students register for the course in UIS according to the instructions of the IRO coordinator, who enters the final grade into UIS after the course has been completed.
- Upon successful completion, the student receives 3 ECTS credits, and the final grade is included in the final Transcript of Records.

2.3. Administration During the Mobility

- The IRO coordinator records in UIS the date of the student's first day of presence at the university (the earliest possible date is the start date of Welcome Week). The first working day of the student's stay is always recorded if it differs from the start date of classes.

- For students who do not arrive, the IRO coordinator, with the assistance of the relevant IT Department employee, arranges for the student's study record in UIS to be cancelled no later than 31 October (winter semester) or 31 March (summer semester).
- The student arranges his/her ISIC card (or student ID card) with the relevant IRO coordinator; during the study period, this serves as proof of his/her status as an exchange student.

2.3.1. Changes to the (online) Learning Agreement

- An international student may change his/her selected courses within 14 days from the beginning of classes at MENDELU. From the 15th to the 30th day, the student may make changes only on the condition that he/she provides written consent from the lecturers whose courses are affected by the change.
- During the requested changes to course registrations and when checking the Changes to the (O)LA, faculty coordinators also monitor whether the proportion of courses registered at the faculty where the student is primarily enrolled is at least equal to (if not greater than) the proportion of courses registered at other MENDELU faculties.
- The student makes changes to the OLA through the EWP network. The IRO coordinator forwards the Changes to the OLA to the relevant faculties for comments and/or approval by the respective Vice-Deans in a similar manner as for the original OLA. If the faculties approve the changes, the IRO coordinator approves the Changes to the OLA in the "Foreign Study Plans (Learning Agreements)" application in UIS. If the student's home university is not connected to the EWP network, the student completes a paper form for the Changes to the LA and, after obtaining the signature of the foreign coordinator at the home university, sends the Changes to the LA to the IRO coordinator. The IRO coordinator then submits the Changes to the LA to the faculty coordinator, who arranges approval by the relevant Vice-Dean and subsequently forwards the Changes to the LA to the IRO coordinator for final approval.
- If the Changes to the OLA are submitted through the EWP network, the IRO coordinator, after approval by the relevant faculties, sends the approved Changes to the OLA to the student's home university through the "Foreign Study Plans (Learning Agreements)" application in UIS. If the Changes to the LA are handled outside the EWP network, the IRO coordinator sends the approved Changes to the LA to the student by email.
- The faculty coordinator is responsible for the accuracy of the information and for ensuring consistency between the selected courses in the (O)LA or Changes and all courses registered in UIS.

2.3.2. Extension of the Mobility Period

- Students may, if permitted by their sending institution, apply for an extension of their study stay from the winter semester to the full academic year.
- Applications for an extension may be submitted until 15 November of the respective year.
- The student usually submits the completed Application for Extension of Erasmus+ Study Period form, or a similar form required by the home university, together with a completed and approved Learning Agreement for the following semester, to the faculty coordinator, who forwards the request for approval to the relevant Vice-Dean. The faculty coordinator then sends the approved forms to IRO. If the home university is connected to the EWP network, the student completes the Changes to the OLA (or, where applicable, a new OLA)

in EWP, and the IRO coordinator forwards it to the relevant faculty (or faculties) for approval. The procedure then continues as described above.

- If the student's home university is not connected to the EWP network, the student completes a paper form for the Changes to the LA (or, where applicable, a new LA) and proceeds in the same manner as described above.

2.4. Administration at the End of the Mobility

2.4.1. Confirmation of the Study Period

- The student is required to inform the IRO coordinator about the date of his/her departure.
- Before departure, the student is required to visit the IRO coordinator, no earlier than five days before the planned departure date, in order to obtain the Confirmation of Study Period.
- If the student is unable to appear in person, he/she must contact the IRO coordinator and specify the departure date before leaving. If the student fails to do so, the coordinator considers the record of students' dormitories, or information provided by another accommodation provider, to be the authoritative source regarding the departure date.
- The IRO coordinator issues the Confirmation of Study Period, which states the dates of the student's study period at the university (date of arrival and date of departure). At the earliest, the arrival date may be the first day of Welcome Week (if the student participates), and at the latest, the departure date may be the final date stated in the Letter of Acceptance.

2.4.2. Transcript of Records

- At the end of the teaching period, the IRO coordinator informs students how to generate their Transcript of Records (ToR) from UIS once all study results have been recorded in the system. The ToR lists all courses studied by the student at the university, including grades and ECTS credits, and contains a QR code enabling verification of the document directly in UIS.
- The IRO coordinator issues the ToR after all study results have been entered by the lecturers, exclusively upon request of the student or a representative of the partner university.
- The course coordinator is responsible for recording the course completion result in UIS within 7 calendar days after the completion of the course, but no later than the end of the examination period of the respective semester, including in cases of unsuccessful course completion.
- The following classifications are considered unsuccessful course results: "failed", "not credited", "did not attend", or "unsuccessfully completed" (in the case of Center of Sport Activities courses).
- For more information on course assessment, see the Study and Examination Regulations of Mendel University in Brno, effective from 14 February 2026.

3. Traineeships

- International students may complete a traineeship at the university; if interested, they should contact the faculty coordinator of the international office.
- The decision on whether to accept or reject a trainee is within the competence of the faculty.

- Subsequently, the faculty coordinator sends the student a Letter of Acceptance and informs him/her about the conditions of the mobility, his/her obligation to arrange travel and health insurance for the entire duration of the stay, and the necessity of booking accommodation for the traineeship period.
- The Traineeship Agreement (TA) is approved by the traineeship supervisor.
- The IRO coordinator informs the faculty coordinator about activities for incoming students.
- Students from foreign institutions arriving for a traineeship at the university follow the instructions of the traineeship supervisor.
- The traineeship supervisor oversees the course of the traineeship.
- The faculty coordinator is responsible for the administrative processes related to the student traineeship (creation of the study record in UIS, ISIC card issuance, and termination of the study record in UIS). Furthermore, they must record the student's stay in the online Excel table "Incoming International Guests".
- After completion of the traineeship, the relevant Vice-Dean signs the student's Traineeship Certificate at the request of the traineeship supervisor.

4. Contact Details

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