

## Methodological Sheet No. 2 – Erasmus+ Outgoing Students

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1. Basic Information
  - 1.1. Conditions for Study Stays
  - 1.2. Conditions for Practical Internship
    - 1.2.1. Specifics of Graduate Internship
2. Selection Process
  - 2.1. Selection Process for Study Stays
  - 2.2. Selection Process for BIP
  - 2.3. Selection Process for Practical Internship
3. Nomination for Study Stay
4. Learning/Traineeship Agreement
  - 4.1. Study Stay
    - 4.1.1. Online Learning Agreement (OLA), Learning Agreement (LA)
    - 4.1.2. Changes to Learning Agreement (Changes to OLA/LA)
  - 4.2. Practical Internship
    - 4.2.1. Traineeship Agreement (TA)

#### 4.2.2. Changes to TA

### 5. Administration Before Mobility

#### 5.1. Study Stay

#### 5.2. Practical Internship

### 6. Administration During Mobility

#### 6.1. Extension of Study Stay

#### 6.2. Extension of Practical Internship

### 7. Administration After Mobility

#### 7.1. Completion of Study Stay

#### 7.2. Methodology of Recognition of Erasmus+ Study Stay

#### 7.3. Completion of Practical Internship

### 8. Contact Details

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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 outgoing students for study stays and internships.

### **1.1. Conditions for Study Stays**

- The student must be enrolled in at least the 1st year of a bachelor's degree or any year of a follow-up master's or doctoral study program at MENDELU – full-time or part-time study.
- The student must apply in the regular or exceptional selection process (hereafter referred to as "SP") and succeed in the given process.
- A study stay can only be realized based on valid interinstitutional agreements (hereafter referred to as "IIA") signed between the university and the foreign institution. The student must be duly enrolled at the faculty through which the stay is realized for the entire duration of the stay.
- The student is obligated to fulfil his/her academic obligations during the stay, according to the Study and Examination Regulations.
- The duration of the study stay is at least 2 months (60 days) and a maximum of 12 months (360 days) within one study cycle.
- The student may undertake a short-term study stay lasting 5-30 days as part of a Blended Intensive Programme (BIP). BIPs are designed to allow students to participate in a short, intensive study program that includes both online and physical components. International Relations Office (hereafter referred to as "IRO") regularly informs students during the academic year about the current BIP offers they can apply for.
- The student may not pursue study stay in the country of residence.
- Study in the student's country of origin is only allowed as a "Zero Grant," meaning no stipend is provided.
- The program is not available for students who came to the Czech Republic to study under the Erasmus Mundus program.
- The student may undertake a maximum of 12 months of Erasmus+ mobility (study stays and internships combined) in the same level of study (bachelor's, master's, or doctoral).
- The faculty has the right not to include the student in the selection process based on his/her previous academic performance, approach to study, and behaviour. If the relevant vice-dean decides not to include the student in the selection procedure, the student will be informed by the faculty's international relations coordinator (referred to as "faculty coordinator"). This decision does not affect future selection processes.

### **1.2. Conditions for Practical Internship**

- The student must be enrolled in at least the 1st year of a bachelor's degree or any year of a follow-up master's or doctoral study program at MENDELU – full-time or part-time study. The practical internship can also be completed after graduation as a "graduate internship."
- The student must apply in the regular selection process and succeed in the process.
- Applicants for a graduate internship must successfully pass the selection process, have a signed Traineeship Agreement (TA), and have the required insurance arranged before completing their final state exams.
- The student must be enrolled at the faculty through which the internship is carried out during the entire stay. This condition does not apply to graduate internships.
- The duration of the practical internship is at least 2 months (60 days) and a maximum of 12 months (360 days) within one study cycle.

- Doctoral students and students with fewer opportunities may also undertake a short-term internship lasting at least 5 and at most 30 days. If interested in a short-term internship, a "Short-Term Internship Application" must be completed, which will be assessed by the vice-dean for international affairs and the Erasmus+ Institutional Coordinator.
- A short-term doctoral internship can only be completed once per study period. Participation in long-term internships does not affect the possibility of participating in a short-term internship.
- Students must work full-time at the foreign organization (as is the norm in the country where the host organization is based).
- The practical internship may not be completed in the student's country of residence.
- The conclusion of an IIA is not required for a practical internship, but the internship must be agreed upon and confirmed in advance, as evidenced by a tripartite signed TA.
- Foreign organizations, for the purpose of Erasmus+ practical/graduate internships, are any organization with legal entity status in a program country whose activities are related to the student's field of study or specialization, and which accepts the student for work practice and guarantees its expertise.
- Receiving organization can be any public or private entity active in the labour market or in the field of education, vocational training, or youth (public or private enterprises, public entities at the local, regional, or national level, professional associations, trade unions, research institutes, foundations, non-governmental organizations, educational and training centres, etc.).
- According to the rules of the Erasmus+ program, practical internships cannot take place in unauthorized organizations (EU institutions and other EU bodies, including specialized agencies).
- The selection of the foreign organization that meets the above requirements and the arrangement of the internship is the student's responsibility.
- The internship period specified in the application and acceptance letter is binding. This period may be changed prior to the start of the mobility. However, the traineeship dates must be final and binding in the Traineeship Agreement at the latest. If the dates change even after the Traineeship Agreement has been concluded, a new Traineeship Agreement must be issued. The student is obliged to inform both the IRO coordinator and the faculty coordinator of any changes to the traineeship period.
- To successfully complete the foreign practical internship, the student must fulfil the activities outlined in the approved TA.
- The program is not intended for students who have arrived in the Czech Republic under the Erasmus Mundus program.
- The student may undertake a maximum of 12 months of Erasmus+ mobility (study stays and internships combined) in the same level of study (bachelor's, master's, or doctoral).

### 1.2.1. Specifics of Graduate Internship

- Applicants for a graduate internship must be selected in their final year of study and must have a signed TA, the required insurance, and the internship entered into the university's information system (UIS) before completing their final state exams.

- Administrative regulations do not apply to graduate internships that are not recognized as part of the student's studies (i.e., it is not necessary to create a student departure file and manage documents under a reference number).
- The mobility must be carried out and completed within one year of the student's graduation and within the academic year in which the internship is administratively processed unless the National Agency (DZS) specifies otherwise.
- Graduate internships can only be undertaken by students who have successfully completed their studies and do not intend to continue in further studies. This is confirmed by a written declaration at the signing of the Participant's Agreement.
- Graduate internships may last from 2 to 12 months, but the duration of any previous Erasmus stay (study or internship) in the prior study cycle is deducted from this period.
- The student will receive Erasmus+ financial support for exactly two months. If the internship lasts longer than two months, this additional period is considered a zero-grant period.

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## 2. Selection Process

### 2.1. Selection Process for Study Stays

- The selection process for Erasmus+ study stays is announced by the institutional coordinator (IC), who is responsible for its promotion. Unless otherwise decided by the IC, the regular process takes place in December/January. If sufficient financial resources are available from the National Agency (DZS), an additional selection procedure may be announced, usually at the end of the spring/beginning of the winter semester. The selection procedure dates are part of the academic year schedule.
- Students are informed about the selection process by a mass email.
- The IC may announce an exceptional selection procedure with the same selection criteria in a different period than mentioned above.
- The selection process is open to all students at the university; it is transparent and based on equal opportunities and non-discrimination.
- Faculty coordinators inform students about study stays at partner foreign institutions (type of study, language of instruction, number of available places, etc.).
- The student is required to check the conditions and deadlines for submitting applications to the selected foreign partner institution.
- The specific choice of foreign institution must correspond to the student's study program and language skills.
- Students selected in the selection process are nominated for the winter or spring semester (based on the student's preference in the application) of the following academic year.
- Students are not nominated for the entire academic year. If they wish to extend their stay by a semester (i.e., for the full academic year), they must submit a request to IRO for an extension of the stay. The IC will evaluate the request based on available financial resources and the faculty's recommendation.
- Students selected in an additional selection process are nominated for the spring semester of the following academic year.

- A language exam in the study language (as per the application and IIA) organized by IRO is a mandatory part of the selection process. A previously taken exam can be recognized for up to 1 year from the date of the exam. Students must apply for recognition of the exam in accordance with the instructions of the relevant IRO coordinator. Native speakers are exempt from taking the exam if they provide the appropriate documentation. For stays in Slovakia, where the language of instruction is Slovak, no language exam is required.
- The language exam is not required for students who submit to the IRO coordinator one of the language certificates listed in the annex to this methodological sheet. In such a case, the student will receive the maximum number of points from the language exam.
- The student submits an electronic application to the selection process in UIS during the given term. Applications are recorded and processed by the faculty coordinators.
- If the student applies for multiple mobility programs within the same selection process, the faculty coordinator will ask the student to prioritize his/her applications. If the student is successful with more than one application, only one mobility will be assigned based on the given priority.
- The student can earn a maximum of 105 points in the selection process.
- Selection criteria:
  - Language exam organized by IRO.
    1. Faculty coordinators will provide the relevant IRO coordinator with a list of students applying for the selection process, sorted by their selected study language(s) according to the application. The list will contain students' university email addresses.
    2. Information about registering for the language exam will be provided to students by the relevant IRO coordinator well in advance via a mass email and by creating an MS Teams group.
    3. The exam consists of a written part in UIS and an oral interview in MS Teams. Doctoral students only take the oral interview.
    4. The student who has applied to institutions with multiple languages (maximum of two) will take the exam in both of these languages.
    5. The registration for the written part of the exam is done via the Erasmus+ English subject (the same subject for all examined languages).
    6. The oral part registration is done through the Bookings application.
    7. To pass successfully the language exam, the student must demonstrate knowledge of the study language at least at the B2 level.
    8. The exam is evaluated as follows:
      - a. Written part – maximum 20 points, with at least 12 points required to pass.
      - b. Oral part – maximum 10 points, with at least 6 points required to pass.
      - c. Oral part for doctoral students – maximum 30 points, with at least 18 points required to pass.
    9. If the student does not attend any part of the exam without a valid excuse, he/she will be disqualified from the selection process.
    10. The student who successfully passes the language exam will receive a certificate via UIS, which is valid for one year. This certificate can be used as confirmation of language proficiency for the receiving institution or for future selection processes.

11. The language exam results will be shared by the responsible OMVI coordinator with the faculty coordinators. The faculty coordinator will enter the results into UIS.
- The student's study results – students will be assigned points in UIS according to their study average based on the standard deviation from the median of the given study program at the faculty (maximum of 30 points). Points are assigned on the last day of the ongoing selection process, not on the day the application was submitted. The faculty coordinator is responsible for awarding these points. The faculty coordinator will generate the current study average in UIS (“generate variables in the application”).
  - The appropriate selection of courses (Learning Agreement Proposal) in accordance with the graduate profile of the study program - Erasmus+ faculty coordinator, who is the vice-dean of the faculty authorized by the dean to manage the Erasmus+ program; (hereinafter referred to as the "relevant vice-dean," which also includes the relevant authorized employee of the institute) will add points for the relevance of the courses the student will study at the foreign institution, related to the student's study program (maximum of 10 points), which the foreign affairs coordinator of the faculty and institute will enter into the UIS.
  - The student's previous mobility:
    - first mobility (the student has not completed a mobility longer than 14 days in any study cycle at MENDELU) – 10 points,
    - first mobility within one study cycle (the student has not completed any mobility longer than 14 days in his/her current study cycle at MENDELU, but he/she did in a previous cycle) – 5 points,
    - repeated mobility (the student has completed mobility both in his/her current and previous study cycles at MENDELU) – 0 points.
  - Faculty statement regarding the student's involvement in activities organized by the faculty, student associations, last chance to travel abroad, withdrawal or extension of studies, etc. (max. 10 points).
  - Participation in the Buddy system and activity in the Erasmus Student Network (ESN) – points for participation in the Buddy system (maximum of 10 points) will be provided upon request by the ESN president. The IRO coordinator shares the points with the faculty coordinators. The faculty coordinator will enter the points into UIS.
  - Selection of an institution within the HEROES European University Alliance:
    - HEROES institution in 1st place – 5 points,
    - HEROES institution in 2nd place – 3 points,
    - HEROES institution in 3rd place – 1 point,
    - HEROES institution in 4th place – 0 points.
  - Results of the selection process:
    - The application in UIS will evaluate the results.
    - The list of students will be completed by the relevant vice-dean with a recommendation for the mobility, and the faculty coordinator will assign the students to the foreign university. Even if the student successfully passes the selection process, if there are doubts from the faculty or IRO, the student may not be recommended for the given institution and will be assigned another suitable institution from his/her selection.
    - All university students will be ranked according to the results achieved in the selection process. The number of places supported by grants will be distributed by the IC among individual faculties proportionally according to the number of students at the

faculty/institute and the number of applicants recommended for a study stay abroad at each faculty and institute

- Faculty coordinators will inform all students from their faculty who applied to the selection process about whether they were assigned a mobility, were selected as alternates, or did not succeed in the process.
- The final decision and responsibility for selecting individual applicants lies with the faculties. They are also responsible for answering any questions from unsuccessful applicants.
- The results of the selection process will be announced to the students via UIS at the time specified in the academic year schedule.

## 2.2. Selection Process for BIP

- The selection process for BIPs is announced during the academic year.
- Students apply to the selection process for a specific BIP.
- IRO informs students about the BIP selection process through its website and social media.
- The student applies to the selection process via the online application posted on the IRO website.
- Selection criteria for BIPs:
  - Motivation letter in English – maximum 10 points (evaluated by IRO).
  - Whether it is the student's first mobility abroad longer than 14 days – maximum 3 points (evaluated by IRO):
    - first mobility (the student has not completed a mobility longer than 14 days in any study cycle at MENDELU) – 3 points,
    - first mobility within one study cycle (the student has not completed any mobility longer than 14 days in his/her current study cycle at MENDELU, but he/she did in a previous cycle) – 1 point,
    - repeated mobility (the student has completed mobility both in his/her current and previous study cycles at MENDELU) - 0 points.
  - Relevance of the BIP content in relation to the student's study program – maximum 7 points (evaluated by the faculty).
  - English language exam (oral interview) – maximum 10 points (evaluated by IRO).
- The language exam is not required for students who submit to the IRO coordinator one of the language certificates listed in the annex to this methodological sheet. In such a case, the student will receive the maximum number of points from the language exam.
- The language exam is also not required for students who have undergone a language exam once within the last 12 months, whether as part of a selection process for study stays, traineeships, or another BIP. In such a case, they will receive the same number of points as in their previous oral language exam.
- Results of the selection process:
  - Students will be informed of the results by the IRO coordinator.
  - The IRO coordinator will inform students about the next steps.

### 2.3. Selection Process for Practical Internship

- The selection process for Erasmus+ practical internships for students and recent graduates is held twice a year: from September to October for internships starting from January 1st, and from February to March for internships starting from May 1st. The dates for the regular selection process are part of the academic year schedule.
- Students are informed about the date and conditions of the selection process via a mass email sent by IRO and also on the IRO website.
- Faculty coordinators are informed about the number of internship/graduate internship spots available for the academic year for their faculty. The number of spots supported by grants is distributed by the IC among the individual faculties based on the number of students at the faculty/institute and the number of applicants for internships abroad from each faculty.
- Faculty coordinators inform students about the conditions for applying for the internships. Information is posted on the faculty's website.
- Students apply for the selection process via the Contact Centre application in UIS. Students fill out the application online, including submitting attachments. The relevant IRO coordinator comments on the application in the Contact Centre and forwards it to the faculty coordinator for comment.
- After the selection process closes, the faculty coordinators process the list of applicants by selected foreign language. This list is then submitted to the IRO coordinator.
- The student can earn a maximum of 50 points in the selection process.
- Selection criteria for practical internships:
  - Selection of the organization and relevance of the internship to the student's field of study in line with the graduate profile of the study program – maximum 20 points.
  - The benefit of the internship for further education and professional development of the student, and relevance of the internship content – maximum 20 points.
  - The student's involvement in activities organized by the faculty, student clubs, last opportunity for mobility, withdrawal, or extension of studies, etc. – maximum 10 points
  - The faculty coordinator will add the points to the table of applicants for the selection process.
  - In the case of a tie in points, students who have not yet completed mandatory practice will be given priority.
  - Participants who successfully pass the selection process must take a language exam in the language they specified in the application as the main working language. The exam is at the B2 level and is conducted as an oral interview – maximum 10 points, with at least 6 points required to pass.
    - The language exam is not required for students who submit to the IRO coordinator one of the language certificates listed in the annex to this methodological sheet. In such a case, the student will receive the maximum number of points from the language exam.
    - The language exam is also not required for students who have undergone a language exam once within the last 12 months, whether as part of a selection process for study stays, traineeships, or a BIP. In such a case, they will receive the same number of points as in their previous oral language exam.
- Results of the selection process:
  - A list of students with their email addresses, assigned destination, internship period, and assigned points is prepared, ranked in descending order based on the points achieved in

the selection process. The vice-dean will add a recommendation for mobility and then hand it over to the IRO coordinator by the deadline set by the IC.

- A student who is not recommended by the faculty for the mobility cannot participate in the mobility during that period.
- The results of the selection process will be published by the faculty coordinators in the usual manner at the faculty.
- The final decision and responsibility for selecting applicants, including the approval of individual internship providers, lie with the faculties.
- The faculties are also responsible for addressing any queries from unsuccessful applicants.

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### 3. Nomination for Study Stay

- The IRO coordinator nominates students to foreign partner institutions according to the nomination deadlines at those universities. The IRO coordinator will find out how to nominate a given university from the Factsheets received, informational emails, or the university's website. The method and deadlines for nominations must be updated each period.
- In the case of BIPs, the BIP coordinator at IRO is responsible for nominating students.
- The IRO coordinator keeps a record of confirmed nominations. Upon request from the student or faculty coordinator, the IRO coordinator provides information on whether the nomination has been confirmed (some universities confirm immediately, others after the nomination period, or some may not confirm at all).
- The IRO coordinator organizes a mandatory informational meeting in both Czech and English for the nominated students. Students are notified of the meeting date in advance. Depending on the number of students and the available meeting room capacity, the meeting may be held at several times. The materials from the meeting are then made available online on MS Teams for the outgoing students of the respective semester. During the meeting, students are informed about all the administrative procedures and obligations related to their mobility and study stay at the foreign partner institution, including the completion of the Online Learning Agreement (OLA) or the Learning Agreement (LA).
- Change of host institution
  - A change for any reason on the part of the student is possible within 14 days of the publication of the selection results. The student makes the change at the faculty, where the faculty coordinator informs the student of the available capacities. The faculty coordinator makes the change of the assigned host institution in the UIS and informs the IRO coordinator.
  - Change on the part of the host institution (e.g., rejection of a student due to capacity or other reasons):
    - the IRO coordinator informs the student and the faculty coordinator
    - the student is offered other host institutions according to available capacity and, after consultation with the IRO coordinator, is assigned a new host institution.
    - the deadlines for nominations of the newly assigned institution must be taken into account
    - the IRO coordinator then nominates the student to the newly assigned institution.

- Change for serious reasons on the part of the student:
    - the student makes the change after consultation with the OMVI coordinator and the faculty coordinator
    - the deadlines of the newly assigned institution and available capacities must be taken into account
    - the faculty coordinator makes the change in UIS and informs the IRO coordinator
    - the student is obliged to inform the originally assigned institution about the cancellation of their nomination (only if the nomination has already been made).
  - Change of semester for the study abroad program – if a student wishes to change the semester in which he/she wish to participate in the study abroad program, he/she must inform both the faculty coordinator and the IRO coordinator. A change of semester is only possible if the student was selected for the program in the winter semester and wishes to participate in the spring semester, i.e., within the same academic year. The change is made by the faculty coordinator after consultation with the IRO coordinator. If the nomination has already been sent, the student is required to inform the host institution. The IRO coordinator will then renominate the student during the nomination period for the spring semester.
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## 4. Learning/Traineeship Agreement

### 4.1. Study Stay

#### 4.1.1. Online Learning Agreement (OLA), Learning Agreement (LA)

- Students undertake study stays at foreign institutions on the basis of a tripartite OLA study agreement, including any changes – Changes to Original (Online) Learning Agreement, (hereinafter referred to as "Changes") which must be approved by the relevant vice-dean. It is a binding tripartite agreement (university – student – partner university).
- The OLA must be concluded by the contractual parties before the start of the study stay and must contain:
  - Identification of the contractual parties.
  - The planned duration of the study stay.
  - A list of courses or other academic activities that the student agrees to complete at the foreign institution, including their credit value according to the foreign institution's catalogue in ECTS, or another system, if applicable, with proof of the conversion mechanism.
  - The method of recognition of courses upon successful completion at the foreign institution.
  - Signatures of the student, the responsible person from the sending institution, and the responsible person from the receiving institution.
- The student must choose specific courses in accordance with the Erasmus+ program requirements and propose the maximum possible number of courses in his/her study agreement that are consistent in content with the compulsory and compulsory elective courses from the student's study plan that have not yet been completed.

- The student must also list specialized courses at the foreign institution with a minimum of 18 ECTS credits from the recommended standard of 30 ECTS credits per semester. Beyond the required minimum of 18 ECTS credits, the student may choose any other course that enhances his/her competencies, including a foreign language, if approved by the relevant vice-dean. The exception is doctoral student, who may include creative work or part of his/her thesis as the content of his/her foreign stay and is not required to earn the minimum number of credits. In this case, the student and the responsible academic staff from the receiving institution must agree on a written plan for creative activities. Other rules stated in this methodological sheet apply to doctoral students as well as to master's and bachelor's students. However, doctoral students are additionally required to have the supervisor's consent and must follow faculty guidelines, i.e., the requirement to register for at least one course. In the case of BIPs, the minimum number of credits is 3 ECTS.
- The student completes the OLA in the "Foreign Study Plan/Learning Agreement" application in UIS, choosing "Long-term Mobility" as the LA type. The student then sends the completed OLA to the Contact Centre in UIS. The IRO coordinator forwards the OLA in the Contact Centre to the relevant faculty coordinator, who checks the correctness of the OLA and subsequently submits it for approval to the relevant Vice-Dean. If necessary, the vice-dean may return the OLA to the student for adjustments. The student must also submit syllabi or learning outcomes for the courses he/she plans to study at the foreign institution, so that the vice-dean can assess whether these courses are equivalent to those at MENDELU that the student wishes to recognize.
- For BIPs, the student selects "Short-term Mobility" in the "Foreign Study Plan/Learning Agreement" application in UIS, and the process is the same as for long-term mobility.
- After the OLA is approved by the vice-dean, the faculty coordinator sends it via the Erasmus Without Paper (EWP) network to the foreign institution for approval. If the foreign institution is not connected to EWP, the faculty coordinator sends the OLA to the foreign institution by another method.
- If, for any reason, it is necessary to complete the LA in paper form, the student shall send the completed LA to the faculty coordinator, who shall forward it to the vice-dean for review. After approval by the vice-dean, the student shall send the LA to the foreign institution for approval.
- By signing the LA or any changes thereto, the relevant vice-dean confirms the approval of the study agreement's content and ensures full recognition of the courses in accordance with the approved agreement in the event of their successful completion.
- The faculty coordinator will assign the (O)LA a reference number and create a file for the student's stay abroad, which will be given a file number. From this point onwards, the procedure is governed by the administrative rules and § 68 of the Higher Education Act.
- The tripartite-signed (O)LA constitutes both an application and an approval for the recognition of courses, provided there are no changes to the (O)LA (see below).
- The student uploads the confirmed document to the Checklist in UIS.

#### **4.1.2 Changes to Learning Agreement (Changes to OL/LA)**

- A student may change his/her LA during the study stay, if necessary, through "Changes," which must be approved by all three contractual parties. The student completes the

Changes in the same way as the original OLA in the "Foreign Study Plan/Learning Agreement" application in UIS and sends it to the Contact Centre for approval by the relevant vice-dean. The procedure is the same as for the OLA.

- If it is necessary to complete the Changes in paper form, the student sends the completed Changes to the faculty coordinator, who submits it to the vice-dean for review. After approval by the vice-dean, the student sends the Changes to the foreign institution for approval.
- If, upon starting the study stay at the foreign institution in the given semester, there is a change in the courses offered and the student cannot select suitable academic courses to meet the required minimum of 18 ECTS credits, the student can compensate the missing ECTS credits by selecting a specialized foreign language, provided that the language course replaces an uncompleted course in the student's study plan at the sending institution.
- The student must ensure that the approved Changes are delivered to IRO and the international department of the university unit within 30 days from the start of the semester.
- The faculty coordinator shall assign a reference number to the Changes and file them under the student's study abroad file number.
- By signing Changes, the relevant vice-dean confirms that he/she agrees with the content of the study agreement in its current form and that he/she will ensure full recognition of the courses in accordance with the approved agreement in the event of their successful completion.
- The student uploads the confirmed document to the Checklist in UIS.

## 4.2. Practical Internship

### 4.2.1 Traineeship Agreement (TA)

- The student carries out the practical internship based on a "Traineeship Agreement" (TA), including any changes made to it.
- TA is a binding tripartite agreement between the student, the sending institution (i.e., the university), and the foreign institution.
- The TA is completed in paper form.
- The TA must be concluded by the contractual parties before the start of the internship. However, the student arranges it only after successfully passing the selection process and after the internship has been approved by IRO and the faculty, not in advance. It is undesirable for the faculty to confirm the TA before the internship has been approved.
- The TA must include:
  - Identification of the contractual parties.
  - The planned duration of the internship.
  - A detailed work plan, including expected outcomes (new knowledge, skills, and competencies), methods for monitoring and evaluating the work.
  - The method of recognizing the practical internship.
  - Signatures of representatives from all contractual parties.
- The relevant vice-dean from the sending institution signs the TA, assessing the academic benefit and the student's workload during the internship and approving the number of credits assigned.

- The faculty coordinator will assign the TA a reference number and create a file for the student's placement abroad, which will be given a file number. From this point onwards, the procedure is governed by the administrative rules and § 68 of the Higher Education Act.
- The faculty is fully responsible for the content of the internship (particularly checking whether the content corresponds to the student's field of study and leads to the acquisition of practical skills). The TA must be signed by the responsible individuals at both the sending institution and the receiving institution.
- The IRO coordinator is responsible for ensuring the formal correctness of the TA (i.e., checking that the TA is fully completed and that the number of hours corresponds to the full-time workload in the host country).
- The student uploads the confirmed document to the Checklist in UIS.

#### 4.2.2. Changes to TA

- The Traineeship Agreement can be modified. The student is obligated to notify about any changes as soon as they occur. Changes must be approved by all parties.
- If, during the internship, there is a change to the original TA, the student will send the filled-out and approved "Changes to Traineeship Agreement" form via email to the faculty coordinator for approval.
- The faculty coordinator submits the application to the relevant vice-dean for approval, the document is assigned a reference number and becomes part of the student's file, and the coordinator informs the student of the decision.
- If the change is approved, a copy of the "Changes to Traineeship Agreement" will be sent to the student, who must upload it to the Checklist application.
- The faculty is responsible for the content correctness of the "Changes to Traineeship Agreement."
- The faculty coordinator will check whether both documents have been confirmed by the same responsible person on the part of the internship provider (this does not apply if the document is being drawn up due to a change in the responsible person).

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## 5. Administration Before Mobility

### 5.1. Study Stay

- The faculty coordinator will enter the student's mobility into UIS no later than 21 days before the start of the stay according to the dates in the Letter of Acceptance – LoA issued by the host foreign higher education institution. The duration of the study stay indicated in the LoA includes the period necessary to carry out the study stay.
- The acceptable activities that may precede the study stay include welcome days, orientation weeks, or language courses organized by the host or another foreign higher education institution in the student's study destination country. The date of these activities must be listed in the LoA or in the information email from the host institution.
- The student is obligated to enter his/her bank account details in UIS for a Czech or foreign bank in EUR, where his/her financial support will be transferred.

- The student fills out and submits the "Travel Proposal" in UIS, which is electronically approved by the relevant vice-dean or other authorized person.
- Based on the approved Travel Proposal, the student is required to pay for travel insurance. The payment method can be chosen according to the instructions on the website.
- No later than 14 days before the planned departure, the student must sign the Participant's Agreement (PA) with the IRO coordinator.
- Before signing the PA, the student must upload the following documents to the Checklist in UIS, which will be reviewed by the IRO coordinator:
  - LoA with the exact dates of the stay (including information about the language course, welcome days, or orientation week),
  - LA confirmed by all three parties (student, relevant vice-dean, and foreign coordinator),
  - proof of payment for travel insurance,
  - the result of the OLS placement test.
- Students who are not EU citizens must also present a long-term residence permit for the country of mobility at the time of signing the PA. This permit must be valid for the entire duration of the study stay. In exceptional cases, only a long-term residence permit in the Czech Republic can be submitted. The student must also provide information on how the long-term residence permit will be processed in the host country (e.g., provided by the host institution coordinator).
- The IRO coordinator will store one copy of the PA in the student's mobility file. The second copy of the PA will be handed over to the student.
- After signing the PA, the IRO coordinator will enter the scholarship payment in UIS and generate the "Prepayment" and "Bank Transfer" documents for the financial department. The scholarship will be transferred to the student's EUR account no later than one day before the mobility starts. The IRO coordinator may ask the student to confirm when he/she receives the payment.
- In the case of cancellation of the stay, the student must submit a Withdrawal of the Mobility in the UIS Contact Centre. If the student already has an OLA, the Withdrawal of the Mobility will be assigned a reference number, and the administrative proceedings will be terminated by a resolution (if the withdrawal occurs before the OLA is approved, the withdrawal will not have a reference number). The student's file will be bound and forwarded to the study department to be filed in their records. The faculty coordinator will confirm the withdrawal of the application and forward it to the relevant IRO coordinator for registration.
- If possible, the faculty coordinator will select an alternative student to replace the original one and will register him/her in UIS.
- If a student leaves for a study stay without signing the agreement, his/her stay will be cancelled. The student will then be responsible for covering any financial costs incurred.
- The student may opt for an eco-friendly travel method, called "Green Erasmus." In this case, the student will receive an increased contribution for travel costs. If the student chooses this option, he/she must sign a declaration about using an eco-friendly transport and provide tickets. In the case of carpooling (the student shares a ride to and from the mobility destination), the student does not need to provide tickets, but must mention the name of the co-traveling student in the declaration.
- After signing the PA, the IRO coordinator will input the student's mobility data into the European financial control tool, the "Beneficiary Module" (BM).

- The student must keep receipts for any necessary accounting related to the mobility (i.e., receipts for travel and accommodation at the destination).

## 5.2. Practical Internship

- The faculty coordinator will enter the student's mobility into UIS no later than 21 days before the start of the internship (according to the dates in the TA confirmed by the receiving foreign organization and faculty).
- The student is obligated to enter his/her bank account details in UIS for a Czech or foreign bank in EUR, where his/her financial support will be transferred.
- The student fills out and submits the "Travel Proposal" in UIS, which is electronically approved by the relevant vice-dean or other authorized person.
- Based on the approved Travel Proposal, the student is required to pay for travel insurance. The payment method can be chosen according to the instructions on the website.
- For graduate internships, the student must submit the Travel Proposal before taking the final state exams.
- No later than 14 days before the planned departure, the student must sign the Participant's Agreement (PA) with the IRO coordinator.
- Before signing the PA, the student must upload the following documents to the Checklist in UIS, which will be reviewed by the IRO coordinator:
  - Letter of Acceptance including the traineeship dates,
  - TA confirmed by all three parties (student, relevant vice-dean, and foreign coordinator),
  - proof of payment for travel insurance,
  - the result of the OLS placement test.
- Additionally, when signing the PA, the student must provide the following documents to the IRO coordinator:
  - Students who are not EU citizens must submit their long-term residence permit for the country of mobility at the time of signing the PA. This permit must be valid for the entire duration of the internship. Alternatively, if required by the IRO coordinator, the student may submit the original travel document.
  - A self-funded student must submit a confirmation of payment for the fees related to his/her studies for the next semester.
  - Graduates must submit a affidavit stating that they do not intend to continue their studies and will not be employed during their internship in the Czech Republic.
- The IRO coordinator will store one copy of the PA in the student's mobility file. The second copy of the PA will be handed over to the student or recent graduate.
- After signing the PA, the IRO coordinator will enter the scholarship payment in UIS and generate the "Prepayment" and "Bank Transfer" documents for the financial department. The scholarship will be transferred to the student's EUR account no later than one day before the mobility starts. The IRO coordinator may ask the student to confirm when he/she receives the payment.
- In the case of cancellation of the stay, the student must submit a Withdrawal of the Mobility in the UIS Contact Centre. If the student already has an TA, the Withdrawal of the Mobility will be assigned a reference number, and the administrative proceedings will be terminated by a resolution (if the withdrawal occurs before the TA is approved, the withdrawal will not have a reference number). The student's file will be bound and forwarded to the study department to

be filed in their records. The faculty coordinator will confirm the withdrawal of the application and forward it to the relevant IRO coordinator for registration.

- If possible, the faculty coordinator will select an alternative student to replace the original one and will register him/her in UIS.
- If a student leaves for an internship without signing the agreement, his/her stay will be cancelled. The student will then be responsible for covering any financial costs incurred.
- The student may opt for an eco-friendly travel method, called "Green Erasmus." In this case, the student will receive an increased contribution for travel costs. If the student chooses this option, he/she must sign a declaration about using an eco-friendly transport and provide tickets. In the case of carpooling (the student shares a ride to and from the mobility destination), the student does not need to provide tickets but must mention the name of the co-traveling student in the declaration.
- After signing the PA, the IRO coordinator will input the student's mobility data into the European financial control tool, the "Beneficiary Module" (BM).
- The student must keep receipts for any necessary accounting related to the mobility (i.e., receipts for travel and accommodation at the destination).

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## 6. Administration During Mobility

### 6.1. Extension of Study Stay

- If the student wants to extend his/her stay abroad for a semester, he/she must ask the foreign partner for consent via the "Application for Extension" form and submit it, signed, to the faculty's international relations department for approval, along with the new (O)LA for the following semester, by October 30th of the academic year. The faculty coordinator will then submit it to IRO for financial approval.
- The student does not automatically qualify for funding for the extended stay. If there are sufficient financial resources, the IRO coordinator for study stays will inform the faculty coordinator whether the extension can be funded. If there is capacity available at the university for the given semester and the faculty agrees to the extension, the request will be confirmed and sent back to the student.
- Applications for Extension and new (O)LA will be assigned a reference number and will be included in the student's departure file.
- If the extension cannot be funded or if the student requests an extension without financial support (in this case, the application must be submitted by December 15th of the academic year), the student will not receive financial support but will retain his/her status as an Erasmus student, along with related benefits (e.g., exemption from tuition fees at the foreign institution).
- Extension by one semester is only possible for students going abroad in the winter semester and is conditional on the successful completion of specialized courses worth a minimum of 18 ECTS in the winter semester. Students prove that they have fulfilled this condition by submitting a Transcript of Records (hereinafter referred to as "ToR") or an affidavit of study of specialized courses worth 18 ECTS. The scholarship will only be paid after submission of the ToR or confirmation from the host institution of completion of at least 18 ECTS in specialized courses according to (O)LA. If this condition is not met, the stay for the next semester will be cancelled.

- The IRO coordinator will prepare an Addendum to the PA, indicating the change in the total amount of the scholarship, and send it to the student for signature. After the agreement is signed, the IRO coordinator will input the scholarship payment into UIS and then generate the "Prepayment" and "Bank Transfer" documents for the financial department and forward them to the financial department.
- The faculty coordinator will inform the student about the need to adjust the Travel Proposal due to the extension of the insurance period.
- An extension of the stay for less than a semester with financial support is only possible for academic reasons (e.g., a longer exam period than originally anticipated, etc.). The student must contact the IRO coordinator with a request for this type of extension no later than one month before the planned end of the stay. In the case of an extension for academic reasons, the student will automatically receive the scholarship. The administration process will proceed as described above.

## 6.2. Extension of Practical Internship

- If the student wants to extend the internship abroad, he/she must send a scanned request for an internship extension ("Application for Extension of Erasmus+ Traineeship") confirmed by the foreign organization to the faculty coordinator at least one month before the originally planned end of the internship.
- The internship extension must follow immediately after the original internship.
- If the faculty agrees to the extension, the relevant vice-dean will confirm the document with his/her signature, and the faculty coordinator will forward it to IRO.
- The student does not automatically qualify for funding for the extended internship. If there are sufficient financial resources, the IRO coordinator will inform the faculty coordinator whether the extension can be funded.
- The faculty coordinator will inform the student about the need to adjust the Travel Proposal due to the extension of the insurance period.
- The IRO coordinator will prepare an Addendum to the PA, indicating the change in the total amount of the scholarship, and send it to the student for signature. After the agreement is signed, the IRO coordinator will input the scholarship payment into UIS and then generate the "Prepayment" and "Bank Transfer" documents for the financial department and forward them to the financial department.
- Graduate internships cannot be extended.

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## 7. Administration After Mobility

### 7.1. Completion of Study Stay

- After the student returns, the IRO coordinator will settle the scholarship based on the Confirmation of Study Period, which the student must submit in its original form. If the Confirmation of Study Period is issued electronically, it must be sent by the foreign institution

directly to the IRO coordinator via email. The student must also upload the document to the appropriate Checklist application in UIS.

- The student must submit the Confirmation of Study Period no later than 30 days after the end of the study abroad.
- If the stay was shorter than the originally planned period by more than 5 days, the IRO coordinator will prepare an Addendum to the PA, and the student will return the portion of the grant corresponding to the shortened stay no later than 10 working days after signing the Addendum to the PA to the MENDELU account.
- If the duration of the stay, as indicated in the Confirmation of Study Period, is longer than initially planned, there is no automatic entitlement to additional funding, and the student may have the status of a zero-grant student during the extended period. If sufficient financial resources are available, the extended stay may be funded, based on the decision of the IC. In both cases, the IRO coordinator will prepare an Addendum to the PA, which will reflect the form of extension.
- In case of a reimbursement, the IRO coordinator will input the payment into UIS and generate the necessary "Prepayment" and "Bank Transfer" documents for the financial department.
- The student must submit the original or electronically verified copy of the Transcript of Records (ToR) within 30 days of the end of the study abroad period to the faculty/institute and upload it to the Checklist in UIS. If obtaining the original or electronically verified copy is not possible, the foreign institution may send the ToR electronically to the faculty coordinator, who will officially verify it for internal purposes (a verification clause will be issued 069\_O Verification clause – incoming document).
- The student is obligated to fill out the online final report EU Survey within 30 calendar days after receiving the request for submission and complete the Final Report in UIS. This is checked by the IRO coordinator.
- Upon receipt of the ToR, the faculty coordinator will check whether the student has fulfilled the requirement of successfully completing specialized courses worth a minimum of 18 ECTS credits per semester and whether the (O)LA (or Changes) corresponds to the ToR. If any deficiencies are found, the student will be requested in writing to take immediate corrective action.
- If the (O)LA and the ToR do not match in any aspect (e.g. credits, course titles), the faculty coordinator contacts the partner university to request a correction or clarification.
- If a student does not obtain a minimum of 18 ECTS credits for specialized courses at a foreign institution, he/she is required to return a proportionate part of the grant awarded. The amount of the grant that the student is required to return corresponds to 1/30 of the individual costs for each unfulfilled ECTS credit. In justified cases, the IC may decide to waive the obligation to return the grant.
- The faculty coordinator will submit to the IRO coordinator, no later than the set deadline (for the winter semester – by March 31st; for the summer semester – by August 31st of the given academic year), a table recording the alignment of each student's (O)LA (Changes of LA) with the ToR and the number of credits earned and recognized. The faculty coordinator will record the alignment in the Checklist.
- The faculty coordinator will process the recognition of courses in UIS based on the ToR, prepare a decision on course recognition (templates 103-105\_R), assign a reference number, store it in the student's file in UIS, prepare the original, which will be signed by the relevant vice-dean, and close the student's mobility file. The closed file will be forwarded to the study department for filing in the student's folder.

- The student is required to fill out the Final Report from the stay abroad and upload it to the Checklist application in UIS, including the EU Survey (with the appropriate sworn statement) and the Confirmation of Study Period.
- The student is required to fill out the Final Travel Report and upload it to the Checklist application in UIS, including the EU Survey (with the appropriate affidavit, if applicable) and the Confirmation of Study Period.
- The IRO coordinator will check the Checklist when closing the mobility under the Erasmus+ program.
- The IRO coordinator may also request original travel tickets or other accounting documents, such as proof of accommodation payment.
- In case the student must end the mobility due to „force majeure“, he/she is obliged to try to minimize costs and keep both proof of payment and proof of his/her efforts to reduce costs in the event of early departure (e.g., communication with the accommodation provider that they have requested early termination of the lease).

## 7.2. Methodology of Recognition of Erasmus+ Study Stay

- When concluding the (O)LA, it is necessary to define how the proposed courses will be recognized upon successful completion.
- In the event of changes to the (O)LA, the same applies to courses that have been added to the original (O)LA. In both cases, the specified method of recognition is considered binding.
- The courses must be selected as previously mentioned, in content alignment with the uncompleted compulsory and compulsory elective courses from the student's study plan and recognized as equivalent to compulsory or compulsory elective courses. The essential factor for evaluation is the learning outcomes, not the exact match of syllabi. Courses that cannot be recognized as compulsory or compulsory elective are recognized as elective.
- If a course completed at a foreign institution is recognized as equivalent to a compulsory or compulsory elective course in the student's study plan in accordance with the approved (O)LA, this equivalent course, including its credit value, replaces the course at the university.
- If the credit value of the course completed abroad is higher than the credit value of the course in the student's study plan, the course completed abroad will be recognized at the credit value of the university course, and the credit difference will be balanced by increasing the number of credits in the elective course group or other credited activities to recognize the total number of credits earned abroad.
- If the credit value of the course completed abroad is lower than the credit value of the course in the study plan at MENDELU, the course will be recognized at the credit value of the university course, and if possible, the difference will be compensated by reducing the credits in the elective course group or other credited activities.
- Courses that were approved in the (O)LA and successfully completed cannot be rejected.
- Recognition must occur without unnecessary delay after all required documents have been submitted. Recognized courses are entered into the student's study record for the semester in which the stay was completed. These courses will become part of the Diploma Supplement.
- The recognition of courses is recorded in the study records in UIS.
- The recognition of courses is governed by Rector's Directive On Foreign Study Stays and Foreign Practical Internships within the Erasmus+ Programme and Bilateral Agreements.

### 7.3. Completion of Practical Internship

- Within 30 days after completing the practical internship, the student must submit the "Traineeship Certificate" (TC) to the faculty coordinator, which the student must submit in its original form. If the TC is issued electronically, it must be sent by the foreign organization directly to the IRO coordinator via email. The student must upload the document to the appropriate Checklist in UIS.
- The faculty coordinator will then create a verified copy in the student's file. The coordinator will issue a copy of the TC and forward it to the IRO coordinator. The IRO coordinator will verify whether the student has submitted the TC with the exact start and end dates of the internship and the evaluation of the internship and whether the TC has been confirmed by the responsible person indicated in the TA or Changes to the Traineeship Agreement.
- The faculty coordinator will also check if the overall evaluation of the internship from the receiving foreign organization is positive. The faculty coordinator will assess the extent to which the internship's content has been fulfilled, especially the internship program and tasks the intern performed, the acquired knowledge, skills, and competencies, and the overall evaluation of the intern. If any deficiencies are found, IRO will be informed immediately, and the student will be asked to resolve the issue.
- The practical internship must be recognized according to the approved TA or Changes to the Traineeship Agreement.
- If there is a negative evaluation of the internship from the receiving organization, the student or graduate must return the allocated grant or part of it. The amount of the grant the student must return is determined by the IC based on the faculty's assessment of the level of non-fulfilment of the internship conditions.
- After completing the practical internship, the student is required to fill out the online EU Survey final report within 30 calendar days of receiving the request to submit it and fill out the Final Report in UIS.
- If the internship was shorter than the originally planned period by more than 5 days, the IRO coordinator responsible for administering Erasmus+ internships will sign an Addendum to the Participation Agreement (PA) with the student or recent graduate. If this shortening occurs during a period for which the student was awarded a grant, the student must return the corresponding part of the grant. However, the minimum duration of the internship must always be respected. Otherwise, the student or recent graduate must return the entire grant.
- One copy of the Addendum will be filed by the IRO coordinator in the student's file, and the other will be given to the student or graduate.
- The IRO coordinator checks the TC and, if necessary, may also request original travel documents.
- The IRO Coordinator files a copy of the TC in the student's folder and verifies whether the student has submitted the report from their stay abroad in UIS.
- The faculty coordinator carries out the recognition of courses in UIS. He/she recognizes the traineeship subject and, if applicable, recognizes any additional credits in accordance with faculty rules. The faculty coordinator issues a decision on the recognition of the traineeship, assigns a reference number, uploads it to the system, and closes the student's mobility file. The closed mobility file is then forwarded to the faculty's study department to be included in the student's official records.



- The student is required to upload the following documents in the Checklists application:
    - EU Survey,
    - Final Report from the mobility,
    - TC.
  - The recognition of practical internship is governed by Rector's Directive On Foreign Study Stays and Foreign Practical Internships within the Erasmus+ Programme and Bilateral Agreements.
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## 8. Contact Details

### International relations Office

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