

Methodological Sheet No. 10 – Optional International Traineeship

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1. General Conditions

- The optional international traineeship is intended for students enrolled in Bachelor's and Master's degree programmes.
- The minimum duration of the optional international traineeship is 1 month **(at least 31 days!) and is calculated on the basis of the confirmation of the traineeship duration.**
- The trainee is expected to work full-time, as is customary in the host country.
- No bilateral agreement between the traineeship provider and the university is required.
- Students arrange and secure the optional international traineeship themselves (they may use the services of placement agencies).

- The optional international traineeship must take place at a foreign company, a training or research centre, or another organisation, whereby the host organisation must have legal personality. A traineeship at one of the partner universities may also be arranged.
 - The administrative conditions are similar to those for traineeships under bilateral agreements; in the UIS they are recorded under code 69|other form of short-term stay.
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2. Administration of Optional International Traineeships

2.1 Before the Mobility

- An official optional international traineeship abroad may be carried out on the basis of a confirmation of the student's acceptance for the traineeship (a Letter of Acceptance – a document stating the name of the traineeship provider and the dates of the stay); ideally, a tripartite Training Agreement (TA) for traineeships should be concluded, with all details completed, including the signatures of the responsible persons.
- Students obtain the traineeship confirmation (Letter of Acceptance) themselves and send their TA to the host organisation for confirmation.
- By signing the TA, the authorised person at the faculty confirms that he/she approves the student's traineeship plan and that, upon the student's return, the traineeship will be recognised as an "optional international placement" (in the form of credit for the relevant course taught at his/her faculty).
- The student then has the stay registered in the UIS by the international relations coordinator of his/her faculty (submitting the Traineeship Agreement, or a similar document stating the name of the traineeship provider and the dates of the stay).
- The student uploads the required documents to the UIS into the so-called Checklists; the responsible faculty coordinator then approves the documents.
- The student arranges travel insurance themselves; we recommend ERGO travel insurance (for the optional international traineeship the amount of coverage is not checked and may also be evidenced by a sworn declaration of sufficient insurance coverage).
- No assessment of foreign language knowledge or proficiency is carried out.

2.1.1. Extraordinary Scholarship

- If needed, the student may apply to the faculty for an extraordinary scholarship for a traineeship deserving of special consideration.
- The award of the scholarship is decided by the dean; the scholarship is discretionary (non-claimable).
- To be awarded the scholarship, the student must have a bank account in CZK entered in the UIS.

2.2 After the Mobility

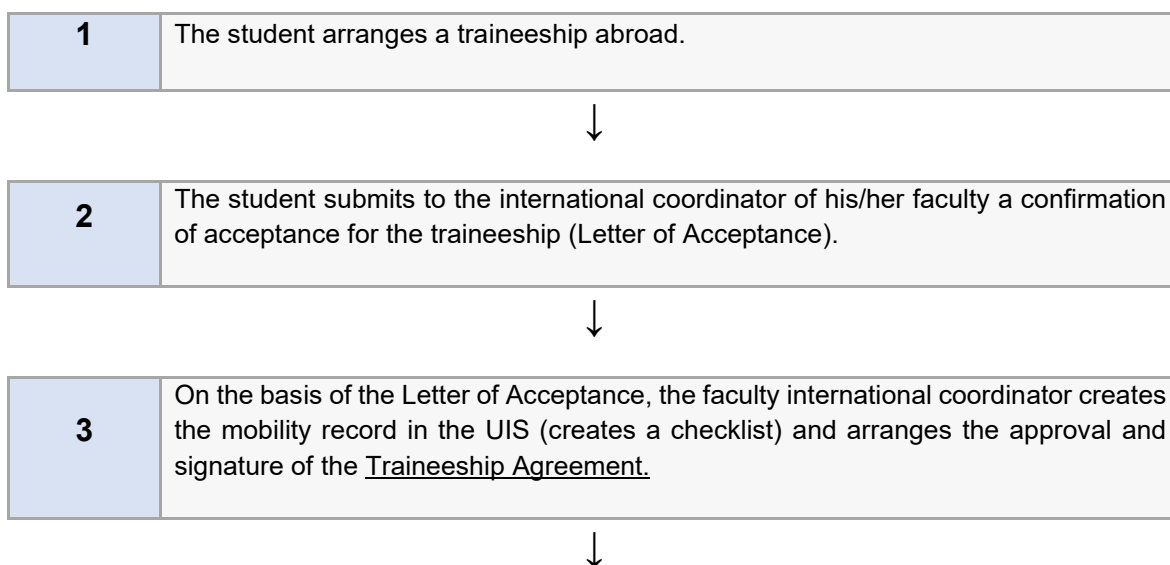
- After completing the optional international traineeship (ideally within 30 days), the student submits to the relevant faculty coordinator a traineeship confirmation (the so-called Traineeship Certificate) stating the actual duration of the traineeship as guaranteed by its provider.

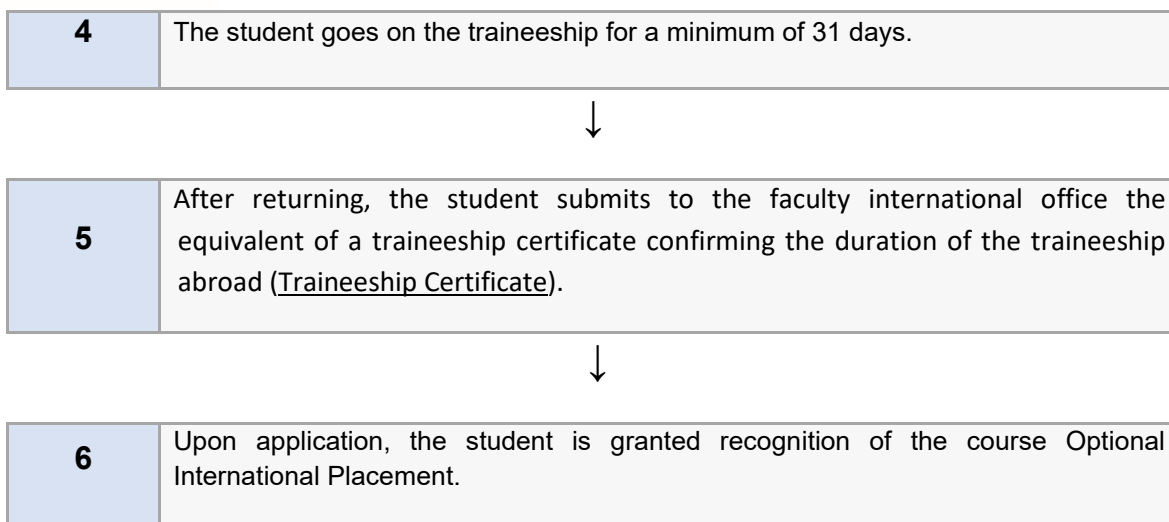
- The Traineeship Certificate may be submitted as a paper original, as a document with an electronic signature, or sent by the institution directly to the coordinator's e-mail; it may now also be sent by the student directly, provided that the foreign institution is included in the copy (cc) of the e-mail.
- No final report is required.

3. Recognition of Credits for an Optional International Traineeship

- On the basis of an application for the recognition of traineeship results (similarly to bilateral traineeships), the student will be granted the appropriate credits for the traineeship according to the relevant course at the faculty.
- Recognition falls fully within the competence of the individual faculties and respects their internal regulations and procedures.
- Recognition must take place without undue delay once all supporting documents have been submitted. The recognised courses are entered into the study records for the semester in which the student completed the stay. These courses become part of the Diploma Supplement.
- The recognition of courses is recorded in the UIS study records.
- The recognition of courses is governed by [Rector's Directive No. 7/2024 on International Study Stays and International Traineeships](#).
- Students should seek information about the credit recognition process from the international coordinator of their faculty and from their study department.

4. Procedure for an Optional International Traineeship





5. Erasmus+ Zero Grant

- An alternative option for outgoing students is to complete the traineeship as a zero-grant participant (Zero Grant student) in accordance with the rules of [Erasmus+ for traineeships](#). In this case, the student is granted the status of an Erasmus+ programme participant with all its benefits, but without any entitlement to financial support from EU funds.
- The participant is required to complete the entire administrative process of the Erasmus+ programme. This includes, in particular, the preliminary confirmation of the traineeship, the conclusion of a Traineeship Agreement with all requisite particulars and signatures before departure, and the fulfilment of post-return obligations in accordance with the instructions of the coordinator for outgoing students.
- The main benefit is the international recognition of the traineeship. Upon its successful completion, the student receives an official document certifying the completion of the traineeship under the Erasmus+ programme (Traineeship Certificate).
- The Zero Grant status enables the student to go on the traineeship flexibly, without having to wait for a selection procedure to be announced or for scholarship funding to be allocated.
- An Erasmus Zero Grant traineeship may also be undertaken where the traineeship is funded from other sources (e.g., funding from a third party). The exception is EU institutions and bodies, to which it is not possible to go on a traineeship under the Erasmus+ programme.
- For a zero-grant student, all rules arising from the grant agreement and the Erasmus+ programme apply, with the exception of the provisions on the amount and payment of financial support.
- Even during a stay as a zero-grant student, the maximum duration of the stay may not be exceeded (i.e., 12 months within a single study cycle).

- The administration associated with this type of mobility is handled by the International Relations Office of MENDELU. The contact person is Ing. Magdaléna Pavelková.

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