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International Relations Office

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Methodological Sheet No. 5 – Erasmus+ International Credit Mobility

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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 KA171 (the so-called " Erasmus+ International Credit Mobility"), which forms part of Key Action 1. This part of the Erasmus+ programme focuses on mobility for students and staff of higher education institutions with non-European countries, known as partner countries.

1.1. Overview and Conditions

- Erasmus+ International Credit Mobility (hereinafter “E+ ICM”) is part of the Erasmus+ programme. It supports study exchanges and exchanges of academic and other higher education staff with partner countries that do not participate in the Erasmus+ KA131 action.
- The activity enables student and staff mobility from partner organisations to the Czech Republic and vice versa.
- Priority should be given to incoming students and staff.
- Project applications are submitted under the official call in February, and the results are announced at the end of June.
- Any higher education institution in a programme country holding an Erasmus Charter for Higher Education (ECHE) may apply for funding to its National Agency (NA), either as an individual institution and/or as part of a consortium application.
- Projects run for three years.
- Funding for E+ ICM mobility projects comes from the EU’s external policy funds and is allocated among different regions of the world through twelve budget envelopes. The size of each envelope varies according to the EU’s external policy priorities.

- Mobility takes place under approved cooperation projects with selected universities. The universities available may therefore change each year, depending on the assessment of the submitted project applications.
- Student mobility at first-cycle (bachelor's) and second-cycle (master's) level with countries eligible for official development assistance in Regions 2–11[1] is limited to incoming mobility from third countries not associated with the programme. Outgoing mobility to these regions is available only to doctoral students (third-cycle students) and staff.

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2. Project Application

- In autumn, the European Commission launches the E+ ICM call for proposals for the following period and publishes the budget allocations for each region. In the Czech Republic, E+ ICM is managed by the Czech National Agency for International Education and Research (hereinafter "CNA").
- The deadline for submitting applications is usually set for mid-February.
- The project application consists of a general section (one for the entire project), separate sections for each region (one per region), and budgets for each region.
- Cooperation proposals with specific institutions are grouped into "regional partnerships". This means that applications are submitted by region, rather than by individual country. Each regional partnership is scored separately as part of the application[2].
- Applications may be submitted for up to 12 regions. The section for each region has two parts: Relevance of the Strategy and Impact and Dissemination.
- The general section covers the quality of the project proposal and cooperation. The regional sections describe the project cooperation, including its format, objectives and results.
- The vice-deans for internationalisation at each faculty will identify academic staff interested in cooperating with institutions in specific countries. In September, they will present the interested applicants from their faculties to the Rector's Commission for Internationalisation.
- During September, the Rector's Commission for Internationalisation, in cooperation with the International Relations Office (hereinafter "IRO"), will compile and approve the list of countries and universities to be included in the Erasmus+ ICM application. The selection will take into account, in particular, the success of previous applications, the current level of spending under previous projects, the university's internationalisation strategy, its strategic partners and priority areas, and the EU's criteria or preferences for the relevant call. The Erasmus+ ICM Coordinator will then contact staff interested in cooperating with the selected countries and regions and send them a form containing the questions needed to prepare the application.
- Based on the information received and in cooperation with the foreign partners involved in the project, IRO prepares a project application on behalf of the entire university.

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[1] See Annex 1.
[2] For the evaluation criteria, see Annex 2.

- The narrative sections of the individual regional applications undergo an internal review by one or more evaluators within MENDELU. IRO considers their comments and prepares the final version of the application.
- One E+ ICM application covering the individual regions is submitted on behalf of the entire university. IRO submits the application. If MENDELU is part of a consortium, separate applications are submitted for each consortium.
- The Erasmus+ Institutional Coordinator (hereinafter "IC") is responsible for compiling the application. The IC, together with the IRO E+ ICM Coordinator (hereinafter "E+ ICM Coordinator"), ensures that the formal criteria are met and that the mobility flows and financial information are correct.
- Once the project has been evaluated, the IC informs the participating academic and research staff of the outcome of the call and arranges for the grant agreement with CNA to be signed.
- After CNA confirms the mobility flows awarded, the IC prepares a budget for each country in accordance with the project application and informs the participating academic and research staff of the number and duration of the mobility activities awarded.

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3. Inter-Institutional Agreements

- Student and staff mobility involving higher education institutions takes place under Inter-Institutional Agreements (IIAs) between Mendel University in Brno (hereinafter "MENDELU") and institutions in partner countries.
- After the call results have been announced and the mobility schedule, budget and duration have been prepared (see Section 2), the IC drafts an IIA for each partner institution.
- The IIA is prepared using the template provided by CNA for the relevant Erasmus+ KA171 project period.
- The IIA must be concluded before the first mobility takes place; otherwise, the mobility cannot go ahead.
- The IC or the E+ ICM Coordinator contacts the partner institution and sends the draft of IIA to its international relations office for approval and any comments or proposed amendments.
- Once both parties have agreed on the IIA's content, the partner institution signs it first, followed by MENDELU.
- The agreement covers the duration of the project and specifies the number and type of mobility activities in each category, in accordance with the grant agreement with CNA. It also specifies the subject areas listed in the project application. All faculties included in the project with the partner institution are listed in the agreement.
- Subject areas are listed in the IIA using the applicable ISCED codes.
- The IC maintains and regularly updates the register of E+ ICM IIAs.
- E+ ICM IIAs cannot be extended, as they are tied to the duration of the specific approved project.

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4. Student Mobility – Outgoing Students

4.1. Eligibility Requirements

- At the time of undertaking a study period or traineeship abroad, the student must be enrolled at MENDELU in at least the first year of an accredited bachelor's degree programme, or in any year of a follow-up master's or doctoral degree programme. Both full-time and part-time students are eligible.
- The student must apply through a regular or extraordinary selection process (hereinafter the "SP") and be selected.
- Study periods and traineeships may take place only under valid Inter-Institutional Agreements concluded between MENDELU and the foreign partner institution.
- The student must remain duly enrolled in the faculty through which the mobility is arranged for the entire duration of the mobility. This requirement does not apply to recent graduates undertaking traineeships.
- Students are required to fulfil their study obligations during their mobility, in accordance with the Study and Examination Regulations.
- A study period or traineeship must last at least 2 months (60 days) and no longer than 12 months (360 days) within one study cycle.
- Doctoral students and selected students with fewer opportunities may also undertake a short-term mobility lasting at least 5 and no more than 30 days.
- For a study period, bachelor's and master's students must earn at least 18 ECTS credits per semester.
- A study period abroad for a doctoral student must be approved in advance by their dissertation supervisor. No recommended number of credits is specified for doctoral study periods abroad.
- For a traineeship, the student must work full-time at the host organisation, in accordance with the standard working hours in the country where the organisation is based.
- The student must state the traineeship dates in the application and acceptance letter. These dates may be changed before the mobility begins. However, the dates must be confirmed in the Learning Agreement for Traineeships (hereinafter "TA") at the latest. If the dates change after the TA has been signed, a new TA must be prepared. The student must inform both the IRO Coordinator and the faculty coordinator of any changes to the traineeship dates.
- To successfully complete the traineeship abroad, the student must complete the activities set out in the TA.
- The programme is not intended for students who have come to the Czech Republic to study under the Erasmus Mundus programme.

4.1.1. Specific Conditions for Recent Graduates' Traineeships

- Applicants for a recent graduate traineeship must be selected during their final year of study and must have an approved TA, compulsory insurance arranged, and the

traineeship entered into the University Information System (UIS) prior to completing their studies, i.e., before passing the final part of the state final examination.

- A recent graduate traineeship that is not recognised as part of studies is not governed by the Code of Administrative Procedure (there is therefore no need to open a formal 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 CNA specifies otherwise.
- A recent graduate traineeship may only be undertaken by applicants who have successfully completed their studies and do not intend to continue in further studies. Applicants for a graduate traineeship confirm this fact by submitting a written statutory declaration upon signing the Participant´s Agreement.
- Graduate traineeships may last between 2 and 12 months; however, the duration of any previously completed Erasmus mobility (both study and traineeship) within the preceding study cycle is deducted from this period.
- The amount of funding a graduate receives for a recent graduate traineeship depends on the allocation of funds available for mobilities in the specific region and country to which the student travels under E+ ICM.

4.2. Selection Process

4.2.1. Selection Process for Study Stays

- The selection process for Erasmus+ ICM is announced by the 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 CNA, an additional selection process may be announced, usually at the end of the spring/beginning of the winter semester. The selection process 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 process 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.
- The E+ ICM Coordinator informs students about study stays at partner foreign institutions (type of study, number of available places, etc.).
- The student is required to check the conditions and deadlines for submitting applications to the selected foreign partner institution.
- 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 selected in an additional selection process are nominated for the spring semester of the following academic year.

- A language exam in the study language 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 E+ ICM Coordinator. Native speakers are exempt from taking the exam if they provide the appropriate documentation.
- The language exam is not required for students who submit to the E+ ICM 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 E+ ICM Coordinator.
- The student can earn a maximum of 100 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.
    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 IRO 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+ ICM Coordinator and the faculty coordinator assess the relationship between the student's study plan and the project's scope for the relevant region. The 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) – At the request of the E+ ICM Coordinator, the ESN President provides the points awarded for participation in the Buddy System (maximum of 10 points). The E+ ICM Coordinator shares the points with the faculty coordinators. The faculty coordinator will enter the points into UIS.

- Results of the selection process:
  - Students who have applied for an E+ ICM study period abroad and passed the selection procedure are ranked according to their results in the selection process.
  - The E+ ICM Coordinator, together with IC, allocates the grant-funded places among the faculties in proportion to the number of applicants from each faculty and institute who have been recommended for a study period abroad.

- The E+ ICM Coordinator assigns students to host universities. Even if a student passes the selection process, the faculty or IRO may decide not to recommend them for a particular institution if there are concerns. The student is usually assigned another suitable institution from their list of preferences.
- The results of the selection process will be announced to the students via UIS at the time specified in the academic year schedule.

4.2.2 Selection Process for Traineeships

- The E+ ICM selection process for student and recent-graduate traineeships 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.
- The number of traineeship places available in each country and at each institution depends on the results of each project call and the use of the project funds.
- Students apply for the selection process via the Contact Centre application in UIS. Students fill out the application online, including submitting attachments. The E+ ICM 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:
  - 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 E+ ICM 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.

4.3. Nomination

- The E+ ICM Coordinator nominates students to foreign partner institutions according to the nomination deadlines at those universities.
- The number of places available at each institution is specified in the IIA.
- The E+ ICM Coordinator informs the student when the partner institution has confirmed the nomination.
- Change of host institution:
  - A change for any reason on the student's part is possible within 14 days of publication of the selection results. The student must consult the E+ ICM Coordinator before making the change.
  - A change initiated by the host institution (e.g., if it declines the student due to capacity constraints or for other reasons) - the E+ ICM Coordinator informs both the student and the faculty coordinator. The student is offered other host institutions according to available capacity. After consultation with the E+ ICM Coordinator, a new host institution is assigned. the deadlines for nominations of the newly assigned institution must be taken into account. The E+ ICM Coordinator then nominates the student to the newly assigned institution.

- A change for serious reasons on the part of the student - must be made in consultation with the E+ ICM Coordinator and the faculty coordinator. The deadlines of the newly assigned institution and available capacities must be taken into account.
- Change of semester for the study abroad program - if a student wishes to change the semester in which he/she will undertake his/her study mobility or traineeship, he/she must consult the E+ ICM Coordinator in advance. 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 E+ ICM Coordinator.

4.4. Learning Agreement

- Students undertake study stays at foreign institutions on the basis of a tripartite Learning Agreement (hereinafter referred to as "LA"), including any changes – Changes to Original Learning Agreement, (hereinafter referred to as "Changes") which must be approved by the relevant vice-dean. It is a binding tripartite agreement (MENDELU – student – partner university).
- The LA 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.

- The faculty coordinator submits the LA to the relevant vice-dean for approval and signature.
- 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 printed version bearing the vice-dean's original signature must be assigned a reference number, and a file relating to the student's mobility must be created and assigned a file reference. From this point onwards, the procedure is governed by the administrative rules and § 68 of the Higher Education Act.
- The tripartite-signed OLA/LA constitutes both an application and an approval for the recognition of courses, provided there are no changes to the OLA/LA (see below).
- The student uploads the confirmed document to the Checklist in UIS.

4.4.1. Changes to Learning Agreement (Changes to OLA/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.
- 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.
- 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 faculty coordinator shall assign a reference number to the Changes and file them under the student's study abroad file number.
- The student uploads the confirmed document to the Checklist in UIS.
- If the relevant vice-dean does not approve the proposed changes, the faculty coordinator informs the student that they must select different courses.

4.5. Learning Agreement for Traineeship (TA)

- The student carries out the practical internship based on a Learning Agreement for Traineeship (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 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 E+ ICM 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.

4.5.1. Changes to the Learning Agreement for Traineeship

- The Learning Agreement for Traineeship can be modified. The student is obligated to notify about any changes to E+ ICM Coordinator 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 E+ ICM Coordinator and 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.

- As with the Traineeship Agreement (TA), the faculty is responsible for the content correctness of the "Changes to Traineeship Agreement."
- The E+ ICM 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).

4.6. Mobility Administration

4.6.1. Before the Mobility

- 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/organisation). The duration of the stay indicated in the LoA includes the period necessary to carry out the mobility.
- 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.
- Students must arrange travel insurance and subsequently upload proof of payment to the Checklist application in the UIS (hereinafter referred to as "Checklists").
- For going abroad, MENDELU strongly recommends insurance from the ERGO company. Insurance with another provider is possible; however, based on the Erasmus+ program rules, MENDELU requires coverage in the following areas:
  - travel insurance (including damage to or loss of luggage),
  - third-party liability (including personal liability insurance or potential professional indemnity towards an employer),
  - accident and serious illness (including permanent or temporary disability),
  - death (including repatriation in the case of projects carried out abroad).
- When arranging insurance with a provider other than ERGO, students must expect a significant delay in the approval of their mobility by MENDELU. Due to the need to verify compliance with the coverage requirements, MENDELU reserves the right to respond within a period of up to 45 days.
- No later than 14 days before the planned departure, the student must sign the Participant´s Agreement (PA) with the E+ ICM Coordinator.
- Before signing the PA, the student must upload the following documents to the Checklist in UIS, which will be reviewed by the E+ ICM Coordinator:
  - LoA with the exact dates of the stay (including information about the language course, welcome days, or orientation week),
  - LA/TA confirmed by all three parties (student, relevant vice-dean, and foreign coordinator),
  - proof of payment for travel insurance,
- Students who are not EU citizens must also present a long-term residence permit for the country of mobility to the E+ ICM Coordinator at the time of signing the PA. This permit

must be valid for the entire duration of the 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).

- If requested by the E+ ICM Coordinator, the student must present the original travel document.
- Students who pay tuition fees themselves must also provide proof of payment of the fees associated with their studies for the following semester.
- In the case of a traineeship for recent graduates, the graduate must submit a statutory declaration confirming that they do not intend to pursue further studies and will not be employed in the Czech Republic during the traineeship.
- The E+ ICM 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 E+ ICM 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 E+ ICM 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 LA/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 LA/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 E+ ICM Coordinator for registration.
- If a student leaves for a study stay/traineeship without signing the PA, 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 E+ ICM 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).

4.6.2. During the Mobility

- The student must promptly inform the E+ ICM Coordinator of any changes, including a shortening or extension of the stay, and of any problems with fulfilling the LA/TA.

- As a rule, extensions of E+ ICM mobility are not possible. Students must check this possibility with the E+ ICM Coordinator in advance.
- If the student wants to extend his/her stay abroad, he/she must complete the Application for Extension of a Study Period/Traineeship form (i.e. Application for Extension), and send the signed application to the E+ ICM Coordinator. Based on the current budget and the mobilities approved for the country concerned, the E+ ICM Coordinator will decide whether the application can be approved or must be rejected.
- If the current budget allows and the mobility can be extended, the E+ ICM Coordinator forwards the Application for Extension to the faculty coordinator for comment.
- The student then prepares the Changes to the LA/TA and submits them to the faculty coordinator for approval. The faculty coordinator forwards the Changes to the relevant vice-dean for approval.
- The Application for Extension and the new LA/TA will be assigned a reference number and will be included in the student's departure file.
- The E+ ICM 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 student is obliged to arrange or extend his/her travel insurance due to the extension of the insurance period.

4.6.3. After the Mobility

- After the student returns, the E+ ICM Coordinator will settle the scholarship based on the Confirmation of Study Period/Traineeship Certificate, which the student must submit in its original form. If the Confirmation of Study Period/Traineeship Certificate 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/Traineeship Certificate no later than 30 days after the end of the study stay/traineeship 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.
- In the case of a study stay:
  - The student must submit the original or electronically verified copy of the Transcript of Records (ToR) within 4 weeks 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).

- 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 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 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 E+ ICM 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 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.

- In the case of a traineeship:
  - The E+ ICM Coordinator will verify the formal validity of the Traineeship Certificate (TC) and file a counterpart of the TC in the student's folder. The student then submits the document to the faculty coordinator within 30 days of completing the traineeship. The faculty coordinator prepares a verified copy for the student's file.
  - 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.
  - 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.

- After returning, the student must complete the Final Travel Report and upload it to the Checklists application, together with the EU Survey and the Confirmation of Study Period/Traineeship Certificate.
- The E+ ICM Coordinator checks the Checklist when closing the mobility under the Erasmus+ programme.
- The E+ ICM Coordinator may also request original travel documents and other accounting documents, such as proof of accommodation payment.
- If the student has to terminate the mobility due to force majeure, he/she must make every effort to minimise costs and retain both payment documents and evidence of efforts to reduce costs in the event of an early departure—for example, correspondence showing that he/she asked his/her accommodation provider to terminate the rental agreement early.
- Failure to meet the requirements for a study period or traineeship:
  - If the student does not meet the minimum duration of a study period or traineeship, i.e., two months, he/she must repay the full amount of the financial support received. This does not apply to short-term PhD traineeships.
  - If the student fails to submit the required documents by the deadline set by the sending institution and/or fails to complete the final report (EU Survey), he/she must repay the full amount of the financial support received.

4.7. Methodology for the Recognition of Erasmus+ ICM Study Mobility

- When concluding the LA, it is necessary to define how the proposed courses will be recognized upon successful completion.
- In the event of changes to the LA, the same applies to courses that have been added to the original 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 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 plana t 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 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.

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5. Student Mobility – Incoming Students

5.1. Applications and Nominations

5.1.1. 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 E+ ICM Coordinator 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.

5.1.2. Nomination

- On March and August, the E+ ICM Coordinator sends an email to all international coordinators at partner institutions within the Erasmus+ ICM informing them that the nomination has been launched. The email includes a table in which each partner institution nominates students. The E+ ICM Coordinator then nominates the students in UIS.
- The nomination deadlines are 15 May for the winter semester and 15 October for the summer semester.
- After the nomination has been entered in UIS, the E+ ICM Coordinator informs each student that they have been nominated and sends them the LA/TA to complete and sign.
- The student sends the completed and signed LA/TA to the E+ ICM Coordinator in PDF format.

- As a rule, the LA/TA is first signed by the student and the host institution; MENDELU confirms it afterwards.
- Study period:
  - The LA must be confirmed by all faculties at which the student has selected courses.
  - The LA should be approved by 10 June for the winter semester and by 10 November for the summer semester.
  - The E+ ICM Coordinator saves the approved LA in the student's folder.
  - Once the LA has been confirmed by the faculty coordinator/vice-dean, it is sent back to the student by email.
  - The E+ ICM Coordinator gives final approval of the LA on behalf of MENDELU by accepting the student in UIS.
- Traineeship:
  - The TA is confirmed by the traineeship supervisor and the vice-dean.
  - The E+ ICM Coordinator records the trainee on the list of incoming students and informs him/her about activities for incoming students.
  - Students from partner institutions undertaking a traineeship at the university follow the instructions of the traineeship supervisor.
  - The traineeship supervisor oversees the traineeship.
  - The E+ ICM Coordinator saves the approved TA in the student's folder.
  - Once the TA has been confirmed, it is sent back to the student by email.
- 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).
- The E+ ICM Coordinator informs the student that they must arrange insurance covering the entire period of their stay. The insurance must include, at a minimum, health insurance, third-party liability insurance and accident insurance. The E+ ICM Coordinator prepares a Letter of Acceptance (LoA) containing the information required to obtain a visa for a short- or long-term stay in the Czech Republic for study purposes. The LoA is printed, signed and sent to the partner institution together with confirmation of accommodation, once the student has booked it. Where possible, visa documents for all students from the same university are sent together, even if the students were nominated through different programmes; this requires coordination between the relevant IRO coordinators.
- Once the student has been accepted, his/her studies are set up in UIS. During the course registration period, the faculty coordinator registers the incoming student for the courses listed in the LA in UIS (typically in June and December).

5.2. Student Services

5.2.1. Welcome Week

- Welcome Week is organised by IRO in cooperation with ESN (Erasmus Student Network) MENDELU. 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.

5.2.2. 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.

5.2.3. 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.

5.3. Mobility Administration

- The E+ ICM 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).
- For students who do not arrive, the E+ ICM Coordinator, with the assistance of the relevant Information Technology Department (OIT) staff member, arranges for their studies to be cancelled in UIS no later than 31 October for the winter semester or 31 March for the summer semester.
- The student arranges accommodation. If he/she is not staying in university halls of residence, he/she must register his/her stay with the Foreign Police.
- The student obtains an ISIC card from the E+ ICM Coordinator. For the duration of his/her studies, it serves as proof of his/her status as an exchange student.

- After arriving, the student signs the Participation Agreement (PA) with the E+ ICM Coordinator. To receive the grant, the student must arrange a bank account in advance with Revolut or open an account with a Czech bank after arrival.
- Before signing the PA, the student must provide proof of travel insurance covering the entire period of their stay.
- If the student has a Revolut account, the first instalment—100% of the travel costs and 70% of the individual costs—is transferred within seven days of signing the PA.
- If the student does not have a Revolut account and will open an account with a Czech bank, the first instalment—100% of the travel costs and 70% of the individual costs—is paid in cash at the university cash office.
- The remaining 30% of the individual costs is transferred to the student's bank account once they have completed at least 18 ECTS credits or, in the case of a traineeship, successfully completed the traineeship.

5.3.1. Changes to the 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.
- The student records the changes in the Changes to the LA form, which must be approved by the faculty coordinator and the coordinator from the student's home faculty. The student must also ensure that a copy is sent to IRO.
- The E+ ICM Coordinator receives a notification of the student's request to make Changes to the LA and records the request in the shared spreadsheet listing accepted students.
- The faculty coordinator submits the Changes to the LA for approval by the relevant vice-dean. If the changes also concern courses offered by other faculties, all the relevant faculties must provide their comments. The paper Changes form is circulated among the faculty coordinators, and the last coordinator forwards it to IRO. The E+ ICM Coordinator then approves the Changes to the LA on behalf of MENDELU.
- The faculty coordinator is responsible for the accuracy of the information and for ensuring consistency between the selected courses in the LA or Changes and all courses registered in UIS.
- International students collect the approved Changes to the LA from the E+ ICM Coordinator. The student is responsible for having the Changes to the LA confirmed by his/her home university.
- If the number of ECTS credits for courses taught by the receiving faculty falls below the number of credits taken at another faculty, the coordinator of the receiving faculty must consult the coordinator of the faculty where the student is taking the greater number of credits to determine whether the student's home-faculty affiliation should be changed. If so, the coordinator must submit a request to the student's original home faculty via the MENDELU helpdesk to make the change.

- Once the LA has been approved by all parties, the faculty coordinator updates the student's course selection in UIS.

5.3.2. Changes to the Learning Agreement for Traineeships

- An international student may change the content of his/her traineeship within 30 days of starting the traineeship at MENDELU, provided that their supervisor at MENDELU and the sending institution agree.
- The student records the changes in the TA form (the "During Mobility" section), which must be confirmed by the faculty coordinator and the coordinator from the home faculty; the student must also ensure that a copy reaches IRO.
- The E+ ICM Coordinator receives a notification of the student's request for Changes to the TA and subsequently notes the request in the shared spreadsheet containing the names of accepted students.
- The faculty coordinator submits the Changes to the TA document to the relevant vice-dean for approval. The E+ ICM Coordinator then approves the Changes to the TA on behalf of MENDELU.
- The student is responsible for obtaining confirmation of the Changes to the TA from his/her home university.

5.3.3. Changes to the Duration of the Mobility

- Extensions of E+ ICM mobility are not normally permitted, as the duration of the mobility and the grant amount are determined by the grant agreement, and each country has a specified number and type of mobility places.
- Students must therefore always discuss the possibility of extending their mobility with the E+ ICM Coordinator, who will assess the situation based on grant expenditure, the current budget and other planned mobilities.
- If the E+ ICM Coordinator authorises an extension of the study period or traineeship, the student must complete an application to extend his/her stay, known as the Application for Extension of Erasmus+, or a similar form required by his/her home university. The student must also submit a completed and approved LA/TA for the relevant period. The student submits these documents to the faculty coordinator, who forwards the application to the relevant vice-dean for approval. The faculty coordinator sends the approved forms to IRO.
- The process then continues as described above.

5.4. Completion of the Mobility

- The student is required to inform the E+ ICM Coordinator about the date of his/her departure.
- Before departure, the student is required to visit the E+ ICM Coordinator at IRO. If the student has met all the conditions for completing the study period or traineeship, the E+ ICM Coordinator pays him/her the remaining 30% of the grant.

- If the conditions of the study period have been met, the E+ ICM 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).
- The E+ ICM Coordinator generates the Transcript of Records (ToR) in UIS, listing all the courses the student completed at the university along with their grades and ECTS credit values, and subsequently uploads the document to the student's repository in UIS.
- The E+ ICM Coordinator issues the ToR once all academic results have been recorded by lecturers.
- The course guarantor is responsible for recording the course completion result in UIS within 7 calendar days of the course's conclusion, but no later than the end of the examination period of the given semester, even in the event of unsuccessful course completion.
- A course result is considered unsuccessful if graded as "fail", "not credited", "failed to appear", or "unsuccessfully completed" (for CSA courses).
- For more details on course grading, see the Study and Examination Regulations of Mendel University in Brno, effective as of 1 September 2023.
- If the conditions of the traineeship have been met, the student's Traineeship Certificate is certified by the traineeship supervisor.
- The student is obliged to fill out the EU Final Report (EU Survey Final Report) prior to departure. The student will receive an invitation to complete it by email.

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6. Staff Mobility – Outgoing Staff

6.1. Eligibility Requirements

- The Erasmus+ ICM enables the implementation of teaching or training mobility at a foreign partner institution with a minimum duration of 5 days and a maximum of 60 day.
- The outgoing staff member must be employed under an employment contract at MENDELU; staff employed under agreements such as Agreement to complete a job (DPP) or the Agreement to perform work (DPČ) are not eligible.
- Each stay must last at least 5 days. Travel days are not included in the duration of the stay, but may be financially supported (i.e., a grant may be awarded for the travel day immediately before the first day of the programme and the travel day immediately after the last day).
- Applicants interested in a teaching or training mobility must undergo a selection process, either during the project preparation phase or through a subsequently announced selection process.

6.1.1. Teaching Mobility

- Teaching should be an integral part of the study programme at the receiving institution.
- For a teaching mobility, the academic staff member receives a grant covering accommodation, meals, local transport, insurance, and travel expenses. In exceptional

cases, an allowance (so-called "pocket money") may be granted, particularly in destinations where providing accounting receipts is difficult.

- Academic staff undertaking a teaching mobility must be employed under an employment contract as an academic staff member at MENDELU (the employment full-time equivalent does not matter).
- Eligible teaching activities include lectures, seminars, workshops, consultations with students, and field teaching.
- Participation in conferences is not allowed within Erasmus+ ICM teaching mobility.
- The staff member must deliver a minimum of 8 teaching hours per week.
- If the stay exceeds one week, the staff member must teach at least 8 hours for the first week, and subsequently 1.6 hours multiplied by the number of additional days.
- Staff members in a probationary period or notice period cannot be sent on a teaching mobility.

6.1.2. Training Mobility

- The objective is to acquire new knowledge and skills applicable to the home workplace.
- Eligible activities include job shadowing at a partner university abroad, practical or professional training, workshops, and seminars.
- The content of the training abroad must be related to the staff member's scope of work at MENDELU.
- Participation in conferences is not allowed within Erasmus+ ICM training mobility.
- Staff members in a probationary period or notice period cannot be sent on a training mobility.

6.2. Selection Process

- Staff mobilities may already be specified in advance in the E+ ICM project application.
- If they are not specified in advance, or if they are not fully utilised during the final year of the project by the team involved in project preparation, IC may announce a selection process.
- The selection process for staff mobility under the E+ ICM is announced once a year, usually in April or May.
- Applicants interested in mobility submit their applications electronically within the specified deadline, according to the information published by IRO.
- All staff members receive an email with information about the announcement of the selection process.
- Both teaching and training mobilities may only be carried out at one of the institutions listed in the application.

- The evaluation criteria are publicly available on the IRO website, and staff members are informed about them in advance.
- The evaluation process consists of two parts:
  - **Faculty/Institute/Rectorate evaluation**: Maximum of 60 points. Evaluated by Vice-Deans for Internationalisation at faculties, the Director of the Institute of Lifelong Learning (ILL) for ILL, and the Vice-Rector for Internationalisation for rectorate and university-wide units.
  - **IRO evaluation**: Maximum of 40 points. Carried out by the IC, the Head of IRO, and the E+ ICM Coordinator.
- All documents, including lists of applicants and results, are archived electronically in the MS Teams environment.
- All applicants are informed about the results of the selection process by email.

6.2.1. Evaluation Process

- IRO provides Vice-Deans for Internationalisation at individual faculties, the Director of ILL, and the Vice-Rector for Internationalisation with a list of applicants and information them on the number of allocated mobilities (STA and STT).
- The number of mobilities is distributed based on the number of faculty staff and the number of applications in previous years.
- Vice-Deans for Internationalisation, the Director of ILL, and the Vice-Rector for Internationalisation submit their scoring, which is then complemented by IRO with its part of the evaluation.
- Successful applicants are informed about the allocated mobility by email. An overview of the results is published on the IRO website and shared with the faculties.

6.3. Financial Conditions

6.3.1. General Financial Rules

- The administrative and grant agenda related to the Erasmus+ programme is managed by the International Relations Office (IRO).
- Organisational matters (travel orders, flight tickets, train tickets, accommodation etc.) are arranged by employees themselves.
- The staff member receives two types of financial support:
  - subsistence costs – a financial package covering accommodation, meals, local transport, and travel insurance,
  - travel costs – a financial package covering travel to and from the destination.
- The maximum grant amount covered by the Erasmus+ ICM is the sum of the limits for subsistence and travel costs.

- Financial support is granted only for the period of physical mobility; periods of online mobility are not financially supported under the Erasmus+ programme.
- The payment of financial support (advances, subsistence allowances, and final settlement) is processed by the Economic Department.
- All boarding passes, tickets, invoices, accommodation receipts, etc. must be kept and submitted with the travel expense report.
- A grant may be awarded for up to 2 travel days (1 day for the outbound journey and 1 day for the return), provided that the travel day precedes the first day of the stay at the receiving institution and/or follows the last day of the stay.
- Outgoing staff receive a maximum of EUR 180 per day for days 1–14 of the stay and EUR 126 per day for days 15–60. Participants receive financial support for actual travel expenses, as documented in the completed travel authorisation.
- Staff members with special needs may apply for additional financial support. After being selected for mobility, they must contact IRO. The application is submitted to the E+ ICM coordinator at IRO and approved by the Erasmus+ Institutional Coordinator.
- Mobilities planned for December must be consulted in advance with the IRO coordinator due to the financial closure at the end of the calendar year.
- It is not possible to carry out a mobility where the business trip starts earlier than one day before the beginning of the mobility. An exception may be granted by the IC if it is not possible to reach the destination on the day of the mobility start or the day before (e.g., due to limited transport connections on specific days). In such cases, however, the mobility grant remains unchanged, and any additional costs must be covered from co-financing sources.
- Staff members with special needs may apply for additional support. They must contact the E+ ICM Coordinator before the mobility and submit an application for support for a participant with specific needs, along with any documents requested by the E+ ICM Coordinator. The application is approved by the Institutional Erasmus+ Coordinator.

6.3.2. Individual Support

- Individual support includes accommodation, meals, local transport during the stay, travel insurance, and any cancellation fees.
- The financial support is intended to cover part of the individual costs related to the teaching or training at a partner institution abroad.
- Financial support is provided exclusively for the days when the staff member delivers teaching or participates in training.
- The exact number of teaching/training days must be approved in advance by the receiving institution in the Mobility Agreement. IRO calculates the grant amount on this basis.
- The amount confirmed by IRO represents the maximum grant allocated for individual costs to be covered by the Erasmus+ ICM.
- Optional excursions cannot be funded from individual costs.

6.3.3. Travel Support

- Travel costs include all expenses, and all means of transport, including local transport, used from the point of departure to the destination and back.
- All boarding passes, tickets, invoices, accommodation receipts, etc. must be retained and submitted with the travel expense claim.
- The amount of travel costs is calculated using the distance calculator published on the European Commission's website.
- The amount allocated for travel costs according to the distance band is determined by the Erasmus+ Programme Guide. It is based on the distance from Brno (or another point of departure) to the destination, as calculated by the Erasmus+ Distance Calculator.
- If the staff member plans to use a green mode of transport (bus, train, shared car, bicycle), he/she may request an increased travel grant (so-called Green Erasmus) and must inform the E+ ICM Coordinator before signing the participant´s agreement.
- The participant is entitled to an increased limit if he/she demonstrates, in the travel report, the use of environmentally friendly transport for both the outbound and return journeys (the green mode must be the main means of transport for each journey).
- In the case of using a shared car (at least two people travelling together both to and from the destination), the participant must submit a declaration confirming the use of a sustainable mean of transport.
- When using greener transport, staff may also be granted up to 4 additional travel days. Subsistence costs will also be covered for these days, but the participant must prove that he/she actually spent the days travelling (e.g., receipts, tickets). The entitlement to additional travel days is assessed by the E+ ICM Coordinator at IRO.

6.4. Mobility Administration

- The E+ ICM Coordinator is responsible for creating a file for each staff member and keeping all documents related to his/her mobility in it.

6.4.1. Before Departure

- Completion and approval of the Mobility Agreement:
  - It must be completed no earlier than six weeks before the planned mobility.
  - The form must be fully completed and approved by all parties:
    - mobility participant – signed by the MENDELU staff member undertaking a teaching or training mobility;
    - sending institution – signed by the Vice-Dean for International Affairs at the faculty or the Head of Department at the Rector's Office;
    - receiving institution – signed by the international coordinator.

- The Mobility Agreement must include only the days of physical mobility, not travel days. The first day of mobility is the first day at the host institution, and the last day is the final day at that institution.
- The staff member must submit the Mobility Agreement to IRO.

- Completion and approval of the Travel Order:
  - The Travel Order must be initiated only after the Mobility Agreement has been completed.
  - IRO does not arrange flights. The staff member must book and pay for their own flight; the cost will be reimbursed through the business travel expense settlement at the MENDELU Cash Office.
  - Purchase of flight tickets, transport tickets, and accommodation payments can only be made after the travel order has been approved by the relevant authorities,
  - Once the travel order is completed and approved, travel insurance is activated for the staff member.
  - Staff members who wish to receive an advance payment must request it in the Travel Order.
- Signing of the Participant´s Agreement:
  - Before departure, the staff member contacts the E+ ICM Coordinator to arrange a date for signing the participant´s agreement.
  - The participant´s agreement must be signed at least 5 days before departure.
  - Without the participant´s agreement signed by all parties and approved funding (i.e., the maximum amount for subsistence and travel costs) by IRO, the mobility cannot take place and will not be reimbursed by IRO.
  - If any planned changes occur before the mobility (e.g., shortening of the stay, change of transport etc.), the staff member must sign an amendment to the participant's agreement.

6.4.2. During the Mobility

- During the stay at the host institution, the staff member must follow the teaching or work plan agreed upon in the Mobility Agreement.
- The planned number of teaching or working hours must be completed.

6.4.3. After the Mobility

- The staff member must have his/her mobility confirmed by the receiving institution through the so-called Confirmation of Erasmus+ Stay. This document is issued at the end of the

stay or after its completion. It includes only the dates confirming the stay at the host institution, not the travel dates

- The activities carried out must be specified for each day of the mobility.
- The number of mobility days must correspond to the number of days stated in the Mobility Agreement.
- In the case of teaching mobility, the minimum number of teaching hours is 8 hours per week, even if the mobility lasts less than one week.
- The date of signature by the host institution must not be earlier than the last day of the stay.
- The staff member must submit the original signed and confirmed Confirmation of Erasmus+ Stay to IRO no later than 10 days after returning from the mobility.
- The staff member must complete and submit the travel report in the Verso system.
- Supporting documents for accommodation and travel must be submitted during the financial settlement.
- All tickets intended for reimbursement must be submitted to the Economic Department:
  - for flight tickets, boarding passes must be provided, even if available only electronically (must be downloaded from the app, screenshot taken, etc.),
  - for delayed connections/flights, proof of delay must be provided (e.g., a photo of the airport announcement, confirmation from the carrier, etc.); otherwise, it is assumed that the connection was not delayed.
- As part of the travel report, a Final Report from the Business Trip must be completed. The travel report cannot be approved without it.
- The participant must complete and submit the travel report within 10 working days after the end of the stay (late submission may negatively affect the reimbursement of Erasmus+ funds).
- The participant will receive an EU Survey questionnaire from the European Commission by email, which must be completed within 30 calendar days after the end of the mobility.

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7. Staff Mobility – Incoming Staff

7.1. Eligibility Requirements

- The Erasmus+ ICM enables the implementation of teaching or training mobility at MENDELU with a minimum duration of 5 days and a maximum of 60 day.
- Each stay must last at least 5 days. Travel days are not included in the duration of the stay, but may be financially supported (i.e., a grant may be awarded for the travel day immediately before the first day of the programme and the travel day immediately after the last day).

- Applicants interested in a teaching or training mobility are either identified during the preparation of the Erasmus+ ICM project or selected according to the criteria of the institutions participating in the project.

7.1.1. Teaching Mobility

- Teaching should be an integral part of the study programme at MENDELU.
- Academic staff undertaking a teaching mobility receive a grant covering accommodation, meals, local transport, insurance and travel expenses.
- Eligible teaching activities include lectures, seminars, workshops, consultations with students, and field teaching.
- Participation in conferences is not allowed within Erasmus+ ICM teaching mobility.
- The staff member must deliver a minimum of 8 teaching hours per week.
- If the stay exceeds one week, the staff member must teach at least 8 hours for the first week, and subsequently 1.6 hours multiplied by the number of additional days.

7.1.2. Training Mobility

- The objective is to acquire new knowledge and skills applicable to the home workplace.
- Eligible activities include job shadowing at MENDELU, practical or professional training, workshops, and seminars.
- Participation in conferences is not allowed within Erasmus+ ICM training mobility.

7.2. Financial Conditions

7.2.1. General Financial Rules

- The staff member receives two types of financial support:
  - subsistence costs – a financial package covering accommodation, meals, local transport, and travel insurance,
  - travel costs – a financial package covering travel to and from the destination.
- For a mobility lasting 5+2 days (including travel days), incoming staff receive 100% of the grant upon arrival at MENDELU. For a longer mobility, staff receive 70% of the subsistence costs and 100% of the travel costs upon arrival at MENDELU. The remaining 30% of the subsistence costs is paid on their last day at MENDELU.
- Financial support is paid in cash at the MENDELU Cash Office.
- Financial support is granted only for the period of physical mobility; periods of online mobility are not financially supported under the Erasmus+ programme.
- Funding covers teaching or training days. A grant may also be awarded for up to two travel days (one day for the outward journey and one for the return journey), provided the

outward travel day is immediately before the first day at the host institution and the return travel day is immediately after the last day there.

- Staff members with special needs may apply for additional support. They must contact the E+ ICM Coordinator before the mobility and submit an application for support for a participant with specific needs, along with any documents requested by the E+ ICM Coordinator. The application is approved by the Institutional Erasmus+ Coordinator.

7.2.2. Individual Support

- Individual support includes accommodation, meals, local transport during the stay, travel insurance, and any cancellation fees.
- The financial support is intended to cover part of the individual costs related to the teaching or training at MENDELU.
- Financial support is provided exclusively for the days when the staff member delivers teaching or participates in training.
- The exact number of teaching/training days must be approved in advance by the receiving institution in the Mobility Agreement. IRO calculates the grant amount on this basis.
- The amount confirmed by IRO represents the grant the incoming staff member receives from the Erasmus+ ICM Programme.

7.2.3. Travel Support

- Travel costs include all expenses, and all means of transport, including local transport, used from the point of departure to the destination and back.
- The amount of travel costs is calculated using the distance calculator published on the European Commission's website.
- The amount allocated for travel costs according to the distance band is determined by the Erasmus+ Programme Guide. It is based on the distance from the point of departure to Brno, as calculated by the Erasmus+ Distance Calculator.
- If the staff member plans to use a green mean of transport (bus, train, shared car, bicycle), he/she may request an increased travel grant (so-called Green Erasmus) and must inform the E+ ICM Coordinator when signing the participant´s agreement.
- The participant is entitled to an increased limit if he/she demonstrates, in the travel report, the use of environmentally friendly transport for both the outbound and return journeys (the green mode must be the main means of transport for each journey).
- In the case of using a shared car (at least two people travelling together both to and from the destination), the participant must submit a declaration confirming the use of a sustainable mean of transport.
- When using greener transport, staff may also be granted up to 4 additional travel days. Subsistence costs will also be covered for these days, but the participant must prove that he/she actually spent the days travelling (e.g., receipts, tickets). The entitlement to additional travel days is assessed by the E+ ICM Coordinator at IRO.

7.3. Mobility Administration

- The E+ ICM Coordinator is responsible for creating a file for each staff member and keeping all documents related to his/her mobility in it.
- The E+ ICM Coordinator is responsible for administering the stay, including recording the mobility in the online spreadsheet “Incoming International Guests.”

7.3.1. Before Departure

- Completion and approval of the Mobility Agreement (MA):
  - It must be completed no earlier than six weeks before the planned mobility.
  - The form must be fully completed and approved by all parties:
    - mobility participant – signed by the staff member undertaking a teaching or training mobility;
    - sending institution – signed by the responsible person at the sending institution;
    - receiving institution – signed by the E+ ICM Coordinator.
  - The Mobility Agreement must include only the days of physical mobility, not travel days (the first day of mobility is the first day at MENDELU, and the last day is the final day at MENDELU).
  - The staff member sends by email the signed Mobility Agreement to the E+ ICM Coordinator. Once the MA has been signed by all parties, the E+ ICM Coordinator sends it back to the mobility participant.
- Signing of the Participant´s Agreement:
  - The E+ ICM Coordinator send by email the Participant Agreement to the participant to complete his/her personal details and informs him/her of the amount of financial support.
  - The staff member completes the Participant Agreement and returns it to the E+ ICM Coordinator.
  - The staff member must arrange travel and health insurance for the duration of the mobility.
  - Valid insurance is also a condition for payment of the grant and must be sent to the E+ ICM Coordinator in advance.
  - The participant may book accommodation at the university and, if necessary, contact the E+ ICM Coordinator for assistance.

- The participant arranges a meeting for the day of arrival to sign the Participant Agreement and receive the first instalment or the full amount of financial support (see above).

7.3.2. During the Mobility

- On the first day of the mobility, the participant must come to IRO to sign the Participant Agreement.
- After signing the Participant Agreement, the participant will receive the first payment or the full amount of financial support, as applicable (see above).
- On the last day of the mobility, the participant must bring the Erasmus+ ICM Confirmation of Stay to the E+ ICM Coordinator for confirmation. If the financial support was paid in two payments, the participant will receive the second payment, i.e., 30% of the subsistence support.
- The planned number of teaching or working hours must be completed.
- If the terms of the Participant Agreement are not met, the Institutional Coordinator is entitled to reduce the amount of financial support paid.

7.3.3. After the Mobility

- After the mobility, an invitation to complete the EU Survey will be sent to the email address provided in the Participant Agreement.
- The participant must complete the EU Survey final report as an online questionnaire.
- If this requirement is not met, the staff member must repay the full amount of financial support.

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8. Contact Details

International Relations Office

Head of the International Relations Office:
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9. Annexes

Annex No. 1

ODA-BASED RESTRICTIONS ON MOBILITY FLOWS (2026 – tbc.)*	
Region	
R1_Western Balkans	Albania, Bosnia and Herzegovina, Montenegro, Kosovo
R2_Eastern Neighbourhood	Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine
R3_Southern Mediterranean	Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia
R4_Russia	Russia
R5_Asia	Bangladesh, Bhutan, Brunei, China, Philippines, Hong Kong, India, Indonesia, Japan, South Korea, Cambodia, Laos, Macao, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, North Korea, Singapore, Sri Lanka, Taiwan, Thailand, Vietnam
R6_Central Asia	Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
R7_Middle East	Bahrain, Iran, Iraq, Yemen, Qatar, Kuwait, Oman, Saudi Arabia, United Arab Emirates
R8_Pacific	Australia, Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, ~~Nauru,~~ Niue, New Zealand, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu
R9_Sub-Saharan Africa	Angola, Benin, Botswana, Burkina Faso, Burundi, Chad, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, South Africa, South Sudan, Cameroon, Cape Verde, Kenya, Comoros, Congo, Lesotho, Liberia, Madagascar, Malawi, Mali, Mozambique, Mauritania, Mauritius, Namibia, Niger, Nigeria, Côte d'Ivoire, Equatorial Guinea, Rwanda, Central African Republic, São Tomé and Príncipe, Senegal, Seychelles, Sierra Leone, Somalia, Sudan, Eswatini, Tanzania, Togo, Uganda, Zambia, Zimbabwe.
R10_Latin America	Argentina, Bolivia, Brazil, Chile, Ecuador, Guatemala, Honduras, Colombia, Costa Rica, Mexico, Nicaragua, Panama, Paraguay, Peru, El Salvador, Uruguay, Venezuela
R11_Caribbean	Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Cuba, El Salvador, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago
R12_USA and Canada	Canada, USA

Outgoing student mobility with partners from countries shown in red is not permitted for short-cycle, long-cycle, first-cycle (Bachelor's) or second-cycle (Master's) studies (ODA-related).

*List of countries: https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2024-25-flows

Annex No. 2

Eligible grant applications (after passing the eligibility check) will be assessed against the following award criteria:

Project-level award criterion: Quality of the project design and cooperation arrangements (maximum 40 points)

- The extent to which the applicant organisation clearly describes the responsibilities, roles and tasks assigned to each partner.
- The completeness and quality of the arrangements for selecting participants, the support provided to them, and the recognition of their mobility period, particularly in the case of a third country not associated to the Programme.

Region-level award criterion: Relevance of the strategy (maximum 40 points)

For each regional partnership:

- The extent to which the planned mobility project is relevant to the internationalisation strategy of the higher education institutions involved.
- The rationale for selecting staff and/or student mobility.
- The rationale for the focus of cooperation with higher education institutions and organisations in specific countries within the partner region.

Region-level award criterion: Impact and dissemination of results (maximum 20 points)

For each regional partnership:

- The potential impact of the project on participants, the applicant and partner organisations at local, regional and national levels.
- The quality of the measures aimed at disseminating the results of the mobility project at faculty and institutional level and, where relevant, beyond, in all participating countries.

The applicant must explain how the project meets these three criteria from the perspective of its own institution (or institutions, if the application is submitted by a consortium) and from the perspective of the partner institutions in third countries not associated to the Programme. The question corresponding to the Quality of the project design and cooperation arrangements award criterion must be answered once for the entire project proposal. The questions corresponding to the Relevance of the strategy and Impact and dissemination of results award criteria must be answered for each region the applicant intends to include in the project.

Applicants should organise their proposal into “regional partnerships”, i.e., regroup all activities involving countries from the same region. Each regional partnership will be scored separately. For funding purposes, only regional partnerships scoring at least 60 points and meeting the 50% threshold for each award criterion listed in the table will be considered.

The total grant awarded to the project will be the sum of the grants awarded to regional partnerships that meet the minimum quality threshold. The amount will depend on a number of factors:

- the number of participants and the duration of the activity covered by the application;
- the budget allocated to the country or region;
- geographical balance within the region concerned.

Regardless of the scores achieved by regional partnerships that exceed the threshold indicated above, the National Agency may prioritise mobility involving certain countries in order to ensure geographical balance within the region, as defined by the geographical targets set out above.

The National Agency is not obliged to fund all mobility activities requested for a particular third country not associated to the Programme if, in view of the available budget, the application is considered disproportionate.

Annex No. 3

Recognized language certificates (minimum level B2)

- English language certificates (maximum validity 5 years):
  - First Certificate in English (FCE)
  - Cambridge Advanced Certificate in English (CAE)
  - Cambridge Certificate of Proficiency in English (CPE)
  - Test of English as a Foreign Language (TOEFL)

- Spanish language certificates (maximum validity 5 years):
  - DELE (Diplomas de español como lengua extranjera)
  - ECL (European Consortium for the Certificate of Attainment in Modern Languages)

- German language certificates (maximum validity 5 years):
  - Goethe-Zertifikat
  - ÖSD (Austrian Language Diploma)
  - TestDaF
  - Telc

- French language certificates (maximum validity 5 years):
  - TCF (Test de connaissance du français)
  - TEF (Test d'évaluation de français)
  - DELF (Diplôme d'études en langue française)
  - DALF (Diplôme approfondi de langue française)