

Conditions of the Erasmus programme for student mobility

Financial subsidies for student mobility (SM) – **study stays abroad** within the Erasmus programme – will be granted under the following conditions:

1. Outgoing students

Financial support will be granted to students who study abroad in countries participating in the Lifelong Learning Programme¹ carried out within bilateral agreements with the aim of conducting eligible activities (see article 4) between partner institutions (hereafter referred to as “home institution” and “host institution”).

Student mobility may only take place at chosen² partner institutions residing in countries participating in the Lifelong Learning Programme, with whom the home institution has entered into a bilateral agreement. Both home and host institutions are required to hold the Erasmus University Charter awarded by the European Commission.

The sent students must be

- a) enrolled in an accredited Bachelors, Masters or Doctoral study programme at their home university
- b) enrolled in studies at a college

2. Official status of students

Financial support will be granted exclusively to students who are citizens of a European Union member state or other country participating in the Lifelong Learning Programme, or to students with permanent residence in the country from which they intend to travel abroad within the Erasmus programme, or who in their home countries officially received the status of refugee or person without nationality.

3. Second year students

Financial support will be granted only to students duly enrolled in

- a) at least second year of studies at home university (applicable for bachelor degree of studies);
- b) at least second year of studies at their home college

4. Eligible activities abroad

Financial support may be granted only for the following activities:

- regular pre-graduate or post-graduate studies including preparation of a Bachelors or Masters dissertation / graduation thesis (with the exception of research activities that are not explicitly stipulated as a part of the study programme) leading to obtaining a recognised diploma or qualification at the home institution³,
- participation in an Erasmus intensive language course (EILC) abroad that precedes the study period abroad
- combination of a study stay and a traineeship at the host institution provided that the traineeship is guaranteed by the same host institution. The traineeship must follow directly after the study period. The length of the study period and traineeship combined is 3 to 12 months. Financial subsidy shall be granted to the student for the whole study period according to the rules for financial support for a study stay.

5. Duration of the study period abroad

Financial support may be granted for eligible activities taken between **1st July** and **30th September**, running for:

- minimum **3 months** or one full academic trimester

¹ Belgium, Bulgaria, Denmark, Estonia, Finland, France, Ireland, Iceland, Italy, Cyprus, Lichtenstein, Latvia, Lithuania, Luxembourg, Hungary, Malta, Germany, The Netherlands, Norway, Poland, Portugal, Austria, Rumania, Greece, Slovakia, Slovenia, Spain, Sweden, Turkey, Great Britain.

² Partner institutions must be recognised by relevant national bodies as institutions eligible for participating in the Erasmus programme (eligible institutions).

³ If the student has passed all required examinations leading to a recognised diploma or qualification at the home institution prior to his/her study stay abroad, the student may qualify for Erasmus mobility only if s/he intends to prepare his/her Bachelor or Masters dissertation / graduate thesis at the host institution.

- maximum **12 months**

If the study period does not match full months, the scholarship for the last month will be awarded according to the number of days of the last month spent abroad:

- from 1 to 7 days: **no** financial support,
- from 8 to 20 days: **1/2** of the monthly financial support
- from 21 to 30 days: **full** monthly financial support.

Example:

Student stays abroad from 8.1. to 25.4.

Calculation of the length of the stay: - until 8.2. = 1 month

- until 8.3. = 2 months

- until 8.4. = 3 months

- from 9.4. to 25.4. = 17 days

The student will receive financial support for 3.5 months.

During the entire study period abroad the student must be fully enrolled in studies at his/her home institution, i.e. he/she may not complete the studies (by taking final state examinations or graduation) before the termination of the study period abroad.

The study stay may be extended provided that internal rules of the home institution allow so for the Erasmus mobility and if the following conditions are met:

- a) there is a written approval by the host and home institutions on extension of the study stay signed prior to the completion of the original study period
- b) annex to the financial agreement concluded between the student and the home institution is executed prior to completion of the original study period
- c) the extended period follows directly after the original study stay
- d) the maximum length of a study period, i.e. 12 months, is not exceeded
- e) the study period abroad including the extension ends by September 30 at the latest

6. Second stay abroad within the Erasmus programme

Repeated student mobility within the Erasmus programme must comply with the following rules:

- each student is entitled to only one Erasmus study period at a foreign institution during the whole course of his/her university or college studies (applies equally to mobility with or without scholarship, i.e. for zero-grant students)
- each student is entitled to only one Erasmus traineeship in a company abroad during the whole course of his/her university or college studies (applies equally to traineeships with or without scholarship, i.e. for zero-grant students)
- each student may be granted scholarship for a study stay abroad within an approved Erasmus Mundus programme only once during the whole course of his/her university or college studies
- maximum length of a period spent abroad within the Erasmus programme is 24 months (including study stays within the Erasmus Mundus programme)
- equal rules apply to study stays and traineeships taken within the Socrates and Leonardo da Vinci II programmes

If the student has already spent a study period abroad within the Erasmus programme and a traineeship within Leonardo da Vinci II, s/he still may be granted a scholarship for a stay abroad within the Erasmus Mundus programme.

If the student has already spent a study period abroad within the Erasmus programme, s/he may still apply for an Erasmus traineeship and a study period abroad within the Erasmus Mundus programme.

If the student has already performed a traineeship within Leonardo da Vinci II, s/he is still eligible for an Erasmus study period and a study stay abroad within the Erasmus Mundus programme.

One study period within the Erasmus programme may be performed in more countries (in the length as defined in article 5 of this enclosure), provided that individual parts of the programme compose one study stay guaranteed by one host institution. Terms and conditions of such a stay must be agreed upon between home and host institutions in a relevant bilateral agreement.

7. Students without financial support (zero-grant students)

Mobility within the Erasmus programme is available also for students who have not been accorded any financial support. Such students will receive the status of an Erasmus student, allowing them to benefit from all advantages offered by the Erasmus programme. Student without financial support are obliged

to follow all rules arising from the Financial Agreement, except those relating to the amount and payment of the financial support.

8. Financial Support

The financial support is intended to cover a part of expenditures related to the mobility, i.e. travel expenses, language training abroad (if necessary) and higher living costs in the host country. The financial support is only a subsidy to cover the expenditures related to studies abroad.

9. Selection of students

Selection of the students who are to take part in the Erasmus programme mobility is in competence of the home institution. The home institution shall disclose all terms, conditions and results of the selection procedure.

Students - citizens of a state participating in the Lifelong Learning Programme who received temporary residence in the Czech Republic for the purpose of studies at a Czech institution, and who intend to travel within the Erasmus programme from the Czech Republic to their home country for a study stay, will have the lowest priority at the selection procedure.

10. Academic recognition

Prior to his/her leaving abroad, the student shall specify his/her intended study programme (study plan) at the host institution, and shall submit the draft in a written form to the home and host institutions for approval. The approved study programme (study plan), with incorporated conditions laid by the home and host institutions and by the student, will constitute a Learning Agreement⁴, binding for all three parties. The sending institution shall in the Learning Agreement specify the minimum requirements necessary for fulfilment of the chosen study plan at the host institution.

By signing the agreement, the home institution acknowledges the following:

- the home institution agrees with the chosen study programme of the student at the host institution
- the chosen study programme is not at variance with the study plan of the student at his/her home institution
- it will ensure full recognition of studies accomplished at the host institution as a regular part of studies at the home institution

The student is obliged to ensure:

- accomplishment of the chosen study plan at the host institution, i.e. satisfaction of the minimum requirements laid down by the Learning Agreement
- that all changes in the Learning Agreement are agreed upon in a written form by both host and home institutions immediately when they occur in case of modifications of the Learning Agreement after arrival of the student to the host institution within one month after arrival.

After accomplishment of the study period, the student undertakes to deliver the following documents:

- acknowledgement of length of the study period spent abroad
- review of achieved study results (Transcript of Records⁵)
- final report on the study stay

Home institution shall guarantee that the study period abroad within the Erasmus programme will be recognised as a regular part of studies at the home institution, provided that the student has met the conditions stipulated by the Learning Agreement.

Should the Transcript of Records fail to correspond with the approved study programme (study plan) at the host institution and should the student fail to achieve the minimum requirements as set by the Learning Agreement, the home institution will assess overall benefit of the study period and is entitled to sanctions (e.g. return of a part of or the entire awarded financial support).

Recognition of studies at the host institution may be declined only if the student fails to meet requirements stated by the host institution or otherwise fails to meet conditions for full recognition as set by the participating institutions. In such cases the student may be required to return the granted financial support.

This provision will not be applied if the student's failure to fulfil the required study duties has been caused by circumstances which he/she could not have influenced and which he/she reported to the Erasmus programme coordinator at the home institution as well as to the National Agency for European Educational Programmes. The waiver is preconditioned by a written consent by National Agency.

⁴ Studienvertrag, Contrat d'études

⁵ Datenabschrift, Relevé de notes

11. University fees

The host institution shall not ask students to pay of any university fees from students enrolled within the Erasmus programme (e.g. fees for tuition, registration, examinations, laboratories, libraries, etc.). However, the host institution may charge certain amounts to cover student insurance, membership in student unions and organisations or the use of various materials (photocopies, laboratory products etc.) according to rules applicable to regular students.

The students may be asked to pay regular tuition fees at their home institution even during their study stay abroad.

Home institution shall not charge any fees for organisation and administration of student study period abroad.

12. ERASMUS Student Charter

Upon signing the Financial Agreement, each student will receive an Erasmus Student Charter that defines fundamental rights and duties of an Erasmus programme student. The Charter constitutes an enclosure to the Financial Agreement concluded between the student and the sending institution.