

## QUALIFICATION CRITERIA FOR THE ERASMUS+: ERASMUS PROGRAMME FOR TRAINEESHIPS

Financial means intended for the mobility activities of students – traineeships as part of the Erasmus+ Erasmus programme will be used in accordance with the following criteria.

### 1. PURPOSE OF THE TRAINEESHIP

1.1 The grant will be provided to students participating in a traineeship in a country taking part in the Erasmus+ Erasmus programme with the aim of fulfilling the relevant authorised activities in the host organisation.

1.2 The traineeship can take place only in an authorised host organisation residing in countries that are part of the Erasmus+ Erasmus programme (hereinafter Programme Countries).<sup>1</sup>

1.3 Host organisations which are not authorised:

- EU institutions and other EU organs including specialised agencies with their own placement programme ([https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-profiles\\_en](https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-profiles_en))
- Organisations administering EU programmes (to prevent possible conflicts of interest and/or double financing, e.g. national agencies)

1.4 Sending institutions must have the Erasmus Charter for Higher Education (ECHE) given by the European Commission.

### 2. CRITERIA FOR THE SENDING OF STUDENTS

2.1 Students who wish to study abroad under the Erasmus programme:

- a) must be registered in an accredited bachelor's, master's, or doctoral programme at the sending institution in full-time, combined or distance form;
- b) may be citizens of any country, but must study in an accredited academic programme in the Czech Republic;
- c) cannot be registered at MU under the Erasmus Mundus, Erasmus+ or Erasmus+ ICM programme.

2.2 For the entire period abroad, students must remain registered at the sending institution **in the relevant field of study**. Therefore, they cannot suspend or terminate their studies at the sending institution while they are studying abroad. (This does not concern recent graduates.)

2.3 Graduate traineeship: a traineeship can be undertaken anew up to 12 months after the completion of studies (including the length of the traineeship). A graduate traineeship can last for 2–12 months, but from this figure is subtracted the length of already undertaken Erasmus placements (study and traineeships) in the study cycle during which the student applies for the graduate traineeship (be aware of the length of master's programmes). The student must successfully pass the selection

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<sup>1</sup> Programme countries: a) EU member countries: Belgium, Bulgaria, Denmark, Estonia, Finland, France, Croatia, Ireland, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Germany, the Netherlands, Poland, Portugal, Austria, Romania, Greece, Slovakia, Slovenia, Spain, Sweden and the United Kingdom, b) EU non-members: Iceland, Lichtenstein, Norway, Turkey and Macedonia

procedure before completion of studies in the subject through which as a graduate they will depart on the traineeship.

- 2.4 Students who study in an accredited programme in the Czech Republic who wish to participate in a traineeship or study in their Country of Origin will have the lowest priority in the selection procedure and will have the status of a zero grant student, i.e. without a right to a grant.
- 2.5 Students who study in an accredited programme in the Czech Republic who wish to participate in a traineeship or study cannot do so in their current country of residence.

### 3. SELECTION OF STUDENTS

- 3.1 The selection of a student to participate in a traineeship as part of the Erasmus+: Erasmus programme must take place on the basis of a transparent selection procedure, the organisation and criteria of which are in the competence of the sending institution.
- 3.2 A student who has already participated in the LLP/Erasmus or Erasmus+ program in the past may have a lower priority in the selection procedure.

### 4. AUTHORISED ACTIVITIES DURING A FOREIGN TRAINEESHIP

- 4.1 Financial support is provided only for the following activities (“authorised activities”):
- traineeship in an authorised host organisation in a programme country;
  - a combination of study and a traineeship, if this has been approved in advance; the study period and the traineeship must directly follow upon one another; the length of the combined mobility and the traineeship must be between 2 and 12 months.
- 4.2 Financial support is not provided for research activities such as collecting data for theses, consulting with experts etc.

### 5. TRAINEESHIP LENGTH

- 5.1 Authorised activities may take place in the period from 1. 6. of the given calendar year to 30. 9. of the following calendar year.
- 5.2 The length of the traineeship must be 2–12 months and within a single degree cycle (bachelor’s, master’s, or PhD. In the case of long study programmes (e.g. general medicine) the maximum length is increased to 24 months.
- 5.3 If the length of the traineeship is not in full months,<sup>2</sup> the financial support for the last month is paid according to the number of days in that last month.

### 6. FINANCIAL SUPPORT

- 6.1 Financial support for the Erasmus+: Erasmus programme is intended to cover the part of the expenditure associated with the traineeship and represents a **contribution for the increased costs linked to the foreign placement**. The student is expected to participate financially.

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<sup>2</sup> For the purposes of the calculation of financial support: 1 month = 30 days.

6.2 The amount of the financial support is given as follows:

- a) country with higher cost of living – €750 per month<sup>3</sup>
- b) country with lower cost of living – €630 per month<sup>4</sup>

6.3 Money is paid into bank accounts held in EUR run by Komerční banka or in CZK at any bank in the Czech Republic. **The account number must be entered into the IS MU before signature of the participation agreement.**

6.4 The financial support cannot be used to cover costs that are already covered from other EU actions/programmes.

6.5 Within the academic year, a student can receive financial support for a maximum of one mobility. In case of further stays, the student will have the status of a zero-grant student, i.e. without the entitlement to financial support.

6.6 The maximum length for which student can receive financial support is four months. During the traineeship, a student can request an extension of their stay, and their request will be evaluated based on the current state of the financial budget from the Erasmus+ programme.

6.7 If a student receives financial support from the host institution, the student loses entitlement to the financial support from the Erasmus+ programme.

6.8 Payment of financial support for graduate traineeships will be divided into at least two instalments: the first in the amount of 70 % will be received after signing the participation contract, and the second in the amount of 30 % will be received after uploading the Traineeship Certificate document to the application in ISOIS.

## 7. ZERO GRANT STUDENT

7.1 Even a student who is not awarded financial support can participate in a traineeship within the Erasmus+: Erasmus programme. Such a student has the status of a zero grant student in the Erasmus+: Erasmus programme, which allows them to use all the benefits of the Erasmus+: Erasmus programme.

7.2 All the rules arising from the Grant Agreement apply to a zero grant student, with the exception of the amount and payment of financial support.

## 8. EXTENDED TRAINEESHIP

8.1 The traineeship can be extended, provided this is allowed by the internal regulations of the sending institution, and provided the following criteria are met:

- a) there is written consent from the sending and receiving institutions to the extension of the traineeship (i.e. Application for Extension), which is signed before the completion of the original length of the traineeship;
- b) an Application for Extension must be submitted to the CZS (ISOIS application) no later than 30 days before the original end of the traineeship;

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<sup>3</sup> Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Lichtenstein, Luxemburg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, United Kingdom

<sup>4</sup> Bulgaria, Croatia, Estonia, Hungary, Lithuania, Latvia, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey

- c) an annex to the Grant Agreement is closed between the student and the sending institution before completion of the original traineeship;
- d) the extension must follow on immediately from the original traineeship;
- e) the maximum length of the traineeship is not exceeded within one study cycle, i.e. 12 months;
- f) the traineeship, including extension, ends no later than 30. 9. 20XX.

8.2 The student does not automatically have a right to financing of the extension period, as it depends on the sending institution whether they add financial support for the extension period.

## **9. REPEATED PLACEMENTS WITHIN THE ERASMUS+: ERASMUS PROGRAMME**

9.1 For repeated traineeships of students in the Erasmus+: Erasmus programme the following rules apply:

- a) at each level of study each student can go on a traineeship and/or study placement with a total length of up to 12 months;
- b) preceding mobility (traineeships and study placements) at a given level of study are counted together, including mobility carried taking place in within the LLP Erasmus programme 2007–2013;

9.2 The preceding regulations relate to placements with financial support and without, i.e. those with zero grant student status.

## **10. FEES**

- 10.1 The sending institution may not ask students for any organisational or administrative fees for their traineeship.
- 10.2 The student may be requested to pay their normal tuition fees by their sending institution even for the traineeship abroad.