

**ERASMUS+: Erasmus**

**Traineeships for students and recent graduates  
2020/2021**

**MU Centre for International Cooperation**

Komenského nám. 2  
602 00 Brno

<https://czs.muni.cz/en/mu-student/traineeships/erasmus>

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**Contact person**

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**Opening Hours**

Monday	12:00–14:00
Tuesday	09:00–11:00
Wednesday	12:00–15:00
Thursday	13:00–15:00
Friday	by appointment only

## BASIC INFORMATION ON THE ADMINISTRATION OF DEPARTURES FOR TRAINEESHIPS WITHIN THE ERASMUS+: ERASMUS PROGRAMMES

### General

- **FINANCIAL SUPPORT** – obtained by the student on the basis of a **signed *Participant's Contract*** with the Centre for International Cooperation (CIC) (see below)
- **INSURANCE** – before departure for the traineeship the student is obligated to arrange insurance valid for the target country. The insurance must contain the following components: **medical treatment insurance, injury insurance** (covering at least insurance of employees as a result of work injury) **and liability insurance** (regarding tasks carried out by the participant and including at least damages caused by the participant in the workplace). The student must be acquainted with the issues of health insurance abroad and must have insurance obtained for the purposes of the traineeship or be fully insured by the receiving organisation.
- **ACCOMMODATION** – the student is responsible for organising accommodation
- **ERASMUS+ STUDENT** – During the traineeship, the student has the official **status of the Erasmus+ student on a traineeship** and so has a right to the benefits arising from this status (student discounts, etc.) – the CIC can issue a confirmation documenting this status (**does not concern the recent graduates!**).

## BEFORE MOBILITY

### ONLINE LANGUAGE ASSESSMENT (OLS) – FIRST ASSESSMENT

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- the participants will be requested to fulfil the online language assessment before signing the Participant's Contract
- the online language assessment is mandatory for all participants (excluding native speakers or C2 level certificate holders)

### SIGNING THE PARTICIPANT'S CONTRACT

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- the participant is required to come to the CIC office to sign the ***Participant's Contract*** approx. **2–3 weeks before the start** of the traineeship – it cannot be signed after the start of the traineeship
- the participant is obligated to visit the CIC office in person, **documents sent by post are not acceptable!**
- part of the *Participant's Contract* is the ***Application for Mobility Financial Support*** and the ***Affidavit (Declaration of Honor)***

#### Before signing the Participant's Contract, the participant is obligated to:

- enter the account number to which financial support will be sent into the MU Information System
  - IS → Scholarships → Set the account number for receiving the scholarship
  - **does not concern recent graduates**
- enter the account number to which financial support will be sent and other required information into the IS OIS system at <https://isois.ois.muni.cz/>
  - start and end date of the stay, given as **working days**, not weekends and state holidays
- complete the OLS online language assessment (you will be informed by e-mail)
  - fill in the result in your application in IS OIS (a language level, whether you take the online course or not) and upload the document with your result

- **make an appointment** to sign the *Contract* via the online appointment calendar app in IS OIS system: <https://isois.ois.muni.cz/appointment-calendar/index.php?ttleng=en>
  - specify the purpose of the appointment - Signing the Participant's Contract
- **Without meeting these requirements, it is not possible to generate the Participant's Contract and then proceed to its signing!**

From the academic year 2020/2021, **the procedure** for signing the *Participant's Contract* has changed:

- before signing the *Participant's Contract*, it is necessary to have in the IS OIS application:
  - **result of online language assessment OLS** (in case you are a native speaker or a certificate holder of a working language, please upload alternative documents instead)
  - start date and end date of your mobility
  - bank account
- after arranging an appointment via the online appointment calendar in IS OIS, the information entered in the application will be checked; if there is any mistake, the appointment will be declined, and the participant will be informed by e-mail what is to be fixed
- if all information is correct, the participant will receive following documents via e-mail:
  - *Participant's Contract*
  - *Application for Financial Support* (**does not concern recent graduates**)
  - *Affidavit (Declaration of Honor)*
- read the documents carefully and **check all the information**
  - on the CIC website you will find a document with an explanation and commentary on individual parts of the *Participant's Contract*
  - in case of incorrect data, inform the coordinator at CIC
- after checking the documents, **print them as follows:**
  - 2x *Participant's Contract* and sign both copies
  - 1x *Application for Financial Support* and sign it (**does not concern recent graduates**)
  - 1x *Affidavit*, fill in the information about insurance and sign it
- **the date of signature** must match the date of the appointment at CIC
- bring all the documents with you to the appointment

**Without signed *Participant's Contract* by both parties, the stay cannot begin, and the student is not entitled to an Erasmus+ scholarship!**

#### RECORD OF THE TRAINEESHIP IN THE IS

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- **does not concern recent graduates**
- all participants are obligated to record the traineeship in the IS:  
**IS → Student → During studies → Internships and stays → + Create new internship or a stay for the purpose of studying (working)**
- required information about the traineeship must be filled in **before the mobility** (incl. uploading of *Learning Agreement for Traineeship*) and upload the Traineeship Certificate after the mobility
- record and subsequent recognition of the traineeship abroad is covered by **rector's directive No. 8/2011** (it's mandatory to read the directive before departure: <https://is.muni.cz/auth/do/rect/normy/smernicerektora>)

## SCHOLARSHIP

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The grant assigned to the participant represents only a **contribution to cover increased costs during the foreign placement**. Thus, the trainee should assume partial financial responsibility.

The participant will receive financial support from MU by **transfer to an account held**

- **in CZK** (any Czech bank), or
- **in EUR** (**only at Komerční banka**)

The amount per month of placement abroad is set by the European Commission and is the same for all participants. The concrete amount of the monthly grant (1 month = 30 days) is published on the CIC website. Payment in EUR is possible only into a **euro account at Komerční banka**.

Further information at <https://czs.muni.cz/en/mu-student/traineeships/erasmus#financial-conditions>

In the ideal case, the financial support is sent to the participant before the beginning of the placement, however in the cases stated below payment of financial support before departure is not possible:

- the participant does not come to sign the Participant's Contract in time
- the participant does not have the required documentation

The **minimum length** of the traineeship is **2 months (60 days)**.

## DURING MOBILITY

### INTERIM REPORT

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The participant is obliged to submit an interim report every two months. The interim report form can be found in the participant's application in the ISOIS where should be also uploaded. It should provide basic information about the traineeship development during the stated period.

### CHANGE IN THE PLACEMENT DURATION

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The participant is obligated to meet the dates in the Participant's Contract. In well-founded cases, the participant can shorten the traineeship, or apply for extension.

- **Reduction of traineeship**

Reduction is possible after agreement between the participant and the sending institution and it is arranged by an appendix to the Participant's Contract and proportional grant reduction.

If the participant does not meet the minimum length of 2 months (60 days), she/he must return the whole financial support - this provision does not apply in the case of termination of stay due to "force majeure".

The student is obliged to immediately notify the CIC coordinator of this situation.

- **Extension of traineeship**

Extension is possible only upon approval from both the home and host institution. The participant does not automatically have the right to receive financial support for the extension. Whether the grant for extended stay is assigned or not depends solely on the sending institution. The application for extension must be submitted to the Centre for International Cooperation no later than **one month** before the end date of stay indicated in the Participant's contract.

## AFTER MOBILITY

### TRAINEESHIP CERTIFICATE

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= confirmation of placement which includes real dates of stay, the content of the traineeship and the evaluation of the student

- the Traineeship Certificate form is to be found on the CIC website
- the document cannot be issued earlier than 5 working days before the final date of traineeship
- the document must be signed and approved by both the host and sending institution
- submission deadline at CIC: **within 10 days** from the end of the stay upload the document in your application in IS OIS

### FINAL REPORT (EU SURVEY)

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= online questionnaire

- e-mail request for its submission will be sent to participants after the end of their stay
- CAUTION: the e-mail may go into your spam folder
- submission deadline: **no later than 30 days** after receiving the e-mail request

### ONLINE LANGUAGE ASSESSMENT – FINAL ASSESSMENT

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- e-mail request for fulfilling the final assessment will be sent to participants at the end of their stay
- CAUTION: the e-mail may go into your spam folder
- submission deadline: **no later than 30 days** after receiving the e-mail request

### RECOGNITION OF ECTS CREDITS

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- **does not concern recent graduates**
- the participant is obligated to submit a request for recognition of subjects based on completed placement abroad:
  - go to: **IS** → **Student** → **During studies** → **Internships and stays**
  - fill in all the required information, upload *Traineeship Certificate*, submit the request for recognition
- recognition of credits gained abroad is fully within the competence of individual study departments and the authorised person at the department/institute (placement guarantor)

More information here: <https://czs.muni.cz/en/mu-student/information-sources/documentation-and-recognition-of-placements>

**Do not register or enrol in the subject in the IS MU before departure, during the placement or after the return.** The subject will be entered into the IS on the basis of approval of your recognition request.

#### **Recommendation:**

The final reports of other students from earlier years can be a valuable source of practical and other information about accommodation, costs associated with placements in specific countries, etc. They can be accessed from the NAEP database: <http://erasmus-database.naep.cz/modules/erasmus>

**CAUTION! Non-fulfilment of the conditions given in the Participant's Contract will result in the return of unused financial support.**

Non-fulfilment of the conditions is seen as:

- **not keeping the length of placement stated in the Participant's Contract** – assessed on the basis of the submitted *Traineeship Certificate*
- **violating the qualification conditions of the Erasmus+ programme** – loss of student status for example by completion of studies with the final state examination, expulsion from studies on the basis of unfulfilled study duties, etc.