

ERASMUS+

Student Mobility for Studies

MU Centre for International Cooperation (CIC)

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Office Hours

Monday	12:00 - 14:00
Tuesday	9:00 - 11:00
Wednesday	12:00 - 15:00
Thursday	13:00 - 15:00
Friday	by appointment only

1) BEFORE MOBILITY

CONDITIONS OF PARTICIPATION

Before you enter the selection procedure, acquaint yourself with the **Qualification Criteria** for the Erasmus+ programme. The criteria are accessible on the Centre's (hereinafter referred to as CIC) website.

Here are some basic rules for participation:

- If you are in the first year of a bachelor's programme, you are not allowed to study abroad.
- The minimum length of stay is 3 months, the maximum length 12 months.
- You may take part only on the basis of a valid inter-institutional contract with the department at which you wish to study abroad.
- You must continue to be enrolled throughout the entire period you study abroad.
 - You may neither suspend nor interrupt your studies.
 - If you're preparing to take the final state examination, you must organize your study abroad so that there is time for the results to be recognized.
- You may study abroad more than once, but the total time abroad (for both study stays and working/practical internships) must not exceed 12 months within a single study cycle (bachelor's/master's/PhD) with the exception of 24 months if you are enrolled in an extended master's programme (law, general medicine, etc.).

OFFICIAL NOMINATION

Some universities abroad require an **official nomination** from the home university (i.e., from MU) before they will accept applications directly from students.

The CIC will send this nomination automatically only to universities that have informed us of this obligation. These institutions are listed under heading **Nominations to Foreign Universities** on the CIC's website (section 'Documents').

If there is no annotation listed for the host university, either it has no nomination requirement or the institution has not notified us of one. In this case, it is up to you to seek out the information on the institution's website. If a nomination is required, the appropriate information (how the nomination should appear, to whom and by when it must be sent) and a request for nomination should be delivered to Nikola Maráková at marakova@czs.muni.cz. It takes time to arrange the nomination, so please be patient. If by two weeks before the deadline you still have not received an email notifying you that your nomination has been arranged, get in touch.

CANCELLING YOUR STUDY ABROAD

If you decide to cancel your stay, inform your CIC coordinator via email as soon as possible.

Nomination for an Erasmus+ study stay creates a binding obligation. The CIC requests financial aid for Erasmus+ mobilities on the basis of applications for stays, i.e. for specific nominated students. Withdrawal from the nomination may impact your future chances of inclusion in the Erasmus+ programme.

APPLICATION

Students must learn the **deadline for submitting an application** (on the website of the host university) **and make sure it is filled out and submitted on time.**

Host universities often require an **official [nomination](#) from the home university** (MU) before they send an application form or login data for the university information system and other necessary information.

Potential requirements:

- online application / paper application / both online and paper application
- Transcript of Records – simply a list of courses completed at MU which you can get from the registrar’s office at your faculty or download directly from the IS (“E-Transcripts”)
- Language certificate – document confirming the level of your language skills. Some universities require specific certificates, but for most of them a signed confirmation from one of your teachers at the faculty should suffice, there is also MU Language Centre (www.civ.muni.cz) which can issue a document confirming the level of your language skills.
- Learning Agreement (LA) – the host university may have their own LA template
- Motivation letter

As soon as the foreign institution receives your application, it should contact you and send all information about studying there and should go over all organizational matters connected with your study abroad. Count on the fact that getting this all arranged, which should result in you receiving a letter of acceptance, could take several weeks.

At this point, you should also begin thinking about [accommodation](#).

LETTER OF ACCEPTANCE

After processing the application, the foreign institution will issue a **Letter of Acceptance**, which may be sent either as an official letter or as an email.

- the Letter of Acceptance must contain **your name, the name of the accepting university and precise information** as to the semester/period at the host institution.
- if the Letter of Acceptance does not contain precise information about the period of stay, you should also submit a **semester schedule** (academic calendar)
- if the host university does not issue an actual letter, the Letter of Acceptance template may be used (available for download from the CIC’s website—you should then send this to the host university for confirmation)

Without the Letter of Acceptance you cannot sign the Participant’s contract and start mobility!

LANGUAGE REQUIREMENTS

Some of the host universities impose language requirements on entering students.

The **language of instruction should already be known** by the time you are putting the Learning Agreement together. The necessary information will be provided to students by the Departmental coordinators at the home and host universities.

Careful! Insufficient language skills may result in failing exams at the host university, leading to financial penalties (a demand to return some or all of the grant money for failing to meet the conditions of the Participant's contract). Therefore, **pay special attention to the language requirements of the host university.**

MANDATORY LANGUAGE TESTING (Online Linguistic Support)

One of the conditions for participating in the Erasmus+ programme is to take a mandatory language test in the European OLS database. The test enables mobility participants to assess their language skills.

Students must take part in online testing both BEFORE and AFTER the mobility.

Before the test, you must specify the language of instruction in your online application in ISOIS. The CIC coordinator will request that you do so.

After completing the test you will be offered to take part in an online language course. If you accept, you are obligated to finish the course (you must take regular part in the course for a minimum two hours per week).

More information is available at <http://erasmusplusols.eu/>.

LEARNING AGREEMENT (LA)

Study abroad takes place only on the basis of a Learning Agreement.

- the LA contains the **names of the courses** you wish to take at the host university, **how many credits** is offered for them, the **language of instruction**, the **semester they are being taught in**, and the method of **recognition by MU**.
- while abroad, you must receive a **minimum of 20 ECTS credits** for each semester of study
- the LA must be completed **before** you leave for your study abroad.
- signatures to the LA are affixed in this order: (1) the student, (2) MU Departmental coordinator, (3) the CIC coordinator, and (4) the coordinator at the host university
- in signing the LA, the coordinators confirm that they agree with the student's study plan and that the courses entered in the LA, if successfully passed abroad, will be fully recognized upon the student's return at MU

- lists of Departmental coordinators can be found on faculty websites and at: https://ucnmuni-my.sharepoint.com/:x:/g/personal/405661_muni_cz/EbMMfzr9Xs5Hg8d1RZ1dz4cB6IAaV3ro-OoGL8bYKurNWQ?rttime=qYh-pvzi2Eg
- **you must fill out the ONLINE MU Learning Agreement in the ISOIS database.** It is signed electronically. If the host university also requires its own form, **you must fill out both**
- **instructions for completing the online LA** can be found on the CIC's website
- upon your return, the LA will form the basis for getting your study abroad recognized in accordance with **Rector's Directive No. 8/2011**
- course offerings can be found on the host university's website
 - some institutions send the course catalogue directly to nominated students by email
 - your departmental coordinator can also help you find information on course offerings
- putting the LA together may take up to several weeks, or even months (particularly during summer break), so we recommend that you start working on it well in advance
- **without the online LA signed by all parties you cannot sign the Participant's contract and begin your study stay**
- Changes to LA may be made once the semester starts; instructions for completing the changes in ISOIS are also located on the CIC's website

In justified exceptional cases, students may work on their **theses or dissertations** while abroad

- in this case, too, you should draw up a Learning Agreement and state "**work on thesis**" for 0 credits in Table A. It will then be recognized as a diploma thesis seminar (or similar course) in Table B and receive the number of credits indicated in the MU catalogue
- you must arrange to have an **academic supervisor** abroad who will meet with you on a regular basis and confirm what you have worked on at the end of your stay
- before mobility you must fill out a document **Research plan** and have it signed by your academic supervisor at MU as well as the supervisor at the host university
- after mobility you will submit a document **Research report** which also needs to be signed by both supervisors
 - both documents are available on the CIC's website
- if you work on your thesis during your stay, you will be exempt from the requirement to obtain a minimum 20 ECTS (but remember that you must have 20 credits to register for the upcoming semester at MU – you must get those credits for the diploma thesis seminar, e-learning, etc.)
- be aware that work on thesis is not the main goal of the Erasmus programme, so it is allowed only as an exception in justified cases (supervisor abroad is an expert in the field you chose for your thesis, host university provides resources for the research which are not available at MU, etc.)

ACCOMMODATION

The host university is under no obligation to secure accommodation for students, but it usually does so. In any event, we recommend that you start to arrange accommodation **well in advance**.

- some host universities require that an Application for Housing be sent, others automatically reserve accommodation
- **not all institutions offer accommodation for foreign students** – some do not have the housing capacity and you must find your own private housing
- information on student housing should be available on the host university's website or may be sent by the school upon receipt of your application (if you cannot find the information, contact the foreign studies department of the host university)
- local student associations such as ESN ([Erasmus Student Network](#)) can also help with finding accommodation

INSURANCE + VISA

You must have insurance for the period that you will be abroad (medical insurance), you agree to this in the [Participant's contract](#).

You must arrange and pay for this insurance yourself. Please note that although your European health card is valid in all EU countries, the deductible in many countries is very high. We therefore strongly recommend that you get additional insurance for the period of your stay abroad. For details, contact your insurance company.

From now on, your insurance must also cover the risks associated with **COVID-19**. If not, it will not be possible to recognize any complications or treatments during the mobility as "force majeure".

Important: If you are a student from a country outside the EU, make sure to check if your **VISA is valid in the country of your host university!**

For more information turn to your embassy or consulate.

GRANT AWARDS

The grants awarded to students represent only **a contribution to cover the increased expenses associated with staying abroad**. Count on having to partially pay your own way.

The amount granted per month for studying abroad is designated by the European Commission and is the same for all students. The exact amount of the grant may be found on the CIC's website.

Students receive their funding from MU **via bank transfer to accounts maintained**

- **in CZK** to an account at any Czech bank at the European Commission monthly exchange rate

- in **EUR only** to an account at **Komerční Banka (KB)**
 - KB offers a student euro account at a discount, for opening this account you will need a valid ISIC card and Confirmation of studies

Financial aid is provided exclusively for the following activities ("eligible activities"):

- the period of study at the host university
- orientation days/week (**NOTE!**: you must supply a confirmation of registration or an information letter detailing the length of the orientation period)
- a preparatory language course conducted by the host university before the start of the semester (**NOTE!**: you must supply a Letter of Acceptance to the course or documentation of payment, registration, a copy of an email invitation from the foreign coordinator, or similar)

You must enter the number of the bank account to which the scholarship is to be sent in the **IS MU** (IS – Scholarships – Enter number of the account to which you want scholarship payments to be sent) **otherwise it will be technically impossible to make the payment.**

In the ideal case, financial aid will be paid before the beginning of your study abroad. But if you fail to sign the Participant's contract in time or complete all the required documentation, payment may be delayed.

Once payment is made, the CIC will send an informational email with "*Rozhodnutí o přiznání stipendia*" (Decision on the Award of a Grant). In the email you will find a link to 'Úřadovna' (Document office), application in the IS where you can **waive a right to appeal the decision and expedite the money transfer**. Otherwise, the money will be transferred after the period for the right to appeal expires, which is in 30 days.

RECORDING YOUR STUDY ABROAD IN THE IS MU

You must inform the registrar's office/foreign studies department (studijní/zahraniční oddělení) at your faculty of your stay abroad. Under paragraphs 3 and 7 of [Rector's Directive No. 8/2011](#) students must record their stay abroad in the MU Information System on their own using the application in the IS: **Student – During studies – Internships and stays**.

You must properly **enrol for the upcoming semester** (i.e. the semester that you will be abroad).

You **must NOT enrol** in courses in the **IS** that are shown as type A or B in Table B of the LA – these will be recognized based on the [Transcript of Records](#) by the registrar upon your return.

THE PARTICIPANT'S CONTRACT

Before you sign the Participant's contract, you must:

- have the online **LA** in ISOIS signed by all parties
- enter the [account number](#) to which financial aid will be sent in both the IS and ISOIS
- complete the **Online language test** (OLS) and upload the assessment result in your application in ISOIS
- upload **Letter of Acceptance** in your application in ISOIS
- if the Letter of Acceptance does not contain the exact dates of the mobility, a **semester schedule** must be uploaded in addition
- **make an appointment** in order to sign the Participant's contract via the online appointment calendar, 2-3 weeks before the start of your mobility period

<https://isois.ois.muni.cz/en/appointment-calendar/application/>

After you make the appointment, your CIC coordinator will check all the required documents and according to the data in your Letter of Acceptance she will generate the Participant's contract for you. Afterwards you will receive 3 documents which you need to read carefully:

- Affidavit (Declaration of Honour)
- Application for Financial Support
- Participant's contract

Print and sign all three documents and, according to your appointment, come **IN PERSON** to the **CIC** and bring hard copies of the documents as follows:

- 1x Affidavit
 - 1x Application for Financial Support
 - 2x Participant's contract

Without the Participant's contract signed by both parties your mobility cannot begin, and you will not receive the Erasmus+ scholarship!

2) DURING MOBILITY

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

All changes that are made to the LA during your stay abroad must be agreed to in writing by all parties within the **5 weeks of the beginning of the semester** at the host university.

- you must complete the **Online Changes to the LA** form in ISOIS (instructions available on the CIC website)
- Changes to LA can be done only **once** so we highly recommend you wait until your schedule is finalized
- the host institution may have an earlier deadline which must be respected
- after the online Changes to LA are signed by all parties, download the pdf file and upload it in the IS

EXTENDING YOUR STAY

In justified cases, students may request that their stay be prolonged. [Application for Extension](#) is available on the CIC's website.

Formalities and processing:

- the Application for Extension must be signed by your **Departmental coordinator** as well as **the coordinator at the host university**
- the request must be submitted to the CIC coordinator **at least 30 days before the originally planned end date of the stay**
- the application must include a **semester schedule** (which will be used to determine whether the new end date is appropriate) and a motivation letter
- your stay abroad may be prolonged for 'academic reasons' only

If the CIC approves the extension, it may do so:

- **without financial aid**—in this case, you will retain your status as an Erasmus student with all benefits (in particular, you will not be charged tuition at the foreign institution)
- **with financial aid**—this is possible only if the CIC possesses adequate financial reserves; this may be determined with greater confidence only later—for this reason, the CIC will inform you about the award of any stipend retroactively.

If you prolong your stay, you should also inform your contact at the registrar's office or the foreign studies department of the faculty and **change the end date in your records in the IS.**

SHORTENING YOUR STAY

In some cases, you may need to shorten your stay abroad. You must respect the **minimum length of 3 months**, however, and still obtain the minimum of **20 ECTS**.

You must immediately inform the CIC of this eventuality. Shortening your stay may influence the amount of your stipend, and you may have to return a proportion of your financial aid.

Important: If the mobility does not meet the minimum length requirement, the student will have to return the financial support in full amount!

3) AFTER MOBILITY

UPON RETURNING FROM ABROAD

At the end of your study stay, the following documents must be **uploaded in ISOIS**:

- **CONFIRMATION OF STUDY PERIOD**

- a confirmation of the ACTUAL length of your study abroad, NOT the dates given in the Participant's contract
- must be a **MU document** – please download the template at the CIC website
- **if the mobility period is shortened, you must return a proportional amount of funding**
- a copy of the Confirmation should be uploaded in your application in ISOIS within **10 days** of the end of your mobility

- **TRANSCRIPT OF RECORDS**

- a transcript of the courses taken abroad confirmed by the host university
- a copy of this document should be uploaded in your application in ISOIS within **5 weeks** of the end of your mobility
- **ECTS credits and grades (A-F)** must be stated in the document – if another type of credits or grading is used, a conversion table must be included that allows the local credits and grades to be converted into the ECTS.
- you must obtain at least **20 ECTS credits per semester** at the host university, **if you fail to do so, you will be obliged to return a proportional amount of your financial aid** (which will be calculated based on the actual number of credits you have received)
- it is your responsibility to make sure that you obtain enough credits to allow you to register for the upcoming semester at MU (see the MU academic regulations)
- If you worked on your thesis or dissertation while abroad, the **RESEARCH REPORT** must be submitted, which substitutes for the Transcript of Records

Both documents must also be **uploaded in the IS** where you will apply for course recognition.

PARTICIPANT REPORT & OLS

- Within **30 days** of receiving a request to do so, you must complete the **online Participant report** (EU Survey) for the European Commission. The request will be sent to your **university email** (check your spam folder as well!).
- You will also receive an email request to complete the final **Online language test** (OLS) after mobility. It is important to complete the assessment within the given time frame, afterwards you will no longer be able to log in the OLS database.

PLEASE NOTE! Failure to meet any of the conditions in the Participant's contract will result in refunding the financial aid you have received.

RECOGNITION OF COURSES

- upon returning, you must **have all your courses from abroad recognized**
- recognizing your courses is completely up to the individual registrar's offices and the authorized representative of your department or faculty
- the recognition of foreign studies is governed by [Rector's Directive No. 8/2011](#)
- all the courses indicated in the LA or the revised version that have been approved by both the home and host university and confirmed on your Transcript must be fully recognized
- the method for recognizing individual courses should be consulted with the Departmental coordinator at the time the LA is signed
- you may request **"course for course" recognition**—this type of recognition concerns compulsory subjects (A) and mandatory electives (B)
- if you do not request "course for course" recognition, all of your courses and credits will be recognized on the basis of the Transcript provided and confirmed by the host university – these courses are recognized as mandatory electives (D) and electives (C), referred to as **"otherwise recognized"**
- with **"course for course"** recognition, the course classification is also recognized, and credit values are awarded in keeping with the corresponding value at MU.
- with credits that are **"otherwise recognized"**, the course and its classification are recognized, but so are the credit values, and they may be neither increased nor reduced

We recommend that you thoroughly study the detailed instructions on keeping records of your stay and getting recognition for credits earned on the CIC website.