

ERASMUS+: Erasmus Study Abroad

MU Centre for International Cooperation

Komenského nám. 2
602 00 Brno
e-mail: cic@czs.muni.cz
web: <http://czs.muni.cz>

<https://czs.muni.cz/cs/student-mu/studijni-pobyty/erasmus-evropa>

Contact Persons

Students A–M

Bc. Vendula Stará

Tel.: 549 49 6800

E-mail: stara@czs.muni.cz

Students N–Ž

Mgr. et Mgr. Denisa Fóldešiová

Tel.: 549 49 3539

E-mail: foldesiova@czs.muni.cz

Assistent

Bibiána Birošová

Tel.: 549 49 8763

E-mail: erasmus.asistent@czs.muni.cz

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

BASIC ADMINISTRATIVE INFORMATION FOR STUDY ABROAD UNDER THE ERASMUS + PROGRAMME: ERASMUS

The Erasmus+ Programme: Erasmus is funded by the European Commission and is primarily designed for study and not research purposes.

Study abroad takes place on the basis of **inter-institutional contracts** between departments. Students are selected for the programme in selection procedures in their departments or at their faculties.

Administration of the programme is handled by the MU Centre for International Cooperation. Students are assigned a coordinator on the basis of the first letter of their last names. Minor problems may be resolved with the help of the assistant.

Students who take part in study abroad must fulfil the [Qualification Criteria](#) for the Erasmus+ programme and remain regular students of MU p. 3
 Before going abroad, you must complete an [application](#) p. 3
 but if the foreign institution requires an [official nomination](#), you must wait to be nominated by the Centre p. 3
 At the same time, you should begin to arrange the **Learning Agreement (LA)** p. 5
 and take the mandatory OLS language test p. 5
 Upon receiving a letter of acceptance from the foreign institution, you must come to the Centre to sign a [participant's contract](#) p. 8
 to which the LA and [letter of acceptance should be attached](#) p. 5
 along with [a sworn declaration](#) p. 8
 Your study abroad **must be registered in the IS MU** p. 9
 You will receive **financial aid** based on the participant's contract. p. 7
 During the first five weeks of the semester, you may make [changes to the LA.](#) p. 9

Upon returning from your study stay abroad, you must submit a [Confirmation of Study Period](#) to the Centre p. 9
 along with the [Transcript of Records.](#) p. 10
 These two documents are also used to have your study abroad [recognized](#) by the faculty p. 10
 you must fill out the [concluding report](#) for the European Commission. p. 11

Before leaving, you must arrange [accommodation](#) p. 6
 as well as [insurance](#) p. 7
 In exceptional cases, students may have to [shorten](#) or [cancel](#) their study abroad;
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 in other justified cases, they may wish to [prolong](#) it. p. 11

CONDITIONS OF PARTICIPATION

Before you enter the selection procedure, acquaint yourself with the **Qualification Criteria** for the Erasmus+: Erasmus programme. The criteria are accessible on the Centre's 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.
- 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 (in Sokrates, Erasmus LLP and Erasmus+: Erasmus; both study stays and working/practical internships) may 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 Centre 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 Centre's website.

If there is no annotation listed for the foreign institution, 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 the assistant at erasmus.asistent@czs.muni.cz.

It takes time to arrange the nomination, so please be patient. If by two weeks before the deadline you still haven't received an email notifying you that your nomination has been arranged, get in touch.

APPLICATION

Students must determine the **deadline for submitting an application** (on the website of the university abroad to which they have been nominated) **and make sure it is filled out and submitted on time.**

Potential requirements:

- the foreign institution may require only an **online application**
- the foreign institution may require an **online application in addition to a paper version**
- the foreign institution may require only a **paper application**
- foreign institutions often require an **official [nomination](#) from the home university** (i.e., from MU) before they will send an application form or login data for the university information system and other necessary information

Indicating the length of your stay abroad

- indicate the start and end of your stay in months (e.g. September–January)
- the maximum length of stay with financial aid is based upon the inter-institutional contract
 - you need not, however, utilize the entire period (e.g., the nomination is for 5 months but you wish to stay only 4 months)
 - in justified cases, you may prolong your stay beyond what is stated in the inter-institutional contract but not beyond what is stated in the letter of acceptance, although no financial aid will be awarded for the period outside the inter-institutional contract
- the minimum length of stay is 3 months, the maximum length 12 months.

If the foreign institution demands a "Transcript of Records", this is simply a list of courses completed at MU, which you can get from the registrar's office at your faculty.

Recommendations

- Complete the application **on a computer**
- Before you send the application to the foreign institution, be sure to keep a **digital copy for yourself**

Please come to the Centre only with a carefully completed application—thank you.

At some schools, the so-called [Learning Agreement](#) is part of the application. We recommend that one be sent, however, even when it is not required—this will prevent complications due to delays.

LANGUAGE REQUIREMENTS

Some schools abroad impose language requirements on entering students.

You must determine whether this requirement applies to you and **submit the appropriate certification with your application**. Usually it will be a certificate from an internationally approved exam, or evidence that you have achieved a certain level. In the latter case, you may request a document stating your level of knowledge from a language preparation instructor you have had, or at least from an instructor whose course was taught in the foreign language.

The **language of instruction should already be known** by the time you are putting the learning agreement (LA) together. The necessary information will be provided to students by the subject coordinators at the home and foreign universities.

Careful! Failure to pass an exam in the language may result in failing the subject, 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 school.

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.

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

Count on the fact that getting this all arranged, which should result in you receiving a letter of acceptance, could take several weeks.

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 organization, and precise information** as to the semester/period at the host institution.
- if the Letter of Acceptance does not contain precise information, you should also submit a printed **semester schedule**
- if the host university does not issue an actual letter, the Letter of Acceptance template may be used (available for download from the Centre's website—you should then send this to the host school for confirmation)
- the equivalent of a Letter of Acceptance in the form of a printed email sent by the host institution is adequate for signature of the participant's contract

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.

This requirement is applicable to all mobilities initiated after 1 January 2015.

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

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

Depending upon the test results, you may be granted permission 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. A [Transcript of Records](#) issued by the foreign institution where study is to take place is used as the basis for the recognition of foreign study.

- The LA contains the **names of the courses** you wish to take at the university abroad, **how much credit** is offered for them, the **language of instruction**, the **semester they are being taught**, 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) the authorized representative of the department, (3) the Centre coordinator, and (4) the coordinator at the university abroad.
- in signing the LA, the authorized representative confirms that he or she agrees 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 to MU.
- a list of authorized representatives may be found on the faculty website at: <http://goo.gl/rGvN5X>
- **you must fill out the online MU Learning Agreement [in the ISOIS database](#)**. If the foreign institution also requires its own form, **you must fill out both**
- for cases in which the LA is part of the application to the foreign partner institution, you must also attach the LA to the MU form
- **[instructions](#) for completing the LA** are located on the Centre's website—we sincerely recommend that you read them!!!
- 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 may be found on the foreign university's website
 - some institutions will send the course catalogue directly to nominated students by email

- the subject coordinator in your MU faculty or department can also help you find information on course offerings
- putting the LA together may take up to several months (particularly during the summer), so we recommend that you start working on it well in advance—ideally, you should send it with your application
- **copies of the Learning Agreement** approved by both sides—MU and the foreign institution—**should be submitted when the participant’s contract is signed**
- changes may be made to the LA once the semester starts

Recommendations

- Before you send out the LA, make a **digital copy for yourself**
- You need to send the LA to the foreign institution on your own
- The Centre only keeps a copy of the LA. Be aware that overscanning a document may render it illegible.

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 diploma thesis"** (with the theme and ideally the name of the consultant) 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 have arranged to have a thesis **consultant** abroad who will issue a **confirmation** at the end of your stay that you have actually worked on the thesis
- the confirmation may be issued using the Transcript of Records form and must contain the **theme of the thesis and the basic milestones that you have achieved** during your time abroad, along with basic information about the consultant and his or her signature
- if you work on your thesis during your stay, you will be exempt from the requirement that you obtain a minimum 20 ECTS (but remember that you must have 20 ECTS to register for the upcoming semester—you must get those credits for the diploma thesis seminar, for e-learning, etc., at MU)
- be aware that work on a thesis is not the main goal of the Erasmus programme, so it is allowed only in justified cases

ACCOMMODATION

The host school 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 foreign institutions 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 (among the problematic locations are Vienna and Berlin, but they are not alone)
- information on student housing is available on the host school's website or may be sent by the school upon receipt of your application (if you cannot find the information, **email the foreign studies department of the host school**)
- help with finding accommodation may also be had from local student associations such as ESN ([Erasmus Student Network](#))
- accommodation costs differ from country to country—in more expensive countries, they may equal the entire amount of the monthly grant, but there is unfortunately nothing the sending institution can do to influence this

INSURANCE

You must have insurance for the period of time 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 recommend that you get insurance for the period of your stay abroad. For details, contact your insurance company.

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 Centre's website.

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

- **in CZK** at the CNB exchange rate for the day payment is made
- **in EUR only to an account at Komerční Banka**
 - upon request, the coordinator at the Centre will issue a confirmation of nomination for an Erasmus+ study stay
 - this confirmation entitles the student to a euro account at a discount (options are listed on the Centre's website).

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

- the period of study at the foreign institution
- 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 institution before the start of instruction (**NOTE!**: you must supply a [Letter of Acceptance](#) to the course or documentation of payment, registration, a print copy of an **email** invitation from the foreign coordinator, or similar)

You must enter the number of the bank account to which the stipend is to be sent in the **IS MU** (personal administration—stipends—number of bank account), 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 have not completed all the required documentation, payment may be delayed.

Once payment is made, the Centre will send an informational email, followed within 30 days by a Decision on the Award of a Grant **to the address indicated in the IS MU**.

THE PARTICIPANT'S CONTRACT

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

- enter the [account number](#) to which financial aid will be sent in the MU Information System
- enter the [account number](#) to which financial aid will be sent, along with other mandatory data, in the ISOIS web application at sois.ois.muni.cz/public/application-outgoing/index.php—without this information, it is impossible to generate a participant's contract for signature
- take the online language test (only for students whose study abroad will be in English, German, French, Spanish, Italian, or Dutch)—the student coordinator at the Centre will send a link

Before you sign the participant's contract, you must submit:

- a [Letter of Acceptance](#) , either in letter form or as an email
 - if the Letter of Acceptance does not contain precise information, a semester schedule
 - if you plan to take part in an orientation week or language course, submit a letter of acceptance for this, as well
 - copy
- copies of the [Learning Agreement](#) approved by both sides **on the MU form**
 - copy
- **sworn declaration**
 - confirmation that the [qualification criteria](#) for the Erasmus+ programme have been met and that you are acquainted with the administrative requirements (to do with [recording your stay abroad in the IS MU](#), etc.)

- original

You need to sign the participant's contract 3 weeks before the start of your stay abroad;

- the original contract for signature will be prepared at the Centre on the basis of the documentation that you submit
- the participant's contract will ideally list the start and end dates as given in the [Letter of Acceptance](#) or the semester schedule; the length of financial aid, however, is primarily based on the inter-institutional contract:
 - if the inter-institutional contract designates a shorter period than does the Letter of Acceptance, your status for the remaining period will be **student without financial aid**
 - if you know beforehand that your stay will be **shorter** (if you are **arriving late to the destination or leaving early**), please indicate the precise dates (no less than 3 months)
- you must appear **IN PERSON to sign the contract before you leave**

Forms (the sworn declaration and a sample contract) are available for download on [the Centre website](#). The online Learning Agreement is in the [ISOIS](#) database.

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 PERSONAL application in the IS to upload their scanned LA.

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

You **need 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 on the basis of the [Transcript of Records](#) by the registrar upon your return.

RECORDS OF DOCUMENTS

If you send out a document either digitally or via regular post (a change in the LA, a transcript, or confirmation of the length of your stay abroad), the coordinator at the Centre will send you an automatically generated **email confirming** that it has been recorded. If you do not receive an email that means the Centre did not receive the document.

The Centre does not require the originals of these documents.

Upload documents that you scan to the IS MU. If you don't have copies, you can pick them up in person during office hours or ask the assistant for a scanned version.

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 contractual parties within the designated timeframe.

- you may alter the LA during the first five weeks from the start of instruction at the host institution (the host institution may have an earlier deadline which must be respected)
- first consult the changes by email with your subject coordinator, then have them confirmed by the foreign institution and send them on to your subject coordinator at MU for confirmation. Ask that he send them to the Centre, which will then email you with confirmation of receipt and send you a digital copy
- you must complete the **Online Changes to the LA** form [in the ISOIS database](#)
- be sure to follow the [instructions](#)
- items changed in the LA must be [re-entered in the IS](#)

UPON RETURNING FROM ABROAD

At the end of your study stay, the following documents must be submitted to the Centre:

▪ Confirmation of Study Period

- a confirmation of the **ACTUAL** length of your study abroad, **NOT** the dates given in the participant's contract
- **if the length of stay is abbreviated, you must return a proportional amount of funding**— in such a case, we recommend that you tell your coordinator in time
- a copy of the confirmation should be sent to the Centre within **10 days** of the end of your stay abroad

▪ Transcript of Records

- is a transcript of the courses taken abroad, confirmed by the foreign coordinator
- a copy of this document should be sent to the Centre within **5 weeks** of the date academic results are released
- you must obtain at least **20 ECTS credits per semester** from the host institution (a total of 40 credits if you stay for two semesters)

- **if you fail to attain the minimum 20 ECTS, you will be obliged to return a proportionate amount of your financial aid** (which will be calculated on the basis of the actual number of credits you have received)
- it is your responsibility to make sure that you obtain enough credits for the semester to allow you to register for the upcoming semester at MU (see the MU academic regulations)

These two documents (the Transcript of Records and the Confirmation) may be replaced by relevant documentation from the university abroad if it contains all the required data. The **ECTS credits** are of special importance—if another type of credit is used, a conversion table must be submitted that allows the local credits to be converted into ECTS credits).

Documents for the Centre's records should be provided **as copies** or sent **electronically**. They should also be **entered in the IS** along with a request that they be recognized.

PLEASE NOTE! Failure to meet the conditions in the participant's contract will obligate you to return the financial aid you have received.

- Failure to meet the conditions includes:
 - **not staying for the length of time indicated in the participant's contract**—evaluated on the basis of the [Confirmation of Study Period](#)
 - **failing to obtain at least 20 ECTS credits**
 - **failing to meet the qualification criteria for the Erasmus+ programme**—loss of student status because you have completed your studies by sitting the state final exam, or if you have had to leave school because you failed to meet your academic obligations, etc.

RECOGNITION of courses/credits from abroad

- 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 institute
- **courses are recognized on the basis of the [LA](#)**, or the revised version of it, and the **[transcript of records](#)**
- the recognition of foreign studies is governed by **[Rector's Directive No. 8/2011](#)**
- your foreign studies must be **fully recognized** on the basis of the LA and the transcript—i.e. all the courses indicated in the LA or the **[revised version](#)** of it that have been approved by both the home institution and the institution abroad and confirmed on your **[transcript](#)** must be fully recognized
- the method for recognizing individual courses should be consulted with the authorized representative for the department 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 foreign institution—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 [Centre website](#).

CONCLUDING REPORT

Within 30 days of receiving a request to do so, you must complete the online concluding report for the European Commission. The request will be sent to your university **email** (check your spam folder as well!).

Recommendation:

A valuable source of practical advice and other information about accommodation, related expenditures in particular countries, and so on, consists of the concluding reports of students from prior years. They are available in the NAEP database at <http://erasmus-database.naep.cz/modules/erasmus>.

If you took a **language test** before leaving for your study abroad, you will be asked to take a similar test upon your return. It is on this basis that the European Commission evaluates students' progress in language competence.

EXTENDING YOUR STAY

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

Formalities and processing:

- the Application for Extension must be **confirmed by the foreign coordinator**
- the application and a **motivation letter** should be sent **to the subject coordinator**, who will either approve or reject it; if approved, he or she will forward it to the Centre
- the request must be submitted to the Centre **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)
- your stay abroad may only be prolonged for 'academic reasons' but may be prolonged by any length (for instance two weeks), so long as your maximum stay is 12 months and does not extend past the end of the academic year, i.e. 30/9.

If the Centre 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 Centre possesses adequate financial reserves; this may be determined with greater confidence only later—for this reason, the Centre 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 IS MU](#).

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 meet the minimum requirements of the mobility. (See the section on academic requirements.)

You must **immediately inform the Centre** 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.

CANCELLING YOUR STUDY ABROAD

Nomination for an Erasmus+ study stay creates a binding obligation. The Centre requests financial aid for Erasmus+ mobilities on the basis of applications for stays, i.e. for specific nominated students.

If for GRAVE health, personal, or other reasons you are forced to cancel your nomination, you must do so without delay using the **Notification of Cancellation of Stay** form, which may be downloaded from the Centre's website.

The notification form must be **approved by the subject coordinator**, who may nominate a standby. You should then submit the notification form to the Centre.

Notification must be made and the Notification of Cancellation submitted **without delay** as soon as you learn that you will not be able to realize your stay abroad. This will enable the standby to take advantage of study abroad.

Withdrawal from the nomination may impact on your future chances of inclusion in the Erasmus+: Erasmus programme.