

ERASMUS+

Student Mobility for Studies

MU Centre for International Cooperation (CZS)

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web: <http://czs.muni.cz>

<https://czs.muni.cz/en/mu-student/study-placements/erasmus-europe>

Contact Persons

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|---------------------|---|
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Office Hours

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|-----------|-------------|
| Monday | 12:00–14:00 |
| Wednesday | 12:00–15:00 |

Make an appointment in the online [ISOIS calendar](#)

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 CZS) website.

Here are some basic rules for participation:

- The minimum length of stay is 2 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 study at MU.
- 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 CZS 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 CZS'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 Gabriela Složilová at slozilova@czs.muni.cz.

It takes time to arrange the nomination, so please be patient. If by two weeks before the deadline you do not see the date of nomination in your ISOIS application, get in touch.

CANCELLING YOUR STUDY ABROAD

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

Nomination for an Erasmus+ study stay creates a binding obligation. The CZS 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 – 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.cjv.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
- Cover 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](#). Some of the universities offer Erasmus+ students the option of accommodation in dormitories, however, it is not the rule.

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 ISOIS application—you should then send this to the host university for confirmation)

Without the Letter of Acceptance you cannot sign the Grant Agreement and start your mobility!

LANGUAGE REQUIREMENTS

Some of the host universities impose language requirements on incoming 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! Some of the host universities may require specific certificates within their applications. Also, 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 Grant Agreement). Therefore, **pay special attention to the language requirements of the host university.**

LANGUAGE TESTING (Online Linguistic Support, OLS)

Students can assess their language skills through the platform EU Academy from European Commission. After completing the language test, they can continue with a language course.

The result of the language test can be used for an application to their host university, if the university accepts it.

More information is available at <https://academy.europa.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 CZS 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 on the [CZS website](#) (in the section Documents).
- **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 CZS's website - please read though it carefully!
- upon your return, the LA will form the basis for getting your study abroad [recognized](#) in accordance with [Rector's Directive No. 8/2011](#) - it is necessary to read through it before filling out the LA!
- 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, ideally alongside with the application
- **without the online LA signed by all parties you cannot sign the Grant Agreement and begin your study stay**
- [Changes](#) to the LA may be made once the semester starts; instructions for completing the changes in ISOIS are also located on the CZS's website

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

- since the academic year 2023/2024, only master's and doctoral students may work on their theses while abroad
 - doctoral students will be exempt from the requirement to obtain a minimum 20 ECTS per semester (but remember that you must have 20 credits to register for the upcoming semester at MU). For master's students (and the last two study years of the long 5y master's programmes), the work on thesis will cover only half of the required credits, i.e. they are required to enrol in courses of at least 10 ECTS credits per semester. Work on thesis for bachelor's students is not possible.
- 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 **thesis 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 thesis 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 in your ISOIS application
- 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 [Grant Agreement](#).

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 CZS'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, or
- **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 support 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 an ideal case, the financial aid will be paid before the beginning of your study abroad. But if you fail to sign the Grant Agreement in time or complete all the required documentation, payment may be delayed.

Once the payment is made, the CZS 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.** You can access the document also in the Document office application:

Document Office → My documents - application status → Zobrazit moje rozhodnutí doručovaná elektronicky → Rozhodnutí o přiznání stipendia → Zobrazit rozhodnutí

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. Do not enrol in the course Study Abroad either.

THE GRANT AGREEMENT

Before you sign the Grant Agreement, you must:

- have the online [LA](#) in ISOIS signed by all parties
- enter data into your [ISOIS application](#):
 - means of transportation by which you plan to travel
 - whether you want to apply for Green Erasmus, socio-economic financial support, financial support for students with specific needs (more information can be found [here](#)), if so send the necessary documents within deadlines
 - bank account number to which financial support will be sent
 - **Letter of Acceptance** – if the Letter of Acceptance does not contain the exact dates of the mobility, a **semester schedule** must be uploaded in addition
 - result of the [Online language test](#) (OLS)
- enter the **account number** to which financial support will be sent in the IS
- [make an appointment](#) in order to sign the Grant Agreement via the online appointment calendar, 2–3 weeks before the start of your mobility period
- if the student meets the conditions for the socio-economic financial support or financial support for students with specific needs, they will also bring necessary document to the appointment

After you make the appointment, your CZS coordinator will check all the required documents and according to the data in your Letter of Acceptance she will generate the Grant Agreement for you. Afterwards you will receive 3 documents which you need to read carefully: Affidavit (Declaration of Honour), Application for Financial Support and Grant Agreement.

Print and sign all three documents and, according to your appointment (the date of signing has to be the same as of the appointment), come **IN PERSON** to the **CZS** and bring hard copies of the documents as follows:

- 1x Affidavit
 - 1x Application for Financial Support
 - 2x Grant Agreement

Without the Grant Agreement 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 (the host institution may have an earlier deadline which must be respected).

- you must complete the **Online Changes to the LA** form in ISOIS
- Changes to LA can be done only **once** so we highly recommend you wait until your schedule is finalized
- after the online Changes to LA are signed by all parties, download the pdf file and upload it in the [IS record](#)

EXTENDING YOUR STAY

In justified cases, students may request that their stay be prolonged. [Application for Extension](#) is available on the CZS'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 CZS 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, it is possible to extend the stay for any length of time (e.g. for a half a month), but no longer than up to 12 months of the total stay and at the same time no longer than the end of the academic year, i.e. 30 September

If the CZS 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 CZS possesses adequate financial reserves; the change in the overall amount of financial support must be stated in an amendment to the Grant Agreement

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 2 months**, however, and still obtain the minimum of **20 ECTS**.

You must immediately inform the CZS 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 stay, not the dates in the Grant Agreement
- must be a **MU document** – please download the template in your ISOIS application
- **if the 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)
 - If you worked on your thesis or dissertation while abroad, the **Research Report** must be submitted, which substitutes or completes for the Transcript of Records
- If you applied for Green Erasmus, you have to upload the relevant documents (invoices, tickets, affidavit, etc.) for both journey (there and back), 2 weeks after the end of the mobility at latest

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

PARTICIPANT REPORT

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 **email** (check your spam folder as well!).

PLEASE NOTE! Failure to meet any of the conditions in the Grant Agreement 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 courses from abroad is done on the basis of the [LA](#) (alternatively its changes), and the [Transcript of Records](#)
- 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 of Records 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 [CZS website](#).