**Directive of the Dean of FIM No. 2/2019**

***Administration of Erasmus+***

***at the Faculty of Informatics and Management UHK***

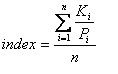
**Organization of student/teacher/employee selection**

1. **Mobility of students for study stays (SMS):**

The call for the selection procedure for scholarships or its other rounds is published on the UHK website (https://www.uhk.cz/) and on the mobility website (http://edu.uhk.cz/mobility/).

Students apply for individual selection procedures via the mobility website by the deadline for the selection procedure published in the call.

The ranking of students is based on an index that reflects the number of credits earned in each year of study at FIM UHK and the average benefit. Expressed formally



where Ki is the number of credits earned in the i-th year, Pi is the average grade in the i-th year and n is the number of completed years of study. In the International Credit Mobility (KA107) program, the ranking of students is determined based on the evaluation of the committee appointed by the dean of the faculty. The evaluation takes into account not only the applicant's previous study results, but also the quality of the cover letter.

If the student was successful in the selection procedure in the previous academic year, s/he chose a foreign university and his/her trip was not carried out, the index value will be reduced by 50%.

Based on the success of the selection procedure, students will attend an introductory information meeting where a binding selection of foreign universities and informing students about the requirements of Erasmus+ study stays are finalized. After receiving the letter of acceptance from the partner university, a student participation contract is signed.

1. **Mobility of students for internships (SMP):**

The selection of applicants for the internships is carried out by a selection committee appointed by the dean of the faculty. The registration and selection of candidates takes place continuously. Students register via the mobility website, the application also includes the submission of the work plan and cover letters to the officer for international relations at the faculty (in Czech and English versions, eventually in German version). The selection committee evaluates the student's study results to date, the relevance of work plans and cover letters.

Based on the success in the selection procedure, students will send the necessary data and a participation contract will be concluded with them, explaining the details of their participation in the Erasmus+ program.

1. **Mobility of academic staff for teaching stays (STA):**

The selection procedure for the academic staff is announced by e-mail, which is sent to all department heads who inform the academic staff of their department.

The academic staff apply for the selection procedure by means of an application which they submit to the officer for foreign relations at the faculty by the deadline for the selection procedure published in the call.

The ranking of academic staff is based on the index i, which reflects their involvement in the teaching of foreign students and takes into account foreign trips in the previous calendar year:



where ki is the number of ECTS credits for the i-th subject taught to foreign students in the previous calendar year and pi is the number of students who completed this subject, c is the total number of days spent in the previous calendar year abroad.

In the International Credit Mobility (KA107) program, the ranking of academic staff is determined based on the evaluation of the committee appointed by the dean of the faculty. The evaluation takes into account not only the involvement in the teaching of foreign students and the number of trips abroad last year, but also the need for a teaching stay in terms of the job description of the applicant.

If the employee has been successful in the selection procedure in the previous academic year and his/her trip has not been completed, the index value will be reduced by 50%.

Based on the success of the selection procedure, the academic staff will attend an introductory information meeting where a binding selection of foreign universities and information about the requirements of Erasmus+ teaching stays are finalized.

1. **Mobility of employees for trainings (STT):**

Call for the selection procedure for administrative and other employees is e-mailed directly to the employees.

The employees apply for the selection procedure by means of an application, which is submitted to the officer of foreign relations at the faculty by the deadline for the selection procedure published in the call.

The ranking of the staff is determined based on the evaluation of the committee appointed by the dean of the faculty. The evaluation takes into account foreign trips of the employees in recent years, with priority being given to the employees who travel less often.

**Conditions for the payment of student’s scholarships**

The scholarship is paid to students by transfer to the bank account specified in the Participation Agreement. The payment is conditioned by the signing of the Participation Agreement by both parties and by the student proving adequate insurance.

Payment to an account in CZK is usually made before the start of the stay.

**Allocation of additional funding beyond Erasmus+ scholarships**

In addition to the Erasmus+ scholarships, students receive special scholarships of EUR 150/month abroad for mobility purposes (valid only for the mobility among the program countries - KA103).

**Minimum conditions for a study stay/internship**

1. **Mobility of students for study stays (SMS):**

* Documentation of the length of stay by the original document, which is confirmed by the receiving institution. The length of the student's stay is governed by the Participation Agreement, or an amendment to the Participation Agreement.
* Obtaining at least 15 ECTS credits, resp. successful completion of min. 6 courses at universities where courses are rated with one or two ECTS credits. Supported by a Transcript of Records document that must match the confirmed Learning Agreement.

If these basic conditions are not respected, the student is set a proportional part of the scholarship, which must be returned.

Other conditions:

* Completing the final report in Mobility Tool +.
* Completing the final report in the NAEP database.

Until the student submits his/her reports of his/her stay, s/he is not enrolled in the information system of the study agenda and is not awarded credits for the Study Stay Course.

1. **Mobility of students for internships (SMP)**:

* Documentation of the length of stay by the original document, which is confirmed by the receiving institution. The length of the student's stay is governed by the Participation Agreement, or an amendment to the Participation Agreement.
* A part of the confirmation of the length of the stay is the evaluation of the student by the employer stated in the confirmation or as a separate document.

If these basic conditions are not respected, the student is set a proportional part of the scholarship, which must be returned.

Other conditions:

* Completing the final report in Mobility Tool +.
* Completing the final report in the NAEP database.

Until the student submits his/her stay reports, s/he is not awarded credits for the Foreign Internship Course.

**Recognition of study/internships, method of awarding credits for study/internship**

**abroad for students of Bachelor and Master’s programs**

1. **Mobility of students for study stays (SMS):**

All successfully completed courses (based on the Transcript of Records document) at a foreign university are fully recognized, incl. their evaluation, specifically as the so-called one-off courses.

As a rule, the evaluation on the transcript is indicated by the ECTS evaluation (A, B, C, D, E, F).

Upon successful completion of all the conditions, the student is awarded the Foreign Study Stay Course (one semester - 20 ECTS credits, the whole academic year - 40 ECTS credits).

1. **Mobility of students for internships (SMP):**

Upon successful completion of the internship, students will be granted the Foreign Internship Course with the amount of credits according to the number of months spent abroad. For each completed month, the student is assigned 5 ECTS credits.

**Recognition of study/internships, method of awarding credits for study/internship abroad for students of doctoral study programs**

The recognition of study stay is based on rules approved by the relevant Subject Board.

For the first study stay/internship, the student is credited with 20 ECTS credits for the first month of stay and 5 ECTS credits for each additional month of stay abroad. For the second and other stays abroad, the credit evaluation is 5 ECTS credits/month including the first month of the stay.

In accordance with the valid accreditation, a specific credit evaluation will be awarded for several presentations/professional presentations worth 5 ECTS credits.

**Organization of mobility of academic and administrative staff abroad**

The mobility of employees is organized by sending them on a business trip abroad and paying their travel expenses.

The posted employee is obliged to complete the Mobility Agreement for Teaching/ Training and a proposal for being sent on a foreign business trip prior to the stay.

After his/her return, the employee is obliged to submit a confirmation of the length of stay abroad to the officer of international relations at the faculty and fill in a report in the Mobility Tool + application within 14 days.

**Implementation of mobility from a partner university - arrivals**

A foreign university nominates a student to study a specific program. The nominated students are required to complete the application documents by the deadline specified on the faculty website.

A foreign student is obliged to arrive before the start of the semester and participate in the registration, which provides information on the organization of studies at FIM UHK.

Upon successful completion of the planned activities, students will receive a confirmation of their stay and a Transcript of Records.

**Final provisions**

This Directive replaces the Dean's Directive No. 3/2017 and comes into force and effect on 1 June 2019.

Hradec Králové, 24. 5. 2019.

prof. RNDr. Josef Hynek, MBA, Ph.D.

Dean of FIM UHK