**Directive of the Dean of FIM No. 3/2019**

***Organization of study stays abroad***

***beyond Erasmus+ programs***

**Organization of student selection for study stays/internships**

The call for the selection procedure for scholarships or its other rounds is published on the UHK website (https://www.uhk.cz/) and 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 created on the basis of previous study results or other criteria specified in the call for the selection procedure.

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

The scholarship is paid to students by bank transfer specified in the Financial Agreement. The payment is conditioned by the signing of the Financial 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.

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

1. **Mobility of students for study stays:**

* 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 Financial Agreement, possibly by an amendment to the Financial Agreement.
* Successful completion of at least 3 professional subjects corresponding to student’s field of study. 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:

* Submission of the final report (electronically to the officer for faculty's international relations).

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

1. **Mobility of students for internships:**

* 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 Financial Agreement, possibly by an amendment to the Financial Agreement.
* A part of the confirmation of the length of the stay is the evaluation of the student by the employer stated on 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:

* Submission of the final report (electronically to the officer for faculty's international relations).

Until the student submits his/her report of his/her stay, 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:**

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

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

In the case of foreign summer schools, successfully completed courses are recognized provided they are listed on the Transcript of Records document issued by the receiving university.

1. **Mobility of students for internships:**

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 rating is 5 ECTS credits/month including the first month of the stay.

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

Participation in foreign summer schools will be evaluated by 5 ECTS credits also in the form of presentation/professional presentation.

**Final provisions**

This Directive shall come into effect on 1 June 2019.

Hradec Králové, 24. 5. 2019.

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

Dean of FIM UHK