

ERASMUS+ PROGRAM ADMINISTRATION: ERASMUS AT THE FACULTY OF SCIENCE OF UHK

Article I Purpose and continuity of the document

- 1) This Directive is a follow-up to the university-wide document Erasmus+: Erasmus (further referred to only as Erasmus) at UHK and specifies the administration of the Erasmus program at the Faculty of Science (further referred to as FoS) of UHK in those steps which, according to the provisions of the university-wide document, fall within the scope of UHK constituent part.

Article II Organization of students/academics/other employees selection

- 1) The selection of students, academics and other employees of FoS is based on the announcement of the selections for the placement of study stays and practical internships for students, and teacher or employee stays for academics or other faculty staff. This is published on the FoS UHK website as well as in other faculty information channels, including sending information to the e-mail of each student, academic or other employee. In addition to the list of specific destinations with specialization and the number and scope of the mobilities, this announcement also contains the conditions for participation in the selection procedure and assessment criteria, deadline and requisites of the application submission for the selection procedure, including the required attachments.
- 2) The applications for the selection are evaluated by the faculty coordinator of the program and the results of the selection are announced on the website of the Department of Science and International Affairs of the Faculty.
- 3) The selection of a student/academic/other employee for mobility is binding and withdrawal from the mobility is possible only in a very exceptional and justified case, by written communication to the faculty coordinator. In such a case, the first substitute shall be nominated to the post of the outbound student/academic/other employee.
- 4) If no applications are submitted in the selection process for a specific destination of particular Erasmus activity (or if the outbound student/academic/other employee has withdrawn from the trip and there is no substitute for that destination), a second (exceptionally also other) round is announced for the selection procedure. All rounds of the selection procedure are subject of the same conditions and the same organization that apply for the first round.

Article III Conditions for the payment of scholarships to students

- 1) The scholarship is paid to students who have succeeded in the selection process by transfer to the bank account specified in the financial agreement. The payment is conditioned by the signing of the financial agreement on both sides and by the student proving adequate insurance.
- 2) Payment is possible to an account in CZK or EUR and is usually made before the beginning of the stay. For stays that span two calendar years, the part corresponding to the period until 31/12 of the given calendar year is paid first and the remaining part is paid at the beginning of January of the following calendar year.

Article IV Possibility of allocating additional funds beyond Erasmus scholarships

- 1) Students can also be granted an additional scholarship for meeting the program conditions and representing the faculty abroad. The Dean of the faculty decides on the amount of the additional scholarship.

Article V Method of payment and settlement of educational stays/internships

- 1) The payment and settlement of teacher and employee stays is governed by the conditions for sending on a business trip abroad and the payment of travel expenses.

Article VI Recognition of studies/internships, minimum conditions for the completion of a study stay/internship and the method of awarding credits for study/internship abroad

- 1) The evaluation of a **study stay** is based on the student's obligation to obtain at least 15 credits at a foreign university.
 - a) After completing the required formalities and submitting all necessary documents (study contract, confirmation of the length of study, list of the study results, completion of the final report in the database), the student's study stay is recognized. Each student earns credits for the study stay, the number of credits earned depends on the total length of the student's mobility and is 4 credits for each month of study, i.e. 12 credits for a three-month study or 20 credits for a five-month study.
- 2) Credits obtained for courses completed abroad will be recognized after fulfilment of predetermined conditions, based on the compatibility of the completed courses with the subjects at UHK (compatibility assessment is the responsibility of the course guarantors).
- 3) The assessment of a **practical internship** is based on the obligation to complete the stay within the agreed scope and to fulfil the content of the practical internship. After completing the required formalities and submitting all necessary documents (confirmation of the length of the internship abroad, completing the final report in the database), the student's stay is recognized. Each student receives credits for the practical internship, the number of credits obtained depends on the total length of the student's mobility and is 4 credits for each month of the internship, i.e. 8 credits for a two-month practical internship.

- 4) In case of failure to comply with the conditions, the student will not be given credit in the course Foreign Internship and according to the degree of non-fulfilment, the proportional part of the scholarship will be determined, which the student will have to return.

Article VII Implementation of partner university mobility – incomings

- 1) Incoming students, academics and other employees of partner universities contact the officer of faculty international affairs.
- 2) Based on the priorities, a timetable/internship program is prepared for them and a specific Learning Agreement is signed.
- 3) After successful completion of the planned activities, confirmation of the length of stay is issued, the Transcript of Records is issued for the students.

Article VIII Final Provisions

The Directive replaces the Dean's Directive No. 1/2015 and comes into force and becomes effective on the date of issue, i.e. 1st January 2018.

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