

Decree of the Dean of the FF UHK

No. 14/2024

On the Organisation of Student Study Periods, Work Placements, and the Mobility of Academic and Administrative Staff under the Erasmus+ Programme

Article I.

General Provisions

This Decree lays down the rules for the organisational arrangements for students' study periods and work placements, and the rules governing the mobility of academic and administrative staff at the Philosophical Faculty, University of Hradec Králové (hereinafter referred to as the FF UHK) under the ERASMUS+ programme. This Decree repeals and replaces Decree No. 24/2017. It also supersedes the relevant provisions of the Decree of the Dean of the FF UHK No. 9/2023, *Amendments to Certain Decrees*, while incorporating into this Decree the supplementary provisions from that amendment that applied exclusively to Decree No. 24/2017.

Article II.

Organisation of the Selection of Students, Teachers and Staff

Applicants who meet the conditions set out by the Erasmus+ programme for study periods, work placements, academic mobility and administrative staff mobility shall undergo a selection procedure before a selection committee.

1. The selection committee shall be appointed by the Dean of the FF UHK.
2. The selection committee shall consist of at least three members. As a rule, these shall be the Vice-Dean for International and External Relations of the FF UHK, the internationalisation coordinator of the relevant department and a member of staff from the FF UHK International Office (hereinafter referred to as IO).
3. The Selection Committee shall make its decisions by vote.

Article III.

Selection Procedure for Study Periods

1. The selection procedure for study periods shall consist of a single round. Applicants wishing to participate in the selection procedure shall submit to the IO a completed application form, a

structured curriculum vitae, and a letter of motivation in the language in which the majority of the study period abroad will be conducted. In the application form, applicants shall indicate their first and second choice of the host university. The application form template is available on the IO website.

2. The selection process shall take place at least once a year, usually twice. It shall be announced by publishing a notice on the IO website.
3. The selection process shall take the form of an oral interview conducted before the selection committee. Part of the interview shall be conducted in the language of instruction used at the host university. In assessing applicants, the selection committee shall take into account the following criteria:
 - a) The applicant's language proficiency in the language of instruction at the host university;
 - b) The quality of the submitted letter of motivation;
 - c) Previous academic results;
 - d) The relevance of the proposed study period abroad to the applicant's field of study;
 - e) The quality of the applicant's oral presentation.
4. The results of the selection process shall be published on the official noticeboard of the FF UHK.
5. If an applicant is not selected for either of their preferred universities, they may be offered a study period at another university where places remain available.

Article IV.

Organisation of Study Periods Abroad

1. Within 14 days of the publication of the selection results, each selected student shall confirm in writing their intention to undertake a study period abroad at the host university to which they have been nominated.
2. Before departure, each student shall submit their study plan (*Learning Agreement*) for the host institution to the Vice-Dean for International and External Relations for approval. Any amendments to the Learning Agreement (*Change of Learning Agreement*) must be approved by all parties (the student, UHK and the host university) within one month of the commencement of studies at the host university. The related administrative procedures shall be handled by the IO.
3. Before departure, students shall sign the participation agreement.
4. The scholarship shall be paid to the student before the commencement of the mobility period by bank transfer to a Czech koruna bank account. Scholarship funds shall be paid exclusively in CZK. Before departure, the student shall submit proof of the required travel insurance. In exceptional cases, the Vice-Dean for International and External Relations may decide that the scholarship be paid into a foreign currency account.
5. During a semester-long study period abroad, students shall successfully complete courses amounting to at least 15 ECTS credits. The completed courses must be related to the study programmes offered by the FF UHK; foreign language courses may also be counted towards the required 15 credits. If this requirement is not met, the Faculty shall be entitled to require the student to repay a proportionate part of the scholarship (e.g. if the student completes 10 credits, they shall repay one third of the scholarship). Students are recommended to complete 30 ECTS credits per semester.
6. Immediately upon returning, students shall submit confirmation of the duration of their study period together with an official Transcript of Records.
7. Immediately upon returning, the student shall complete and submit a final report.

Article V.

Recognition of Courses and Credits from Study Periods Abroad

1. Academic results shall be recognised after the student's return from the study period abroad upon submission of an official transcript of academic results issued by the host university (the "Transcript of Records"). Immediately upon returning, the student shall submit an application for the recognition of Credits completed abroad (available for download from the IO website) to the

secretariat of the department or institute responsible for their study programme. The application must be submitted no later than 15 days after the student has received the Transcript of Records.

2. The application shall specify which completed courses the student requests to be recognised as compulsory courses, compulsory-optional courses, and optional courses. Where recognition as a compulsory course is requested, the consent of the relevant course lecturer or course guarantor shall be obtained, and the syllabuses of the corresponding courses completed at the host university shall be attached to the application. Where recognition as a compulsory-optional course is requested, the student shall also specify the course within the relevant compulsory-optional block of their study plan that is to be replaced. The application shall be approved by the internationalisation coordinator of the relevant department or institute of the FF UHK (or, where applicable, by the head of that department or institute or another person authorised by the department or institute) responsible for the student's study programme. The relevant department or institute shall then forward the approved application to the Student Affairs Office of the FF UHK for processing. The application must be submitted during the academic year in which the student completed the study period abroad.
3. The following rules apply to the recognition of courses and credits:
 - a) Courses successfully completed abroad whose content corresponds to compulsory courses in the student's study programme, as demonstrated by an official course syllabus submitted by the student, may be fully recognised as compulsory courses, subject to the approval of the relevant lecturer or course guarantor at the FF UHK.
 - b) Courses successfully completed abroad whose content corresponds to compulsory-optional courses in the student's study programme, or which otherwise fall within the scope of the student's degree programme, may be recognised as compulsory-optional courses. The recognised credit value shall correspond to the number of ECTS credits awarded by the host university.
 - c) Other courses shall be recognised as optional courses. If the student's study plan does not include a block of compulsory-optional courses, courses falling within the scope of their degree programme shall also be recognised as optional courses.
 - d) A foreign language examination may be recognised on the basis of a study period abroad completed within the Erasmus+ programme. The study period must have lasted at least one semester, and the courses completed at the host university must have been taught in the foreign language for which recognition of the examination is requested. The examination grade shall be determined by the course guarantor on the basis of the Transcript of Records documenting the courses completed at the host university. No more than one foreign language examination may be recognised in respect of a single study period abroad.
4. The grade awarded for a recognised course shall correspond to the grade recorded by the host university. Where the grading scale used by the host university differs from that used at the UHK, the Vice-Dean for International and External Relations shall determine the method of conversion in accordance with the UHK Study and Examination Code.
5. Once the application has been approved, the Student Affairs Office of the FF UHK shall record the recognised courses and academic results in the information system in accordance with the applicable rules governing the recording of academic results.
6. Academic results achieved during a study period abroad shall be included in the calculation of the student's weighted grade average in the same manner as academic results achieved at the UHK.

Article VI.

Implementation of Mobility Programmes from Partner Universities

1. The host university shall nominate students for study at the FF UHK, specifying the relevant study programme and level of study. Nominated students shall complete the required application documents and, following confirmation by their home university, submit them by 30 June for the winter semester and by 1 December for the summer semester. In justified cases, the Vice-Dean for

International and External Relations may permit the documents to be submitted after these deadlines.

2. International students shall arrive before the beginning of the relevant semester and attend an orientation session organised by the International Office. In justified cases, the Vice-Dean for International and External Relations may permit a later arrival.
3. Academic or administrative staff from partner universities wishing to undertake a mobility period at the FF UHK shall contact the International Office or the internationalisation coordinator of the relevant department well in advance. The required mobility documents shall be certified by the International Office.

Article VII.

Organisation of Work Placements

1. The selection of candidates for work placements under the Erasmus+ programme shall be carried out by a selection committee. Applications may be submitted, and the selection procedure conducted, on a rolling basis. During the selection procedure, the committee shall assess the applicant's language proficiency in the language of the country where the work placement is to take place, their previous academic results, and the relevance of the proposed work placement to their field of study.
2. Before the work placement commences, the student shall prepare a placement plan in cooperation with the host organisation. The completed placement plan shall be submitted to the IO.
3. Where significant changes to the placement plan become necessary, an amendment to the placement plan shall be prepared and submitted.
4. Before departure, the student shall sign the participation agreement.
5. For each completed month of the work placement, the student shall be awarded 5 ECTS credits, up to a maximum of 60 ECTS credits. These credits may be recognised as compulsory, compulsory-optional or optional courses upon the proposal of the relevant department and with the approval of the Vice-Dean for International and External Relations. Where the duration of the placement is less than one full month, credits shall be awarded on a proportionate basis, with 1 ECTS credit awarded for every six completed days of the placement.
6. Immediately upon completion of the work placement, and no later than 15 days thereafter, the student shall submit an application for the recognition of credits. The application shall include confirmation of completion of the work placement issued by the host organisation and shall be approved by the internationalisation coordinator of the relevant department, the Vice-Dean for International and External Relations, and the Vice-Dean for Study Affairs and Educational Activities.
7. Once the application has been approved, the Student Affairs Office of the FF UHK shall record the recognised courses and academic results in the information system in accordance with the applicable rules governing the recording of academic results.
8. The scholarship shall be paid to the student before the commencement of the mobility period by bank transfer to a Czech koruna bank account. Scholarship funds shall be paid exclusively in CZK. Before departure, the student shall submit proof of the required travel insurance. In exceptional cases, the Vice-Dean for International and External Relations may decide that the scholarship be paid into a foreign currency account.
9. Upon completion of the work placement, the student shall submit confirmation of the duration of the placement together with an evaluation of the work placement. The original documents shall be submitted to the IO.
10. During the work placement, the student shall fulfil the placement plan. If the placement plan is not fulfilled, the FF UHK may require the student to repay a proportionate part of the scholarship.
11. Immediately upon returning, the student shall complete and submit a final report.

Article VIII.

Organisation of Mobility Programmes for Academic and Administrative Staff

1. Every member of the academic and administrative staff of the FF UHK shall be entitled to undertake a short-term mobility period abroad.
2. Where the number of applicants exceeds the quota allocated to the FF UHK, the selection shall be carried out by a selection committee. In making its decision, the committee shall take into account, in particular, the necessity of the mobility period in relation to the applicant's job responsibilities, their employment status, and the number of Erasmus+ mobility periods they have previously undertaken. The committee shall also take into consideration the need to maintain an appropriate balance across the academic disciplines represented at the FF UHK.
3. Staff mobility periods shall be carried out in the form of secondment on an official business trip abroad, with travel expenses reimbursed in accordance with the applicable regulations.

Article IX.

Final Provisions

1. This Decree repeals and replaces the Decree of the Dean of the FF UHK No. 24/2017.
2. This Decree also supersedes the Decree of the Dean of the FF UHK No. 09/2023, *Amendment to Certain Decrees*, while incorporating into this Decree the amended provisions relating Decree No. 24/2017.
3. This Decree shall enter into force and take effect on the date of its publication on the official notice board.

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Dean of the FF UHK