



ADMINISTRATION OF THE ERASMUS+ PROGRAMME AT THE FACULTY OF SCIENCE, UHK

Article I

Purpose and context of the document

- 1) This directive follows on from the university-wide document *Administration of the Erasmus+ Programme: Erasmus (hereinafter referred to as Erasmus) at the UHK* and sets out the administration of the Erasmus programme at the Faculty of Science, UHK (hereinafter referred to as the Faculty) in those steps which, according to the provisions of the university-wide document, fall within the remit of the constituent parts of the UHK.

Article II

Organisation of the selection of students/academic staff/other staff

The selection of students, academic staff and other employees of the Faculty takes place on the basis of calls for applications for study or work placements for students, and teaching or staff placements for academic staff and other faculty staff. The call for applications is published on the Faculty website and via other Faculty information channels, including sending the information by email to every student, academic staff member and other Faculty member. In addition to a list of specific destinations with subject specialisations and the number and scope of mobility opportunities, this announcement also sets out the conditions for participation in the selection process and the assessment criteria, as well as the deadline and requirements for submitting applications, including the necessary supporting documents.

- 1) Student mobility for study placements (SMS)
 - a) Students must be duly enrolled in a Bachelor's, Master's or Doctoral programme at the University of Hradec Králové.
 - b) Students must meet the criteria of the specific programme under which the selection procedure is taking place.
 - c) Students must submit their application via the STAG information system (or by other means, if necessary) and, by the selection process deadline, provide all the required documents specified in the announcement.
 - d) The selection of candidates for study abroad is always decided by a selection committee, the composition of which is determined by the Dean of the Faculty. The committee's rules of procedure must address any potential conflicts of interest. The assessment takes into account not only previous academic results but also the relevance of the study placement to the applicant's field of study.



- 2) Student mobility for work placements (SMP)
 - e) Students must be duly enrolled in a Bachelor's, Master's or Doctoral programme at the University of Hradec Králové.
 - f) Students must meet the criteria of the specific programme under which the selection process is taking place.
 - g) Applications and the selection of candidates for work placements take place on an ongoing basis. Students submit their applications via the STAG information system (or by other means, if necessary), where they must provide all the required documents.
 - h) The selection of candidates for work abroad is always decided by a selection committee, the composition of which is determined by the Dean of the Faculty. The committee's rules of procedure must address any potential conflicts of interest. The assessment takes into account not only previous academic results but also the relevance of the work placement to the candidate's field of study.

- 3) Mobility of academic staff and other employees abroad
 - a) The employee must be employed by the UHK.
 - b) The mobility must be relevant to the employee's job description and professional development.
 - c) The mobility must be approved by the employee's supervisor.
 - d) Selection is carried out by a committee appointed by the Dean of the Faculty. During its deliberations, the committee must address any potential conflicts of interest when assessing candidates.
 - e) Employees apply for the selection process by submitting applications to the Faculty's international relations officer by the deadline for the selection process as published in the announcement.
 - f) If demand exceeds the quota allocated to the Faculty, the selection committee will decide on the selection. In such cases, the selection committee will primarily take into account the necessity of the placement in relation to the applicant's job description, the extent of their working hours, and the number of Erasmus mobility placements the applicant has already undertaken.
 - g) Mobility for staff members is organised in the form of a business trip abroad and the payment of travel expenses.
 - h) The employee being sent on the assignment is required to complete the Mobility Agreement for Teaching/Training and a proposal for a business trip abroad prior to their stay.
 - i) Upon return, they are required to submit confirmation of the duration of their stay abroad to the faculty's international relations officer within 14 days and to complete a report in the Beneficiary Module.



Article III

Results of the selection procedure

- 1) The results of the selection process are communicated to the applicants via the university's information system or university email.
- 2) The selection of a student/academic staff member/other employee for mobility is binding, and withdrawal from the mobility programme is only possible in entirely exceptional and justified cases, by written notification to the faculty coordinator. In such a case, the first candidate on the reserve list shall take the place of the selected student/academic staff member/other employee.
- 3) If no applications are submitted in the selection process for a specific destination under any Erasmus programme activity (or if the selected student/academic staff member/other employee has withdrawn from the mobility and there is no substitute for that destination), a second (or, in exceptional cases, further) round of the selection process is announced. The same conditions and organisational procedures apply to all rounds of the selection process as to the first round.
- 4) If the number of mobility places equals or exceeds the number of applicants, the selection committee is authorised to allocate places to all applicants who meet the conditions for mobility.
- 5) If the number of applicants for mobility exceeds the number of places available at the relevant faculty, alternates are also selected in addition to the successful applicants so that, should a place or funding become available, mobility can be allocated to the next applicant in the order of priority.
- 6) Both students and staff have the right to appeal against the selection committee's decision. Appeals must be submitted in writing to the Dean's Office within 5 working days of the results being announced.

Article IV

Conditions for the payment of grants to students

- 1) The grant is paid to students who have been successful in the selection process by bank transfer to the account specified in the financial agreement. Payment is conditional upon the financial agreement being signed by both parties and the student providing proof of adequate insurance.
- 2) Payment is made to an account held in CZK and usually takes place before the start of the stay. For stays spanning two calendar years, the portion corresponding to the period up to 31 December of the given calendar year is paid first, and the remainder is paid at the beginning of January of the following calendar year.



Article V

Possibility of allocating additional financial support beyond the Erasmus grant

- 1) Students may be awarded additional financial support, beyond the Erasmus grant, as a reward for fulfilling the programme's conditions and for representing the Faculty abroad. The amount and award of such support are decided by the Dean of the Faculty.

Article VI

Method of payment and settlement of teaching visits/placements

- 1) The payment and settlement of teaching and staff placements are governed by the conditions for business trips abroad and the payment of travel expenses.

Article VII

Recognition of study/work placements, minimum requirements for completion of a study/work placement and the method of awarding credits for study/work placements abroad

- 1) The assessment of a **study placement** is based on the student's obligation to obtain a minimum of 15 credits at a higher education institution abroad.
 - a) Once the required formalities have been completed and all necessary documents have been submitted (study agreement, confirmation of the duration of study, academic transcript, and completion of the final report in the Beneficiary Module), the student's study placement is recognised. Each student receives credits for their study placement, with the number of credits awarded depending on the total duration of the student's mobility and amounting to 4 credits for each month of study, i.e., for example, 12 credits for a three-month study placement, or 20 credits for a five-month semester-long study placement.
- 2) Credits earned for courses completed abroad will be recognised upon fulfilment of pre-determined conditions, based on the compatibility of the completed courses with those at the UHK (compatibility is assessed by the course coordinators).
- 3) The assessment of a **work placement** is based on the obligation to complete the placement in the agreed extent and to fulfil the requirements of the work placement. Once the prescribed formalities have been completed and all necessary documents have been submitted (confirmation of the duration of the work placement abroad and completion of the final report in the Beneficiary Module), the placement is recognised for the student. Each student receives credits for the work placement, with the number of credits awarded depending on the total duration of the student's mobility and amounting to 4 credits for each month of the placement, i.e., for example, 8 credits for a two-month work placement.
- 4) If the minimum requirements are not met, the student will not receive credit for the course "Internship Abroad", and depending on the extent to which the



requirements were not met, a proportionate portion of the grant will be determined, which the student will be required to repay.

Article VIII

Recognition of work placements and the method of awarding credits for doctoral students

- 1) The placement is recognized in accordance with the rules approved by the relevant subject area board.
- 2) The international placement forms part of the doctoral programme study plan.
- 3) Upon successful completion of their international placement, students will be awarded the relevant number of credits corresponding to the course “Internship Abroad”.

Article IX

Implementation of mobility from partner universities – arrivals

- 1) Incoming students, academic staff and other employees from partner universities should contact the faculty’s international relations officer.
- 2) Based on priorities, a timetable/work programme will be drawn up for them and a detailed Learning Agreement will be signed.
- 3) International students are required to arrive before the start of the semester and attend registration, during which information is provided on the organisation of studies at the Faculty of Science, UHK.
- 4) Upon successful completion of the planned activities, a certificate of duration of stay and a Transcript of Records will be issued to students.

Article X

Final Provision

This directive replaces the Dean’s Directive No. 3/2018 and shall enter into force and effect on the date of signature.

In Hradec Králové on 20 March 2026

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Dean of the Faculty