

## QUALIFICATION CRITERIA FOR THE ERASMUS+: ERASMUS PROGRAMME FOR TRAINEESHIPS

Financial means intended for the mobility activities of students – traineeships as part of the Erasmus+ Erasmus programme (Erasmus+ traineeships and Erasmus+ traineeships outside Europe) will be used in accordance with the following criteria.

### 1 PURPOSE OF THE TRAINEESHIP

- 1.1 The grant will be provided to students participating in a traineeship in a country taking part in the Erasmus+: Erasmus programme with the aim of fulfilling the relevant authorised activities in the host organisation.
- 1.2 The traineeship can take place only in an authorised host organisation residing in any country, except for Russia and Belarus.
- 1.3 Host organisations which are not authorised:
  - EU institutions and other EU organs including specialised agencies with their own placement programme ([http://europa.eu/european-union/about-eu/institutions-bodies\\_en](http://europa.eu/european-union/about-eu/institutions-bodies_en))
  - Organisations administering EU programmes (to prevent possible conflicts of interest and/or double financing, e.g. national agencies)
- 1.4 In the case of a traineeship outside Europe at a university, an interinstitutional agreement must be concluded between the sending and receiving institutions before the start of the mobility.
- 1.5 Sending institutions must have the Erasmus Charter for Higher Education (ECHE) given by the European Commission.

### 2 CRITERIA FOR THE SENDING OF STUDENTS

- 2.1 During their studies, students who wish to participate in an Erasmus+ traineeship:
  - a) must be registered in an accredited bachelor's, master's, or doctoral programme at the sending institution in full-time, combined or distance form;
  - b) may be citizens of any country, but must study in an accredited academic programme in the Czech Republic;
  - c) cannot be registered at MU under the Erasmus Mundus, Erasmus+ or Erasmus+ ICM programme.
  - d) must have active studies in the field of study they apply for during the selection procedure until the results are announced;
  - e) are duly enrolled in studies at the sending institution in the given field of study through which they carry out the mobility for the entire period of traineeship abroad, therefore they cannot interrupt or terminate their studies at the sending institution before the end of the traineeship abroad.
- 2.2 A student who wishes to participate in a graduate traineeship:
  - a) must graduate from an accredited bachelor's, master's, or doctoral programme at the sending institution – a student becomes a graduate on the day of passing the final state exam;

- b) may be citizens of any country, but must graduate from an accredited academic programme in the Czech Republic;
  - c) cannot be registered at MU under the Erasmus Mundus, Erasmus+ or Erasmus+ ICM programme.
  - d) do not start follow-up studies in the field through which they carry out the mobility during the traineeship;
  - e) complete the traineeship within 12 months after graduation (including the duration of the traineeship);
  - f) must have active studies in the field of study they apply for during the selection procedure until the results are announced.
- 2.3 Students who study in an accredited programme in the Czech Republic who wish to participate in a traineeship in their country of origin or country of residence will have the lowest priority in the selection procedure and will have the status of a zero-grant student, i.e., without a right to a grant.

### **3 SELECTION OF STUDENTS**

- 3.1 The selection of a student to participate in a traineeship as part of the Erasmus+: Erasmus programme must take place on the basis of a transparent selection procedure, the organisation and criteria of which are in the competence of the sending institution.
- 3.2 The selection procedure must be duly and publicly announced and confirmed by a protocol.
- 3.3 The selection procedure includes a Learning Agreement for Traineeships, which the student concludes with the placement guarantor at their department and the receiving institution. The Learning Agreement for Traineeships may be amended once during the stay abroad, provided that the amendment is agreed upon by the contracting parties.
- 3.4 A student who has already participated in the LLP/Erasmus or Erasmus+ program in the past may have a lower priority in the selection procedure. Likewise, a student who previously cancelled their internship without a justifiable reason may have lower priority.

### **4 AUTHORISED ACTIVITIES DURING A FOREIGN TRAINEESHIP**

- 4.1 Financial support is provided only for the following activities ("authorised activities"):
- a) traineeship in an authorised host organisation in a programme country;
  - b) a combination of study and a traineeship, if this has been approved in advance; the study period and the traineeship must directly follow upon one another; the length of the combined mobility and the traineeship must be between 2 and 12 months.
- 4.2 The content of the traineeship must be directly related to the field of study at MU through which the student applies.
- 4.3 The primary purpose of a traineeship is to prepare for future employment and gain experience in the field of study program through which the student carries out the mobility.
- 4.4 Financial support is not provided for research activities, i.e. data collection for a diploma/dissertation, writing scientific publications, consulting with experts, or working on one's own research project.

## 5 TRAINEESHIP LENGTH

- 5.1 The length of the traineeship must be 2–12 months and within a single degree cycle (bachelor's, master's, or PhD). In the case of long study programmes (e.g. general medicine) the maximum length is increased to 24 months.
- 5.2 The first day of stay for the purposes of the Grant Agreement is considered to be the first day on which the student must be provably present at the receiving institution for work reasons.
- 5.3 The last day of stay for the purposes of the Grant Agreement is considered to be the last day on which the student must be provably present at the receiving institution for work reasons.
- 5.4 If the length of the traineeship is not in full months,<sup>1</sup> the financial support for the last month is paid according to the number of days in that last month.

## 6 REPEATED PLACEMENTS WITHIN THE ERASMUS+: ERASMUS PROGRAMME

- 6.1 For repeated traineeships of students in the Erasmus+: Erasmus programme the following rules apply:
  - a) at each level of study each student can go on a traineeship and/or study placement with a total length of up to 12 months; in the case of long study programmes (e.g. general medicine), the maximum length is increased to 24 months.
  - b) preceding mobilities (traineeships and study placements) at a given level of study are counted together, including mobility under the LLP Erasmus programme 2007–2013;
- 6.2 The preceding regulations apply both to placements with and without financial support, i.e. those with zero grant student status.

## 7 FINANCIAL SUPPORT

- 7.1 Financial support for the Erasmus+: Erasmus programme is intended to cover a part of the expenditure associated with the traineeship and represents a **contribution for the increased costs linked to the foreign placement**. The student is expected to participate financially.
- 7.2 Financial support from the Erasmus+ programme is paid to the student based on a Grant Agreement, which the student must sign before leaving for the study stay.
- 7.3 The amount of the monthly grant is published on the website of the Centre for International Cooperation (hereinafter CZS).
- 7.4 A student may request an increase of financial support for students from disadvantaged socio-economic environments before signing the Grant Agreement. The conditions for granting this increase are published on the CZS website.
- 7.5 A student with specific needs may request an increase of financial support before signing the Grant Agreement by submitting an Application for a Grant for Students with Specific Needs. The amount and conditions for granting this increase are published on the CZS website.
- 7.6 For Erasmus+ traineeship outside Europe, the student is entitled to a contribution to travel costs according to the distance between the sending and receiving institutions. The amount and conditions for granting this increase are published on the CZS website. If the student expresses an interest in using environmentally friendly transport to travel to and from their place of mobility

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<sup>1</sup> For the purposes of the calculation of financial support: 1 month = 30 days.

(environmentally friendly transport must be the main means of transport for each trip), their contribution will be increased.

- 7.7 Financial support is provided to a euro account held at any bank within the European Union or to an account in crowns held at any bank in the Czech Republic. **The bank account number must be entered in the Information System of Masaryk University** (hereinafter IS) **prior to signing the Grant Agreement** (this does not concern recent graduates).
- 7.8 The financial support cannot be used to cover costs that are already covered from other EU actions or programmes.
- 7.9 Payment of financial support for graduate traineeships will be divided into at least two instalments: the first in the amount of 70 % will be received after signing the Grant Agreement, and the second in the amount of 30 % will be received after uploading the Traineeship Certificate document to the application in ISOIS.
- 7.10 In the event that the student fails to fulfil the obligations arising from the Grant Agreement, which is concluded with each mobility participant, the sending institution may request the return of part, or all of the financial support paid. The student will be asked to immediately return a proportional part or all of the financial support if:
- a) shortens the length of stay by more than 5 days;
  - b) fails to complete the study plan approved by the receiving institution and/or fails to obtain the minimum number of ECTS credits according to [Directive of the Rector, No. 2/2024](#).
- 7.11 The above does not apply if the student was prevented from properly fulfilling the conditions by a so-called "force majeure", i.e. a demonstrably unforeseeable and uncontrollable event or circumstance that the student reported to the sending institution immediately upon discovery and was not caused by their negligence or misconduct.

## 8 STUDENTS WITHOUT FINANCIAL SUPPORT (I.E. ZERO-GRANT STUDENTS)

- 8.1 Students who have not been awarded a grant can participate in a traineeship within the Erasmus+: Erasmus programme. Such students receive the status of a zero-grant student in the Erasmus+: Erasmus programme, which allows them to use all the benefits of the Erasmus+: Erasmus programme.
- 8.2 All the conditions of the Grant Agreement apply to a zero-grant student, with the exception of the amount and payment of financial support.

## 9 FEES

- 9.1 The sending institution may not ask students for any organisational or administrative fees for their traineeship.
- 9.2 By participating in a traineeship abroad, a student is not exempt from paying regular tuition fees at the sending institution.

## 10 INFORMATION SYSTEMS

- 10.1 The Information System of the Centre for International Cooperation at Masaryk University (hereinafter ISOIS) serves for the administration of mobilities. The student is obliged to provide the data in ISOIS truthfully.
- 10.2 The student uploads documents for the recognition of results from a stay abroad to both the ISOIS and the IS MU, where they request recognition of successfully completed courses.

## 11 REQUIREMENTS BEFORE DEPARTURE

- 11.1 Before departure, the student is required to sign the Grant Agreement and Declaration of Honour electronically in the IS.
- 11.2 Before departure, the student is obliged to register their study stay abroad according to the [Directive of the Rector, No. 2/2024](#) through the Internship and Stays in the IS (this does not concern recent graduates).

## 12 EXTENDED TRAINEESHIP

- 12.1 The traineeship can be extended, provided this is allowed by the internal regulations of the sending institution, and provided the following criteria are met:
- a) there is written consent from the sending and receiving institutions to the extension of the traineeship (i.e. Application for Extension), which is signed before the completion of the original length of the traineeship;
  - b) an Application for Extension must be submitted to the CZS (ISOIS application) no later than 30 days before the original end of the traineeship;
  - c) an annex to the Grant Agreement is closed between the student and the sending institution before completion of the original traineeship;
  - d) the extension must immediately follow the original length of the traineeship;
  - e) the maximum length of the traineeship is not exceeded within one study cycle, see 5.1;
- 12.2 The student does not automatically have a right to financing of the extension period, as it depends on the sending institution whether they add financial support for the extension period.

## 13 REQUIREMENTS AFTER RETURN

- 13.1 Upon returning from the study stay, the student is obliged to submit:
- a) Traineeship Certificate, which certifies the real duration of the mobility and also the method of recognition for studies (this does not concern recent graduates),
  - b) final report of the European Commission (EU Survey).