

QUALIFICATION CRITERIA FOR THE ERASMUS+: ERASMUS PROGRAMME FOR STUDY ABROAD

Funding designated for student mobility – for study abroad under the Erasmus+: Erasmus programme – is to be utilized in accordance with the following criteria:

1 OBJECTIVE OF THE MOBILITY

- 1.1 Financial support will be provided to students participating in study abroad in countries that are part of the Erasmus+: Erasmus programme (hereinafter Programme Countries)¹ based on an inter-institutional contract concluded between the sending and receiving universities whose goal is the fulfilment of relevant eligible activities.
- 1.2 Study abroad may be realized only at partner institutions of higher education located in one of the programme countries with which the sending institution has concluded an inter-institutional contract.
- 1.3 Both the sending and receiving institutions must possess the Erasmus Charter for Higher Education (ECHE) granted by the European Commission.

2 CONDITIONS FOR OUTBOUND STUDENTS

- 2.1 Students who wish to study abroad under the Erasmus programme:
 - 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) **must choose an institution that has concluded an inter-institutional agreement** with the relevant department at MU and that possesses the Erasmus Charter for Higher Education (ECHE);
 - d) cannot be registered at MU as an exchange student at a study placement or a traineeship.
- 2.2 For the entire time abroad, students must remain registered at the sending institution **in the relevant field of study**. They may therefore not suspend or terminate their studies at the sending institution while they are studying abroad.
- 2.3 Students who study in an accredited programme in the Czech Republic who wish to study in their country of origin, or their 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.

¹ Programme countries:

- a) EU Member Countries: Belgium, Bulgaria, Denmark, Estonia, Finland, France, Croatia, Ireland, Italy, Cyprus, Lithuania, Latvia, Luxembourg, Hungary, Malta, Germany, Netherlands, Poland, Portugal, Austria, Romania, Greece, Slovakia, Slovenia, Spain, Sweden
- b) non-EU countries: Iceland, Liechtenstein, Norway, Turkey, Macedonia, Serbia, Switzerland, United Kingdom

3 SELECTION OF STUDENTS

- 3.1 Students must be selected for study abroad under the Erasmus+ programme on the basis of a transparent selection procedure, the organisation and conditions of which are within the competence of the sending institution.
- 3.2 The selection procedure must be duly and publicly announced and confirmed by a protocol.
- 3.3 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 binding nomination for a study stay without a serious reason may have lower priority.

4 ELIGIBLE ACTIVITIES DURING FOREIGN STUDY

- 4.1 Financial support is provided only for the following activities ("authorised activities"):
 - a) Full-time undergraduate or postgraduate study, including the preparation of master's theses and dissertations (with the exception of research activities not expressly part of the study programme) leading to a recognised diploma or qualification from the sending institution;
 - b) a combination of study and a working internship, 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.

5 LENGTH OF STAY

- 5.1 The length of stay abroad must be between 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 study reasons, meaning the first day of the semester, orientation week, or a preparatory language course that precedes the stay.
- 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 study reasons, meaning the day of the last exam, the day of leaving the receiving institution to complete exit formalities, etc.
- 5.4 If the length of the stay abroad is not measured in full months,² financial support will be provided for the final month on a proportional basis, depending upon the number of days of study undertaken in that month.

6 REPEATED STAYS ABROAD UNDER THE ERASMUS+: ERASMUS PROGRAMME

- 6.1 The following rules apply for students who wish to undertake repeated mobilities under the Erasmus+: Erasmus programme:

² For purposes of calculating the stipend: 1 month = 30 days.

- a) Every student may apply to study abroad or have a traineeship with a total length of 12 months at each level of study. In the case of long study programmes (e.g. general medicine), the maximum length is increased to 24 months.
 - b) Prior mobilities are taken into account (both study placements and traineeships) at the given level of study, including mobilities under LLP Erasmus 2007–2013.
- 6.2 The previous provisions apply to stays both with and without financial support, i.e. outgoing students with the zero-grant status.

7 FINANCIAL SUPPORT

- 7.1 Financial support provided under the Erasmus+: Erasmus programme is intended to cover a portion of the costs associated with study abroad and represents a contribution toward the higher costs that may be anticipated. 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 financial support 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, they submit 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 The student is entitled to a contribution to travel costs according to the distance between the sending and receiving institutions. If the student expresses an interest in using environmentally friendly transport to travel to and from their place of mobility (environmentally friendly transport must be the main means of transport for each trip), their contribution will be increased. The amount and conditions for granting this increase are published on the CZS website.
- 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.**
- 7.8 Financial support cannot be used to pay costs that are already covered under other EU actions or programmes.
- 7.9 A student may undertake a maximum of one mobility with MU financial support per academic year. In the case of other study placements, the student will have the status of zero-grant student, i.e., is not entitled to receive financial support.
- 7.10 A student selected for a two-semester study placement will only be eligible for one semester with financial support, for the remaining duration, the student will be a zero-grant student.
- 7.11 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](#).

7.12 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 may also study abroad under the Erasmus+ programme. Such students receive the status of Erasmus+ students without financial support, which entitles them to all the benefits of the Erasmus+ programme.

8.2 All rules of the Grant Agreement apply for such students except for the financial support provisions.

9 FEES

9.1 The receiving institution is not permitted to charge students accepted under the Erasmus+ programme any fees (such as tuition, registration fees, examination fees, laboratory fees, library fees, etc.).

9.2 The receiving institution may, however, charge small fees to cover expenses for insurance, membership in the student union or other organisations, or for the use of materials (photocopying, laboratory products, etc.) under the same rules as apply to its home students.

9.3 By participating in a study stay abroad, a student is not exempt from paying regular tuition fees at the sending institution.

9.4 The sending institution may not charge the student any fees for organizing or administering the stay abroad.

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, in cooperation with their department and the receiving institution, draws up a Learning Agreement for Studies using the ISOIS application and has it confirmed by both parties.

11.2 The Learning Agreement must be completed before the student's departure for a stay abroad. The Learning Agreement may be amended a maximum of twice during the stay abroad, by mutual

agreement of all parties, within five weeks from the start of the semester at the receiving institution.

- 11.3 In the Learning Agreement the student is obliged to register courses relevant to the study within which they carry out the mobility, in the amount of at least 20 ECTS credits per semester.
- 11.4 70% of the courses on the Learning Agreement must correspond to the study programme at MU through which the student carries out the mobility; the student may enrol in more than one non-major course with a total maximum value of 5 credits, or one non-major course with any credit value. For students of a double-major study programme, more than 50% of the courses on the Learning Agreement must correspond to the study programme at MU through which the student carries out the mobility.
- 11.5 70% of the courses on the Learning Agreement must be taken in physical form; the student may enrol in more than one virtual course with a total maximum value of 5 credits, or one virtual course with any credit value.
- 11.6 In very exceptional and justified cases, a student may also work abroad on a diploma thesis (hereinafter DT), if the stay is part of a follow-up master's degree (or the last two years of 5-year master's programmes) or doctoral studies:
 - a) For continuing master's students, the DT work will cover only half of the required credits, i.e. they are required to enrol in courses worth a minimum of 10 ECTS credits per semester. Doctoral students are exempt from the obligation to obtain a minimum of 20 ECTS credits per semester.
 - b) The student must find a consultant at the receiving institution who will confirm a Foreign Activity Plan. After the stay, the student must submit a Foreign Activity Report.
- 11.7 Before departure, the student is required to sign the Grant Agreement and Declaration of Honour electronically in the IS.
- 11.8 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.

12 EXTENSION OF STAY

- 12.1 Study abroad may be extended if permitted by the internal regulations of the sending institution, and if the following conditions are met:
 - a) the sending and receiving institutions both consent to the extension in writing before the end of the stay abroad (i.e. Application for Extension of Placement);
 - b) Application for Extension of Placement must be submitted to the CZS (ISOIS application) no later than 30 days before the original end date according to the Grant Agreement;
 - c) an addendum is made to the Grant Agreement concluded between the student and the sending institution;
 - d) the extension follows immediately upon the end of the original stay;
 - e) the 12-month maximum length of study abroad in a single study cycle is not exceeded;
 - f) the period of study abroad, including the extension, terminates by 30. 9. 202X at the latest.
- 12.2 The student is not automatically entitled to financial support for the period of the extension. It is up to the sending institution whether financial support should be provided.

13 REQUIREMENTS AFTER RETURN

13.1 Upon returning from the study stay, the student is obliged to submit:

- a) Confirmation of Study Period, which certifies the real duration of the mobility,
- b) Transcript of Records with an overview of the achieved study results confirmed by the receiving institution,
- c) Foreign Activity Report (in the case of work on a DT) which supplements or completely replaces the Transcript of Records,
- d) final report of the European Commission (EU Survey).