

HOW TO GO ON ERASMUS + (for students)

Contacts:

Foreign Department of TUL:

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Erasmus Office:

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<http://www.tul.cz/studenti/mezinarodni-mobility-pro-studenty/erasmus>

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Address:

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Office hours: Tuesday and Thursday 9.00 – 11.30 & 13.00 – 15.00

General Information

Studies – study abroad at a partner university

- The basis is the inter-institutional agreement
- Success in the process of selection
- Language skills (minimum B1)
- Full-time study in the foreign university
- There is no tuition fee and students receive a scholarship in order to cover part of the cost
- Duration from 3 up to 12 months
- Recognition benefits after returning (30 credits / semester, but at least 18)

Internship- gaining work experience in a foreign organization

- Success in the process of selection
- Language training
- Full time job in a foreign company/organization
- Scholarship to cover part of the cost
- Duration from 2 to 12 months



- Recognition of practice after returning

PROCEDURE FOR STUDIES AND INTERNSHIP

1. The first selection for studies and practice internships is performed on each faculty of TUL during the winter semester of the current academic year, for the next academic year. All details regarding the partner universities, selection criteria and terms of succession, are available at the faculty ECTS coordinators Erasmus +.

Faculty	ECTS coordinator	Telephone	E-mail
FS	Ing. Marcela Válková	+420 48 535 3246	marcela.valkova@tul.cz
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FZS	Ing. Ivana Veverková	+420 48 535 3775	ivana.veverkova@tul.cz

Contacts of the faculty coordinators for Erasmus + program

2. When a student pass the first step of selection from the faculty coordinator and is ready to get prepared for Erasmus +, the following procedure must be followed:

A) ERASMUS + STUDIES

BEFORE DEPARTURE

- Fill in the document of *Learning Agreement for Studies*. This document is generated directly from the IS STAG. The student selects subjects from their preferable partner university corresponding to their plan of 30 credits, which fills in Table A. The Table B shows which courses will be recognized in TUL, by the selected ones.

- Completed *Learning Agreement for Studies* should be confirmed with the signature of the coordinator, after consultation with the student.

- The faculty also needs to get the *Transcript of Records Before Mobility* confirmed, which can be printed from IS STAG.

- Confirmation of the language level (a certificate or a language statement) - if it is required by the partner university.

- Completed and certified form should be delivered to Erasmus office by the student, where they are sent to the partner university. Number of copies of each document:

- *Learning Agreement for Studies* – 2x
- *Transcript of Records before Mobility* - 2x

-After receiving the acceptance of foreign institutions (by mail, electronically to the student office or to the Erasmus office) student should come to the Erasmus + office personally during the office hours and sign the *Subscriber Contract* (the Financing Agreement), at least one month before the mobility, also with the following documents:

- 3x printed and filled in *Financial agreement* (can be found here: <http://www.tul.cz/studenti/mezinarodni-mobility-pro-studenty/erasmus>)
- Acceptance of the partner universities including confirmed *Learning Agreement for Studies*
- A copy of the academic calendar of the institution
- Online registration list in electronic form can be found here (DO NOT PRINT IT) <http://www.tul.cz/studenti/mezinarodni-mobility-pro-studenty/erasmus>
- Copy of proof of insurance for medical expenses for the entire period of study abroad

At the same time, the student is required to complete an on-line assessment of language skills. For access, the student receives an electronic contact in their e-mail after visiting ERASMUS + office.

DURING THE MOBILITY PERIOD

In the event that a student upon their arrival at the host university needs to change subjects, the new Learning Agreement for Studies should be filled after consultation with the faculty coordinator. On IS STAG the document *Changes to the Original Learning Agreement* can be found and used for this purpose. Any changes in the agreed subjects must be approved by both receiving and sending institutions within one month from the start of the study.

AFTER THE MOBILITY PERIOD

Before returning from abroad, the following must be confirmed:

- Confirmation of both residence and duration of the study. (Can be found here: <http://www.tul.cz/studenti/mezinarodni-mobility-pro-studenty/erasmus>)

- *Transcript of Records* - Listing of learning outcomes that was received at the host institution *Learning agreement* (LA) and any changes (CH-LA) must agree with listing marks (ToR), in terms of codes, course name and number of credits (see Rector).

After returning to the Czech Republic - student fills in the last part of the document *Learning Agreement for Studies*, which can be found on IS STAG, and get a confirmation from their faculty coordinator.

Erasmus office is necessary to receive the following documents:

Not later than 15 days after the end of the study period:

- Confirmation of residence and duration of the study.

Within 45 days after the end of the study period:

- Transcript of Records
- Proof of recognition of completed study abroad
- Statement of recognition after the STAG - *Transcript of Records After the Mobility*

Students are also required to fill, the latest 15 days after the end of study abroad, the electronically final report (EU Survey) in the online application of the European Commission. Access to this report, will be sent on students' contact e-mail the day after the end of the study period.

In the same way, there will also receive the final on-line evaluation of language skills.

B) WORK PLACEMENT

BEFORE DEPARTURE

- Fill the document *Learning Agreement for Traineeships*.

This document can be found here: <http://www.tul.cz/studenti/mezinarodni-mobility-pro-studenty/erasmus> completed Learning Agreement for Traineeships student will consult with the host institution and the faculty ECTS coordinator, who will confirm it by signature.

- The faculty also needs to get the *Transcript of Records Before Mobility* confirmed, which can be printed from IS STAG.
- Confirmation of the language level (a certificate or a language statement) - if it is required by the partner university.
- Completed and certified form should be delivered to Erasmus office by the student, where they are sent to the partner institution. Number of copies of each document:

- *Learning Agreement for Traineeships* – 2x
- *Transcript of Records before Mobility* - 2x

- After receiving the acceptance of foreign institutions (by mail, electronically to the student office or to the Erasmus office) student should come to the Erasmus + office personally during the office hours and sign the *Subscriber Contract* (the Financing Agreement), at least one month before the mobility, also with the following documents:

- 3x printed and filled in *Subscriber Contract* (can be found here: <http://www.tul.cz/studenti/mezinarodni-mobility-pro-studenty/erasmus>)

- Adoption of partner institutions including confirmed *Learning Agreement for Traineeships*
- Registration certificate in paper and electronic form
- Copy of proof of insurance for medical expenses, accident insurance and liability insurance for the entire period of study abroad – some of these may be covered by the receiving organization. It must be confirmed in the document *Learning Agreement for Traineeships*

At the same time, the student is required to complete an on-line assessment of language skills. For access, the student receives an electronic contact in their e-mail.

DURING THE MOBILITY PERIOD

In case any changes occur regarding the internship, students need to immediately fill the second part of the document *Learning Agreement for Traineeships* and all changes should be confirmed by both the receiving and the sending institution.

AFTER THE MOBILITY

Before returning the last part of the document *Learning Agreement for Traineeships* should be filled in and confirmed by the host institution.

Erasmus office is necessary to receive the following documents:

Not later than 15 days after the end of the internship:

- Confirmation of the last part of the *Learning Agreement for Traineeships*

Within 45 days after the end of the internship:

- Proof of recognition of completed placement
- Statement of recognition after the STAG - *Transcript of Records after the Mobility*

Students must fill in within 15 days from the end of their placement, the electronically final report (EU Survey) in the online application of the European Commission. For access to this report, the student will receive an e-mail the day after the end of the placement period.

In the same way, there will also be the final on-line evaluation of language skills.