Article I

QUALIFICATION CONDITIONS

1. Definitions
* For the purposes of the Programme, a g**raduate** means a former student of BUT who successfully passed a State final examination at Brno University of Technology and who has been duly nominated to participate in a postgraduate traineeship.
* For the purposes of the Programme, a **postgraduate traineeship** means a traineeship which a graduate of Brno University of Technology performs in a foreign company in accordance with an approved **Traineeship Agreement** in the scope corresponding to a full-time job.
* For the purposes of the Programme, the **Home Institution** means the Brno University of Technology which is the holder of Erasmus Charter for Higher Education and as such is authorised to implement the Programme activities.
* For the purposes of the Programme, a **company (host organisation)** means an organisation that:
* has legal personality and operates the place where the traineeship takes place, located in one of the Programme Countries involved in Key Action 1: Mobility of individuals within the Erasmus+ programme[[1]](#footnote-1)
* The objects of the company are identical or closely related to the field of study completed by the graduate at the Home Institution.
* ensures professional level of the given traineeship and confirms the traineeship agreement.
* does not belong among the specified uneligible institutions: bodies and institutions of the European Union[[2]](#footnote-2) and institutions managing European programmes[[3]](#footnote-3), for the purpose of prevention of possible conflicts of interest or double funding.
1. Participant selection
* A graduate must be **selected** for participating in a practical traineeship **in a transparent selection procedure** which must be completed **prior to completion of a State final examination**.
* The instruction to hold a selection procedure shall be issued by the Erasmus+ institutional co-ordinator; the selection procedure must then be duly and publicly announced at the faculty/BUT component part and its course must be documented by a written record. The Foreign Relations Department has the right and obligation to oversee the proper course of the selection procedure.
* A student shall submit to the selection procedure a duly **filled application with the necessary attachments along with a traineeship agreement**.
* The faculties and components parts shall send the nominations of successful applicants to the Foreign Relations Department of the Rectorate including copies of applications and attachments.
* Graduates who have participated in the LLP/Erasmus programme or the Erasmus+ programme in the past may be given a lower priority in the selection procedure. **Similarly, students who cancelled their binding nominations for studying abroad or a traineeship within the Erasmus+ without a serious reason may be given a lower priority in the selection procedure.**
* Furthermore, a graduate visiting his/her country of origin may have lower priority in the selection procedure. Simultaneously, based on recommendations of national authorities, the mobility of such a participant shall be implemented with zero grant.
* For the purposes of the selection procedure, the applicant submits a standardised application including the annexes and a **traineeship agreement** (see Article II.) **confirmed** by the company and the Home Institution.
1. Status of a graduate
* A graduate is not a student under Act No. 111/1998 Coll., on higher education institutions, and must not regain the status of a student or have the status of a student in another field of study at BUT or another higher education institution during his/her participation in a traineeship.
* A graduate is not able to fulfil his/her obligations and will be removed from the records of a Labour Office; following the traineeship, the graduate will not be entitled to unemployment benefits despite working during the stay abroad.
* A graduate is obliged to pay health insurance. In case the stay exceeds 6 months, there exists a possibility to send a written declaration on long-term stay to the relevant insurance company and take out e.g. a travel health insurance for the entire period.
* The duration of the traineeship is not included in the pension insurance period; a voluntary extra insurance is recommended.
* Financial support exceeding CZK 30,000 is subject to income tax. A graduate is obliged to ensure fulfilment of his/her tax duties arising from the law.
1. Length of the stay, extension, repeated mobility
* The minimum duration of a postgraduate traineeship is **60 days, maximum duration is 360 days.** In case of a previous participation in the Erasmus+ programme during the last finished cycle of studies, this previous participation is included in the above-specified maximum.
* The entire stay must be completed not later than 360 days of the date of State final examination of the graduate pursuant to Student Registers (SIMS) or by the end of the current project period within which was the student nominated for participation (i.e. 30 September of the current year), whichever occurs earlier.
* Before leaving for abroad, a graduate is obliged to sign a participation agreement at the Foreign Relations Department, stipulating the rights and obligations of both parties arising from implementation of mobility within the Programme.
* The first and the last day of the period of stay eligible for the purposes of the participation agreement corresponds to beginning and end of work. Days spent by travelling are not relevant to calculation of the length of stay.
* A postgraduate traineeship can be extended under conditions stipulated in the participation agreement, provided the above limits are observed.

Article II

REQUIREMENTS REGARDING THE ACTIVITIES TO BE PERFORMED DURING THE MOBILITY

1. Traineeship Agreement
* Prior to leaving for abroad, the graduate (participant in mobility) shall draw up a **Traineeship Agreement** in co-operation with his/her faculty, FRD of the Rectorate and the host organisation and shall have it confirmed by both parties.
* The Traineeship Agreement contains in particular a **specific work plan**, a list of activities to be performed, their time schedule and a plan of monitoring and evaluation.
* The contents and formal requisites of the Traineeship Agreement will be checked by the Erasmus+ programme co-ordinator at the FRD of the Rectorate. In technical terms, the Traineeship Agreement shall be approved by an authorised academic guarantor from the faculty where the graduate finished his/her studies.
1. Online Language Support (OLS)
* A graduate participating in a postgraduate traineeship is **required** to complete an evaluation of his/her language skills in the language indicated in the Learning Agreement in the OLS system of the European Commission **before** and **after** the traineeship.
* The exception to this requirement is granted to **native speakers or equally competent speakers**; according to BUT, an equally competent speaker is a student who supplies his/her Learning Agreement with a copy of certificate or a record of State language final examination proving the knowledge of language on the CEFR C1 level or higher.
* Invitation to register in the OLS system will be sent to the student immediately after the execution of the Participation Agreement with a standard **15-day period for the first login into the system**.
* The results of the language evaluation are **not exclusive** for determining whether the student can participate in traineeship.
* Based on the results of the test, the student may be assigned a licence for a **language course** in the language of the traineeship or the language spoken in the relevant country (if different) – this takes place either automatically (if evaluated at B1 level and lower) or through the co-ordinator (if evaluated at B2 level or higher)
* Failure to pass the entry and/or final test in the OLS may be evaluated as a breach of the participation agreement; in that case, BUT may require the allocated financial support to be returned in full.

Article III

PROGRAM FUNDING

1. Financial support, zero grant, refunds
* Based on the participation agreement, a graduate is allocated financial support for participation in mobility to partially cover the increased costs related to the stay abroad.
* The financial support usually does not cover all costs, graduate is expected to participate in paying for the expenses.
* The financial support is not claimable.
* The amount of the financial support is governed by a flat-rate amounts table for every 30 days of stay.
* The calculation of the amount of financial support is based on the number of calendar days between the first and the last day of stay (see above) inclusive of those dates; the number is then multiplied by the flat-rate amount determined for every 30 days of the stay based on the rates for the target country. **The 30E/360 standard is used in the calculation; i.e. in cases when the end date of the stay is the 31st day of the month, it is counted as the 30th day of the month, except if the end date of the stay is the last day of February, where the real number of days (28 or 29 for leap years) is used.** An IT tool for the graduates and public to check the accuracy of calculation will be available on the BUT website.
* In view of the fact that the graduate is not a student according to the law, the financial support must be paid **exclusively from the Erasmus+ programme funds provided by the European Union**. **All funding from public sources is excluded.**
* The financial support is compatible with salary or other performance on the part of the hosting company, provided that such performance does not come from public sources or sources of other EU programmes (for the purpose of prevention of double funding)
* Participants who have not been allocated any financial support, i.e. zero grant students, may also participate in postgraduate traineeships within the Erasmus+ programme. Such students are still entitled to the status of Erasmus+ programme participant with all related rights and obligations.
* A graduate will be asked to immediately return the entire amount of the financial support or its proportional part if:
1. he/she reduces the duration of stay by **over 5 days**
2. fails to meet the postgraduate traineeship plan approved by the host institution
3. breaches any other obligation arising out of the participation agreement

The above does not apply in case the graduate was prevented from duly complying with the conditions by a *force majeure*, i.e. a demonstrably unpredictable event or circumstance that could not have been influenced and which the student immediately reported to the Home Institution and which was not caused by his/her negligence or error.

1. Payment terms
* The financial support is paid for a set number of days based on a calculation (see above) in advance instalments pursuant to the participation agreement and annexes thereof.
* The financial support is paid to the student by means of **wire transfer to a bank account** which the student is obliged to register in the BUT Information System prior to execution of participation agreement.
* Financial support may be transferred:
1. to an account in CZK kept by any bank in the Czech Republic
2. to an account in EUR kept by Komerční banka, a.s.
3. Fees
* The Home Institution must not require the participant to pay any organisation or administration fees for the postgraduate traineeship.
1. Participants with special needs
* A graduate may apply through his/her Erasmus+ programme institutional co-ordinator for a support from the National Agency (DZS) for the increased costs related to special needs following from his/her medical condition (especially in case of a severe handicap).
* An Erasmus+ institutional co-ordinator is obliged to perform a check of the application and correction of the required costs which constitute the **difference** between regular costs for goods or services in the target country and the **increased costs** following from the graduate’s special needs.
* The following documents must be submitted along with the application: medical report, copy of ZTP card *(certificate of severe health disability)* (if the student owns one), Erasmus+ programme documents for the given mobility and an acceptance letter, in which the host institution states that it acknowledges the medical condition and special needs of the student.
* The deadlines for submitting applications shall be set by the National Agency, usually twice a year.
* All funds that may be awarded by the National Agency must be properly accounted for following the end of the traineeship abroad.

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1. Austria, Belgium, Bulgaria, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Turkey, United Kingdom. [↑](#footnote-ref-1)
2. See complete list at [http://europa.eu/about-eu/institutions-bodies/index en.htm](http://europa.eu/about-eu/institutions-bodies/index_en.htm) [↑](#footnote-ref-2)
3. e.g.: national agencies, etc. [↑](#footnote-ref-3)