# Article I QUALIFICATION CONDITIONS

## Basic prerequisites for participation in the Erasmus+ traineeship

* + Agreement between a student, Brno University of Technology (hereinafter the “Home Institution”) and a foreign company (hereinafter also referred to as the

“Host Organisation”).

* + The Home Institution must be a holder of the **Erasmus Charter for Higher Education** awarded by the European Commission.
	+ **The company** shall mean any organisation or institution meeting the following conditions:
1. 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+ programme1
2. The objects of the company are identical or closely related to the student’s field of study at the Home Institution.
3. ensures professional level of the given traineeship and confirms the **Traineeship Agreement**
4. does not belong among the specified uneligible institutions: bodies and institutions of the European Union2 and institutions managing European programmes3, for the purpose of prevention of possible conflicts of interest or double funding.
	* In case the traineeship takes place at a foreign higher education institution or a higher vocational school, such Host Organisation must also be a holder of the

**Erasmus Charter for Higher Education.**

* + An inter-institutional agreement between the Home Institution and the company (the Host Organisation) is not required.

## Selection of students

* + Students must be selected for traineeship in a **transparent selection procedure** organised bythe home institution, which is also responsible for setting its conditions.
	+ The selection procedure must be duly and publicly announced and documented by a written record.
	+ Students 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.**
	+ Students applying for a mobility into a country of his/her origin may also be given a lower priority. At the same time, according to recommendations of national authorities, such student is sent abroad as a “zero grant student”, if not specified otherwise.

## Conditions for studying abroad

* + The student must be enrolled in an accredited Bachelor’s, Master’s or doctoral, full-time or combined study programme at the home institution.
	+ Student may go on a traineeship during any year of his/her studies.
	+ Student must maintain **the student status** for the whole period of his/her traineeship, i.e. he/she cannot interrupt or terminate his/her study during the stay in any way.

## Purpose and length of the stay, extension, repeated mobility

* + A traineeship within the Erasmus+ programme means working experience in the Host Organisation in the scope of

**full-time employment** as is usual in the target country.

* + In case of traineeship at a higher education institution or higher vocational school, the traineeship must be duly justified and must be clearly intended as an employment, not for example as self-study for a thesis etc.
	+ Traineeships must take place during the period from **1 June 201x to 30 September 201x+1**.
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.
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)
3. e.g.: national agencies, etc.
	* The minimum duration of a traineeship is two months (60 days), the maximum length of a traineeship is 12 months (360 days).
	* For the purposes of calculation of financial support, the **day of commencement of employment**

agreed between the student and the Host Organisation pursuant to the Traineeship Agreement shall be deemed to be the first day of the stay. The **last day of the employment agreed** pursuant to the Traineeship Agreement or an annex to the participation agreement shall be deemed to be the last day of the stay.

* + Days spent traveling or days of foreign stay other than the days indicated above are not included in the calculation of the study stay length.
	+ The student can study abroad and/or participate in traineeships within the LLP/Erasmus and Erasmus+ programmes for **overall length of up to 12 months of stay in each level of study** (i.e. Bachelor’s, Master’s and doctoral). The length of the stay may be limited by student’s previous studies abroad and/or traineeships within the LLP/Erasmus or Erasmus+ programmes.
	+ A traineeship can be prolonged provided that:
1. the prolongation is approved by both the Home Institution and the Host Organisation in writing and **not later than 30 days before the end of the original traineeship period.** The day of submission is the day of delivery of the mutually agreed written application to the FRD of the BUT Rectorate.
2. **an amendment to the Participation Agreement** concluded between the student and the home institution is drawn up

before the end of the original period of traineeship.

1. the period of extended stay follows immediately the original period of traineeship (it starts with the day following the last day of the original participation agreement).
2. the extended period does not exceed the maximum length of the traineeship, i.e. 360 days, or the maximum period for which the student can participate in the LLP/Erasmus and Erasmus+ programmes within the given level of his/her study or the end date of the project period, i.e. 30 September 201x, whichever of these occurs earlier.
	* The application for extension of the stay does not automatically constitute the entitlement for additional financial support which may be allocated with regards to the current project budget at the time of receiving the application.

# Article II

**REQUIREMENTS REGARDING THE CONTENTS AND RECOGNITION OF MOBILITY**

1. **Traineeship Agreement**
	* Prior to leaving for abroad, the student (participant in mobility) shall draw up a Traineeship Agreement in co-operation with his/her faculty, component part 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 etc., **see Rector’s Guideline No. 1/2016**.
	* The agreement also stipulates the manner in which the traineeship will be recognised to the student within his/her studies at BUT

in accordance with **Rector’s Guideline No. 1/2016**.

# Online Language Support

* + A student participating in mobility is **required** to complete an evaluation of his/her skills in the language indicated in the Learning Agreement through 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 mobility.
	+ 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 PROGRAMME FUNDING

1. **Financial support, zero grant student, refunds**
	* Based on the participation agreement, a student 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, student 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.
	* For the purposes of calculation of the amount of financial support, the number of calendar days between the first and the last day of stay (see above) incl. is considered; 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 result is arithmetically rounded to the nearest whole number. **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 students and public to check the accuracy of calculation will be available on the BUT website.
	* The financial support may not be used to cover expenses which are already financed by other EU activities/programmes.
	* With the exception to the above cases, the financial support can be combined with other sources of financing (e.g. from national authorities, from the budget of BUT, its faculties or component parts, salary from the host company, etc).
	* Students who have not been allocated any financial support, i.e. zero grant students, may also participate in traineeships within the Erasmus+ programme. Such students are still entitled to the status of Erasmus+ programme student with all related rights and obligations.
	* A student will be asked to immediately return the entire amount of the financial support or its proportional part if:
2. he/she reduces the duration of stay by **over 5 days**
3. fails to meet the traineeship plan approved by the Host Institution
4. breaches any other obligation arising out of the participation agreement

The above does not apply in case the student 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.

# Payment terms

* + Financial support is paid for a set number of days according to a calculation (see above) in one or two advance instalments depending on the number of accounting (calendar) periods during which the traineeship takes place.
	+ 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.

# Fees

* + The home institution must not require the leaving student to pay any organisation or administration fees studying abroad.
	+ However, the home institution may require the student to pay his/her tuition fees or the fees for any prolonged study period/further study during the period of student’s studies abroad; if a student is required to pay such fees, studying abroad shall not constitute an entitlement to relief from such fees.

# Students with socio-economically disadvantaged backgrounds

* + A student may apply for an increase in financial support on grounds of his/her socio-economic disadvantage.
	+ Financial support can be increased by EUR 200/30 days of stay **for non-paid traineeships**, however, this increase simultaneously excludes the standard increase in the amount of EUR 100 for traineeship compared to the standard rate applied to the target country.
	+ At the time of execution of participation agreement, the student will submit an application together with supporting

documents proving that he/she meets the criteria for allocation of a social scholarship, i.e. he/she is entitled for a family allowance according to a special legal regulation, given that the decisive family income inspected for the purpose of allocating family allowance does not exceed the product of the amount of the minimum subsistence and a coefficient of 1.5.

* + For this purpose, the supporting documents mean:
1. **Scholarship Allocation Statement** issued by relevant Labour Office / Social Benefits Authority;
2. proof of income of all persons living together in the household;
3. affirmation stating that the mobility is not paid.
	* In case such documents for the decisive period cannot be submitted at the time of execution of participation agreement for objective reasons, the applicant shall submit them as soon as possible.

# Students with special needs

1. A student 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 disability).
2. An Erasmus+ institutional co-ordinator is obliged to perform a check of the application and correction of required costs which constitute the **difference** between regular costs for goods or services in the host country and the **increased costs** following from the student’s special needs.
3. It is necessary to submit the following documents 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.
4. The deadlines for submitting applications shall be set by the National Agency, usually twice a year.
5. 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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