# Article I

# QUALIFICATION CONDITIONS

1. **Basic prerequisites for studying abroad with Erasmus+**
   * The existence of a mutually agreed **inter-institutional agreement** between BUT (hereinafter the “home institution”) and a foreign partner university or vocational school (hereinafter the “host institution”).
   * Both participating institutions must be located in Programme Countries and involved in the Erasmus+ Key Action 1, i.e. be holders of the **Erasmus Charter for Higher Education** which is awarded by the European Commission.

# Selection of students

* + Students must be selected to study abroad 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 is also 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.
  + The student must have completed a minimum of 2 semesters of university studies, this means that he/she must be enrolled in the 2nd year of his/her studies or higher.
  + The student must maintain **the student status in the year of his/her nomination** for the whole period of his/her studies abroad, i.e. he/she cannot interrupt or terminate his/her studies during the stay in any way.

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

* + Studying abroad within the scope of Erasmus+ means a proper undergraduate or postgraduate study at the host institution in the field corresponding to student’s field of study at the home institution, or a systematic work on student’s Bachelor’s, Master’s or doctoral thesis under the guidance of a foreign supervisor.
  + The mobility must take place during the sixteen-month project period which starts annually on

**1 June 201x and ends on 30 September 201x+1**.

* + The minimum length of the stay is 90 days, the maximum length is 360 days.
  + For the purpose of the Participation Agreement, the first day of the stay means **the first day when the student must demonstrably be present at the host institution for study reasons**, e.g. the first day of the semester, orientation week or preparatory language course preceding the stay.
  + For the purpose of the Participation Agreement, the last day of the stay means **the last day when the student must demonstrably be present at the host institution for study reasons**, e.g. the day of student’s last exam or the day of administration of formal tasks when the student is leaving the host institution etc.
  + 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 360 days 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.
  + Studying abroad can be extended provided that:

1. the extension is approved by both the home and the host institutions in writing based on student’s application **not later than 30 days before the end of the original study stay 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 studying abroad.
3. the period of extended stay follows immediately the original period of studying abroad (it starts with the day following the last day of the original participation agreement).
4. the extended period does not exceed the maximum length of the mobility, i.e. 12 months, 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. **Learning Agreement**
   * The student (participant in mobility) must draw up a **Learning Agreement** in co-operation with his/her faculty or component part and the host institution and have it confirmed by both parties.
   * The Learning Agreement must include the courses or other study activities relevant to the student’s field of study, **amounting to the minimum of 18 ECTS credits for each semester** of the mobility, with the exception of students of doctoral programmes. At the same time, this is the minimum amount of credits that the student must successfully receive by completion of the courses.
   * If a student of the last year in the given study programme at BUT uses the stay abroad to write his/her Bachelor’s or Master’s thesis, this must be stated in the Learning Agreement including the topic of the thesis and the minimum amount of credits is then decreased to **at least 11 ECTS credits for each semester** of the stay. If the host university can only award fewer credits for the student’s work on his/her thesis (i.e. 10 or fewer), the student is obliged to enrol to other courses so that the overall amount of credits is equal or higher than the minimum amount of credits required.
   * The Learning Agreement can be amended during the mobility under conditions pursuant to **Rector’s Directive No. 1/2016**.
   * By signing the Learning Agreement, the relevant faculty of BUT agrees to fully recognise successfully completed courses pursuant to **Rector’s Directive 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 mobility.
  + 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 studies 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.
   * 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 host 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).
   * Students who have not been allocated any financial support, i.e. zero grant students, may also participate in study stays 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. he/she fails to complete the confirmed study plan at the host institution and/or fails to receive the minimum amount of ECTS credits required by the internal regulation of BUT;
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 study stay 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 host institution must not require the student accepted for study within the Erasmus+ programme to pay any tuition, registration and administration fees, or any payments for the use of its laboratories, libraries etc.
  + However, the host institution may require the student to pay some minor expenses, such as insurance, student organisation membership fees, payments for the use of consumables (photocopies, laboratory preparations etc.) according to same rules that apply to its regular students.
  + 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.
  + The increase in the financial support is allocated in the amount of 200 EUR/30 days of mobility.
  + 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

* + 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).
  + 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.
  + 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 stay abroad.

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