



Jihočeská univerzita
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Methodology for Erasmus+ Programme Administration

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Basic Information

Erasmus+ Key Action 1 (KA1) is an educational programme of the European Union for the period **2014 / 15- 2020/21** promoting cooperation and mobility in all spheres of education, vocational training sport and youth work. It is the successor of the Lifelong Learning programme, the Youth in Action programme and others. It is designed to develop European cooperation and strengthen European values at the level of higher education. The Czech Republic joined the Erasmus programme in 1997, with active cooperation dating from 1998/1999.

- The Erasmus+ programme enables intensive cooperation between the higher education institutions of the European region in the implementation of a common educational policy and gradual convergence of national education systems.
- Higher education institutions collaborate on development of new degree programmes, through implementing the European dimension into existing programmes and by introducing the ECTS (European Credit Transfer System). It is also possible to carry out joint projects and participate in mobility for both students and teachers at partner higher education institutions in the European Union, which may be preceded by preparatory visits.
- All Erasmus projects depend on the activities and capabilities of individual higher education institutions and their academic staff. They themselves seek higher education institutions within the European Union to partner with and then conclude an agreement on cooperation under the Erasmus+ programme. Contribution for financing the approved activities is provided from the common budget of EU countries to which the governments of all participating countries contribute. The cooperation is based on Inter-Institutional Agreements between the higher education institutions of the programme countries.

- The National Agency - House of International Cooperation (DZS) of the Czech Republic in Prague (founded by the Ministry of Education, Youth and Sports) coordinates the preparation, approval and financing of some of the activities of the Erasmus programme listed here (mobility of students and teachers) and cooperates with the EU Commission in Brussels on yet other activities. The National Agency cooperates with Erasmus coordinators at higher education institutions.

The Erasmus+ programme at USB can be utilized by students, teachers and youth workers of professional and non-professional educational and sports organizations.

Programme countries:

- EU Member States - 28 countries
- Member States of the European Economic Area (Norway, Iceland, Liechtenstein)
- Turkey, the former Yugoslav Republic of Macedonia

Centralized activities in higher education (international dimension of Erasmus+)

under EACEA (Education, Audio-visual and Culture Executive Agency):

- Joint Erasmus Mundus Master's Degrees
- Capacity-building in higher education - KA2
- Jean Monnet activities
- Knowledge Alliances

Decentralized Activities - under DZS (KA103, KA107)

Erasmus+ activities administered at the USB (decentralized - DZS)

- Student mobility - Study Stays (SMS)
- Student mobility - traineeships of students and graduates up to 1 year after graduation (SMP)
- Staff Mobility for Teaching (STA)
- Staff Mobility for Training (STT)

Useful links:

European Commission website

http://ec.europa.eu/programmes/erasmus-plus/node_en

Executive Agency website

http://eacea.ec.europa.eu/erasmus-plus_en

National Agency Website (DZS)

<http://www.naerasmusplus.cz>

Erasmus+ Guide

http://ec.europa.eu/programmes/erasmus-plus/discover/guide/index_en.htm

Erasmus+ for Higher Education Institutions at the USB (KA103)

I. Main Responsibility for Programme Administration

The programme is administered by the Rectorate - the International Relations Office (hereinafter IRO USB), which coordinates the programme activities, prepares the interim and final reports for DZS; IRO USB is also responsible for accounting and allocating the funds. The USB holds ECHE (Erasmus Charter for Higher Education) and is committed to its terms. The USB has been assigned an identification number, so-called PIC code: **999 876 292** (used for example when applying for Erasmus+ projects to the National Agency or to Brussels). The USB also has an **Erasmus code: EN CESKE01**.

The full version of ECHE is available at:

https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/he-charter_cs.pdf

Erasmus+ Project Management Structure at the USB

Vice-Rector for International Relations
 Institutional Coordinator
 Rectorate Staff Mobility Coordinator
 Rectorate Student Mobility Coordinator
 Vice-Dean for International Relations
 Faculty International Relations Coordinator

II. Other Responsibilities

The faculties primarily provide activities at the academic level, i.e. establishing contact with international institutions, preparation of Inter-Institutional Agreements, selection of participating students and teachers, degree programme preparation, development of related materials and documents, recognition of studies completed abroad, advertising the programme among students and staff.

Erasmus+ Institutional Coordinator is employed by the International Relations Office and manages international cooperation projects within the programme's key actions Erasmus+ (KA103 and KA107) at the USB. They report directly to the Vice-Rector for International Relations (competences and responsibilities - see Annexe no. 1). They are also responsible for the staff mobility agenda and closely cooperate with the Erasmus+ Programme Coordinator who is responsible for the agenda of student mobility.

Contact persons for USB students and employees are listed in Annexe 2 of this Methodology.

III. Schedule of Erasmus+ Events during the Academic Year:

Project duration - from 1 June of the given year of the call until 30 September of the following year.

- 1) Project application - at the beginning of the year of the call (usually the beginning of February, the deadline is specified by DZS); submitted by the Institutional Coordinator on the basis of the faculty requests communicated on a prescribed form with the Rector's affidavit.

- 2) The evaluation of the applications and notification of the grant award usually arrives in May/June and DZS then sends the Grant Agreement to the Rector for signature.
- 3) Within 30 days of the grant agreement becoming effective, the first advance payment of the grant in the amount of 60% of the total grant amount is delivered.
- 4) By 31 January of the following year is delivered the second advance payment of the grant, in the amount of 20% of the total grant. The Institutional Coordinator submits an interim report on the used grant funding by 31 January.
 - If the interim report indicates that at least 70% of the amount of the first advance payment has been used, this interim report is deemed to be a request for further advance payment.
 - If the interim report indicates that less than 70% of the amount of the first advance payment has been used, another interim report must be submitted as soon as the amount of at least 70% of the first advanced payment is reached. This report is then considered a request for another advance payment.
 - If the interim report requirement is met, the DZS pays the deposit within 60 days of the receipt of the report.
- 5) The final project implementation report must be submitted within 30 days of the project completion date (i.e. by 30 October). It is submitted by the Institutional Coordinator via the Mobility Tool+ system, accompanied by the Rector's affidavit. The report must include a description of the implementation of the whole project and information on the eligible expenditure needed to account for the total grant amount.
- 6) DZS evaluates and approves the final report and assess whether the project implementation has been carried out properly and all costs are eligible. In case of irregularities, DZS may demand a refund. Payment of the rest of the grant is subject to approval of the final report and its supporting documents. DZS sets the amount of the supplementary payment by deducting the total amount of provided advanced payments and pays the remaining amount within 60 calendar days of receiving all relevant documents or deciding on the matter otherwise.

Mobilities are also financially supported from the funds on internationalization provided by MEYS, which are budgeted for a calendar year.

Staff Mobility for Teaching (STA)

The aim of the Staff Mobility for Teaching is to reinforce relations and promote cooperation between higher education institutions within the European area; to improve language teaching; to disseminate information about education systems in different countries and to give education a European dimension. Staff Mobility for Teachings can only be carried out on the basis of a bilateral agreement. The Mobility Plan - the number of outgoing teachers and the length of individual stays - must be submitted to IRO USB by mid-January for the following academic year. The names of participating teachers and the date of the mobility should be provided well in advance of the start of the mobility and meeting all the requirements of IRO USB, usually by the end of June for the following academic year.

Eligibility

Teachers participating in a Staff Mobility for Teaching must be in a contracted employment relationship with the USB. The number of contracted working hours is not decisive. The participant can be a citizen of any country.

Those interested in the Staff Mobility for Teaching must go through a selection procedure, which is organized by the sending faculty. The selection of staff to teach abroad and grant awards should be fair, transparent and well documented and available to all parties to the selection procedure. Selection criteria (for example, preference given to staff participating for the first time, limiting the number of mobilities per employee for a given period, etc.) are published by the faculty.

Place of mobility: a programme country different from the country of the Sending Organization and the country of the employee's residence.

Duration

The maximum duration of teaching mobility is 2 months, minimum 2 days. All mobilities must take place during the given academic year, i.e. from 1 July to 30 September of the following year.

Scope and Form of Teaching

During the stay, the teacher must provide teaching in the pre-agreed field of study, in the form of lectures, seminars, practical lessons, or consultations with students. Teaching should be implemented within a degree programme provided by the Receiving Institution. Any form of active teaching activity is eligible.

The minimum amount of lessons is 8 hours per week (within 5 days) which needs to be observed even for stays shorter than 5 days. For longer stays, the following formula applies: 8 divided by 5 times the number of days of stay rounded up (i.e. 12 lessons to be taught at 7 teaching days).

Mobility Agreement for Teaching needs to be prepared and confirmed before the mobility. It is completed in Czech (for mobility in Slovakia), in English or in the language of the Receiving Institution. On behalf of the USB, the Mobility Agreement for Teaching is signed by the Faculty International Relations Coordinator or the Head of the sending department/unit.

Participation Agreement

Before traveling, the employee must sign a Participation Agreement (formerly Financial Agreement) with IRO USB, which sets out the mobility conditions, in particular travel dates and financial limits. IRO USB must be immediately notified of any changes in the particulars of the mobility which occur after the Participation Agreement is signed. On behalf of the USB, the agreement is signed by the Vice-Rector for International Relations represented by the Institutional Coordinator of the Erasmus+ programme during their absence.

Financial Support for Erasmus+ Staff Mobility for Teachings

- Funding is provided for the days of teaching plus a maximum one day immediately before and one day immediately after (days of travel).
- Meal allowance subsidies can be found on the website of the Ministry of Finance: <http://www.mfcr.cz/cs/legislativa/legislativni-dokumenty/2016/vyhlasaka-c-366-2016-sb-26633> showing the current amount for the given calendar year.
- Spending money allowance is not eligible.
- It is necessary to choose the cheapest way of transport, e.g. second class train, air travel can only be used for locations further than 500 km.
- A car can only be used with the consent of the line manager - it is reimbursed in the amount of the cost of a second class ticket, based on a confirmation obtained from the Czech Railways. The car must be insured with an accident insurance and the employee must have a valid training for driving their car for business purposes. Using a business car for the Erasmus+ programme is not an eligible expenditure of the programme; the cost is therefore borne by the faculty - see Methodology on Reimbursement of International Mobility Costs within Erasmus+ Programme (2014-2020), Annexe 1.
- Subsistence costs (accommodation, local fares, meals, insurance, etc.) must total up to the limit for the given country. If the limit is exceeded, the faculty covers the additional cost (max. 3* hotels are recommended). For unit rate limits for given countries - see Annexe 3 of this Methodology.
- Before each business trip abroad, it is necessary to complete an International Business Travel Order form (CP) and obtain the relevant signatures. CP must be submitted well in advance and be available to IRO USB at least 14 days before the mobility. Prior to completing the CP, the participant must submit a signed Teaching Agreement and a Mobility Agreement to IRO USB through their Faculty Coordinator.
- Since AY 2017/2018, it is possible to apply for additional support from IRO USB - to reimburse high national travel costs of:
 - a) The cost of a return ticket to the main transport hub/airport, train, bus station in the home country.
 - b) And/or a return ticket to the venue of the mobility (from the main transport hub/airport, train, bus station) in the receiving country.

The contribution is EUR 180 per return ticket. Condition: national travel costs are greater than € 225 in the country - such a case must be documented and the fact that it was not possible to use a more economical mode of transport. This applies only to programme countries.

- It is not possible to travel without signing the Participation Agreement and completing the CP!
- For accounting the CP, prepare all the relevant documents. These must be glued on an A4 sheet of paper without overlapping each other, must be legible (stamp, signature, amount and currency of the document), sorted by type of expenditure and currency.

- Other costs include the use of public transport in the place of teaching. Cost of books, photocopying, entry to museums, libraries, etc. cannot be included in the CP. The use of taxis is dealt with in the Methodology for the Provision of Travel Compensation for international Mobility of Employees under the Erasmus+ programme (2014-2020), Annexe no. 2.
- Participants traveling to/from remote regions and overseas countries and territories may apply to IRO USB for reimbursement of greater costs - the objective is to support participants' travel to more remote regions. This applies to: Iceland, Malta, Cyprus and overseas territories of programme countries. Reimbursement: up to 80% of total eligible costs (based on real costs). Condition: The unit contribution according to the European Commission Calculator distance band must cover less than 70% of the real travel costs. This fact must be documented.
- The reimbursement request must be submitted to the USB Economic Department no later than 30 days after the end of the mobility, at the end of the calendar year by 10 December - later submissions must be agreed in advance.
- In case of "force majeure" the return of the grant is not required - cases of "**force majeure**" must be reported to IRO and confirmed by the National Agency.

Confirmation of Teaching and Final Report

Upon return, the teacher must submit a Confirmation of Erasmus+ Teaching as detailed as required by the Receiving Institution (department, faculty). The Confirmation of Erasmus+ Teaching must clearly state the number of teaching days and hours.

Teachers are also required to complete the final EU Survey within 30 days of its receipt after their Mobility for Teaching. They will be invited to complete the online questionnaire by e-mail sent to the address provided in the Mobility Agreement. Participants who do not complete and submit the final on-line report may be asked to return to their institution a partial or full amount of the financial support.

All documents and forms including limits for Erasmus+ are also available on the USB website - <http://www.jcu.cz/mezinarodni-spoluprace/zahranicni-pobyty/erasmus-plus/informace-pro-vyizdejici-zamestnania> or at each Faculty Coordinator or at IRO. Travel limits are determined by the European Commission Distance Calculator - see: http://ec.europa.eu/dgs/education_culture/tools/distance_en.htm.

Recognition of Mobility

International Mobilities are recognized in the Academic Staff Assessment (HAP) appraisal system and included in personnel and strategic plans of individual faculties and departments.

Other Activities

Teachers should also use their stay at the host institution to verify the student mobility conditions (if any are carried out), meet the students or discuss further possible cooperation. Any problems should be reported to IRO USB upon return.

Staff Mobility for Training (STT)

Training supports the professional development of teaching and non-teaching staff at higher education institutions. The aim is to exchange experience and to acquire new knowledge and skills which can subsequently be implemented at the USB. Training can be received in organizations of various types, including university workplaces. The Mobility Plan - the number of outgoing employees and the length of individual stays - must be reported to the IRO USB by mid-January for the following academic year. The names of participating teachers and the date of the mobility should be provided well in advance of the start of the mobility and meeting all the requirements of IRO USB, usually by the end of June for the following academic year.

Eligibility

Any teaching, administrative or other staff member in a contracted employment relationship with the USB is eligible to participate in Staff Mobility for Teaching. The number of contracted working hours is not decisive. The participant can be a citizen of any country.

Those interested in the Staff Mobility for Training should go through a selection procedure, which is organized by the sending faculty. The selection of staff to teach abroad and grant awards should be fair, transparent and well documented and available to all parties to the selection procedure. Preference should be given to staff participating in Erasmus+ for the first time. The sending faculty is responsible for compliance with the selection procedure conditions.

Place of mobility: a programme country different from the country of the Sending Organization and the country of the employee's residence.

Duration

The maximum duration of training is 2 months, minimum 2 days. All mobility must take place during the given academic year, i.e. from 1 July to 30 September of the following year.

Range and Form of Training

Forms of Training

- training, job shadowing, professional courses, lecture attendance
- language courses, seminars, workshops (no conference fee funding possible)

The Receiving Organization must be:

- a Higher Education Institution which has been awarded the Erasmus Charter for Higher Education (an Inter-University Agreement is not necessary for participation in Training)

- a public or private organization active on the labour market or in the field of education, training and youth work.

The form of training is not set, it may be a study visit to a partner's workplace, training, a workshop, job shadowing, a course, and so on carried out under the condition that the participants acquire new knowledge and skills applicable at the home institution. Participation in a conference cannot be considered a Training.

The scope of the Training should be consistent with the set training programme and should be sufficient to achieve the training objectives.

A Mobility Agreement for Training must be prepared and confirmed before the mobility. The training programme is to be completed in Czech (for mobility in Slovakia), in English or in the language of the Receiving Institution. The USB training programme is signed by the Faculty Coordinator for International Relations or the head of the sending department.

Participation Agreement

Before traveling, the employee must sign a Mobility Agreement (formerly Financial Agreement) with IRO USB, which sets out the mobility conditions, in particular travel dates and financial limits. IRO USB must be immediately notified of any changes in the particulars of the mobility which occur after the Mobility Agreement is signed. On behalf of the USB, the agreement is signed by the Vice-Rector for International Relations represented by the Institutional Coordinator of the Erasmus+ programme during their absence.

Financial Support for Erasmus+ Staff Mobility for Training

- Funding is provided for the days of training plus a maximum one day immediately before and one day immediately after (days of travel).
- Meal allowance subsidies can be found on the website of the Ministry of Finance: <http://www.mfcr.cz/cs/legislativa/legislativni-dokumenty/2016/vyhlaska-c-366-2016-sb-26633> showing the current amount for the given calendar year.
- Spending money allowance is not eligible.
- It is necessary to choose the cheapest way of transport, e.g. second class train, air travel can only be used for locations further than 500 km.
- A car can only be used with the consent of the line manager - it is reimbursed in the amount of the cost of a second class ticket, based on a confirmation obtained from the Czech Railways. The car must be insured with an accident insurance and the employee must have a valid training for driving their car for business purposes. Using a business car for the Erasmus+ programme is not an eligible expenditure of the programme; the cost is therefore borne by the faculty - see Methodology on Reimbursement of International Mobility Costs within Erasmus+ Programme (2014-2020), Annexe 1.

- Subsistence costs (accommodation, local fares, meals, insurance, etc.) must total up to the limit for the given country. If the limit is exceeded, the faculty covers the additional cost (max. 3* hotels are recommended). For unit rate limits for given countries - see Annexe 3 of this Methodology.
- Before each business trip abroad, it is necessary to complete an International Business Travel Order form (CP) and obtain the relevant signatures. CP must be submitted well in advance and be available to IRO USB at least 14 days before the mobility. Prior to completing the CP, the participant must submit a signed Teaching Agreement and a Mobility Agreement to IRO USB through their Faculty Coordinator.
- Since AY 2017/2018, it is possible to apply for additional support from IRO USB - to reimburse high national travel costs of:
 - a) The cost of a return ticket to the main transport hub/airport, train, bus station in the home country.
 - b) And/or a return ticket to the venue of the mobility (from the main transport hub/airport, train, bus station) in the receiving country.

The contribution is EUR 180 per return ticket. Condition: national travel costs are greater than € 225 in the country - such a case must be documented and the fact that it was not possible to use a more economical mode of transport. This applies only to programme countries.

- It is not possible to travel without signing the Participation Agreement and completing the CP!
- For accounting the CP, prepare all the relevant documents. These must be glued on an A4 sheet of paper without overlapping each other, must be legible (stamp, signature, amount and currency of the document), sorted by type of expenditure and currency.
- Other costs include the use of public transport in the place of training. Cost of books, photocopying, entry to museums, libraries, etc. cannot be included in the CP. The use of taxis is dealt with in the Methodology for the Provision of Travel Compensation for international Mobility of Employees under the Erasmus+ programme (2014-2020), Annexe no. 2.
- Participants traveling to/from remote regions and overseas countries and territories may apply to IRO USB for reimbursement of greater costs - the objective is to support participants' travel to more remote regions. This applies to: Iceland, Malta, Cyprus and overseas territories of programme countries. Reimbursement: up to 80% of total eligible costs (based on real costs). Condition: The unit contribution according to the European Commission Calculator distance band must cover less than 70% of the real travel costs. This fact must be documented.
- The reimbursement request must be submitted to the USB Economic Department no later than 30 days after the end of the mobility, at the end of the calendar year by 10 December - later submissions must be agreed in advance.
- In case of "force majeure" the return of the grant is not required - cases of "**force majeure**" must be reported to IRO and confirmed by the National Agency.

Training Confirmation and Final Report

Mobility can also be carried out as a combination of Teaching and Training.

Upon return, the employee must submit a Confirmation of Erasmus+ Training as detailed as required by the Receiving Institution (department, faculty) or organization. Confirmation of Erasmus+ Training must include the name of the employee, the name of the Receiving Institution, the dates of Training and the number of training days.

Teachers are also required to complete the final EU Survey within 30 days of its receipt after their Mobility for Teaching. They will be invited to complete the online questionnaire by e-mail sent to the address provided in the Mobility Agreement. Participants who do not complete and submit the final on-line report may be asked to return to their institution a partial or full amount of the financial support.

All documents and forms including limits for the Erasmus+ programme are also available on the USB website - <http://www.jcu.cz/mezinarodni-spoluprace/zahranicni-pobyty/erasmus-plus/informace-pro-vyjizdejici-zamistra> or for each Faculty Coordinator or IRO USB. The travel limits are determined by the European Commission Distance Calculator - see: http://ec.europa.eu/dgs/education_culture/tools/distance_en.htm. Within USB travel orders for the Erasmus+ programme are addressed by the Travel Compensation Methodology and its amendments.

Mobility Recognition

Staff mobility is part of the strategic and personnel plans of individual faculties and departments and a part of staff appraisal.

Dissemination Activities

- Outcomes are the outputs of an activity or project funded by the EU which inspire others.
- Outcomes vary depending on the project type:
 - available products (curricula, studies, reports, documents, events or websites)
 - knowledge and experience gained by participants, partners or other courses involved in the project (for mobility projects). The dissemination and exploitation of project outputs raises **awareness of the opportunities offered by the programme** and highlights the added value of the activities supported by Erasmus+, which can contribute to a positive reputation and **encourage greater involvement** in the EU programme.

Beneficiaries must always use the **European Union logo** (EU flag) and indicate the European Union's name in its entirety on all communication and promotional materials.

- Preference is given to the phrase "Co-financed by the European Union" text next to the EU logo
- Examples of providing the information on EU funding and translation of the text are available at: http://eacea.ec.europa.eu/about-eacea/visual-identity_en
- Guidelines for beneficiaries on the use of the EU logo within EU programmes are available at: http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf

Erasmus+ Dissemination Platform:

<http://ec.europa.eu/programmemes/erasmus-plus/projects/>

The Role of the Faculty Coordinator - Staff Mobility:

The faculty coordinator actively cooperates with the Rector's Staff Mobility Coordinator.

Their key responsibility is a selection of participating staff and the implementation of the Mobility Plan for the given AY, including cooperation in concluding, reviewing and updating the Erasmus+ Inter-Institutional Agreements, promotion of the programme and dissemination of its outcomes, dissemination of information to employees.

The Faculty Coordinator provides the following support within the faculty staff mobility: provision of information, help with document completion, confirmation of the Mobility Agreement. They submit the Mobility Agreement to IRO to be signed by the Vice-Rector for International Relations as well as at the participant's CP signed by their superior at least 10 days prior to the mobility of which basis IRO issues the advance payment requirement. The coordinator also monitors and evaluates mobilities. As part of the mobility accounts, they provide IRO and the Economic Department of the Rectorate with the original confirmation of the employee's working activity abroad and with all the accounting documents (within 1 week of the participant's return from the mobility).

The coordinator keeps records of the faculty staff mobility and of incoming international staff within the Erasmus+ programme. They provide ongoing monitoring of the quality of the programme and ECHE conditions and inform the Institutional Coordinator of any problems.

STUDENT MOBILITY - (SMS, SMP)

- 1) ERASMUS+: GENERAL PROGRAMME INFORMATION
- 2) ERASMUS+: DETAILED INFORMATION FOR USB STUDENTS: STUDENT MOBILITY FOR STUDIES
- 3) ERASMUS+: DETAILED INFORMATION FOR USB STUDENTS: TRAINEESHIP
- 4) INFORMATION FOR USB COORDINATORS
 - a) ACTIVITIES OF THE RECTORATE COORDINATOR
 - b) SCHEDULE OF FACULTY COORDINATOR ACTIVITIES (CALENDAR YEAR), see Annexe ...
 - c) DOCUMENTATION OF STUDENT MOBILITY FOR STUDIES
 - d) DOCUMENTATION OF TRAINEESHIP MOBILITY
 - e) MOBILITY FINANCING
 - f) SOLUTION FOR NON-STANDARD SITUATIONS

- 1) **Erasmus+: GENERAL PROGRAMME INFORMATION**
<http://www.jcu.cz/mezinarodni-spoluprace/zahranicni-pobyty/erasmus-plus>
- 2) **Erasmus+: DETAILED INFORMATION ON TERMS AND CONDITIONS FOR OUTGOING STUDENTS**
USB: STUDY STAYS <http://www.jcu.cz/mezinarodni-spoluprace/zahranicni-pobyty/erasmus-plus/informace-pro-vyjizdejici-studenty>
- 3) **Erasmus+: DETAILED INFORMATION ON TERMS AND CONDITIONS FOR OUTGOING STUDENTS**
USB: TRAINEESHIP AND ABSOLUTE TRAINING
<http://www.jcu.cz/mezinarodni-spoluprace/zahranicni-pobyty/erasmus-plus/informace-pro-vyjizdejici-studenty-praca-staz-2>

4) DELEGATION OF ACTIVITIES TO INDIVIDUAL USB COORDINATORS

a) RECTORATE STUDENT MOBILITY COORDINATOR

- Provision of information and news on Erasmus+, student mobility
- Administration of the Czech and English version of the university web pages (International Cooperation tab and International Relations and Study at USB)
- Compiling the Erasmus+ infosheet and its distribution to partner higher education institutions

OUTGOING STUDENTS

- methodological guidance, management and coordination of student mobility

- student mobility budget creation and management (sources EU and MEYS), regular control of budget utilization
- evidence of mobility in MT+
- checking the mobility documents before the mobility (related to the Mobility Agreement) and after the mobility (closing the documents and records in MT+ before submission of the final report)
- conclusion of outgoing students Mobility Agreements and their subsequent amendments
- ensuring payment of financial support in cooperation with the Economic Department of the USB Rectorate
- preparation of a decision to return a scholarship (early return, non-compliance, force majeure, etc.)
- OLS licensing and OLS management
- maintenance of the Final Reports Database
- dealing with unusual situations and regular communication with DZS
- participation in seminars organized by DZS
- forwarding information provided by the DZS to the relevant USB components
- preparation and distribution of current student mobility related documents (Learning Agreement, Mobility Agreement, etc.)
- management of websites providing information about Erasmus+ and regular updates
- promotion and support of Erasmus+
- cooperation with the International Student Club
- cooperation in organizing events in support of Erasmus+ and information meetings for students

INCOMING STUDENTS

- keeping records of incoming students, export of STAG data, management and administration of xlsx tables on the shared drive
- dealing with accommodation applications at the USB dormitories
- provision of information on and payment of accommodation scholarships
- in cooperation with FF UK, organization of an intensive Czech language course held before the beginning of the semester
- in cooperation with FF USB, organization of a Czech language course held during the semester
- cooperation and communication with the International Student Club (mentoring, events for international students during the semester)

b) ACTIVITIES AND SCHEDULE OF ACTIVITIES OF THE FACULTY COORDINATOR (calendar year), see Annexe no.4

The Faculty Coordinator is responsible for these Mobility related activities:

- Provision of information and news on Erasmus+ programme and student mobility at the faculty level
- Erasmus+ information update of the faculty website
- promotion of the Erasmus+ programme at faculties

OUTGOING STUDENTS:

- organization of the entire selection process at the faculty
- ensuring a sufficient provision of information about Erasmus+ and Erasmus+ consultancy
- keeping records of student mobility and providing their regular review
- nomination of selected students to partner higher education institutions
- approval of the Learning Agreements at all stages of mobility and checking data accuracy
- management and monitoring of the processes for faculty level recognition of courses studies abroad
- regular communication with students at all stages of mobility and provision of support

INCOMING STUDENTS

- dealing with international student nominations + follow-up communication with the partner university and the student
- submitting all necessary information and documents before and during mobility and before departure
- approving the Learning Agreement for the Receiving Institution
- updating and ensuring the offer of courses available for international students at the relevant faculty
- cooperation with IRO when submitting the Dormitory Allocation application
- cooperation with IRO in organizing Czech language courses and orientation days for foreigners
- registration of students upon arrival at the USB and cooperation with mentors of the International Student Club
- Assistance in applying for an accommodation scholarship and providing information on the payment dates
- organizing information meetings for Erasmus+ students

c) MOBILITY DOCUMENTS: STUDENT MOBILITY FOR STUDIES

- Student Mobility for Studies can only be realized on the basis of a valid Inter-Institutional Agreement
- preparation, check and approval of the Learning Agreement is carried out by the Faculty Coordinator
- Learning Agreement for Studies BEFORE MOBILITY (the student completes the form, Table A, i.e. selected courses for studies abroad are confirmed by the signature of the international university coordinator; Table B - the USB faculty coordinator approves the courses to be recognized to the student upon their return)
- Mobility Agreement for Studies (prepared by the Rectorate Coordinator, concluded by the Vice-Rector)
- Erasmus Student Charter
- On-line language assessment test before mobility (administered by the Rectorate coordinator)
- Learning Agreement for Studies DURING MOBILITY (the student completes the form, Table A, i.e. selected courses for studies abroad are confirmed by the signature of the international university coordinator; Table B - the USB faculty coordinator approves the courses to be recognized to the student upon their return)

After Mobility:

- Confirmation of Studies Period - student must submit the ORIGINAL!
- Transcript of Records
- based on the Transcript of Records, the student in cooperation with the faculty Erasmus coordinator and the Study Department deals with the recognition of courses studied abroad and entering data into STAG
- procedure, method and conditions of recognition of courses studied abroad under the established faculty procedures
- the coordinator ensures that the data input in the STAG corresponds to the Learning Agreement and Transcript of Records
- Final Report (EU SURVEY) - automatically sent by the Mobility Tool+ database is administered by the Rectorate Coordinator
- On-line language assessment test after mobility - automatically sent by the On-line language support database, which is administered by the Rectorate Coordinator

All forms are available at:

http://www.jcu.cz/mezinarodni-spoluprace/zahranicni-pobyty/erasmus-plus/information-for-emerging-students/copy3_of_formulare

d) MOBILITY DOCUMENTATION: TRAINEESHIP AND GRADUATE TRAINEESHIP

- an Inter-Institutional Agreement is not necessary for the implementation of Traineeship
- preparation, review and approval of the Learning Agreement is provided by the Faculty Coordinator
- students themselves choose the organization/institution where they would like to participate in a Traineeship or they use the offer provided by the faculty
- for a graduate Traineeship, the student must be selected in a selection procedure during their studies and the Traineeship can be attended within 12 months of graduation
- for Graduate Traineeship, all documentation related to mobility must be completed before graduating from the USB

Before Mobility:

- Learning Agreement for Traineeship BEFORE MOBILITY (Table A, date of the traineeship, description of the activities, acquired competencies, monitoring and evaluation plan is completed by the student upon an agreement with the international organization/institution and an authorised person from the international organization/institution and the Faculty Coordinator confirm it by their signatures;) Table B - Sending Institution, is completed by the Faculty Coordinator who selects the type of Traineeship, i.e. compulsory - within the curriculum, voluntary or graduate and determines the form of recognition or the number of credits awarded and also states whether the relevant USB faculty pays accident insurance and liability insurance; Table C - Receiving Organization is completed by an authorised person at the Receiving Organization/Institution

- Mobility Agreement for a Student Mobility for Studies (prepared by the Rectorate Coordinator, concluded by the Vice-Rector)
- Erasmus Student Charter
- On-line language assessment test before mobility (administered by the Rectorate Coordinator)
- Learning Agreement for Traineeship DURING MOBILITY (to be completed only for changes; all 3 pages need to be approved)
- Learning Agreement for Traineeship AFTER MOBILITY (completed by the responsible person at the international organization/institution); the ORIGINAL must be submitted by the student
- the procedure, method and conditions for recognition of credits gained abroad are dealt with according to established procedures at individual faculties
- procedure, method and conditions of recognition of courses studied abroad under the established faculty procedures
- the coordinator ensures that the data input in the STAG corresponds to the Learning Agreement and Transcript of Records
- the coordinator ensures that the mobility is recorded in IS STAG and listed on the DIPLOMA SUPPLEMENT
- Final Report (EU SURVEY) - automatically sent by the Mobility Tool+ database is administered by the Rectorate Coordinator
- On-line language assessment test after mobility - automatically sent by the On-line language support database, which is administered by the Rectorate Coordinator

All forms are available at:

http://www.jcu.cz/mezinarodni-spoluprace/zahranicni-pobyty/erasmus-plus/information-for-going-students-work-staz-2/copy_of_formulare

e) MOBILITY FUNDING

- financial support provided as unit costs
- for mobility of people with special needs, increased financial support is provided in the form of reimbursement of actually incurred eligible costs
- a request to increase financial support for people with special needs must be sent to DZS at set dates
- for an overview of the amount of financial support by country, see Annexe no.
- Traineeships: financial support increased by EUR 100 / month

- students from socio-economically disadvantaged environment may apply for a EUR 200 /month increase in financial support; for a Traineeship EUR 100 per Traineeship and an increase of EUR 100 if they can provide evidence for their socio-economic disadvantaged environment
- the amounts are intended to cover travel and subsistence costs
- commencement of Student Mobility: the first day the student must be present at the Receiving Institution or at a language course run outside the Receiving Organization
- the amount of financial support is calculated as a multiple of the length of the stay and the monthly grant set for the target country. For the calculation 1 month = 30 days. If the length of stay does not correspond to whole months, the financial support is calculated as a multiple of the number of days in excess of full months and 1/30 of the monthly grant set for the target country
- End of the Mobility: The last day the student must be present at the Receiving Institution the total duration of the mobility must not exceed 12 months in one study cycle, including a zero grant period

f) NON-STANDARD SITUATIONS AND MOBILITY EXTENSION SOLUTIONS

- the student shall submit to the Faculty Coordinator an Application for Extension of Study Abroad (see section FORMS) approved by an international university and the Faculty Coordinator no later than 30 days before the scheduled end of the stay,
- the original Student Mobility for Studies period and its extension must be immediately successive (i.e. it is not possible to extend the summer semester into winter)
- the period of 12 months which can be used by a student in a given study cycle (i.e. Bachelor's, Master's or Doctoral studies) must not be exceeded
- the extended stay must finish no later than 30 September in a given academic year
- before commencing the extended stay, the student must conclude an Amendment to the Mobility Agreement with the USB, which stipulates the new conditions of the Student Mobility for Studies (length, financial provision) at the Rectorate International Relations Office.
- by extending their stay, the student does not automatically qualify for financial support. The cost of staying abroad for the duration of the extended studies is paid by the student from their own resources; the scholarships is in this case paid to students after their stay abroad and after the submission of all necessary documents. The amount depends on the total amount of remaining Erasmus+ funds allocated to the USB for the given academic year.

SHORTENING OR INTERRUPTION OF MOBILITY

- 5-day tolerance applies: if the student returns within 5 days of the scheduled termination of the mobility, the allocated financial support is not reduced and the terms of the Mobility Agreement remain the same
- if the student returns more than 5 days earlier, the financial support is reduced. The financial support is recalculated according to MT+ and a Scholarship reduction supplement due to an earlier mobility return is concluded with the student. Subsequently the student receives a decision to return the corresponding part of the financial support (administered by the Rectorate Coordinator)

- financial support is also recalculated in the event of mobility being interrupted - an Amendment to the Mobility Agreement is concluded with the student and subsequently the student receives the decision to return the corresponding part of the financial support (administratively provided by the Rectorate Coordinator)

FAILURE TO REACH THE MINIMUM NUMBER OF CREDITS (18 ECTS)

- if the student fails to complete the courses specified in the Learning Agreement for Studies abroad, this fact is individually discussed with the student and the Vice-Dean for International Relations of the given faculty
- the Vice-Dean for International Relations, based on a detailed examination of the case and a personal meeting with the student, decides whether or not the student will be sanctioned for failing to meet the minimum number of obtained credits and if so in what amount
- the Vice-Dean for International Relations submits the record of the meeting to the Vice-Rector for International Relations and in case of a decision to impose a sanction, the Vice-Rector issues a Decision on Refunding the stipulated amount from the financial support already paid to the student
- for Mobility Tool+ reporting purposes, the stipulated sanction is calculated in proportion to the total number of days and converted to the appropriate scholarship amount

FORCE MAJORE

- this category includes any unforeseeable exceptional situations or events which the mobility participant cannot influence and which do not incur due to misconduct or negligence
- the mobility participant is obliged to notify the Erasmus+ Programme Coordinator of the Sending Institution without delay, and then the Rectorate Coordinator deals with the situation with the National Agency (DZS), which approves or rejects the claim

Erasmus+ International Credit Mobility (KA107)

Since 2015, Erasmus+ has been supporting new exchanges of higher education institutions' students and staff with countries outside Europe, preferably mobility into programme countries (i.e. into Europe). Financial support consisting of several sub-budgets (IPA, ENI, DCI, PI, EDF) can be allocated to Student Mobility for Studies and staff mobility. Programme country institutions must hold a valid , ECHE: https://eacea.ec.europa.eu/erasmus-plus/funding/erasmus-charter-for-higher-education-2014-2020_en.

Basic Information

- Partner countries mobility can be implemented through approved projects. Unlike for mobility within programme countries, projects are approved for a maximum period of 26 months. Applications are submitted as part of the annual call (usually by 2 February) and are evaluated qualitatively as well.
- The relevance of the project - i.e. the planned mobilities - to the overall strategy of internationalization of both the USB and the anticipated partner institution; previous cooperation; administrative provision of the mobility and services for participants but also the benefits of the mobility and dissemination of the project results are evaluated.
- Note! **A university can only submit one partner country mobility project application at a time, which includes all planned mobilities** within one or more regions. The application is processed by the Institutional Coordinator on the basis of the documents of the faculties provided to IRO USB and it is accompanied by a Rector's affidavit. It must meet the administrative criteria and is further assessed against the selection criteria set out in

Erasmus+ Handbook (http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide_en.pdf)

and the Guidelines for Experts on Quality Assessment (http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/2016-expert-guide-ka107_en.pdf)

- Proposals for planned partner countries mobilities are submitted to IRO USB by 15 January. For submitting these partial proposals, the form provided by IRO USB should be used.

Partner Countries

Up-to-date information on partner countries, programme rates and other supporting documents can be found at:

<http://www.naerasmusplus.cz/en/mobilita-osob-vysokoskolske-vzdelavani/mobilita-mezi-programovymi-a-partnerskymi-zememi-vyzva-2017/>

Information for Applicants / Project Executors

Executors - guarantors of cooperation at faculties/departments provide:

- Communication with the partner institution during preparation and implementation of the project.
- Preparation of documents for submitting the project application to IRO USB.
- Conclusion of Inter-Institutional Agreement before the first mobility (in cooperation with IRO USB). A template provided by IRO USB must be used for this Agreement.

The contract is concluded on behalf of the whole university, not at faculty level, and is signed by the Vice-Rector for International Relations on the basis of Rector's Decision No. 353 of 24 April 2017.

- The contract is concluded for the duration of the project and must cover all planned mobility flows throughout the project. It is recommended that the Agreement specifies (describes) the conditions of participants' selection, the recognition of mobility (ECTS), linguistic and cultural preparation, or other conditions, which could constitute non-compliance with ECHE.
 - The partner institution must be given a PIC code before cooperation commences. However, most internationally active higher education institutions already have this code.
- Nomination of students on the basis of a selection procedure. The selection procedure must be open, transparent, fair and well documented. Its progress and outcome must be recorded within the set deadlines in the selection procedure protocols which are kept on the shared drive for UZV USB and Faculty Coordinators. For Stays in the winter semester by 31 May, for summer semester by 31 October
 - Creation of a Learning Agreement (in collaboration with the student and the partner institution) for outgoing and incoming students
 - Monitoring participants during their Stay
 - Recognition of study results upon return
 - Selection and nomination of staff for Teaching or Training Stays
 - Evaluation and dissemination of project outcomes.

Students

- Student mobility for studies ranges from 3 to 12 months
- From the 2018 call - student Traineeships range from 2 to 12 months

Staff

- Staff mobility for Teaching
 - Teaching of university teaching staff at an international higher education partner institution.
 - Staff mobility for training
 - Professional development of teaching and non-teaching staff through training at a foreign higher education institution.
- with a minimum duration of 5 days and a maximum duration of 2 months.

The forms and methodology of the approved project are always available on a shared drive of IRO USB and faculties and also on the USB website: <http://www.jcu.cz/mezinarodni-spoluprace/zahranicni-pobyty/erasmus-mezinarodni-kreditova-mobilita-ka107>

For each approved project, a detailed methodological instruction valid for the given period is issued. Project implementation period always runs from 1 June of the year of the call until 31 July in two years (26 months). The dates and conditions of applications and interim reports are similar to those of KA103, the second interim report is submitted by the Institutional Coordinator on 31 July in the year following the year of issuing the call. The final report shall be submitted within 30 days of the end of the project implementation period, i.e. 30 August via Mobility Tool+.

Erasmus+ Inter-Institutional Agreement (KA103, KA107)

Erasmus+ activities are based on Inter-Institutional Agreement of the partner institutions' specific units (faculties - departments, institutes). Inter-Institutional Agreements (hereinafter IIA) determine the number of students and academic or other staff the two institutions intend to exchange annually, the length of their stay at the Receiving Institution and the field in which the cooperation will be carried out.

The IIA is not necessary if the partner is not a higher education institution - for example, for student Traineeships or employee training in a company (this does not apply to International Credit Mobility - student traineeships are not part of the project and staff training is only possible at partner higher education institutions).

Agreements can be concluded at any time, but financial support is guaranteed only for activities carried out under an agreement, of which good quality scanned copies shall be delivered to IRO USB and which must always be valid before the start of mobility in the given year.

How to conclude a new IIA

IIA is concluded by the USB Faculty in cooperation with IRO USB; the USB Rector has commissioned the Vice-Rector for International Relations by the Rector's Decision no. 353 of 24 April 2017 to sign IIAs on behalf of the University of South Bohemia. Common practice at foreign higher education institutions varies (IIA might be signed by the Rector, Vice-Rectors, Deans, Institutional Coordinators of the Erasmus Programme Coordinators).

Before concluding an Agreement, the fact that the partner institution holds an Erasmus University Charter (EUCHE) must be verified. If in doubt, contact the Erasmus+ Institutional Coordinator.

There is a template for IIA available upon request from IRO USB and on the shared drive for Faculty Coordinators. The shared drive also contains education field codes and other documents, forms and information. Partner institution forms can also be used if they meet faculty requirements for the planned mobilities.

The conditions of a given mobility are usually negotiated by a particular academic staff member of the faculty who then becomes the guarantor of activities under this contract. Prior to conclusion of an Agreement, the following must be agreed with the partner institution:

- Number of exchanged students/staff
- Length of stay (depending on the length of semester or other study unit)
- Field and content of study (available courses, language of instruction, etc.) or of teaching
- Other conditions of stay of students and employees (accommodation, services, costs)

If you are unclear about drawing the Agreement, contact the Institutional Coordinator IRO USB.

The constituent parts of the USB archive their IIAs the shared IRO USB drive. The Agreement template and a list of the Agreements are also available on the USB website:
<http://www.jcu.cz/mezinarodni-spoluprace/zahranicni-pobyty/erasmus-plus/bilateralni-dohody>.

Arrivals of Students and Staff

Arrivals are recorded in IS STAG or in the Mobility Module IS VERSO. Register of mobilities is dealt with in the Rector's Ordinance no. R 355 of 1 June 2017.

Mobility Organization Support (Erasmus+ Organizational Support)

Every year, USB receives funding to support activities connected to mobility in order to facilitate and improve Erasmus+ student and staff mobility. The amount of these funds depends on the number of students and teachers posted. The Erasmus+ Institutional Coordinator is responsible for allocating funds for Organizational Support. The budget is primarily used to provide further finances to mobility flows, to support orientation and integration activities for incoming students and staff, to provide language courses and organize events such as International Week, etc. These funds must always be used in connection with the support of Erasmus+.

Faculties can draw on these funds for activities organized under the Erasmus+ programme; the finance is allocated by the Institutional Coordinator at IRO USB according to the number of mobilities carried out in the last AY and must be requested well in advance. Allocated funds need to be used by **30 June of the given** academic year. It is advisable to consult IRO USB on which activities can be eligible. IRO Institutional Coordinator will check whether the issued funds are eligible and whether there is no collision with another European project.

The amount of available funding depends on the given academic year budget, therefore there is no guarantee that all types of activities will be funded and that all requests will be satisfied.

Priorities for Using the Mobility used:

Ensure compliance with ECHE, quality of the mobilities.

Ensure that outgoing mobility participants are well prepared for the mobility, including sufficient language skills.

Ensure adequate linguistic support for incoming mobility participants.

Higher education institutions which manage to meet these conditions at a lower cost can transfer up to 100% of the amount allocated to the Mobility Organizational Support to student or staff mobility.

The Organizational Support contribution also serves to support students with a zero EU grant, who are included in the total number of mobility participants for the purpose of calculating the Organizational Support amount.

Revised by: Mgr. Eva Fichtnerová

Mgr. Vera Filipová (p. 11-16)

Methodology including the annexes was approved by: Assoc. Prof. PaedDr. Radka Závodská, PhD