



Methodical instructions for the Erasmus+ Student Stay abroad program

The length of possible study abroad within the Erasmus+ program is a maximum of **12 months in each stage of study**. This time includes Erasmus+ Internship abroad but excludes the Graduate Erasmus+ Internship abroad. In the new Erasmus+ 2021-2027 program period, the administration process is being digitized gradually.

Please read the following instructions carefully!

A/ Study stay abroad

1. The student registers for the study stay electronically within the deadlines set by the International Office of the Rectorate of the CTU through the component: **<http://www.mobility.cvut.cz>**. Dates for the relevant year are published on the CTU website. Students will carefully check that they have clicked the Send button when they fill in the form.
2. The Vice-dean for Education of the FA CTU will automatically electronically confirm or reject the student's participation in the program with regard to the fulfillment of his/her study obligations in the past and the overall contribution of the planned study stay abroad to the study program at the FA.
The approval will not be granted to students who:
 - a) do not have the required number of **free credits for studying abroad**, they do not meet the condition for completing the compulsory **20 credits per semester** abroad,
 - b) pay tuition fees longer than the standard period of study plus one year,
 - c) have already studied within the Erasmus+ program and used up the permitted amount of 12 months of study during their stage of study,
 - d) have not reached a **weighted average of less than or equal to 2.2** of all credited previous courses, and a lower weighted average may be required depending on the size of the scholarship fund to support the Erasmus+ program and the number of students enrolled.
3. The final selection of students for the Erasmus+ program will be made by the International Office of the CTU Rectorate in cooperation with the FA based on the application, the result of the language test and the result of the oral interview in front of the committee. Preference is given to students who have not yet traveled abroad through the programs provided by the FA or the CTU Rectorate before applying.
4. The **Study Plan for studying abroad and Learning Agreement (LA)** is prepared by the student in accordance with the study plan of his/her studied program. Based on the partner institution course offerings listed on the website or in printed form, the student can choose compulsory and optional courses. In the LA form the full name of the individual courses, their codes, number of ECTS credits have to be filled in and the courses syllabuses attached.
5. The compilation of completed courses must be such that the minimum number of credits that are eligible at the FA CTU for courses studied at a partner university is **20 credits per semester or 40 per academic year**. In exceptional and justified cases, the Vice-dean for Education may allow a lower number of credits than 20/40. At the partner school, we recommend enrolling mainly elective courses and design studio courses (elective and compulsory ones, except ATRN). The student must take into account that some compulsory courses of the FA CTU do not have to be in the study plans of partner schools (for example, ATRN). **Credits for courses that are not related to the studied field at FA CTU cannot be counted** (language, physical education, sportclub, etc.).



The student submits his/her Study Plan and LA to the International Office of the FA CTU to the relevant coordinator (Mrs. Jarmila Vokounová). In case of any ambiguity, the student will discuss the study plan with the Vice-dean for Education. He/she will then prepare and submit his **Comparative Sheet**, from which it will be clear for which courses and credits of his curriculum at the FA CTU his/her courses, studied at the partner school, will be approved.

6. The Vice-dean for Education will approve the submitted Study Plan and the Comparative Sheet with his/her signature. After signing, the student hands over the Learning Agreement and the Comparative Sheet to the International Office of the CTU Rectorate together with other documents that are sent to the partner school.

7. The student is obliged to ensure that all possible changes in his/her Study Plan are immediately agreed in writing in the form of a **Corrected Learning Agreement**, both by the partner university and the Vice-dean for Education of the FA CTU. Simultaneously with the Corrected Learning Agreement, the student will send to the International Office of the FA CTU (Mrs. Jarmila Vokounová) also the Corrected Study Plan and Comparison Sheet, corresponding to the changes made. (The Comparison sheet does not have to be confirmed by a partner faculty - it is an internal document of the CTU). **Changes to the Study Plan cannot be approved later**, after the student's return to the Czech Republic! In this case, the last approved Learning Agreement applies. In the case of changes to the Study Plan and the Learning Agreement, the minimum number of eligible credits at the FA CTU must be 20.

8. Fulfillment of the conditions set out in the Learning Agreement is demonstrated by the student upon return to the Czech Republic by submitting the **Transcript of Records** issued by the partner school, to the relevant coordinator of the International Office of the FA CTU (Mrs. Jarmila Vokounová), together with the **Application for recognition of courses**, studied at the partner university:

- a) The student is obliged to complete (by examination or assessment) all courses enrolled in the Learning Agreement.
- b) It is the student's obligation, together with this application, to **submit a CD with a recording of all the work** he/she has processed abroad in the compulsory courses which he/she requires to be recognized in his/her study program at the FA CTU.
- c) After returning from the Study stay abroad, the student is also obliged to **prepare an exhibition** and possible presentation of his/her studio work **by the date specified in the academic calendar** in the premises of FA according to the instructions of the International Office FA CTU.

9. The Vice-dean for Education of the FA CTU will check the submitted documents and exhibited works and will decide on the classification of compulsory courses studied abroad, taking into account the result of the classification from the partner university.

10. The student will then hand over to the International Office of the Rectorate of CTU a copy of the **Transcript of Records and a Certificate of recognition of courses**, signed by the Vice-dean for Education of FA CTU. If the actual number of recognized credits is less than 20 per semester or lower than the limit set individually by the Vice-dean for Education of FA CTU, the student will be obliged to return a proportion of the provided funds, depending on the number of actually recognized credits.

B/ Internship abroad

1. An **internship abroad is considered an optional course without credits**, while the student remains a student for the entire duration of the internship. In the case of the **Graduate Internship abroad the application has to be submitted before the end of the studies** and the internship can take place right after the studies.



2. The student electronically registers for the internship abroad within the deadlines set by the International Office of the Rectorate of the CTU through the component: **<http://www.mobility.cvut.cz>**. Dates and exact rules for the relevant year are published on the CTU website.
3. Other documents that the student must submit to the International Office of the CTU Rectorate:
 - a) the application including the confirmation of the number of already used months of Erasmus+ study program (added up to 12 months per each stage of study),
 - b) a certificate of language proficiency,
 - c) a confirmation of study during the internship if a participant is a student within the time of the internship
 - d) the list of completed courses
4. The Vice-dean for Education of the FA CTU will automatically electronically recommend the student for an Internship abroad placement, the students of the second and higher year of master's studies are preferably recommended.
5. Before leaving for an Internship abroad, the student is obliged to submit to the Department of Education FA CTU a **Work Agreement** (Ex-ante), or **Learning Agreement** for Traineeships Erasmus+.
6. After returning from an Internship abroad into the Czech Republic, the student is obliged to submit a **Work Evaluation from the foreign studio** in which he worked. After that, the **Certificate of completion of the internship**, its length and place will be entered into the Diploma Supplement.

These methodical instructions apply to Erasmus+ participants
from the academic year 2022-23.

In Prague, 19.10. 2022

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