



Methodical instructions for registration and study in the Erasmus + Study stay 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 foreign internships as well.

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>. Students will carefully check that they have sent their application.
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) they do not have the required number of free credits for studying abroad and thus do not meet the condition for completing the compulsory 20 credits per semester,
- 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 on the basis of applications, results of language tests and interviews before the commission by the International Office of the CTU Rectorate in cooperation with the FA. 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 (Learning Agreement - LA) is proposed by the student in accordance with the study plan of the studied program. Based on the course offerings, the partner institution listed on their website or in printed form, the student can choose compulsory and optional subjects. They add the full name, code, number of ECTS credits to the individual courses in the LA form and attach the course syllabus.
5. The compilation of completed courses must be such that the minimum number of credits eligible at the FA CTU for courses studied at a foreign university is 20 credits per semester. In very exceptional and justified cases, the vice-dean for Education may allow a lower number of credits than 20. At a foreign school, we recommend enrolling mainly compulsory elective courses and studio courses (compulsory, compulsory electives). The student must take into account that some subjects-equivalents of compulsory subjects of the FA CTU do not have to be in the study plans of foreign schools (for example, ATRN). Credits for subjects that are not related to the studied field of FA CTU cannot be counted (language, physical education, sports club, etc.).
6. The student submits his / her Study Plan and Learning Agreement to the International Office of the FA CTU – to the relevant coordinator (Mrs. Jarmila Vokounová). In case of any ambiguity, the student will then 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 with what credit evaluation and for which subjects of his curriculum at the FA CTU he /she will be approved of subjects studied at a foreign school.

7. The vice-dean for Education will approve the submitted Study Plan and the Comparative Sheet with 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.
8. 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 corrective Learning Agreement, both by the receiving university and the vice-dean for education of the FA CTU. Simultaneously with the corrective 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 foreign faculty - it is an internal document of the CTU). Changes to the study plan cannot be approved subsequently, after the student's return to the Czech Republic. In this case, the originally (last) approved Learning Agreement applies. In case of any changes to the Study Plan and the Learning Agreement, the minimum number of eligible credits at the FA is 20.
9. Fulfillment of the conditions set out in the Learning Agreement is demonstrated by the student upon return to the Czech Republic by submitting the relevant certificate "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 subjects," studied at a foreign university:
 - a) The student is obliged to complete (by examination or assessment) all subjects 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 subjects which he / she requires to be recognized in his / her study program at the FA.
 - c) After returning from the study stay, 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 CTU according to the instructions of the International Office.
10. 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 subjects studied abroad, taking into account the result of the classification from the foreign university.
11. 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 subjects, 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

An internship abroad is considered an optional subject without credits, while the student remains a student for the entire duration of the internship.

1. 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.



2. Other documents that the student must submit to the International Office of the CTU Rectorate:

- a) application including confirmation of the number of already used months of European study (additional up to 12 months)
- b) a certificate of language proficiency
- c) confirmation of study during the internship
- d) list of completed courses

3. The vice-dean for Education of the FA CTU will automatically electronically recommend the student for a work placement, while students of the second and higher year of master's studies are preferably recommended.

4. Before leaving for an internship, the student is obliged to submit to the study department of the FA CTU a work agreement (Ex-ante), or Learning Agreement for Traineeships Erasmus+.

5. After returning from an internship in the Czech Republic, the student is obliged to immediately submit a job 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 in the Diploma Supplement.

These methodical instructions apply to Erasmus + participants from the academic year 2019-20.

in Prague, 24. 1. 2019

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