

## International Mobility of TBU Students and Mobility of Incoming International Students at TBU

List of coordinators responsible for study periods and traineeships abroad:

### Faculty coordinators:

<u>Faculty coordinators authorized to sign</u>		<u>Faculty coordinators in charge of administration</u>
FT	Vice-Dean for Development, International Relations and Industrial Cooperation	Guarantor of international mobility
FaME	Vice-Dean for International Relations	Guarantor of international mobility in the degree course
FMC	Vice-Dean for International Relations	Heads of studios + Head of Department of Marketing Communications
FAI	Vice-Dean for Foreign Affairs and Promotion	Guarantor of the degree course
FHS	Vice-Dean for External Relations	Guarantor of the degree course
FLCM	Vice-Dean for Public Relations and Lifelong Learning	Vice-Dean for Pedagogical Activities
CPS	Director of the Centre of Polymer Systems	Guarantor of international mobility

### Institutional coordinators:

Institutional coordinator authorized to sign (Vice-Rector for International Relations)

Institutional coordinator in charge of administration (member of TBU International Office staff (hereinafter referred to as "IO"))

## PART ONE OUTGOING STUDENTS PARTICIPATING IN STUDY PERIODS

### Article 1 Prior to Departure Abroad

- (1) The **Student Affairs Office/department in charge of mobility administration** shall enter the mobility in the IS/STAG system and shall change the student's status to the mobility mode: 300 – *Short-term mobility entered*. The **student** shall specify in the English language the reason for mobility in the **Portal**, he/she shall select course units offered by the institution abroad and the TBU course units from the curricula.

He/she shall contact the **faculty coordinator in charge of administration**, who shall approve of the course units in the Portal, or modify them and shall change the Mobility status (Section: Basic information on the given student) from the mode 300 – *Short-term mobility entered* to the mode 301 – *Information on mobility including course units is entered*.

After previous agreement with the student, the **faculty coordinator in charge of administration** shall select course units taught in the Czech degree programme which are equivalent to the approved course units (Section: ECTS / Course units / Basic information about course unit) which will be recognized after the student's return from abroad - after successful completion of studies at the institution abroad. The coordinator shall preferably select those course units which the student would have studied at TBU in the given semester. In the event that no course unit offered at TBU is equivalent to the approved course unit, no course unit shall be proposed for recognition. In the

event that the student has to complete some of the course units at TBU after his/her return from abroad, the faculty coordinator in charge of administration shall enter the course units in question in the box "Note" in the record of the course unit entered first among the course units to be studied abroad by the given student. The recognition of individual course units adheres to internal regulations issued by the relevant faculties.

If the student needs the Transcript of Records Before the Mobility (ToRBM) to be signed by the faculty coordinator authorized to sign before the Learning Agreement (LA) is prepared, it will allow the Mobility status to be switched to the mode 307 – *Print the ToRBM with the previously saved signature of the FC*.

The student shall refer to the website of the institution abroad and select those course units which are offered by the same institution or shall contact the International Office of the institution abroad to ask them to provide him/her with the list of the course units offered. After previous agreement with the institution abroad, the student can select from among degree courses carried out within Bachelor's/Master's programmes taught at the institution abroad, regardless of his/her cycle of studies.

- (2) After the course units have been approved (Mobility status in the Portal: 301), the **faculty coordinator authorized to sign shall complete the required information in the Portal** in the section "Basic data": ("Faculty coordinator at the receiving institution", "Foreign official e-mail", "University coordinator in charge of administration", "University coordinator authorized to sign", "ISCED-F Code" (in the format: name abbreviation of the Faculty + code "FaME 0000", "Main language of instruction"). After the mode has been changed, students are not allowed to make any more changes.

After the changes have been made, the **student shall contact the faculty coordinator authorized to sign** who shall check the information that have been entered ("Faculty coordinator at the receiving institution", "Foreign official telephone number", "Foreign official e-mail", "University coordinator in charge of administration", "University coordinator authorized to sign", "ISCED-F Code", selection of equivalent course units) and shall change the status of the student's mobility to the mode **302 – LA ready to be printed with the previously saved signature**.

- (3) After the mode has been switched in the Portal to the mode **302**, the student shall send an e-mail to the **institutional coordinator in charge of administration** (member of the International Office staff) (or the student can appear in person in the office of the IO) in which he/she shall specify the following:

**Erasmus+**

1. Request to switch the mode to the mode **309**
2. E-mail address to which he/she requests the link to the language test for completion - Online Linguistic Support (OLS) to be sent
3. Language in which the classes will be carried out abroad

**IDP/Freemover**

1. Request to switch the mode to the mode **309**

After receiving the e-mail, the **institutional coordinator in charge of administration** shall switch the Mobility status to the mode **309 – Print the ToRBM or the LA with the previously saved signature of the FC and the IC** and in case of Erasmus+ he/she shall send a link to the student to the webpage where the student shall complete the language test - **Online Linguistic Support (OLS)**. Students are obliged to complete the language-skills test within 7 days of receipt of the web link.

If the student submits a certificate in accordance with the Common European Framework of

Reference for Languages (SERR) on language competences at the C1 or C2 level, or if the student has passed an OLS on-line language test at the C1 or C2 level during his/her previous mobility, the student is not obliged to undertake an online assessment of his/her language skills.

- (4) The student shall print his/her Student Application Form (SAF) and Learning Agreement (LA) from the Portal and shall send them abroad together with the remaining documents required by the institution abroad (by registered post or scanned copies of the documents by e-mail, in the manner as required by the receiving institution). The student is required to make copies of all the documents that he/she sends abroad.
- (5) After his/her confirmed documents, i.e. Learning Agreement and Student Application Form, have been returned from abroad, the student is admitted to study abroad. Immediately after receiving the confirmed documents, the **student** must contact the **institutional coordinator in charge of administration** in order to conclude his/her Grant Agreement/Financial Agreement (hereinafter referred to as GA only) on the study period abroad, however, no later than 3 weeks prior to the start date of his/her study period abroad. In order to conclude the GA, the student is required to be informed about the **exact start and end date of the study period** and, in case of mobility in the winter semester, **to be enrolled in the following year** of study. Upon signing the GA, the **institutional coordinator in charge of administration** shall change the student's Mobility status in the Portal from the mode 309 to **310 – Student is on mobility abroad** and shall modify the duration of the mobility according to the dates as specified in the GA.

## Article 2

### After the Departure Abroad

- (1) Within 7 calendar days after their arrival at the institution abroad, **the student is required** to scan the Confirmation of Arrival/Departure form incl. the confirmed start date of the study period corresponding to the date mentioned in the Grant Agreement and send the document by e-mail to **the institutional coordinator in charge of administration** (The student shall keep the original copy of the document with him/her). The document form is available on the website [www.utb.cz:International::Mobility for Studies:: Erasmus+ or Freemovers](http://www.utb.cz:International::Mobility%20for%20Studies::Erasmus%20or%20Freemovers).
- (2) The **student is obliged to report** any **change made to the duration of the study period** and, therefore, to the total amount of the grant awarded **4 weeks prior to the study period end date as specified in the Grant Agreement/Financial Agreement** to the university coordinator in charge of administration. In the event that he/she fails to report the change made to the duration of the study period sufficiently in advance, a penalty amounting up to 10% of the grant awarded may be imposed on the student.
- (3) After the student's departure for abroad, and that no later than the next date of registry data collection, i.e. 31 March, 30 June, 31 October, 31 December, the **institutional coordinator in charge of administration** shall check the date of departure and modify it according to the actual date of departure given in the Grant Agreement/Financial Agreement. The relevant **Student Affairs Office/department in charge of mobility administration** shall cancel such mobility (in the IS/STAG system it shall switch the Mobility status to "Cancelled") where the student failed to conclude a GA, and that in accordance with the status 310 in the Portal – *Student is on mobility abroad*. The institutional coordinator in charge of administration shall check whether the required changes have really been made in the IS/STAG system.
- (4) **Students** are allowed to make changes in the original Learning Agreement within 1 month after their arrival at the institution abroad. After entering the required changes in the Portal, the student must contact the **faculty coordinator in charge of administration**, who shall, after previous agreement with the student, approve of the changes, and/or propose other changes, and shall select

course units taught at TBU (see Part 1/Article 1 Paragraph 1) and equivalent to the approved course units, and change the Mobility status (Section: Basic information on the given student) from the mode 310 – *Student is on mobility abroad* to the mode 320 – *Course units were changed during the mobility*).

- (5) Once his/her status has been changed to 320, the **student** shall **contact** the **faculty coordinator authorized to sign, who shall switch the student's mode to 324** (all signatures on behalf of TBU shall be duplicated to the CH-LA). The **student** shall print the Learning Agreement Changes, sign the document on his/her behalf, have it confirmed at the institution abroad and **shall scan it and send it by e-mail to the institutional coordinator in charge of administration** (member of the International Office staff) and to the **faculty coordinator authorized to sign**, who shall switch the student's status to the mode 325.
- (6) If the student applies for **an extension of his/her study period by a whole semester**, he/she is required to submit to the **institutional coordinator in charge of administration** (member of the International Office staff) a written consent of the **faculty coordinator authorized to sign** and of the **international office of the institution abroad**. An extension of the study period must be **agreed upon** no later than **on 30 October** of the current academic year. The student is required to submit the confirmed **Learning Agreement** for the summer semester no later than one week **before the beginning of the summer semester** at the institution abroad.
- (7) The **institutional coordinator in charge of administration** shall send the list of students the extension of whose study periods has been approved to the **Student Affairs Office/department in charge of mobility administration** in order to enter the extension in the IS/STAG system – and shall change the students' status to new mobility with the start date corresponding to the end date of the previous mobility. The subsequent procedure adheres to Article 1 of this Appendix to the Directive.
- (8) The **institutional coordinator authorized to sign** shall decide on the student's eligibility for a grant during an extended study period. Students are not entitled to additional funding for extended study periods. Any change in the total amount of the grant must be specified in an amendment to the Grant Agreement/Financial Agreement - allowed to be made only before the previously agreed duration of the study period expires.
- (9) If a study period is shortened, the institutional coordinator in charge of administration shall issue a Decision to be taken by the Vice-Rector for International Relations, specifying the unspent amount of the grant which the student must return. The **student** is obliged to return the unspent part of the grant no later than within 15 days of the receipt of the Decision issued by the Vice-Rector for International Relations.
- (10) The maximum duration of a study period abroad  
**Erasmus+**
  1. The minimum duration of a study period is 3 months and the maximum duration is 12 months.
  2. The minimum duration of a traineeship is 2 months and the maximum duration is 12 months.
  3. Students can participate in a study period/traineeship held abroad repeatedly within each cycle of their studies, however, the total period cannot exceed 12 months.
  4. Previous study periods/traineeships within the given cycle of studies are added up.

#### **IDP/Freemover**

1. The minimum duration of a study period/traineeship is 1 month and the maximum duration is 12 months.
2. Students can participate in a study period/traineeship held abroad with funding provided by the Freemovers programme repeatedly within the given cycle of studies at TBU, however, the total

period cannot exceed 12 months.

Students are not allowed to suspend or terminate their studies at TBU prior to or during the study period/traineeship held abroad.

### Article 3

#### After the Return of the Student from Abroad

- (1) Within 7 calendar days of termination of his/her study period at the institution abroad, the **student is required** to scan his/her Confirmation of Arrival/Departure incl. the confirmed end date corresponding to the GA and submit the document to the **institutional coordinator in charge of administration**. The document form is available on the website [www.utb.cz:: International:: Mobility for Studies:: Erasmus+ or Freemovers](http://www.utb.cz::International::Mobility for Studies::Erasmus+ or Freemovers). The **institutional coordinator in charge of administration** shall modify the date of return in Portal according to the actual date as entered in the Confirmation of Departure and shall change the student's Mobility status to the mode 330.
- (2) After the student's arrival from abroad, and that no later than the next date of registry data collection, i.e. 31 March, 30 June, 31 October, 31 December, the **institutional coordinator in charge of administration** shall check the date of return. The relevant **Student Affairs Office/department in charge of mobility administration** shall check whether the date of departure entered in the IS/STAG corresponds to the actual date of return specified in the Confirmation of Arrival/Departure.
- (3) Within the deadlines specified in the Grant Agreement/Financial Agreement, the **student** shall scan his/her Transcript of Records and send it by e-mail to the **institutional coordinator in charge of administration**. The **student** shall complete the section "ECTS-Mobility", "Course units" (click on each course unit) in the Portal, i.e. he/she shall enter the **assessment** and the **date** on which the examination took place in the section "Information on passed examination in this course unit".
- (4) Once the assessment and the date of the examinations have been entered in the Portal, the **student shall come to the Student Affairs Office/department in charge of mobility administration** in order to have confirmed the examination results entered in the Portal based on the submitted Transcript of Records; he/she shall also bring the Learning Agreement, Learning Agreement Changes, Confirmation of Arrival/Departure in case that the Student Affairs Office/department in charge of mobility administration carries out a check. The **Student Affairs Office/department in charge of mobility administration** shall change the Mobility status (Section: Basic information on the given student) to the mode **360 – The Student Affairs Officer has received the documents**, and shall enter the academic performance of the student in the IS/STAG and check whether the information regarding the academic performance entered corresponds to the actual data given in the submitted documents. The course units will be transferred from the Portal to the IS/STAG system in the original language of instruction and in the English version. No translation into Czech is required.
- (5) Once the check has been carried out by the Student Affairs Office or the department in charge of mobility administration, the **student shall contact the faculty coordinator authorized to sign and ask him/her to check the information entered in the Portal and to switch his/her Mobility status** from the mode 360 to **366**. After the student's Mobility status has been switched to the mode 366, the **student** or the department in charge of mobility administration shall **print** from the Portal the **Sending Institution Transcript of Record/Proof of recognition** of course units completed during the mobility (SIToR) and shall submit it to the **institutional coordinator in charge of administration/Student Affairs Office/department in charge of mobility administration**. The **faculty coordinator authorized to sign** shall switch the student's Mobility status to the mode **390 Mobility successfully completed** (in the Portal or in the IS/STAG - section "Mobility in the Student File", "Mobility status", "390 Mobility successfully completed").

**(6) The student shall complete the following documents:**

**Erasmus+**

1. The student will receive the web link to the **Final Report** (EU Survey) by e-mail to the e-mail address he/she has entered.
2. The student is required to use his/her account in the Online Linguistic Support (OLS) web portal to complete the **final language-skills test**.

**IDP/Freemover**

1. Students shall complete a review at [www.xchange.utb.cz](http://www.xchange.utb.cz).

(7) If the student fails to study those course units which he/she undertook to study in the Learning Agreement/Learning Agreement Changes, the sending institution is entitled to impose a financial penalty on him/her, depending on the amount of the grant awarded; the amount of penalty for each course unit not corresponding to the course units mentioned in the Learning Agreement shall be 5 % of the grant awarded.

(8) If the student obtains less than 18 ECTS credits abroad, he/she will be asked by e-mail by the **institutional coordinator in charge of administration** to provide him/her with explanation for the situation that has arisen. At the same time, he/she is entitled to request a reduction of the penalty or a waiver of the penalty. The student is entitled to send such a request to the **institutional coordinator in charge of administration** within 7 calendar days of sending the appeal. In the event that the request has been received, it shall be forwarded to the faculty coordinator authorized to sign, who shall express his/her consent to/disapproval of the reduction or waiver of the penalty. The institutional coordinator authorized to sign shall issue a "Decision by the Vice-Rector for International Relations" on the amount of the penalty imposed, against which no appeal can be made. In the event that no request has been received, the institutional coordinator authorized to sign shall issue a "Decision by the Vice-Rector for International Relations" on the amount of the penalty imposed, against which no appeal can be made.

The amount of the penalty is specified as follows: 12 – 17 ECTS credits obtained = a penalty amounting to 20 % of the grant awarded, 6 – 11 ECTS credits obtained = a penalty amounting to 40 % of the grant awarded, 0 – 5 ECTS credits obtained = a penalty amounting to 60 % of the grant awarded.

(9) If the student fails to deliver the required documents mentioned in the Grant Agreement and in this Appendix to the Directive, the following penalty shall be imposed on him/her:

**Erasmus+**

1. 10 % of the grant awarded if he/she fails to scan and submit by e-mail the **Confirmation of Arrival** to the institutional coordinator in charge of administration within 7 calendar days of the start date of the study period.
2. 10 % of the grant awarded if he/she fails to scan and submit by e-mail the **Confirmation of Departure** to the institutional coordinator in charge of administration within 7 calendar days of the end date of the study period.
3. 10 % of the grant awarded if he/she fails to **complete the final language-skills test** on his/her account in the Online Linguistic Support (OLS) web portal.
4. 10 % of the grant awarded if he/she fails to scan and submit by e-mail the **Transcript of Records** to the institutional coordinator in charge of administration within 7 calendar days of its receipt from the institution abroad.
5. Up to 100 % of the grant awarded if he/she fails to complete the **Final Report** within 30 calendar days of the end date of the study period; the student will receive the web link to the Final Report by e-mail.

### **IDP/Freemover**

1. 10 % of the grant awarded if he/she fails to scan and submit by e-mail the **Confirmation of Arrival** to the institutional coordinator in charge of administration within 7 calendar days of the start date of the study period.
2. 10 % of the grant awarded if he/she fails to scan and submit by e-mail the **Confirmation of Departure** to the institutional coordinator in charge of administration within 7 calendar days of the end date of the study period.
3. 10 % of the grant awarded if he/she fails to scan and submit by e-mail the **Transcript of Records** to the institutional coordinator in charge of administration within 7 calendar days of its receipt from the receiving institution.
4. Up to 100 % of the grant awarded if he/she fails to complete the review at [www.xchange.utb.cz](http://www.xchange.utb.cz) within 30 calendar days of the end date of the study period.

### **In the event that the student participates in the study period as a self-paying student**

1. In the event that the student fails to study the course units which he/she undertook to study in the Learning Agreement/Learning Agreement Changes, his/her study will not be recognized.
  2. In the event that the student obtains less than 18 ECTS credits abroad, he/she is obliged to complete the missing course units at TBU in Zlín.
  3. In the event that the student fails to submit the documents listed in the Grant Agreement/Financial Agreement by the dates specified in the Grant Agreement/Financial Agreement, his/her study will not be recognized.
- (10) The TBU Legal Services department is in charge of the enforcement of outstanding financial penalties.

## **PART TWO OUTGOING STUDENTS PARTICIPATING IN TRAINEESHIPS**

### **Article 1**

#### **Prior to the Commencement of the Traineeship Abroad**

- (1) The **Student Affairs Office** or the **department in charge of mobility administration** shall change the student's status in the IS/STAG system to the mobility mode: 300 – *Short-term mobility entered*.
- (2) The **student** shall ask the institution abroad to issue a confirmation of acceptance, i.e. the so-called Acceptance Letter (the document shall be issued by the institution abroad). As previously agreed between the institution where the traineeship will take place and the **faculty coordinator in charge of administration**, the **student** shall carefully complete the Learning Agreement for Traineeship (hereinafter referred to as LAT), downloadable in the Word format at: [www.utb.cz::International::Mobility for Placements:: Erasmus+ or Freemovers](http://www.utb.cz::International::Mobility for Placements::Erasmus+ or Freemovers)). The **student** shall obtain a signature from the **faculty coordinator authorized to sign**.

After obtaining the signature from the faculty coordinator authorized to sign, the **student shall personally contact the institutional coordinator in charge of administration, i.e. a member of the International Office staff**, who shall sign the LAT on behalf of the institutional coordinator authorized to sign and return it to the student. As soon as the document is signed, the student shall request the following from the member of the IO staff:

#### **Erasmus+**

1. Request the link to the website where the student shall complete the language test - Online Linguistic Support (OLS). The student shall report the e-mail address to which he/she wants the link to the OLS to be sent and the language in which he/she will study abroad. Students are obliged to complete the language-skills test within 7 days of the receipt of the web link.

- (3) The student shall send the scanned copy of the LAT by e-mail to the receiving institution abroad and ask the receiving institution to sign the document.
- (4) As soon as the **student** receives the confirmed Learning Agreement for Traineeship and the Acceptance Letter from the institution abroad, he/she shall submit them to the **institutional coordinator in charge of administration** together with the confirmation of study and the general insurance document (accident insurance, insurance of liability for damage, insurance of medical expenses), who shall conclude the Grant Agreement/Financial Agreement with the student, and that no later than 3 weeks prior to his/her departure abroad.
- (5) The student is required to arrange for his/her accommodation and purchase medical insurance for his/her stay abroad prior to departure abroad, and that individually and at his/her own expense.

## **Article 2**

### **During the Traineeship Abroad**

- (1) **The student is required** to scan his/her Confirmation of Arrival/Departure incl. the confirmed start date corresponding to the GA and submit it to the **institutional coordinator in charge of administration** within 7 calendar days of his/her departure to the institution abroad (The student shall keep the original copy of the document with him/her). The document form is available at [www.utb.cz:: International:: Mobility for Placements:: Erasmus+ or Freemovers](http://www.utb.cz:: International:: Mobility for Placements:: Erasmus+ or Freemovers).
- (2) The student is obliged to ensure that all changes in the Training Agreement are approved in writing both by the host organization and by the sending institution, and that immediately after they occur, using the document entitled **Learning Agreement During the Mobility** and available in the Word format at [www.utb.cz:: International:: Mobility for Placements:: Erasmus+ or Freemovers](http://www.utb.cz:: International:: Mobility for Placements:: Erasmus+ or Freemovers).
- (3) The student is required to contact the institutional coordinator in charge of administration in order to apply for an extension of the traineeship no later than one month before the end date of the mobility.

The maximum duration of the traineeship abroad shall adhere to the relevant internal regulation of the Faculty and the policy of the project providing funding to the student's mobility.

The sending institution shall decide on the student's eligibility for a grant in case of an extended traineeship period. Students are not entitled to additional funding for extended traineeships. Any change in the total amount of the grant must be specified in an amendment to the Grant Agreement/Financial Agreement, to be made only before the previously agreed duration of the traineeship expires.

## **Article 3**

### **After the Return from the Traineeship Abroad**

- (1) Within 7 calendar days of termination of his/her traineeship at the institution abroad, the **student is required** to scan his/her **Confirmation of Arrival/Departure** incl. the confirmed end date corresponding to the GA and submit the document to the **institutional coordinator in charge of administration**. The document form is available at [www.utb.cz:: International:: Mobility for Placements:: Erasmus+ or Freemovers](http://www.utb.cz:: International:: Mobility for Placements:: Erasmus+ or Freemovers). The **institutional coordinator in charge of administration** shall modify the date of return according to the actual date as entered in the Confirmation of Departure. After completion of the traineeship, within the deadlines specified in the Grant Agreement/Financial Agreement, the **student** is obliged to submit the **Traineeship Certificate** (Learning Agreement After the Mobility) to the **institutional coordinator in charge of administration** and also to the **Students Affairs Office**/department in charge of mobility administration. The document form is available on the website [www.utb.cz:: International::](http://www.utb.cz:: International::)



Mobility for Placements:: Erasmus+ or Freemovers.

(2) The **student shall complete the following documents:**

**Erasmus+**

1. The student will receive the link to the **Final Report** (EU Survey) by e-mail to the e-mail address he/she has entered.
2. The student is required to complete the **final language-skills test** on his/her account in the Online Linguistic Support (OLS) web portal.

**IDP/Freemover**

1. Students shall complete a review at [www.xchange.utb.cz](http://www.xchange.utb.cz).
- (3) In accordance with the submitted documents, the **Student Affairs Office/department in charge of mobility administration** shall terminate the traineeship of the relevant student in the Portal and in the IS/STAG system without delay and shall change the student's mode to **390 – Mobility successfully completed**. The **institutional coordinator in charge of administration** shall check the data entered.
- (4) When the student returns from abroad, the **institutional coordinator in charge of administration** shall check the date of return, and that no later than the next date of registry data collection, i.e. 31 March, 30 June, 31 October, 31 December. The **Student Affairs Office/Department of International Relations** shall check whether the date entered in the IS/STAG system is the actual date of return according to the Confirmation of Arrival/Departure.
- (5) In the event that the student fails to fulfil the programme of the traineeship, the sending institution is entitled to impose a financial penalty on him/her, depending on the amount of the grant awarded.
- (6) In the event that the student fails to submit his/her Traineeship Certificate (Learning Agreement after Mobility), Confirmation of Arrival/Departure to the **institutional coordinator in charge of administration**, and/or fails to complete the Final Report and the final language test (OLS) by the date specified in the Grant Agreement/Financial Agreement, the sending institution is entitled to impose a financial penalty on him/her amounting up to 100 % of the grant awarded.

## PART THREE INCOMING STUDENTS

### Article 1

#### Incoming Students Participating in Study Periods

- (1) The **sending institution abroad** shall inform the **institutional coordinator in charge of administration** about the international applicant for a short-term study period (hereinafter referred to as “applicant”) to take place at TBU in Zlín. In the event that the sending institution or the student informs the faculty coordinator about the planned mobility, the faculty coordinator shall submit the information about the applicant to the institutional coordinator in charge of administration.
- (2) The **institutional coordinator in charge of administration** shall inform the applicant about the Portal application system used for submission of applications to short-term study periods.
- (3) The **applicant** must send the confirmed documents related to his/her studies at TBU in the winter semester of the following academic year/in the whole academic year no later than by 1 June of the relevant year. Documents related to studies in the summer semester of the relevant academic year must be submitted no later than by 1 November of the given year. Applications submitted after the deadline, as well as applications for a period shorter than one semester, will be assessed

individually.

- (4) The **applicant** shall log in to enter the application in the Portal (Mobility status: 400 – *Short-term mobility entered*), complete his/her Student Application Form and select the course units to be studied at TBU (Learning Agreement). The applicant shall inform the **faculty coordinator authorized to sign** about his/her final selection of course units.
- (5) Afterwards, the **faculty coordinator authorized to sign** shall take charge of the mobility of the student (Section: ECTS, “Administer this incoming mobility”) and shall select a curriculum (preferably accredited in the English language at TBU) for the applicant in the Portal. Subsequently, the coordinator shall change the Mobility status (Section: Mobility of the given student) from the mode 400 – *Short-term mobility entered* to the mode 401 – *Information about mobility including course units entered*. After the mode has been changed, students are not allowed to make any more changes in the selected course units.
- (6) The **applicant** shall print his/her Student Application Form and Learning Agreement, have them confirmed by the sending institution abroad and shall send both documents to the **institutional coordinator in charge of administration**.
- (7) The **institutional coordinator in charge of administration** shall submit the documents to the **faculty coordinator authorized to sign**, who by signing the documents confirms that the course units in the Portal correspond to those mentioned in the printed Learning Agreement and can be studied by the student.
- (8) The **institutional coordinator in charge of administration** shall send the confirmed documents to the sending institution abroad.
- (9) No later than at the beginning of September (in case of study periods to take place in the winter semester/during the whole academic year) or in the middle of January (in case of study periods to take place in the summer semester), the **institutional coordinator in charge of administration** shall submit the list of accepted applicants to the relevant Student Affairs Office/Department of International Relations. The institutional coordinator in charge of administration shall enter the first day of classes in the relevant semester in the Portal as the date of arrival for all applicants. In case that the respective incoming mobility does not take place at TBU, the coordinator shall change the mode of the mobility in the Portal from the mode 400 to 491 – *Applicant will not arrive*.
- (10) The relevant Student Affairs Office/Department of International Relations shall register the applicants as regular TBU students (Enrolment) in the IS/STAG system.
- (11) When an international student arrives at TBU, the **institutional coordinator in charge of administration** shall change the Mobility status (Section: Arrival of the given student) from the mode 401 to 450 – *Student is studying*, or – if the applicant does not arrive - to 491 – *Applicant will not arrive*.
- (12) When an international student arrives at TBU, the relevant **Student Affairs Office/Department of International Relations** shall check the date of enrolment and modify it in the IS/STAG system according to the actual date of enrolment given in the documents sent by the **institutional coordinator in charge of administration**, and that no later than the next date of registry data collection, i.e. 31 March, 30 June, 31 October, 31 December.
- (13) If a short-term study period is cancelled (after the applicant has been registered in the IS/STAG system), the **institutional coordinator in charge of administration** (and/or the faculty coordinator authorized to sign) must immediately inform the relevant **Student Affairs Office/Department of International Relations** about this fact. The **Student Affairs Office/Department of International Relations**

**Office/Department of International Relations** shall delete the student from the IS/STAG system, and that no later than the next date of registry data collection, i.e. 31 March, 30 June, 31 October, 31 December.

- (14) If a **student** wants to make changes in the originally approved Learning Agreement, he/she must enter these changes in the Portal. Changes regarding the selected course units are allowed to be made within 1 month of the student's arrival. After entering the required changes in the Portal, the student shall contact the **faculty coordinator authorized to sign**, who, after the changes have been approved and checked, shall change the Mobility status (Section: Mobility of the given student) from the mode 450 to 465 – *Student is studying, no change of course units allowed*.
- (15) The **student** shall find the Learning Agreement Changes form in the Portal, print it and submit it to the **institutional coordinator in charge of administration**. The **institutional coordinator in charge of administration** shall obtain a signature from the **faculty coordinator authorized to sign** and shall send the document to the sending institution abroad.
- (16) After 1 month of the students' arrival, the **institutional coordinator in charge of administration** shall set the mode to 465 – *Student is studying, no change of course units allowed* – for all students (unless already done so).
- (17) The relevant **teachers** must enter the examination results achieved by the student in the Portal. The examination results must be entered no later than by 31 January (results achieved in the winter semester) and by 30 June (results achieved in the summer semester).
- (18) After the study period ends, the **institutional coordinator in charge of administration** shall change the mode from 465 to 470 – *Incoming student's mobility ended*.
- (19) The **institutional coordinator in charge of administration** shall print the final Transcript of Records, which must be confirmed by the **institutional coordinator authorized to sign**, and shall send it to the sending institution abroad and/or give it to the student before the student's departure, and, at the same time, shall change the mode from 470 to 490 – *Incoming student's mobility successfully completed*.
- (20) The **institutional coordinator in charge of administration** shall inform the relevant Student Affairs Office/Department of International Relations about the exact end date of the study period in which the international student participated. The relevant **Student Affairs Office/Department of International Relations** shall terminate the short-term study period in which the international student participated at TBU in the IS/STAG system, entering the code 20 as of the given date (i.e. no later than the next date of registry data collection, i.e. 31 March, 30 June, 31 October, 31 December).
- (21) In accordance with the duration of the student's study period entered in the IS/STAG system, the **institutional coordinator in charge of administration** shall issue a Confirmation of Study Period, which must be confirmed by the institutional coordinator authorized to sign and sent to the sending institution abroad.

## Article 2

### Incoming Students Participating in Traineeships

- (1) The **sending institution abroad** shall inform the **institutional coordinator in charge of administration** about the international applicant for a short-term traineeship (hereinafter referred to as "applicant") at TBU in Zlín. In the event that the sending institution or the student informs the faculty coordinator about the planned mobility, the faculty coordinator shall submit the information about the applicant to the institutional coordinator in charge of administration.
- (2) The **institutional coordinator in charge of administration** shall inform the applicant about the

Portal application system used for submission of applications to short-term traineeships.

- (3) The **applicant** must log in to enter the application in the Portal (Mobility status: 400 – *Short-term traineeship entered*), complete his/her Student Application Form and inform the faculty coordinator authorized to sign about his/her application.
- (4) The applicant shall agree on the content and the objectives of the traineeship with the faculty coordinator authorized to sign. Within the Erasmus+ programme this agreement shall be confirmed by signing the Learning Agreement for Traineeship.
- (5) Afterwards, the **faculty coordinator authorized to sign** shall take charge of the mobility of the student (Section: ECTS, “Administer this incoming mobility”) and shall select a curriculum (preferably a degree programme and a degree course accredited in the English language at TBU) for the applicant in the Portal. Subsequently, the coordinator shall change the Mobility status (Section: Mobility of the given student) from the mode 400 – *Short-term mobility entered* to the mode 401 – *Information about mobility including course units entered*. After the mode has been changed, students are not allowed to make any more changes.
- (6) The **institutional coordinator in charge of administration** shall submit the list of accepted applicants to the relevant Student Affairs Office/Department of International Relations no later than two weeks before the arrival. In case that the respective incoming mobility does not take place at TBU, the coordinator shall change the mode of the mobility in the Portal from 400 to 491 – *Applicant will not arrive*.
- (7) The relevant **Student Affairs Office/Department of International Relations** shall register the applicants as regular TBU students (Enrolment) in the IS/STAG system.
- (8) When an international student arrives at TBU, the **institutional coordinator in charge of administration** shall change the Mobility status (Section: Arrival of the given student) from the mode from 401 to 450 – *Student is studying*, or, if applicable, to 491 – *Applicant will not arrive*.
- (9) When an international student arrives at TBU, the relevant **Student Affairs Office/Department of International Relations** shall check the date of enrolment and modify it according to the actual date of enrolment in the IS/STAG system, in accordance with the documents sent by the **institutional coordinator in charge of administration**, and that no later than the next date of registry data collection, i.e. 31 March, 30 June, 31 October, 31 December.
- (10) If a short-term traineeship is cancelled (after the applicant has been registered in the IS/STAG system), the **institutional coordinator in charge of administration** (and/or the faculty coordinator authorized to sign) must immediately inform the relevant **Student Affairs Office/Department of International Relations** about this fact. The **Student Affairs Office/Department of International Relations** shall delete the student from the IS/STAG system, and that no later than the next date of registry data collection, i.e. 31 March, 30 June, 31 October, 31 December.
- (11) After the students’ mobility has ended, the **institutional coordinator in charge of administration** shall change (unless already done so) the mode in all student files from 450 to 470 – *Incoming student’s mobility ended* and, subsequently, to 490 – *Incoming student’s mobility successfully completed*.
- (12) The **institutional coordinator in charge of administration** shall inform the relevant Student Affairs Office/Department of International Relations about the exact end date of the traineeship taken by the international student. The **Student Affairs Office/Department of International Relations** shall terminate the short-term traineeship taken by the international student at TBU in the IS/STAG system, entering the code 20 as of the given date (i.e. no later than the next date of registry data collection, i.e. 31 March, 30 June, 31 October, 31 December).