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PART ONE INTRODUCTORY PROVISIONS

Article 1 Basic provisions

- (1) With regard to the rules for funding of higher education institutions provided by the Ministry of Education, Youth and Sports of the Czech Republic (hereinafter referred to as "MEYS"), which take into account the percentage of **outgoing students** participating in study periods/traineeships **abroad**, and the percentage of **students coming from foreign educational institutions** to participate in study periods/traineeships at Tomas Bata University in Zlín (hereinafter referred to as "TBU"), it is necessary to record all these mobility periods to the study agenda information system (hereinafter referred to as "IS/STAG"), from which the relevant data will be transformed to the Union Information from Students' Register (hereinafter referred to as "SIMS") for the needs of the MEYS.
- (2) For the purposes of TBU, it is necessary to keep records of and have control over the **mobility periods taken by TBU graduates** that are sent **abroad** by TBU.
- (3) For the purposes of TBU, it is necessary to keep records of and have control over **domestic mobility periods of students**, namely outgoing TBU students participating in study periods/traineeships in the Czech Republic and students from higher education institutions in the Czech Republic coming to TBU to participate in study periods/traineeships.
- (4) For the purposes of TBU, it is necessary to keep records of and have control over **mobility periods taken by TBU outgoing staff** participating in educational, scientific, research and other types of mobility periods abroad, as well as the **mobility periods taken by international staff** participating in educational, scientific, research or other types of mobility periods at TBU.

PART TWO REGISTRATION OF MOBILITY PERIODS TAKEN ABROAD BY TBU STUDENTS AND GRADUATES AND OF MOBILITY PERIODS TAKEN BY INTERNATIONAL STUDENTS AT TBU

Article 2

Registration of Mobility Periods Taken Abroad by TBU Students

- (1) All mobility periods taken by TBU students participating in study periods or traineeships abroad shall be recorded in the IS/STAG system regardless of their duration.
- (2) The obligation to keep the records applies to all types of educational, scientific, research and other mobility periods, i.e. not only within the Erasmus+ or Freemover programme, but also to mobility periods taken within projects implemented by TBU component parts, within the CEEPUS programme, student organizations run in collaboration with TBU - AIESEC and IAESTE, etc.
- (3) Prior to his/her departure, the TBU student shall report the planned mobility period abroad to the relevant Student Affairs Office (in the event that the mobility period is taken by a Bachelor's, follow-up Master's or Master's student), or to the office in charge of the administrative duties related to doctoral students.
- (4) The Student Affairs Office or the office in charge of the administrative duties related to doctoral students shall record the mobility period taken by the TBU student in the IS/STAG system in the Student File – section "Mobility".
- (5) The staff of the international office (or an equivalent office) at each component part are responsible for correct entering of the data in the IS/STAG system.
- (6) TBU students who take part in a mobility period abroad cannot have their studies suspended. The duration of the mobility period taken abroad shall be included in the total duration of studies.
- (7) Mobility periods taken abroad by TBU students are exported to the mobility.utb.cz online database for statistical purposes.

Article 3

Registration of Mobility Periods Taken Abroad by TBU Graduates

- (1) All TBU component parts are obliged to keep records of the mobility periods taken by TBU graduates, who are sent abroad by TBU, and that in the mobility.utb.cz online database. The obligation to keep the records applies to all types of educational, scientific, research and other mobility periods.
- (2) The data shall be entered to the mobility.utb.cz online database by an authorized employee at the relevant component part.

Article 4

Registration of Mobility Periods Taken by International Students at TBU

- (1) All mobility periods taken by international students coming to TBU to participate in study periods/traineeships shall be recorded in the IS/STAG system regardless of their duration.
- (2) The obligation to keep the records applies to all types of educational, scientific, research and other mobility periods, i.e. not only within the Erasmus+ or Freemover programme, but also to mobility periods taken within projects implemented by TBU component parts, within the CEEPUS programme, student organizations run in collaboration with TBU - AIESEC and IAESTE, etc.
- (3) International students coming to TBU to participate in a mobility period shall register their arrival through the IS/STAG system (stag.utb.cz). Information regarding the registration is available on the website of TBU International Office: <https://www.utb.cz/en/university/international/students/exchange-students/incoming-students/>.
- (4) Student Affairs Office, or the office in charge of international relations, or the office in charge of the administrative duties related to doctoral students shall record the mobility period taken by the international student at TBU in the IS/STAG system.

- (5) The staff of the international office (or an equivalent office) at each component part are responsible for correct entering of the data in the IS/STAG system.
- (6) Mobility periods taken by international students at TBU are exported to the mobility.utb.cz online database for statistical purposes.

PART THREE

REGISTRATION OF DOMESTIC MOBILITY PERIODS TAKEN BY STUDENTS

Article 5

Registration of Domestic Mobility Periods Taken by TBU Students and Participating in a Study Period/Traineeship in the Czech Republic

- (1) All domestic mobility periods taken by TBU students going to participate in study periods/traineeships in the Czech Republic shall be recorded in the IS/STAG system regardless of their duration, and that only in case of students who have concluded an Innominate Contract for the purpose of this domestic mobility period.
- (2) Prior to his/her departure, the TBU student shall report the planned domestic mobility period to the relevant Student Affairs Office (in the event that the mobility period is taken by a Bachelor's, follow-up Master's or Master's student), or the office in charge of the administrative duties related to doctoral students.
- (3) The staff of the Student Affairs Office or the office in charge of the administrative duties related to doctoral students shall record the domestic mobility period taken by the TBU student in the IS/STAG system in the Student File – section "Mobility", where, besides other, they shall select the type of funding 70 – domestic mobility periods.
- (4) TBU students who take part in a domestic mobility period cannot have their studies suspended. The duration of the domestic mobility period shall be included in the total duration of studies.
- (5) Domestic mobility periods taken by TBU students are exported to the mobility.utb.cz online database for statistical purposes.

Article 6

Registration of Domestic Mobility Periods Taken by Students Coming to Participate in a Study Period/Traineeship at TBU

- (1) All domestic mobility periods taken by students from other Czech higher education institutions coming to TBU to participate in study periods/traineeships shall be recorded in the IS/STAG system regardless of their duration, and it is possible to include these students in a selected accredited degree programme and assign a curriculum to them.
- (2) The contact person at TBU shall report the arrival to the Student Affairs Office (in the event that the domestic mobility period is taken by a Bachelor's, follow-up Master's or Master's student), or the office in charge of the administrative duties related to doctoral students.
- (3) The Student Affairs Office or the office in charge of the administrative duties related to doctoral students shall record the domestic mobility period taken by the TBU student in the IS/STAG system, where, besides other, they shall select the type of funding 70 – domestic mobility periods.
- (4) Domestic mobility periods taken by students at TBU are exported to the mobility.utb.cz online database for statistical purposes.

PART FOUR
REGISTRATION OF MOBILITY PERIODS TAKEN ABROAD BY TBU EMPLOYEES AND
TAKEN BY INTERNATIONAL STAFF AT TBU

Article 7

Registration of Mobility Periods Taken Abroad by TBU Employees

- (1) All TBU component parts are obliged to keep records of the mobility periods taken abroad by its employees (academic and other staff) in a due and timely manner, and that in the information system for financial management (SAP). The obligation to keep the records applies to all types of educational, scientific, research and other mobility periods.
- (2) The data are generated to the mobility.utb.cz online database from the information system for financial management (SAP). The data can later be manually modified.

Article 8

Registration of Mobility Periods Taken by International Staff at TBU

- (1) All TBU component parts are obliged to keep records of the mobility periods taken by international staff (academic and other staff) at TBU, and that in the mobility.utb.cz online database. The obligation to keep the records applies to all types of educational, scientific, research and other mobility periods.
- (2) The data shall be entered to the mobility.utb.cz online database by an authorized employee at the relevant component part.

PART FOUR
FINAL PROVISIONS

Article 9

Final provisions

This Directive replaces and abrogates the Rector's Directive No. 15/2014 Recording of Information regarding Mobility Periods Taken Abroad by Students, Graduates and Employees of TBU in Zlín, Domestic Mobility Periods Taken by Students of TBU in Zlín, Mobility Periods Taken by International Students and Employees at TBU in Zlín and Mobility Periods Taken at TBU by Students Coming from Czech Higher Education Institutions from 1 October 2014.