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PART ONE
STUDY ABROAD FOR STUDENTS OF
TOMAS BATA UNIVERSITY IN ZLÍN

Article 1
Basic Provisions

- (1) This Directive regulates the rights and responsibilities of students of Tomas Bata University in Zlín (hereinafter referred to as “TBU students”) who participate in a short-term study period abroad and/or take a traineeship abroad and the rights and responsibilities of incoming international students participating in a short-term study period and/or taking a traineeship at Tomas Bata University in Zlín (hereinafter referred to as “TBU”). The term ‘mobility’ refers to a short-term study period and/or to a traineeship with a duration of no less than 30 calendar days.
- (2) TBU students may study abroad individually (as self-paying students) or may be sent abroad to study by TBU.
- (3) TBU students may take a traineeship abroad individually (as self-paying students) or may be sent abroad to take a traineeship by TBU.
- (4) Student mobility is registered in the IS/STAG system.
- (5) Only those students who study in an accredited degree programme carried out at TBU or at its component part and who have met all requirements set out by the relevant component part for the enrolment on the given year in which the mobility shall take place and who have met all requirements set out by the relevant component part in accordance with its internal regulation governing the mobility of students may participate in a study period/traineeship abroad. Graduates of accredited degree programmes carried out at TBU or at a TBU component part can also participate in traineeships held abroad, and that no later than within 10 months after passing the final state examination.
- (6) Legitimate activities carried out within a study period abroad comprise Bachelor's/Master's or doctoral studies only, including the preparation of a Bachelor's/Master's/doctoral/academic

qualification thesis (with the exemption of research activities that are not explicitly part of a degree programme), leading to obtaining a recognized degree certificate or a qualification at the sending institution. A traineeship is also considered a legitimate activity.

- (7) A student is obliged to be duly enrolled at the sending institution throughout the entire period of his/her study period/traineeship abroad. Graduates must finish their traineeship period no later than 1 year after passing the final state examination.
- (8) A student is obliged to arrange his/her accommodation and medical insurance for the duration of the stay abroad individually and at his/her own expense. In the event that a student intends to participate in a traineeship, he/she is obliged to arrange accident insurance, insurance of medical expenses and insurance of liability for damage.
- (9) List of coordinators responsible for study periods and traineeships abroad:

Faculty coordinators at the individual component parts:

<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 Internationalization	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 international mobility
FLCM	Dean	Coordinator for study periods/traineeships
CPS	Director of the Centre of Polymer Systems	Guarantor of international mobility

Institutional coordinators:

Institutional coordinator authorized to sign (Vice-Rector for Internationalization)

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

Institutional coordinator for the Erasmus+ programme (Head of the International Office) – in charge of administration of issues related to the Erasmus+ programme and of communication with the Centre for International Cooperation in Education

- (10) List of documents related to study periods and/or traineeships:

- **Outgoing students** participating in a study period
 - Student Application Form (SAF) or Acceptance Letter (AL)
 - Learning Agreement (LA)
 - Insurance
 - Confirmation of Study or Enrolment Sheet
 - Confirmation of Arrival/Departure
 - Learning Agreement Changes (CH-LA)
 - Transcript of Records (ToR) – issued by the receiving institution
 - The Sending Institution's Transcript of Records / Certificate of Recognition

- (SIToR)
- Final Report
- Grant Agreement/Financial Agreement

- **Outgoing students** participating in a traineeship
 - Acceptance Letter (AL) – issued by the receiving institution
 - Learning Agreement (LA)
 - Insurance
 - Confirmation of Study or Enrolment Sheet
 - Learning Agreement Changes (CH-LA)
 - Confirmation of Arrival/Departure
 - Learning Agreement after mobility (Traineeship certificate)
 - Final Report/Mobility experience posted on the Xchange.utb.cz website
 - Grant Agreement/Financial Agreement

- **Incoming students** participating in a study period
 - Student Application Form (SAF)
 - Learning Agreement (LA)
 - Curriculum Vitae
 - Transcript of Records (sending institution)
 - Scanned copy of student ID card, or Confirmation of Study
 - Portfolio relevant to course units taught at the FMC
 - Learning Agreement Changes (CH-LA)
 - Transcript of Records (ToR)
 - Confirmation of Study Period (CFN)

- **Incoming students** participating in a traineeship
 - Student Application Form (SAF)
 - Learning Agreement for Traineeships (LA)
 - Curriculum Vitae
 - Cover letter
 - Confirmation of Study at the sending institution throughout the whole duration of the study period/traineeship
 - Transcript of Records (sending institution)
 - Confirmation of Study Period (CFN)

PART TWO OUTGOING STUDENTS

Article 2 Selection Procedures

- (1) All selection procedures for the allocation of study period and traineeship grants come within the competence of the individual component parts of TBU. Information on selection procedures shall be posted on the web pages and on the electronic official board of the relevant component part sufficiently in advance. At the same time, the component parts are required to inform the TBU International Office (hereinafter referred to as “IO”) about an announced selection procedure one week prior to the same selection procedure.
- (2) Selection procedures for mobility organized within the Erasmus+ programme and within

the Freemover mobility are held by TBU component parts in compliance with bilateral agreements concluded within the Erasmus+ programme, and/or in compliance with partnership contracts concluded by TBU or by the TBU component parts.

- (3) The selection procedure is governed by a selection committee appointed by the Dean or by the Vice-Dean whose competence includes student mobility.
- (4) Selection procedures must provide all students who meet the qualification requirements of the Erasmus+ programme and of the Freemover mobility with equal access to student mobility. The faculty coordinators authorized to sign are obliged to ensure that the selection of students is carried out impartially, in a transparent and coordinated manner. Criteria for the selections procedures must be accessible to the public.
- (5) No conflict of interests is allowed during a selection procedure.
- (6) The faculty coordinators authorized to sign are obliged to submit the list of all selected students including substitute students to the **institutional coordinator in charge of administration** at the IO and to the **Student Affairs Office** or the **department in charge of administration of student mobility** at the relevant Faculty. A record of the process of the selection procedure and its results, i.e. the original copies of the Application Form – Selection Procedure (application forms) of all selected students shall be submitted to the **institutional coordinator in charge of administration** at the IO. The results of the selection procedure must be made available to view in an appropriate manner (in compliance with duties set out in the relevant legal regulations), and students who have applied for the selection procedure must be notified by the Vice-Dean in charge of student mobility whether their mobility has been approved and if so – to which destination. In case of substitute students, the component part shall proceed in accordance with the relevant internal regulation of the same component part.
- (7) The faculty coordinators authorized to sign are obliged to submit to the **institutional coordinator in charge of administration** a table in the format required by the IO (name, surname, gender, date of birth, student's email address generated by TBU, degree programme/course studied at TBU in the English language, year and the type of study, name of the receiving institution and the Erasmus+ ID code, the country in which the study period/traineeship shall take place, the programme/project within which they will participate in the mobility abroad, time period (winter and summer semester), number of months spent abroad and the list of substitute students). The table must also include the list of all students selected to take a traineeship and countries where the traineeships will take place, and, where appropriate, the name of the institution, the period and number of months, no later than within 3 weeks of the date when the selection procedure was held.
- (8) The Erasmus+ and Freemover programme selection procedures for mobility abroad must take place no later than 28 February of the running calendar year. If there are financial resources remaining available, an additional selection procedure may take place in compliance with the internal regulation of the relevant component part. The TBU component parts are obliged to submit the results of an additional selection procedure no later than 30 June for the winter semester of the following academic year/entire academic year and 30 October for the summer semester of the following academic year. The TBU component parts are obliged to observe the application deadlines for the winter semester/summer semester in the additional selection procedure as specified by the universities abroad where their students plan to enrol.
- (9) Other grants offered which are not mentioned in Article 2 Paragraph 2 are posted on the web pages of the IO, web pages of the relevant TBU component parts, section

International, TBU Facebook, on notice boards and banners at the TBU component parts as well as at the Rectorate.

Article 3

Outgoing Students Participating in Study Periods/Traineeships

- (1) Immediately after receiving the results of the selection procedure, the relevant **Student Affairs Office** or the **department in charge of administration of student mobility** shall enter the information on student mobility in the IS/STAG system (however, no later than 31 March in case of outgoing students participating in the mobility in the winter semester of the following academic year, and no later than 30 June in case of outgoing students participating in the mobility in the summer semester of the following academic year) and shall enter the funding for the relevant mobility together with the names of TBU coordinators (in charge of administration and authorized to sign). The institutional coordinator in charge of administration shall check (modify, if necessary) the dates when concluding Financial Agreements with students.

Mobility dates (winter semester, the whole academic year): 1 September – 31 January / 30 June

Mobility dates (summer semester): 1 February – 30 June

A study period/traineeship abroad which takes place in a different period of time may be dealt with individually.

The selected final-year students in Bachelor's and follow-up Master's programmes accepted to participate in a short-term study period abroad in the following academic year will be registered in the IS/STAG system together with the others, except that in case of these students the **Student Affairs Office** or the **department in charge of mobility administration** shall change the mobility status entered in the IS/STAG system and shall **set the mobility status to "Postponed"**. After the student has been admitted to and enrolled on the first year of a follow-up Master's/doctoral programme, the **Student Affairs Office** or the **department in charge of mobility administration** shall switch the mobility status of the student from the previous cycle of studies in the new student card in the section "Mobility" by clicking on "**Transfer the postponed mobility from the previous cycle of studies to the current cycle of studies**".

In the event that a study period starts before the start of the academic year (i.e. before 1 September), the participant's studies can be terminated in August and the student may enrol on another year in August. The Student Affairs Office is obliged to allow the student to enrol individually if the student requests such an enrolment.

In the event that a **study period/traineeship is cancelled** after the mobility has been entered in the IS/STAG system, the **student** is obliged to inform about this fact the faculty coordinator authorized to sign, the institutional coordinator in charge of administration and the relevant Student Affairs Office or the department in charge of administration of student mobility. Subsequently, the **Student Affairs Office** or the **department in charge of administration of student mobility** or the **faculty coordinator** shall cancel the mobility entered in the IS/STAG system and shall switch the mobility status from "Valid" to "Cancelled".

- (2) The **institutional coordinator in charge of administration** shall inform the selected

students about the documents necessary to be completed in the TBU Portal (hereinafter referred to as “Portal”) for participation in a study period/traineeship abroad.

- (3) A detailed procedure related to the documents to be entered in the Portal for student mobility - study periods and traineeships - adheres to the Appendix to this Directive and to internal regulations issued by the relevant component parts of TBU.
- (4) A change in the duration of the study period/traineeship must be specified in an Amendment to the Grant Agreement/Financial Agreement, or in a Decision issued by the Vice-Rector for Internationalization. The detailed procedure adheres to the Appendix to this Directive and to internal regulations issued by the relevant component parts of TBU.
- (5) The student is required to obtain at least 18 ECTS credits during his/her study period abroad. If he/she fails to do so, the subsequent procedure will adhere to Article 3 Paragraph 8 of Appendix 1 to this Directive.

Article 4

Recognition of Results Achieved during Mobility Abroad

- (1) The recognition of results achieved during student mobility abroad adheres to Appendix 2 to this Directive, or, where applicable, to Directives issued by the relevant Faculties.

PART THREE INCOMING STUDENTS

Article 5

Incoming Students Participating in Study Periods

- (1) The **sending institution abroad** shall inform the **institutional coordinator in charge of administration** about their international applicant for a short-term study period (hereinafter referred to as “applicant”) at TBU in Zlín. If the person informed by the institution abroad or by the applicant about the possible mobility is the faculty coordinator, then he/she shall forward this information to the institutional coordinator in charge of administration and discuss with him/her the next steps to be taken.
- (2) The **institutional coordinator in charge of administration** shall inform the applicant about the Portal application system used for submission of applications for short-term study periods. Completion of the Application Form and the selection of course units in the Portal are necessary steps for the mobility to take place.
- (3) The **applicant** must send the printed or electronic copies of documents related to his/her studies at TBU in the winter semester of the following academic year/during the whole academic year no later than by 1 May of the relevant year (1 May included) unless he/she is a citizen of an EU/EEA member country or of Switzerland. Citizens of EU/EEA member countries or of Switzerland may send printed or electronic copies of documents required for study at TBU in the winter semester of the following academic year or in the whole academic year no later than 1 June of the relevant year (1 June included). Documents related to studies in the summer semester of the relevant academic year must be submitted no later than 1 October of the relevant year (1 October included) unless he/she is a citizen of an EU/EEA member country or of Switzerland. Citizens of EU/EEA member countries or of Switzerland may send printed or electronic copies of documents required for study at TBU in the summer semester of the given academic year no later

than 1 November of the relevant year (1 November included).

Applications for a short-term study period at TBU to take place during the summer holidays will be individually assessed. The above-mentioned deadlines for submission of applications do not apply to these cases.

- (4) The detailed procedure for the administration of mobility of international students coming to TBU to participate in a study period adheres to the Appendix to this Directive and to internal regulations issued by the relevant component parts of TBU.

Article 6 **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. If the person informed by the institution abroad or by the applicant about the possible mobility is the faculty coordinator, then he/she shall forward this information to the institutional coordinator in charge of administration and discuss with him/her the next steps to be taken.
- (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. Completion of the application form in the Portal is a necessary step for the mobility to take place.
- (3) The duration and specialization of the traineeship depends on the agreement between the applicant and the faculty coordinator authorized to sign. This agreement, however, must not be contradictory to the bilateral agreement concluded between the receiving and the sending institution and to the requirements set in the project from which the applicant receives the funding for his/her mobility. In case of the Erasmus+ programme, the agreement is the subject matter of the Learning Agreement for Traineeship.
- (4) The detailed procedure for the administration of mobility of international students coming to TBU to participate in a traineeship adheres to the Appendix to this Directive and to internal regulations issued by the relevant component parts of TBU.

PART FOUR **FINAL PROVISIONS**

Article 7

- (1) This Directive is further amended by internal regulations issued by the relevant component parts of TBU.
- (2) This Directive replaces the Rector’s Directive No. 6/2019.