

| | | |
|---------------------------------|--|-------------|
| Code: | SR/14/2023 | |
| Reference number: | UTB/23/010041 | |
| Type of document: | INTERNAL | |
| Category: | RECTOR'S DIRECTIVE | |
| Title: | Records and Registration of Academic Mobility at Tomas Bata University in Zlín | |
| Liability: | Tomas Bata University in Zlín | |
| Issue date: | 26 May 2023 | Version: 01 |
| Effective from: | 26 May 2023 | |
| Issued by: | Rector | |
| Prepared by: | Vice-Rector for Internationalization; International Office | |
| In cooperation with: | Legal Services | |
| Pages: | 4 | |
| Appendices: | 0 | |
| Distribution list: | Rector, Vice-Rectors, Bursar, Deans of Faculties, Vice-Deans, Student Affairs Offices, R&D Offices, TBU International Office, student associations active at TBU in Zlín | |
| Signature of authorized person: | Prof. Mgr. Milan Adámek, Ph.D., m.p. | |

PART ONE INTRODUCTORY PROVISIONS

Article 1 Basic provisions

- (1) In compliance with the rules for funding to be allocated to higher education institutions by the Ministry of Education, Youth and Sports of the Czech Republic (hereinafter referred to as the "MEYS"), which take into account, among others, the percentage of **outgoing students** participating in study periods and/or traineeships **abroad** as well as the percentage of **incoming students coming from institutions abroad** to participate in study periods and/or traineeships at Tomas Bata University in Zlín (hereinafter referred to as "TBU"), it is necessary to keep records and register all such mobility periods in the Information System for Studies' Administration (hereinafter referred to as "IS/STAG"), from which the relevant data will be exported to the Union Information from Students' Registers (hereinafter referred to as "SIMS") for the needs of the MEYS.
- (2) For the purposes of TBU, it is necessary to keep records and have a complete overview of **academic mobility of TBU graduates sent abroad** by TBU.
- (3) For the purposes of TBU, it is necessary to keep records and have a complete overview of **academic mobility of TBU staff** participating in teaching, scientific, research and other types of mobility, as well as of the **mobility of foreign nationals among TBU staff** participating in teaching, scientific, research and other types of mobility.
- (4) The records and registration of academic mobility of TBU students and staff and the qualitative evaluation of the mobility periods arise from the requirements set by the MEYS, the EU and internal evaluation criteria - Monitoring of the Internationalization of Czech Higher Education (MICHE). The fulfilment of these requirements is fully in accordance with the TBU strategic documents, in particular with the Strategic Plan of TBU in Zlín for

the 21+ Period and the TBU Internationalization Strategy.

- (5) The rules for the purposes of keeping records on international mobility of TBU staff adhere to the relevant Bursar's Decree: Mobility of Staff of TBU in Zlín. The rules for funding of academic mobility are set in the relevant Bursar's Directive and in Annexes thereto – Reimbursement of Travel Expenses to Be Paid to TBU Staff in Compliance with Act No. 262/2006 Coll., Labour Code, as amended. The rights and obligations of TBU students participating in international mobility periods are governed by the relevant Rector's Directive - International Mobility of TBU Students and Mobility of Incoming International Students at TBU.

PART TWO

RECORDS AND REGISTRATION OF INTERNATIONAL MOBILITY PERIODS OF TBU STUDENTS/GRADUATES AND OF MOBILITY PERIODS TAKEN BY INTERNATIONAL STUDENTS AT TBU

Article 2

Records and registration of mobility periods abroad taken by TBU students

- (1) All mobility periods taken by TBU students travelling abroad to participate in a study period/traineeship, regardless of length, shall be entered into the IS/STAG.
- (2) The registration obligation applies to all types of teaching, scientific, research and other types of academic mobility, i.e. not only to those funded by the Erasmus+ or Freemover programmes, but also to mobility periods funded by projects implemented at TBU component parts, by the CEEPUS programme, by student organizations at TBU - AIESEC and IAESTE, etc.
- (3) Prior to his/her departure, a TBU student shall report his/her international mobility period to the relevant Student Affairs Office (applicable to Bachelor's, follow-up Master's or Master's students), or to the Office in charge of administration of affairs related to PhD students.
- (4) The Student Affairs Office/office in charge of administration of affairs related to PhD students shall enter the mobility period taken by a TBU student in the IS/STAG - namely in the Student's Registration Card – section Outgoing Mobility .
- (5) The International Office (or its equivalent) at each TBU component part is responsible for checking whether an entry into the IS/STAG system is correct.
- (6) TBU students participating in mobility periods abroad cannot suspend their studies. The length of a study period/traineeship abroad is included in the total duration of study.
- (7) International mobility of TBU students is exported to the mobility.utb.cz online database for statistical purposes.

Article 3

Records and registration of international mobility periods of TBU graduates

- (1) All TBU component parts are obliged to duly register the international mobility of TBU graduates, and that in the mobility.utb.cz online database. The registration obligation applies to all types of teaching, scientific, research and other types of academic mobility.
- (2) Data shall be entered into the mobility.utb.cz online database by the authorized employee at the relevant TBU component part.

Article 4

Records and registration of mobility periods taken by international students at TBU

- (1) All mobility periods taken by international students coming to TBU to take a study period/traineeship, regardless of length, shall be entered into the IS/STAG.
- (2) The registration obligation applies to all types of teaching, scientific, research and other types of academic mobility, i.e. not only to those funded by the Erasmus+ or Freemover programmes, but also to mobility periods funded by projects implemented at TBU component parts, by the CEEPUS programme, by student organizations at TBU - AIESEC and IAESTE, etc.
- (3) An incoming international student who has arrived at TBU to take a mobility period shall enter his/her arrival via the IS/STAG (stag.utb.cz). Information on registration is posted on the website of the TBU International Office:
<https://www.utb.cz/en/university/international/students/exchange-students/incoming-students/>
- (4) The Student Affairs Office/office in charge of international relations/office in charge of administration of affairs related to PhD students shall enter the mobility period taken by an international student at TBU in the IS/STAG.
- (5) The International Office (or its equivalent) at each TBU component part is responsible for checking whether an entry into the IS/STAG system is correct.
- (6) Mobility periods taken by international students at TBU are exported to the mobility.utb.cz online database for statistical purposes.

PART THREE

RECORDS AND REGISTRATION OF INTRA-NATIONAL STUDENT MOBILITY

Article 5

Records and registration of intra-national mobility of TBU students participating in a study period/traineeship in the Czech Republic

- (1) Intra-national mobility of PhD students shall be registered in the IS/STAG system in cases deserving special consideration. The Dean of the relevant Faculty or the Head/Director of the relevant component part shall decide as to whether it is necessary to enter an intra-national mobility period in the IS/STAG. Intra-national mobility periods shall be registered under the funding code 70.

PART FOUR

RECORDS AND REGISTRATION OF INTERNATIONAL MOBILITY OF OUTGOING TBU STAFF AND OF INCOMING FOREIGN NATIONALS

Article 6

Records and registration of international mobility of TBU staff

- (1) All TBU component parts are obliged to register the international mobility of their staff (academic and non-academic) in a due and timely manner, and that in the SAP system. The registration obligation applies to all types of teaching, scientific, research and other types of

academic mobility.

- (2) Data are imported from the SAP system to the mobility.utb.cz online database. The data can then be manually edited.
- (3) Each employee participating in mobility abroad is required to fill in an evaluation form [after his/her mobility period has ended](#). The data entered in the form are used for registration and evaluation of mobility periods and of their strategic importance to TBU. The form is posted on the TBU website in the section International – Staff Teaching and Training Mobilities – Outgoing Mobilities.

Article 7

Records and registration of academic mobility of employees - foreign nationals at TBU

- (1) All TBU component parts are obliged to keep records of academic mobility of their employees who are foreign nationals (academic and non-academic) at TBU, and that in the mobility.utb.cz online database. The obligation to keep records of academic mobility applies to all types of academic mobility: Teaching, scientific, research and others.
- (2) The authorized employee of the relevant component part of TBU shall enter the data into the mobility.utb.cz online database.

PART FIVE FINAL PROVISIONS

Article 8 Final provision

This Directive replaces and abrogates the Rector's Directive No. 6/2022.

| Version of document | | | |
|---------------------|---------|----------------------|-----------------------|
| Date | Version | Changed | Description of change |
| 26/05/2023 | 01 | International Office | Creation of document |
| | | | |
| | | | |
| | | | |