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## \*\* PLEASE NOTE:

* any changes in the dates of the study period in comparison to the dates mentioned in the Grant Agreement/Financial Agreement must be reported to Rectorate\* 4 weeks before the end of the mobility
* CoAD - Conﬁrmation of Arrival/Departure
* ToR - Transcript of Records – results of examination taken abroad issued by the foreign institution after completion of the mobility
* ERASMUS+ OLS - Online Linguistic Support (**obligatory language test** before and after the mobility, **optional language course** before the mobility) http://erasmusplusols.eu/

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FaME degree course guarantor

FHS degree course guarantor

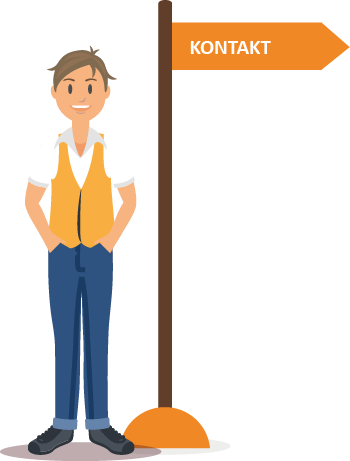
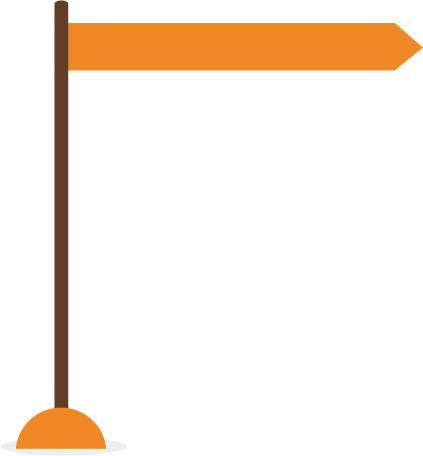
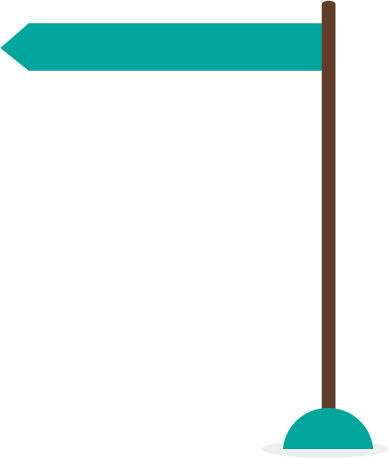
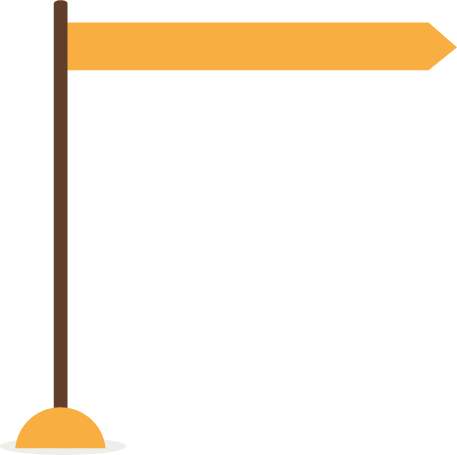
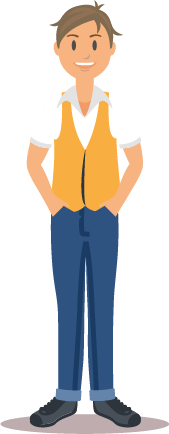
FAI degree course guarantor

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FLCM Ing. Slavomíra Vargová, PhD., [vargova@ﬂkr.utb.cz](mailto:vargova@ﬂkr.utb.cz)

## \* FACULTY COORDINATOR IN CHARGE OF ADMINISTRATION FACULTY COORDINATOR AUTHORIZED TO SIGN OFFICE HOURS

**THIS LEAFLET IS FOR INFORMATION ONLY, IT IS NOT AN OFFICIAL TBU DOCUMENT**

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FMC – see Faculty website

FaME – see Faculty website

FHS – see Faculty website

FAI – see Faculty website

FT– see Faculty website

FLCM – see Faculty website

Rectorate:

Mon + Wed: 9 - 11 a.m. and 1 - 3 p.m.

Tue + Thu: 9 - 11 a.m.

Friday: closed

• Faculty of Management and Economics - pfefferova@fame.utb.cz

• Faculty of Humanities - knapova@fhs.utb.cz

• Faculty of Logistics and Crisis Management - tuckova@flkr.utb.cz

• Faculty of Multimedia Communications - eprokopova@fmk.utb.cz

• Faculty of Applied Informatics - dsklenarikova@fai.utb.cz

• Faculty of Technology - milickova@ft.utb.cz

• Rectorate - foldynova@rektorat.utb.cz

**FIRST AID FOR A STUDY PERIOD ABROAD**

**After mobility**

**324 or 325**

1. Send a scan of the CoAD\*\* to Rectorate\* within 7 days of completion of the study period abroad
2. Complete the Final Report:

* Erasmus+: you will receive an email from the EU Survey + complete the feedback at www.xchange.utb.cz
* Freemover: complete the feedback at www.xchange.utb.cz

For Erasmus+ only: complete the OLS\*\* test after the mobility

**SS – SEPTEMBER** │

**WS – APRIL**

**301**

1. Course units taught at the foreign institution match their equivalents taught at TBU

2. Ask the faculty coordinator authorized to sign\* to approve the LA and to switch the mobility status to mode 302

## SS – AUGUST/SEPTEMBER │

## WS – MARCH/APRIL

**300**

* 1. Check the website of the foreign institution and find information on the application procedure
  2. Ask Rectorate\* for nomination, if necessary
  3. Select course units on the website of the foreign institution and suggest equivalents of TBU course units according to your curriculum
  4. Send the Learning Agreement draft to the faculty coordinator in charge of administration\* and ask him/her to match the course units studied abroad with the course units taught at TBU and to switch the mobility status to mode 301

**Within 30 days of the start date of the mobility abroad**

**324 – only in case of LA Changes**

1. Print the CHLA out of TBU Portal

2. Arrange signatures and stamps at the foreign institution

3. Send a scan of the signed CHLA to Rectorate\* and to the faculty coordinator authorized to sign\*

**SS – OCTOBER/NOVEMBER** │

**WS – JUNE/JULY**

**309**

1. You shall receive confirmed documents signed and stamped by the foreign institution
2. Find out **the exact start date** of the study period abroad
3. Find out **the exact end date** of the study period abroad

**Within 30 days of the start date of the study period**

**320 – only in case of LA Changes** (changes in the course units)

* Contact the faculty coordinator authorized to sign\* via e-mail and ask him/her to approve the CHLA and to switch the mobility status to mode 324

**SS – SEPTEMBER/OCTOBER** │

**WS – APRIL/MAY**

**309**

- LA is complete on behalf of TBU

- send all the documents by email to the foreign institution

(SAF/LA to be signed by the foreign institution / Transcript of Records Before Mobility /, Portfolio, ID card…)

**SS – SEPTEMBER** │

W**S – APRIL**

**302**

1. Ask Rectorate\* by email to switch the mobility status to mode 309

For Erasmus+:

* write an email informing about the language of instruction abroad in order to be assigned the OLS\*\* test
* complete the OLS\*\* test within 7 days of receiving the invitation email

**SS – JANUARY - APRIL │ WS – AUGUST - OCTOBER**

**310**

1. Send a scan of CoA\*\* to Rectorate\* within 7 days of the start date of the study period

In case of changes in the course units made after the arrival at the foreign institution:

* Make changes to the LA within 30 days of the start of the study period abroad:

1. Add/delete course units in TBU Portal

2. Ask the faculty coordinator in charge of administration\* to approve and match the new course units and to switch the mobility status to mode 320

**SS – NOVEMBER - JANUARY** │

**WS – JULY - SEPTEMBER** │

**3 - 4 weeks before the start date of the study period abroad:**

**309**

1. Go to Rectorate\* (during office hours) to sign the Financial Agreement and bring the following documents:

* **LA+SAF** (or Acceptance Letter) signed and stamped by the foreign institution
* **Travel insurance** for the entire study period abroad
* **Confirmation of study** at TBU

**TIMELINE**

**Mobility Status in TBU IS STAG/Portal:**

**“TO DO”**

**After going to the Student Affairs Office**

**360**

Ask the faculty coordinator authorized to sign\* to close the mobility and to switch the mobility status to mode 366

**After receiving the ToR\* from the foreign institution**

**330**

1. Send a scan of the ToR\*\* to Rectorate\* and to the faculty signing coordinator\*
2. Enter data (examination dates and results) in TBU Portal
3. Submit all the documents to the Student Affairs Office and ask the officers to switch the mobility status to mode 360

**AFTER MOBILITY**

**DURING MOBILITY**

**BEFORE MOBILITY**