

<b>VP – R – 07</b>		Copy No.:
		No of pages: 7
<b>Effective as of:</b>	<b>Term of validity:</b>	<b>Scope of validity:</b>
<b>1. 9. 2022</b>	Until further notice	<b>AMBIS University</b>
<p>Document title:</p> <p style="text-align: center;"><b>RECTOR'S DIRECTIVE No. 7/2022</b></p> <p style="text-align: center;"><b>ERASMUS</b></p> <p><b>Approved by</b></p> <p style="text-align: right;"><b>Dated: 18. 8. 2022</b></p> <p style="text-align: right;">Dr. Martina Mannová rector</p>		
<b>No of annexes:</b>	<b>0</b>	Annex titles:
No of copies		
<b>Edition number:</b>	<b>3.</b>	
<b>Third</b>	Replacing VP-R-07 Erasmus, dated 1. 9. 2020	

## **Art. I Introduction**

The Rector's Directive is intended for students and employees of AMBIS University (hereinafter referred to as "AMBIS"), as well as for incoming students and employees within the ERASMUS+ program.

## **Students**

### **Art. II Student mobility**

#### **(1) Selection Procedure**

- The selection procedure is announced by the Erasmus+ Institutional Coordinator (hereinafter referred to as the "Coordinator") in accordance with the program's conditions.
- Information regarding the selection procedure is published on the school's website under the Erasmus/Students/Selection Procedures section, posted on the Information System bulletin board, displayed on notice boards in the buildings, and sent to students' school email addresses.
- The selection procedure may be announced separately for study stays and internships or as a combined call for both.
- The selection procedure for study stays and internships is announced at least once per semester. For study stays, students always apply for stays scheduled in the following semester. Additional rounds depend on available financial resources and the quotas set by inter-institutional agreements.
- The submission of applications for the selection procedure is governed by the conditions outlined in the tender documentation. The evaluation of the selection process is carried out by the Coordinator based on the criteria published in the tender documentation and additional specific requirements of the school. A report is prepared on the results of the selection procedure.
- The Coordinator sends the list of outgoing students to the department heads no later than 30 calendar days before the beginning of the relevant semester at AMBIS. The list is also submitted to the Student Affairs Office.
- In case of insufficient places at a foreign university due to quotas set by inter-institutional agreements, students meeting the conditions are offered the opportunity to participate in mobility at another partner school.
- The announcement of the selection procedure is adjusted to the nomination dates specified in the inter-institutional agreements.

#### **(2) Disbursement of Financial Support**

- The Coordinator submits a request to the Financial Department for the payment of the first installment of financial support (via email or in writing) and provides the original of the student's participation agreement.
- The financial support (applicable only to study stays) is paid in two installments: 80% before departure and 20% after returning, subject to fulfilling the mobility conditions, which include submitting the original Certificate of Attendance, the Transcript of Records, completing the final EU Survey report, completing the second OLS test, and successfully completing at least one semester course at the host institution under the Erasmus+ program.
- If the student fails to meet the above conditions, they are required to return the full amount of financial support corresponding to the 80% already paid.

- If the conditions specified in the Participation Agreement are met, the Coordinator submits a request to the Financial Department for the payment of the second installment of financial support (via email or in writing) after the mobility ends.
- In cases where the duration of the stay is shortened or certain mobility conditions are not met, any reduction or return of financial support is governed by the Erasmus+ program conditions.
- The AMBIS Board may, in the event of insufficient financial resources from the Erasmus+ grant, decide that student and staff mobility will be carried out as partially EU-funded (Erasmus+) and partially as "zero-grant" mobility, i.e., without funding.
- The obligation to pay tuition fees according to the study contract remains in effect during the period of the foreign stay.

### (3) Recognition of Foreign Courses

- The student is entitled to the recognition of all ECTS credits earned during the study stay abroad.
- The student is entitled to the recognition of all courses (with ECTS credits from AMBIS) from the foreign stay that are approved in advance in the Learning Agreement by AMBIS and the partner foreign institution.
- The recognition of courses based on their qualification is as follows: Mandatory courses of type R (required) are automatically recognized without any need for alignment in title or syllabus. Mandatory courses of type PC (profiling core courses) are recognized based on 80% alignment of the course syllabi. Mandatory courses of type BT (basic theoretical) cannot be recognized. Courses of type CE (compulsory elective) and FE (free elective) are recognized in the same way as mandatory courses of type R.
- The responsibility for the recognition of foreign courses lies with the Vice-Rector for Study Affairs or an appointed delegate.
- The student must complete a Request for Course Recognition within the Erasmus+ program via the Office in the Information System. The Coordinator will forward this request to the Vice-Rector for Study Affairs or the appointed delegate, who is required to ensure evaluation, possibly approval, and return the decision to the Coordinator no later than 14 calendar days.
- If the student is undertaking a practical internship, the internship can be recognized (either fully or partially) as a Professional Practice course, provided this course is included in their study program. The student must complete a Request for Recognition of Professional Practice via the Office in the Information System, which the program Coordinator will confirm and send to the internship Coordinator. The internship Coordinator will ensure approval and return the decision to the Coordinator no later than 14 calendar days.
- The responsibility for the recognition of professional practice from abroad is assigned to the Professional Practice Coordinator.
- The Request for Course Recognition and the Request for Recognition of Professional Practice from the Erasmus+ foreign stay are not subject to any fee.

### (4) Individual Study Plan

- Students participating in a study period under the Erasmus+ program are entitled to a free Individual Study Plan for the semester during which the foreign stay takes place. This plan will be automatically entered into the Information System by the Erasmus+ program Coordinator.
- The Individual Study Plan will not incur a fee for outgoing students, provided they meet the requirements of the foreign mobility.

- Students in part-time study programs who go abroad under the Erasmus+ program are also entitled to free examination during the extended examination period.
- Students who participate in an Erasmus+ stay lasting at least three months and meet all the program conditions will receive a discount of 50% on the tuition fees for the academic year. This discount will be granted retroactively after their return from the stay, based on the confirmation of meeting the Erasmus+ program conditions.

### **Art. III Incoming students**

#### **(1) Student Nominations**

- Nominations from partner institutions should be sent to the email address [erasmus@ambis.cz](mailto:erasmus@ambis.cz).
- The number of incoming international students must not exceed the quota specified in the inter-institutional agreements. In case of higher interest from students, an addendum may be created to allow the acceptance of additional students from the partner foreign institution.
- The Erasmus+ Coordinator will inform the nominated students about the progress of the selection procedure at AMBIS.

#### **(2) Documents from Students**

- The process for the application of incoming international students is conducted electronically. The student must send the completed Student Application Form, Transcript of Records, and Learning Agreement to the email address [erasmus@ambis.cz](mailto:erasmus@ambis.cz).
- Incoming students may choose courses up to a maximum of 30 ECTS credits per semester. The minimum number of credits is determined by the sending institution to which the incoming student belongs.
- The administration of the process is the responsibility of the Erasmus+ Coordinator.

#### **(3) Accommodation**

- AMBIS does not provide accommodation for incoming students. Upon request, students are given information to assist them in finding housing.

#### **(4) Arrival**

- The Erasmus+ Coordinator will ensure the registration of students in the AMBIS Information System and issue access credentials.
- The Erasmus+ Coordinator will organize an orientation meeting before the start of the semester, where incoming students will receive materials related to their studies and be informed about the details of their mobility, academic obligations, schedules, etc.
- Upon arrival, students may request the issuance of a Certificate of Enrollment.

#### **(5) Course of Stay**

- The Erasmus+ Coordinator continuously addresses students' academic requests and communicates with other departments at AMBIS as needed. The Coordinator also keeps international students informed about any changes in their coursework.

#### **(6) Completion of Stay**

- The Coordinator will issue a Certificate of Attendance to the student before departure, which the student must collect in person. The date on the certificate

will either be the date of document collection or the date of the student's last verifiable attendance at AMBIS (e.g., an exam, lecture, etc.).

- After the instructors finalize the grading of courses, the Coordinator will prepare a transcript of academic results for the students, which will be delivered in person, by email, or by mail.
- The method of course completion for students is outlined in the syllabus and the thematic plan of the courses and is governed by the Study and Examination Regulations of AMBIS. The specific method of course completion each semester aligns with the accredited syllabus of the course being taught.
- The form of assessment for knowledge and skills acquired by students in the Erasmus+ program for the course at AMBIS is determined by the instructor in accordance with the course syllabus.
- Instructors may specify whether the final assessment of Erasmus+ students' knowledge and skills will be conducted through an oral or written test, or through a research paper or presentation in the language of instruction (English).
- The exact form of assessment should be communicated by the course instructor to Erasmus+ students preferably at the start of the course, but no later than the third week of the student's Erasmus+ program at AMBIS.
- In exceptional cases, Erasmus+ students may request an early examination or test for a specific course from the instructors, but not before the tenth week of the Erasmus+ program at AMBIS.

(7) Provision of Instruction

- The heads of departments are responsible for compiling the course offerings, ensuring that a minimum of 30 ECTS credits are available for each semester, aggregated across all departments. The list of courses in English, including English syllabi, must be submitted to the Coordinator by February 28 for the following academic year, covering both the winter and summer semesters.
- The list of courses is to be published on the AMBIS website in the Erasmus/incoming students section well in advance.
- Students may submit their Learning Agreement by the deadline specified in the inter-institutional agreement with the respective foreign institution.
- After the completion of the selection procedure, the Coordinator will send the heads of departments a list of courses chosen by the incoming students.
- Instruction is provided by the heads of departments in collaboration with the Vice-Rector for Study Affairs and the Teaching Coordinator.
- AMBIS reserves the right to make changes to the course offerings.

## **Staff**

### **Art. IV Staff mobility**

(1) Selection Procedure

- The selection procedure is announced by the program Coordinator in accordance with the program's conditions.
- Outgoing staff may undertake either STA (Staff Mobility for Teaching Assignment) or STT (Staff Mobility for Training) at the partner institution.
- The selection procedure for staff mobility is announced at least once per academic year. The announcement of additional rounds depends on the availability of financial resources and quotas specified in the inter-institutional agreements.

- The selection procedure may be announced separately for teaching assignments or training, or as a combined call for both.
  - Information about the selection procedure is posted on the school's website in the Erasmus/Staff/Selection Procedures section. Staff are also informed through their department and division heads.
  - Applications for the selection procedure must comply with the tender documentation. The applicant is responsible for the completeness and accuracy of their application.
  - The Coordinator evaluates the selection procedure based on the criteria published in the tender documentation, in accordance with equal access and the values of the Erasmus+ program. A report is prepared on the results of the selection procedure.
- (2) Disbursement of Financial Support
- The Coordinator will submit a request to the Financial Department for the disbursement of financial support and provide a copy of the participation agreement.
  - The financial support is disbursed in full (100%) before the start of the foreign stay.
  - The non-repayment of the financial support is conditional upon the submission of the original Certificate of Mobility Duration and the settlement of travel expenses with the relevant documentation.
  - In the event of a reduction in the duration of the stay or failure to meet some of the mobility conditions, any reduction or repayment of the grant will be governed by the conditions of the Erasmus+ program.
  - This directive does not address any employment-related obligations or rights of the outgoing staff member.

## **Art. V staff**

- (1) Selection Procedure
- Employees interested in undertaking mobility at AMBIS should contact the Erasmus+ Coordinator via the email address [erasmus@ambis.cz](mailto:erasmus@ambis.cz) to verify the possibility of the mobility.
  - Incoming employees may participate in either STA (Staff Mobility for Teaching Assignment) or STT (Staff Mobility for Training) at AMBIS.
  - The Coordinator will contact the head of the relevant department/section to discuss the feasibility and timing of the mobility.
  - If the mobility can be accommodated, the Coordinator will confirm the possibility of the mobility to the applicant and will sign the Mobility Agreement with the applicant and the sending institution.
  - The selection procedure is conducted electronically, with documents sent to the email address [erasmus@ambis.cz](mailto:erasmus@ambis.cz).
- (2) Involvement in Teaching / Departmental Work
- The head of the relevant department or section is responsible for integrating the incoming employee into the department or teaching activities.
  - During the mobility, the Erasmus+ Coordinator will be available to participants as the primary contact for incoming employees.

- (3) Completion of Stay
- At the end of the mobility, the program Coordinator will issue a Certificate of Mobility Duration. The date on the certificate will either be the date of document issuance or the date of the last verifiable involvement in teaching or departmental work.
  - If the sending institution requires additional documents, these documents must be submitted to the Erasmus+ Coordinator for confirmation.

## **Art. VI Other Provisions**

- (1) GDPR
- On the AMBIS website, in both the staff and student sections, a Notice on the Handling of Personal Data within the Erasmus+ program is posted in both Czech and English.
  - Outgoing students and employees confirm their acknowledgment of this Notice along with their signature on the Occupational Health and Safety (OHS) and Fire Protection (FP) forms.
- (2) Occupational Health and Safety (OHS) and Fire Protection (FP)
- Incoming students acknowledge their receipt of the OHS and FP instructions by signing the attendance sheet during the Orientation Meeting, where the instructions are distributed to them.
  - Incoming employees confirm their familiarity with OHS and FP upon their arrival at AMBIS. They will receive the document for signature and all relevant materials from the program Coordinator.
- (3) Information for Interested Parties
- All information about the Erasmus+ program is available on the AMBIS website in the Erasmus section.
  - Information is also posted and continuously updated on the program noticeboards at the various AMBIS branches and on the bulletin board within the Information System.
  - Additional information is available at the Student Affairs Office from the Erasmus+ program Coordinator.
  - Announcements regarding selection procedures and informational meetings are also distributed via email to students' official school email addresses.

## **Art. VII Final Provisions**

This internal regulation is published on the Official Bulletin Board in the section for managed documentation.

## **Art. VIII Distribution List**

- (1) Printout no. 1      administrator's copy.
- (2) Printout no. 2      copy for lending.