

Code:	SR/2/2026	
Ref. No.:	UTB/26/003884	
Type of document:	INTERNAL	
Category:	RECTOR'S DIRECTIVE	
Title:	International Mobility of TBU Students and Mobility of Incoming International Students at TBU	
Liability:	Tomas Bata University in Zlín	
Issue date:	2 February 2026	Version: 01
Effective:	2 February 2026	
Issued by:	Rector	
Prepared by:	International Office	
In cooperation with:	Legal Services	
Pages:	9	
Appendices:	3	
Distribution list:	Vice-Rectors, Deans of Faculties, Vice-Deans of Faculties, Student Affairs Offices	
Signature of the authorised person:	Prof. Mgr. Milan Adámek, Ph.D. m. p.	

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 an exchange study period abroad and/or take a traineeship abroad, and the rights and responsibilities of incoming international students participating in an exchange study period and/or taking a traineeship at Tomas Bata University in Zlín (hereinafter referred to as "TBU"). Mobility may take a physical, blended or virtual form. Mobility means an exchange study period and/or a traineeship lasting a minimum of 31 calendar days in the case of long-term mobility with physical or blended participation, and 5–30 calendar days in the case of short-term mobility with physical or blended participation. Virtual mobility means participation in online educational activities such as virtual courses, online summer schools or COIL (Collaborative Online International Learning) programmes, with the minimum duration determined by the specific mobility programme. Recognition of virtual mobility, where it is awarded credits, is governed by the same rules as mobility with physical or blended participation.
- (2) A study period means an international mobility of a student whose principal objective is to complete courses at a partner institution and to obtain credits which will be recognised within the degree programme at TBU.
- (3) A traineeship means an international mobility of a student focused on professional activities related to their field of study at TBU. The objective of the traineeship is to

develop practical skills and professional competences in a real working environment, and the content of the traineeship must be directly related to the student's field of study. Where, as part of the mobility, a student completes a compulsory work placement prescribed by the TBU curriculum, which is assessed with credits, such mobility shall also be recorded as a traineeship.

- (4) The minimum duration of mobility may differ, depending on the type of the mobility programme. The most popular mobility programmes at TBU include Erasmus+, Freemover, CEEPUS and EEA Grants. Mobility periods with a minimum duration of 30 days are preferred at TBU, unless specified otherwise by the programme or indicated otherwise by other circumstances.
- (5) TBU students may study abroad individually (as self-paying students) or may be sent abroad to study by TBU.
- (6) TBU students may take a traineeship abroad individually (as self-paying students) or may be sent abroad to take a traineeship by TBU.
- (7) Student mobility periods are registered in the IS/STAG system.
- (8) 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 period 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 within the Erasmus+ programme, and that no later than within 10 months after passing the final state examination.
- (9) 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 which is related to the degree programme studied by the student is also considered a legitimate activity.
- (10) A student may be nominated to participate in a mobility period which requires physical presence, or part-time participation or only virtual participation. Conditions of the mobility period, particularly the amount of funding, may differ depending on these different forms.
- (11) 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.
- (12) A student may be nominated to participate in a mobility to take place during the last semester of his/her studies only if his/her individual application for a mobility period is approved by the component part at which he/she studies or if his/her request for extension of the study period is approved. The academic performance achieved so far and the potential to meet the required prerequisites for completion of studies in due time shall be assessed in terms of the individual application. The student must be informed about these requirements before leaving for the mobility. The approved request must be

handed over to the institutional coordinator in charge of administration before signing the Grant Agreement.

(13) 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 take out accident insurance, medical expenses insurance and liability insurance.

(14) List of coordinators responsible for study periods and traineeships abroad:

Faculty coordinators at the individual component parts:

<u>Faculty coordinator authorised to sign</u>		<u>Faculty coordinator in charge of administration</u>
FT	Vice-Dean for International Relations and Industrial Cooperation	Coordinator for study periods/traineeships
FaME	Vice-Dean for International Relations	Coordinator of international mobility in degree course
FMC	Vice-Dean for Internationalisation	Heads of studios + Head of Department of Marketing Communications
FAI	Vice-Dean for International Relations	Degree course coordinator
FHS	Vice-Dean for External Relations	International mobility coordinator
FLCM	Vice-Dean for Internationalisation	Assistant to the head
CPS	Director of the Centre of Polymer Systems	International mobility coordinator

Institutional coordinators:

Institutional coordinator authorised to **sign** (Vice-Rector for Internationalisation)
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 Czech National Agency for International Education and Research. The Institutional coordinator for the Erasmus+ programme is authorised to sign inter-institutional agreements concluded within the Erasmus+ programme in the Erasmus Without Paper environment.

(15) 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) – only if the incoming mobility **is not** administered through Erasmus Without Paper EWP
 - Learning Agreement (LA) – only if the incoming mobility **is not** administered through EWP
 - Online Learning Agreement (OLA) – only if the incoming mobility **is** administered through EWP
 - 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), or Online Learning Agreement Changes (CH-OLA)
 - Transcript of Records (ToR)
 - Confirmation of Study Period (CFN)
- **Incoming students** participating in a traineeship
 - Student Application Form (SAF)
 - Learning Agreement for Traineeships (LA) – only if required by the sending institution
 - Curriculum Vitae
 - Cover Letter
 - Confirmation of Study at the sending institution throughout the whole duration of the traineeship
 - Transcript of Records (sending institution)

PART TWO OUTGOING STUDENTS

Article 2 Selection procedures

- (1) All selection procedures for the allocation of study period and traineeship grants fall 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 periods organized within the Erasmus+ programme and within the Freemover programme are announced by TBU component parts through the IS/STAG 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 shall be conducted by a selection committee, the composition of which shall be determined by the Dean or Vice-Dean responsible for 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 authorised to sign are required to ensure that student selection is conducted in an impartial, transparent, and coordinated manner. The selection criteria must be publicly available.
- (5) There must be no conflict of interest in the selection process.
- (6) Also blended intensive mobility (BIP), and/or blended intensive mobility as a compensation for standard long-term mobility fall within the scope of selection procedures carried out at the level of component parts. A blended intensive mobility refers to a short-term mobility which requires physical presence of the student at the institution abroad for a minimum of 5 days; allowing the short-term physical mobility abroad to be complemented with online learning. A blended intensive mobility within the Erasmus+ programme may be taken by any student, in particular by those students who may encounter obstacles to participation in a long-term mobility. This group mainly includes: employed students (particularly those studying in the part-time mode of study), professional athletes, disabled students, students with children, or students coming from disadvantaged socioeconomic background. Detailed conditions and preferences shall be specified in internal regulations issued by the relevant component parts.
- (7) The faculty coordinators authorised 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 regarding all selected students shall be submitted to the **institutional coordinator in charge of administration** at the IO. The results of the selection procedure shall be made available to view in the IS/STAG. In case of substitute students, the component part shall proceed in accordance with the relevant internal regulation of the same component part.
- (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 authorised 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 an exchange 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 authorised 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) A student is obliged to inform the institutional coordinator in charge of administration about all specific features of his/her mobility (particularly claim relief for disabled students, for students coming from disadvantaged socioeconomic background and the so-called “green travel” support, etc.) sufficiently in advance of signing of the Grant Agreement. Applications submitted after the Grant Agreement has been concluded shall not be granted.
- (3) 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.
- (4) 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.
- (5) 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 Internationalisation. The detailed procedure adheres to the Appendix to this Directive and to internal regulations issued by the relevant component parts of TBU.
- (6) Students are required to earn at least 18 ECTS credits during their stay abroad; in the case of short-term mobility, the minimum number is 3 ECTS credits. Doctoral students are not required to earn ECTS credits. Failure to comply with this requirement will be dealt with in accordance with Article 3 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 component parts.

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 an exchange 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 submitting applications for exchange study periods or provide them with instructions on how to submit the application via EWP. Completion of the application and preparation of the (Online) Learning Agreement are mandatory steps for the implementation of the mobility period.
- (3) **Applicants** must send the printed or electronic copies of documents related to their 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 they are citizens of an EU/EEA member country or of Switzerland. Citizens of EU/EEA member countries or of Switzerland are allowed to send printed or electronic copies of documents required for study at TBU in the winter semester of the following 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 the applicants are citizens of an EU/EEA member country or of Switzerland. Citizens of EU/EEA member countries or of Switzerland are allowed to 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 an exchange 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 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 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 authorised 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. 13/2023.

Document version			
Date	Version	Changed	Description of change
2 February 2026	01	International Office	Creation of document

This English version of the internal regulation is not legally binding; it is for informational purposes only and does not have to correspond to the Czech version of the original document.