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

Article 1
Fundamental 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) Only those students who study in an accredited degree programme carried out at TBU or at its constituent part and who have met all requirements set out by the relevant Faculty 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 Faculty in accordance with its internal regulation providing for the mobility of students may participate in a study period/traineeship abroad. Graduates from 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.
- (5) Legitimate activities within a study period abroad involve Bachelor's/Master's or doctoral studies only, including the preparation of a Bachelor's/Master's/doctoral/final thesis (with the exception 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.

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

Faculty coordinators:

	<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 degree courses for international mobility
FaME	Vice-Dean for International Relations	Guarantor of degree courses
FMC	Vice-Dean for International Relations	Heads of studios + Head of Department of Marketing Communications
FAI	Vice-Dean for International Affairs and Promotion	Guarantor of degree courses
FHS	Vice-Dean for External Relations	Guarantor of international mobility
FLCM	Vice-Dean for Public Relations and Lifelong Learning	Vice-Dean for Pedagogical Activities

Institutional coordinators:

Institutional coordinator authorized to sign (Vice-Rector for International Relations)

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

- (9) List of documents related to study periods and/or traineeships
- **Outgoing students** participating in student mobility
 - 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 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
 - Grant Agreement/Financial Agreement
- **Incoming students** participating in student mobility
 - Student Application Form (SAF)
 - Learning Agreement (LA)
 - Curriculum Vitae
 - Transcript of Records (sending institution)
 - Learning Agreement Changes (CH-LA)
 - Transcript of Records (ToR)
 - Confirmation of Study Period (CFN)
- **Incoming students** participating in traineeship
 - Student Application Form (SAF)
 - Learning Agreement for Traineeships (LA)
 - Curriculum Vitae
 - Transcript of Records (sending institution)
 - Confirmation of Study Period (CFN)

PART TWO OUTGOING STUDENTS

Article 2 Selection Procedures

- (1) All selection procedures for study abroad and traineeship grants come within the competence of the individual faculties of TBU. Information on selection procedures will be posted on the web pages and on the electronic official board of the relevant Faculty sufficiently in advance. At the same time, faculties 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 Institutional Development Plan – Support of Student Mobility at TBU (hereinafter referred to as “IDP”) (Freemover mobility) are held by the faculties in compliance with bilateral agreements concluded within the Erasmus+ programme, and/or in compliance with partnership contracts concluded by TBU or by the TBU faculties.

- (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 IDP 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.
- (5) No conflict of interests is allowed during the 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 the 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 in an appropriate manner, 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 country. In case of substitute students, the Faculty shall proceed in accordance with the relevant internal regulation of the Faculty.
- (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, date of birth, student's email address, degree course studied at TBU in the English language, year and the type of studies, name of the receiving institution and 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), the 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/or the name of the institution, the period and the number of months before the deadline specified by the IO.
- (8) The Erasmus+ and IDP/Freemover programme selection procedures for mobility abroad must take place no later than 28 February of the running calendar year. If financial resources are remaining available, an additional selection procedure may take place in compliance with the internal regulation of the relevant Faculty. The faculties are obliged to send the results of the additional selection procedure no later than 30 June for the winter semester/entire academic year of the following academic year and 30 October for the summer semester of the following academic year. The faculties are obliged to observe the application deadlines for the winter semester/summer semester specified by the universities abroad, for which their students apply in the additional selection procedure.
- (9) Other grants offered which are not mentioned in Article 2 Paragraph 2 are posted on the websites of the IO, websites of relevant faculties, section International, TBU Facebook, on notice boards and banners at the faculties 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 1 September – 31 January / 30 June academic year):

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 and shall set the mobility status to "**Mobility has been postponed**". After the student has been admitted to and enrolled on the first year of the follow-up Master's programme or the 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 students' 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 study 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 set the mobility status "**Mobility did not take place**".

- (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) The 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 regulations issued by the relevant faculties.
- (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 International Relations. The detailed procedure adheres to the Appendix to this Directive and to regulations issued by the relevant faculties.
- (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, Appendix 1 to this Directive.

PART THREE INCOMING STUDENTS

Article 4 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 documents related to his/her studies at TBU in the winter semester of the following academic year or during the whole academic year no later than by 1 June of the relevant year. Documents related to studies in the summer semester of the relevant academic year must be submitted no later than by 1 November of the relevant year.

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) A 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 Faculty.

Article 5 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) A 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 Faculty.

PART FOUR FINAL PROVISIONS

Article 6

- (1) This Directive is further amended by internal regulations issued by the relevant faculties.
- (2) This Directive replaces the Rector’s Directive No. 14/2014.