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<p>Document title:</p> <p style="text-align: center;"><b>TRANSLATION OF RECTOR'S DIRECTIVE No.7/2019</b></p> <p style="text-align: center;"><b>ERASMUS</b></p> <p><b>Processed and approved:</b> (issuer of the document)</p> <p style="text-align: right;"><b>Date: 1. 2. 2019</b></p> <p><b>Dr. Martina Mannová</b> <b>Rector</b></p>		
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<b>First</b>		

## **Art. I Introduction**

- (1) The Rector's Directive is intended for students and employees of the University of Regional Development and the Banking Institute – AMBIS (hereinafter referred to as „AMBIS“).
- (2) For incoming students and employees within the ERASMUS+ program.

## **Students**

### **Art. II Outgoing students**

- (1) Selection procedure
  - Selection procedure is announced by the program coordinator in accordance with program conditions available in the EU and DZS (House of International Cooperation, [www.dzs.cz](http://www.dzs.cz)) information materials, for example the Erasmus+ Program Manual.
  - Information about the Selection procedure being held is available on the school's website in the Erasmus/students/Selection procedure section, posted on the notice board in the School Information System, on notice boards in the buildings and also sent to school e-mail addresses of students.
  - Selection procedure may be announced separately for study visits and practical trainings or in a combination of both.
  - Selection procedure for study visits and practical trainings is announced at least once per semester. For study stays, students always apply for stays realized in the following semester. Any subsequent rounds will depend on the volume of funds and quotas given by the interinstitutional contracts.
  - The submission of and application for a selection procedure is governed by the terms of the tender documentation. The evaluation of selection procedure is carried out by the program coordinator an assistant according to the criteria published in the tender documentation. A protocol is made as a record about the results of the selection procedure.
  - In the case of a lack of places at a foreign university resulting from the quotas given by interinstitutional contracts, students are offered to realize mobility at another partner school provided the conditions are met.
- (2) Payment of financial support
  - The coordinator enters a request to the Financial Department to pay the first instalment of financial support (by the means of e-mail or in writing) and supplies a copy of the student's participation contract.
  - The financial support is paid in two installments: 80 % before departure and 20 % after return and meeting the mobility conditions.
  - If the conditions set out in the Subscriber Contract are met, the Coordinator will ask the Finance Department to pay a second installment of financial support (by e-mail or in writing) after the mobility has ended.
  - If the period of stay is shortened or certain mobility conditions are not fulfilled, the Erasmus+ program conditions apply to any reduction or refund of financial support.
  - The obligation to pay tuition fees under the study agreement is maintained even during the period of the stay abroad.

- (3) Acknowledgement of subjects from abroad
- The student is entitled to the recognition of all subjects from a foreign stay that he/she has approved in the Learning Agreement from AMBIS and partner foreign institution prior to the trip.
  - Acknowledgements of subjects from abroad is entrusted to the Vice-Rector for Study on basis of the recommendation of the Guarantor of the study program.
  - Subjects from abroad are recognized with the credit value they hold at AMBIS.
  - The student submits to the Study Department an Application for Recognition of Subjects, Transcript of Records from Foreign Institution and also syllabuses of the subjects for which he/she applies for to be recognized.
  - The Vice Rector for Studies evaluates the application and subsequently enters an instruction to the Study Department with request to enter recognized subjects into Information System.
  - In the case of student going on a practical training, the internship can be recognized (in whole or in part) as a subject called Professional Practise if the subject is listed in the curriculum of his/her field of study.
  - The student asks for acknowledgement of a practical training instead of the Professional Practice course through the Study Department, where he/she submits a confirmation of the completed practical training, including content of this practical training together with the Application for the Acknowledgements of the Professional Practice course.
  - The recognition of practical training is decided by the Vice-Rector for Studies and consulted with guarantors of study programs and the Professional Practice course.
  - All outgoing students, no matter what type of mobility, are intitled to receive a total of 5 ECTS, which they receive for an optional subject Stay Abroad.
  - Application for recognition of subjects from Erasmus+ stay abroad is free of charge.
- (4) Individual study plan
- Students leaving under the terms of Erasmus+ program are entitled to an Individual study plan during semester of the stay abroad. This is automatically entered into the Information System by the Study Department based on an instruction from the Erasmus+ Program Coordinator.
  - The Study Department is informed of outgoing students by the Program Coordinator.
  - Outgoing students will not be charged for an Individual study plan if they meet the requirements of international mobility.
  - Students traveling abroad under Erasmus+ program are also entitled to free classification in the extended examination period.

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

- (1) Student nominations
- Nominations from partner institutions are sent to an email address [erasmus@ambis.cz](mailto:erasmus@ambis.cz).
  - The number of foreign students admitted is not allowed to exceed the quota indicated in the interinstitutional contracts.
  - The Coordinator informs nominated students about the AMBIS selection procedure and the protection of personal data.

- (2) Documents from the students
  - The enrolment of foreign student's process is done electronically. The student sends completed Student application Form and Learning Agreement to an e-mail address [erasmus@ambis.cz](mailto:erasmus@ambis.cz).
  - Incoming students can choose courses of maximal value 30 ECTS per semester of study.
  - The administration of the selection procedure is provided by the Program Assistant.
- (3) Accommodation
  - AMBIS does not provide accommodation for incoming students. Upon request, students are provided with information to help them find accommodation.
- (4) Arrival
  - The Coordinator will ensure, in cooperation with the Study Department, the registration of students in the AMBIS Information System and the issue of access data to it.
  - The program assistant organizes an orientation meeting before the beginning of the semester, where it distributes to incoming students' materials related to their studies and informs the students about their mobility, mobility course, study obligations, timetable, etc. Both partnership with ESN ČVUT and possibility for students to take part in their activities are also introduced.
  - Upon arrival, students can apply for a Certificate of Study.
- (5) Course of Scholarship
  - The Department for Foreign Relations continually addresses the students' teaching requirements and communicates with other departments according to the need.
  - The department assistant informs students about changes in the classroom.
  - In case of time possibilities, school trips or extracurricular events are organized for foreign students.
- (6) Ending o scholarship
  - The Coordinator will issue to the student prior to his/her departure a confirmation of the real length of study, which the student will collect in person. The acknowledgment date is either the date of collection of the document or the date of the last demonstrable participation in the class at AMBIS (exam, lecture, etc.).
  - After the teacher have completed the course classification, the coordinator will issue the student with an extract off the learning outcomes, which he/she will hand over to them in person or by e-mail post.
  - The method of completion of the course in the teaching of students is enshrined in the syllabus and thematic plan of courses and is governed by the AMBIS Study and Examination Regulations. The exact way of completion the course in each semester is in accordance with the accredited syllabus of taught subject.
  - Specification of the form of examination of acquired knowledge and skills of students in the Erasmus+ program in the taught subject within Erasmus+ at AMBIS is determined by the teacher, in accordance with the syllabus of the subject.
  - The teacher has the possibility to specify whether the final verification o acquired knowledge and skills for Erasmus+ students will be realized in the form of oral or written test, eventually in the form of a seminar paper or presentation in the taught subject (English language).

- The exact form of completion will be provided by each teacher of the given Erasmus+ course to students preferably at the beginning of the class, but no later than within 5 weeks of the Erasmus+ program courses at AMBIS.
  - In exceptional cases, Erasmus+ program students may apply for a preterm exam or test in the subject for each subject instructor, but no earlier than from the 10th week of Erasmus+ courses at AMBIS.
- (7) Provision of teaching
- Teaching is provided in cooperation of the coordinator with the heads of departments and vice-rector for studies.
  - Heads of departments will submit a list of courses that are due to staffing able to provide or update an existing list of courses. Departments will also provide a syllabus for each subject.
  - The list of courses is published on the AMBIS website in the Erasmus/incoming students' section in advance.
  - Students can send a Learning Agreement by the deadline specified in the interinstitutional agreement with the foreign institution.
  - After completing the Selection procedure, the coordinator will send to the Vice-rector for Study a list of courses selected by the students admitted.
  - Teaching is provided by the Heads of Departments in cooperation with the Vice-Rector for Studies and the Schedule creator.
  - AMBIS reserves the right to change the range of items on offer.

## **Employees**

### **Art. IV Outgoing employees**

- (1) Selection procedure
- Selection procedure is announced by the Program Coordinator in accordance with the program conditions available in the EU and DZS information materials (e.g. Erasmus+ Program Guide).
  - The selecting procedure for staff trips is announced at least once per academic year. The announcement of subsequent rounds depends on the volume of funds and quotas given by the interinstitutional agreements.
  - The selection procedure may be announced separately for a teaching stay or a training session, or a combination of both.
  - Information about the selection procedure can be found on the school website in the section Erasmus/staff/selection procedures. Employees are further informed through the heads of their divisions and departments.
  - The selection procedure is governed by the tender documentation. Its completeness and accuracy are the responsibility of the employee who applies for the selection procedure.
  - Evaluating of the selection procedure is carried out by the coordinator and the program assistant according to the criteria published in the tender documentation in accordance with the equal access and values of the Erasmus+ program. A record of the results of the selection procedure is made.

(2) Payment of financial support

- The Coordinator shall make a copy of the Participation Agreement, which shall deliver to the Finance Department and shall make a request for the payment of the subsistence and travel allowance (by e-mail or in writing).
- The financial support is paid in the installment of 100 % before the start of the stay abroad.
- If the period of stay is shortened or certain mobility conditions are not fulfilled, any reduction or repayment of the grant is subject to the terms of the Erasmus+ program.
- This Directive does not deal with any labour law obligations or rights of the outgoing employee.

### **Art. V Incoming employees**

(1) Selection procedure

- Employees arriving at AMBIS mobility will contact the program coordinator at the e-mail address [erasmus@ambis.cz](mailto:erasmus@ambis.cz), to verify the possibility of mobility.
- Arriving staff can complete both STA and STT mobility types at AMBIS.
- The Coordinator contacts the head of relevant division/department and discusses the possibility of mobility and the date of the event.
- If the mobility can be realized, the coordinator will confirm the possibility of the mobility to the candidate and sign the Mobility Agreement with him/her and the sending institution.
- The selection procedure takes place electronically, documents are sent to an e-mail address [erasmus@ambis.cz](mailto:erasmus@ambis.cz)

(2) Involvement in teaching/work department

- The head of division or department is responsible for the involvement of the incoming employee in the department or the classroom.
- During mobility, participants are provided with a coordinator and program assistant. The coordinator is the main contact for incoming staff.

(3) Ending the scholarship

- At the end of mobility, the Program Coordinator issues a Mobility duration Confirmation.
- If other documents are requested by the sending institution, these documents are submitted to the coordinator for confirmation.

### **Art. VI Other arrangements**

(1) GDPR

- On the AMBIS website, in the section for employees and students, there is a Notice on the handling of personal data within Erasmus+ program in both Czech and English languages.
- Outgoing students and employees confirm their acceptance of this Notice by signing in the Subscriber Contract.
- Incoming students sign the Notification with their signature in the Student Application Form.

- The incoming employees confirm the familiarization with the Notice together with the signing of OSH and FP.
- (2) OSH and FP
- The incoming students confirm with their signature on the attendance list at the Orientation meeting, that they are acquainted with the instruction on OHS and fire protection FP given to them.
  - The arriving staff confirm their acquaintance with OSH and FP and GDPR upon their arrival at AMBIS, the document for signing and receive all supporting documents from the program coordinator.
- (3) Information for candidates
- All information about Erasmus+ program is available on the AMBIS website in the Erasmus section.
  - The information is also posted and continuously updated on the program notice boards at individual AMBIS branches and on the notice board in the Information system.
  - Information is also available on request from the Program Coordinator's office.
  - Information about selection procedures being held an information meeting is also sent via email to school email addresses of employees and students.

### **Art. VII Closing stipulations**

- (1) This internal regulation is published on the Official Board in the section on controlled documentation.

### **Art. VIII Distribution list**

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|-----|-------------|--------------------------|
| (1) | Print No. 1 | administrator's printout |
| (2) | Print No. 2 | print on the loan        |