

Decree of the Dean at the Philosophical Faculty UHK No. 24/2017

PF UHK Decree on Organisation of Study Stays Abroad and Internships for Students and Mobility of Academic and Administrative Staff within the Framework of the ERASMUS + Program

Article I

Organisation of Selection of Students, Teachers and Employees

Erasmus + applicants complying with the conditions for study stays abroad, internships, academic mobility, and mobility of administrative staff are subjects to selection procedure before the Selection Committee.

1. The Selection Committee is appointed by the Dean of the Philosophical Faculty of the University of Hradec Králové (hereinafter referred to as “PF UHK”).
2. The Selection Committee shall be composed of at least three members. As a rule, it includes a Vice-Dean for International Affairs at the PF UHK, Internationalisation Coordinator of the department and a member of the PF UHK Science and Foreign Relations Office (hereinafter referred to as “SFRO”).
3. The Selection Committee makes decisions by voting.

Article II

Selection Procedure for Study Stays Abroad

1. The selection procedure for study stays abroad takes place in one-round. In order to participate in the selection procedure, the applicant shall submit a filled-in application form, a structured curriculum vitae and a letter of motivation in the language in which the majority of the study stay is performed, to the SFRO. In the application, the applicant shall indicate their first and second preferences to the university for study. The application form is available on the SFRO website.
2. The selection procedure is held at least once a year, usually twice. It is announced by publishing a notice on the SFRO website.
3. The selection procedure shall have the form of an oral interview in the presence of the members of the Selection Committee. Part of the selection procedure takes place in the language of instruction of the university demanded by the applicant. Members of the Selection Committee take into account the following criteria:
 - a) Language skills of the applicant of the language of instruction of the university demanded by the applicant.
 - b) The quality of the letter of motivation submitted.
 - c) Previous study results.
 - d) Interconnection of the study abroad with the applicant’s specialisation.
 - e) Quality of the applicant’s oral presentation.
4. The results of the selection procedure are published on the official notice board of the PF UHK.

5. If the candidate is not selected in the selection procedure for the university preferred by the student, the student may be offered a study any other vacancy.

Article III

Organisation of Study Stays Abroad

1. Each student shall confirm in writing, within 14 days after the publication of the selection procedure results their interest in the study abroad at the university for which the applicant was selected.
2. Every student going to study abroad shall submit a study plan for the foreign institution („Learning Agreement“) for approval by the Vice-Dean for International Affairs prior to the departure. Any change to the Learning Agreement must be agreed by all parties (student, UHK and foreign university) within one month of beginning of study at a university abroad. The administration is ensured by the SFRO.
3. Before departure, the student is required to sign a participation agreement.
4. The student shall receive the scholarship by means of a transfer to the crown account before the mobility, the money is sent in CZK. Sending the scholarship is conditioned by submission of the corresponding travel insurance. The Vice-Dean for International Affairs may, in exceptional cases, decide to send the amount to a foreign currency account.
5. The students is required to successfully complete courses with a total grant of at least 15 ECTS credits per semester within the study stay abroad. Courses must be related to the study field of study of the PF UHK; 15 credits also include foreign language courses. In case of failure to comply with the minimum number of credits for courses related to the field of study, the faculty is entitled to request a proportion of the scholarship from the student (i.e. if the student has 10 credits, the student shall return 1/3 scholarship, etc.). It is recommended to get 30 ECTS credits per semester.
6. Immediately after return, the student is required to submit a confirmation of duration of the study stay abroad and confirmed study results („Transcript of Records“).
7. The student is obliged to complete the final report immediately after their return.

Article IV

Recognition of Courses and Credits from Study Stays Abroad

1. Recognition of study results takes place after the student returns from the study stay on the basis of presentation of a copy of the study results („Transcript of Records“) confirmed by the foreign university. The student shall submit an application for recognition of credits from abroad to the SFRO immediately after returning (available for download at the SFRO website), not later than 15 days after receipt of „Transcript of Records“.
2. The application contains a proposal of subjects which the student wants to have recognised as compulsory ones (in this case, the course teacher’s or guarantor’s consent is necessary and the syllabus of courses from a foreign university must be provided), as compulsorily optional ones and optional ones. In case of compulsorily optional courses, the student shall also list the course substituted from the relevant block of their study plan. The application is approved by the Vice-Dean for International Affairs and the Vice-Dean for Study Affairs, based on the statement of the PF UHK department or office, which ensure the student’s study program. The application shall be submitted in the academic year in which the student completed the study stay abroad.
3. The following rules apply to the recognition of courses and credits:
 - a) Courses passed by the student abroad and which are analogous to the courses of their study program which is confirmed by the student’s syllabus, may be fully recognised as compulsory courses after the teacher’s or guarantor’s consent of the relevant course at the PF UHK.
 - b) Courses passed by the student abroad and which are analogous to the compulsorily optional courses of their study plan or which fall within their study program, may be recognised as compulsorily optional courses. The credits of these courses correspond to the ECTS credits awarded by the foreign institution.
 - c) Other courses are recognised as optional courses. If the student does not have a block of compulsorily optional courses in their study plan, the subjects covered by their study program are also recognised as optional courses.
 - d) Foreign language courses are recognised if they are included in the student’s plan. Thus, they can substitute the compulsory course (if it is the same foreign language), they can be recognised in a

block of compulsorily optional courses (if the block contains a foreign language course) or optional ones (if the student does not have a foreign language course in their block of compulsorily optional courses).

4. The student's marking of the courses is recognised as that corresponding to the marking stated in the results from the foreign institution. If the marking scale of the foreign university does not correspond to the marking scale used by the UHK, the Vice-Dean for International Affairs shall suggest the transfer to the marking used by the UHK on the basis of the UHK Study and Examination Regulations.
5. Upon approval of the student's application, the Study Department shall record the student's results into the information system according to the rules of the study results recording.
6. The results from abroad are included in the student's weighted average as well as the results obtained at the UHK.

Article V

Implementation of Mobility from Partner Universities

1. A foreign university nominates a student to study a particular study program and degree. The student shall fill out the application documents and shall send the documents confirmed by the foreign university by 30 June for winter semester and by 1 December for summer semester. In justified cases, the Vice-Dean for Study Affairs may grant an exception for later submission of these documents.
2. An international student is obliged to arrive before the beginning of a given semester and attend an information meeting on an SFRO. In justified cases, an exception for later arrival may be granted by the Vice-Dean for Study Affairs.
3. Foreign teachers or administrative staff interested in mobility at the PF UHK shall contact the SFRO or the Departmental Internationalisation Coordinator well in advance. The documents are confirmed by the SFRO.

Article VI

Organisation of Internships

1. The selection of applicants for internships within the Erasmus + program is carried out by the selection committee. Registration and selection of candidates shall take place continuously. Within the selection procedure, they assess the language skills of the applicant in the language of the country where the applicant applies for an internship, the student's previous results and the quality of interconnection of the internship with the student's specialisation.
2. The student, in cooperation with the employer, shall complete the internship plan prior to the internship. The completed internship plan is submitted to the SFRO.
3. In case of significant changes to the internship plan, an addendum to the internship plan shall be required.
4. Before departure, the student is required to sign a participation agreement.
5. For a completed internship, the student shall be granted 5 ECTS credits per month (maximum 60 credits). These credits are recognised in the form of compulsory, compulsorily optional or optional courses according to the proposal of the relevant department and the Vice-Dean for Study Affairs. Less than a month is granted with a proportionate number of credits, i.e. one ECTS credit is granted for each completed six days.
6. Upon completion of the internship, the student immediately, within 15 days at the latest, submits the application for recognition of credits, which includes a certificate of internship completed confirmed by a foreign institution, approved by the Departmental Internationalisation Coordinator, the Vice-Dean for Study Affairs and Vice-Dean for Study Affairs.
7. Upon approval of the student's application, the Study Department shall record the student's results into the information system according to the rules of the study results recording.
8. The student shall receive the scholarship by means of a transfer to the crown account before the mobility, the money is sent in CZK. The condition for sending the scholarship is the submission of the corresponding travel insurance. The Vice-Dean for International Affairs may, in exceptional cases, decide to send an amount to a foreign currency account.

9. At the end of the internship, the student is required to submit a confirmation of the length of the internship and the evaluation of the internship. The original of the documents shall be delivered to the SFRO.
10. The student is required to meet the internship plan within the internship. In the event of failure to meet the internship plan, the FF UHK may require the student to return the proportionate part of the scholarship.
11. The student is obliged to complete the final report immediately after their return.

Article VII

Organisation of Mobility of Academic and Administrative Staff

1. Every academic and administrative staff member of the PF UHK is entitled to a foreign short-term traineeship.
2. In the event that there is a demand higher than the quota allocated to the FF UHK, the selection shall be decided by a selection committee. In this case, the Selection Committee takes into consideration the need for an traineeship in terms of the job description of the applicant, the amount of work load and the number of mobilities already completed by the applicant within Erasmus. The Committee also takes account of the equilibrium of the PF UHK field of study structure.
3. Employees' mobility is organised by sending them on a foreign business trip and by reimbursement of travel costs.

Article VIII

Final Provisions

This Decree supersedes the PF UHK Dean's Decree No. 07/2016 and becomes valid and effective on 17 October 2017.

Mgr. et Mgr. Pavlína Springerová, Ph.D., m.p.
Dean at the Philosophical Faculty UHK