
Erasmus Placements

Placements are the second type of Erasmus student mobility. Providing there is a bilateral agreement signed between Charles University and the partner institution, students can undertake placements at partner universities or their affiliated institutions, such as laboratories, research centres, teaching schools, teaching hospitals or other workplaces. Students are selected for placements in a procedure organized by their home faculty.

The administrative procedure for organizing placements abroad through the Erasmus+ programme has been simplified by Charles University's online system. Through this system the Erasmus student can monitor the procedure step-by-step, check on the current status of the application, download relevant documents in pdf format, check on the dates and the amount of financial support transferred, etc. The Erasmus programme online system pools data from the University's Student Information System (SIS) and the Erasmus bilateral agreement database.

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Taking part in the Erasmus+ programme

According to the Erasmus programme Eligibility Rules, students are eligible for a placement period abroad if:

- A. they are enrolled in an accredited Bachelor's, Master's or PhD degree programme at Charles University;
- B. they have enrolled for at least the second year of their Bachelor's studies at Charles University;
- C. they will remain enrolled as students of Charles University throughout their placement abroad;
- D. a placement is included in their curriculum.

Selection procedures and nomination of students in 2017/2018

The **selection procedures** to fill the available places are the responsibility of the individual faculties or sections of faculties (departments, institutes, etc.), which announce the selection procedures, and ensure all students have equal access to them and the selection is transparent.

The result of a selection procedure is a list of successful students, listed in order of preference for the individual countries. Students apply to take part in selection procedures according to the conditions stipulated by the selection commission and by registering in the Charles University online system. If the available student-months are not all used up, **additional selection procedures** can be held to fill further places in the summer semester 2017/2018.

Nomination of students

- * Students who have been successful in a selection procedure can be nominated for an Erasmus placement.
- * Students are nominated by the faculty coordinator (authorized by the Dean).
- * Once nominated, students are entitled to receive financial support for their Erasmus period.

Applying through the online system

When registering in the online system, all candidates can apply for up to three destinations for any one selection procedure from among the places offered by the Charles University faculty where they are enrolled during the given period (winter / summer semester).

When choosing destinations, they should take into account the fields of study offered there.

Applying through the Erasmus online system <https://is.cuni.cz/webapps>

Students gain access to the system by using their **personal number** (the eight-figure number on their student identity card below the photo) and the **password** that goes with the card. If they have forgotten the password or it has expired, they can get a new one from the Charles University Central Authentication Service (CAS) at <https://ldap.cuni.cz/index.php>.

The online system is open for applications for Erasmus placements abroad in the winter and summer semesters 2017/2018 from 1 May 2017. The results of the selection procedures are announced by the Erasmus faculty coordinators and are also entered in the online system (by indicating whether students are nominated or not nominated).



Training Agreement

The **Training Agreement for a placement** abroad must have clear links to the curriculum of the student's field of study at Charles University. Placements can only be recognized if they have a recognizable equivalent within the student's degree programme at Charles University.

The placement may constitute a compulsory, recommended optional, or optional part of the curriculum.

The specific details and content of the placement must be described in detail via the online system. By filling in this information the students complete their Training Agreement, which constitutes an integral part of the Application Form. The information given in the Training Agreement is also contained in the **Record of the Placement Abroad (Protokol o praktické stáži v zahraničí)**; this is printed from the online system, approved by the director of the student's degree programme at Charles University and then signed by the Vice-Dean for Study Affairs at the relevant Charles University faculty.

Application Form

The Application Form is generated automatically in pdf format and after it has been filled out it can be printed at any time from the online system. When applying for Erasmus placements, it is essential to check the requirements of the partner institution, which may ask for its own forms to be completed, especially regarding accommodation, orientation days, language courses, etc.

NB! Deadlines for applications at partner institutions may be different from those at Charles University!

Partner institutions usually **inform students that they have been accepted for a placement** abroad by sending back the confirmed Application Form. The student will also receive a **"Letter of Invitation"** directly from the workplace providing the placement. These documents are usually sent to the student's address. If they are sent to the faculty or the European Office at Charles University, the relevant coordinators will inform the student at once so he or she can start to deal with the financial documents.

OLS - Online Linguistic Support

The Online Linguistic Support (OLS) supports language learning for Erasmus+ mobility participants. The OLS offers participants in Erasmus+ long-term mobility activities (Key Action 1) the opportunity to assess their skills in the foreign language(s) they will use to study, work or volunteer abroad. In addition, selected participants may follow an online language course to improve their competence.

More information on <https://erasmusplusols.eu/>

Transferring grants to a EUR account

When a grant has been awarded to a student, it is transferred to his or her special bank account in Euros, which the student has previously activated for the purpose of paying funds to participants in the Erasmus programme. This account is opened only for the duration of the student's participation in the programme.

The amount of financial support is stipulated in the financial documents. Students must fill in the account number in the online system as a condition for the Financial Agreement to be drawn up.

Activating the account

In order to activate the bank account students must present the following documents listed below:

- a. Application Form to study at the receiving institution confirmed by the sending institution
 - b. Identity card
 - c. Student identity card or other document confirming identity (passport, ISIC card, etc.).
- The EUR account can be activated at any of the bank in Czech Republic.

Ways the bank account can be used:

1. Withdrawing funds using the debit card
2. Transferring funds to another account
3. Withdrawing funds in cash with no bank charge at certain branches

Grants in 2017/2018 according to country

Diferenciace finanční podpory do jednotlivých zemí v roce 2017/2018

After receiving the Application Form (confirmed by the receiving institution) and the Letter of Invitation, students are entitled to receive a grant to support them during their placement period abroad. This grant is awarded on the basis of a Decision of the Dean.

The faculty coordinator is responsible for drafting the **Decision of the Dean to Award a Grant**.

If the placement period abroad does not last for a whole number of months, the grant for the last month is allocated on the basis of the number of days of the last month spent abroad, whereby "month" does not mean a calendar month, such as March, but a period of time, such as 6 March to 6 April.

1 - 7 days

zero financial support

8-20 days 1/2 financial support for month
21 -30 days full financial support for month

Example: A student who is abroad from 8 January to 25 April receives financial support for 3.5 months.

Calculation of the length of stay:

- from 8 January to 8 February = 1 month*
- from 9 February to 8 March = 2 months*
- from 9 March to 8 April = 3 months*
- from 9 April to 25 April = 17 days*

To calculate the exact length of a placement based on the dates it begins and ends, use this [calculator](#) .



Financial Agreement

The proper use of the grant that has been awarded and the conditions for paying it out are set out in the [Financial Agreement](#) , in accordance with the Eligibility Rules of the Erasmus programme. Students sign the Financial Agreement with Charles University via the [European Office](#) .

The Financial Agreement will be ready for the student to sign after the Decision of the Dean to Award a Grant is issued, though no later than 15 days before the student's planned departure for the placement.

The student's Erasmus application must be properly completed online (including the number of the EUR account to receive the grant and the number of the student's ID card or passport) before the Financial Agreement can be printed and prepared for signing. An email informing the student of how the Financial Agreement can be signed and collected will be sent to the address of the student given in the online system.

In order for the Financial Agreement to be signed and the grant paid out, the following documents must be submitted:

- **Decision of the Dean to Award a Grant**
- **confirmed Training Agreement**
- **Record of the Placement Abroad (Protokol o praktické stáži v zahraničí)**
- **Letter of Invitation from the receiving institution (placement provider)**

Students receive one original of the Financial Agreement, and also *an LLP-Erasmus Nomination Letter* in English or German for the officials (immigration police) abroad.

According to EU regulations students are obliged to register with the immigration police in the place where they are going to study within 30 days of their arrival.

Health insurance and third party liability insurance

EU citizens are entitled to health care in EU and EEA countries in accordance with the EEC Council Regulations 1408/71 and 574/72. However, in all EU countries patients may have to pay some of the costs themselves. For this reason it

is students' responsibility to make sure they have an insurance policy covering all medical expenses that is valid for the country they will study in. Since 1.6.2004 an amendment of the Regulations referred to above has been in force, establishing the European Health Insurance Card as the document entitling patients to medical care in EU and EEA countries.

Students travelling abroad for a placement must also obtain **third party liability insurance** valid for the receiving institution (the placement provider).

Extending the placement period

Erasmus placement periods can be extended without entitlement to additional financial support ("**zero-grant students**"). During the period of extension, students continue to have Erasmus status and are able to make use of all the advantages the Erasmus programme offers. The total length of the placement (including the extension) must not be more than 12 months and the placement must finish by the end of the academic year at the latest. The period of extension must follow on directly from the placement that was originally planned.

In order to extend their placement period, students should send their faculty coordinator confirmation that the receiving institution agrees with the extension (a Letter of Invitation for the period of extension), fill in a Training Plan for the period of extension in the online system, and send the form "Changes in the Record of the Placement Abroad" (Změny v protokolu o praktické stáži) in pdf format to the director of their degree programme for approval. After receiving both documents, the faculty coordinator will extend the placement in the online system.

If the student is to **received additional financial support for the extension**, the faculty coordinator will issue an addendum to the Decision of the Dean to Award a Grant. The Charles University European Office will send the student an Addendum to the Financial Agreement to be signed, which alters the length of the placement period abroad and the obligations after returning.

Obligations after returning

According to the undertakings made in the Financial Agreement, after returning students must complete the final evaluation report and submit the following documents to the European Office:

- **Placement certificate or final evaluation report written by the head of the receiving institution (placement provider)**

Deadline for submitting the document: within 10 days of the date it was issued by the receiving institution, but in any case by 30 September of the relevant academic year at the latest.

- **Confirmation of LLP-Erasmus practical placement period** - A form containing the essential elements for this document can be found in Appendix D of the Financial Agreement.

Deadline for submitting the document: within 10 days of the date it was issued by the receiving institution, but in any case by 30 September of the relevant academic year at the latest.

- **Final report:**

Students fill in their final report on the website of the National Agency: <http://erasmus-database.naep.cz/modules/erasmus/>. Students log in using their email address (the one they gave in the Erasmus online system). The password for access to the National Agency website to fill in their final report will be sent to them at the same email address after submission of the documents listed above.

Deadline for submitting the report: within 1 month of completing the placement period.

The European Office keeps a record of all the printed documents required after the end of the placement and the final reports. Students can check whether they have been received in the online system.

Details of financial arrangements if the placement is terminated early

If the "Confirmation of placement period" document shows that the placement period has been terminated early, students are obliged to return the part of the grant that they have received but were not entitled to.

If the placement period abroad does not last for a whole number of months, the grant for the last month is allocated on the basis of the number of days of the last month spent abroad, whereby "month" does not mean a calendar month, such as March, but a period of time, such as 6 March to 6 April.