



Dean's Decision No. 10/2015

Organization of tendering procedures for research fellowships and internships and obligations of the students using the possibilities of studying abroad

The aim of this decision is to specify the terms of tendering procedures for research fellowships and practically orientated internships of students of the Faculty of Fisheries and Protection of Waters University of South Bohemia in České Budějovice (FFPW USB). The decision contains the tendering procedures for capacity utilization obtained on basis of bilateral contracts, joint projects with abroad institutions or under student's mobility and grants projects (e.g. ERASMUS, CEEPUS etc.).

Tendering procedures for mobility abroad, which are not in competence of FFPW USB, are controlled according to the rules of the specific programme.

Article 1

Fundamental provisions

- 1) Students of FFPW USB can undertake part of their study programme at foreign university according to the valid bilateral contracts or students' mobility or grant programmes (e.g. ERASMUS+, CEEPUS, development projects of MEYS of Czech Republic, government scholarships etc.).
- 2) Students of FFPW USB may also undertake practically orientated internships abroad at a university, public institution or in a various companies within the bilateral contracts, agreements of practice-orientated internships or under student mobility and grant projects.
- 3) Only a student in accredited study programme implemented at FFPW USB with properly completed 1st year of a university study in bachelor study programme in full time or combined form of study (gained at least 40 credits) and with proved relevant level of foreign language knowledge can be sent to study abroad.

Article 2

Tendering procedure

- 1) Tendering procedures for research fellowships and practice-orientated internships for students of FFPW USB which are in competence of FFPW USB are published by the Vice-dean for foreign relations of FFPW USB.
- 2) Tender procedures are published on web pages of FFPW USB usually and an informative email is sent to email addresses of students from study office.
- 3) Students submit this documents for purposes of tendering procedures before the deadline:



- a) application form, with contacts and weighted arithmetical study average during the whole university studies;
- b) motivation letter in English or in relevant language which will be used as a study language during the studies abroad.

- 4) The list of applicants of the tender procedure, which is a competence of FFPW USB, will be set according to this evaluation criteria and subsequent score of the evaluation committee (see Article 2, Paragraph 5):

a) weighted arithmetical study average (according to the results of exams in STAG, or according to Diploma Supplement when student does not attend FFPW USB) during the whole study since the application deadline (max. 20 points);

b) degree, year and form of study (max 20 points);

c) motivation letter specifying the reasons for the study at a foreign university and expected benefits of the stay abroad (max. 20 points);

d) international certificate in language which will be used as a study language during the study abroad (max. 20 points).

- 5) The Committee of the tender procedure consist of the Vice-dean for study affairs, the Vice-dean for foreign relations and the Chairman of Academic Senate of FFPW USB. The Committee evaluates the applicants and students gain the support for research fellowship or practice-orientated internship according to the list of score.

Article 3

The obligations of students before they leave to study abroad – Erasmus+

- 1) Student, who succeeded at tender procedure organised for Erasmus+ needs to fill two copies of:

a) Application Form;

b) Learning Agreement; in case of practical-orientated internship also a Training Agreement;

c) other forms required by the foreign university, resp. by the support provider.

Students give all forms to the officer for Ph.D. study and foreign relations until deadline.

- 2) Research fellowship: student selects courses which correspond to the structured list of courses corresponding study programme of FFPW USB from the offer of courses of the foreign university. It is necessary to follow this rules during the selection:

a) min. 50 % of the content of each course must be substantively identical with appropriate courses of study programme at FFPW USB, the conformity of the courses is agreed by the Vice-dean for study affairs of FFPW USB.

b) within the selected courses can be also courses which were studied in the past at FFPW USB, but they will be submitted only as optional courses.



- c) parts of study programmes of FFPW USB in subsequent semesters can be present within selected courses too; they cannot be enrolled and studied at FFPW USB for second time.
- d) number of selected courses must represent min. 20 ECTS credits/semester.
- 3) The participation deal is negotiated between the student and the Vice-rector for International Relations of USB. The participation deal is based on the *Application Form* and *Learning Agreement (Training Agreement* in practice-orientated internships) confirmed by the foreign university.
- 4) A student who can not undertake planned courses at the foreign university for serious reasons (e.g. the course is not opened, collision in the schedule), starts with correspondence with relevant Vice-dean for foreign affairs to start and submit alternative courses as quickly as possible.
- 5) A student who can not undertake planned internship starts with correspondence with relevant Vice-dean for foreign affairs where he/she gives reasons why it is unable to do so.

Article 4

Recognition of study abroad

- 1) Student must be familiar with all conditions of study abroad before leaving to the partner university.
- 2) It is necessary to give this documents to the study office of FFPW USB after the return to complete the internship:
- a) *Transcript of Records*;
 - b) *Confirmation of Study Period* (duration of the stay must concur with the period in the financial contract);
 - c) *Final Report* (electronic or paper form depending on the mobility programme).
- 3) The submitted official confirmation about successful exams at a foreign university (*Transcript of Records*) will be converted by the study officer into the electronic study agenda (STAG). All absolved courses will be listed in students' index. Names of all absolved courses will be written in English language not considering study language.
- 4) If a student applies for submitting of some absolved courses as mandatory or optional mandatory courses according to the study plan of FFPW USB, he/she submits confirmed Course syllabus with the Application of Recognition.
- 5) It is student's obligation to meet other obligations which are specified in relevant rules of the student mobility programme.

Article 5

Recognition of a training/training-stay abroad

- 1) The student must be familiar with all condition of training recognition abroad before leaving to the partner university.
- 2) Based on the submitted official confirmation by internship and content of the internship (*Training Agreement*) can a student apply at a Head of Practice for foreign training recognition.



Article 6

Failure to meet listed obligations

- 1) If the student does not complete all duties, he/she must submit all reasons in writing which resulted to the failure.
- 2) A student can be asked to return part or whole scholarship as a result of a failure to meet the above mentioned obligations.
- 3) The Dean decides about the amount of returned scholarship upon the circumstances which led to the failure to meet the duties.

Article 7

A brief characteristic of ECTS and exams classification

ECTS – European Credit Transfer and Accumulation System is based on total work load of a student and not only during direct contact with the school courses.

EC – European credits are more or less relative than absolute measuring of the student's effort. Credit assignment to the relevant course is based on "the load of the average student", but not on contact hours.

ECTS is based on the overall output 60 EC per academic year and 30 EC per semester,

- during (three-year) bachelor's study programme: 180 EC,
- during (two-year) continuing master's study programme: 120 EC

including the Final exams and defences.

All courses are completed by one exam. Classification of the exams contains 6 levels:

- A (excellent)
- B (very good),
- C (good),
- D (satisfactory),
- E (sufficient),
- FX (fail but repeatable),
- F (fail).

This decision becomes effective on 12th February 2015.

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Dean of FFPW USB