



## **Dean's Measure No. 6/2019**

### **Organization of Selection Procedures of International Mobilities and Internships, Obligations of the Students Using the International Mobilities, and Organization of International Mobilities of FFPW USB Staff**

The aim of this Measure is to specify conditions i) of selection procedures of international mobilities and internships of students, and ii) international mobilities of staff of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice (hereafter FFPW USB). The measure relates to the selection procedures for filling capacities established on the basis of bilateral contracts, collective projects with institutions abroad or under student's mobility and grants projects (e.g. ERASMUS, CEEPUS etc.).

Selection procedures of international mobilities, which are not in competence of FFPW USB, follow the rules of the specific programme.

#### **Article 1 Fundamental Provisions**

- 1) Students of FFPW USB can take 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 The Czech Republic, government scholarships etc.).
- 2) Students of FFPW USB may also do internships abroad at a university, public institution or in various companies within the bilateral contracts, agreements of internships or under student mobilities and grant projects.
- 3) Only a student in accredited study programme implemented at FFPW USB who duly completed first year of a university study in bachelor's study programme in full time or combined form of study (i.e. gained at least 40 credits) and who proved sufficient level of foreign language knowledge can be selected for an international mobility.
- 4) Both academic and non-academic FFPW USB staff can participate in teaching mobility, training, and other activities abroad (hereafter mobilities). Only a FFPW USB employee with sufficient qualification requirements of a given programme can be selected for an international mobility.



## Article 2 Selection Procedure

1) Selection procedures of international mobilities, internships of students of FFPW USB and international mobilities of FFPW USB staff within the competence of FFPW USB are announced by the Vice-dean for Foreign Relations of FFPW USB.

2) Selection procedures are usually announced on FFPW USB website and via information e-mail sent both to students and staff by the officer for PhD study and foreign relations.

3) For the purposes of selection procedures students submit in due time the following documents:

- a) an application form containing their contact details and a weighted study average over the course of their entire university study;
- b) a cover letter in English or in language in which the tuition at the foreign university is held.

4) For the purposes of selection procedures employees submit in due time the following documents:

- a) location and dates of mobility including the contact person in receiving institution
- b) a cover letter describing the benefits of the mobility both for the employee and the institution
- c) the potential cooperation with partner university or institution

5) In selection procedure within the competence of FFPW USB, the order of the applicants is determined according to the following criteria and subsequent evaluation of a committee (see Article 2, paragraph 6):

### Students

- a) weighted study average (calculated from the results of exams in STAG, or Diploma Supplement in case of students who did not study at FFPW USB) over the course of their entire study up to the application deadline (max. 20 points);*
- b) degree, year and form of study (max 20 points);*
- c) cover 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 in which the tuition at the foreign university is held (max. 20 points);*
- e) conformity of the length of the stay with the regulations of the providers of financial support and internationalization strategy of FFPW USB (max. 20 points).*

### Employees

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



*b) conformity of the length of the stay with the regulation of the providers, previous cooperation with given partner university, conformity with the development and internationalization strategy of FFPW USB, language competence (max. 20 points).*

6) The Committee for selection procedure consists of the Vice-Dean for Study Affairs, the Vice-Dean for Foreign Relations and the Chairman/Chairwoman of the Academic Senate of FFPW USB. The committee evaluates the applicant; the applicants are awarded potential support for realization of the international mobility or internship according to their order based on the number of points.

### Article 3

#### Obligations of the Students prior to Leaving for International Mobility–Erasmus+

1) The student who succeeds in selection procedure organised for Erasmus+ submits two copies of:

*a) Application Form;*

*b) Learning Agreement; in case of an internship a Training Agreement;*

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

The student submits all documents to officer for PhD study and foreign relations in due time.

2) In case of study mobility, the student selects from the courses offered by the foreign university courses corresponding with the structured list of courses of the corresponding study program at FFPW USB. The selection needs to observe the following rules:

a) At least 50% of the content of each selected course must be in terms of content consistent with the courses of the study program at FFPW USB; the congruence of the courses is decided by the Vice-Dean for Study Affairs of FFPW USB.

b) Courses already studied at FFPW USB can be part of the selection, but then they will be recognized only as optional courses.

c) Courses listed in the study program at FFPW USB for the following semesters can be part of the selection; however, the student cannot be enrolled and study them for second time at FFPW USB.

d) The number of selected courses must correspond with min. 20 ECTS credits/semester.

3) The participation agreement is concluded between the student and the Vice-Rector for International Relations of USB on the basis of *Application Form* and *Learning Agreement* (*Training Agreement* in case of internships) confirmed by the foreign university.

4) In case the student cannot undertake the planned courses at the foreign university for serious reasons (e.g. the course is not opened, collision in the schedule), the student contacts the relevant Vice-Dean for Foreign Relations in order to select and authorize the alternative courses as soon as possible.



5) In case the student cannot undertake the planned mobility, the student contacts the relevant Vice-Dean for Foreign Relations and explains the reasons for their inability to do so.

#### **Article 4**

##### **Obligations of the Employee prior to Leaving for International Mobility**

1) To fill in all the required documents (e.g. *Teaching/Training agreement*, travel expense report, mobility agreement, documents for preparation of journey abroad) in accordance with the given mobility programme.

2) To arrange a travel insurance for business trip abroad.

#### **Article 5**

##### **Recognition of Foreign Study**

1) The student must be familiar with all conditions of recognition of foreign study prior to leaving to the partner university.

2) After the return from the international mobility, it is obligatory to submit the following documents to the Study Office of FFPW USB:

a) *Transcript of Records*;

b) *Confirmation of Study Period* (period of the mobility must correspond with the period specified in the financial contract);

c) *Final Report* (submitted either electronically or in printed form according to the given mobility programme).

d) Request for recognition of courses, exams, or other study requirement in case the course in question is not listed in the study program in which the student is enrolled. In this case, the student attaches the syllables of such courses confirmed by the foreign institution to their request.

3) The Dean of FFPW USB decides, whether the courses from the international mobility are recognized as obligatory or elective courses in terms of student's study program whether the courses studied abroad are included in the required minimum number of credits in the selected elective courses or whether these courses are recognized as optional. According to Dean's decision, the study officer makes a record on recognized courses, exams or other study requirements in STAG and if need be in the study credit book (index).

4) The recognition of study abroad observes the regulations in Study and Examination Rules of USB.

5) The student is obliged to fulfil all other requirements of the given student mobility programme.



## Article 6

### Recognition of Practice – Internship Abroad

- 1) The student must be familiar with all condition of recognition of practice abroad prior to leaving to the partner university.
- 2) On the basis of an official confirmation of internship and of the internship content (*Training Agreement*), the student can ask the Head of Practice for recognition of practice abroad.

## Article 7

### Failure to Meet the Stated Obligations

- 1) In case the student fails to fulfil their obligations, they must provide the reasons which resulted in the failure in writing.
- 2) The student may be asked to return a part or whole scholarship as a result of their failure to fulfil the above-mentioned obligations.
- 3) After assessment of the circumstances leading to the failure of given obligations, the Dean decides on the amount of scholarship to be returned.

## Article 8

### A Brief Characteristic of ECTS and Exam Classification

ECTS – European Credit Transfer and Accumulation System is based on total student workload and not only on the number of contact hours.

EC – European credits are rather relative than absolute measure of the student’s work. Credit assignment to the course is based on “an average student workload,” but not on contact hours.

ECTS is based on the overall output 60 EC per academic year and 30 EC per semester, meaning  
– over (three-year) bachelor’s study programme: 180 EC,  
– over (two-year) follow-up master’s study programme: 120 EC  
including the Final exams and defences.

All courses are completed by an exam. The classification of the exams consists of 6 levels:

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

## Article 9



### **Obligations of the Employee after Return from the International Mobility**

- 1) To submit all the documents required for conclusion of the given mobility (e.g. teaching confirmation, receipts, tickets etc.) in accordance with given mobility programme.
  
- 2) To prepare a report, either in written or electronic form via Mobility Tool (in case of Erasmus+ programme). The link will be sent to the FFPW USB employee automatically via e-mail after their return.

This measure comes into effect on 1<sup>st</sup> March 2019 and rescinds Dean's decision No. 10/2015.

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