

**SLEZSKÁ
UNIVERZITA**



Rector's Directive No. 5/2021

Organisation and Financing of Foreign Mobilities of the Silesian University in Opava

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Part I General Provisions

Article 1 Purpose

The Directive regulates the procedure for the organization and financing of foreign student mobilities (hereinafter also referred to as "student mobilities") and mobilities of academic staff and other employees (hereinafter also referred to as "employee mobilities") of the Silesian University in Opava (hereinafter referred to as "SU") with foreign universities provided by SU and its Parts.

Article 2 Types of Foreign Mobilities

1. A Foreign mobility of students, academics and other employees of the SU takes place on the basis of:
 - a) international programmes (ERASMUS+ and others);
 - b) MŠMT PROGRAMMES (AIA, DAAD, AKTION and others);
 - c) bilateral and interinstitutional treaties (hereinafter referred to as "bilateral treaty") concluded by the SU;

- d) bilateral contracts entered into as part of an SU;
 - e) other mobility programmes (development projects, intergovernmental agreements, SU Strategic Management Support Programme, etc.).
2. The mobilities of individual programmes shall be financed from the financial resources received in the framework of the individual programmes. Co-financing from other sources is not excluded.

Article 3

Organisation of Foreign Mobilities

1. The Department/Departments of Foreign Relations of the SU Parts (hereinafter referred to as "OZS Parts") prepares the documents for the conclusion of bilateral agreements on Foreign Mobilities, cooperation agreements or similar agreements on the implementation of a given type or mobility program, in a foreign language and eventually also in the Czech version.
2. The Department for Science and Foreign Relations of the Rector's Office (hereinafter referred to as "OVZS SU") records foreign mobilities under Article 2 of this Directive. The subject of the register are:
 - the lists of programme mobilities carried out as referred to in point (a) of Article 2 (1), including the amount of funding and documentation related to a mobility, copies of project applications, records of subsequent changes and Final Reports for the programmes;
 - similar documentation for mobilities as referred to in Article 2 (1) (b) and (e);
 - the contracts on the basis of which the programmes referred to in Article 2 (1) (c) and (d) are implemented.
3. Proposals and documentation of mobilities of individual students and employees of SU are provided by OZS Parts.
4. Depending on the conditions of individual programs, the registration of Foreign Mobilities and relevant documentation is carried out, in particular electronically, through the Mobility System SU (hereinafter referred to as "ISOIS").
5. The Part managers are responsible for compliance with contractual arrangements as well as internal regulations and SU standards and for the balanced management of earmarked funds, including their economical use.
6. The Parts of OZS are obliged to deliver all documents necessary to ensure Foreign Mobilities to OVZS SU at least 10 working days before the planned trip abroad in the case of an employee mobility, or at least 1 month before the planned departure abroad in the case of a student mobility. An exception to these deadlines may be allowed by the responsible employee of OVZS SU.

Part 2

Finances

Article 4

Financing of Foreign Mobilities

1. The financing of the Foreign Mobilities referred to in points (a), (b) and (e) of Article 2 (1) shall be managed in accordance with the rules laid down by the financial support provider concerned.
2. The financing of the mobilities referred to in Article 2 (1) (c) and (d) shall be governed by the provisions laid down in the relevant bilateral agreement and by the Rector's Directive currently in force on the granting of reimbursement of Business Trip expenses.
3. Expenditure incurred on Business Trips abroad by the staff of the SU and by foreign staff sent to mobilities by the Silesian University under Article 2 (1) (c), (d) shall be borne by each Part from its own financial resources.
4. SU employees who have been selected by their Senior Employee to participate in a Foreign Mobility under the Erasmus+ programme is not automatically entitled to the financial support from the Erasmus+ programme.

Article 5

Settlement of Foreign Mobilities

1. The Settlement of mobilities carried out under Article 2 (1) (c) and (d) shall be governed by the provisions of the relevant contracts and by the Rector's Directive currently in force on the provision of reimbursement of Business Trip expenses.
2. The Settlement of Student Mobilities referred to in Article 2 (1) (a), (b) and (e) shall be drawn up in accordance with the rules laid down by the financial support provider concerned.
3. The Settlement of Staff Mobilities referred to in Article 2 (1) (a), (b) and (e) shall be drawn up in accordance with the rules laid down by the financial support provider concerned, by the Rector's Directive currently in force on the granting of reimbursement of Business Trip expenses and by the provisions of Article 10.

Article 6

Provision of Scholarships to Students

1. Mobility-related scholarships are provided to students in accordance with the SU Scholarship Regulations, as amended.

Article 7

Insurance

1. Students who go abroad for a mobility are obliged to provide independently and at their own expense insurance for travelling abroad in accordance with the conditions set for individual mobility abroad. The student is obliged to upload the travel insurance document to his/her ISOIS application.
2. Students who travel within the representation of the SU for conferences, competitions, etc. can be arranged the travel insurance by the SU at their cost.

3. Foreign students who come to study at the SU must have insurance to cover the costs of healthcare in the Czech Republic. This insurance shall be carried out at their own expense.
4. SU employees who are sent on business trips as part of a foreign mobility are insured by travel insurance on the basis of an SU contract on foreign travel insurance.
5. Foreign employees posted to the SU must have insurance to cover the costs of healthcare in the Czech Republic. This insurance shall be carried out at their own expense.

Part III

Procedures and Obligations of Participants and Responsible Employees in the Implementation of Mobilities

Article 8

Responsible Employees for the Implementation of Erasmus+

1. The institutional or university coordinator of the Erasmus+ programme shall be the authorised employee of the OVZS SU. He/she has the access to the role of "SU Coordinator" and "SU Employee of the University's Foreign Department" in ISOIS.
2. The Faculty Coordinator of the Erasmus+ programme or the coordinator of the Erasmus+ Part programme means the relevant authorized employee of the OZS Part. The role of the "SU Coordinator" and the "SU Employee of the Faculty Foreign Department" is available in ISOIS.
3. The coordinator of the Erasmus+ programme at the institute or department (hereinafter referred to as the "Institutional Coordinator") means the authorized employee of the institute of the faculty or department of the faculty. He/she has the access in ISOIS to the role of "SU Branch Coordinator". If there are no such staff for the Parts appointed in individual departments/institutes, their function is performed by the Faculty Coordinator.

Article 9

Procedures and Obligations of Students and Responsible Employees in the Implementation of Student Mobilities

1. The responsible employee of the **OZS** the relevant Part and/or the Institutional Coordinator shall ensure the implementation of the Selection Procedure for a foreign student mobility in sufficient time. The administration of the Selection Procedure takes place in the ISOIS, where the responsible employee of the OZS and/or the Institutional Coordinator establishes and publishes the relevant cycle and at the same time informs all potential students to submit their applications for a foreign mobility through the ISOIS.
2. Students who are designated as selected candidates or substitutes for a Foreign Mobility will be trained by the responsible employee of the **OZS** of the relevant Part in the procedure for the processing of the Learning Agreement (hereinafter referred to as "LA") and the selection and approval of foreign subjects in ISOIS. Students will also be instructed on the rules of

communication with the competent Institutional Coordinator and the OZS coordinator of the given Part.

3. The responsible employee of OZS of the competent Part introduces data on the student preparing for a trip abroad to the SU Information System (hereinafter referred to as "ISSU") (on the tab "Registration of studies", he/she changes the status of the foreign trip for individual students).
4. **Students** will check the current offer of courses at a foreign university for a given semester on the website of a foreign university and, in cooperation with the relevant **Institutional Coordinator**, will prepare a foreign study plan – Learning Agreement (hereinafter referred to as "LA"). In the event that the function of the Institutional Coordinator is performed by the Faculty Coordinator, the student shall proceed in cooperation with him/her.
5. **Students** compile such a study plan from the current offer of foreign university courses, the subjects of which are in accordance with their personal study plan at the SU, and at the same time, if possible, to meet at least some of the subjects from their personal study plan at the SU by completing foreign courses.
6. Data on the foreign study plan – LA, the **student** then enters into ISOIS through the opening of a new application in the "Learning Agreement for Erasmus+" or "Learning Agreement for partner universities" module. At the same time as the subjects of a foreign university, he/she inserts from the study plan of the relevant study programme at the SU into LA subjects, for which the study obligation will be fulfilled by completing the subject at a foreign university, or indicates the subjects of a foreign university, which he/she graduates beyond the study plan of the relevant study programme at the SU. Subsequently, he/she saves the LA and closes in ISOIS.
7. The competent **Institutional Coordinator** shall check and approve the given LA in ISOIS. The approval of LA by the Institutional Coordinator in ISOIS is binding and recorded in LA.

By his/her approval, the Institutional Coordinator agrees that by completing the course at a foreign university, the student will complete the subject contained in the study plan of the relevant study programme at the SU within the scope of obligations and the number of credits corresponding to this subject in the standard study plan of the relevant study programme at the SU or will complete it beyond the scope of this study plan as an optional subject within the scope of obligations and the number of credits granted at a foreign university.

Once approved by the LA Institutional Coordinator, LA is automatically forwarded via ISOIS to the Faculty Coordinator of the relevant Part.

If the Faculty Coordinator performs the function of a Institutional Coordinator, he/she will consult the student's study plan with the Vice-Dean for Foreign Relations before approving it. The approval of the study plan again means that the subjects of the standard study plan of the relevant study programme will be met by successful completion abroad.

Both the Institutional Coordinator and Faculty Coordinator has the possibility to reject the LA submitted by the student in ISOIS. In this case, they shall add a reasoned commentary to their negative opinion and LA shall be automatically forwarded back to the student for possible modifications.

8. Upon approval of LA by the Institutional Coordinator and the Faculty Coordinator of the competent Part, ISOIS automatically transmits the relevant LA for comment to a foreign university. After its approval, both the student and the Faculty Coordinator of the relevant Part are informed about this fact by an automatic e-mail.

9. In the event that a student goes on a practical internship, he/she enters in his/her ISOIS the application data on the internship program necessary to conclude the Mobility Agreement for Traineeship (hereinafter referred to as "MAT"). When approving the MAT, the Institutional Coordinator and Faculty Coordinator shall proceed in a manner similar to the approval of LA under Article 9 (7). If it is not possible to perform the MAT approval process electronically directly in ISOIS, the student shall insert a scan of the confirmed MAT in his/her application ISOIS.
10. **The student** shall provide the necessary data in sufficient time by means of his/her application in ISOIS on the tab "Before and during mobility", on the basis of which the responsible employee of the **OVZS SU** shall ensure the issuance of the Participation Agreement for Erasmus+ mobility/Agreement on completion of a foreign study stay for mobility under Article 2 (1) (e) or a similar document for mobility under Article 2 (1) (b) – (d).
11. Before issuing the Erasmus+ Mobility Participation Agreement, **the student** participating in the Erasmus+ mobility is obliged to complete a test in order to evaluate his/her language level in the On-line Linguistic Support database (OLS). The test is completed in the working language of the mobility, i.e., the language in which the student will have to fulfil his/her obligations resulting from the participation in the foreign mobility. This obligation does not apply to students for whom the given working language is also their mother tongue, students who study in foreign language study programmes at the SU and the language of study at the SU coincides with the working language of the mobility, and students who demonstrate knowledge of the working language at the C2 level through an international certificate. The C2 level can also be documented by the result of a previously passed test in the OLS database. The **student** is obliged to upload and record the result of the test in his/her ISOIS application in the "Before and During Mobility" tab.
12. Upon arrival at a foreign university, **students** will become acquainted with the actually opened subjects at a foreign university. If the situation requires so, they will make changes in LA (addition, deletion of objects) within 5 weeks of the start of the mobility at the latest. Changes are made via ISOIS in the "Learning Agreement" module in the "My Applications" section. After the student saves the changes, the proposal is automatically submitted for the assessment to the institutional and then to the Faculty Coordinator of the relevant Part. After their approval, the proposal of LA changes is then forwarded to the coordinator at a foreign university and the student is automatically notified by e-mail about the approval or rejection of LA changes. The approval by the Institutional Coordinator of changes to LA has the consequences referred to in Article 9 (7) for the fulfilment of study obligations.
13. If during the mobility the student decides to extend his/her stay on the foreign mobility, he/she will send a request for an extension to the foreign department in sufficient time (preferably 1 month before the originally planned the end of the mobility) with a justification and a proposal for a new duration. He/she may do so by using the form available to it in ISOIS or by an e-mail. If the application is approved, the university coordinator prepares an Amendment to the participation contract/agreement on completing a foreign study stay. Before concluding the Amendment, the student shall provide all parties with a confirmed document Changes to Learning Agreement or other document showing the consent to the extension of the stay by the receiving institution abroad.
14. Before leaving the foreign university, the **student** at the foreign university will have the Confirmation of Study Period/Traineeship Certificate confirmed by the relevant Erasmus+ foreign coordinator, and, in the case of a study stay, the foreign university will provide him/her with a Transcript of Records.

15. At the latest 15 days after returning from the foreign mobility, the student uploads to the ISOIS application in the "After the stay" tab:
 - a) Transcript of Records (hereinafter also referred to as "ToR");
 - b) Confirmation of Study Period / Traineeship Certificate; the original document in paper form will be delivered by the student to the OZS of the relevant Part.
16. Within 30 days of returning from Erasmus+ mobility, **a student is** required to complete an on-line Final Report.
17. The registration of courses completed at a foreign university with regard to the fulfilment of the study obligations of a personal study plan at the SU is carried out by a student, Faculty Coordinator, or Institutional Coordinator in accordance with the approved LA and submitted by Transcript of Records in the IS SU in the application for submitting and managing applications for the recognition of courses, while proceeding in such a way that:
 - Courses from the personal study plan at the SU, for which the study obligation was fulfilled by completing the course at a foreign university, will be assigned the number of credits belonging to it according to the standard study plan of the relevant study program at the SU.
 - Courses completed at a foreign university in addition to the student's personal study plan at the SU as optional subjects will be assigned the number of credits awarded to him at a foreign university.
18. In the event that the subjects registered in the above-mentioned manner are valued in total with a lower number of credits than the sum of credits awarded at a foreign university, the responsible employee of the OZS Part registers one optional subject "Foreign studies" to the student, the number of which is equal to the observed difference.
 19. In the event that a student does not carry out a study based on a credit system based on the principles of the European Credit Transfer System (ECTS) as part of his/her mobility, the relevant Faculty Coordinator shall determine, on the basis of the information provided on the ToR or provided by the receiving university, the method of recalculating the student's study results and then proceed in accordance with paragraph 17.
20. If the student has compulsory forms of educational activity registered in the academic year, which he/she cannot complete due to a foreign mobility, the **teacher** will determine an alternative way of fulfilling study obligations.

Article 10

Procedures and Obligations of Responsible Employees in the Implementation of Student Arrival Mobilities

1. The responsible employee of **OZS** of the relevant Part and/or the Institutional Coordinator shall ensure:
 - a) Registration in ISOIS of the application of students coming for a mobility under Article 2 (1).
 - b) Registration and approval of LA according to the terms and conditions of the relevant program or contract.

- c) Introduction of data on students coming to ISSU for a mobility, including registration of relevant subjects according to the approved LA, keeping other necessary records during their stay and its subsequent termination.
- d) Issuance and registration of the documents necessary for issuing the visa, where relevant.
- e) Issuance and record the ToR and Confirmation of Study Period/Traineeship Certificate at the end of the stay.
- f) Issuance and registration of any other documents necessary for the successful completion of a mobility at the SU.

The issuance and registration of such a mobility and individual documents shall take place in particular electronically via ISOIS.

Article 11

Procedures and Responsibilities of Employees Travelling on a Mobility

1. The responsible employee of the OZS of the relevant Part shall submit always by 30 June and 31 December of the relevant year to OVZS SU a list of all planned foreign mobilities of employees under Article 2 (1) (a). In the case of foreign employee mobilities under Article 2 (b) to e), the responsible employee of the OZS shall inform the relevant Parts of the OVZS SU about the planned mobilities in accordance with the rules for such mobilities in sufficient time. By submitting this information to the OVZS SU gives the Part of SU its consent to authorize a foreign business trip to a regular employee and at the same time undertakes to reimburse Travel Compensations beyond the received financial support based on the rectorial re-invoicing of travel reimbursements arising from the billing of these Business Trips.
2. The responsible employee of OZS of the relevant Part, in cooperation with the responsible employee of OVZS SU, shall establish and publish the relevant cycle in ISOIS in sufficient time and inform interested employees that it is possible to submit an application for foreign mobilities.
3. Before departure, the outgoing employee member shall complete an ISOIS application form and all documentation necessary for participation in a mobility. In the case of an Erasmus+ mobility trip, the Mobility Agreement, and the data for the Erasmus+ Mobility Participation Agreement are particularly relevant. Before leaving for a mobility under Article 2 (1) (b) – (e), he/she proceeds with regard to the rules and conditions of the relevant programme/contract.
4. A mobility shall be carried out by the outgoing staff member on the basis of a Travel Order. When completing the Travel Order, the outgoing employee shall proceed in accordance with the Rector's Directive No. 8/2020 on Provision of reimbursement of expenses during Business Trips. Before departure, the employee receives the financial support in the form of an advance based on the estimated amount of travel costs. This amount of financial support is final in terms of the financial resources provided under the relevant foreign mobility, but in terms of Act No. 262/2006 Coll., it is the advance amount that the outgoing employee is obliged to settle under the currently applicable Rector's Directive No. 8/2020 on Providing reimbursement of expenses during Business Trips immediately after the end of the Business Trip. Any entitlement arising from this Business Trip over and above the stipulated financial support will be reimbursed to the employee by the Rector's Office and at the same time this compensation will be re-invoiced to the employee's mother Part. However, if the employee does not use the financial resources, he/she is obliged to return the relevant part of it immediately after returning from the Business Trip.

5. Upon returning from the Erasmus+ mobility, the staff member shall complete the Final Report on-line. For other mobilities, he/she shall upload the mobility report to ISOIS. At the same time, the certificate of the length of the mobility period (Confirmation on the Mobility Period) is recorded in ISOIS and the original is handed over to the OZS of his/her Part.

Article 12

Virtual and Combined Mobility

1. **Virtual mobility means** a mobility in which the mobility participant remains in the country of his/her home study / employment, i.e., in the Czech Republic and fulfills the obligations related to the given mobility virtually on-line at the receiving institution abroad.
2. The organisation, registration, and financing of virtual mobilities shall be carried out in accordance with the rules and conditions of the relevant programme or contract. The rules and conditions referred to in the preceding Articles of this Directive shall apply *mutatis mutandis*.
3. When carrying out a virtual mobility at a foreign institution by an employee of the SU, this employee may claim a financial remuneration in the amount corresponding to the amount of the daily Subsistence Expenses for a foreign Business Trip to the country of the residence of the receiving institution according to the Rector's Directive No. 8/2020 on Providing reimbursement of expenses during Business Trips for each day of a mobility or may apply for exemption from fulfilling his/her regular work duties.
4. **Blended or the so-called blended mobility** that is a combination of a physical mobility with a virtual part. The provisions of the preceding Articles of this Directive shall apply to the realisation of the physical part of the mobility. For the implementation of the virtual part, the provisions of paragraphs 1 to 3 of this Article shall apply.

Article 13

Provisions Relating to the Implementation of Erasmus+

1. In accordance with the rules of the programme set out in Regulation (EU) 2021/817 of the European Parliament and of the Council, the Grant Agreement and the Erasmus+ Programme Manual, and in order to ensure maximum possible flexibility of the programme, students who are unable for objective reasons to participate in a long-term mobility (i.e. mobility of 2-12 months) are allowed to participate in a short-term mobility (i.e. mobility of 5-30 days), of which the virtual element is a mandatory part. The students eligible for this short-term mobility are:
 - a) students of the combined form of study
 - b) full-time students of selected study programmes¹

¹ The list of selected study programmes is determined by the Vice-Rector for Science and Foreign Relations on the basis of the rules of the Erasmus+ programme and the recommendations of the Vice-Deans for Foreign

- c) other students – in particular working or professional athletes – who apply in writing for this form of a mobility.

The application containing the justification for which the right to short-term mobility may be granted under paragraph 1 (a) - (c) shall be a part of the student's application submitted through ISOIS and its assessment shall be a part of the Selection Procedure.

2. In accordance with the rules of the Programme set out in Regulation (EU) 2021/817 of the European Parliament and of the Council, the Grant Agreement and the Erasmus+ Handbook, all students carrying out a mobility to partner countries, except those in Region 5 (Andorra, Monaco, San Marino, Vatican City) and Region 14 (Faroe Islands, Switzerland, United Kingdom), will be supported both by a flat-rate amount for accommodation and by a flat-rate amount for travel at the rates applicable to the Erasmus+ Programme Challenge.

Part IV Common and Final Provisions

Article 14 Transitional Provisions

1. Where a study programme is still divided into fields of study, Article 9 shall also apply mutatis mutandis to the relevant field of study or to a combination of fields of study in the case of a two-discipline course.

Article 15 Final Provisions

1. The Rector's Directive No. 9/2018 Organization and Financing of Foreign Mobilities of the Silesian University in Opava is hereby repealed.
2. The Rector's Methodological Instruction no. 2/2015 on the registration of recognized subjects completed at a foreign university is hereby repealed.
3. The Bursar's Methodological Instruction no. 2/2012 on the accounting of foreign mobilities of SU employees is hereby repealed.
4. This Rectors Directive shall enter into force on the day of its publication on the intranet
5. This Directive shall enter into force on 1 January 2022.

Relations for the relevant academic year. The list is sent by e-mail by the Institutional Coordinator to the SU Parts and it is published on the SU website.

In Opava, date

doc. Ing. Pavel Tuleja, Ph.D.
Rector

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