



Prague, June 14, 2021  
Ref. CVUT00007575/2021

## **Methodological Instruction**

**No. 3/2021**

**for the confirmation of study plans for study abroad within the  
Erasmus+ program**

1. The student applies through an electronic application (<https://mobility.cvut.cz>) to the program Erasmus+ within the deadlines set by the Department of Foreign Relations of the Rectorate of the Czech Technical University (hereinafter referred to as the OZV RČVUT). A relevant vice-dean (vice-dean for science and research for doctoral students, vice-dean for pedagogical activities for bachelor's and master's degree students), or a person authorized to do so by the director of the institute or by the dean of the faculty (in all cases, hereinafter referred to as the "vice-dean") electronically confirms or rejects the student's participation in the program with regard to the fulfilment of his / her study obligations and the overall contribution to the study. The final selection of students for the Erasmus+ program will be made on the basis of applications and proposed nominations of individual faculties or university institutions (in all cases hereinafter referred to as "faculties") by the OZV RČVUT.
2. The study plan for studying abroad "Learning Agreement" (hereinafter referred to as LA) is proposed by the student in accordance with the study plan of the studied program / field. Based on the course offerings of the partner institutions listed on their website he / she may choose compulsory, compulsory optional, or optional subjects. For individual courses, the student fills in the LA form with their full name, code, number of ECTS credits and prepares a course description according to the available information on request. The form LA is the Annex No. I to this Methodological Instruction.
3. The student discusses the study plan with the relevant vice-dean for pedagogical activities, or another employee authorized by the dean / director (hereinafter referred to as the dean). Upon mutual agreement, the student prepares a written proposal of the so-called comparative sheet (<https://studujivesvete.cvut.cz/dokumenty-a-pojmy/>) or an analogous form according to the agreement of OZV RČVUT and faculty / institute, from which it will be clear for which subjects of his study plan at the CTU and with what credit evaluation the subjects studied at a foreign school will be recognized. The vice-dean for pedagogical activities approves the submitted study plan and the comparison sheet with his signature. Student passes LA and the comparative sheet to the OZV RČVUT together with other documents that are sent to the partner school.
4. The composition of courses must be such that the minimum number of credits recognized at the CTU for courses studied at partner institutions is 20 per semester. In the case of an individual discussion of a lower number of credits, their number must be stated in writing by the relevant vice-dean on the comparison sheet. In the case of work on a bachelor's, diploma or dissertation thesis, the condition of fulfilling 20 credits per semester is not mandatory. However, it is necessary to recognize credits for a bachelor's or master's thesis.
5. The student is obliged to ensure that all changes in his / her study plan are approved in writing on the basis of the LA change form by both the host partner institution and the CTU (again represented by the relevant vice-dean), as soon as they occur. The student is obliged to deliver this corrected LA to the OZV RČVUT.
6. Fulfilment of the conditions set out in LA is proved by the student upon return to the relevant vice-dean by submitting a certificate Transcript of Records issued by the partner institution, and uploads this document together with the proof of recognition of the subjects to the student's card. The student is required to complete all courses enrolled in LA. If the actual number of recognized credits is less than 20 per semester or lower than the limit agreed individually by the relevant vice-dean, the student is obliged to return, depending on the number of actually recognized credits, a proportion of the funds provided.
7. A student of the last year of bachelor's study who plans to study abroad in the first semester of the follow-up master's study, may request the vice-dean for pedagogical activities to set an

individual date for the final state examination. The procedure is analogous in cases where the student plans to prepare a bachelor's thesis abroad.

8. A financial support for mobility to non-European and European regions from the Erasmus+ program is in the form of a monthly scholarship and includes subsistence costs, not travel expenses. Exceptions are students with limited opportunities, for which the award of travel expenses to non-European regions is mandatory.
9. Working students, professional athletes and other students who overcome a certain obstacle may go out on a short-term combined mobility. A short-term combined mobility includes 5-30 days of physical mobility and a virtual component in individual length. The application for a short-term combined mobility is approved by the vice-deans for the pedagogical activities of the individual CTU faculties.
10. This Methodological Instruction applies to Erasmus+ participants from the academic year 2021/2022.

This Instruction shall enter into force on 15 June 2021.

doc. Dr. Ing. Gabriela Achtenová  
Vice-Rector for Bachelor's and Master's Studies