

## **Dean's Instruction of the Faculty of Environmental Sciences, the Czech University of Life Sciences in Prague No. 1/2025**

### **Organization of Exchange Programmes at the Faculty of Environmental Sciences (Erasmus+ and Other mobilities)**

The Dean of the Faculty of Environmental Sciences (FZP) of the Czech University of Life Sciences in Prague (CZU) hereby issues the conditions for student mobility abroad within exchange programmes (Erasmus+ and others) as follows:

#### **1 Erasmus+ Study Stays of Outgoing Students**

##### **1.1 Before Departure for Study Stay**

Mobilities under the Erasmus+ programme follow the applicable Erasmus+ rules and the Erasmus Charter for Higher Education (ECHE). Conditions for participation in Erasmus+ study stays and current information are published on the official [CZU website](#).

The International Relations Office of FZP (IRO FZP) organizes several information meetings annually regarding study stays abroad for students and provides information during consultation hours or by email.

##### **Selection Procedure**

The selection procedure for study stays is announced by IRO FZP. Information about its organization is made available to students via the student intranet. To participate in the selection procedure, students must submit the following documents:

- Curriculum Vitae (CV)
- Motivation Letter

The selection procedure is conducted in English, unless the language of study at the host institution is different.

Only students enrolled in full-time or combined forms of study at FZP are eligible to participate. Study stays cannot be carried out during the first year of bachelor's studies.

The current list of partner universities is available to students on the websites of CZU, as well as on information boards and screens located next to IRO FZP and the Dean's office. The selection of universities is conditional upon the existence of a valid agreement with CZU (or

FZP). Mobility to non-partner universities may be possible only after prior consultation with the IRO FZP.

The outcome of the selection procedure, along with further instructions, is usually communicated to the student within one week of its completion.

### **Study Plan Arrangement**

After successfully completing the selection procedure, the student signs a document confirming that they agree with the conditions of the stay and undertake to fulfill the obligations set out in this Instruction. The student also grants or declines consent to share their email address with other students interested in sharing experience from the host university. This consent may be revoked at any time.

The student is required to select a study plan at the host university, ideally within the scope of 30 ECTS credits per semester, but with a minimum of 15 ECTS credits per semester. No upper limit is set.

Courses studied abroad must be clearly related to the student's programme at FZP. Otherwise, they may still be part of the study plan, but credits earned will not count towards the regular studies. This applies automatically to language and sports courses. In case of doubt, IRO FZP requests the opinion of the programme guarantor or the Vice-Dean for Teaching and Learning. Compulsory state examination courses cannot be replaced by foreign equivalents and must be completed at FZP.

Students going abroad under Erasmus+ must notify their departure as follows:

- Bachelor's and Master's students via the Contact Centre in UIS to the Study Department,
- Doctoral students to the Department of Science and Research.

Mobility abroad is not permitted if:

- The student has interrupted studies,
- The student has not been approved for progression to the next year (for Bachelor's/Master's students decided by the Study Department; for doctoral students by the Department of Science and Research),
- All required documents related to departure have not been processed.

## 1.2 During the Study Stay

Any changes to the study plans of outgoing students must be consulted with the coordinator of IRO FZP. Changes without approval from IRO FZP and the foreign coordinator cannot be accepted.

### 1.3 After Return from Study Stay

Upon return, the student must promptly inform the coordinator of IRO FZP and submit all documents in accordance with the applicable Erasmus+ rules.

The coordinator of IRO FZP recognizes completed courses from the study stay into the student's study plan in the semester in which the mobility took place. Recognized courses are recorded under the codes ZUP (Recognized Course) with the original name and the corresponding credits. Courses not clearly related to the study programme are recorded with zero credits. Uncompleted courses are not recorded.

If the study stay abroad or course recognition has not been completed through IRO FZP, the student cannot be enrolled into the next year. Each case is discussed individually by IRO FZP in cooperation with the Study Department.

If a student does not obtain at least 15 ECTS credits per semester, they must present confirmation from the guarantor of the relevant course at the host university that they attended all lectures, exercises, excursions, and other compulsory activities. They must also submit a written explanation to the coordinator at FZP. Based on the submitted documents, the Vice-Dean for International Relations decides on granting an exception or imposing a sanction (e.g., repayment of scholarship or part thereof).

## 2 Study Stays outside Erasmus+

Other study stays are governed by the same rules as Erasmus+ stays described in Section 1, with the exception of the organization of the selection procedure. The selection may be organized by the International Relations Office of the Rectorate of CZU, with selected students subsequently handed over to IRO FZP.

## 3 Practical Traineeships of Outgoing Students of CZU

### 3.1 Selection Procedure and Conditions

The selection procedure for traineeships is announced by IRO FZP several times during the academic year. Students are informed through the student intranet. The procedure is usually conducted in English. To participate, students must submit a CV and a Motivation Letter.

In the case of traineeships, students independently search for a host institution in accordance with the conditions published on the student intranet in the section [Mobility Abroad](#). FZP does not provide its own traineeship database, but students may consult with the IRO FZP staff or their supervisors. Other traineeships outside Erasmus+ are announced separately, depending on availability.

Under Erasmus+, traineeships must last a minimum of 2 months. For other traineeships, the minimum is 1 month, unless otherwise specified by the provider. Doctoral students may complete traineeships of at least 5 days.

For Erasmus+ traineeships (student or graduate), students must apply and complete the selection procedure during their active study, i.e., before passing the final state examination. It is not possible to apply for a traineeship after graduation.

The outcome of the selection procedure, along with further instructions, is usually communicated within one week.

### 3.2 Rules for Erasmus+ Traineeships

Bachelor's and Master's students:

- Students undertaking traineeships during the semester must notify the Study Department.
- If the traineeship takes place outside the teaching period, no notification to the Study Department is required.
- All students must submit a mobility registration request in UIS via the Contact Centre before departure.

Doctoral students:

- Doctoral students report their traineeship to the Department of Science and Research by submitting a mobility registration request in UIS via the Contact Centre. The request must be approved by the supervisor, Science and Research coordinator, and IRO coordinator.

*Conditions under which a student is not permitted to go abroad:*

- Interrupted studies,
- No permission to progress to the next year (Bachelor's/Master's by Study Department; Doctoral by Science and Research Department),
- Incomplete processing of documents required for departure.

### 3.3 Recognition of Traineeships in Bachelor's and Master's Programmes

Traineeships can be recognized only if they were completed while the student was enrolled at FZP and had an active student status.

Within one study programme, a maximum of two traineeships can be recognized for a total of 6 ECTS credits, regardless of whether they were Erasmus+ or otherwise.

Any additional traineeships will be recognized with 0 ECTS credits.

Each traineeship (Erasmus+ or otherwise) is awarded 3 ECTS credits if:

- A mobility registration request in UIS was duly submitted and approved before departure,

- The student provides proof of valid insurance during the traineeship,
- The student submits the required Erasmus+ documents,
- The student submits the original confirmation of traineeship completion.

Recognition of credits beyond the limit of 2 traineeships or more than 3 ECTS credits for one traineeship may be decided by the Vice-Dean for International Relations upon the student's request (submitted via the Contact Centre) and the opinion of the programme guarantor.

## 4 Summer and Winter Schools and Blended Intensive Programmes (BIP) of Outgoing Students of CZU

### 4.1 Application for Mobility

#### *Summer and Winter Schools*

The selection procedure for summer or winter schools (SS/WS) is announced by each faculty individually (or by the guarantor of the school). Students apply independently according to instructions provided by the faculty or rectorate. Any financial contribution depends on the current possibilities of the faculty and must be discussed with IRO FZP, and for doctoral students also with the Science and Research Department of FZP.

#### *Blended Intensive Programmes (BIP)*

These programmes combine online and physical mobility lasting 5–30 days.

- Applications for BIP organized by a partner university must be submitted at least one month before the event.
- Applications for BIP organized by a non-partner university must be submitted at least two months in advance.

Information about the current BIP offer and the related conditions is available on the [student intranet](#) and on the university [website](#).

Students choose a BIP and apply ideally 2 months in advance. The application is submitted individually according to the deadlines of each BIP. Applications must include a CV and Motivation Letter. The procedure is conducted in English unless the programme uses another language. The process follows the same principles as Erasmus+ study stays (Point 1).

Students nominated for BIP scholarships are selected by the faculty based on predefined criteria, considering programme relevance and current mobility opportunities.

## 4.2 Recognition of Credits for SS/WS and BIP within Bachelor's and Master's programmes

Conditions apply to students enrolled at FZP. Students of other faculties follow their own rules. SS/WS organized by FZP are recorded by their respective IRO.

Students must submit a mobility registration request in UIS, proof of valid insurance, and a Transcript of Records or certificate from the host university stating the course name, mobility period, and credits.

Only SS/WS or BIP lasting at least 5 days and completed during active study at FZP can be recognized. Within one programme, a maximum of two SS/WS or BIPs may be recognized. Any additional mobility is recorded with 0 ECTS.

Completion of SS/WS and BIP is usually awarded 3 ECTS. If the certificate states a higher number of credits or the student applies for more than two SS/WS or BIPs, the Vice-Dean for International Relations may decide based on the programme guarantor's opinion. Requests are usually approved if organized within ELLS/SUSTAIN-LIFE or BIP.

## 4.3 Recording of Credits in UIS

In UIS, SS/WS/BIP are recorded as a general course – ZUPX + SS/WS/BIP + program name (e.g., ZUP1 BIP Green City Design).

Recording method by organizer and location:

- SS/WS organized by the faculty in CZ = Recognized course (ZUP),
- SS/WS organized by the faculty abroad = Recognized course (ZUP),
- SS/WS organized by another CZU faculty abroad or in CZ = Recognized course of another faculty in UIS or as ZUP,
- SS/WS organized by another partner university abroad = Recognized course (ZUP).

## 5 Conditions for Incoming Mobility Students from Abroad

### 5.1 Students arriving from foreign universities within the Erasmus+ exchange study programme

Students arriving from partner universities under Erasmus+ are administratively managed by IRO CZU. The faculty coordinator at IRO FZP registers their courses in UIS and resolves study-related issues. Exchange students may enroll in up to 30 ECTS credits per semester. At least 50% of courses should be from FZP, the remaining courses may be taken from other faculties.

## 5.2 Students arriving outside Erasmus+

Students arriving outside Erasmus+ must enroll in at least 50% of courses at FZP. Tuition fees are determined by valid agreements (e.g., Memorandum of Understanding) or set by the Vice-Dean for International Relations of FZP.

## 5.3 Final Theses of Incoming Students

Incoming students may write their final theses or projects at FZP under the following conditions:

- Prior agreement with a supervisor at FZP before approval of the study plan,
- Informing IRO FZP coordinator of the thesis topic and supervisor,
- Inclusion of a relevant course in the student's study plan at FZP that entitles them to write a thesis. IRO FZP then provides the course code.

Unless otherwise agreed by an inter-institutional agreement, thesis defenses cannot be held at FZP.

## 6 Communication

IRO FZP communicates regarding mobility only with the concerned student, not with other associated persons. Exceptions include academic staff of FZP and CZU, the National Agency, relevant ministries of the Czech Republic, or legal guardians of the student.

This Instruction enters into force on the date of issue, September 10, 2025.

In Prague, on 10 September, 2025

  


prof. RNDr. Michael Komárek, Ph.D.

Dean

