

FAQ during a study stay abroad



Erasmus+

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What is the difference between Institutional Erasmus coordinator and Departmental (faculty) coordinator? Who should I report my issues?

Institutional Erasmus coordinator for outgoing students is a person from the International Relations Office Rektorát who collects all necessary documents for student's eligibility to participate in the Erasmus programme. The coordinator also checks if the student fulfils all requirements which were not reviewed by the departmental coordinator. This coordinator also pays a sufficient amount of scholarships and deals with unusual situations (e.g. COVID-19) directly with National Agency (Centre for International Cooperation). The coordinator shares this information with departmental coordinators and students.

- **Ing. Radka Kalousová** – study stays in Spain, Italy, Portugal, France, Belgium, Luxembourg and eventually Andorra.
- **Ing. Adam Vacek** – other countries

Departmental (faculty) Erasmus coordinator for outgoing students is usually a person from the faculty International Relations Office. This coordinator promotes the exchange programme Erasmus, prepares information sessions on a faculty level with students, selects eligible students, coordinates students on a faculty level, informs the students about their rights and duties while abroad considering their study plan at the faculty. The coordinator is basically the „study coordinator“ for studies abroad and a bridge between Institutional coordinator. The coordinator must know what is happening with the student, student's changes in the plan; eventually, the coordinator deals with student's issues and coordinates them. The departmental (faculty coordinator) also recognizes courses at the end of the stay abroad and deals with necessary administration together with the student.

ATTENTION: The faculty determines the students' duties, not the International Relations Office Rektorát – Institutional Erasmus Coordinator. **Only the departmental (faculty) coordinator recognizes courses from abroad!**

What should I do when I do not feel safe abroad?

The fear or homesickness is not considered as “Force Majeure”. The fact that students do not feel safe must be backed up, for example by the political situation, or somebody threatens the student, or natural catastrophes/disasters, etc.

If the student is only afraid (subjective feelings), the student can return from abroad to the Czech Republic. However, the scholarship refund is necessary. The student is not allowed to keep the scholarship, no matter if the student has already spent some part of the money. The study stay in general will be terminated and cancelled.

The scholarship refund exemption can be requested only in case the student submits medical report, e.g. the student got sick during studies abroad.



What should I do when the country, where I am located at, locked down?

The student immediately informs the departmental (faculty) coordinator about the lockdown and the situation abroad. In the meantime, the student also contacts local Czech embassy (Ministry of Foreign Affairs websites www.mzv.cz or DROZD – only for Czech citizens).

Students insured at ERV can use the service of agents who can take care of the student abroad. The student must immediately contact the assistance hotline.

Leaving the country is possible and considered as “Force Majeure”, therefore the student keeps the scholarship.

Force Majeure is considered in cases such as political conflict, country lockdown/quarantine, natural disaster, etc. Anything that keeps the student from staying abroad.

Can I visit the Czech Republic, my family or go on holidays somewhere?

Of course, yes. However, it is expected that the student will return to the foreign country (foreign university destination) and finish study duties abroad.

If the Czech Republic locks down the country where the student is currently located at, the student needs to inform the departmental (faculty) coordinator.

Can I study at CZU at the same time abroad as well?

Definitely not. The departmental (faculty) coordinator cannot know such detail! The student has applied for studies abroad, and therefore the student should be abroad. The student receives a scholarship to be abroad.

Of course, students can assign courses taught at CZU during his study stay abroad. More specifically, the student requests CZU courses with courses abroad in the Individual Study Plan, which is granted by the Dean of the Faculty of Environmental Sciences. Unfortunately, the student forgets he/she did that before departure and forgets to complete CZU courses. The Study Administration Office will assign incomplete courses next year as a second assignment. If the student failed those courses during the second assignment (next year), the student’s study would be terminated due to unfulfilled study duties.

I do not remember what courses I assigned for in my Individual Study Plan (ISP). Or I do not know what the Study Coordinator is going to assign to my study plan at FES. What should I do?

The student can ask the Study Coordinator to scan the ISP. The departmental (faculty) coordinator usually does not process student’s study folder or ISP.



If the student does not know who your Study Coordinator is, the student can look it up in his/her UIS student profile. The student communicates with the Study Administration Office via university e-mail.

Everything that is written in the ISP is mandatory for the student and cannot be after student's arrival anyhow changed.

Can I extend my studies abroad?

Yes. We welcome additional extension of study stay. The extension is possible only from winter to summer semester. Not from the summer semester to winter semester.

Why? The student must enrol to the next academic year after the summer semester and stay as a regular (active) CZU student. To be eligible for enrollment, the student has to finish and complete his/her study stay – submit the final Transcript of Records.

The extension of study stay is also possible in case the student has not used all available Erasmus months (12 in total) during the study cycle¹.

The extension must be approved by the departmental (faculty) coordinator. Then the student informs the Institutional Erasmus coordinator who would pay the rest of the scholarship. The student has to agree with the receiving foreign institution if it is possible to extend the exchange study stay.

The process is the same as before the departure – the student will select another 30 ECTS for the extended semester abroad. The student selects 5 – 6 courses in case of study at BOKU University. The student will create changes in his/her OLA and extend the document for courses for the following semester.

The student also discusses with the Study Coordinator at FES the change of ISP, if it is possible, due to the extension of study stay abroad.

The students who are non-EU citizens have to figure out their visa extension. The same applies for EU students located in the non-EU country.

Can I also register from my study stay abroad to Erasmus traineeship/internship or another Erasmus study stay?

The student can use during one study cycle¹ only 12 Erasmus months. The amount includes Erasmus study stays and Erasmus traineeships/internships. If the student did not spend 12 Erasmus months, the student could apply for another Erasmus stay (study stay or traineeship/internship).

The minimum amount for Erasmus study stays is three months (90 days). Erasmus Traineeship/internship is two months (60 days).

¹ Study cycle = bachelor's or master's or PhD; 12 months for bachelor's; 12 months for master's; 12 months for PhD



If the student applies to Erasmus study stay and Erasmus traineeship/internship at the same time, it is not an easy task to fulfil. It is theoretically possible. It is more difficult and complicated in practice. Suppose the student does not receive a Transcript of Records in time, before the Erasmus traineeship/internship starts, or the student does not submit the rest of the documents to coordinators at CZU. In that case, the student cannot depart and start the traineeship/internship because the student did not complete his/her first stay abroad. Without completing the first stay abroad, the student cannot begin another stay abroad. The issue is that the student can fail in enrolling to another academic year with Study Administration Office, and therefore, the student's study could be terminated.

The mandatory requirement for stays abroad is to hold an active student status at CZU. An exception applies only to graduation traineeships/internships.

I do not know what courses I should select abroad. How should I select them?

The student is selecting courses only from the field of *Environmental Sciences*, ISCED 05 or courses similar to *Landscape Planning* or studios. All courses taken abroad have to be similar or equal to the student's study plan at FES.

The student is required to select courses from the same study cycle. **Master's degree students always select master's degree courses. Bachelor's degree students always select bachelor's degree courses.** Bachelor's degree students have the option to request assigning master's degree courses abroad. At that moment, the student will be asked to submit prerequisites², or the student can have a problem while completing the exam. Students usually overestimate their skills, and due to that, they struggle with fulfilling the study plan abroad, and they might return scholarship.

Master's degree students cannot assign any bachelor's degree courses. Only at justified and discussed cases.

It is allowed to assign one language course and sport. **It will not be recognized after the student's arrival.**

It is not allowed to assign courses such as Economics, the Turkish revolution, photo shooting, horseback riding, etc.

The student selects his/her courses from the course catalogue for incoming exchange students at the receiving institution. The International Relations Office at the receiving institution can provide the student with the course catalogue, or the student can find it directly on the receiving institution websites.

We assume that the student selected the receiving institution to study specific courses. Therefore, the student looked up the necessary information.

² Completed study duty which gives students the eligibility to study higher level of the specific issue/course. E. g: the student is interested in taking GIS II, the student therefore should submit a proof, using the Transcript of Records or Diploma Supplement, the student passed GIS I.



The coordinator at the receiving institution does not want to sign my Online Learning Agreement (OLA). What should I do?

Sometimes can happen that coordinators abroad are not technically capable of signing the OLA or their internal regulation says not to sign OLA electronically. In that case, it is necessary to fill in paper Learning Agreement or submit the document via OLA and send it for the handwritten signature abroad (after receiving signature from departmental (faculty) Erasmus coordinator).

I cannot make changes in my OLA. What should I do?

It can happen because the coordinator from abroad did not sign OLA before. It happened quite often. The reason is that the student filled in wrong contact details of the coordinator abroad and did not correct it. If everybody does not sign the OLA at the first phase (Before the Mobility), it is not possible to make changes later. The departmental (faculty) coordinator at FES will force the student to fill in changes in OLA. Paper changes (During the Mobility) is accepted in rare cases (e.g. the receiving institution cannot sign OLAs due to some specific reasons).

Do I have to study abroad specific study programme or can I select courses throughout the university and programmes?

The exchange student is not a full-time degree enrolled student, and the student is not accepted in the specific study programme.

The exchange student, therefore, can select courses throughout programmes and in some cases, throughout faculties. Some universities do not allow course assignment throughout faculties, or they have specific conditions (e.g. minimum assigned courses at the receiving faculty). The coordinator from abroad can inform the student about all conditions and requirements.

I have planned my study plan, and some courses were not open. What should I do?

The student has to change his/her study plan (further "changes").

The "changes" have to be approved by the departmental (faculty) coordinator (Aneta Bolding).

It is possible to request changes during the first few weeks in the semester. Not at the end of the study stay. If the student did not report changes in time, but at the end of the study stay, the coordinator will not sign OLA with those changes. Therefore the student is missing a document for completing the Erasmus stay. Then the Transcript of Records will not be recognized, nor courses after the arrival.

The student has to agree with the receiving institution and teachers if it is possible to jump into a course which is already in progress. It is also polite to do it.

The student can create changes in student's OLA, and for that purpose, the student needs the approval of the departmental (faculty) coordinator and coordinator from abroad. It is not possible to make changes without the previous agreement with coordinators (FES and abroad).



What way of communication should I use to be in touch with the FES departmental (faculty) coordinator?

Mostly by e-mail. Considering the current situation, we do not recommend phone consultations. University employees work primarily from home, and coordinators have to change in the office.

Because the faculty does not serve as a customer centre for students, we reserve the right not to answer immediately, to answer only during working days and not to answer messages in MS Teams chat.

What courses will be recognized?

All courses passed abroad, excluding language courses and sport. It is also uploaded into your study plan, and credits are counted in.

Courses are recognized “credit for credit” way. Passed courses from abroad are recognized as course names from abroad. E.g. *Nature Conservation* course for 5 ECTS was successfully completed at NL WAGENIN01, at CZU it will be recognized as *Nature Conservation* for 5 ECTS.

Mandatory state exam courses are not recognized. Only CZU teachers can do that. The student may contact the relevant teacher and ask for the recognition (e.g. during the semester when the student has prescribed course at FES).

I have found out that my courses are not taught in English or language I can speak. What should I do?

We suppose the student to select the receiving institution based on courses offered in English or language the student can speak. Therefore the student chose the university on purpose.

The student has to change the receiving university entirely or cancel the entire study stay.

Some universities offer only consultations in English, and this is completely fine. It depends on the student if it is acceptable for him/her.

How many ECTS credits do I need to complete for one semester?

The student has to select and pass 30 ECTS/semester, even though the student has reached the minimum amount of ECTS credits at FES.

If the student takes two semesters abroad, the student needs to pass 60 ECTS in total.

The only exception is the BOKU university. Students can select 5-6 courses/semester. Or 10-12/academic year.



I failed one course abroad. What can I expect?

1. If the student failed **one course**, the student would submit a confirmation to the departmental (faculty) coordinator. The confirmation has to be issued by the teacher of the course abroad, and it should contain information that the student was attending lectures, seminars, etc., unfortunately, did not pass the exam. The confirmation form is not set. It should be issued on a heading paper with a signature from the teacher. Scanned soft copy is sufficient. The scholarship returning is not applicable for this case if the confirmation is submitted.
2. If the student failed **two courses**, the student has to report it in time to the departmental (faculty) coordinator and explain reasons or eventually prove why he/she failed those two courses. It is not relevant to announce that the course was taught in a different language the student cannot speak or that the course was not attractive. The departmental (faculty) coordinator evaluates reasons and discusses it with Vice Dean for International Relations. In poorly negotiated cases the student has to return a part of the scholarship.
3. If the student failed **more than two courses**, the departmental (faculty) coordinator would require an explanation and present reasons. Based on that, the coordinator would decide if the student has to return part of the scholarship.
4. If the student failed **all courses** abroad, the student would return the full scholarship nevertheless the reasons.

REMEMBER: the scholarship is awarded based on the assumption that the student will study abroad and fulfil all duties. It is also a “pre-payment” for bringing passed credits and spreading a good reputation of FES.

What should I submit after my arrival?

- 1) The student has to submit his/her Transcript of Records at the departmental (faculty) coordinator and IRO Rectorate. Therefore the student can start the recognition part (Table C and D). IRO Rectorate requires submission of original hard copy Transcript of Records, and the IRO FES requires a soft scanned copy. The departmental (faculty) coordinator should see the original hard copy upon the request.
- 2) The student also has to complete the OLS test, Final Agreement and other missing documents, which were not submitted before the departure or during the study stay.
- 3) The student is also obliged to submit the **original hard copy of the confirmation – After the mobility** – with a confirmed stay in the same amount of time, as in the students’ Financial Agreement (signed before the departure). If dates differ (e.g. one day), the student returns or receives a further scholarship. Any change of the stay period is a change of the agreement!