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REGULATION

RECTOR'S DIRECTIVE ON THE IMPLEMENTATION OF INTERNATIONAL MOBILITIES UNDER THE ERASMUS+ PROGRAM

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Approved:	doc. Ing. Jaroslav Demko, CSc.	rector KU	19.7.2023	

The original of the signed Rector's Directive on the implementation of educational mobility within the Erasmus+ program is stored and accessible for inspection at the office for quality management and internal legislation.

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CZ 02194/2023 RE

DIRECTIVE OF THE RECTOR ON THE IMPLEMENTATION OF INTERNATIONAL MOBILITY UNDER THE ERASMUS+ PROGRAM

Name of document	Smernica rektora o realizácii vzdelávacích mobilit v rámci programu Erasmus+
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Elaborated by:	doc. PhDr. Markéta Rusnáková, PhD. Michaela Moldová Chovancová, PhD. Mgr. Lucia Kravčáková PaedDr. Martin Pinkoš	3.7.2023	
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History of the document

In this section, data on the history of the creation of the document is recorded in case of need for its revision and re-approval and distribution.

Number of version	Valid		Comment (reason for change or update)
	From	To	
1			The document was updated due to the new Erasmus+ 2021-2027 program period. It takes into the account the changes and new possibilities of the program



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Purpose of the directive

The directive of the rector of the Catholic University in Ružomberok on the implementation of the Erasmus+ program regulates the implementation of activities within the Erasmus+ program at the Catholic University in Ružomberok in accordance with the provisions of Act no. 131/2002 Coll. on universities and on the amendment of certain laws as amended, with binding documents of the European Commission, the European Union, the National Agency for the Erasmus+ program, as well as in accordance with the Erasmus Charter for Higher Education and internal regulations of KU.

The directive determines the competences and a uniform procedure for the preparation, implementation and termination of the foreign mobility of students and employees going abroad, as well as the procedure for ensuring the mobility of students and employees coming from abroad as part of the Erasmus+ program, key action 1 - Educational mobility of individuals in the field of education and training: mobility of individuals between program countries (KA131) and mobility of individuals between partner countries (KA171 – International Credit Mobility).

KU actively participates in the Erasmus+ program, which makes it possible to financially support the foreign mobility of members of the academic community of universities that hold ECHE.


Scope of validity

The directive applies to all parts of KU from the effective date, it is binding for all students and employees.

Related documents

Internal documentation

- Statute of the Catholic University in Ružomberok
- Work regulations of the Catholic University in Ružomberok
- Organizational rules of the Catholic University in Ružomberok
- Organizational structure of the Catholic University in Ružomberok

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- Internationalization strategy of the Catholic University in Ružomberok


External documentation

- Erasmus Charter for Higher Education
- Erasmus Policy Statement
- Act no. 131/2002 Coll. on universities and on the amendment of some laws as amended.
- Act no. 283/2002 Coll. on travel reimbursements and as amended

Abbreviations

For the purposes of this internal regulation, the following abbreviations are used:

<i>Abbreviation</i>	<i>Official Name</i>
BIP	Mixed short-term intensive program (Blended Intensive Program)
ECHE	Erasmus Charter for Higher Education
EK	European Commission
EÚ	European Union
KA131	Key Action 131 – program countries
KA171	Key Action 171 – partnering countries
NA	National agency for the Erasmus+ program
DIRECTIVE	Directive of the rector of the Catholic University in Ružomberok on the implementation of the Erasmus+ program
SAAIC/NA	Erasmus+ National Agency for Education and Training
Act on VŠ	Law no. 131/2002 Coll. about universities

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Article no. 1

Introductory provisions and definitions of terms

1. Erasmus+ is an EU program that supports activities in the field of education, training, youth and sport, including lifelong learning programs and international cooperation programs during the program period 2021 to 2027. The program is aimed at modernizing and improving the quality of higher education in Europe and elsewhere in the world through the internationalization of the educational process. The program gives KU students and employees the opportunity to improve their knowledge, skills and competencies through stays abroad.
2. Erasmus+ foreign mobility is organized at KU with the aim of providing space for professional training and professional growth of members of the academic community with the aim of intensifying the cooperation of departments, faculties and the entire university with foreign partners while maintaining the principles of equality and mutual acceptance.
3. The Erasmus+ program recognizes the following types of foreign mobility:


The Erasmus+ program enables students to:

- (a) long-term student mobility – study at a foreign partner institution;
- (b) long-term student mobility – internship in a foreign company/institution; The application for a graduate internship must be submitted during your studies.
- (c) short-term mobility of a doctoral student - study/internship abroad;
- (d) blended short-term intensive program (Blended Intensive Program hereinafter referred to as "BIP").

The Erasmus+ program allows students to carry out mobility for a maximum of 12 months for each level of study.

The Erasmus+ program enables employees to:

- a) mobility for the purposes of teaching, training, combined mobility in the program country;

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b) mobility for the purposes of teaching, training, combined mobility in the partner country (ICM).

4. Foreign mobility can take 3 forms:

- a) physical – mobility includes the participant traveling abroad;
- b) virtual - mobility takes place in the form of distance e-learning without the participant having to travel;
- c) combined (so-called "blended mobility") - mobility includes both a physical and a virtual element.


5. Mobility is carried out on the basis of a valid inter-institutional agreement signed with individual higher education institutions and on the basis of the results of the selection procedure carried out at the sending higher education institution.

6. The university receives financial resources through SAAIC - the National Agency of the Erasmus+ program for education and professional training for the relevant period, on the basis of a grant agreement concluded between NA and KU


Article no. 2

Responsibilities and powers


1. The foreign cooperation agenda is the responsibility of the vice-rector for International relations, who, in justified cases, can be delegated to the vice-deans of the faculties in whose competence the International relations agenda falls
2. The mobility of domestic and foreign students and employees is administratively ensured by the KU International Relations Department at the KU Rectorate (hereinafter referred to as the "International Relation Department") in cooperation with the department of the vice dean at the faculty, to which the agenda of International relations falls under its purview.
3. The department for International relations has the task of:
 - a) ensure the preparation of the grant application and subsequent project management;

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- b) organize information seminars and other activities aimed at informing members of the academic community of the university about the possibilities of foreign mobility;
- c) edit the department's website;
- d) establish contacts with foreign partners and prepare contracts enabling the foreign, reciprocal mobility of students and employees, whereby the new bilateral cooperation is formally concluded no later than 30 days before the publication of the current call for applications and the number of persons stated in it takes into account its effective fulfillment;
- e) issue calls for applications for students and employees;
- f) organize a selection procedure for foreign mobility of students and employees;
- g) coordinate the preparation and ensure the correctness of the procedure when implementing the mobility of students and employees abroad;
- h) monitor KU participants on mobility;
- i) provide documents to the economic department of the KU Rectorate for accounting of the allocated grant, ensuring basic financial control and disbursement of the grant for the implementation of mobility;
- j) in cooperation with the economic department of the Rectorate of KU, supervise the correctness of the procedure for invoicing foreign trips. The Department of Economics of KU is responsible for the correctness of the accounting of the grant and the correctness of the calculation of travel allowances for an employee's foreign business trip in accordance with Act no. 283/2002 Coll. on travel reimbursements and in the wording of later regulations and internal rules of the KU;
- k) in collaboration with the faculties, to ensure mobility records;
- l) in cooperation with the faculties, ensure the implementation of BIP;
- m) ensure the final settlement of all grants allocated and administered by the department;
- n) coordinate the preparation and supervise the correctness of the procedure when implementing the mobility of students and employees coming from abroad;

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- o) ensure the registration of students coming from abroad as part of the Erasmus+ program KA131, KA171 in the university academic information system;
 - p) prepare documents related to the admission of foreign students and employees to KU;
 - q) support faculties in their involvement in international projects within the current EU grant schemes;
 - r) ensure and develop cooperation with international higher education organizations and the network of international and European Catholic universities.
4. The agenda of international cooperation at individual KU faculties is subject to the vice-dean for International relations, or to the vice-dean entrusted with this area, who, among other things:
- a) ensures the access of employees to information about the current offer of foreign mobilities of the Erasmus+ program and about the activities and events of the department for International relations;
 - b) participates in establishing contacts with foreign partners for the purpose of reciprocal mobility of teachers and students;
 - c) coordinates the work of the faculty's departments in the field of international cooperation and ensures the updating of subjects taught in a foreign language and the registration of mobilities;
 - d) coordinates the work of the faculty's departments in the field of international cooperation and ensures the updating of subjects taught in a foreign language and the registration of mobilities;


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- e) creates conditions for the creation of new foreign language study programs;
- f) in cooperation with the vice-dean for education and based on documents from the departments, relying on the principles valid for Erasmus+ mobility, ensures the recognition of the successfully completed foreign mobility of the student within the study program implemented at KU;
- g) in cooperation with the department for International relations and the person entrusted with the BIP administration at the faculty ensures the implementation of the BIP.

5. The head of department or head of staff in relation to domestic employees who plan to implement mobility within the framework of the Erasmus+ program at a foreign educational institution:

- a) assesses and approves the legitimacy and benefit of foreign mobility as a foreign work trip for the department and the employee requesting the opportunity to implement mobility;
- b) in cooperation with the department of the vice-dean, in whose competence the International relations¹ agenda falls, approves and with the department for International relations signs the Teaching Program Agreement/Training Program Agreement at the foreign educational institution before the implementation of the mobility . After the mobility, he oversees the effective use of the outputs from the foreign work trip in practice.


¹ In the absence of the employee authorized to sign the documents mentioned in this directive, the vice-dean, in whose competence the agenda of International relations falls, is authorized to represent her/him.

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6. The head of the department or the head of the employee in relation to the foreign employee or the employee entrusted with the agenda for international cooperation, who plans to implement mobility within of the Erasmus+ program at the relevant department/workplace of KU:
- a) in cooperation with the report of the vice-dean, in whose competence the International relations agenda falls, electronically approves the Teaching Program/Training Program of employees coming from abroad to the relevant department/workplace before implementation mobility. The authorized person at the department for International relations will sign the Teaching Program Agreement/Training Program Agreement.
 - b) v in cooperation with the report of the vice-dean, in whose scope the International relations agenda falls, coordinates the preparation and implementation of the mobility of employees coming from abroad to the relevant department/workplace (in particular, agrees the exact date and content of the mobility, ensures a smooth process implementation of mobility, the department for International relations will agree administrative arrangements for the mobility of an employee from abroad).
7. The head of the department or the employee authorized for international cooperation in relation to the student who plans to implement foreign mobility for the purpose of study/internship in cooperation with the vice-dean for International relations² or the vice-dean in charge of this area³ 1:
- a) consults the student's choice of subjects for the study stay;

²The head of the department or the head of the employee in relation to the foreign employee authorized by the agenda for international cooperation, at least 2 weeks before the implementation of the mobility of the incoming employee will be delivered by email to the vice-dean in whose area of responsibility he/she falls agenda of international relations and the authorized person on the foreign report, exact schedule/timetable activities of a foreign employee at KU, which the incoming employee will also receive

³ In the absence of the employee authorized to sign the documents specified in this directive, the vice-dean, in whose competence the agenda of International relations falls, is authorized to represent her/him.


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- b) approves the choice of subjects and signs the Learning Agreement for Studies with the department for International relations before the implementation of the mobility;
- c) consults the workload of the student on internship;
- d) approves and signs the Internship Agreement with the department for International relations (Learning Agreement for Traineeships) before the implementation of mobility;
- e) after successful completion of the subjects listed in the Learning Agreement for Studies, on which the student and the head of the department or the employee authorized for international cooperation have agreed in advance, is responsible for the recognition of these objects;
- f) after successfully completing the internship, he is responsible for its recognition;
- g) in the case of studies implemented through several departments, e.g.: general basis, pedagogical-psychological basis, first specialization, second specialization, the entire agenda will be divided according to subject area;
- h) approves and coordinates the admission of a foreign student for a study stay/internship at KU in cooperation with the department for International relations.

Article no. 3

Procedure for preparing foreign mobility of employees

1. The call for registration is published on the Internet well in advance website of the KU, in the International relations section, indicating the conditions for the participation of female employees in the program.


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2. Employees who are interested in implementing mobility within the framework of the Erasmus+ teaching/training program at a foreign partner higher education institution shall, by the specified date, submit to the department for International relations: Application form and completed Teaching/Training Program (Teaching/Training Program), which is confirmed by the sending and receiving institution.

Article 4

Selection procedure for employees

1. On the basis of the defined benefit of mobility for the sending workplace and the university itself stated in the submitted documents, the commission (vice-rector for International relations, vice-deans for International relations of individual faculties/authorized person for International relations and responsible person at the Department for Foreign KU relations) will select the applicants.
2. The selection takes into account:
 - a) the quality of the teaching/training program with an emphasis on the benefit of mobility for the employee, the sending workplace and the university itself. An employee can receive points for a detailed mobility program (5 points);
 - b) teaching in a foreign language at KU (1 point), involvement in the care of foreign students and employees at the faculty (1 point) – applies to university teachers;
 - c) frequency of foreign trips – when selecting applicants, priority is given to workers who did not implement mobility with financial support in the past academic years (1 point for each year of Erasmus+ mobility not completed in the last 2 academic years);
 - d) when selecting applicants, priority is given to employees who plan to implement mobility within the Erasmus+ program for the first time (2 points) and employees who will participate in Staff Week and the Erasmus Intensive Program;


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- e) in the case of mobility for the purpose of training, priority is given to non-teaching employees (1 point), preferably those who will participate in Staff Week (1 point) and those employees, whose mobility will be focused on the development of pedagogical skills/creation of study programs and participation in the Staff Week or the Erasmus Intensive Program (1 point).
3. Mobility training in the same institution can be implemented by a maximum of 3 employees of the same focus.
 4. The results of the selection procedure will be published on the KU website, in the International relations section.
 5. Financial support may be provided for the mobility of employees. This is a contribution to the costs associated with the implementation of a foreign business trip.
 6. Mobility can be carried out by an employee even without the allocation of a grant, the so-called "zero grant" (under the same conditions as for mobility with a grant).

Article 5

After the selection procedure of employees

1. An employee who has been selected by the commission to carry out mobility within the Erasmus+ program follows the instructions of the department for International relations.
2. The employee who will carry out the mobility shall submit supporting documents to the department for International relations: Travel order, bank details, Agreement on the use of a motor vehicle with the necessary attachments, insurance abroad, in reasonable time ahead of time, at the latest but up to 4 weeks before departure. If the

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employee does not meet the specified deadline, the department for International relations cannot guarantee her/him the administrative and financial security of the trip.

3. The employee travels on a foreign business trip on the basis of a pre-approved travel order, which is settled in accordance with the valid Travel Reimbursement Act no. 283/2002 Coll., as amended and on the basis of the Agreement on Financial Support of Employees on Mobility. The employee will be paid a financial contribution for the realization of mobility by non-cash transfer to the applicant's account within 30 calendar days from the signing of the contract by both parties and after the contract is published in the Central Register of Contracts, at the latest before the start of the mobility (in the event that the employee submits the required documents by the specified deadline).
4. In the event that an employee needs to change the agreed mobility date, he/she is obliged to announce this change as soon as possible to the department for International relations.
5. In the event that the employee recommended by the committee decides not to implement the mobility, he/she is obliged to submit a written notice of resignation from the mobility trip as soon as possible to the department for International relations.

Article 6

Procedure for the implementation of foreign mobility of female employees

1. The length of physically realized mobility in the program country can last: 5 working days and 1 day is allocated for travel. Mobility can be shorter, but the minimum duration of mobility is 2 days and 1 day is set aside for travel.


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2. The duration of the physically realized mobility in the partner country (ICM) can last: at least 5 working days and 2 days are allocated for the trip (one day before and one day after the working day).
3. Mobility, in the case of teaching and non-teaching employees, will take place no later than the end of June of the relevant academic year.
4. During the duration of mobility for the purpose of teaching, the teaching staff will teach at least 8 teaching hours at the receiving institution.
5. The implementation of the mobility will be confirmed by the authorized person for the Erasmus+ program at the receiving institution by drawing up the relevant confirmation with his signature and the stamp of the institution. The confirmation is usually drawn up on the letterhead of the receiving institution, indicating the date of the mobility and, in the case of mobility for the purpose of teaching, also with the number of hours learned.
6. After completing the mobility, together with all the required materials, the KU employee is obliged to submit a report from the mobility with information on the outcomes of the mobility that can be used within the university, with a specific mobility program and with photo documentation that can be used for promotional purposes mobility of employees within and outside the KU within the specified period.

Article 7

Procedure for invoicing the foreign mobility of employees

1. No later than 10 days after returning from mobility, the employee shall prove the expenses related to the foreign business trip, submit the bill to the report for International relations and fill out an online report on the progress of the mobility. In case of non-compliance with the deadline, this fact will be taken into account during the selection procedure for foreign mobility in the future.

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The billing of a foreign business trip is governed by Act no. 283/2002 Coll. on travel reimbursements as amended. The out-of-pocket amount is 0%.

2. The employee is obliged to use the allocated grant economically.

3. Mobility is generally carried out using public transport. In the case of using a private motor vehicle, compensation for consumed PHM will be charged in the amount of a regular transport ticket.


4. In the event that the amount of the calculated travel allowance is higher than the provided financial contribution, the relevant difference can be compensated by the sending workplace, faculty, or department in accordance with its provisions.

Article 8

The procedure for preparing foreign mobility of students

1. The invitation to apply is published well in advance on the KU website, in the International relations section, indicating the conditions for the student's participation in the program.

2. A student who is interested in a study stay/internship within the Erasmus+ program will hand in all the required documents to the department for International relations by the specified date.

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Article 9

Selection procedure of students


1. The selection process for students is as follows:
 - a) Long-term study/internship mobility and short-term study/internship mobility of a doctoral student: Based on the assessment of submitted documents, taking into account the applicant's academic average and her/his language readiness, the committee (vice-rector for International relations, the vice-deans for International relations of individual faculties and the person in charge of the department for International relations) will carry out the selection of applicants.
 - b) Short-term mixed intensive program: Based on the assessment of the submitted documents, taking into account the applicant's academic average and her/his language readiness, the vice-rector for International relations will select the applicants.

2. The results of the selection procedure will be published on the KU website, in the International relations section.

3. Financial support may be provided for student mobility. This is a contribution to the costs associated with the realization of a long-term/short-term study stay/internship or BIP.

4. The student can implement mobility even without the allocation of a grant, the so-called "zero grant" (under the same conditions as apply to mobility with a grant).

5. The student's study stay from the winter semester can also be extended to the summer semester after submitting supporting documents by the specified date, which will be notified by the department for International relations. The vice-rector for International relations will issue a decision on the extension of the mobility before its official end,

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based on the assessment of the submitted documents and the benefit of the mobility extension for both the student and the institution.


6. A student with a lack of opportunities may be approved for an increase in the grant in the form of a flat rate or in the form of additional real costs (special grant).

Article 10

After the selection process of students

1. A student who has been selected by the commission to carry out mobility within the Erasmus+ program follows the instructions of the department for foreign relation.
2. The student who implements mobility shall submit all documents related to his/her mobility abroad to the department for International relations: Learning Agreement for Studies/Learning Agreement for Traineeships, copy travel insurance covering the entire period of mobility, a form containing the student's bank details and documents required by the receiving foreign institution.
3. The Learning Agreement for Studies lists the subjects that the student plans to take at a foreign higher education institution. The study contract is first signed by the student and the head of the department (or an employee authorized by him or her, in authorized cases the vice-dean for International relations). In the event that the Study Agreement contains compulsory or compulsory optional subjects that fall under the competence of several departments at the KU, the Study Agreement will be signed by the head of the department from which the student is enrolled in several subjects.

Subsequently, the Study Agreement is signed by a competent person of the receiving institution. The study contract enters into force after it is signed by the departmental or faculty coordinator of the KU and the competent person of the receiving higher education institution.


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4. In the Internship Agreement (Learning Agreement for Traineeships) the workload, job classification of the trainee student and her/his evaluation are described in detail. The internship contract is first signed by the head of the KU department (or an employee authorized by her, in authorized cases by the vice-dean for International relations) and the student. Subsequently, the Internship Agreement will be signed by a competent person of the receiving institution. The internship contract enters into force after it is signed by an authorized person at the receiving institution..
5. Before departure, the student will sign a financial contract with the Catholic University in Ružomberok, based on which the financial contribution will be paid to him/her, no later than 30 days after the contract has been signed by both contracting parties and after the contract has been published in the Central Register of Contracts.
6. Before going abroad, the student is obliged to report his/her mobility (any mobility) to the head of the department.

Article 11

Procedure for the implementation of foreign mobility of students

1. The student embarks on mobility for the purpose of long-term/short-term study/internship or short-term mixed mobility on the date determined by the receiving institution. Any necessary changes to the Study/Internship Agreement that the student discovers upon arrival at the receiving institution must be completed and formally documented as soon as possible after his/her arrival. Other necessary changes must be formally agreed as soon as possible by all three parties (student, sending and receiving institution).
2. A student in the last year of study at KU can apply for the so-called an internship for a graduate, which will be carried out in the event that the commission (vice-rector for


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International relations, vice-deans for International relations of individual faculties and the person responsible for the report on International relations) recommends her/him, and in the case of successful completion of studies at KU . The same rules apply to him as for an intern who is a KU student, except for Article 12, points 3 and 6.


Article 12

Procedure after the end of foreign mobility of students

1. After completing the mobility abroad, the student submits to the report for International relations: a transcript of records issued by a foreign higher education institution, a certificate on the implementation of the mobility and fills out the online student report.
2. The Catholic University in Ružomberok, as an institution sending students for mobility within the Erasmus+ program, is obliged to recognize the mobility of students abroad if all its defined conditions are met. The recognition of completed subjects and credits obtained during mobility abroad is carried out at the relevant KU faculty and is coordinated by the vice-dean for International relations. The recognition of completed courses and earned credits is based on the Transcript of Records, which is in accordance with the Study Agreement. The internship is recognized on the basis of a certificate drawn up by the receiving institution, which is in accordance with the Internship Agreement.
3. After the end of the study stay, the student submits a statement of the results of the studies completed abroad to the department where she is studying. The head of the department will ensure the recognition of subjects in accordance with the previously approved Learning Agreement for Studies. The study department will ensure the registration of recognized subjects in the university information system. The student will be recognized with credits in the amount specified in the study program at KU.

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- Other subjects (together with credits) that are not included in the study program at KU will be registered by the study department of the relevant KU faculty as optional.
4. After completing the internship, the student will present to the department where she is studying a certificate confirming the successful completion of the internship abroad. The head of the department will ensure recognition of the internship in accordance with the previously approved Internship Agreement (Learning Agreement for Traineeships). The study department will ensure that it is registered in the university information system. The student will be recognized with credits in the amount specified in his/her study program at KU for the internship that is part of the study program. The internship is recognized as an optional subject (with a prescribed number of 10 credits) in the case of study programs that do not require the completion of a professional internship
 5. Faculty responsible for listing the student's results achieved during mobility in the Diploma Supplement.
 6. Recognition of foreign mobility for the purpose of study/internship may be refused if the student has not met the requirements of the receiving institution or has not met the conditions required by the sending institution specified in the contract between the student and the institution.
 7. From the student who did not meet the conditions of the receiving institution or did not meet the conditions required by the sending institution stated in the contract
 8. between the student and the institution, KU may request the return of the grant. After considering the arguments presented by all interested parties, the vice-rector for International relations of the KU will decide on this fact in cooperation with the vice-dean of the relevant faculty. Refunds are not required from the student if a force majeure event is recognized. This also applies to a student on an internship who, due to force majeure, could not properly perform the work resulting from the Internship Agreement
 9. If there are circumstances that are not regulated in this directive, the specific case will be assessed individually.

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Article no. 13
Final provisions

1. Legal relationships not regulated by this directive are governed by the relevant provisions of the Erasmus University Charter and relevant legal regulations..
2. The Directive enters into force and effect on 19.7.2023. With the entry into force of this directive, directive no. VP-KU-17.

doc. Ing. Jaroslav Demko, CSc.,
rector