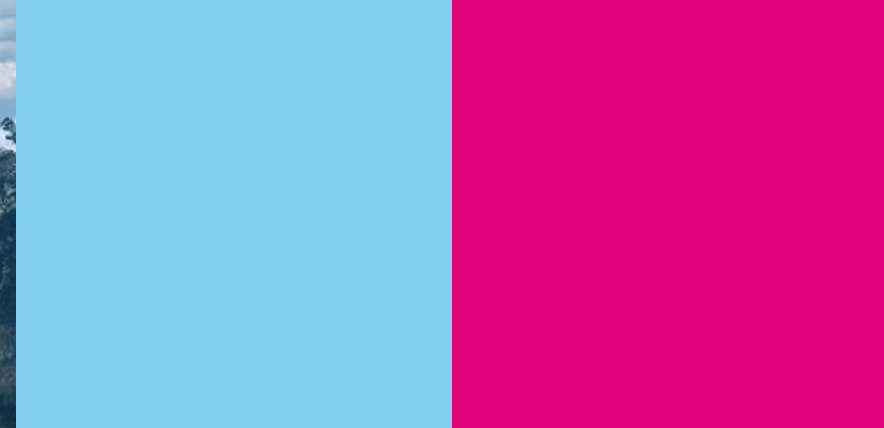


VSE/OZS

Outgoing Exchange

Students

2024/25



Content

Information sources

Administrative requirements

Finance

Q&A



Coordinators



[Janka Zengerová](#)



[Barbora Minčík
Sennešová](#)



[Zuzana Manninen](#)
Finland



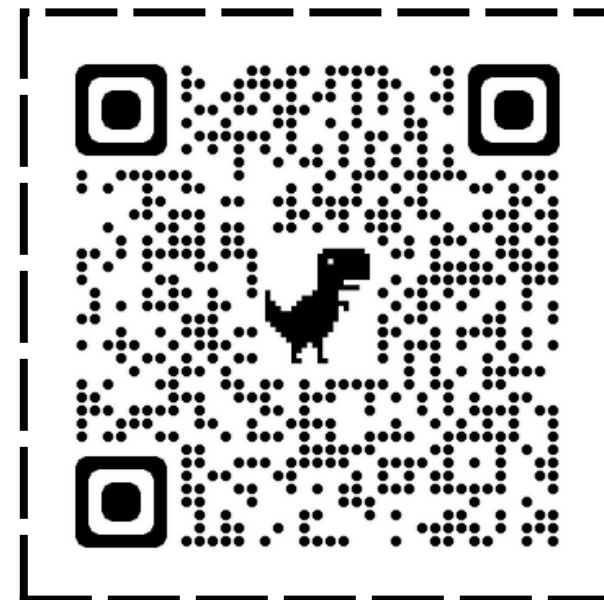
[Martina Poussin](#)
France



[Karolína Kaslová](#)
Singapore



[Marta Slaninková](#)



Information sources

Emails from the coordinators

👉 Erasmus picker

🌐 partner university website

👉 FB group outgoing students

👉 final reports in InSIS

consulting hours:

👥 Mon-Thu 10:00-12:00

📺 online every Wed 10:00-10:30



ozs.vse.cz



ozs@vse.cz



5th floor RB



[VSE Study Aboard](https://www.facebook.com/VSE.Study.Aboard)



[@vse_studyabroad](https://www.instagram.com/vse_studyabroad)

Confirm the mobility

confirmation form in the email ✓

cancelation of the mobility

- the sooner the better
- the spot is not yours
- another spot cannot be offered

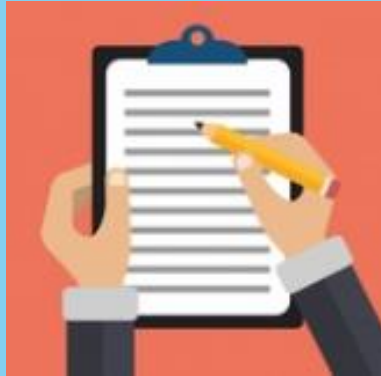


Before mobility



EUROPE

1) NOMINATION AND APPLICATION



- Student is nominated to the partner uni by the International Office (OZS).
- Student submits an application according to the partner uni instructions.

2) ONLINE LEARNING AGREEMENT



- Student completes Online Learning Agreement (OLA), i.e. a form with courses s/he wants to study, and uploads the signed OLA into the InSIS checklist.
- consult with your program coordinator / academic director at VSE

OVERSEAS + SWITZERLAND

1) NOMINATION AND APPLICATION



- Student is nominated to the partner uni by the International Office (OZS).
- Student submits an application according to the partner uni instructions.

2) LEARNING AGREEMENT



- Student completes Learning Agreement (LA), i.e. a form with courses s/he wants to study, and uploads the signed LA into the InSIS checklist.
- consult with your program coordinator / academic director at VSE
- credit conversion guide

EUROPE



3) ACCEPTANCE LETTER

- Student receives a confirmation of admission.
- Student uploads a copy of the acceptance letter/e-mail into the InSIS checklist.

4) EMERGENCY CONTACT

- Student fills in the emergency contact details.



5) GRANT AGREEMENT

- Prepared by OZS after student fulfilled the steps above.
- Usually signed in person at OZS.



6) PAY TUITION FEE AT VSE

- note in student's evidence in InSIS

OVERSEAS + SWITZERLAND



3) ACCEPTANCE LETTER

- Student receives a confirmation of admission.
- Student uploads a copy of the acceptance letter/e-mail into the InSIS checklist.

4) EMERGENCY CONTACT

- Student fills in the emergency contact details.



5) FLIGHT TICKET

- Student upload a copy of their flight ticket into the InSIS checklist.



6) PAY TUITION FEE AT VSE

- note in student's evidence in InSIS



EUROPE

7) FINANCE

660 € / MONTH

Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Lichtenstein, Luxembourg, Netherlands, Norway, Sweden, United Kingdom

600 € / MONTH

Cyprus, Estonia, Greece, Lithuania, Malta, Portugal, Slovakia, Slovenia, Spain

540 € / MONTH

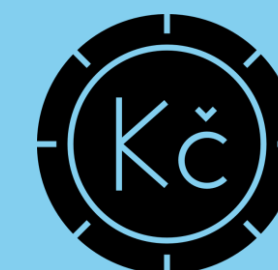
Bulgaria, Croatia, Hungary, Latvia, Macedonia, Poland, Romania, Turkey



OVERSEAS

7) FINANCE

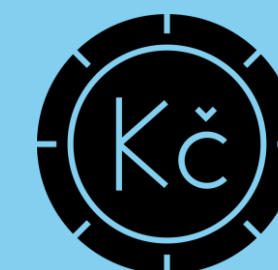
10 000 CZK / MONTH



+ 10 000 CZK ONE-OFF GRANT FOR AIR TICKET/VISA

SWITZERLAND

600 € / MONTH



Swiss-European Mobility Programme Scholarship (440 CHF / month)

+ possible supplementary scholarship from VSE

EUROPE

EXTRA FUNDING

- [Additional funding for students with physical, mental or health-related conditions](#)
- [Special grant for students from disadvantaged socio-economic backgrounds](#)



8) PRACTICAL INFORMATION

- Visa and insurance are student's responsibility.
- Student makes her/his accommodation arrangements on her/his own.



For useful tips and more information check the students' reports in InSIS.

OVERSEAS + SWITZERLAND

EXTRA FUNDING

- [Other study abroad funding options](#)



8) PRACTICAL INFORMATION

- Visa and insurance are student's responsibility.
- Student makes her/his accommodation arrangements on her/his own.



For useful tips and more information check the students' reports in InSIS.

During mobility



EUROPE



1) REPRESENTATION AT PARTNER UNIVERSITY

- Student represents VSE at study abroad events organized by partner uni.
- Promotional materials can be requested from the International Office (OZS).
- social media

2) ONLINE LEARNING AGREEMENT (OLA)

- In case of course changes, student fills in the OLA During Mobility.
- Student uploads the duly signed OLA During Mobility into the InSIS checklist.



OVERSEAS + SWITZERLAND

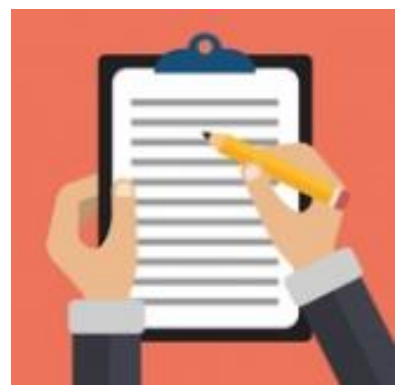


1) REPRESENTATION AT PARTNER UNIVERSITY

- Student represents VSE at study abroad events organized by partner uni.
- Promotional materials can be requested from the International Office (OZS).
- social media

2) LEARNING AGREEMENT (LA)

- In case of course changes, student fills in the LA During Mobility.
- Student uploads the duly signed LA During Mobility into the InSIS checklist.



After mobility





Erasmus+

OZS.VSE.CZ



EUROPE



1) CONFIRMATION OF STUDY PERIOD

- It is necessary to comply with the length of stay, its purpose and gain required nr. of credits.
- Mobility dates must be confirmed in the form.
- Student uploads a copy of the form into the InSIS checklist and delivers the ORIGINAL to the International Office.

2) FINAL REPORTS ON STAY ABROAD

- Student fills in the report in InSIS.
- Link to the report in the EU database is sent to the student's email.



OZS.VSE.CZ



SWITZERLAND



1) CONFIRMATION OF STUDY PERIOD

- It is necessary to comply with the length of stay, its purpose and gain required nr. of credits.
- Mobility dates must be confirmed in the form.
- Student uploads a copy of the form into the InSIS checklist and delivers the ORIGINAL to the International Office.

2) FINAL REPORT ON STAY ABROAD

- Student fills in the report in InSIS.
- The report should be filled in details, because it serves as an information source for future outgoing students.





Erasmus+

OZS.VSE.CZ



EUROPE



3) TRANSCRIPT OF RECORDS

- Transcript is issued by partner uni 1-3 months after the end of the mobility.
- Student uploads a copy of the transcript into the InSIS checklist.

4) TRANSFER OF CREDITS

- Student applies for a transfer of credits in InSIS.
- Transfer of credits and results is mandatory and all courses must be recognized in full.



OZS.VSE.CZ



OVERSEAS + SWITZERLAND



3) TRANSCRIPT OF RECORDS

- Transcript is issued by partner uni 1-3 months after the end of the mobility.
- Student uploads a copy of the transcript into the InSIS checklist.

4) TRANSFER OF CREDITS

- Student applies for a transfer of credits in InSIS.
- Transfer of credits and results is mandatory and all courses must be recognized in full.



Transfer of credits

- you received a transcript
 - guide at the OZS website
 - by the end of the semester
- following your mobility



Responsible persons at FIR

OLA/LA signature

Doc. Ing. Josef Taušer, PhD.
(Vice-dean for International
relations and finance)

Recognition of the credits

Ing. O. Sankot, Ph.D.
(Vice-dean for education and
development)

**International Business – preparation for Online Learning Agreement (OLA)/
Learning Agreement (LA) - Table B**

1. Students going for **Exchange semester**

Ident	Course	Group	Semester	ECTS
1MU510	Management Accounting	sP	WS	6
2MO525	International Marketing Communication	sP	WS	6
2MO526	Business Transactions Management	sP	WS	6
2MO527	Trade Policy in CEC	sP	WS	6
	Optional courses	sV	WS	6
Total				30

* students write the master thesis at VSE, register Diploma thesis seminar (22F502) in InSIS / WS2024

This information is also a base for a request for recognition of the courses after study abroad period and when a final transcript from the host university is issued.

**International Business – preparation for Online Learning Agreement (OLA)/
Learning Agreement (LA) - Table B**

2. Students going for **Double degree – write the master thesis at the VŠE Prague**
(University Jean Moulin Lyon 3)

Ident	Course	Group	Semester	ECTS
1MU510	Management Accounting	sP	WS	6
2MO525	International Marketing Communication	sP	WS	6
2MO526	Business Transactions Management	sP	WS	6
2MO527	Trade Policy in CEC	sP	WS	6
	Optional courses	sV	WS	6
	Optional courses	hV	SS	3
2MO453	International Trade	hP	SS	6
Total				39

* students write the master thesis at VSE, register **Diploma thesis seminar (22F502)** in InSIS / WS2024
The state exam and defence of the master thesis will be scheduled in the regular mode of VSE after a student submits the thesis.

This information is also a base for a request for recognition of the courses after study abroad period and when a final transcript from the host university is issued.

Questions?

