



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY



Erasmus+

IB: STUDY ABROAD 2019-2020



ozs.vse.cz



ozs@vse.cz



RB, 5th floor

MARCH 2019

OZS: INTERNATIONAL OFFICE

Linda FILÁČKOVÁ

Finland, Sweden



Pavλίna ŠENK KOPECKÁ

Spain, Turkey



Janka ZENGEROVÁ

Austria, Germany, Switzerland



Martina POUSSIN

France



Dita MIKLÍKOVÁ

Asia, Latin America



Barbora PLECHÁČKOVÁ

Canada

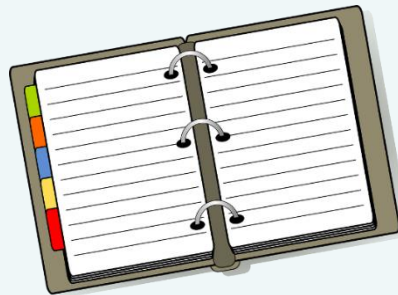


PROGRAM

ADMINISTRATIVE ISSUES

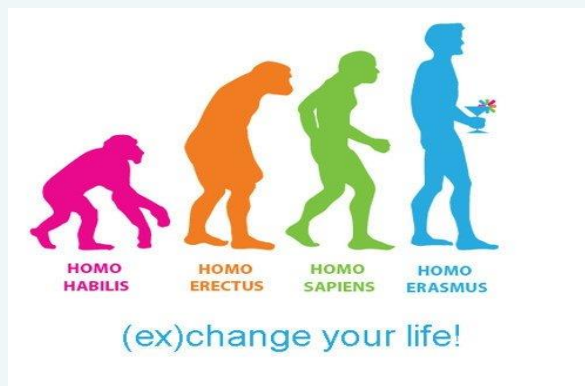
FINANCE

VISAS, INSURANCE, ACCOMMODATION

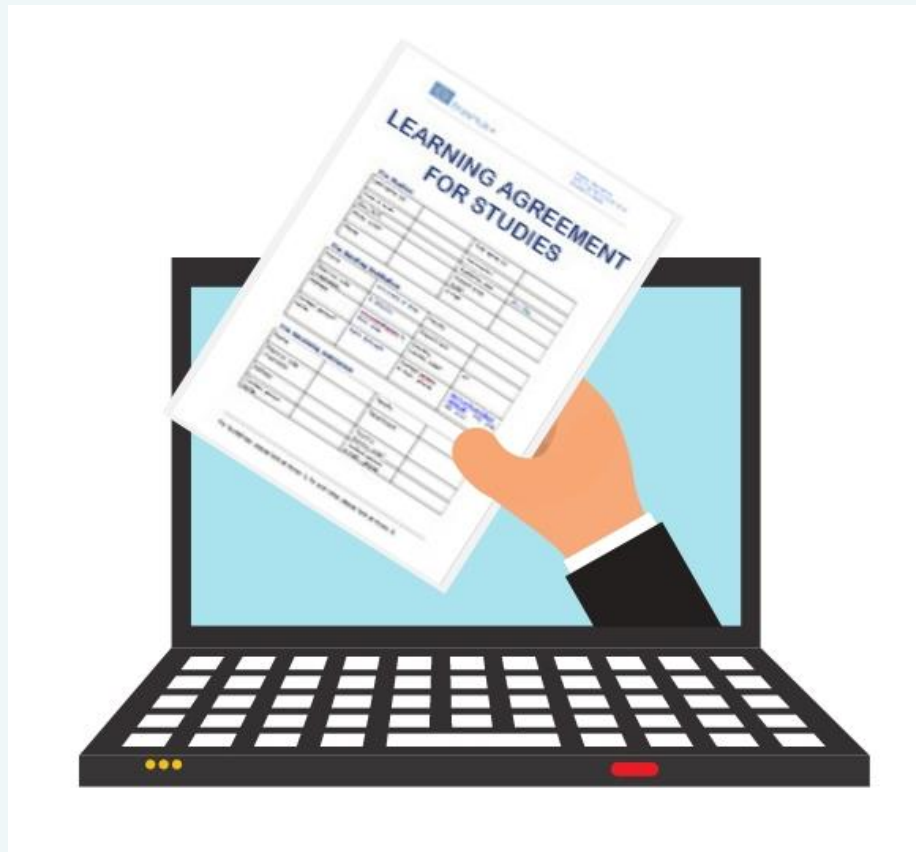


EXCHANGE SEMESTER

- **1 semester – EXCHANGE**
 - **2 semesters (full year) – DOUBLE DEGREE**
- 🌐 student of both VŠE & host university = double rights and duties
 - 🌐 only Diploma Thesis seminar at VŠE (all exchange students and some DD)
 - 🌐 academic recognition – transfer of credits
(30 ECTS – exchange semester, DD according to study plan)



ADMINISTRATIVE ISSUES



INFORMATION SOURCES



ozs.vse.cz (5th floor Rajská Building)



VSE Study Abroad + FB group for outgoing students



vse_studyabroad



Sharepoint – details about partner universities



Partner universities websites





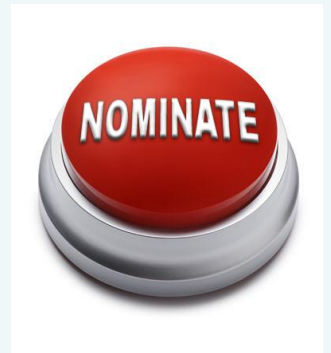
Final reports in InSIS

BEFORE DEPARTURE

STEP 1: NOMINATION

OZS/VŠE >>> PARTNER UNIVERSITY

-  name + basic personal details
-  study semester: Fall/full year



BEFORE DEPARTURE

STEP 2: APPLICATION

STUDENT >>> PARTNER UNIVERSITY

BEWARE OF DEADLINE !!! STUDENT RESPONSIBILITY

🌐 online / by email / regular mail

USUAL ATTACHMENTS:

- 🌐 Transcript of Records (Bc. degree + current master)
- 🌐 Language Proficiency Statement
- 🌐 Recommendation Letter
- 🌐 CV + motivation letter
- 🌐 Passport copy
- 🌐 Financial Statement



BEFORE DEPARTURE

STEP 3: LETTER OF ACCEPTANCE

ACCEPTED

PARTNER UNIVERSITY >>> STUDENT

- 🌐 formal confirmation of acceptance
- 🌐 by mail to VŠE or to students, sometimes only e-version
- 🌐 required by OZS to open a CHECKLIST in InSIS
- 🌐 required for visa application







[Checklist](#)

BEFORE DEPARTURE



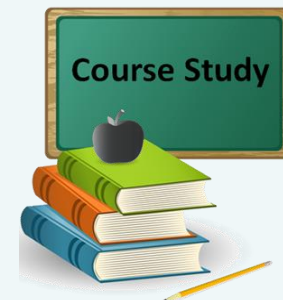
STEP 4: OLS – ONLINE LANGUAGE SUPPORT

STUDENT

-  **ERASMUS+ ONLY!!!**
-  **OLS TEST:** obligatory, min B2 level
-  **OLS course:** optional, during exchange
-  EN, DE, DK, ES, FI, FR, GR, HU, IT, LV, LT, NL, PL, PT, SE



BEFORE DEPARTURE







STEP 5: LEARNING AGREEMENT

STUDENT + VŠE/FACULTY + PARTNER UNIVERSITY

 Approves IB academic director

COURSE CHOICE

-  30 ECTS – equivalent to a semester at VŠE - **EXCHANGE**
-  list of courses approved by both universities – **DOUBLE DEGREE**
-  first version before departure x possible changes (approve by email)
-  Academic Director signs – plan ahead! (summer)



LEARNING AGREEMENT

ACADEMIC YEAR 2019/2020 * **Spring semester** * **Fall semester**

Name of student: _____

Sending institution: University of Economics, Prague Country: Czech Republic

DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD/LEARNING AGREEMENT

Receiving institution: _____ Country: _____

Course code (if any)	Course title (as indicated in the course catalogue)	*VSE Group of courses	Number of ECTS credits

*VSE Group of courses (skupina předmětů studijního plánu VŠE) – a group of courses in which the courses will be recognized (e.g. bV, bP, aV, cVM).

Recommended semester workload is 30 ECTS, minimum semester workload is 20 ECTS.

~~I hereby agree that the nomination is for one semester only and this nomination cannot be extended.~~

Student's signature _____
Date: _____

SENDING INSTITUTION

We confirm that this proposed programme of study/learning agreement is approved.

Responsible person's signature _____
Date: _____

RECEIVING INSTITUTION

We confirm that this proposed programme of study/learning agreement is approved.

Responsible person's signature _____
Date: _____

CHANGES TO ORIGINAL PROPOSED STUDY PROGRAMME/LEARNING AGREEMENT (to be filled in ONLY if appropriate)

Name of student: _____

Sending institution: University of Economics, Prague Country: Czech Republic

Course unit code (if any)	Course title (as indicated in the course catalogue)	Deleted course	Added course	*VSE Group of courses	Number of ECTS credits
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
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		<input type="checkbox"/>	<input type="checkbox"/>		

Recommended semester workload is 30 ECTS, minimum semester workload is 20 ECTS.

~~I hereby agree that the nomination is for one semester only and this nomination cannot be extended.~~

Student's signature _____
Date: _____

SENDING INSTITUTION

We hereby confirm that the above-listed changes to the initially agreed programme of study/learning agreement are approved.

Responsible person's signature _____
Date: _____

RECEIVING INSTITUTION

We hereby confirm that the above-listed changes to the initially agreed programme of study/learning agreement are approved.

Responsible person's signature _____
Date: _____

EUROPE/ E+ : OLA

Finalise account



Erasmus+ App

Expand your world

Setup your password

Password, 8+ chars + Capital + number

Done

NAME + SCHOOL: UPLOADED BY OZS

learning-agreement.eu STUDENT platform Hello, Josef Test laphila111@gmail.com HOME LOGOUT

Learning Agreement (before mobility) NEW LEARNING AGREEMENT

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
Universitetet i Agder	Norway		01/2019	05/2019	Ready to edit	...

Changes to learning agreement (during mobility) NEW LEARNING AGREEMENT WITH CHANGES

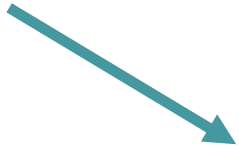
RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
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VŠE email address!

You are that close to start your ERASMUS experience...



TABLE A: COURSES ABROAD



A=B



▼ TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue

Web link to the course catalogue at the receiving institution describing the learning outcomes.

▼ TABLE B: RECOGNITION AT THE SENDING INSTITUTION + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue

Web link to the course catalogue at the sending institution describing the learning outcomes.

TABLE B: RECOGNITION AT VŠE

BEFORE DEPARTURE



STEP 6: GRANT AGREEMENT

STUDENT + VŠE/OZS

- 🌐 **ERASMUS+ ONLY!!!**
- 🌐 Study period + grant amount (August/September)



REQUIRED DOCUMENTS – (May/June)

- 🌐 Letter of Acceptance + Academic Calendar
- 🌐 Learning Agreement fully signed (all 3 parts)
- 🌐 Bank account info
- 🌐 OLS test completed



BEFORE DEPARTURE - SUMMARY



STEP 1: NOMINATION



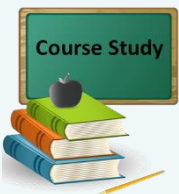
STEP 2: APPLICATION



STEP 3: LETTER OF ACCEPTANCE



STEP 4: OLS TEST/COURSE



STEP 5: LEARNING AGREEMENT



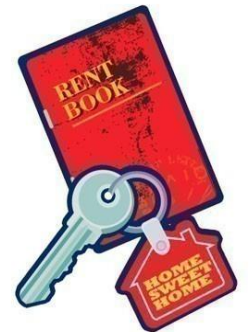
STEP 6: GRANT AGREEMENT



BEFORE DEPARTURE

ACCOMMODATION

- 🌐 **STUDENT'S RESPONSIBILITY**
- 🌐 not all host universities have on-campus accommodation
- 🌐 dormitory: not always the cheapest option



BEFORE DEPARTURE

VISA

 Student's responsibility

 Embassy/consulate



INSURANCE

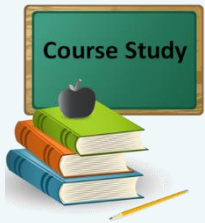
 European Health Insurance Card

 Additional travel insurance strongly recommended



 Some universities have special requirements



ABROAD



LEARNING AGREEMENT DURING MOBILITY

-  **course changes – discuss with IB academic director**
-  **approved/signed by both VŠE and partner university**



PROMOTE VŠE: EXCHANGE FAIR

AFTER RETURN

WELCOME BACK !

PRINTED + SIGNED

 CONFIRMATION OF STUDY PERIOD: **ORIGINAL**

E-DOCUMENTS within 14 days

 CONFIRMATION OF STUDY PERIOD (InSIS)

 OLS language test

 FINAL REPORT InSIS

 FINAL REPORT Mobility Tool

RECOGNITION

 TRANSCRIPT OF RECORDS 1-3 months

 **RECOGNITION** contact IB office

FINANCE

- 🌐 **IB semester tuition fee** must be paid **first!**
- 🌐 **no tuition fees** to host university (x administration fee)
- 🌐 **VŠE financial support/grant** = help to cover extra costs
- 🌐 **other financial sources** needed



Europe: Erasmus+ (EU & MŠMT)

510 EUR / month - Finland, Sweden

450 EUR / month – Austria, France, Germany, Spain

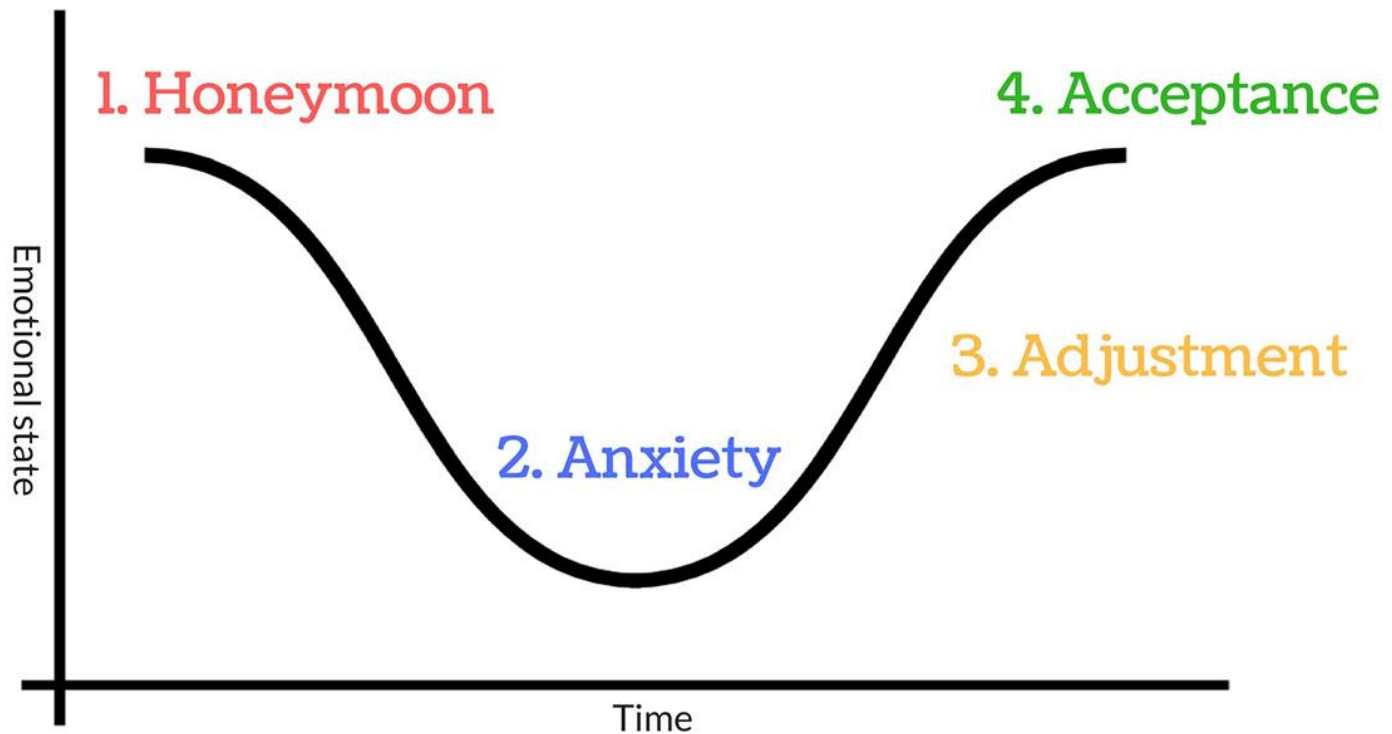
330 EUR / month – Turkey

Overseas & Russia:

10 000 CZK/month (rounded up to half months)

+ 10 000 CZK (airplane ticket, visa, etc.)

CULTURE SHOCK



CULTURE SHOCK



HONEYMOON: all is great and wonderful



ANXIETY: anger, sadness, disappointment...



ADJUSTMENT: back to normal



ACCEPTANCE : feels like home...



RETURN: reverse culture shock

CULTURE SHOCK: TIPS

CONTACT WITH LOCAL PEOPLE / LANGUAGE



UNUSUAL SITUATION= UNUSUAL FEELINGS



FRIENDS:

- contact with home
- new friendships (facing the same situation)





QUESTIONS?