

# Outgoing Exchange Students 2026/27



# CONTENT OF THE INFOSESSION

**INFORMATION SOURCES**

**ADMINISTRATIVE  
REQUIREMENTS**

**FINANCE**

**Q&A**

# INFORMATION SOURCES

# COORDINATORS



Janka Zengerová



Marta Slaninková



Zuzana Manninen



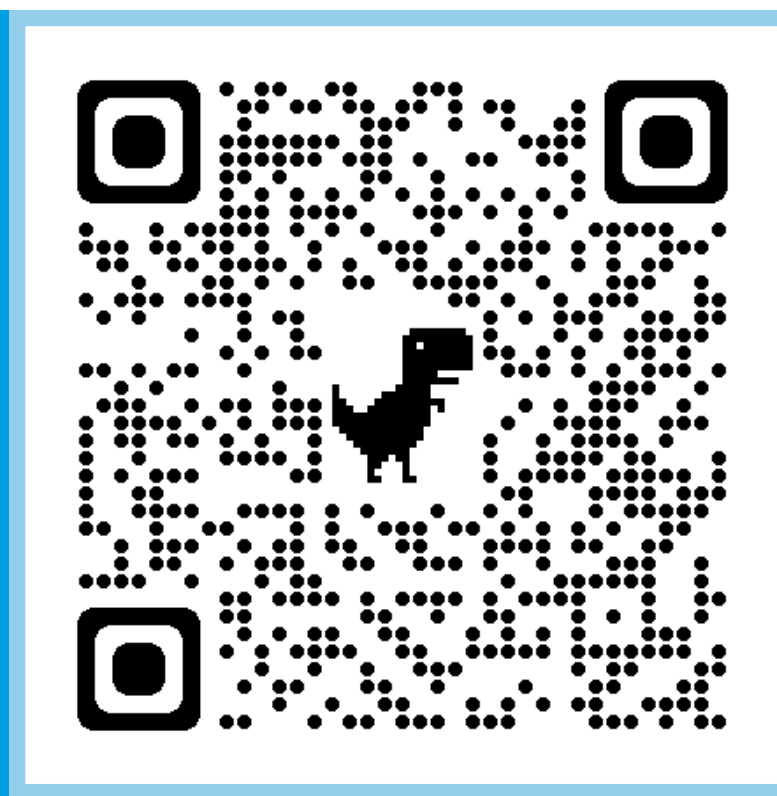
Martina Poussin



Karolína Kaslová



Barbora Minčík Sennešová



# INFORMATION SOURCES

emails  
from the  
coordinators

ERASMUS  
PICKER

partner  
university  
website

office  
hours

  
Mon-Thu  
10:00-12:00

final reports  
in InSIS



outgoing  
students  
group on FB

  
online every  
Wednesday  
10:00-10:30

 [ozs.vse.cz](https://ozs.vse.cz)

 [ozs@vse.cz](mailto:ozs@vse.cz)

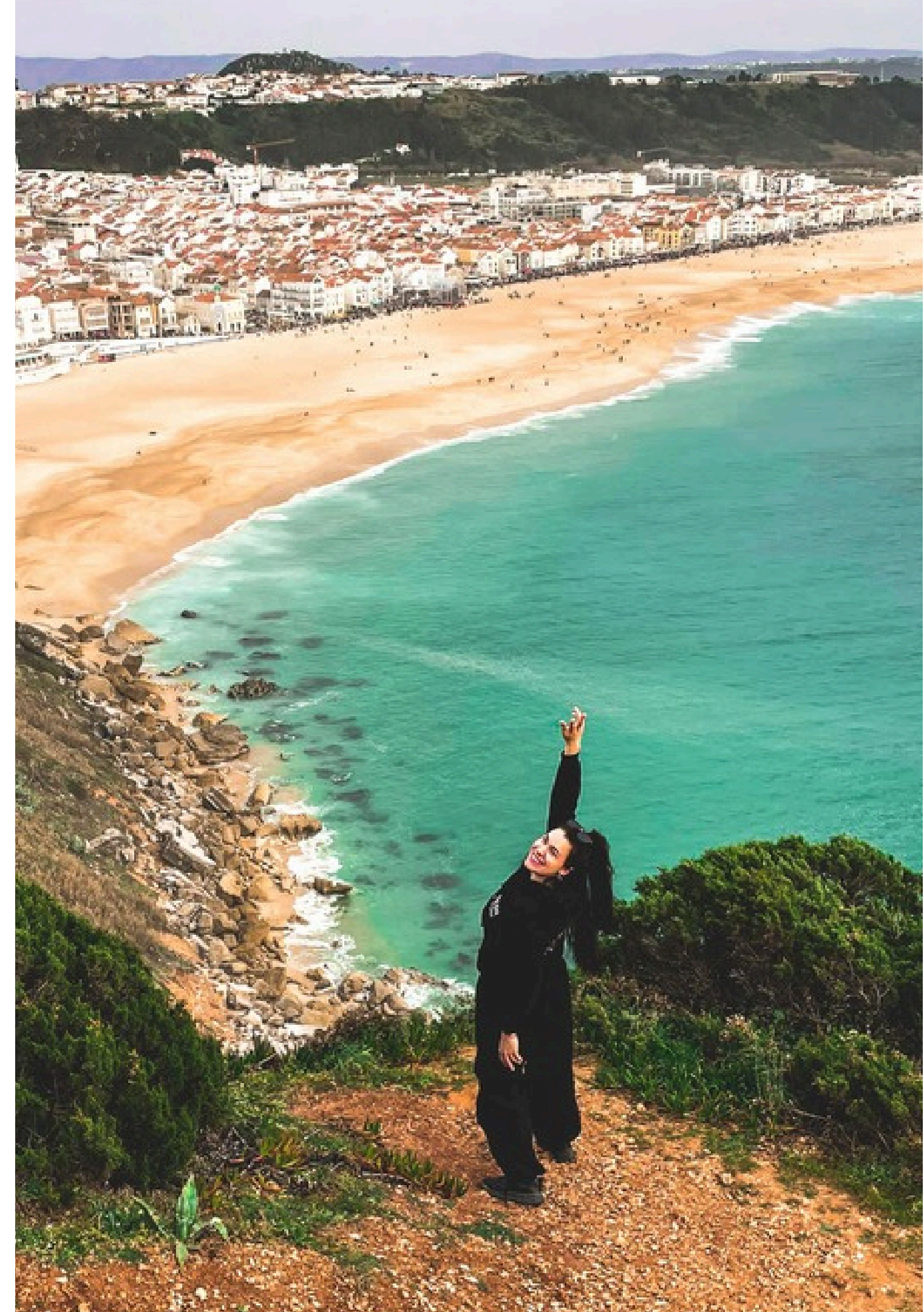
 [VSE Study Abroad](#)

 [@vse\\_studyabroad](#)

# Exchange semester

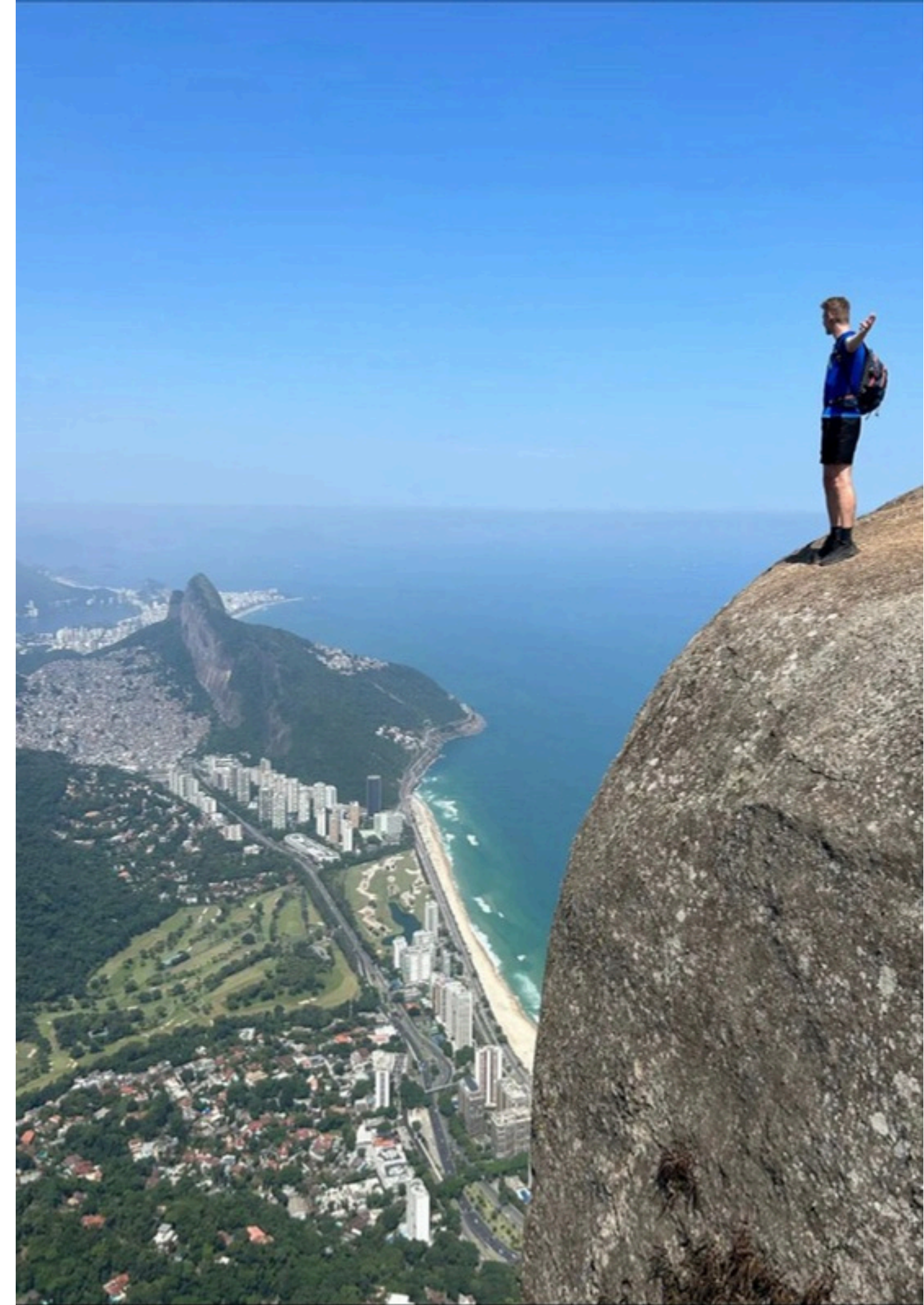
- » 1 SEMESTER - no extensions
- » in InSIS "student abroad"
- » min 30 ECTS
- » PAY TUITION FEE AT VSE

**SUFFICIENT CREDIT VOUCHERS!**



# Confirm the mobility

- » confirmation form in the email
- » a possibility to change the semester of the mobility
- » **CANCELATION OF THE MOBILITY**
  - the sooner the better
  - the spot is not yours
  - another spot **CANNOT** be offered

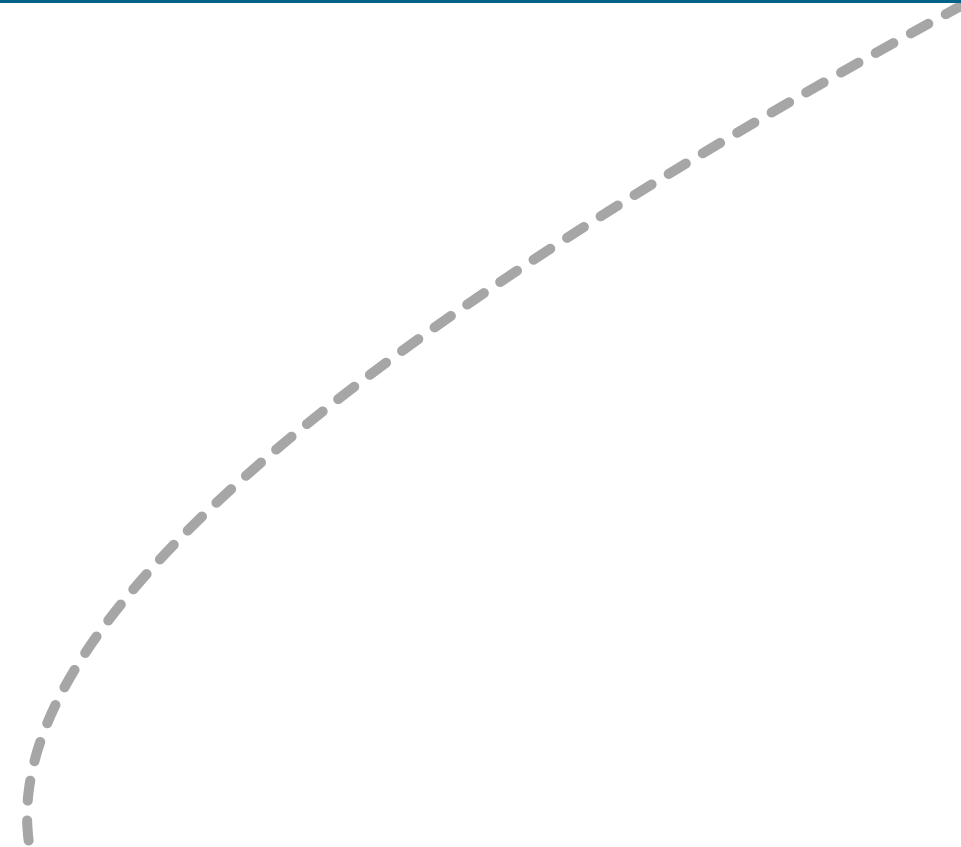


**ADMINISTRATIVE REQUIREMENTS**

**BEFORE MOBILITY**



**CHECKLIST IN INSIS**



**nomination**

**application**

**letter of acceptance**

**Learning Agreement in InSIS**

**emergency contact form**

**bank account**

**Erasmus+**

**grant agreement**

**Overseas**

**flight ticket**

**visa, insurance, accommodation**

# Nomination

- » student is nominated to the partner uni by the International Office
  - name, personal and study details
  - aprox. 3-9 months before mobility

**DO NOT CONTACT THE PARTNER UNIVERSITY BEFORE NOMINATION**



# Application

- » student submits an application according to the partner uni instructions
  - online / scan / by post
  - different requirements and attachments

**MAKE SURE TO CHECK THE APPLICATION SUBMISSION DEADLINE**



# Letter of Acceptance

- » student receives a confirmation of admission
  - letter/e-mail

**UPLOAD A COPY INTO THE INSIS CHECKLIST**



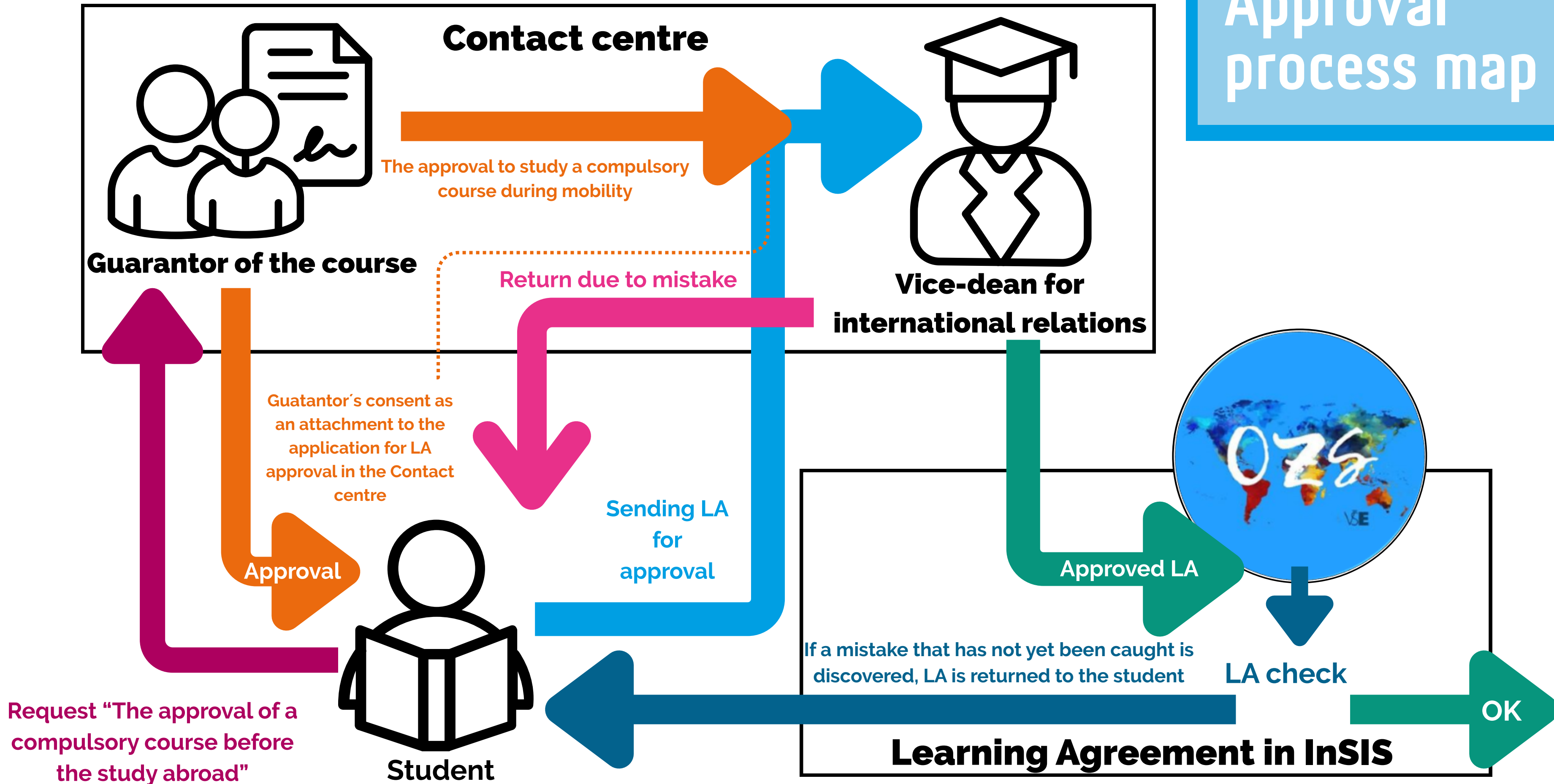
# Learning Agreement in InSIS

- » 30 ECTS + faculty and partner uni conditions
- »  $\sum$  ECTS table A =  $\sum$  ECTS table B
- » elective courses
- » first selection can be preliminary

[Instructions](#) HERE



# Approval process map



# Approval of LA in InSIS

- » before mobility (sometimes with application)
- » student + faculty + partner uni
- » **Erasmus+**: confirmed LA will be automatically uploaded to your checklist

**Overseas:** students have to upload signed LA to their checklist **THEMSELVES**

**IB**

doc. Ing. Josef Taušer, Ph.D.  
(Vice-dean for international relations and finance)

# Emergency contact

- » student fills in the emergency contact details

[Link HERE](#)



# Grant Agreement

Erasmus+

- » Length of stay with accuracy to the exact number of days
- » Exact amount of the scholarship
- » Issued by OZS

**BEFORE SIGNATURE IT IS NECESSARY TO FULFILL OTHER REQUIREMENTS**



# Flight Ticket

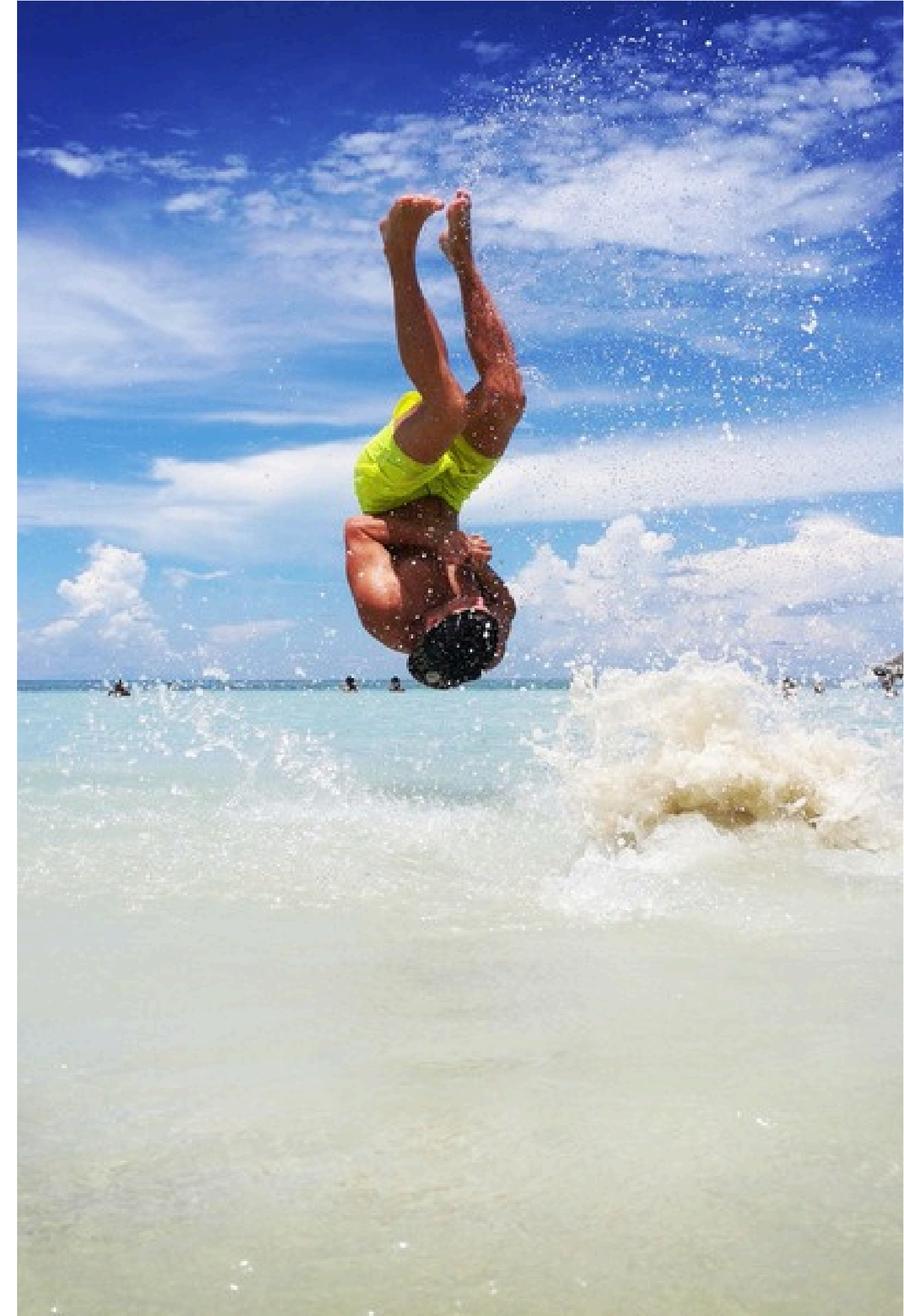
- » confirmation of departure from the CR/Europe
- » your name + dates + itinerary to final destination

**UPLOAD CONFIRMATION OF YOUR TRAVEL JOURNEY INTO YOUR CHECKLIST**



# Visa, insurance & accommodation

- » **STUDENT'S RESPONSIBILITY**
- » some partner universities have special requirements
- » dorms are not always the cheapest option





**DURING MOBILITY**

# Learning Agreement "Changes" in InSIS

- » changes in courses studied abroad
- » **Erasmus+:** confirmed LA "Changes" will be automatically uploaded to your checklist

Overseas: students have to upload signed LA to their checklist **THEMSELVES**

[Instructions](#) **HERE**



# Representation of VSE

- » presentations, international fairs, ...
- » promo material will be sent upon request





**AFTER MOBILITY**

**Learning Agreement "Changes" v InSIS**

**Erasmus+ & Switzerland**

**Confirmation of Study Period**

**Overseas**

**Final report(s)**

**Transcript of Records**

**Transfer of credits**

**CHECKLIST IN INSIS**

# Confirmation of study period

- » confirmed mobility dates by partner uni
- » copy in InSIS + original to OZS

**UPLOAD A COPY INTO THE INSIS CHECKLIST WITHIN 14 DAYS  
AFTER THE END OF YOUR MOBILITY**



# Report(s)

## EVERYONE

final report on stay abroad in **InSIS**

- within 14 day after the end
- in details please!

## ERASMUS+

report in **Beneficiary Module**

- European database
- link sent to your email



# Transcript of Records

- » sent by partner university
- » 1-3 months after mobility
- » verifiable copy uploaded into the checklist in InSIS



# Transfer of Credits

- » before the end of the next semester
- » students apply in InSIS ([instructions HERE](#))



IB

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



**FINANCE**

# Finance

- » no tuition fee to partner university
- » scholarship for increased expenses
- » own financial resources
- » bank account info in InSIS



# ERASMUS+ costs of stay

Country	Scholarship per month
Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Lichtenstein, Luxembourg, Netherlands, Norway, Sweden, United Kingdom	660 €
Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain	600 €
Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey	540 €

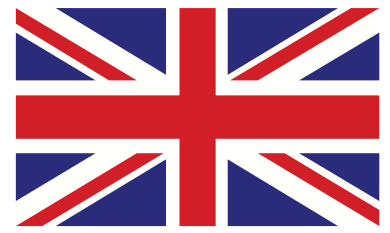
# ERASMUS+ travel costs

DISTANCE	GREEN ERASMUS	NON-GREEN ERASMUS
10 - 99 km	56 €	28 €
100 - 499 km	285 €	211 €
500 - 1999 km	417 €	309 €
2000 - 2999 km	535 €	395 €



FOR EXACT AMOUNT CHECK OUT  
ERASMUS+ DISTANCE CALCULATOR





# UNITED KINGDOM

» according to **Erasmus+** rules

» **660 EUR/month**

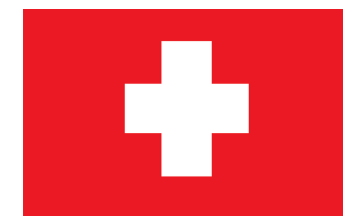
↪ (no travel grant)



# OVERSEAS

» 10 000 CZK for each month of stay

» +10 000 CZK as a one-off grant for air ticket/visa



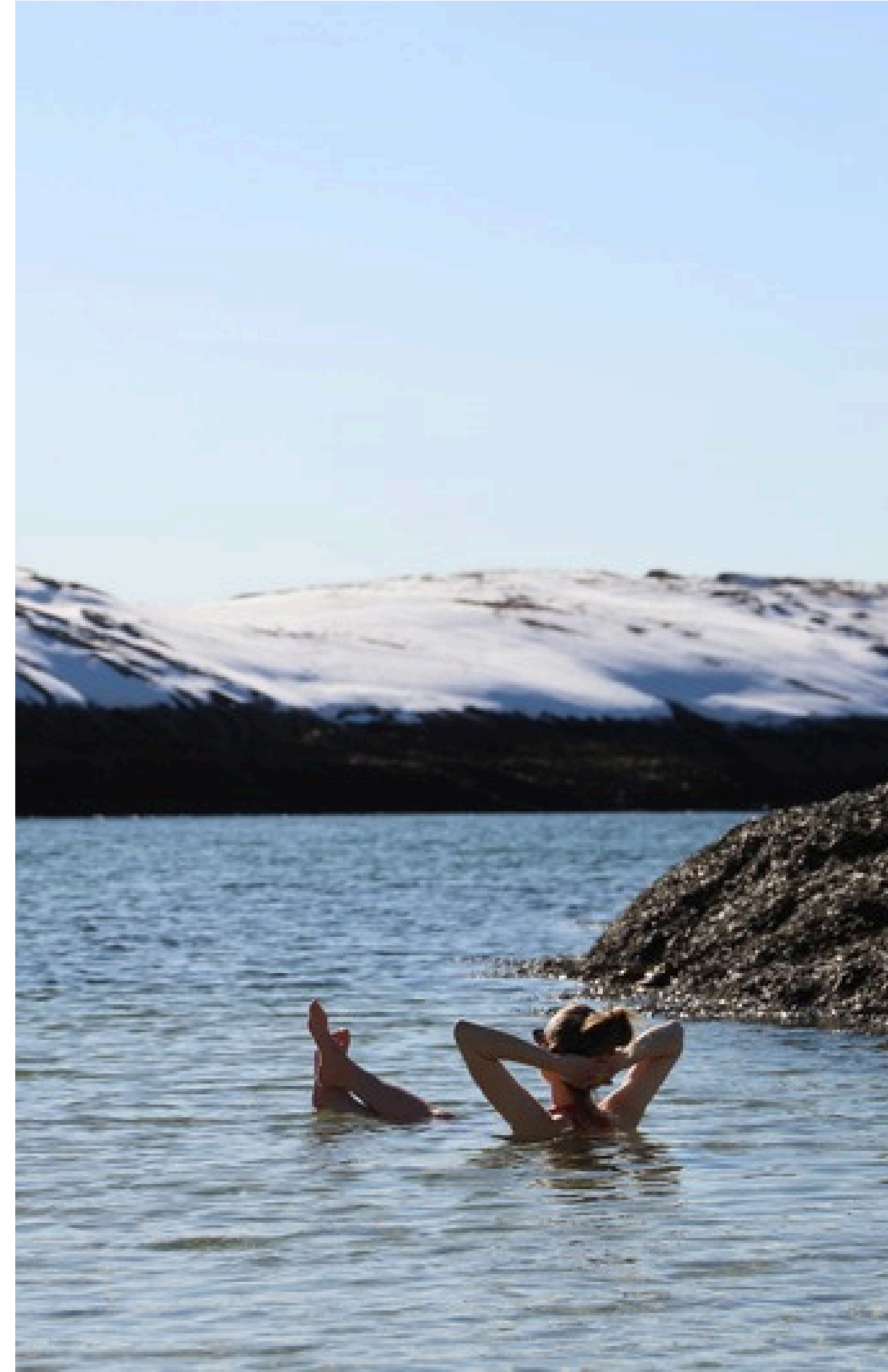
# SWITZERLAND

» 440 CHF/month for 5 months

» + possible supplementary scholarship from VSE

# Finance – other info

- » special grants for students with:
  - socio-economic disadvantage
  - health-related conditions
- » other funding options
- » some faculties provide additional financial support



## International Business – preparation for Learning Agreement (LA) - Courses of the individual study plan at home being completed abroad

### 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
UP01	Optional courses	sV	WS	6
Total				30

\* Students write the master thesis at VSE, register **Diploma thesis seminar (22F502)** in InSIS / WS2026

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 <small>www</small>	WS	6
2MO525	International Marketing Communication	sP <small>www</small>	WS	6
2MO526	Business Transactions Management	sP <small>www</small>	WS	6
2MO527	Trade Policy in CEC	sP <small>www</small>	WS	6
UP01	Optional courses	sV <small>www</small>	WS	6
UP02	Optional courses	hV <small>www</small>	SS	6
2MO453	International Trade	hP <small>www</small>	SS	6
Total				42**

\* Students write the master thesis at VSE, register **Diploma thesis seminar (22F502)** in InSIS / WS2026  
The state exam and defence of the master thesis will be scheduled in the regular mode of VSE after a student submits the thesis and the courses from the study abroad are recognized.

\*\* if the study plan at the host university contains more credits you will recognize them at VSE in the group hV  
www

**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.**

# WHERE TO GO NEXT?

outgoing  
presentation

ERASMUS  
PICKER

 IG  
takeovers

office hours  
at OZS  
 5th floor RB

 Mon-Thu  
10:00-12:00

final reports  
in InSIS



FB group for  
outgoing  
students

 online  
every Wed  
10:00-10:30

 [ozs.vse.cz](https://ozs.vse.cz)

 [ozs@vse.cz](mailto:ozs@vse.cz)

 VSE Study Abroad

 @vse\_studyabroad

Q & A