

Instructions for international students for mobility within the project ERASMUS+ KA107 for 2018 - 2020



Student Mobility for Traineeship



BEFORE THE MOBILITY

I. General eligibility criteria

Eligible participants:

Students registered in the sending Higher Education Institution (HEI) and enrolled in studies leading to a recognised degree or another recognised tertiary level qualification (up to and including the level of doctorate – PhD study)¹. In case of mobility for traineeship, the student must be enrolled at least in the first year of higher education studies during his/her mobility abroad but in such case student has to be approved for mobility in the same academic year (i.e. during the 1st year of bachelor study). It's not allowed to carry out mobility in the status of recent graduate.

To ensure high-quality mobility activities with maximum impact on the students, the mobility activity has to be compatible with the student's degree-related learning and personal development needs. The traineeship period abroad should be part of the student's study programme to complete a degree at a short, first, second or third (doctoral) cycle*.

Eligible traineeship period (duration of mobility):

Each student mobility for traineeship can normally take from 2 to 12 months. However, the same student may participate in mobility periods totalling up to 12 months maximum per each cycle of study*, independently of the number and type of mobility activities.

* Study Cycles are as follows:

- the first study cycle (Bachelor or equivalent) including the short-cycle (EQF levels 5 and 6);
- the second study cycle (Master or equivalent - EQF level 7);
- the third cycle as doctoral candidate (doctoral level – PhD study or EQF level 8).

When determining the exact eligible duration of mobility, previous mobilities within the former European Lifelong Learning Programme/Erasmus, Erasmus Mundus Programme or the current Erasmus+ Programme (including the EU Capacity Building projects, etc.) within the same study cycle of the student are taken into account (i.e. these mobilities are also counted towards the maximum eligible 12 months period).

¹ In accordance with the EU strategic policy, cooperation with some partner countries (i.e. non-EEA and non-EU countries) may be limited to a specific levels of study (student mobility for study or for traineeship) in relation to the mobility flow (for instance, only bachelor or master students may be allowed for mobility from the specific partner country to programme country, etc.). Please, contact the UKF project coordinator kbutorova@ukf.sk to verify if there are any limitations regarding your planned mobility in our country.

If not specified by the sending or receiving institution, student can choose the semester of his/her mobility according to his/her preferences between **September 1, 2018 – July 31, 2020**.

Eligible countries:

In general, countries eligible for Erasmus+ projects are:

- Programme countries: all EEA and 28 EU countries including Iceland, Norway, Liechtenstein, former Yugoslav Republic of Macedonia and Turkey.
- Partner countries: countries outside EEA and EU.

Students from partner country must carry out their mobility activity in a programme country and students from programme country must carry out their mobility activity in a partner country. The receiving country must be different from the country of the sending institution and the country where the student has his/her accommodation during his/her studies.

Roles of institutions in this Erasmus+ KA107 project:

- Programme country: Slovak Republic
Institution: Constantine the Philosopher University in Nitra (abbrev. UKF in Nitra)
Role: project coordinator in charge of applying for the KA107 mobility project, signing and managing the grant agreement with the National Agency, administering Erasmus+ bilateral agreements, managing the mobility flows, financing and reporting the mobilities. When sending participants, it is also in charge of selecting participants and sending them abroad, preparation, monitoring and recognition related to the mobility period. When receiving participants, it is also in charge of receiving participants from abroad and offering them a study/work/teaching programme.
- Partner country: country outside EEA and EU
Institution: each institution which has signed the Erasmus+ inter-institutional agreement for KA107 mobilities with Constantine the Philosopher University in Nitra
Role: partner for communication and managing the mobility flows. When sending participants, it is also in charge of selecting participants and sending them abroad, preparation, monitoring and recognition related to the mobility period. When receiving participants, it is also in charge of receiving participants from abroad and offering them a study/work/teaching programme.

Erasmus+ inter-institutional agreement:

In the Erasmus+ mobility projects, all participating programme country institutions must be HEIs awarded with an ECHE – Erasmus Charter for Higher Education. All partner country institutions must be HEIs recognised by competent authorities and have signed the Erasmus+ inter-institutional agreements with their programme country partners before the mobility of students and/or staff takes place. See [the list of our Erasmus+ KA07 partners](https://www.ukf.sk/en/erasmus-2/erasmus-bilateral-agreements) on <https://www.ukf.sk/en/erasmus-2/erasmus-bilateral-agreements> and check whether our Constantine the Philosopher University in Nitra has signed the Erasmus+ inter-institutional agreement with your higher education institution. In the list, you can also see figures for outgoing and incoming students and/or staff between your and our institution, field of study and maximum planned duration of mobility (number of mobility months for students/number of mobility days for staff).

II. Selection of participants at the sending institution

Students apply to their HEI which carries out the selection of participants. In order to be accepted for traineeship mobility at our university, your HEI (as a sending institution) has to approve you and to nominate you to our university for the mobility. Please, contact the International Relations Office of your home institution to get information about the exact application and selection procedure.

Selection criteria:

Selection criteria, such as the academic performance of the candidate, the previous mobility experiences, the motivation, the previous experience in the receiving country (i.e. return to country of origin) etc., shall be made public. *For students from Partner Countries, the first criterion for selecting students will be academic merit (study results), but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds (including refugees, asylum seekers and migrants).* Along with this criteria, sending institution should take into consideration student's language competence. Furthermore, it may apply another criteria, e.g., student's achievements in representing the home institution, his/her extra-curricular activities, etc.

Lower priority will be given to those students who have already participated in mobility actions in the same study cycle under the former Lifelong Learning Programme/Erasmus Programme, Erasmus Mundus Programme or the current Erasmus+ Programme.

The selection of students – as well as the procedure for awarding them a grant - must be fair, transparent, coherent and documented by written record and shall be made available to all parties involved in the selection process (i.e. published on the website of the sending institution). The sending HEI shall take the necessary measures to prevent any conflict of interest with regard to persons who may be invited to take part in the selection bodies or process of students' selection.

Once students are selected, they should receive from their sending institution the *Erasmus+ Student Charter*, setting out the student's rights and obligations with respect to her/his period of study abroad, and explaining the different steps to be undertaken before, during and after mobility. The Erasmus+ Student Charter is available in various languages at: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en.

III. Application procedure at the receiving institution

☞ First step - Nomination:

Each selected international Erasmus+ student coming to UKF in Nitra must be nominated via e-mail by the sending institution yet before the UKF deadline (see deadlines below). E-mail nomination sent to the International Relations Office of UKF must contain: student's name and surname, his/her field of study, current year and level of study, semester and duration of mobility (requested number of months) and student's e-mail address. Except of that, the sending institution sends to the Erasmus coordinator of UKF in Nitra (i.e. to the receiving institution) copy of the written record of selection of participants along with the information which of them apply for the Erasmus+ grant (scholarship).

☞ Second step - Application procedure:

Nominated student receives from the Erasmus coordinator of UKF in Nitra (see contact at the end of this document) the information about the application procedure and other important details for his/her stay at UKF in Nitra. Each incoming international student should have a good command of English Language (students are required to have minimum B1 English language level).

Nominated Erasmus+ student prepares all of these application documents (please, bear in mind that incomplete documents will not be considered for accepting a student for mobility):

- Application Form for Exchange Programme (form);
- Learning Agreement for Traineeship (form);
- Translated copy of the Bachelor/Master/PhD diploma (in case student has already graduated);

- In the event the applicant has not finished his Bachelor/Master/PhD studies, he shall submit a certificate stating current year of study and expected date of obtaining his diploma, issued by the home university;
- Transcript of Records (student's latest academic records issued by the home university);
- Document testifying minimum B1 level of English language competence;
- Housing Application Form (form – only in case of interest);
- Application Form for free of charge Slovak Language Course (form - only in case of interest);
- Approval of student with processing personal data (form).

Note to the Learning Agreement for Erasmus+ for Traineeships:

Learning Agreement is the EU form for Erasmus+ traineeship mobility which defines the target outcomes and skills to be acquired for the mobility period abroad. The agreement also specifies the location of the traineeship period. In the Learning Agreement, the sending institution and the student should also agree on the language level (main language of instruction) to be reached by the student by the start of the mobility period, in line with the recommended level specified in the Erasmus+ inter-institutional agreement between sending and receiving institution.

Learning Agreement for Traineeship is divided into three parts (Before the mobility, During the mobility and After the mobility).

When completing your Learning Agreement for Traineeship (the 1st part „Before the mobility“), you should consider your study programme at your home institution. Erasmus+ mobility should be an integral part of your regular study at home institution and recognised in full upon its successful completion.

All application documents for international Erasmus+ students (KA107 project) are published on: <https://www.ukf.sk/en/erasmus-2/student-mobility>. Information about UKF courses taught in foreign languages and offered to international Erasmus+ students are published on: <https://www.ukf.sk/en/erasmus-2/ects-course-catalogues>.

Higher education at UKF in Nitra is based on the implementation of the European Credit Transfer System (ECTS). More information about ECTS system at our university: https://www.ukf.sk/images/WebENG/ECTS_na_UKF_v_Nitre_sum%C3%A1r_v_AJ.pdf.

Print Learning Agreement for Traineeship once (if not requested by your home institution otherwise), put your signature and ask your home institution to sign it as well. Then send the Learning Agreement along with the rest of your application documents to UKF in Nitra preferably within the stated deadline:

Deadlines for international Erasmus+ students:

Semester 1 or the whole academic year	Nomination: May 15 Submission of documents: May 31
Semester 2	Nomination: November 15 Submission of documents: November 30

All application documents have to be sent to the Erasmus coordinator of the International Relations Office of UKF in Nitra within the above deadline via e-mail or by recorded mail to:

Attn.: Ing. Katarína Butorová, PhD.
International Relations Office
Constantine the Philosopher University in Nitra
Trieda Andreja Hlinku 1
949 74 Nitra, Slovak Republic
e-mail: kbutorova@ukf.sk

IV. Acceptance by the receiving institution

After receiving your application documents, Erasmus coordinator from the International Relations Office of UKF in Nitra will contact you and send you (in case of your acceptance) official "*Letter of Acceptance*" (scan via e-mail and original by regular mail) as well as your duly signed Learning Agreement for Traineeship. Both of these documents represent a binding acceptance for your study mobility at UKF in Nitra. Based on the original of the Letter of Acceptance you can apply for visa and residence permit in Slovakia.

Erasmus coordinator of UKF in Nitra (as the receiving institution) will also send you the Information Package or Exchange Student's Guide where you find information about accommodation provision and rules, registration for residence, as well as the further practical steps that must be taken before, during and after finishing your mobility.

Other information:

Information about organisation of study at UKF in Nitra (Academic Calendar) can be found at: <https://www.ukf.sk/en/organisation-of-study>

Information about all supporting services for international students (housing, catering, internet access, etc.) is available at: <https://www.ukf.sk/en/student-services>.

For actual visa and residence permit obligations before entering the Schengen Area, please, visit the EU Immigration Portal: https://ec.europa.eu/immigration/node_en.

Withdrawal from the approved mobility

Each student approved for Erasmus mobility is committed to travel for mobility abroad, if not prevented from doing so for any serious reasons (serious health problems, academic reasons, or other reasons that do not allow student to complete mobility abroad). To cancel an approved student mobility, student has to fill in and sign the "Withdrawal from the Erasmus+ Mobility" (form is available on the website of UKF in Nitra) and to submit it to the Erasmus coordinator of the International Relations Office of UKF in Nitra via e-mail at least one month before the UKF application deadline for sending Erasmus+ documents (see deadlines in the Article III).

V. Financing the mobility by the project coordinator

UKF in Nitra, which is responsible for managing the Erasmus+ KA107 project budget and paying the Erasmus+ grant to each project participant, is eligible to award and pay the student grant to as many students as approved by the National Erasmus+ Agency in Slovakia in accordance with the contract for financing the KA107 project mobilities. Remaining students not covered by the Erasmus+ grant can be accepted for mobility only with „zero-grant“ (i.e. without any grant). So there can be 2 types of Erasmus+ student mobility based on the financing:

- A. Students may receive a "student grant" to contribute to the increased travel and subsistence costs that the mobility period abroad generates. Such grant may consist of one or both of the following:
 - an EU grant (Erasmus+ grant), calculated per month and paid as a unit cost (see the "funding rules" section in Part B of the Erasmus+ Guide);
 - and/or a national, regional and local grant provided by a public or private donor, or loan scheme (no such grant is provided by UKF in Nitra).

- B. Students with a „zero-grant“ from EU funds are allowed, i.e. students who fulfil all Erasmus student eligibility criteria and benefit from all advantages of being an Erasmus student without receiving an EU mobility grant. The rules stated in this Programme Guide, except those relating to the allocation of grants, also apply to such students with a zero-grant from EU funds.

Erasmus coordinator of UKF in Nitra will inform each selected and accepted student about the amount of Erasmus+ grant awarded for his/her mobility and further issues on the manner and time schedule of paying the Erasmus+ grant to the student (see Article VI).

Students taking part in the mobility projects supported by the Erasmus+ Programme (including the KA107 project) - whether or not they receive an Erasmus+ EU grant for their participation - *are exempted from paying fees for tuition, registration/enrollment for study, examinations and access to laboratory and library facilities at the receiving institution.* However, small fees may be charged by the receiving institution (UKF in Nitra) for costs such as insurance, student unions, student card and the use of miscellaneous material such as photocopies, laboratory products, on the same basis as these are charged to the local students of UKF in Nitra. Students shall not be liable to any additional fees or charges in connection with the organisation or administration of their mobility period. In addition, the entitlement to any grant or loan awarded to students to study in their sending institution must be maintained during the period abroad.

Students taking part in a higher education Erasmus+ mobility project cannot be, at the same time, beneficiaries of an Erasmus Mundus Joint Master Degree scholarship, and vice versa.

VI. Financial agreement/contract with student and transfer of grant

As already mentioned, student can participate in the Erasmus+ mobility with or without Erasmus+ grant, i.e. „zero-grant“ (see the Article V for more about financing your mobility). In both cases, the student must sign the Erasmus+ financial agreement with the receiving institution (UKF in Nitra) and deliver it to the receiving institution at least 2 weeks before the mobility starts. For this purpose, you provide the following documents to the Erasmus coordinator of UKF in Nitra:

- Copy of your valid passport;
- Copy of your bank account agreement (bank account must be established in Slovakia upon arrival) - it must be established in your name and contain the european IBAN code to the account number and SWIFT (BIC) code of the bank. It is not allowed to make bank transfer of the Erasmus+ grant to the bank account in other country than Slovakia.
- Original confirmation from your home institution that you are dully enrolled as a student in the academic year in which you will participate in the mobility;
- Copy of the commercial travel health insurance for the whole period of your mobility.
Although not requested, it is recommended that a student (in addition to medical insurance) establishes the following types of insurance: third party liability (including, wherever appropriate, professional indemnity or insurance for responsibility); accident and serious illness (including permanent or temporary incapacity); death (including repatriation in case of activities carried out abroad); wherever relevant, medical assistance, including after care.

Please, bear in mind that if you fail to provide all these required documents to the Erasmus coordinator of UKF in Nitra on time, there can be a delay in signing the Erasmus+ financial agreement with you and your mobility may be postponed several days later.

Erasmus+ grant for student mobility covers:

- o subsistence costs (individual support – per diem for accommodation and meals, as well as public transport within Nitra, insurance costs or any other additional costs which may arise to student during his/her mobility - see Tab. 1)

- o travel costs (travel support – for travel to Slovakia and back to the home country - see Tab. 2).

Tab. 1 Groups of countries and the amounts for individual support for each month of student mobility within Erasmus+ projects 2018 – 2020 are set as follows:

From	To	Amount
Eligible partner country	<u>Group 1 Programme Countries:</u> Norway, Denmark, Luxembourg, United Kingdom, Iceland, Sweden, Ireland, Finland, Liechtenstein	900 EUR per month
	<u>Group 2 Programme Countries:</u> Netherlands, Austria, Belgium, France, Germany, Italy, Spain, Cyprus, Greece, Malta, Portugal	850 EUR per month
	<u>Group 1 Programme Countries</u> Slovenia, Estonia, Latvia, Croatia, Slovak Republic , Czech Republic, Lithuania, Turkey, Hungary, Poland, Romania, Bulgaria, FYROM – Republic of Macedonia	800 EUR per month
Programme Country	Partner Country	700 EUR per month

Grant for covering subsistence costs:

The amount of **800 EUR per month** is fixed and equal for all students traveling from any eligible partner country (i.e. country outside the EU and EEA) to our programme country (i.e. Slovak Republic) (see Tab.1).

The final amount of the Erasmus+ grant for the whole period of your mobility is calculated by multiplying the number of mobility months and monthly grant for mobility listed in Tab.1. In the case of an incomplete month, the grant is calculated by multiplying the number of days in the incomplete month with 1/30 of the monthly grant for mobility.

Note to the duration of mobility:

- The start date is the first day that the student needs to be present at the receiving institution. It's not the date of your departure from the home country.
- The end date is the last day the student needs to be present at the receiving institution. It's not the date of your arrival to the home country.

Tab. 2 Travel distances and the amounts for travel support for each student mobility within Erasmus+ projects 2018 – 2020 are set as follows:

Travel distances	Amount
Between 10 and 99 km:	20 EUR per participant
between 100 and 499 km:	180 EUR per participant
between 500 and 1999 km:	275 EUR per participant
between 2000 and 2999 km:	360 EUR per participant
between 3000 and 3999 km:	530 EUR per participant
between 4000 and 7999 km:	820 EUR per participant
8000 km or more:	1500 EUR per participant

Grant for covering travel costs: It is based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission: http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en.

The distance of a one-way travel from the seat (city) of the sending institution to the seat (city) of the receiving institution (Nitra) must be used to calculate the amount of the EU grant that will support the round trip.

Note:

For both categories of costs (travel and subsistence) the Erasmus + grant is a maximum and fixed financial contribution to mobility (i.e. lump sum), which belongs to each student regardless of the amount of the real costs of his/her mobility. So if the real costs of the student (travel or subsistence) are lower than the fixed Erasmus+ grant mentioned in Tab. 1 and Tab. 2, the whole Erasmus+ grant belongs to the student. If the real costs of the student (travel or subsistence) are higher than the fixed Erasmus+ grant mentioned in Tab. 1 and Tab. 2, student covers the remaining expenses from his/her own financial resources.

Provided Erasmus+ grant may not be used to cover similar costs already financed from the EU funds.

After arrival to Nitra, you will open a bank account in Slovakia and ask the bank for a bank card. Erasmus+ grant for study will be transferred to your bank account in two installments:

- 90% of the total grant (for travel and subsistence) is sent to you after providing the bank account details to the Erasmus coordinator of UKF in Nitra. You get one duly signed original of the Erasmus+ financial agreement with the mandatory annexes to the agreement at the International Relations Office of UKF in Nitra.
- 10% of the total grant (for travel and subsistence) is sent to you after you submit the online student report via EU Survey and provide all required documents confirming your compliance with contractual obligations to the Erasmus coordinator of UKF in Nitra.

DURING THE MOBILITY

After arrival to UKF in Nitra, please, follow the instructions of the International Relations Office, which will give you more information on the procedures you have to go through during your mobility.

VII. Learning Agreement – changes in the study plan

If necessary to make changes to the original study plan (i.e. to your Learning Agreement for Traineeship), you are obliged to request your home institution and the UKF in Nitra for accepting the changes in your Learning Agreement no later than four weeks after starting your mobility at UKF in Nitra. Changes should be made only exceptionally and in writing.

The procedure is as follows:

Write all changes (comparing to those mentioned in the 1st part of your Learning Agreement „Before the Mobility“) into the 2nd part of your Learning Agreement „During the Mobility“. Sign it and ask the Faculty coordinator at UKF in Nitra for signature. After then, bring the part „During the Mobility“ to the Erasmus coordinator at the International Relations Office of UKF in Nitra who makes a scan and sends this part to your home institution via e-mail. If your home coordinator approves these changes, he/she signs this part of your Learning Agreement and sends it via e-mail back to you and to the International Relations Office of UKF in Nitra within 2 weeks after receipt of the signed changes from UKF in Nitra.

Changes to the Learning Agreement (part „During the Mobility“) must be completed and signed by all parties also in the case you request for prolongation of mobility for the 2nd semester (see Article VIII). For any questions regarding the content of your traineeship or study issues, please, refer to the departmental or Faculty Erasmus coordinator of UKF in Nitra.

VIII. Prolongation of study mobility

Student is allowed to ask for prolongation of an on-going mobility in case he/she:

- needs to stay at the receiving institution till the end of the started semester to complete the programme listed in the signed Learning Agreement or
- wants to spend another semester at the receiving institution to participate in additional programme listed in the new Learning Agreement and to acquire further knowledge within the field of study, improve his/her language skills, etc.

A prolongation of an on-going mobility may be agreed between the sending and the receiving organisation subject to the following:

- a) the request for prolongation of mobility period must be introduced to UKF in Nitra at the latest one month before the end of the mobility period initially planned;
- b) if the request is accepted by all parties, the Erasmus+ financial agreement must be amended (i.e. amendment to the financial agreement must be signed by the student and UKF in Nitra) and all the arrangements related to the prolongation of mobility must be completed yet before the end of the mobility period initially planned;
- c) if the student receives an Erasmus+ grant at the beginning of the mobility, the UKF in Nitra may either amend the grant amount to take into account the longer duration so the student obtains the additional Erasmus+ grant, or UKF in Nitra can reach an agreement with the student that the additional days of mobility are considered "zero-grant" from EU funds period and will not pay any additional Erasmus+ grant to student for the prolonged period of mobility;
- d) the additional period must follow immediately after the on-going mobility period. There can be no gaps (holidays and university closures are not considered "gaps") unless duly justified and approved by the National Agency.

Procedure of prolonging the mobility:

In order to apply for prolongation of your mobility, you are asked to fill in and send these documents:

- I. *Prolongation Application Form* signed by you and your home institution;
- II. *Application for Supplementary Grant* signed only by you;
- III. *Learning Agreement for Traineeship (only the 2nd part „During the Mobility“)* with the plan for the 2nd semester, if prolonging the mobility for the next semester; it must be signed by you and your home institution and UKF in Nitra;

All of these forms are available at: <https://www.ukf.sk/en/erasmus-2/student-mobility> (see section for KA107 cooperation with partner countries). Send these documents to the Erasmus coordinator of UKF in Nitra via e-mail at the latest one month before the end of the mobility period initially planned (see the above clause VIII a).

Once UKF in Nitra approves prolongation of your mobility, the Institutional Erasmus Coordinator of UKF in Nitra signs your Prolongation Application Form. If UKF in Nitra will be able to finance the prolonged period of your mobility, Institutional Erasmus Coordinator also signs your Application for Supplementary Grant. After then, International Relations Office of UKF in Nitra will issue an amendment to your Erasmus+ financial agreement. (**Note:** If prolongation is approved, you are obliged to prove medical insurance for the prolonged period of your mobility and to send the proof of it to the Erasmus coordinator of UKF in Nitra before you sign an amendment to the Erasmus+ financial agreement). By signing an amendment to the Erasmus+ financial agreement you agree with terms of the remaining part of your mobility. If you will be approved an additional Erasmus+ grant, UKF in Nitra will transfer this additional grant to your bank account. Even if your prolonged mobility is approved with „zero grant“, you must sign the amendment to the Erasmus+ financial agreement.

Prolongation of mobility within this project KA107 is possible and eligible only till July 31, 2020 while respecting the total duration of mobility (including approved prolongation) must not exceed 12 months within the same level of student's study.

AFTER THE MOBILITY

IX. Documents confirming the mobility

For finishing your mobility, please, provide the following documents to the Erasmus coordinator at the International Relations Office of UKF in Nitra:

- ✓ Learning Agreement for Traineeship (2x original of the part After the Mobility – Traineeship Certificate). Before finishing your mobility, faculty of UKF in Nitra will sign this part of your Learning Agreement and thus confirm the content, assessment and period of your mobility. You are asked to provide the copy of such signed document to the International Relations Office of UKF in Nitra **yet before finishing your mobility but not later than 30 days after finishing your mobility at UKF in Nitra**. The start date and the end date of your mobility must be the same as listed in your Erasmus+ financial agreement (and its amendments if mobility has been prolonged) with maximum 5 days tolerance. Failure to comply with the given period of mobility will result in the reimbursing an appropriate part of your Erasmus+ grant to UKF in Nitra (except in case of „force majeure“ – see Article XII).
- ✓ Mobility report. 30 calendar days before the end of the mobility period, all students who have undertaken a mobility shall receive an invitation to complete the online report via EU Survey (online tool of the EU for collecting feedback from all Erasmus+ participants). You are obliged to submit online report via EU Survey **no later than 10 days after receiving an e-mail from the EU Survey** as a request for submitting the report. Failing this deadlines authorizes UKF to ask you for reimbursement of the whole Erasmus+ grant awarded to you.

X. Recognition of traineeship outcomes

The follow-up to the mobility period includes formal recognition by the sending institution of the traineeship carried out abroad for formal learning of newly acquired competences (using ECTS credits or an equivalent system) and the documentation of outcomes.

When recognizing the traineeship period abroad, following shall apply:

By signing the Learning Agreement for Traineeship the sending institution confirms the consent with the student's programme at the receiving institution and after his/her return from mobility sending institution commits itself to ensure full recognition of the traineeship successfully completed at the receiving institution in a given year of study. Where applicable, the sending institution will convert the learning outcomes of the traineeship into ECTS credits taking into account the grade distribution information from the receiving institution (see the methodology described in the ECTS Users' Guide http://ec.europa.eu/education/ects/users-guide/index_en.htm or directly at http://ec.europa.eu/education/ects/users-guide/docs/ects-users-guide_en.pdf).

If possible, the information contained in the Learning Agreement – Traineeship Certificate from the receiving institution should also be included in the student's Diploma Supplement produced by the sending institution at the end of student's degree study.

Student should not be punished by forced extension of the examination period at the sending institution, transferring of approved course to the next semester or above standard (usually paid) duration of his/her degree study due to the Erasmus+ mobility.

Courses which are part of the student's degree study plan, should be completed at the sending institution after returning back from mobility.

XI. Grant recovery

The student („participant“) who will not meet the conditions of the grant agreement, the institution will demand the return of a proportion of the Erasmus+ grant or the entire Erasmus+ grant if:

- a) the participant does not comply with the duration of traineeship mobility in accordance with the grant agreement (reduce of mobility for more than 5 days), for each reduced day of mobility he/she returns to institution 1/30 of the monthly Erasmus+ grant (corresponding to grant for one day of mobility)
- b) the participant fails to spend on mobility at least 2 months (minimum duration introduced for traineeship mobility) or he/she does not start the mobility at all, he/she returns to institution the total amount of financial support granted for his/her mobility (except for reasons of „force majeure“ – see Article XII);
- c) the participant does not provide Learning Agreement – Traineeship Certificate signed by the faculty within 30 days after finishing the mobility, he/she returns to institution the total amount of financial support granted for his/her mobility (except for reasons of „force majeure“);
- d) the participant does not fill and submit online report via the EU Survey within 10 calendar days of receiving the invitation from the EU Survey, institution may ask the participant for partial or full reimbursement of the awarded Erasmus+ grant.

Mobility should not be interrupted (official holidays and university holidays are not considered interruption).

Participant must immediately notify the sending and the receiving institution if mobility does not take place, he/she changes its time or its duration.

XII. Force majeure

In the event of termination of the Erasmus+ financial agreement with student (e.g. for early termination of mobility due to the demonstrable case of “force majeure” as an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part), the student is entitled to financial support (Erasmus + grant) in an amount corresponding to the real duration of mobility based on the written confirmation of the receiving institution. Any remaining amount of the grant must be returned to UKF in Nitra, unless it has been agreed with UKF in Nitra otherwise. The same rule applies for example to injuries, accidents, etc. not caused by the student.

Student must announce and prove any case of “force majeure”, injury or accident to the International Relations Office of UKF in Nitra in order to be eligible for Erasmus+ grant in an amount corresponding to the real duration of mobility. Health accident must be proved by showing a medical report / confirmation from physician of the receiving country. Medical report or confirmation from physician must contain description of health problems, period (from - to) when the student was sick (got treatment) and also information that his/her health condition does not allow to proceed in study mobility and e.g. requires hospitalization in the home country or home treatment. Each student carries out the mobility on his/her own responsibility.

XIII. Supporting documents and useful links

- ❖ Erasmus+ Guide:
https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en
- ❖ Erasmus+ documents:

- ❖ http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-2
- ❖ Entry and stay in Slovakia (EU Immigration Portal):
https://ec.europa.eu/immigration/node_en
- ❖ Entry, stay and employment of foreigners in Slovakia:
https://www.saia.sk/_user/documents/Euraxess/publikacie/Navigation-entry-and-stay-2018.pdf
- ❖ International Student's Guide to Slovakia:
https://www.saia.sk/_user/documents/publikacie/student-guide_web_2016.pdf
- ❖ Academic Calendar (UKF in Nitra):
<https://www.ukf.sk/en/organisation-of-study>
- ❖ Supporting services (housing, catering, internet...):
<https://www.ukf.sk/en/student-services>
- ❖ A multilingual website to learn Slovak:
<https://slovake.eu/en>.

Contacts

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- ❖ To see the list of our departmental and faculty Erasmus coordinators at UKF in Nitra (in PDF UKF Erasmus+ Factsheet), please, visit our website:
https://www.ukf.sk/images/WebENG/International/Erasmus_factsheet_UKF_Nitra_2018.pdf