

ERASMUS+ STUDENT GUIDE



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Erasmus+

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WHAT IS ERASMUS+?



Erasmus+ is an EU programme that helps students, teachers and institutions gain international experience through study, work, and cooperation projects abroad.

Through **Erasmus+**, you can:

- Study or work in another European country
- Improve your language and intercultural skills
- Meet new people and cultures
- Boost your employability and confidence

The programme also supports teacher training and international cooperation between universities, schools and organisations.

STUDYING ABROAD

Why study abroad?

Spending a semester at a foreign university is a unique experience that helps you:

- Discover a new education system
- Improve your English and other language skills
- Meet international friends and build global connections
- Develop independence, flexibility, and confidence
- Strengthen your CV and career prospects

Each student can take part in a study mobility once per study cycle (Bachelor, Master, Doctoral). You can study at any partner university that has an agreement with VŠKK/PSCC.

You can find the full list of partner institutions on the VŠKK and PSCC website.

How to apply – step by step



Application rounds

The selection process takes place twice a year:

- February – for the Autumn semester
- August – for the Spring semester

What you need to apply

Prepare and send these documents to erasmus.studium@vskk.cz:

- Completed and signed Application Form (available online)
- Motivation letter in English (at least 1 standard page)
- English language certificate (B2 level: FCE, CAE, IELTS, TOEFL) – optional
- Proof of volunteering, Buddy Programme participation, or NGO work – optional

The selection process

There are two rounds:

1. Language test (only for VŠKK students without a language certificate)

PSCC students do not take language tests or submit certificates.

2. Motivational interview – required for all applicants

You can apply to **one partner university only**, so choose carefully!

If you're not selected for your first choice, another suitable option may be offered.

Remember: Selection by **VŠKK/ PSCC** does not automatically mean acceptance by the host university.

Before You Go, you'll need:



Online Learning Agreement (OLA)

This document lists all the courses you'll study abroad. You'll choose your subjects from the course catalogue sent by your host university and create your Online Learning Agreement based on the manual on the school's website.

Course recognition at VŠKK/PSCC

Select courses that are similar in content to your VŠKK/PSCC courses – those can then be recognized after your return.

Only **equivalent or partially equivalent** courses can be recognized.

Check current VŠKK/PSCC study plans on the school's website.

Before you leave, you'll receive a **Confirmation of Course Recognition** showing which subjects will be recognized.

For any courses not recognized, you'll arrange an **Individual Study Plan (ISP)** or complete them later after your return.

ECTS: Aim for at least **30 ECTS** per semester (minimum requirement is **20 ECTS**).

Enrolling in courses on UIS

When you go abroad, still **enrol in all your VŠKK/PSCC courses** for that semester in UIS.

After your return, some will be recognized from abroad, and others via ISP.

Grant Agreement

Once your **Online Learning Agreement** is signed and you receive your Acceptance Letter, you'll sign a **Grant Agreement** with *Educa International*, which handles Erasmus+ funding. This contract includes your scholarship amount and mobility conditions.

During Your Stay



Changes in Online Learning Agreement

Sometimes, your host university might cancel or modify courses. If that happens:

- Contact your Erasmus coordinator immediately
- Submit a list of new courses
- Get approval from both universities
- Changes must be made **within 2 weeks** after the semester starts.

After You Return

Submit the following to Educa International:

- **Final Report (EU Survey)** – online
- **OLS Language Test** – online
- **Confirmation of Stay** – issued by your host institution

Submit the following to your Erasmus coordinator:

- **Transcript of Records (ToR)** – official list of completed courses and grades



**Utrecht,
Netherlands**



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**Rimini,
Italy**



WORKING ABROAD

Why go on a traineeship abroad?

A work placement abroad gives you:

- Real-world experience in an international company or organisation
- A chance to use English daily and develop professional skills
- New contacts and confidence in a global work environment
- A competitive edge when applying for jobs

You can do your internship in **companies, non-profits, cultural institutions, Czech Centres, or schools** all over the world.

Who can go?

Every student can go on a traineeship mobility:

- **Student traineeship:** 2–6 months during your studies
- **Graduate traineeship:** 2–12 months after graduation

How to apply – step by step

1. **Tell your Erasmus coordinator** you're interested in work mobility.
 2. **Find a host company/organisation.** You can search online (try ErasmusIntern.org or similar portals).
 3. **Contact the company** and discuss the traineeship details – tasks, duration, timing.
 4. **Inform your coordinator** once you have confirmation – they will help arrange all documents and funding.
- All documentation must be completed **at least 3 months before departure.**
 - Your internship must be related **to your field of study.**
 - For **graduate traineeships**, all paperwork must be done *before you officially graduate.*



Before Departure

You'll need two key documents:

- **Learning Agreement for Traineeships** – defines your tasks, duration, and learning outcomes
- **Grant Agreement** – a funding contract with the consortium (Educa or ERA)

After You Return

Submit these documents:

- **Traineeship Certificate** – confirmation from your host company (with dates and tasks).
! This is essential for your internship to be officially recognized.
- **EU Survey** – online report about your experience
- **OLS Final Test** – if applicable

During the Internship

- Follow your **Learning Agreement** tasks and working hours
- Inform your coordinator about any changes (must be approved by all parties)
- Keep a record of your progress – it will help with your final evaluation



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PRACTICAL INFORMATION



Insurance

Insurance is **mandatory** for all Erasmus+ students.

We recommend **ERAPO insurance**, designed specifically for Erasmus mobilities. ERAPO insurance is **required for traineeships**.

For study stays, you can use any valid health and travel insurance.

Accommodation

Finding housing abroad can take time – start early!

Accommodation is the student's responsibility, but if you face problems, contact the international office of your host university. They can usually help or advise on student dorms and local options.

Finances

Your Erasmus+ grant depends on:

- The **country of stay**
- The **length of your mobility**

Payments are usually made in two parts:

- **80%** before departure
- **20%** after you return and submit all required documents

If your stay is shortened, part of the grant may need to be returned. For detailed information about financial matters, see your consortium's website (Educa or ERA).

Individual Study Plan (ISP)

If you need an ISP while abroad:

1. Apply through the **Contact Centre** in UIS.
2. Once approved, download the **Vice-Rector's Directive attachment**.
3. Fill in the list of courses and teachers' names.
4. Contact each teacher to agree on how to complete the course.
5. After all signatures are collected, submit the form to the **Study Department** for final approval.

USEFUL CONTACTS



International Office

VŠKK / PSCC

erasmus.studium@vskk.cz

DZS (Czech National Agency)

Dům zahraniční spolupráce

info@dzs.cz

Erasmus+ Coordinator

Kateřina Hejlková

hejlkova.katerina@vskk.cz

ERAPO Insurance

info@erapo.cz

Educa Consortium

Josef Vochozka

educaops@gmail.com

ERA Consortium

Eva Kolingerová

eva.kolingerova@euda.eu

■ **Tip:** Stay in touch with your Erasmus coordinator throughout your mobility they are here to help you with documents, problems, and any surprises that studying or working abroad might bring!



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