

Erasmus+ Europe

Long term mobility

Study mobility

Erasmus+ is the European Union's exchange programme that allows NEWTON University students to study at a wide range of **European** universities. Explore the [map](#) to find out where you can go to study. Also get inspired by [students' experiences](#) of the Erasmus programme.

Students receive financial support of between **€480** and **€600** per month depending on which country they go to.

The ERASMUS ID code of NEWTON University is CZ BRNO08.

Conditions of participation

The Erasmus+ study programme is open to students who:

- is duly enrolled in an accredited study programme at NU - full-time, combined and distance learning;
- is a citizen of one of the programme countries or is a citizen of another country but is studying in the programme country in an accredited study programme, in any year;
- is duly registered for studies at the sending institution in the field of study covered by the placement throughout the period of the placement, and may not interrupt or terminate studies in the field of study at the sending institution before the end of the placement abroad;
- have been selected in a duly announced selection procedure.

Study Placement Conditions:

- The study stay is only carried out on the basis of valid inter-institutional agreements concluded between NU and the foreign institution;
- the student may go on a study visit at any level of study for a minimum of 2 and a maximum of 12 months. Previous mobility (study and work placements) are cumulative at a given level of study;
- the successful completion of the study abroad placement is conditional upon the acquisition of a minimum of **15 ECTS** credits per semester of study at the host institution and the submission of the relevant documents (Transcript of Records, Certificate of Attendance, completion of the online survey).

Financial conditions

Upon signing the participation contract, the student will receive financial support from the Erasmus+ programme. The monthly grant is set at national level.

The funds are disbursed:

- In CZK to a CZK account held at any bank in the Czech Republic; the amount of the financial support allocated is converted at the current monthly exchange rate of the European Commission and sent in CZK to the student's account, or
- in EUR to a euro account held with any bank in the European Union.

The financial support is only to **partially cover the costs**, it is only a contribution to the increased costs associated with the stay abroad - the student is expected to contribute financially. The financial support is paid in full before the departure of the student. In the event that the stay is not completed or is shortened, all or part of the financial support will be refunded.

Grant amounts for Erasmus+ study visits

- **€600/month** - countries with a high cost of living:

Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, United Kingdom

- **€480/month** - countries with a lower cost of living:

Bulgaria, Croatia, Estonia, Hungary, Latvia, Lithuania, Northern Macedonia, Poland, Romania, Slovakia, Slovenia, Serbia, Turkey

Other possible grants:

1. Green Erasmus

Students can apply for a one-off Green Erasmus grant of €50 before signing the participation contract (cannot be applied for retrospectively). The student is eligible for the grant if he/she demonstrates the use of environmentally friendly transport to and from his/her place of stay abroad (environmentally friendly transport must be the main means of transport for each trip).

Environmentally friendly transport is defined as: bus, train and carpooling (or a combination of these). If the student uses air transport for at least part of the trip, he/she will lose the right to this one-off allowance.

The student is obliged to provide the Erasmus+ coordinator with documents confirming the use of environmentally friendly transport to and from the destination after the end of the stay.

2. Exceptional grant for social reasons

This grant may be awarded **to students from a disadvantaged socio-economic background** if they submit the following before departure:

- written confirmation of "*Determination of entitlement to child benefit*" issued by the Labour Office of the Czech Republic. In case the student is not a citizen of the Czech Republic and cannot obtain a confirmation from the Labour Office of the Czech Republic, he/she shall submit another relevant document confirming that he/she is entitled to child benefit and that the family income for the previous year, which is decisive for the award of the benefit, does not exceed the product of the family's subsistence minimum and a coefficient of 3.4.

The grant is also awarded in the case of any **health disadvantage** (this may be e.g. gluten free diet, physical disadvantage) where a contribution can be claimed e.g. for food, the cost of travel home during studies to see a doctor if the student's health requires it, a contribution towards accommodation or transport to school (taxi etc.) if the student's physical limitations are involved.

In this case, the application must be accompanied by:

- *a medical report*
- *a copy of the disabled person's card (if you have one)*
- *Erasmus+ documents: signed Learning Agreement*

The application for an exceptional grant must be submitted before the trip abroad, it is not possible to submit and approve the application retrospectively. The amount of the grant is assessed on an individual basis.

You can find the application for the scholarship increase on the website of the [House of International Cooperation](#) in the Downloads section. Applications can be submitted at any time during the year, but **no later than 2 weeks before signing the contract**. The application must be submitted prior to departure for the stay abroad, it is not possible to submit an application and approved retrospectively.

Application form

The application for the study visits is submitted electronically (online forms) and can only be done on the announced deadlines. The selection procedure is always open in January.

Students are informed of the opening of the selection procedure via a notice board in the Information System.

Selection criteria:

- Early application;
- sending a CV in English;
- sending a motivation letter in English;
- academic record over the entire period of study;
- English language level according to the Common European Framework of Reference (minimum level B1);
- activities outside the NU curriculum;
- motivational interview in English (**held in May**).

Before mobility

1. Nomination to go abroad and filling in the Application Form

Often the foreign institution requires an official nomination from the home university (NU) first and only then sends the student an application form or input data into the university's information system and other necessary information.

2. the student finds out the deadline for the application form, completes it on time and submits it

Possible application requirements: *Transcript of Records, language certificates - confirmation of language level, Learning Agreement, motivation letter, passport/ID scan*

The required documents will be issued to the student by the NU coordinator upon request.

3. The Learning Agreement (LA)

The Learning Agreement (LA) is completed **ONLINE** at <https://learning-agreement.eu>

Required information:

- Study cycle: *Bachelor or equivalent first cycle (EQF level 6)*
- Field of education: *0410*
- Name: *NEWTON College, Inc.*
- Faculty/Department: *Prague Campus/Brno Campus*
- Erasmus code (if applicable): *CZ BRNO08*
- Address: *Rašínova 2, 60200 Brno*
- Country: *CZ*
- Contact person name: *Jana Majerová*
- Email: *jana.majerova@newton.university*
- Phone: *+ 420 720 982 317*

In the first step, the **student fills in the LA** form, selects the courses to be studied at the foreign university, fills in the courses that are in the study plan and should be recognized at NU, fills in the form, signs and sends it. You can consult with the Erasmus coordinator to complete the LA.

The coordinator confirms by his/her electronic signature that the courses taken abroad will be recognised upon the student's return.

The host university uses an online system and confirms the learning agreement (LA) online.

The partner university is **not obliged** to use the above system, then the student generates the document in pdf format, sends it by email to the Erasmus coordinator at NU for checking and, after confirmation by the Erasmus coordinator at NU, takes it to the contact person listed on the partner university's website.

The learning agreement that the student sends to the foreign institution is considered as a preliminary study plan, it is foreseen that after arrival at the foreign institution the study plan can be changed (up to 30 days after arrival)

- **The student must complete at least 15 ECTS credits per semester abroad.**
- A study contract confirmed by both the sending and the receiving institution is a condition for the payment of the financial support and must be approved by all parties before signing the participation contract.

4. Accommodation arrangements

Not all universities offer accommodation to international students, some do not have accommodation facilities and the student must arrange private accommodation (with or without the help of the foreign institution).

The student can find information about accommodation options on the website of the foreign institution or the university itself will provide it to the student after receiving his/her application.

Accommodation must be arranged well in advance!

Accommodation costs vary from country to country, and in more expensive countries accommodation costs can often be as much as the allocated grant per month; students often also have to pay for accommodation for the whole semester, regardless of the actual duration of their stay.

Neither the sending nor the receiving university is obliged to provide accommodation for the student.

5. Online Linguistic Support (OLS)

Allows mobility participants to assess their language skills, not currently required as part of the application form.

More information at EU Academy:

- <https://academy.europa.eu/local/euacademy/pages/course/assessment-overview.php?title=english-placement-test>

6. Conclusion of the Grant Agreement with participants

The conclusion of the participation agreement takes place after the Learning Agreement has been signed by all parties (student, sending organisation, receiving organisation).

The student fills in the online form with the relevant information, including the entitlement to the additional grants mentioned above.

Before signing the Participation Agreement, the student is required to:

- provide proof of insurance (health, travel, liability - we recommend using ERAPO (<https://www.erapo.cz/>));
- have paid tuition fees for the following semester (the semester the student will be away);
- in the case of an application for a grant to support a student with special needs, the student must provide the relevant documents;
- it is possible to complete the online language assessment - OLS;
- <https://academy.europa.eu/local/euacademy/pages/course/assessment-overview.php?title=english-placement-test>.

The student is obliged to read the participation contract carefully and check the correctness of the information provided, print it out, sign it and deliver it to the Erasmus coordinator. It is recommended to sign the participation contract 30 days before departure.

During the stay

Changes to the original Learning Agreement

The student has the right to make changes to the learning agreement, but these must be made within 30 days of the start of the semester at the foreign university. All changes to the learning agreement must be agreed by electronic signature by both the sending and receiving institutions.

Extension of studies at the foreign institution

Is only possible after agreement with the sending and receiving institutions. Semester extensions are only possible within one academic year and only for the summer semester. The student is not automatically entitled to funding for the extended stay, it is up to the sending institution to allocate financial support for the extended period of stay.

Shortening the duration of the study stay

Can be agreed between the student and the sending institution - if the student reduces the stay by more than 5 calendar days, the student will be asked to repay a pro rata portion of the financial support. If the student does not comply with the minimum length of stay, i.e. 2 months, he/she is obliged to repay the full financial support paid.

Individual study plan at NU during the placement abroad

Courses of the compulsory framework can be taken by the student:

A) Remotely:

- From abroad in the form of an **individual study plan** - see the application form in the Contact Centre in the IS and **pass the exam after returning from Erasmus - the student will arrange the ISP up to 2 weeks after arriving abroad.**

B) full-time in the following year.

- No additional fees are charged for the individual study plan and/or the subsequent completion of courses.

After mobility

After returning from the study stay, the student is obliged to:

- Submit a Confirmation of Study Period;
- submit a transcript of courses taken and credits earned abroad (Transcript of Records);
- complete the online final report (EU Survey) within 30 days of receiving the e-mail invitation. *Currently the European Commission's platform for uploading final reports is not fully functional. We therefore ask for your patience.*
- When using the support for eco-travel (Green Erasmus), the student is required to submit tickets/proof of fuel purchase/affidavit.

Recognition of study abroad (rules)

Recognition of courses/credits is governed by the current Rector's Directive. Please check with the Erasmus coordinator about the credit/course recognition process.

Database of final reports of Erasmus students

After the mobility, the student can share his/her experience in the Erasmus Student Final Report Database, which brings together final reports of students from all universities in the Czech Republic.