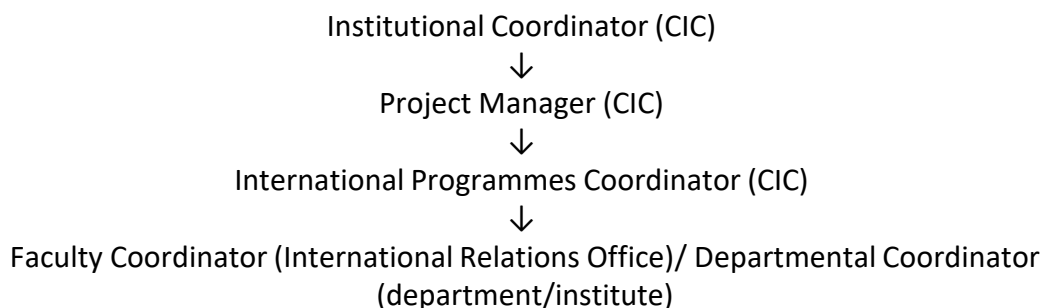


## **Erasmus+ - administration of the programme at Masaryk University**

Nikola Maráková

1

## **Administration of the Erasmus+ at MU**



2

## The role of Centre for International Cooperation

- coordinate the entire programme at MU
- apply for the mobility funds/take care of financial aspects
- inter-institutional agreements
- coordinate selection proces (student mobilities, teaching mobilities, staff trainnig)
- send/accept student nominations
- administer the database of nominated MU students in ISOIS, Mobility Tool+, OLS
- checks and signs student applications, learning agreements, participation contracts...
- pays grants
- prepare informational materials for foreign students, secure accommodation for inbound students
- administer the final paperwork at the end of foreign students' study at the university

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3

## The role of IRO

- an academic guarantor for MU students studying abroad
- recognizes the subjects studied upon students' return from abroad

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4

## The role of Departmental coordinator

- responsible for concluding inter-institutional agreements and arranging the specifics of cooperation (working closely with the Centre)
- responsible for selection procedures for studying abroad (SMS)
- responsible for the academic aspect of student study abroad - confirms student Learning Agreements
- bears responsibility for study abroad being recognized (working closely with the IRO)
- becomes the academic tutor for arriving foreign students
- enters ECTS credits and marks in the IS at the end of stay or else emails them to the CIC
- every MU unit involved in the Erasmus+ programme must have a subject coordinator appointed

## The role of CIC vs Faculties

official nominations, grant agreements, issuing scholarships - dealt with

**CIC**

**X**

academic issues (courses selection, credit recognition etc.) are processed  
at the **faculty level**

# Erasmus+ outgoing student mobilities

## Applications:

- 3 cycles (February, May, October) – set centrally by Centre for International Cooperation
- submitted electronically to ISOIS
- evaluated by departmental coordinator in ISOIS (who themselves set the requirements for applicants)

## Before mobility:

- Completion and Sending of Application Form
- Completion of the Learning Agreement
- Online Linguistic Support
- Signing the Participant's Contract

## After mobility:

- Confirmation of Studies + Transcript of Records (to be delivered to CZS coordinator)
- final report (EU Survey) (MT+)
- Recognition of Foreign Study (in competence of IRO)

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7

# Erasmus+ teaching mobilities/staff training

## Applications:

- 2 cycles (April, October) – set centrally by Centre for International Cooperation
- submitted electronically to ISOIS
- evaluated by departmental coordinator in ISOIS (who themselves set the requirements for applicants)

## Before departure:

- completion and confirmation of the Mobility agreement
- participation agreement
- travel order

## After return:

- Confirmation of Erasmus Teaching Programme (to be delivered to the CZS coordinator)
- teacher's Final Report (MT+)
- travel order (submitted to the finance department at faculty)

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8

## Erasmus+ incoming mobilities

## Nomination and application proces – 3 steps:

- Coordinator from partner university has to **nominate** outgoing students online (via ISOIS)
- After the nomination is submitted student will receive an **information e-mail** with the web link to access his/her online application
- Student has to fill in the **application**

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9

## Inter-institutional agreements

- new agreements created in ISOIS (by departmental coordinator)

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10

# Inter-institutional agreements

**Masaryk university** - Requirements for incoming students | Partner university - Requirements for Masaryk University students | Student mobility

**Teacher mobility** | **Staff mobility** | Documents

**Sign for years:** 2014/2015 2015/2016 2016/2017 2017/2018 2018/2019 2019/2020 2020/2021

**Partner university**

**University:** Start typing the name or part of the name of the partner university (in English). In case you cannot find your university, click [help](#).

**Faculty / Department:** Start typing the name or part of the name (in English). In case you cannot find your faculty / department, click [help](#).

**Institutional coordinator:** Haven't you found the coordinator? [Click here](#).

**Departmental coordinators:** Haven't you found the coordinator? [Click here](#). Please note that the above stated coordinators will receive e-mails during the process of agreement confirmation and will be asked to sign the agreement.

**Assistant e-mail:** If you enter an e-mail, all automatic e-mails for foreign partner coordinators (and proposal, if it is from abroad) will be redired.

**Masaryk university**

**Faculty / Department:** CETEC Faculty of arts Faculty of Economics and Administration Faculty of Education

**Institutional coordinator:** [Click here to update](#)

**Departmental coordinators and assistants:** Haven't you found the coordinator or assistant? [Click here](#).

**Departmental assistants only:** Haven't you found the assistant? [Click here](#).

**Student mobility**

**Masaryk University -> Partner institution**

Academic year	Subject area	I	A	D	Study	Months	Comment
2014/2015							
2015/2016							
2016/2017							
2017/2018							
2018/2019							
2019/2020							
2020/2021							

[Copy mobility if the mobility is reciprocal](#)

**Partner institution -> Masaryk university**

Academic year	Subject area	I	A	D	Study	Months	Comment
2014/2015							
2015/2016							
2016/2017							
2017/2018							
2018/2019							
2019/2020							
2020/2021							

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11

# Inter-institutional agreements

Proposition of a new Erasmus agreement between Masaryk university and a partner university

**Status: created by proponent**

In case you want to make additional changes in the agreement, click the Edit button. Once you are finished, forward the agreement to coordinators stated in agreement. Last action performed with this agreement: updated ([see all changes...](#))

[Edit](#) [Forward to coordinators at MU](#) [Duplicate as a new proposal](#)

**Generic information** | Masaryk university - Requirements for incoming students | Partner university - Requirements for Masaryk University students | Student mobility

**Teacher mobility** | **Staff mobility** | Documents | History of changes

Status: **foreign partner approval pending**

Status: **MU institutional coordinator stance pending**

Status: **accepted by all parties, waiting for signatures**

Status: **active**

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12

# Example of the e-mail sent from ISOIS

Dear Ana,

we are happy to inform you that the Erasmus agreement proposal on which you act as coordinator or proponent has been accepted by the institutional coordinator at Masaryk university.

See detail of the agreement at:

<https://isois.ois.muni.cz/admin/?action=login&loginhash=102049262314aca4ca7097a72a10570932ac2cca&back=https%3A%2F%2Fisois.ois.muni.cz%2Fpublic%2Ferasmus-agreements%2F%3Faction%3Dagreement%26id%3D4012%26lang%3Den>

Please go through the agreement once again and should you find anything you are opposed to, please let us know by e-mail ([erasmus.agreements@czs.muni.cz](mailto:erasmus.agreements@czs.muni.cz)).

If you don't object to anything within 14 days, we will send you two copies of the agreement through regular post for signature.

---

Agreement annotation:

Agreement parties:

University A

CZ BRNO05 Masaryk university.

Institutional coordinators:

XXX

Violeta Osouchová

Departmental coordinators:

XXX

XXX

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Yours sincerely,

Centre for International Cooperation

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13

Thank you for your attention.

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14