ERASMUS programs

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Date	25/08/2026	26/08/2026	31/08/2026	
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1. Guidelines for using the directive

- This Directive is an internal documented procedure made available to employees on the IQS website.
- Every worker affected by the given process is obliged to familiarize himself with the content of the directive and to familiarize his subordinates with it.
- As long as training is carried out for the given directive, the Commissioner for IQS keeps records of this training (record as evidence).

➢ *Storage and manipulation*

- The original of the directive in printed form with the signatures of the responsible persons is stored with the Commissioner for IQS, who is responsible for its preservation and controlled changes.
- In addition to the printed original, an electronic original of the current version is maintained by the IQS Representative and a PDF version is published on the University website.
- The IQS Representative is responsible for ensuring that the USM website contains the current version of the Directive as well as its previous versions.
- A printed unsigned copy of the Directive (PDF version from the website) is a working copy that is not subject to controlled amendments and, in this respect, serves as an information document for third parties.

➢ *Control*

- Senior employees are obliged to consistently require and control compliance with this directive and, upon detection of defects, to remove these defects within their authority.
- In the event that the need to change the directive or its appendices becomes apparent, the executive together with the creator of the directive initiates the change, which is carried out in a controlled manner by the Commissioner for IQS in printed and electronic form.

➢ *Changes*

- Every employee who discovers the need to change the directive or part of it is obliged to submit an initiative for its revision to the Commissioner for IQS as stated above.
- If the directive as a whole, or part of it, does not fulfill its mission, the executive will submit, through the creator of the directive, a proposal for its addition, change, or cancellation, which will be carried out by the Commissioner for IQS in a controlled manner.

2. Purpose

This Directive governs the implementation of activities under the Erasmus+ Programme at the University of Security Management in Košice (hereinafter referred to as “USM”). In all matters not regulated by this Directive, the implementation of Erasmus+ Programme activities shall be governed by the currently applicable binding documents of the European Commission (EC), the European Union (EU) and the National Agency for the Erasmus+ Programme for the education and training sectors – SAAIC (NA), as well as by the terms and conditions of the relevant grant agreement. This Directive is based on the principles and rules of the Erasmus+ Programme and the Erasmus Charter for Higher Education (ECHE).

3. Scope

This SM is valid on the day it is signed by the rector, which is also the day it is issued, and it concerns all the USM employees who come into contact with the internal quality system, students of the University of Security Management in Košice, interested parties and incoming participants of the

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Erasmus+ program.

4. Terms and abbreviations

Concepts

- ***Erasmus+*** – the European Union programme in the fields of education, training, youth and sport, which includes support for the learning mobility of individuals and international cooperation between institutions. At the University of Security Management in Košice (hereinafter "USM"), Erasmus+ is used primarily to implement student and staff mobility and other activities for which USM is eligible in accordance with the Erasmus Charter for Higher Education awarded to it and the relevant grant agreements.
- ***Mobility*** – a time-limited learning, study, work, teaching or professional-development activity undertaken by a participant, generally abroad at a receiving institution or organisation. Under the Erasmus+ Programme rules, mobility may take a physical or blended form.
- ***Types of mobility*** – student mobility (student mobility for studies – SMS, student mobility for traineeships – SMP, BIP) and staff mobility (staff mobility for teaching – STA, staff mobility for training – STT, and combined staff mobility combining teaching and training).
- ***Controlled documentation –*** all documents that are subject to revisions and changes.
- ***Directive –*** defines activities at the level of the company's departments, establishes responsibilities and relations between departments. SMs have an unlimited time effect.
- ***Work instructions (procedures) –*** describe how work is performed in individual processes.
- ***Rector's order -*** it imposes specific measures of a short-term nature to ensure or perform important tasks (e.g. inventory of economic resources, measures to eliminate deficiencies, etc.).
- ***Form –*** a form for recording important data that is processed and evaluated during the implementation of processes.
- ***Internal documentation -*** these are all QMS documents created and managed internally
- ***Internal forms -*** are those prepared by individual sections of the organization to obtain information for planning, management and improvement of QMS.
- ***External documentation –*** documents of external origin used in the organization, e.g. laws, STS, EN, ISO standards, other legal regulations, etc
- ***External forms -*** are available in the organizational norms and legal regulations of the governing economic and state bodies, which are prescribed and related to the planning, management and improvement of education processes.
- ***Documentation supplied by interested party –*** documented specifications of the interested party, which are its intellectual property (procedures, regulations, rules, laws, tables, software, drawings, regulations, etc.).
- ***Outgoing mobility*** – mobility in which USM acts as the sending institution and its student or staff member undertakes mobility at an eligible receiving institution or organisation.
- ***Incoming mobility*** – mobility in which USM acts as the receiving institution for a student or staff member of a foreign sending institution or organisation.
- ***Sending institution*** – a higher education institution, university or other eligible organisation that sends a participant on mobility and fulfils the obligations of the sending organisation under the Erasmus+ Programme rules. For outgoing mobility under this Directive, USM is the sending institution.

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- ***Receiving institution*** – a foreign higher education institution, university, enterprise, organisation, public or private institution or other eligible entity at which the participant undertakes mobility. For incoming mobility, USM is the receiving institution.
- ***Partner institution*** – a foreign higher education institution with which USM has a valid Erasmus+ Inter-Institutional Agreement or another agreement required by the rules of the relevant Erasmus+ Programme activity.
- ***Mobility participant*** – a student, graduate or staff member who has been selected or accepted to undertake the relevant type of Erasmus+ mobility and meets the conditions of the Programme and this Directive.
- ***Student mobility for studies*** – learning mobility during which a student completes a study programme agreed in advance at the receiving higher education institution.
- ***Student mobility for traineeships*** – mobility during which a student undertakes professional practice or a work placement at a receiving organisation abroad corresponding to their study programme, professional specialisation or the learning outcomes of the mobility.
- ***Recent graduate traineeship*** – a traineeship undertaken by a higher education graduate after completion of studies under the conditions laid down by the Erasmus+ Programme.
- ***Staff mobility for teaching*** – mobility of a teaching or other eligible staff member whose main purpose is to carry out teaching at a receiving higher education institution to the extent and under the conditions of the Erasmus+ Programme.
- ***Staff mobility for training*** – staff mobility focused on professional development through training, job shadowing, observation periods, workshops or other eligible learning activities.
- ***Combined staff mobility*** – mobility combining teaching and training to the extent and under the conditions laid down by the Erasmus+ Programme rules.
- ***Blended mobility*** – mobility consisting of a combination of physical mobility and a virtual component which together form an integrated learning or work activity.
- ***Virtual component*** – the part of blended mobility carried out through online cooperation or distance-learning activities before, during or after physical mobility, depending on the nature of the relevant activity.
- ***Blended Intensive Programme (BIP)*** – a short, intensive programme using innovative learning and teaching methods, including online cooperation, which combines physical mobility with a virtual component and is implemented in cooperation between several higher education institutions.
- ***Erasmus Charter for Higher Education (ECHE)*** – the charter awarded by the European Commission that constitutes the fundamental quality framework for a higher education institution's participation in the Erasmus+ Programme and commits its holder to complying with the principles of the Programme.
- ***Inter-Institutional Agreement (IIA)*** – an agreement concluded between higher education institutions that provides a framework for the relevant Erasmus+ mobility activities and sets out, in particular, the areas of cooperation, numbers and types of mobility and other conditions of cooperation.
- ***Erasmus Without Paper (EWP)*** – the digital infrastructure and set of tools for electronic data exchange and administration of mobility between higher education institutions participating in the Erasmus+ Programme.
- ***Learning Agreement (LA)*** – an agreement on the student's mobility programme approved before the mobility by the student, the sending institution and the receiving institution or organisation. It specifies the learning activities, planned learning outcomes and arrangements for their recognition after successful completion of the mobility.

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- ***Online Learning Agreement (OLA)*** – a Learning Agreement created, approved and managed electronically through the relevant Erasmus+ digital system.
- ***Learning Agreement for Traineeships*** – an agreement on the traineeship programme setting out, in particular, the content and objectives of the traineeship, planned learning outcomes, the participant's tasks and the arrangements for monitoring, assessment and recognition of the traineeship.
- ***Mobility Agreement*** – an agreement on the staff mobility programme setting out, in particular, the objectives, content, expected outcomes and programme of mobility for teaching or training.
- ***Transcript of Records*** – a record of study results issued by the receiving higher education institution after completion of study mobility. It contains, in particular, the courses or other learning activities completed, the credits obtained and the grades achieved, and serves as the principal document for academic recognition of mobility outcomes.
- ***ECTS*** – European Credit Transfer and Accumulation System, based on learning outcomes and student workload, which supports transparency of study programmes, credit transfer and recognition of learning outcomes.
- ***Academic recognition of mobility outcomes*** – the process by which USM recognises the learning outcomes, credits and other academic results successfully achieved during mobility in accordance with the Learning Agreement approved in advance and the applicable recognition rules.
- ***Mobility Window*** – a period identified or recommended in advance within a study programme during which, in view of the programme structure, course sequencing and possibilities for recognition of outcomes, it is particularly suitable to undertake mobility abroad so that the mobility does not lead to an unjustified extension of studies.
- ***Grant*** – financial support provided to a mobility participant from Erasmus+ Programme funds to cover or partially cover eligible costs associated with the mobility. The amount and conditions of the grant are governed by the rules of the relevant project and the grant agreement.
- ***Participant with fewer opportunities*** – a participant whose economic, social, health-related, geographical, cultural or other circumstances, as defined by the currently applicable Erasmus+ Programme rules, create barriers to participation in mobility and who may be eligible for the relevant forms of support.
- ***Inclusion support*** – additional support intended to create conditions enabling persons with fewer opportunities to participate in mobility in accordance with the rules of the relevant Erasmus+ project.
- ***Green travel*** – travel to and from the mobility destination using lower-emission means of transport in accordance with the conditions of the Erasmus+ Programme.
- ***Online Language Support (OLS)*** – an Erasmus+ online language-support tool intended for mobility participants to support the development of language competences related to mobility.
- ***Erasmus+ National Agency*** – the national body responsible for the implementation and administration of decentralised Erasmus+ Programme activities in the Slovak Republic.
- ***Erasmus+ Coordinator (Institutional Erasmus+ Coordinator)*** – the person appointed by USM to coordinate the Erasmus+ Programme at institutional level, who ensures or coordinates programme implementation, communication with the National Agency, partner institutions and the relevant USM departments, and performs other responsibilities under this Directive.
- ***Erasmus+ Selection Committee*** – a committee established for the transparent and impartial assessment of mobility applicants according to predetermined and published criteria.
- ***Erasmus+ Participant Report*** – the final report submitted by a mobility participant after completion of the mobility through the system designated by the Erasmus+ Programme.

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- ***Force majeure*** – an unforeseeable exceptional situation or event beyond the participant's control that prevents the participant from fulfilling mobility-related obligations and is not attributable to their action, error or negligence; it is assessed in accordance with the Erasmus+ Programme rules and the relevant grant agreement.

Abbreviations

BIP	Blended Intensive Programme
D/SM	Directive
ECHE	Erasmus Charter for Higher Education
ECTS	European Credit Transfer and Accumulation System
EK	European Commission
EÚ	European Union
EWP	Erasmus Without Paper
F	Form
IIA	Inter-Institutional Agreement
IQS	Internal Quality System
KA131	higher education mobility projects supported by internal policy funds
KA171	international higher education mobility projects supported by external policy funds
LA	Learning Agreement
MA	Mobility Agreement
NA	National Agency for the Erasmus+ Programme
OLA	Online Learning Agreement
OLS	Online Language Support
SAAIC	Slovak Academic Association for International Cooperation
SMP	Student Mobility for Traineeships – student mobility for traineeships
SMS	Student Mobility for Studies – student mobility for studies
STA	Staff Mobility for Teaching – staff mobility for teaching
STT	Staff Mobility for Training – staff mobility for training
ToR	Transcript of Records – record of study results
USM	University of Security Management in Košice

5. Description of activities and eligible mobility participants

1. Erasmus+ Programme activities are carried out between a sending and a receiving institution or organisation. For outgoing mobility, the University of Security Management in Košice (hereinafter "USM") acts as the sending institution. The receiving institution or organisation is a foreign higher education institution, university, organisation, institution, enterprise or other eligible entity at which the student or staff member undertakes the mobility. For incoming student and staff mobility, USM acts as the receiving institution.
2. Where mobility takes place between two higher education institutions, a valid Erasmus+ Inter-

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Institutional Agreement (IIA) must be concluded between the institutions concerned before the mobility starts where such an agreement is required for the relevant type of mobility. For mobility between higher education institutions in EU Member States or third countries associated to the Erasmus+ Programme, both institutions must hold a valid Erasmus Charter for Higher Education (ECHE). Cooperation with higher education institutions in third countries not associated to the Programme is governed by the rules applicable to the relevant project and mobility flow.

3. Inter-institutional agreements are concluded and managed electronically through Erasmus Without Paper (EWP) to the extent required by the currently applicable Erasmus+ Programme rules and the technical capabilities of the participating institutions. On behalf of USM, inter-institutional agreements may be approved and signed by the statutory body, the Institutional Erasmus+ Coordinator, the relevant Vice-Rector, or another person authorised by the Rector of USM or by the statutory body.

4. Within the Erasmus+ Programme, USM implements in particular the following activities:
   a) student mobility for studies (SMS),
   b) student mobility for traineeships (SMP), including recent graduate traineeships,
   c) short-term and blended student mobility, including participation in Blended Intensive Programmes (BIP),
   d) staff mobility for teaching (STA),
   e) staff mobility for training (STT),
   f) combined staff mobility comprising teaching and training,
   g) other eligible activities in accordance with the currently applicable Erasmus+ Programme rules.

5. USM is responsible for selecting USM students and staff who participate in outgoing Erasmus+ mobility. Participants are selected in a transparent, fair and non-discriminatory manner in accordance with the conditions and criteria laid down in this Directive and the relevant selection procedure.

6. During mobility abroad, the student remains duly enrolled at USM. The study mobility period forms part of the student's studies at USM, and the outcomes of successfully completed mobility are recognised in accordance with the Learning Agreement approved in advance, the USM Study Regulations and this Directive.

7. Students are not refunded tuition fees during any mobility abroad, including mobility lasting the entire academic year. Erasmus+ mobility is undertaken as part of the student's studies at USM.

5.2 Eligible participants in student mobility

1. Student mobility is open to USM students in both full-time and part-time forms of study who meet the conditions laid down in this Directive, the conditions of the relevant selection procedure and the currently applicable Erasmus+ Programme rules.

2. As an internal condition for participation in student mobility for studies (SMS), USM stipulates that the following students may participate:
   a) a Bachelor's degree student who, at the time of the mobility, is enrolled at least in the second year of Bachelor's studies,
   b) a Master's/Engineer degree student from the first year of Master's/Engineer studies,
   c) a doctoral student in any year of doctoral studies.

3. The requirement to be at least in the second year of Bachelor's studies does not apply to student mobility for traineeships (SMP). The following students may participate in a traineeship:

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a) a Bachelor's degree student from the first year of studies,
b) a Master's/Engineer degree student in any year of studies,
c) a doctoral student in any year of studies.

4. A recent USM graduate may also participate in a traineeship provided that they were selected for the mobility during the final year of their studies at USM. The recent graduate traineeship must be undertaken and completed within the period laid down by the currently applicable Erasmus+ Programme rules. The duration of the recent graduate traineeship counts towards the maximum eligible mobility period for the relevant study cycle.
5. Students in both full-time and part-time forms of study in any year of Bachelor's, Master's/Engineer and doctoral studies at USM may participate in a Blended Intensive Programme (BIP). The internal requirement to be at least in the second year of Bachelor's studies, applicable to SMS, does not apply to participation in a BIP.
6. A student participating in a BIP must meet the conditions of the specific BIP, the conditions of the relevant USM selection procedure and the currently applicable Erasmus+ Programme rules.
7. During student mobility, the student must remain duly enrolled at USM; this requirement does not apply to recent graduate traineeships.
8. During one study cycle, a student may undertake several Erasmus+ mobility periods provided that their total duration does not exceed the maximum period laid down by the currently applicable Erasmus+ Programme rules.

5.3 Eligible participants in staff mobility

1. Erasmus+ staff mobility is open to USM staff who meet the conditions laid down in this Directive, the conditions of the relevant selection procedure and the currently applicable Erasmus+ Programme rules.
2. Staff mobility for teaching (STA) is open to USM staff carrying out teaching activities whose planned mobility programme has been approved by USM and the receiving institution.
3. Staff mobility for training (STT) is open to both teaching and non-teaching USM staff where the planned mobility is related to their position, professional development, or the needs and development of USM.
4. A USM staff member may also undertake combined mobility comprising teaching and training where this form of mobility is permitted by the currently applicable Erasmus+ Programme rules.
5. At the time of the mobility, the staff member must have an employment relationship with USM.
6. Staff selection takes particular account of the content and quality of the proposed mobility programme, its professional or teaching benefit, its benefit to the relevant workplace and to USM, opportunities to apply the knowledge and experience gained after return, and its contribution to the development of USM's international cooperation.

6. Duration of mobility activities

1. Long-term student mobility for studies (SMS) lasts from 2 months, or one academic term or trimester, to 12 months of physical mobility, excluding travel time. An individual study mobility period is undertaken within one academic year and does not extend into the following academic year.

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2. Student mobility for traineeships (SMP) lasts a minimum of 2 months and a maximum of 12 months of physical mobility, excluding travel time. This also applies to recent graduate traineeships, which must be completed within the period laid down by the currently applicable Erasmus+ Programme rules.
3. Within one cycle of higher education (Bachelor, Master/Engineer, PhD), a student may undertake one or more mobility periods for studies and/or traineeships totalling no more than 12 months of physical mobility, irrespective of the number and type of mobility activities undertaken. The maximum period of 12 months also includes previous mobility periods completed within the same study cycle and a recent graduate traineeship for which the student applied during that study cycle.
4. Blended short-term student mobility lasts from 5 to 30 days of physical mobility, excluding travel time, and must be combined with a compulsory virtual component. A minimum of 3 ECTS credits must be awarded for blended short-term mobility for studies.
5. The physical component of student mobility carried out within a Blended Intensive Programme (BIP) lasts a minimum of 5 and a maximum of 30 days, excluding travel time, and is combined with a compulsory virtual component.
6. Doctoral candidates may undertake short-term or long-term mobility for studies and/or traineeships. Short-term doctoral mobility lasts from 5 to 30 days and long-term doctoral mobility from 2 to 12 months of physical mobility, excluding travel time. A virtual component is not compulsory for short-term doctoral mobility.
7. Staff mobility for teaching (STA) or training (STT) between EU Member States and third countries associated to the Erasmus+ Programme lasts a minimum of 2 and a maximum of 60 days of physical mobility, excluding travel time. The minimum mobility days must be consecutive.
8. For staff mobility to or from a third country not associated to the Erasmus+ Programme, the mobility lasts a minimum of 5 and a maximum of 60 days of physical mobility, excluding travel time. The specific conditions are governed by the rules of the relevant project and mobility flow.
9. For staff mobility for teaching (STA), the teaching activity must comprise at least 8 hours of teaching per week or per mobility period shorter than one week. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week is calculated proportionally to its duration.
10. If a staff member combines teaching and training within a single mobility period, the minimum teaching requirement is reduced to 4 hours of teaching per week or per mobility period shorter than one week.
11. USM staff may also participate in activities within a BIP. The duration and conditions of such mobility are governed by the nature of the staff member's participation and the currently applicable Erasmus+ Programme rules.
12. Travel time before the start and after the end of the mobility is not included in the duration of physical mobility. Eligible travel days and any travel support are determined in accordance with the currently applicable Erasmus+ Programme rules and the relevant grant agreement.
13. The specific period of each mobility is determined before it starts in the relevant contractual and mobility documentation. In determining the mobility period, particular account is taken of the purpose and programme of the mobility, the academic calendar of the receiving institution,

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available funding and the conditions of the relevant Erasmus+ project.

7. Selection procedure for Erasmus+ mobility activities

7.1 General provisions

The selection of USM students and staff for outgoing Erasmus+ mobility activities is carried out through a selection procedure.

The selection procedure is conducted in a transparent, fair, impartial and non-discriminatory manner in accordance with the principles of the Erasmus+ Programme, the Erasmus Charter for Higher Education (ECHE), this Directive and the conditions of the relevant project.

The selection procedure for student mobility is announced by publishing a Call for Applications for Erasmus+ Mobility (hereinafter the "Call") on the USM website. USM may publish more than one Call during a semester, depending on need, interest in mobility and implementation possibilities.

The Call specifies in particular the application deadline, the period in which mobility activities are to be implemented, the type or types of mobility covered by the selection procedure, and other conditions relevant to the respective selection procedure. Information on the documents required to apply for the selection procedure and the relevant forms is published on the USM website for each type of mobility.

A selection procedure may be announced jointly for several types of mobility or separately for a specific type of mobility.

The method and deadline for applying for the selection procedure are governed by the provisions of this Directive applicable to the respective type of mobility.

A participant who has been selected for Erasmus+ mobility through the selection procedure and meets the conditions of this Directive and the Erasmus+ Programme is entitled to financial support to the extent and under the conditions laid down for the relevant Erasmus+ project.

7.2 Student selection procedure

A student interested in Erasmus+ mobility must apply for the selection procedure by the deadline specified in the Call and submit the documents required for the respective type of mobility.

Information on the required documents and the relevant forms is published on the USM website for each type of student mobility.

An applicant for student mobility submits in particular the following to the Institutional Erasmus+ Coordinator:

a) Erasmus+ mobility application form,
b) motivation letter,
c) curriculum vitae,
d) other documents, where required in view of the nature of the specific mobility.

Documents are submitted in the manner and form specified by USM. Depending on the nature of the mobility, USM may require selected documents to be submitted in Slovak and/or a foreign language.

Student selection assesses in particular:

a) academic performance and the student's overall approach to their studies,
b) motivation and objectives of the planned mobility,

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c) academic or professional benefit of the planned mobility,
d) the applicant's language preparedness with regard to the language of instruction or the working environment of the receiving institution or organisation,
e) the applicant's personal preparedness, independence and responsibility,
f) compliance with the conditions of the respective type of mobility and the requirements of the receiving institution or organisation.

When selecting a student for a traineeship, consideration is also given to the relevance of the planned traineeship to the student's study programme, field of specialisation or professional development.

When selecting a student for a BIP, particular consideration is given to the student's motivation, the content and focus of the specific BIP, and its benefit to the student's studies or professional development.

Where necessary, the Selection Committee may conduct an individual in-person or online interview with the applicant, in particular to assess their motivation, language preparedness, mobility objectives and overall preparedness for the mobility.

7.3 Staff selection procedure

A staff member interested in Erasmus+ mobility may apply for the selection procedure on an ongoing basis during the academic year in accordance with the conditions of the relevant Erasmus+ project. The staff member informs the Erasmus+ Coordinator of their interest in mobility and submits the documents required for the respective type of mobility.

A staff member does not submit a separate mobility application form. They submit to the Institutional Erasmus+ Coordinator the documents required for the respective type of staff mobility, as specified on the USM website for each type of mobility.

The principal document for assessing planned staff mobility is the relevant Mobility Agreement, which sets out the objectives, content, expected dates and programme of the planned mobility.

The applicant may choose the receiving institution or organisation from among USM's existing partners or, where permitted by the nature of the mobility and the Erasmus+ Programme rules, propose another eligible receiving institution or organisation.

Staff members are advised to communicate with the receiving institution or organisation and the Erasmus+ Coordinator sufficiently in advance. A preliminary positive opinion or confirmation from the receiving institution or organisation may be taken into account in the selection procedure.

Staff selection assesses in particular:
a) the content, quality and objectives of the proposed mobility,
b) the professional or teaching benefit of the mobility,
c) the benefit of the mobility to the relevant workplace and to USM,
d) the relevance of the mobility to the staff member's position and professional development,
e) opportunities to use and disseminate the knowledge and experience gained after return,
f) the contribution of the mobility to the development of USM's international cooperation.

For mobility for teaching, particular consideration is given to the quality and content of the planned teaching and its benefit to USM and the receiving institution.

For mobility for training, particular consideration is given to the relevance of the planned activities to the staff member's position and professional development, and to the possibilities for using the

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knowledge and experience gained at USM.

Where necessary, the Selection Committee may conduct an individual in-person or online interview with the staff member, in particular to assess the objectives, content and expected benefit of the planned mobility.

7.4 Selection Committee

Students and staff for Erasmus+ mobility are selected by the USM Selection Committee.

The Selection Committee generally consists of:

a) the Rector or the relevant Vice-Rector,
b) the Erasmus+ Coordinator,
c) one or more other USM staff members, as necessary.

Depending on the nature of the mobility, another person may also serve as a member of the Selection Committee or as an invited expert, in particular a foreign-language lecturer, practical training coordinator, study programme guarantor or another expert.

The Selection Committee assesses applicants according to the criteria laid down in this Directive and the conditions of the relevant selection procedure.

Minutes are drawn up on the course and results of the selection procedure and signed by the members of the Selection Committee.

7.5 Results of the selection procedure

Based on its assessment of the applicants, the Selection Committee decides on the selection of participants for individual Erasmus+ mobility activities.

Participants in the selection procedure are individually informed of the result. The results of the selection procedure are not published publicly.

The Erasmus+ Coordinator informs the applicant of the result of the selection procedure, generally by electronic means.

If an applicant is not selected, they may apply in a subsequent selection procedure provided that they meet the conditions for the respective type of mobility.

If a selected participant withdraws from the mobility or is unable to undertake it for another reason, they must inform the Erasmus+ Coordinator without delay.

An applicant has the right to request information or an explanation concerning the result of the selection procedure. Any objections or submissions relating to the conduct of the selection procedure are submitted to USM and assessed in accordance with the University's internal procedures and the principles of the Erasmus+ Programme.

Documentation relating to the selection procedure is recorded and retained in accordance with USM internal regulations and the rules of the relevant Erasmus+ project.

8. Obligations of participants before mobility

8.1 General provisions

1. A participant who has successfully completed the selection procedure must, before the start of the mobility, fulfil the administrative and organisational obligations laid down by USM, the receiving

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institution or organisation, and the Erasmus+ Programme rules.

2. The participant must provide the Erasmus+ Coordinator with the necessary cooperation and submit the required documents properly and on time so that all mobility arrangements can be completed before the mobility starts.
3. The participant must familiarise themselves with the mobility conditions, the rights and obligations of an Erasmus+ Programme participant, and the organisational, academic and financial conditions of the respective mobility.
4. USM provides or makes available to each selected student the Erasmus+ Student Charter, which sets out the participant's rights and obligations before, during and after the mobility.
5. USM provides participants, to an appropriate extent, with the information and support needed to prepare for the mobility, particularly regarding administrative requirements, insurance and, depending on the destination country, visa or residence requirements.
6. The participant is responsible for the accuracy and completeness of the information provided in mobility-related documents and must inform the Erasmus+ Coordinator without delay of any changes that may affect the implementation of the mobility.

8.2 Student obligations before mobility

1. After successfully completing the selection procedure, the student, in cooperation with the Erasmus+ Coordinator and the receiving institution or organisation, arranges the documentation required for the relevant type of mobility.
2. Before student mobility for studies, the student shall arrange in particular:
   a) an application or registration at the receiving higher education institution, if required by that institution,
   b) a duly completed and approved Learning Agreement for Studies,
   c) the information required to prepare the grant agreement,
   d) adequate insurance coverage for the mobility period,
   e) any other documents required by the receiving institution, USM or the rules of the relevant Erasmus+ project.
3. For student mobility for traineeships, the student shall arrange in particular:
   a) a duly completed and approved Learning Agreement for Traineeships,
   b) the information required to prepare the grant agreement,
   c) adequate health insurance and, depending on the nature of the traineeship, accident insurance and liability insurance,
   d) any other documents required by the receiving organisation, USM or the rules of the relevant Erasmus+ project.
4. When participating in a BIP or another short-term mobility activity, the student shall arrange the documentation required for the relevant type of mobility and comply with the conditions laid down by USM, the receiving or organising institution, and the Erasmus+ Programme rules.
5. The student must ensure adequate insurance coverage for the entire mobility period, appropriate to the nature and location of the mobility activity.
6. Where applicable to the relevant mobility activity and the main language of study or work, the student may use Online Language Support (OLS) for language assessment and language

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preparation in accordance with the currently applicable Erasmus+ Programme rules.

7. Before the mobility starts, the student shall conclude a grant agreement with USM setting out, in particular, the mobility conditions, mobility period, amount and method of payment of the financial support, and the rights and obligations of the contracting parties.
8. The student shall provide USM with bank details and any other information required for payment of the financial support. The student is responsible for the accuracy of the information provided.
9. The student may not start the mobility until the conditions have been met and all documents required before the start of mobility under this Directive or the Erasmus+ Programme rules have been duly concluded.

8.3 Learning Agreement

1. Student mobility is implemented on the basis of the relevant Learning Agreement, which must be agreed and approved by the student, USM and the receiving institution or organisation before the mobility starts.
2. The Learning Agreement sets out the learning activities or traineeship programme to be completed by the student during the mobility. When it is prepared, account is taken of the purpose of the mobility and the relevance of the planned activities to the student's studies or professional development.
3. On behalf of USM, the Learning Agreement is approved and signed by the Erasmus+ Coordinator or, where applicable, another authorised person in accordance with USM internal rules.
4. The Learning Agreement is managed electronically where this is applicable to the relevant type of mobility and the institutions involved under the currently applicable Erasmus+ Programme rules.
5. Changes to the Learning Agreement during mobility may be made only by agreement and with the approval of the relevant parties. Further provisions of this Directive govern details of amendments and recognition of mobility outcomes.

8.4 Staff obligations before mobility

1. A staff member selected for Erasmus+ mobility shall, in cooperation with the Erasmus+ Coordinator and the receiving institution or organisation, arrange the documentation required for the mobility.
2. Before staff mobility for teaching, the staff member shall submit a duly completed and approved Mobility Agreement – Staff Mobility for Teaching, setting out in particular the objectives, teaching programme, planned activities and expected outcomes of the mobility.
3. Before staff mobility for training, the staff member shall submit a duly completed and approved Mobility Agreement – Staff Mobility for Training, setting out in particular the objectives, planned activities and expected benefits of the mobility.
4. The Mobility Agreement must be approved by the staff member, USM and the receiving institution or organisation before the mobility starts.
5. Before the mobility starts, the staff member shall also:
   a) provide the information required to prepare the grant agreement,
   b) provide current bank details if USM does not already have them or if they have changed,

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c) where relevant, arrange adequate insurance coverage for the mobility period,
d) meet any other administrative requirements arising from the nature of the mobility or the requirements of the receiving institution or organisation.

6. Before the mobility starts, the staff member shall conclude a grant agreement with USM setting out the conditions for implementation of the mobility and provision of financial support.
7. The staff member must inform the Erasmus+ Coordinator without delay of any changes concerning the dates, programme, venue or receiving institution or organisation that occur before the mobility starts.

9. Obligations of participants during and after mobility

9.1 Student obligations during mobility

During mobility, the student must comply with the obligations arising from the grant agreement, the Learning Agreement, the rules of the receiving institution or organisation, this Directive and the Erasmus+ Programme rules.

The student must duly complete the learning activities or work programme agreed in the Learning Agreement and comply with the rules of the receiving institution or organisation.

If, after the mobility starts, it becomes necessary to amend the originally approved Learning Agreement, the student must consult the proposed change without delay with the Erasmus+ Coordinator at USM and the receiving institution or organisation.

Changes to the Learning Agreement may be made only in justified cases and must be agreed by the student, USM and the receiving institution or organisation. Changes shall be recorded in the relevant part of the Learning Agreement or through the relevant electronic system.

The student may not unilaterally change courses, the study programme or the content of the traineeship without prior consultation and approval of the relevant change.

If a change to the Learning Agreement affects the method of recognition of courses, credits or other learning outcomes at USM, the method of their recognition must also be agreed at the same time.

The student must inform the Erasmus+ Coordinator without delay of any circumstances that may affect the proper continuation or completion of the mobility, particularly interruption or early termination of the mobility, a significant change to the programme, or a change to the mobility period.

Extension or shortening of the mobility is possible only with the prior approval of USM and the receiving institution or organisation and subject to the conditions of the relevant Erasmus+ project.

9.2 Student obligations after mobility

After completion of the mobility, the student must submit to the Erasmus+ Coordinator the documents required for administrative completion of the mobility and recognition of the outcomes achieved.

For student mobility for studies, the student shall submit in particular:

a) confirmation of completion of the mobility stating the actual mobility period, unless these details are confirmed by another relevant document,
b) the Transcript of Records issued by the receiving institution,
c) any other documents required by the grant agreement or the rules of the relevant Erasmus+

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project.

The receiving institution shall provide the student and USM with the Transcript of Records in accordance with the currently applicable Erasmus+ Programme rules.

For student mobility for traineeships, the student shall submit in particular:

a) confirmation of completion and duration of the mobility,
b) a Traineeship Certificate or another equivalent document from the receiving organisation confirming completion of the traineeship and its outcomes,
c) any other documents required for administrative completion of the mobility.

The Traineeship Certificate documents, in particular, the activities carried out and the assessment of the traineeship and serves as a basis for its recognition in accordance with the Learning Agreement agreed in advance.

After completion of the mobility, the student must complete the final participant report (EU Survey/Participant Report), where required by the Erasmus+ Programme rules or the grant agreement.

The student must provide USM with the cooperation required for proper administrative and financial completion of the mobility.

Recognition of the outcomes of mobility for studies or traineeships is governed by a separate Article of this Directive.

9.3 Staff obligations during mobility

During mobility, the staff member must implement the mobility programme in accordance with the approved Mobility Agreement.

For staff mobility for teaching, the staff member must carry out the planned teaching activities to the extent corresponding to the approved mobility programme and the Erasmus+ Programme rules.

For staff mobility for training, the staff member must complete the activities agreed in the Mobility Agreement.

If a substantial change to the dates, programme or content of the mobility occurs during the mobility period, the staff member must inform the Erasmus+ Coordinator without delay and agree on the further procedure.

The staff member must also inform the Erasmus+ Coordinator without delay of any circumstances that may lead to interruption or early termination of the mobility.

9.4 Staff obligations after mobility

After completion of the mobility, the staff member must submit to the Erasmus+ Coordinator the documents required for administrative and financial completion of the mobility.

The staff member shall submit, in particular, confirmation from the receiving institution or organisation of completion of the mobility, stating the mobility period and, depending on the nature of the mobility, confirmation of the activities carried out.

The staff member must complete the final participant report (EU Survey/Participant Report), where required by the Erasmus+ Programme rules or the grant agreement.

The staff member shall provide USM with any other documents or information required for

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administrative and financial completion of the mobility under the conditions of the relevant project.

After returning from mobility, the staff member must, where possible, use and disseminate the knowledge, experience and examples of good practice acquired in their teaching, professional, scientific, research or administrative activities at USM.

10. Mobility windows

1. USM supports the integration of Erasmus+ student mobility into study programmes so that mobility does not disrupt the regular course of studies and enables recognition of learning outcomes achieved during mobility.
2. For this purpose, USM defines recommended mobility windows, i.e. periods of study suitable for undertaking mobility abroad.
3. The recommended mobility windows for Bachelor's degree studies are:
   a) Year 2 – winter or summer semester,
   b) Year 3 – preferably the winter semester.
4. The recommended mobility windows for Master's/Engineer degree studies are:
   a) Year 1 – winter or summer semester,
   b) Year 2 – preferably the winter semester.
5. When planning mobility for third-year Bachelor's students, account is also taken of the possibility of completing and recognising a traineeship abroad if practical training forms part of the student's study plan.
6. Doctoral students may undertake mobility at any stage of their studies, provided that the mobility is consistent with their study, learning or research activities and does not disrupt proper fulfilment of their doctoral study obligations. When planning mobility in the final stage of studies, particular account is taken of obligations related to proper and timely completion of studies.
7. The specific mobility period is determined individually, taking particular account of the student's study plan and academic situation, the academic calendars of USM and the receiving institution, the available learning activities and the possibilities for their recognition.
8. Mobility windows are recommendations and do not restrict the possibility of undertaking mobility at another stage of studies, provided that the student meets the participation conditions under this Directive and the mobility allows proper fulfilment of their study obligations.

11. Recognition of student mobility outcomes

11.1 General principles of recognition

USM ensures recognition of learning outcomes achieved by the student during Erasmus+ mobility in accordance with the Learning Agreement approved in advance, including any duly approved changes, the documents issued by the receiving institution or organisation, the USM Study Regulations and the Erasmus+ Programme rules.

The method of recognising mobility outcomes depends on the type of mobility completed, in particular whether it is long-term student mobility for studies (SMS), student mobility for traineeships (SMP), a BIP or another short-term mobility activity.

The basic document defining the student's learning activities before the mobility starts is the relevant

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Learning Agreement, which must be approved by the relevant parties before the mobility starts.

For long-term student mobility for studies (SMS), in addition to the Learning Agreement, an internal Study Plan during Mobility Abroad is prepared in advance to determine how courses and ECTS credits obtained at the receiving higher education institution will be recognised.

For traineeships and BIPs, a separate Study Plan during Mobility Abroad is not prepared. The outcomes of these mobility activities are recognised or recorded on the basis of the relevant Learning Agreement and documents issued by the receiving or organising institution.

Depending on the type of mobility, the documents serving as the basis for recognition or recording of student mobility outcomes include in particular the Learning Agreement, including any approved changes, the Study Plan during Mobility Abroad, Transcript of Records, Confirmation of Stay/Attendance, Traineeship Certificate, or another equivalent official document issued by the receiving or organising institution. A separate application by the student for recognition of mobility outcomes is not required.

Learning outcomes that were agreed and approved in advance and successfully achieved by the student during mobility are recognised by USM in accordance with the agreed recognition arrangements. The student is not required to repeat equivalent study obligations at USM for duly recognised learning activities.

11.2 Recognition of outcomes of long-term student mobility for studies

1. Before long-term student mobility for studies begins, the student, in cooperation with the Erasmus+ Coordinator and the receiving higher education institution, prepares a Learning Agreement for Studies setting out the learning activities planned at the receiving institution.
2. At the same time, a Study Plan during Mobility Abroad is prepared as an internal USM document to determine the courses and study obligations that will be recognised at USM after successful completion of the mobility, as well as any obligations that will need to be completed at USM.
3. When assessing courses completed at the receiving institution, particular account is taken of their content and focus in relation to the student's study programme. Course titles at the receiving institution and USM do not have to be identical.
4. When preparing the Study Plan during Mobility Abroad, courses from the student's entire relevant academic year, not only the semester in which the mobility takes place, may be considered for recognition. If no suitable equivalent can be found among the courses in that semester, courses scheduled in another semester of the same academic year may also be considered, provided that this corresponds to their content and does not disrupt the student's proper continuation of studies.
5. The Study Plan during Mobility Abroad is prepared by the Erasmus+ Coordinator in cooperation with the student and, where necessary, the relevant USM academic staff. The Study Plan is approved and signed by the Rector or the Vice-Rector for Education. If an approved change to the Learning Agreement during mobility affects course recognition at USM, the Study Plan shall be updated accordingly.
6. After completion of the mobility, the student submits the Transcript of Records and Confirmation of Stay/Attendance or another equivalent document. On the basis of the approved Learning Agreement, Study Plan during Mobility Abroad and Transcript of Records, successfully completed courses and the corresponding credits are recognised to the extent agreed before mobility or in accordance with approved changes made during mobility. No additional examinations or course

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credits are required at USM for duly completed and pre-approved courses.

7. During long-term student mobility for studies, the student is recommended to obtain the equivalent of approximately 30 ECTS credits per semester or 60 ECTS credits per academic year. The minimum USM requirement is to obtain and have recognised at least 15 ECTS credits per semester or 30 ECTS credits per academic year. If the receiving institution uses a different credit system, the equivalent of credits recognised by USM shall apply.
8. If the student does not obtain the minimum number of credits, after returning they must fulfil the relevant study obligations at USM and obtain the missing credits in accordance with their study plan. Any financial consequences are governed by Article 15 of this Directive.

11.3 Recognition of traineeships

A traineeship is carried out on the basis of a Learning Agreement for Traineeships approved in advance, setting out in particular the traineeship programme, planned activities, expected learning outcomes and the method of recognition or recording of the traineeship.

After completion of the traineeship, the student submits a Traineeship Certificate, Confirmation of Stay/Attendance or another equivalent document issued by the receiving organisation confirming proper completion of the traineeship and its actual duration.

Completion of an Erasmus+ traineeship is recorded in the relevant student records and subsequently in the Diploma Supplement.

ECTS credits are not normally awarded for completion of a traineeship unless the traineeship forms part of the student's study programme as a credit-bearing learning activity.

If the student completes a traineeship within the course "Practical Training" included in their study plan and the traineeship abroad meets the requirements laid down for that course, it may be recognised as fulfilment of the "Practical Training" course.

Where the traineeship is recognised as the "Practical Training" course, the student is awarded the ECTS credits specified in the USM study plan for that course.

When assessing whether a traineeship abroad may be recognised as the "Practical Training" course, particular account is taken of the content and scope of the traineeship, the activities carried out and the learning outcomes achieved.

Recognition of the traineeship as the "Practical Training" course is recorded in the academic information system.

11.4 Recognition of BIPs

A student's participation in a BIP is carried out on the basis of the relevant Learning Agreement.

After successful completion of the BIP, the student submits a Confirmation of Attendance/Participation or another equivalent official document issued by the receiving or organising institution confirming successful completion of the programme and the award of the relevant number of ECTS credits.

For successful completion of a BIP, the student is awarded the number of ECTS credits specified for the relevant BIP, but not less than the minimum required by the currently applicable Erasmus+ Programme rules.

ECTS credits obtained for a BIP are recorded at USM as a separately completed learning activity and

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do not replace a specific course in the student's study programme.

ECTS credits obtained for a BIP are recorded in the academic information system on the basis of the relevant confirmation.

A separate Study Plan during Mobility Abroad is not prepared for a BIP.

After successful completion of a BIP and submission of the relevant confirmation, the student is not required to take an additional examination or fulfil another additional study obligation at USM for the purpose of recognising the ECTS credits.

11.5 Administrative arrangements for recognition of outcomes

No later than 30 days after completion of the mobility, the student must submit to the Erasmus+ Coordinator the documentation required for recognition or recording of the outcomes of the relevant type of mobility.

The scope of the required documentation depends on the type of mobility completed. Supporting documents may include in particular a Transcript of Records, Confirmation of Stay/Attendance, Confirmation of Attendance/Participation, Traineeship Certificate or another equivalent official document issued by the receiving or organising institution.

A separate application by the student for recognition of mobility outcomes is not required.

The Erasmus+ Coordinator verifies the submitted documentation and its compliance with the relevant Learning Agreement and, for long-term student mobility for studies, also with the Study Plan during Mobility Abroad.

After verification of the documentation, the Study Department ensures recognition and recording of the relevant courses, grades and ECTS credits in the academic information system according to the nature of the completed mobility.

For long-term student mobility for studies, the recognised courses, corresponding ECTS credits and grades are recorded in the academic information system on the basis of the information stated in the Transcript of Records.

For a BIP, the ECTS credits obtained are recorded in the academic information system on the basis of the Confirmation of Attendance/Participation or another official document confirming successful completion of the programme and the award of the relevant number of ECTS credits.

For a traineeship, its completion is recorded in the Diploma Supplement. If the traineeship has been recognised as the "Practical Training" course, completion of that course and the corresponding ECTS credits are also recorded in the academic information system.

Recognition and recording of mobility outcomes shall be carried out without undue delay after the student has submitted complete documentation.

12.Financial support for Erasmus+ mobility

1. Students receive financial support for mobility to the extent and under the conditions laid down for the relevant Erasmus+ project. Financial support may include individual support, a contribution to travel costs and other eligible financial support under the currently applicable Erasmus+ Programme rules.
2. Staff members receive financial support for individual support and travel costs for the mobility

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period, and where applicable other eligible financial support, to the extent and under the conditions laid down for the relevant Erasmus+ project.

3. Current financial support rates are determined in accordance with the Erasmus+ Programme rules and the SAAIC National Agency documentation applicable to the relevant call and project. Specific financial support rates do not form part of this Directive.
4. Before the mobility starts, a grant agreement must be concluded between USM and the mobility participant, stating in particular the mobility period, the amount of financial support, the method of payment and other financial conditions. Under the Erasmus+ Programme rules, the participant's rights and obligations are laid down in the grant agreement.
5. In accordance with the currently applicable Erasmus+ Programme rules, a participant may receive additional financial support, in particular if they are a participant with fewer opportunities or meet the conditions for support related to sustainable means of transport. The participant demonstrates compliance with the conditions for additional financial support by a declaration on honour and, depending on the nature of the support or the requirements of the relevant Erasmus+ project, also by relevant supporting documents.
6. After completion of the mobility, the participant must complete and submit the online final participant report (Participant Report/EU Survey) in the system designated by the Erasmus+ Programme, within the deadline and in the manner specified in the grant agreement and the currently applicable Erasmus+ Programme rules.
7. Proper completion of the mobility means fulfilment of the participant's obligations laid down in the grant agreement, submission of the relevant documents required for the type of mobility, and completion of the final participant report where this obligation applies to the mobility concerned.
8. The financial consequences of failure to fulfil participant obligations, failure to commence mobility, shortening, interruption or early termination of mobility are assessed in accordance with Article 15 of this Directive, the relevant grant agreement and the currently applicable Erasmus+ Programme rules.

13. Inclusion, equal opportunities and sustainability

1. In implementing the Erasmus+ Programme, USM ensures equal and fair access to mobility without discrimination and supports the participation of students and staff from diverse social, economic and personal backgrounds.
2. Particular attention is paid to participants with fewer opportunities who may face barriers limiting or hindering their participation in mobility. Within its possibilities, USM seeks to create conditions for their participation and provide them with appropriate support. Inclusion and diversity are among the fundamental horizontal priorities of the Erasmus+ Programme.
3. Participants with fewer opportunities may be entitled to additional financial support if they meet the conditions laid down by the currently applicable Erasmus+ Programme rules and the relevant project.
4. USM supports environmentally responsible implementation of mobility and informs participants about options for using more sustainable means of transport and reducing the environmental impact associated with mobility.
5. USM supports the use of Erasmus+ digital tools, electronic exchange of documents and the

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gradual digitalisation of administrative processes related to mobility in line with the Erasmus Without Paper principles and the European Student Card Initiative.

6. When organising and implementing mobility activities, USM applies the principles of the Erasmus+ Programme and the Erasmus Charter for Higher Education (ECHE), particularly in the areas of inclusion and diversity, digitalisation, environmental sustainability and active participation in democratic life.

14. Incoming Erasmus+ mobility

1. In accordance with the Erasmus+ Programme rules, the Erasmus Charter for Higher Education (ECHE) and its internationalisation strategy, USM supports the reception of international students and staff for Erasmus+ mobility.
2. Incoming mobility may take the form, in particular, of student mobility for studies (SMS), student mobility for traineeships (SMP), participation in a BIP, and staff mobility for teaching (STA), training (STT), or a combination of teaching and training, in accordance with the currently applicable Erasmus+ Programme rules.
3. USM makes current information on available courses and other learning activities, the conditions for their completion and assessment available to incoming students sufficiently in advance and provides the information and administrative support needed to prepare for mobility.
4. Incoming student mobility for studies is carried out on the basis of a Learning Agreement for Studies approved in advance. A traineeship is carried out on the basis of a Learning Agreement for Traineeships. Any changes to the Learning Agreement during mobility are made by agreement and with the approval of the relevant parties.
5. USM creates appropriate conditions for the academic and social integration of incoming students into the University environment. The Erasmus+ Coordinator provides or coordinates administrative and organisational support for incoming students and continuously monitors the implementation of their mobility.
6. After completion of student mobility for studies, USM ensures the issuance of a Transcript of Records and confirmation of completion and the actual mobility period (Confirmation of Stay/Attendance), as well as any other documentation required according to the type of mobility and the currently applicable Erasmus+ Programme rules.
7. For an incoming traineeship, USM or the relevant department ensures the conditions for implementation of the activities agreed in the Learning Agreement for Traineeships and, after completion of the mobility, issues the relevant confirmation of completion.
8. Incoming staff mobility is carried out on the basis of the relevant Mobility Agreement, which specifies in particular the programme, objectives and content of the mobility.
9. USM provides incoming staff with the necessary organisational, substantive and administrative support. Depending on the nature of the mobility, the Erasmus+ Coordinator, the Rector, the relevant Vice-Rectors and other authorised USM staff participate in its organisation.
10. After completion of staff mobility, USM issues confirmation of completion and the mobility period, as well as any other documentation required under the Erasmus+ Programme rules or by the sending institution.
11. The administrative and organisational arrangements for incoming mobility are coordinated by the

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Erasmus+ Coordinator in cooperation with the relevant USM departments and staff.

12. USM does not charge incoming Erasmus+ students undertaking credit mobility fees for tuition, registration, examinations or access to basic academic facilities and services to the extent laid down by the Erasmus+ Programme rules. This does not affect the possibility of charging small fees for specific services or materials on the same basis as for local students where permitted by the Erasmus+ Programme rules.

15. Failure to fulfil obligations, early termination of mobility and financial consequences

1. Mobility participants must comply with the conditions of the Erasmus+ Programme, this Directive, the grant agreement and the relevant Learning Agreement or Mobility Agreement.
2. If a participant does not commence the mobility after financial support has been paid, they must repay the financial support in full unless the grant agreement or the currently applicable Erasmus+ Programme rules provide otherwise.
3. If a participant shortens, interrupts or terminates the mobility early, they must inform the Erasmus+ Coordinator without delay. The amount of eligible financial support is determined according to the mobility period actually completed and in accordance with the grant agreement and the rules of the relevant Erasmus+ project.
4. During long-term student mobility for studies, the student is recommended to achieve learning outcomes corresponding to approximately 30 ECTS credits per semester or 60 ECTS credits per academic year. The minimum USM requirement is to obtain and subsequently have recognised at least 15 ECTS credits per semester or 30 ECTS credits per academic year. If the receiving institution uses a different credit system, the equivalent of credits recognised by USM is used for the purpose of meeting this requirement.
5. If the student does not obtain the minimum number of credits under the preceding point, after returning from mobility they must fulfil at USM the study obligations that were not recognised as a result of unsuccessful completion or inability to recognise learning activities during mobility and obtain the corresponding missing credits in accordance with their study plan.
6. Failure to obtain the minimum number of credits may also constitute grounds for a financial consequence where such a procedure is permitted by the relevant grant agreement and the Erasmus+ project rules. After an individual assessment of the circumstances of the specific case, the Rector of USM, the statutory body or a person authorised by it may decide that the student will be required to repay a proportional part of the individual support corresponding to the proportion of credits not obtained up to the prescribed minimum.
7. For determining the proportional part of the financial support under the preceding point, the minimum of 15 ECTS credits per semester represents 100% of the required amount. The percentage may be determined as follows:
   - percentage fulfilled = number of ECTS credits recognised by USM / 15 × 100
   - percentage of financial support to be repaid = 100% – percentage fulfilled
   - For mobility lasting a full academic year, the minimum of 30 ECTS credits is applied accordingly.
8. The financial consequence under points 6 and 7 is not applied automatically. The decision takes

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particular account of the reasons for not obtaining the minimum number of credits, the course of the mobility, fulfilment of the student's obligations, approved changes to the Learning Agreement and other relevant circumstances of the specific case.

9. No financial consequence is applied if the student did not obtain the prescribed number of credits due to force majeure or other serious and duly substantiated circumstances beyond their control. A case in which a lower volume of learning activities was approved by USM in advance due to the specific features of the study programme or the offer of the receiving institution is also assessed individually.
10. The provisions of points 4 to 9 apply to long-term student mobility for studies. They do not apply to traineeships, BIPs or other short-term mobility activities, which are governed by the conditions of the relevant type of mobility.
11. If a participant fails to fulfil obligations arising from the grant agreement, fails to submit the required documents or fails to submit the final report, USM may require repayment of all or part of the financial support in accordance with the grant agreement and the currently applicable Erasmus+ Programme rules.
12. In the event of force majeure or other serious, duly substantiated circumstances beyond the participant's control, the further procedure and any financial consequences are assessed individually in accordance with the Erasmus+ Programme rules and the conditions of the grant agreement.
13. A serious or repeated breach of participant obligations demonstrably caused by the participant may be taken into account in any subsequent participation by that person in an Erasmus+ mobility selection procedure.

16. Organisation of the Erasmus+ Programme and responsibilities

1. Implementation of the Erasmus+ Programme at USM is ensured by the Erasmus+ Coordinator in cooperation with the USM statutory body, University management, the Study Department and other relevant USM departments and staff according to the nature of the individual activities.
2. The Erasmus+ Coordinator is responsible in particular for organisational, administrative and information support for the Programme, communication with mobility participants, partner and receiving institutions and the National Agency, administration of mobility activities and related documentation, and coordination of outgoing and incoming mobility.
3. The USM statutory body performs actions requiring action or approval by the statutory body, in particular approving mobility participants and signing grant agreements and, where applicable, other documents within its remit.
4. The Rector, Vice-Rectors, Study Department and other USM departments participate in implementation of the Erasmus+ Programme within their respective responsibilities, in particular in selection procedures, academic approval and recognition of mobility outcomes, recording of study results and organisational arrangements for mobility.
5. Financial and economic operations related to implementation of the Erasmus+ Programme are carried out in accordance with the rules of the relevant project and USM internal procedures.
6. Specific powers and responsibilities for individual types of mobility and processes are governed by this Directive, the relevant USM internal regulations and the currently applicable Erasmus+

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Programme rules.

7. Documentation and personal data related to implementation of the Erasmus+ Programme are processed, recorded and retained in accordance with the relevant legislation, project rules and USM internal regulations.

17. The connection between the implementation of Erasmus + and the teaching process

The skills of teachers and employees of the USM, acquired during Erasmus+ mobility abroad, as well as the outputs of creative activity and research activities, which are the result of Erasmus+ mobility, or other results of mobility activities and cooperation with foreign partners, if their nature allows it, represent an entry into the education process, as they are introduced into the teaching process through the creation and distribution of the outputs of creative and project activities, through the introduction of innovative forms and methods, or acquired skills into the teaching process, possibly by creating curricula and optimizing curricula on the basis of information obtained from practical needs obtained at trainings and activities in foreign companies. Incoming teachers directly enter the education process, through various activities, especially teaching.

18. Exchange service

Only the Rector of the USM in Košice is authorized to approve changes in this directive based on the approval of the IQS Representative, who will make any changes. The record of the change is stored by the IQS Representative.

19. Related documentation

EK 01_v2_20.10.2025_z0 Code of Ethics of USM
SM_03_v3_20.10.2025_z0 Management of science and research
Long-term intention of the development of USM in Košice
SM 02 Ensurement the quality of education
USM Erasmus Charter for Higher Education (ECHE); USM Erasmus Policy Statement; currently applicable Erasmus+ Programme Guide; ECHE Guidelines; Erasmus+ Student Charter; relevant grant agreement between USM and the National Agency; current guidelines, manuals and documentation of the European Commission and the SAAIC National Agency

20. Attachments

F01_SM05 Application form_Study
F02_SM05 Application form_Traineeship
F03_SM05 Plan studia pocas zahranicnej mobility
F04_SM05 Dohoda o studiu_Learning Agreement_Study
F05_SM05 Dohoda o stazi_Learning Agreement_Traineeships
F06_SM05 Dohoda o grante_studenti
F07_SM05 STA_Staff Mobility For Teaching
F08_SM05 STT_Staff Mobility For Training
F09_SM05 Dohoda o grante_zamestnanci
F10_SM05 Bankove udaje
F11_SM05 Acceptance letter

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F12_SM05 Confirmation_Staff_STA_Teaching
F13_SM05 Confirmation_Staff_STT_Training
F14_SM05 Confirmation_Student_Study
F15_SM05 Transcript of Records
F16_SM05 Confirmation_Student_Traineeship

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Dr.h.c. prof. Ing. Peter Lošonczi, PhD., MBA, MSc.
Rector

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