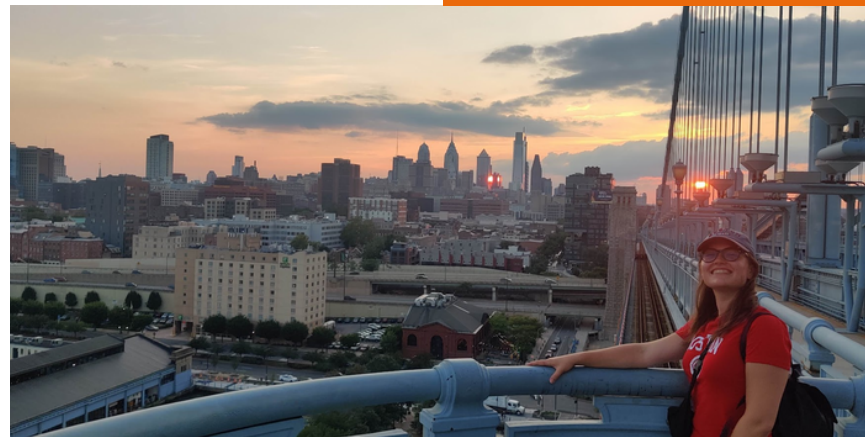


VSE/ozs

Outgoing Exchange Students 2023/24





Linda Filáčková

DK, EE, FI, IS, LT, LV, NO, PL, SE



Dominika Hrabalová

AU, AZ, CN, GE, GR, HK, IE, IL, IN,
JP, KR, NZ, SG, TH, TR, TW, UK



Barbora Minčík Sennešová

AR, BR, CA, CL, MX, PE, US



Martina Poussin

BE, FR



Pavlína Šenk Kopecká

ES, IT, NL, PT



Janka Zengerová

AT, DE, HU, LI, SI, SK, CH

Information sources

 Sharepoint OZS


 partner university website

 FB group outgoing students

 final reports in InSIS

consulting hours:

 Mon–Thu 10:00–12:00

 online every Wed 10:00–10:30



ozs.vse.cz



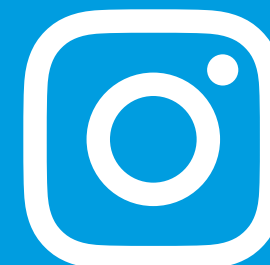
ozs@vse.cz



5th floor RB



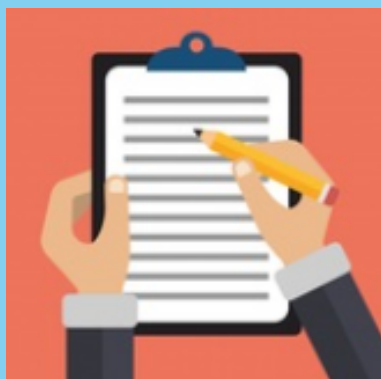
VSE Study Abroad



@vse_studyabroad

Before mobility

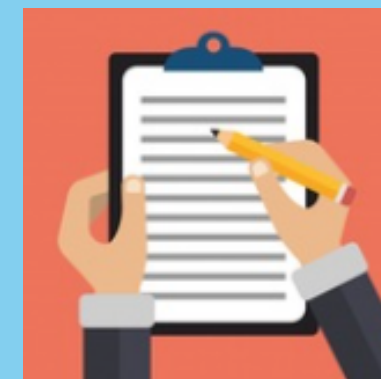


EUROPE**1) NOMINATION AND APPLICATION**

- Student is nominated to the partner uni by the International Office (OZS).
- Student submits an application according to the partner uni instructions.

2) ONLINE LANGUAGE TEST + ONLINE LEARNING AGREEMENT

- Student passes online language test (OLS).
- Student completes Online Learning Agreement (OLA), i.e. a form with courses s/he wants to study, and uploads the signed OLA into the InSIS checklist.
- consult with your programme coordinator / academic director at VSE

**OVERSEAS + SWITZERLAND****1) NOMINATION AND APPLICATION**

- Student is nominated to the partner uni by the International Office (OZS).
- Student submits an application according to the partner uni instructions.

2) LEARNING AGREEMENT

- Student completes Learning Agreement (LA), i.e. a form with courses s/he wants to study, and uploads the signed LA into the InSIS checklist.
- consult with your programme coordinator / academic director at VSE
- credit conversion guide





Erasmus+

OZS.VSE.CZ

VSE

EUROPE



3) ACCEPTANCE LETTER

- Student receives a confirmation of admission.
- Student uploads a copy of the acceptance letter/e-mail into the InSIS checklist.

4) EMERGENCY CONTACT

- Student fills in the emergency contact details.



5) GRANT AGREEMENT

- Prepared by OZS after student fulfilled the steps above.
- Usually signed in person at OZS.






6) PAY TUITION FEE AT VSE

- note in student's evidence in InSIS

OZS.VSE.CZ

VSE

OVERSEAS + SWITZERLAND

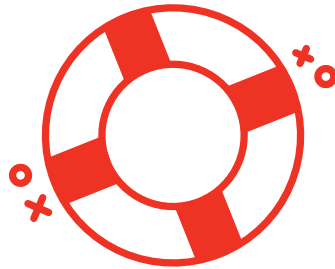


3) ACCEPTANCE LETTER

- Student receives a confirmation of admission.
- Student uploads a copy of the acceptance letter/e-mail into the InSIS checklist.


4) EMERGENCY CONTACT


- Student fills in the emergency contact details.



5) FLIGHT TICKET

- Students upload a copy of their flight ticket into the InSIS checklist.





6) PAY TUITION FEE AT VSE

- note in student's evidence in InSIS

EUROPE

7) FINANCE

600 € / MONTH

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



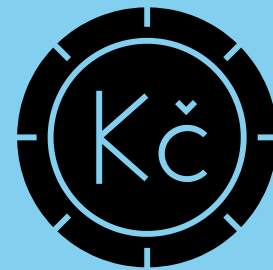
480 € / MONTH

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

OVERSEAS

7) FINANCE

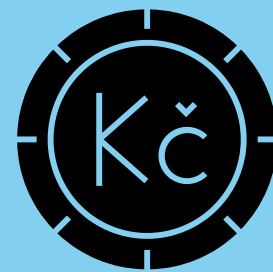
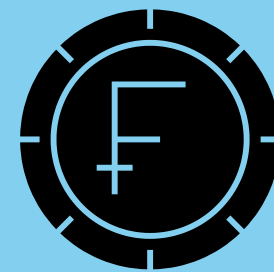
10 000 CZK / MONTH



+ 10 000 CZK ONE-OFF GRANT FOR AIR TICKET/VISA

SWITZERLAND

600 € / MONTH



Swiss-European Mobility Programme Scholarship (440 CHF / month)

+ possible supplementary scholarship from VSE

EUROPE

EXTRA FUNDING

- Additional funding for students with physical, mental or health-related conditions
- Special grant for students from disadvantaged socio-economic backgrounds



8) PRACTICAL INFORMATION

- Visa and insurance are student's responsibility.
- Student makes her/his accommodation arrangements on her/his own.



For useful tips and more information check the students' reports in InSIS.

OVERSEAS + SWITZERLAND

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- Additional funding for students with physical, mental or health-related conditions
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During mobility



EUROPE

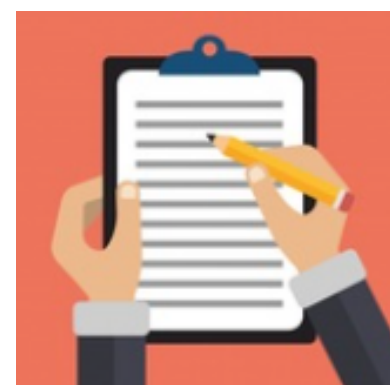


1) REPRESENTATION AT PARTNER UNIVERSITY

- Student represents VSE at study abroad events organized by partner uni.
- Promotional materials can be requested from the International Office (OZS).
- social media

2) ONLINE LEARNING AGREEMENT (OLA)

- In case of course changes, student fills in the OLA During Mobility.
- Student uploads the duly signed OLA During Mobility into the InSIS checklist.



OVERSEAS + SWITZERLAND

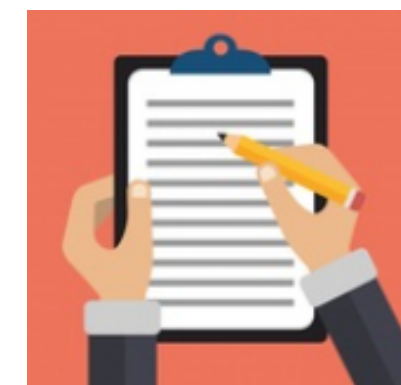


1) REPRESENTATION AT PARTNER UNIVERSITY

- Student represents VSE at study abroad events organized by partner uni.
- Promotional materials can be requested from the International Office (OZS).
- social media




2) LEARNING AGREEMENT (LA)

- In case of course changes, student fills in the LA During Mobility.
- Student uploads the duly signed LA During Mobility into the InSIS checklist.




After mobility





EUROPE






1) CONFIRMATION OF STUDY PERIOD

- It is necessary to comply with the length of stay, its purpose and gain required nr. of credits.
- Mobility dates must be confirmed in the form.
- Student uploads a copy of the form into the InSIS checklist and delivers the **ORIGINAL** to the International Office.


2) FINAL REPORTS ON STAY ABROAD

- Student fills in the report in InSIS.
- Link to the report in the EU database is sent to the student's email.





SWITZERLAND




1) CONFIRMATION OF STUDY PERIOD

- It is necessary to comply with the length of stay, its purpose and gain required nr. of credits.
- Mobility dates must be confirmed in the form.
- Student uploads a copy of the form into the InSIS checklist and delivers the **ORIGINAL** to the International Office.

2) FINAL REPORT ON STAY ABROAD

- Student fills in the report in InSIS.
- The report should be filled in details, because it serves as an information source for future outgoing students.



EUROPE

3) TRANSCRIPT OF RECORDS



- Transcript is issued by partner uni 1-3 months after the end of the mobility.
- Student uploads a copy of the transcript into the InSIS checklist.

4) TRANSFER OF CREDITS

- Student applies for a transfer of credits in InSIS.
- Transfer of credits and results is mandatory and all courses must be recognized in full.



OVERSEAS + SWITZERLAND

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Questions?



Where to next?

■ presentations for outgoing exchange students

■ IG takeovers

☞ final reports in InSIS

consulting hours:

👥 Mon–Thu 10:00–12:00

📺 online every Wed 10:00–10:30



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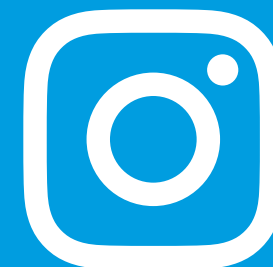
ozs@vse.cz



5th floor RB



VSE Study Abroad



[@vse_studyabroad](https://www.instagram.com/vse_studyabroad)