

Outgoing Exchange Students 2025/26



CONTENT OF THE INFOSESSION

INFORMATION SOURCES

**ADMINISTRATIVE
REQUIREMENTS**

FINANCE

Q&A

INFORMATION SOURCES

COORDINATORS



Janka Zengerová



Marta Slaninková



Zuzana Manninen



Martina Poussin



Karolína Kaslová



Barbora Minčík Sennešová



INFORMATION SOURCES

emails
from the
coordinators

ERASMUS
PICKER

partner
university
website

office
hours


Mon-Thu
10:00-12:00

final reports
in InSIS



outgoing
students
group on FB


online every
Wednesday
10:00-10:30

 ozs.vse.cz

 ozs@vse.cz

 [VSE Study Abroad](#)

 [@vse_studyabroad](#)

Exchange semester

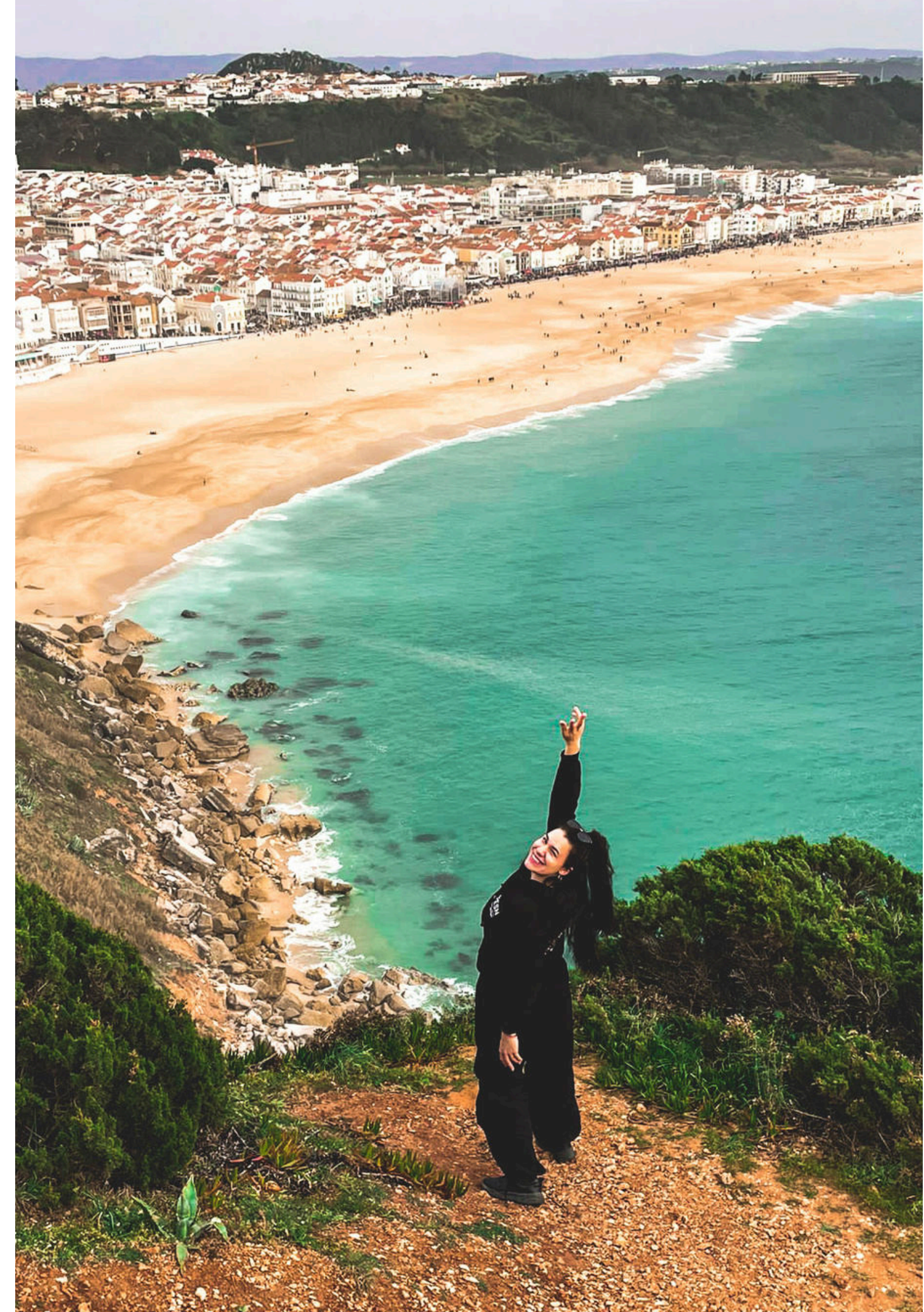
» 1 SEMESTER - no extensions

» in InSIS "student abroad"

» min 20-30 ECTS

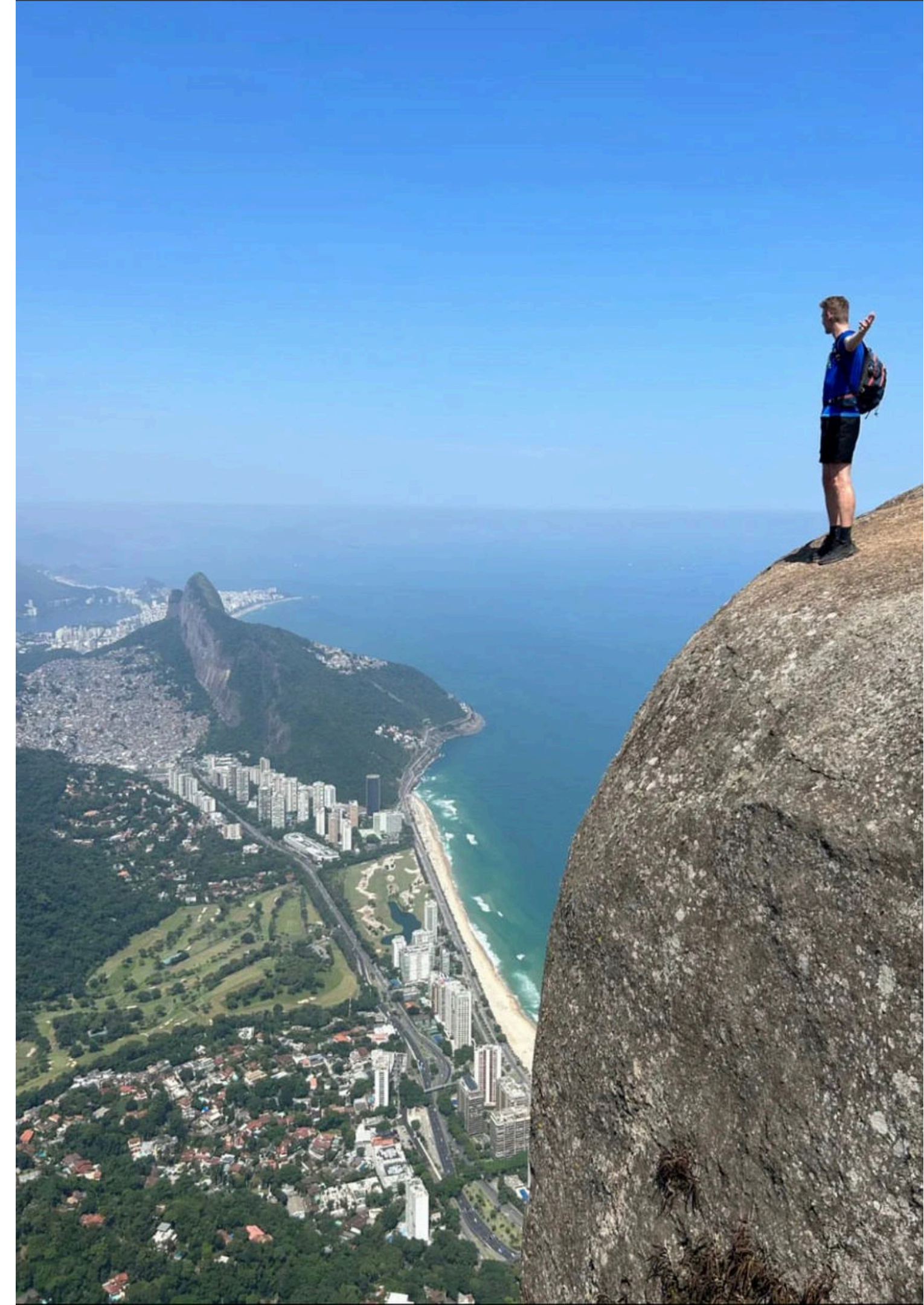
» PAY TUITION FEE AT VSE

SUFFICIENT CREDIT VOUCHERS!



Confirm the mobility

- » confirmation form in the email
- » a possibility to change the semester of the mobility
- » **CANCELATION OF THE MOBILITY**
 - the sooner the better
 - the spot is not yours
 - another spot **CANNOT** be offered

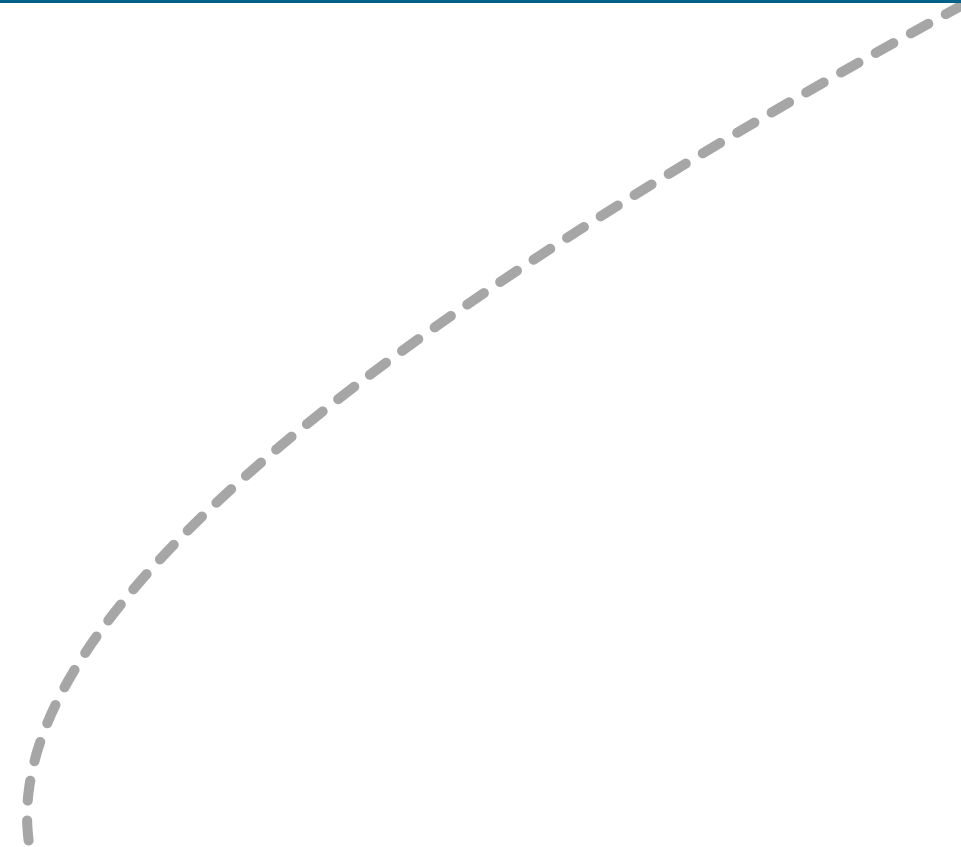


ADMINISTRATIVE REQUIREMENTS

BEFORE MOBILITY



CHECKLIST IN INSIS



nomination

application

letter of acceptance

Learning Agreement v InSIS

emergency contact form

bank account

Erasmus+

grant agreement

Overseas

flight ticket

visa, insurance, accomodation

Nomination

- » student is nominated to the partner uni
by the International Office
- name, personal and study details
 - approx. 3-9 months before mobility

DO NOT CONTACT THE PARTNER UNIVERSITY BEFORE NOMINATION



Application

- » student submits an application according to the partner uni instructions
 - online / scan / by post
 - different requirements and attachments

MAKE SURE TO CHECK THE APPLICATION SUBMISSION DEADLINE



Letter of Acceptance

- » student receives a confirmation of admission
 - letter/e-mail

UPLOAD A COPY INTO THE INSIS CHECKLIST



Learning Agreement in InSIS

- » 20–30 ECTS + faculty and partner uni conditions
- » \sum ECTS table A = \sum ECTS table B
- » elective courses
- » first selection can be preliminary

[Instructions](#) HERE



Approval of LA in InSIS

- » before mobility (sometimes with application)
- » student + faculty + partner uni
- » **Erasmus+**: confirmed LA will be automatically uploaded to your checklist

Overseas: students have to upload signed LA to their checklist **THEMSELVES**

MIFA doc. Ing. M. Zárybnická Žárová, CSc.
[Vice-dean for international relations]

IBB
IDS
IB doc. Ing. Josef Taušer, Ph.D.
[Vice-dean for international relations and finance]

BBA
CEMS
MIMG doc. Ing. L. Tyll, MBA, Ph.D.
[Academic director]

EDA
ISM Ing. K. Vltavská, Ph.D.
[Vice-dean for academic affairs]

ECON
EPP Ing. Barbora Růžičková, Ph.D.
[Vice-dean for international relations]

Emergency contact

» student fills in the emergency contact details

[Link HERE](#)



Grant Agreement

Erasmus+

- » Length of stay with accuracy to the exact number of days
- » Exact amount of the scholarship
- » Issued by OZS

BEFORE SIGNATURE IT IS NECESSARY TO FULFILL OTHER REQUIREMENTS



Flight Ticket

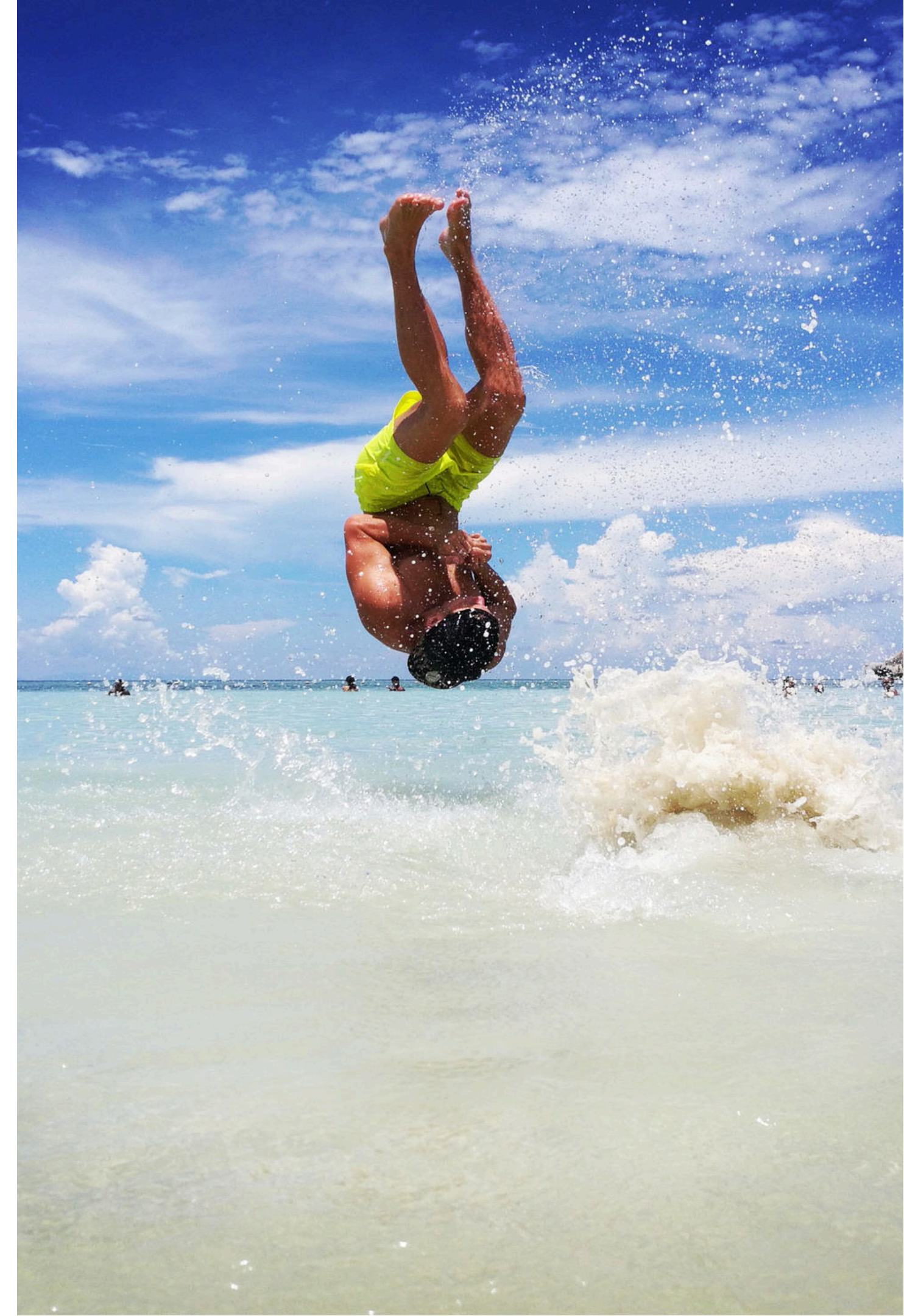
- » confirmation of departure from the CR/Europe
- » your name + dates + itinerary to final destination

UPLOAD CONFIRMATION OF YOUR TRAVEL JOURNEY INTO YOUR CHECKLIST



Visa, insurance & accomodation

- » **STUDENT'S RESPONSIBILITY**
- » some partner universities have special requirements
- » dorms are not always the cheapest option





DURING MOBILITY

Learning Agreement "Changes" in InSIS

- » changes in courses studied abroad
- » **Erasmus+:** confirmed LA "Changes" will be automatically uploaded to your checklist

Overseas: students have to upload signed LA to their checklist **THEMSELVES**

[Instructions](#) **HERE**



Representation of VSE

- » presentations, international fairs, ...
- » promo material will be sent upon request





AFTER MOBILITY

Learning Agreement "Changes" v InSIS

Erasmus+ & Switzerland

Confirmation of Study Period

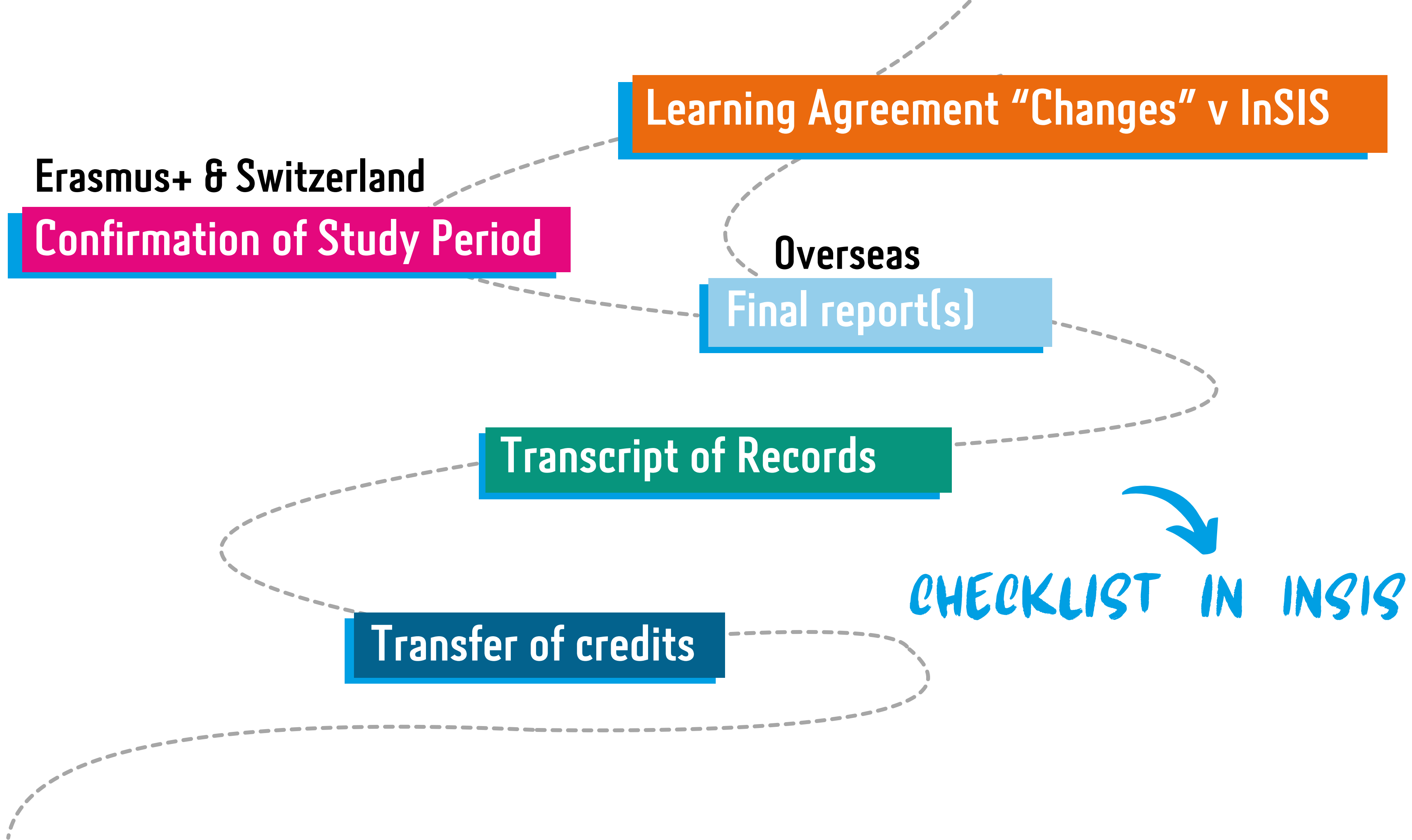
Overseas

Final report(s)

Transcript of Records

Transfer of credits

CHECKLIST IN INSIS



Confirmation of study period

- » confirmed mobility dates by partner uni
- » copy in InSIS + original to OZS

**UPLOAD A COPY INTO THE INSIS CHECKLIST WITHIN 14 DAYS
AFTER THE END OF YOUR MOBILITY**



Report(s)

EVERYONE

final report on stay abroad in **InSIS**

- within 14 day after the end
- in details please!

ERASMUS+

report in **Beneficiary Module**

- European database
- link sent to your email



Transcript of Records

- » sent by partner university
- » 1-3 months after mobility
- » verifiable copy uploaded into the checklist in InSIS



Transfer of Credits

- » before the end of the next semester
- » students apply in InSIS ([instructions HERE](#)).



MIFA

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[Vice-dean for international relations]

IBB

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ECON

EPP

JUDr. Olga Nebeská, Ph.D.
[Vice-dean for academic affairs]



FINANCE

Finance

- » no tuition fee to partner university
- » scholarship for increased expenses
- » own financial resources
- » bank account info in InSIS



ERASMUS+ costs of stay

Country	Scholarship per month
Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Lichtenstein, Luxembourg, Netherlands, Norway, Sweden	660 €
Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain	600 €
Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey	540 €

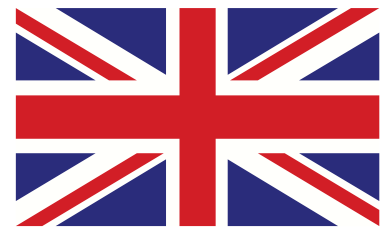
ERASMUS+ travel costs

DISTANCE	GREEN ERASMUS	NON-GREEN ERASMUS
10 - 99 km	56 €	28 €
100 - 499 km	285 €	211 €
500 - 1999 km	417 €	309 €
2000 - 2999 km	535 €	395 €



FOR EXACT AMOUNT CHECK OUT
ERASMUS+ DISTANCE CALCULATOR





UNITED KINGDOM

» according to **Erasmus+** rules

» **660 EUR/month**

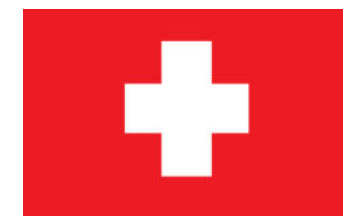
↪ (no travel grant)



OVERSEAS

» 10 000 CZK for each month of stay

» +10 000 CZK as a one-off grant for air ticket/visa



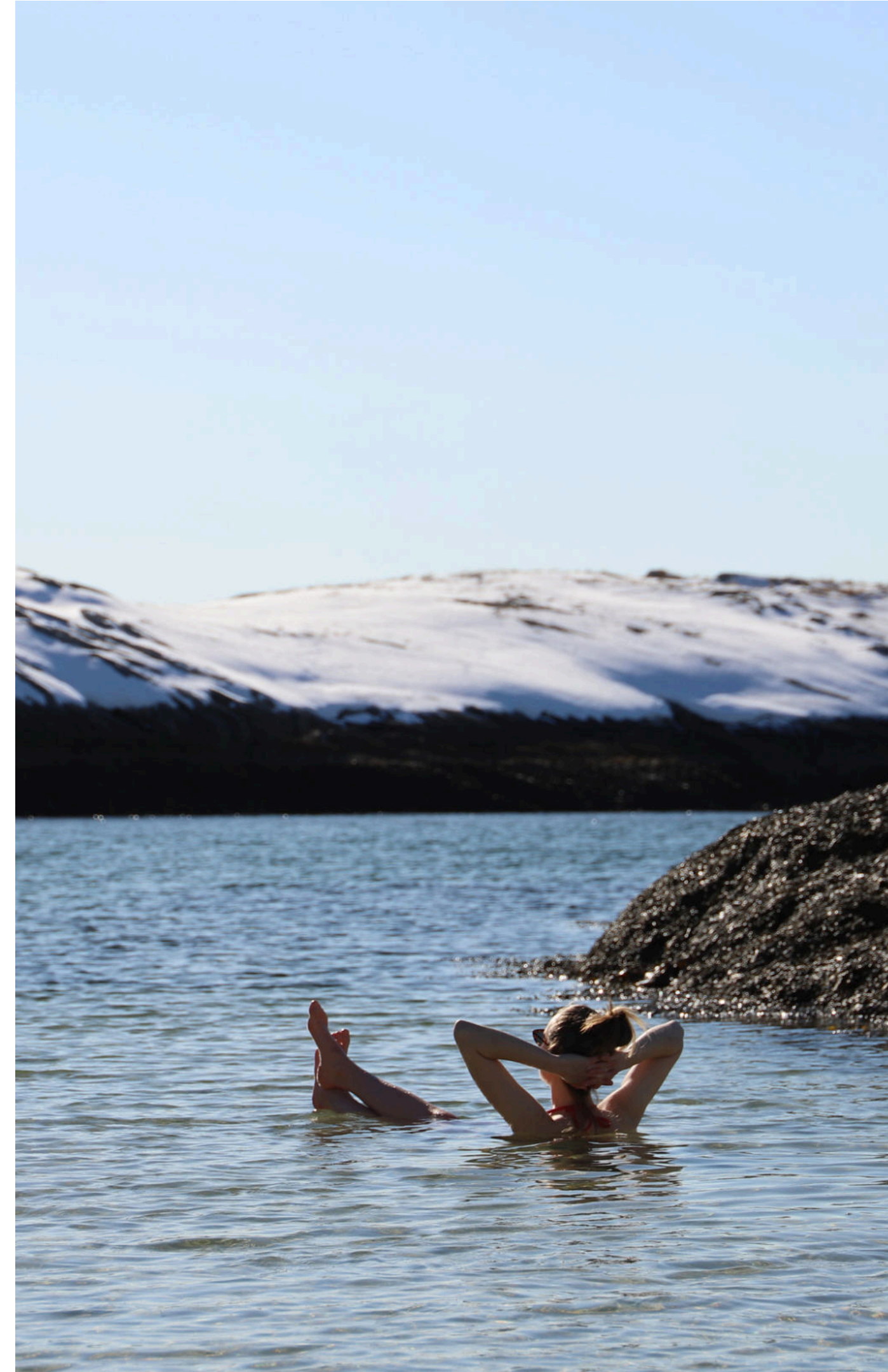
SWITZERLAND

» 440 CHF/month for 5 months

» + possible supplementary scholarship from VSE

Finance – other info

- » special grants for students with:
 - socio-economic disadvantage
 - health-related conditions
- » other funding options
- » some faculties provide additional financial support



WHERE TO GO NEXT?

outgoing
presentation

ERASMUS
PICKER

 IG
takeovers

office hours
at OZS
 5th floor RB

 Mon-Thu
10:00-12:00

final reports
in InSIS



FB group for
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 VSE Study Abroad

 @vse_studyabroad

Q & A