

# **Conditions for the Mobility Stay of Bachelor's and Master's Students**

## **Valid from the Academic Year 2024/2025**

The Faculty of Information Technology of the CTU in Prague (FIT CTU) supports students' mobility to partner universities abroad. The mobility programme leads to an increase in professional and personal skills. Mobilities are based on contracts concluded by CTU and CTU FIT with partner institutions abroad.

This document describes the conditions and procedures for students' mobility

- long-term mobility in the academic year 2025/2026 (MBD, Erasmus+, etc.),
- or short-term mobility in the academic year 2024/2025 (summer schools, Athens, BIP, etc.).

### **I. Application Form**

#### **Long-term Mobility**

A long-term mobility usually lasts one semester (MBD, Erasmus+, etc.), which can be extended if approved by the Rector's Office of the CTU. Applications must be submitted one academic year before the realization of the mobility; the Rector's Office announces application deadlines on the website "Studuj ve svete" (<https://studujvesvete.cvut.cz/>)

Students interested in participating in long-term mobility must apply in the online application Mobility (<https://mobility.cvut.cz>) according to deadlines.

Consent to the mobility is subject to the following requirements

- fulfilment of study obligations
- length of studies
- the expected benefit of the trip for the studies.

The procedure for approving an application for departure:

- submitting an electronic application to Mobility
- assessment of the fulfilment of the conditions for departure by the Vice-Dean for Studies and the Vice-Dean for External Affairs or staff authorized by them
- approval/disapproval of the application
- selection procedure for approved students
- approval/disapproval of the mobility.

## **Short-term Mobility**

A short-term mobility usually lasts one week (summer schools, Athens, BIP, etc.). Applications are submitted in the same academic year as the realization of the mobility.

Students interested in participating in short-term mobility must apply in the online application Mobility according to deadlines.

The consent for the departure and the application approval procedure are identical to the long-term mobilities; see above.

The contact person for Erasmus+ mobilities is primarily the faculty coordinator (see contact at <https://fit.cvut.cz/cs/fakulta/organizacni-struktura/oddeleni/542-oddeleni-pro-vnejsi-vztahy/lide>).

Mobility within international bilateral agreements (MBD, Athens, BIP, summer schools, etc.) are handled by the Rector's Office coordinators (see contacts at <https://studujivesvete.cvut.cz/kontakty/>).

## **II. Necessary Conditions for Granting Consent to Mobility**

- The number of credits earned at the CTU FIT at the time of application must be at least 20 for each completed semester (according to the academic year schedule). These twenty credits include credits only for the courses corresponding to the Computer Science curriculum at CTU FIT according to the CTU Information System, Components of Studies ( KOS).
- First-year students of the bachelor's degree can apply only after obtaining a minimum of 20 credits in the first semester. Their application will be rejected if the required 20 credits are not written in KOS.
- First-year students of the master's degree are assessed according to the results of their previous studies (in KOS or the transcript supplied by the student upon request by the External Affairs Office).
- The weighted average of all credits, as defined in the KOS, in all courses for which the applicant has received credits is at most 2.4.
- The study period for the student is at most the standard study period plus one year.

## **III. Selection Procedure**

- To study at a partner university, students must demonstrate knowledge of the language. If this university does not offer a complete program in English, the student must demonstrate

knowledge of the language of the country in question (by a certificate or a language exam).  
Ask the mobility coordinator for available options.

- Mobilities based on bilateral agreements are always possible once per Bachelor's, Master's or PhD. period of the study.
- An approval of the student's mobility must match to the study programme with the programme offered by the partner university.
- The selection procedure is carried out by a three-member committee appointed by the Dean, which consists of the Vice-Dean for External Affairs, the Vice-Dean for Studies, and the Faculty Coordinator of the Erasmus+ programme.
- Students who have been approved for the mobility are listed according to the points obtained from this formula:

$$20*(2,5-X) + (Y-10) - 10*Z + 5*V$$

where X = weighted average of all gained credits, Y = language exam result, Z = a number of realized mobilities and V = a number of unsuccessful mobility applications.

- The student's ranking can be changed if their study results are of specific interest to the CTU or FIT CTU or in the case of their excellent professional results (publications, participation in a research project, etc.). Active members of the ESN (Erasmus Student Network) have priority in listing if they meet the other conditions for mobility.
- Students are individually assigned to the partner universities according to their preferences from top-rated students (by the formula above) up to the capacity declared in the contract with the partner university.
- Personal interviews with students are not conducted at FIT CTU.
- Students are informed about the result of the selection procedure by e-mail.

#### **IV. Selection and Recognition of Courses**

- The courses written in the student's comparison sheet, completed during their mobility stay, must be IT oriented and it is highly recommendable to be in accordance with the student's specialization. Languages and other courses may be accepted, but the number of recognized credits may be reduced to match the number of credits obtained for similar courses at the FIT CTU.

- To meet credit requirements for the financial coverage of the mobility, the full number of credits earned at the partner university will be counted.
- All mobility courses are automatically recognized as elective courses at FIT CTU. If a course is to be recognized compulsory from the study plan, the approval of the course guarant at the CTU FIT is required. This approval is issued upon return based on the submitted syllabus.
- The Vice Dean for Studies Exceptions may grant exceptions to some of the rules in justified cases.

Each student sent by CTU to a partner university represents their home university and faculty. Therefore, ensure you disseminate the good name of FIT CTU and CTU by your exemplary attitude and help maintain and develop a possible future cooperation. Thank you for this.

We wish you much success!

Prague, 1<sup>st</sup> September, 2024

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