

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

Valid from the Academic Year 2025/2026

The Faculty of Information Technology, 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.

Essential information is published on the CTU website "Studuj ve světě":

<https://studujvesvete.cvut.cz/en/>

This document describes the conditions and procedures for students' mobility

- long-term mobility in the academic year 2026/2027 (MBD, Erasmus+, etc.),
- or short-term mobility in the academic year 2025/2026 (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 světě" (<https://studujvesvete.cvut.cz/en/>)

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 stay 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://studujvesvete.cvut.cz/kontakty/>).

II. Necessary Conditions for Granting Consent to Mobility

- The total number of credits earned at the CTU FIT at the time of application must correspond to 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 accredited study programs 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 obtained 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. Students undertake English language exam organized centrally by CTU (it is required to score at least 10 points to participate in the mobility selection process) or provide a relevant language certificate instead. If the partner 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.
- Mobility is a subject of rectorate and faculty respective decisions; students cannot demand their compliance. Mobilities based on bilateral agreements can be carried out in total combined length of 12 months per study cycle - Bachelor's, Master's or PhD. period of study.
- Student's mobility study programme must correspond mainly with student's mandatory courses at FIT. PhD. mobilities are usually carried out as part of cooperation with a highly specialized workplace, these mobilities are therefore approved in accordance with conditions of both sending and receiving department/workplace.
- 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:

$$20*(2,5-X) + (Y-10) - 10*Z + 5*V + 3*E$$

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. E = is/is not an active member of ESN according to the list supplied by CTU's rectorate

- 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.).
- 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 the faculty's coordinator via e-mail. It is the responsibility of the student to **react accordingly based on the instructions and deadlines** outlined in this e-mail. If the student does not respond in time

to meet the given deadline, their place on the nomination waitlist will be offered to another participant.

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 guarantor at the CTU FIT is required. This approval is issued upon return based on the submitted syllabus.
- The Vice Dean for Studies 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 success!

Prague, 1st September, 2025

Ing. Zdeněk Muzikář, CSc.

Vice Dean for Studies