

Dean's Directive				
no. 3/2015				
Name:	Directive on granting support to students during their study visit abroad			
	Name:	Position:	Date:	Signature:
Guarantor:	Associate Professor Karel Fraňa	Vice-dean		
Juridical control:		Lawyer		
Specialist:	Anna Benešová, M.Sc.	Secretary		
Approved by:	Professor Petr Lenfeld	Dean		
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1. General Provision

Purpose of this directive is to lay down rules for granting scholarships to students to support their studies abroad. The scholarship is awarded in accordance with §91 (4) a) of Act No. 111/1998 Coll. (University Education Act) and the Scholarship Regulations of the Faculty of Mechanical Engineering (TUL).

2. Concept Definition

Scholarship to support study visit abroad – one-time exceptional scholarship
Support (benefit) – scholarship for a study visit abroad

3. Conditions for granting a scholarship for study visit abroad

Students of study programs carried out by the Faculty of Mechanical Engineering TUL, may be awarded by a scholarship to support their study visit abroad¹ when meeting following conditions:

- A student requesting support is enrolled in a Bachelor's, Master's or Doctoral study program, which is carried out by the faculty. He/She already is or is going to be a student throughout the whole study period.
- The foreign study visit program should be designed in such a way that part of the study or individual study subjects or professional experience can be recognized at the TUL as a part of their studies according to the study plan or in the case of a student's specialization.
- In case that subjects in a study visit abroad cannot be recognized by the TUL study plan, there must be included vocational subjects, which upon their return will be recognized as one-time subjects.
- Duration of the study visit is at least 30 days.

Students who have fulfilled the above conditions as well as all their study duties in accordance with the curriculum and take a planned study visit abroad, a scholarship may be awarded as a contribution to the reimbursement of costs associated with studying abroad.

4. Support on housing benefit

To cover a part of costs associated with staying abroad, support may be granted according to the place and duration of the study visit (see the table below):

Country	Výše podpory / týden
Members of the EU ²	15 – 60 EUR
Island	50 – 80 EUR
Lichtenstein	50 – 80 EUR
Norway	50 – 80 EUR

¹A scholarship may be awarded in accordance with §91 (3) a) of Act No. 111/1998 Coll. (University Education Act)

²Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom

Switzerland	50 – 100 EUR
Other countries of Europe and Asia, except Japan	25 – 80 EUR
USA, Canada, Australia, Japan	100 – 220 USD

5. Support on travelling benefit

Students may be eligible for a support to cover part of the travel expenses on the basis of a request attested by a proof of payment (or reservation) of the ticket to the place of study or study visit abroad (and possibly back). Aid to cover travel expenses may be granted up to the amount of proven cost of the most economically advantageous alternative regarding the means of transport (public transport - bus, train or airline economy class).

When using one's own road motor vehicle, aid for covering travel expenses can be awarded up to the amount corresponding to the costs of carriage by train in the 2nd carriage class on the basis of a validation of the fare.

6. Temporary and final provision

- The Dean decides about the grant and amount of the scholarship.
- Scholarship will be paid out after returning from a study visit abroad on the basis of the request and upon submission of all documents required to finish a foreign mobility (Confirmation of Study/Traineeship Period, Transcript of Records, Reference Letter, etc.)
In exceptional cases, e.g. cases of a student's difficult social situation or when other rules are set in projects in which the student is sent out, the scholarship may be paid out in the form of an advance payment before a foreign mobility is carried out. The advance payment may reach the amount up to the total estimated amount of a foreign mobility. In these cases, a student has to submit following documents:
 - Confirmed acceptance (receiving organization)
 - Confirmation of a financial agreement (between a student and a sending organization if required for a mobility)
 - Approved study stay program
 - Evidence of a difficult social situation if the student asks for paying a scholarship out before leaving.
- If a student fails to complete his / her study program approved for his / her study visit in a foreign institution, the scholarship will be reduced. In particularly serious cases of non-fulfillment of foreign residence obligations or a proof of an attempt of reimbursement from other sources at the same university, the scholarship application may altogether be rejected. Cuts or rejection of the scholarship is under the Dean's competence.
- The student's submitted documents used to calculate the amount of a granted scholarship must not be claimed for reimbursement (in whole or in part) from other financial resources at the same university. In the case of a proof concerning reimbursement of submitted travel documents and reimbursements from another source than Faculty of Mechanical Engineering scholarship fund, the student is obliged to inform the dean of the Faculty immediately in a written form and also return the scholarship in the adequate amount.
- The minimum required number of credits to grant a support for a study visit abroad is 18 ECTS.
- The relevant amount will be transferred to the Student's account specified in IS STAG.
- This Directive establishes conditions for granting a scholarship to support a study visit abroad in accordance with the Scholarship Rules of the Faculty of Mechanical Engineering and the Directive No. 2/2015 regarding Granting Scholarships to Students of Ph.D. Study Programs.

- The Vice-Dean for Study Affairs is authorized to review and evaluate compliance with the Directive. This Directive repeals Decree No. 2/2011 on the granting of students during a study visit abroad from the date
- The directive becomes effective for study visits abroad from the academic year 2015/2016.