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In Košice on 2<sup>nd</sup> September 2021

**Directive No. 1/2021**  
**on the Implementation of the Erasmus+ Student Mobility**  
**at Pavol Jozef Šafárik University in Košice, Faculty of Medicine**

**I.**  
**Introductory Provisions**

1. Directive on the Implementation of the Erasmus+ Student Mobility at Pavol Jozef Šafárik University in Košice, Faculty of Medicine (hereinafter referred to as "UPJŠ FM") regulates the conditions and way of implementing student mobility in the Erasmus+ programme.
2. UPJŠ FM, in cooperation with the UPJŠ Department for International Relations, offers its students through Erasmus+ programme one-semester study placements and practical internships.
3. Erasmus+ is funded from the EU funds. The aim of the programme is to improve the skills and employability of young people and to modernize education, training, and working with young people, but also to promote transnational partnerships between educational institutions and organizations.

**II.**  
**Basic Rules**

1. Any UPJŠ FM student may become the Erasmus+ student who is properly enrolled in the study, who is a citizen of the Slovak Republic or of a European Union country or other countries participating in the ERASMUS+ Programme and who was selected in the selection procedure.
2. The UPJŠ FM student having his/her permanent residence outside the territory of the Slovak Republic may participate in the mobility in the country of residence only if s/he has a temporary residence in the Slovak Republic.
3. The student must be enrolled for the study at the UPJŠ FM also for the period of his/her studies at a university abroad.
4. Discontinuation of study due to the Erasmus+ mobility or during the mobility is not allowed. Completion of the Erasmus+ mobility study is not possible.
5. The student may participate in the Erasmus+ Mobility to study at a university abroad at the Bachelor, Magister, Doctoral and PhD degrees.
6. Every student may participate in the mobility (study + internship) for a maximum of 12 months at each level of education, 24 months for doctoral students if they meet the conditions.
7. At the Baccalaureate level, the student of UPJŠ FM may implement the Erasmus+ mobility only from the second year.
8. Erasmus+ mobility must be started and completed within one academic year.
9. The content and scope of the study abroad must be agreed upon before the student enters Erasmus+ mobility.

### III. Erasmus+ STUDY MOBILITY

ERASMUS+ study placement represents student mobility for the purpose of study that the home university must recognize for a comparable period of study at the home university.

#### **A) Study programme of General Medicine and Dental Medicine**

1. Each UPJŠ FM student may participate in the study exchange abroad within the Erasmus+ programme who passed a selection procedure, completed their third or fourth year of study at the UPJŠ FM (General Medicine, Dental Medicine) and completed all compulsory subjects of the 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> if appropriate 4<sup>th</sup> grade curriculum.
2. The student may attend a maximum of one semester at a university abroad, the content of which essentially corresponds to that of the fourth or fifth year of study at the UPJŠ FM.
3. The student shall choose their study subjects abroad so that after returning to UPJŠ FM they are able to continue their studies without repeating the study subjects having been completed abroad.
4. The guarantor of the selection procedure shall be the Vice Dean for Study Programme General Medicine in English Language at Pavol Jozef Šafárik University in Košice, Faculty of Medicine, which shall appoint the Selection Committee for international mobility in the relevant academic year. The Committee shall determine the results of the selection procedure based on the final ranking of the candidates for study abroad.
5. Any UPJŠ FM full-time student may apply for participating in the selection procedure:
  - who studies in the 3<sup>rd</sup> year or the 4<sup>th</sup> year at the UPJŠ FM study programme in General Medicine or Dental Medicine or the student at the 3<sup>rd</sup> level of their study,
  - who shall demonstrate the knowledge of the host country language or that of the English language (a state examination, a language certificate, a secondary school-leaving examination). This obligation shall also apply to students studying in the English language,
  - their weighted grade point average for all the completed years of study shall be 2.30 at worst;
6. Activities in the student organizations operating at the UPJŠ FM (the Association of Medical Students of Košice, the Slovak Association of Dentistry Students, the Slovak Red Cross, the IFMSA) shall be documented by a written statement of the organization's management.
7. If a student is planning to apply for more than one country, it is necessary to specify in the application form a maximum of 2 countries and one university in every country. The first country specified shall be considered the primary country in which the student is planning to complete their mobility, the second country shall be considered a substitute country in the event of a shortage of contractual positions with the university abroad.
8. The call for applications for student mobility traineeship shall usually be published in December, one academic year ahead of the planned academic mobility at the UPJŠ FM website.

#### **B) The study programme of Physiotherapy, Nursing, Public Health**

1. Any UPJŠ FM student may participate in the study exchange abroad within the Erasmus+ programme who went through the selection procedure and completed their second year of study at the UPJŠ FM (Physiotherapy, Public Health).
2. Any UPJŠ FM student may participate in the study exchange abroad within the Erasmus+ programme who went through the selection procedure and completed their first year of study at the UPJŠ FM (Nursing).
3. The student may complete one semester at a university abroad, the content of which essentially corresponds to that of the year of learning (or to any of the semesters) at the UPJŠ FM. The student shall continue in the study at a university abroad (not undertaking the teaching of the study subjects that have already been passed at the UPJŠ FM).
4. The student shall choose the study subjects abroad in such a way that after returning to the UPJŠ FM they are able to continue studying under the terms and conditions as laid down in the Faculty Study Rules of Procedure.
5. The guarantor of the selection procedure shall be the Vice Dean for Study Programme General Medicine in English Language at Pavol Jozef Šafárik University in Košice, Faculty of Medicine, who shall appoint the Selection Committee for international mobility in the relevant academic year. The Committee shall determine the results of the selection procedure based on the final ranking of the candidates for the study abroad.
6. Any UPJŠ FM full-time student may apply for the selection procedure:
  - who studies in the 1<sup>st</sup> year at the UPJŠ FM the Bc. study of Nursing or in the 2<sup>nd</sup> year at the UPJŠ FM the Bc. study of Physiotherapy, Public Health or who studies at the UPJŠ FM in the 1<sup>st</sup> year of Mgr. study of Physiotherapy, Public Health or a student of the 3<sup>rd</sup> level of study.
  - who shall demonstrate the knowledge of the host country language or that of the English language (a state examination, a language certificate, a secondary school-leaving examination). This obligation shall also apply to students studying in the English language;
  - their weighted grade point average for all the completed years of study shall be within 2.30;
7. If the student is planning to apply for more than one country, it is necessary to specify in the application form a maximum of 2 countries and one university in every country. The first country specified shall be considered the primary country in which the student is planning to complete their mobility, the second country shall be considered a substitute country in the event of a shortage of contractual positions with the university abroad.
8. The call for applications for student mobility traineeship shall usually be published in December, one academic year ahead of the planned academic mobility at the UPJŠ FM website.

#### **IV.**

#### **Studying at a University Abroad - Obligations of Students Before, During and After the Mobility**

##### **A) HOW TO APPLY FOR A MOBILITY**

1. Students selected on the basis of the Erasmus FM's selection procedure for Erasmus+ Mobility to study at a university abroad are required to:
  - study all the Erasmus+ rules at the Erasmus+ Information Seminars at the University's website,
  - to inform themselves on the approved inter-institutional agreements, mobility criteria and the terms and conditions of selection procedures at the Faculty's web site or at the Department of International Relations.

2. After a successful passing the selection procedure, the following documents shall be filled-in and submitted to the university abroad in cooperation with the Department for International Relations:
  - Student Application Form
  - Learning Agreement for Studies- Part I (Learning Agreement)
    - subjects enrolled worth at least 20 ECTS credits, we recommend 30 ECTS credits in one semester; if the student acquires in the mobility less than 20 ECTS credits, UPJŠ shall apply sanctions.
3. UPJŠ FM reserves the right to exclude from the selection procedure any re-admitted students for study at FM UPJŠ, this for a minimum of two years after their readmission for study to the UPJŠ FM.

## **B) BEFORE LEAVING FOR THE MOBILITY**

### **Study programme: General Medicine and Dental Medicine**

1. The student may complete one semester at a university abroad, the content of which essentially corresponds to that of the fourth or fifth year of study or to one of the semesters at the UPJŠ FM.
2. In abroad, a student must continue his / her studies (not repeating the subjects he / she has already completed).
3. The student shall choose the subjects taken abroad in such a way that after returning to the UPJŠ FM they shall be able to continue their studies without repeating the semester which they passed abroad.
4. The study plan composed of the menu of study subjects at a university abroad shall preferably comprise equivalents of those compulsory subjects of the study programme which the student has prescribed in the study plan for the relevant academic year.  
If the university abroad does not offer equivalents of those compulsory study subjects, the student may choose the equivalents of the compulsory subjects prescribed in the higher grades of their study programme with respect to compliance with the prerequisite study subjects.
5. The 3<sup>rd</sup> level student shall focus particularly on the preparation of their dissertation thesis during their study traineeship abroad. In implementing the study traineeship abroad, the student shall not be obliged to attend mandatory or optional courses at a university abroad. The student shall consult the issues of their study traineeship with their supervisor before leaving for the mobility.
6. After filling-in the study subjects in the Learning Agreement which the student is planning to attend at the host university (Table A), the student shall request, in collaboration with the UPJŠ Department for International Relations, the host institution to be sent a formal syllabus of the study subjects in the English language (in the Czech language from the universities in the Czech Republic). The student shall submit the syllabus to the UPJŠ FM Department of International Relations, and shall ask the guarantor of the relevant study subject for the confirmation of the conformity of the content of the syllabus at the host university (Table A) and the study subjects that are to be fully recognized by the UPJŠ FM (Table B). The student who will not have the compliance of the content of the syllabus at the host university and the UPJŠ FM confirmed, the UPJŠ FM hereby reserves the right not to validate the Learning Agreement by having the signature of the UPJŠ FM Erasmus coordinator attached without making changes to the content (Table A and Table B) of the study, which would be consistent with the rule of conformity of study subjects at the host university and at the UPJŠ FM.
7. If the student is going to study at a university abroad in the winter semester, and the university abroad does not offer equivalent compulsory study subjects of the study

programme for the student enrolled in the winter semester, the following is recommended:

– prepare a study plan in such a way that the student completes the compulsory subjects of their study programme of the winter semester after returning from abroad in the summer semester.

8. If the student is going to study at a university abroad in the summer semester, the following is recommended:
  - compose their study plan in such a way that the student completes in the winter semester also those compulsory study subjects of their study programme of the summer semester, whose equivalents are not offered by the university abroad.
9. In addition to the Learning Agreement, the student shall fill in the form of "Request", setting out a maximum of two compulsory subjects of their study programme which cannot undertake abroad, as the university abroad does not offer them and shall ask the guarantors and the teachers of compulsory subjects for laying down the procedure for passing those compulsory study subjects whose equivalents are not on offer at the university abroad.
10. In just the same way, it is not possible to study at a university abroad merely the study subjects that will only be recognized as electives.

### **C) DURING THE MOBILITY**

1. Changes in the mobility study programme should only occur rarely, since all three parties have already agreed on a set of study subjects abroad which are listed in the Course Catalogue.
2. Either party may request that changes be made in the study plan within five weeks from the start of each semester. Those changes will be approved within the shortest possible period, no later than two weeks after filing the application form. All of the changes shall be recorded in Tables A2 and B2 (Learning Agreement), while Tables A and B shall not change.
3. In case of extension of the mobility, the student shall submit an application not later than one month before the originally agreed end of the mobility to the UPJŠ FM Department of International Relations.

### **D) AFTER RETURNING FROM THE MOBILITY**

1. The student shall submit the following to the Department of International Relations (within up to six weeks after the end of the mobility):
  - Part III of the Learning Agreement for Studies** – the part filled in after the mobility:
    - Certificate of the Duration of Study – the exact date of the study traineeship,
    - Transcript of Records - academic results at the host institution (Table E).
  - Completed **Application for the Recognition of Imported Study Subjects and the Annex to the Application for the Recognition of Imported Study Subjects.**
2. The student, who requested for a change of the curriculum during their mobility, and the change has been approved, shall apply for the addition of successfully completed study subjects in the enrolment sheet. Recognition of the study subject shall be confirmed by the Vice Dean for Study Programme General Medicine in English Language at Pavol Jozef Šafárik University in Košice, Faculty of Medicine.
3. The student, who did not complete the study subject enrolled in the enrolment sheet during their mobility, and did not even complete the study subject concerned at the UPJŠ FM due to their taking part in the mobility, shall apply for the deletion of that study subject from the enrolment sheet.

## V. ERASMUS+ TRAINEESHIP

1. Any UPJŠ FM student who passed a selection procedure and finished their 4<sup>th</sup> year of study at the UPJŠ FM (General Medicine, Dental Medicine) may participate in the exchange study stay - traineeship within Erasmus+.
2. Any UPJŠ FM student who passed a selection procedure and finished their 2<sup>nd</sup> year of their Bc. study at the UPJŠ FM (Physiotherapy, Public Health, Nursing) or students at the 3<sup>rd</sup> level of their study at the UPJŠ FM
3. Any full-time UPJŠ FM student may apply to participate in the selection process:
  - who is a student of Physiotherapy, Nursing, Public Health in their 2<sup>nd</sup> Bc. or 3<sup>rd</sup> Bc. study year at the UPJŠ FM;
  - who is a student of Physiotherapy, Nursing, Public Health in their 1<sup>st</sup> Mgr. study year at the UPJŠ FM;
  - who is a student at the 3<sup>rd</sup> level of their study at the UPJŠ FM.

### **A) HOW TO APPLY FOR TRAINEESHIP**

1. Students selected on the basis of the Erasmus FM's selection procedure for Erasmus+ Mobility to study at a university abroad are required to:
  - study all the Erasmus+ rules at the Erasmus+ Information Seminars at the University's website,
  - identify and address the potential foreign recipient organization where the student may implement their traineeship. (For the list of possible partners to undertake traineeships visit the <http://www.erasmusplus.sk/index.php?sw=737> website. The list is only recommended, not mandatory. Institution for passing traineeships The student shall choose the institution at their own discretion, in their interest, however, they must verify its seriousness.
2. After a successful selection procedure, the following confirmed documents shall be filled in and submitted in cooperation with the Department of International Relations at least two months before departure:
  - o Learning Agreement for Traineeship - Part 1.

### **B) UPON ACCEPTANCE BY THE ORGANIZATION ABROAD**

1. Under acceptance by an organization abroad one shall understand obtaining of a signed and agreed Learning Agreement for Traineeship.
2. The UPJŠ FM Department of International Relations shall accept a preliminary agreement of the host institution on granting the traineeship (e-mail communication), which is a prerequisite for confirming the Learning Agreement for Traineeship by the UPJŠ FM.
3. The content of the traineeship, which the student requires to be recognized by the UPJŠ FM upon its successful completion in the receiving institution within the prescribed training as specified in the study plan for the corresponding study year, shall be approved by the signing of the Learning Agreement for Traineeship.

### **C) DURING THE TRAINEESHIP**

1. In case of any problems of mutual compliance with the conditions as set out in the Learning Agreement for Traineeship, the student shall immediately contact the UPJŠ FM Department of International Relations.
2. In the event of changes in the programme of the mobility or changes relating to the extension of the mobility – Learning Agreement for Traineeship - Part 2, all of the parties shall certify that the proposed changes have been approved in the Learning Agreement.

3. In case of the extension of the mobility, the student shall submit an application not later than one month before the originally agreed end of the mobility to the UPJŠ FM Department of International Relations.

#### **D) AFTER THE RETURN**

1. The student shall submit the following to the Department of International Relations (within 30 days after the end of the placement):

**Part III. of the Learning Agreement for Traineeship** – the part filled in after the mobility:

- Certificate of Completion the Traineeship,
- Evaluation.

The completed **Application for the Recognition of the Imported Study Subjects and the Annex to the Application for the Recognition of the Imported Study Subjects**, provided they underwent the compulsory traineeship during the mobility as specified in the study plan for the corresponding year of study.

#### **VI.**

#### **Concluding Provisions**

1. This Directive for the implementation of the Erasmus+ Student Mobility at UPJŠ FM shall become valid and effective on the date of its signing by the UPJŠ FM Dean.

**prof. MUDr. Daniel Pella, PhD.**  
Dean UPJŠ FM

