**Manual for university students**

**prepared by the staff of the National Agency of the Erasmus+ program for education and vocational training in Slovakia based on the instructions of the European Commission and supplemented with instructions from the International Relations Office of UPJŠ in Košice**

This manual is prepared for the students of Slovak universities, who have planned to travel or have traveled for an Erasmus + mobility and in the current situation regarding the COVID-19 virus pandemic, they need information on how to proceed.

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# **1. I planned to take part in the mobility, but I did not travel abroad.**

### a) I planned to travel for an Erasmus + mobility, I had no expenses yet.

* All international mobilities are currently allowed, so your mobility can take place in the winter and in the summer semester as well. The contact person for study mobility is Bc. Ing Daniela Filipová (daniela.filipova@upjs.sk) and for traineeship PhDr. Zuzana Szattlerová (zuzana.szattlerova@upjs.sk). You can cancel a planned mobility at any stage of its preparation, if the epidemiological situation changes.
* Contact your Erasmus coordinator to find out what are the possibilities to postpone your mobility to another semester in case of study mobility or traineeships for other periods as well as changes of mobility from physical to virtual or blended.
* If you have already signed a Financial Agreement with your home university in Slovakia and a grant has been sent to your bank account, you are obliged to return the full grant to the university account, even if you decide to complete the mobility virtually from Slovakia. The Erasmus+ program allows you to draw a grant only when traveling for mobility.
* If you have planned to go on a traineeship, contact the host institution and try to find out if you could carry out the mobility later.
* If you are a graduate and have planned a traineeship that needed to be completed within 12 months of graduating from university, the European Commission has allowed this period to be extended to 18 months. In this case, contact your chosen host institution and try to adjust the date of the traineeship to meet this condition.

### b) I planned to travel for an Erasmus + mobility, I already had expenses.

* If you already have had accommodation costs, please contact the accommodation provider, and request a refund.
* If you already have had travel-related costs, contact your travel provider (airline, railway, bus, etc.), and ask for a refund.
* Contact your Erasmus University Coordinator and submit:
	+ an application for the recognition of costs,
	+ documents confirming the costs associated with the planned mobility (ticket or airline ticket, if you fail to cancel the ticket, including communication with the provider; confirmation of payment for accommodation, including communication with the provider refusing to return the advance; payment of insurance for the planned mobility period, etc.).
* **The university will reimburse you for the costs incurred on the basis of recognition of force majeure.**

# **2. I traveled for mobility.**

## ***I. I traveled for mobility, after the worsening of the epidemiological situation I returned to Slovakia.***

### a) I plan to continue my studies/traineeship in a distance form.

* Contact your Erasmus coordinator at your home university to inform him/her that you have returned to Slovakia.
* Continue your studies at your host university in a distance form, try to successfully complete all courses listed in the Learning Agreement for Studies.
* In case of a traineeship, if you have such an opportunity, work in the form of a "homeoffice" and try to fulfill the objectives of the traineeship stated in the Learning Agreement for Traineeships.
* If the host university allows students to continue their education through online study, the university in Slovakia is obliged to recognize such study, if it has been successfully completed, even if it has already taken place in Slovakia. Traineeship: If the student is allowed to complete the content of the thaineeship online from Slovakia, the university is obliged to recognize such an internship.
* After completing your mobility, the host university will issue you with a certificate and a transcript of records.
* **Your mobility will be recognized with the grant belonging to the period, which will be stated on the certificate, as if the entire mobility took place abroad.**

***Example of grant calculation no. 1:***

The student had a contract with a university to study in Italy for the period from 1 February 2020 to 30 June 2020, for a total of 5 months. The monthly grant is € 520, in total the student is entitled to a grant of € 2,600. The student started studying in Italy on February 1, 2020, but returned to Slovakia on February 29, 2020 and continues to study online from Slovakia. The student will complete his / her studies with online exams, the foreign university will send him a certificate confirming that the studies lasted from 1 February 2020 to 30 June 2020. The student is entitled to a grant:

- € 520 per month spent in Italy

- € 2 080 for 4 months spent at home

The student will therefore be left with the original grant of € 2,600.

***Example of grant calculation no. 2:***

The student had a contract with a university to study in Italy for the period from 1 February 2020 to 30 June 2020, for a total of 5 months. The monthly grant is € 520, in total the student is entitled to a grant of € 2,600. The student started studying in Italy on February 1, 2020, but returned to Slovakia on March 30, 2020. The student continues to study online from Slovakia. The student will complete his / her studies with online exams, the foreign university will send him a certificate confirming that the studies lasted from 1 February 2020 to 30 June 2020. The student is entitled to a grant:

- € 1 040 for 2 months spent in Italy

- 1560 € for 3 months spent at home

The student will ultimately be paid € 2,600.

### b) I will not be able to continue my studies/traineeship online.

* Contact your Erasmus University Coordinator to inform him/her that you have returned to Slovakia.
* Submit to the university coordinator:
	+ an application for the recognition of costs,
	+ documents confirming the costs associated with returning home (ticket or airline ticket).
	+ in the case of travel by your own car, contact your sending institution in advance whether and how it recognizes this type of transport
	+ other proof of the costs incurred, for example for accommodation paid in advance for a period you will no longer spend in the host country, including communication with the accommodation provider in which the latter refuses to refund the advance.
	+ **The university will recognize at least the following costs:**
	+ **a grant calculated on the basis of the actual period spent at a foreign institution, the day of the trip to Slovakia will be recognized as the last day of the mobility,**
	+ **the real costs of the trip home, or the costs incurred by the premature cancellation of accommodation.**
* The mobility will be considered finished.
* Find out at the home university how to continue your studies.

***Example of grant calculation:***

The student had a contract with a university to study in Italy for the period from 1 February 2020 to 30 June 2020, for a total of 5 months. The monthly grant is € 520, in total the student was entitled to a grant of € 2,600. The student started studying in Italy on February 1, 2020, he returned to Slovakia on March 31, 2020. The ticket cost him € 100; € 400 for the accommodation deposit he was unable to get back from the accommodation provider. As the student does not continue in online study from Slovakia, the mobility is considered completed/finished.

The student is entitled to a grant:

- € 1 040 for 2 months spent in Italy

- € 100 per ticket

- € 400 for non-refundable accommodation

The student is entitled to € 1,540. If a higher amount has been paid to him before or during the mobility, he is obliged to return the difference, unless he has agreed otherwise with his home university.

### c) I interrupted my mobility and returned home. I will continue the study / internship after the end of the restrictions.

- Let your Erasmus coordinator at the sending institution know that you have returned to Slovakia and provide him / her with proof that you have agreed with the host university / company to continue mobility in person after the restrictions and that the study or placement does not continue in distance.

- Also provide the Erasmus coordinator with other evidence of the costs incurred, for example for accommodation paid in advance for a period you no longer spend in the host country, including communication with the accommodation provider, where he refuses to refund the advance.

- You are also entitled to receive a payment for the fare to Slovakia and back to the host country, upon presentation of documents confirming the costs incurred (ticket or travel ticket).

- The coordinator will conclude an addendum to the contract with you, in which the mobility dates will be adjusted.

- The mobility will be recognized with a grant belonging to the period, which will be stated on the certificate as actually spent at a foreign university / company.

**Example of grant calculation:**

The student had a contract with the sending institution for an internship in Italy for the period from 15 September 2020 to 15 December 2020, for a total of 3 months. The monthly grant is € 720, in total the student was entitled to a grant of € 2,160. The student started studying in Italy on September 15, 2020, he returned to Slovakia on October 15, 2020.

A trip home because of the interrruption cost him € 100; € 400 for the deposit for accommodation he could not get from the accommodation provider back. He returned to the host company on February 1, 2021, the way back cost 150 €. He remained on the internship until 28 February 2021. The company will issue him a certificate confirming that the internship lasted from 15 September 2020 to 15 October 2020 and after the interruption continued from 1 January 2021 to 28 February 2021, the interruption lasted from 16 October 2020 to 31 December 2020. The student is entitled to a grant:

- € 2,160 for 3 months spent in Italy

- € 250 for extra travel expenses

- € 400 for non-refundable accommodation

## ***II. I traveled for mobility, after the worsening of the epidemiological situation I stayed abroad.***

### a) I continue the study/traineeship mobility.

* Contact your Erasmus coordinator at your home university to inform him/her that you have decided to stay abroad.
* If the host university allows students to continue their education through online study, the university in Slovakia is obliged to recognize such study if it has been successfully completed.
* After completing your mobility, the foreign university will issue you with a certificate and a transcript of records.
* **The mobility will be recognized with a grant belonging to the period indicated on the certificate.**

### b) I cannot continue the study/traineeship mobility.

* Contact your Erasmus coordinator at your home university to inform him/her that you are staying abroad. Provide him with proof of circumstances that do not allow you to study online or return home.
* If the host school university does not provide the possibility of online study, the mobility is considered completed and the host university will issue you a certificate of the actual duration of the mobility.
* If you have remained in the country due to a ban on leaving the country issued by the government of that country, you are also entitled to a grant for the duration of the ban.
* **If it is your own decision, your mobility will be recognized with a grant belonging to the real length of study according to the certificate. If a higher amount was paid to you before or during the mobility, you are obliged to return the difference, unless you agree otherwise with your sending university.**

# **3. Additional information on virtual and combined mobilities.**

a) If the mobility is virtual, the student is not entitled to a grant and should not travel for mobility.

b) If there are additional obligations associated with mobility, e.g. consultations, the possibility of visiting the library, language course, etc., which the host university provides only on the spot, the student has the opportunity to travel for mobility and in this case he will be entitled to a grant, i.e. the mobility can be implemented as physical. The obligations must be confirmed by the host university either directly in the certificate, or in the transcript of results, or in the form of an email from the university coordinator.

c) If the mobility was planned in advance as blended / combined, i.e. starting as a virtual one, continuing as a physical one, the student is not entitled to a grant for the virtual part of the mobility only for the physical one. In this case, the criterion of the minimum length of mobility must be met, and the student must be physically present at the foreign university / host institution min. 3 months for study and 2 months for traineeship.