

## CONCLUSION AND IMPLEMENTATION OF INTERFACULTY AGREEMENTS ON EXCHANGE STUDY STAYS, ETC. AT FSV UK

<b>DIRECTIVE S_OZS_002</b>		
Version: 001		
Issued by Dean's Measure: 28/2023		
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<b>Related regulations and documents:</b> Rules for Organization of Studies at FSV UK S_EO_003 Rules for Entering into Contractual Relations at FSV UK S_SO_007 Regulations of the Credit System for Bachelor's, Follow-Up Master's, and Doctoral Students Studying Abroad Within the Erasmus+ Programmes, Interfaculty and Interuniversity Agreements at FSV UK		
<b>Repealed regulations:</b> OD 15/2018 Regulations of the Credit System for Bachelor's, Follow-Up Master's, and Doctoral Students Studying Abroad Within the Erasmus+ Programmes, Interfaculty and Interuniversity Agreements		
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<b>Appendices:</b> SOZS002_P1_Memorandum of Understanding – student exchange agreement		
<b>Brief summary of the regulation:</b> It determines the procedure for concluding and implementing interfaculty agreements at FSV UK with foreign institutions.		
<b>Discussed with AS FSV UK:</b> Not requested	<b>Approved by AS FSV UK:</b> Not requested	<b>Discussed with trade unions:</b> Not requested
<b>Discussion with or approval by another body:</b> Not requested		
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<b>Issued by:</b> PhDr. JUDr. Tomáš Karásek, Ph.D., Dean of the Faculty		

## Part I – Information about the Regulation

### 1. Reasons for and Explanation of the Changes

Content of the change	Point
Issuance of a new Directive setting out the procedure for concluding interfaculty agreements at FSV UK.	

### 2. Purpose and Scope of the Measure

This measure issues a new Directive - Conclusion and Implementation of Interfaculty Agreements on Exchange Study Stays, etc. at FSV UK, which sets out the procedure for concluding and implementing interfaculty agreements at FSV UK with foreign institutions on the basis of which semester/year-long exchange study stays, research stays, internships, or winter/summer school language courses are implemented. The section on concluding agreements is addressed to the faculty staff members and sets out the procedure for negotiating and concluding interfaculty relations. The sections on the implementation of interfaculty agreements are separately dedicated to outgoing and incoming study stays and are also addressed to students.

## Part II – Basic Terms and Roles

### 3. Definition of Terms and Roles

- 3.1. **The International Office (IO)** is a workplace of the Dean's Office of the Faculty of Social Sciences of Charles University (FSV UK), which manages, develops, and seeks new opportunities for international cooperation in accordance with the strategy set by the Dean. Its primary activity lies in the implementation of bilateral agreements at the university and faculty level. The IO staff members administratively manage inter-institutional exchanges of students and staff and provide them with information and administrative support.
- 3.2. **An interfaculty agreement** is a declaration of mutual cooperation between FSV UK and a foreign partner institution, which takes the form of a contractual arrangement signed by both parties.
- 3.3. **A student**, for the purposes of this Directive, is a student of FSV UK who is sent by FSV UK on an exchange study stay at a partner institution abroad (such exchange students fall under the "outgoing" category).
- 3.4. **An intern** is a participant of a foreign internship at FSV UK. These are students from other universities who come to FSV UK as part of exchange study stays. Interns are not members of the academic community of the faculty (they do not have active and passive voting rights in elections to the AS FSV UK) and are not included in the statistics of the number of students of the faculty. (Interns fall under the "incoming" category of exchange stays).
- 3.5. **The academic year** lasts 12 calendar months. Its beginning is determined by the Rector. The academic year is divided into winter semester, summer semester, and holidays. The Rector determines the beginning of the semesters and holidays.

- 3.6. **The semester** is governed by the currently valid academic calendar issued by the Dean's Measure. Each semester is followed by an examination period, the length of which is determined by the Dean. Any unplanned changes in the learning part of the semester are determined by the Dean by a decree posted on the official notice board of the faculty.

## Part III – Conclusion of Agreements

### 4. Procedure for Concluding Agreements

- 4.1. The Faculty of Social Sciences enters into interfaculty agreements with foreign institutions, which are administered by IO FSV UK (in accordance with the Directive S\_EO\_003 Rules for Entering into Contractual Relations at FSV UK). On the basis of these agreements, students can pursue semester/year-long exchange study stays. Some agreements also offer opportunities for internships, research stays, language courses, and winter/summer schools.
- 4.2. The conclusion of the agreement is based on communication and approval of the terms and conditions of the agreement with the potential partner institution. The agreement is signed by the Dean of the Faculty.
- 4.3. A potential partner institution may approach FSV UK through the Dean's Office / Rector's Office of Charles University or specific workplaces at FSV UK institutes.
- 4.4. If an offer for cooperation in the form of an interfaculty agreement is received at a workplace of the Dean's Office / Rector's Office of Charles University, it is redirected to the IO for further processing. The IO will contact the respective workplaces and the directors of the institutes concerned if the cooperation involves a specific area. In the case of an offer of cooperation covering all areas of FSV UK, the IO will approach all institutes through their directors and persons responsible for coordinating international cooperation. On the basis of an assessment by the management of the institutes and their feedback, a decision is made to conclude an interfaculty agreement. The consent of at least two institutes of FSV UK is required to conclude an interfaculty agreement. In cases of a specific focus of the area of cooperation, or in cases of interest of only one of the institutes of FSV UK, the proposal will be assessed and a decision on the conclusion of the interfaculty agreement will be made by the vice-dean for international cooperation of FSV UK.
- 4.5. If an offer for cooperation in the form of an interfaculty agreement is received by a specific workplace, or if a request for an interfaculty agreement is made by a specific workplace, the workplace or the person in charge will forward the proposal to the IO after consultation and approval by the director of the institute. According to the scope of the cooperation, the IO will approach other institutes for their comments and proceed as in the previous point.
- 4.6. The IO will then approach the potential partner with a draft interfaculty agreement and secure mutual approval. The IO will further arrange for the interfaculty agreement to be signed by FSV UK in accordance with internal processes and subsequently send the interfaculty agreement to the other party for signature in accordance with the contractual arrangement. The IO is also responsible for posting the interfaculty agreement on the faculty's website in the international cooperation section, as well as for communicating and sharing information about the new interfaculty agreement with the respective workplaces of the International Relations Office of the Rector's Office of Charles University.
- 4.7. Implementation may commence on the date of signing the interfaculty agreement in accordance with the internal regulations and academic calendar of both institutions.

- 4.8. Interfaculty agreements are usually concluded for a period of 5 years with the possibility of further extension in case of mutual satisfaction with the fulfilment of the interfaculty agreement.

## **Part IV – Implementation of Interfaculty Agreements - Outgoing Study Stays**

### **5. Procedure for the Implementation of Interfaculty Agreements in the Area of Outgoing Study Stays**

- 5.1. Within interfaculty agreements, students of FSV UK may carry out semester/year-long exchange stays at partner institutions. Some agreements also offer opportunities for internships, research stays, language courses, and winter/summer schools. Students who undertake an interfaculty agreement abroad are exempt from paying tuition fees and the foreign university usually offers help with arranging accommodation in their dormitories. The costs associated with the study stay (visa, travel fees, insurance, accommodation, meals, etc.) are covered by the student unless otherwise stated in the agreement. The Mobility Fund of Charles University is intended to co-finance this type of study stay abroad, and students apply for a financial contribution in accordance with the Fund's rules. Reflecting on the budget possibilities, FSV UK also contributes financially to the students' study stays abroad within the framework of interfaculty agreements.
- 5.2. The International Office announces twice a year selection procedures for student outgoing study stays at partner universities within interfaculty agreements:
- 5.2.1. in autumn (for study stays starting in the following academic year - autumn and spring semesters)
  - 5.2.2. in the spring (for study stays starting the following academic year - spring semester only; used to fill vacant places).
- 5.3. On the basis of the written materials provided within the given deadlines and the opportunity to interview the candidates, the IO will make the final selection of the nominees.
- 5.4. In order for a student to apply for and undertake outgoing study stay within interfaculty agreement, the student must be in active study enrolment and have a status of 'Studying'.
- 5.5. Selected students are nominated by the IO to partner universities; the number of nominees is based on the number of places agreed with foreign partners for the given period. The agreed places are based on the number of slots agreed in the agreement with individual institutions.
- 5.6. There is then an application process at each university, during which nominated students must meet the conditions set by the foreign institution. The latter decides on their final acceptance/non-acceptance and issues a letter of acceptance.
- 5.7. Within the framework of the study obligations during the outgoing study stay, the student must comply with the Directive S\_SO\_007.
- 5.8. Prior to departure, the student completes a study plan, which is signed by the guarantor of the study programme. If the student changes the subjects in his/her study plan during the enrolment at the partner university, it is the student's responsibility to consult and have the changes signed on the appropriate form by the guarantor of his/her study programme.

- 5.9. After returning from the study stay, the student is obliged to complete and submit the final documents according to the programme guidelines. The student is also required to submit a copy of the Transcript of Records from the partner university to the IO. In the case of recognition of courses taken at the partner university, the student follows the Directive S\_SO\_007.

## **Part V – Implementation of Interfaculty Agreements - Incoming Study Stays**

### **6. Procedure for the Implementation of Interfaculty Agreements in the Area of Incoming Study Stays**

- 6.1. Within the framework of interfaculty agreements, FSV UK undertakes to admit students from partner universities to its programmes in accordance with the conditions set out in the respective agreements.
- 6.2. Students are admitted on the basis of a nomination by the partner university in accordance with the terms and conditions set by FSV UK as the receiving university and posted regularly on its website in the so-called Fact Sheets.
- 6.3. In order to successfully complete the admission process, students of the partner university are required to complete the online application form and submit all necessary documents. After registration, the student of the partner foreign university is governed by the Study and Examination Regulations of FSV UK.