

GUIDE FOR STUDENTS WISHING TO GO ABROAD

University of South Bohemia in České Budějovice



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Introduction

This guide is designed for students of the University of South Bohemia in České Budějovice (hereinafter USB). It lists all available opportunities to spend a part of your studies at the USB abroad, and thus expand your horizons.

The first part presents scholarship programmes administered centrally at the university International Relations Office of the Rectorate and at the International Relations Offices of individual faculties.

The second part lists other popular worldwide scholarship programmes aimed at higher education students which the students administer independently.

The third part offers other alternatives of how to study and work abroad. These programmes offer an opportunity to increase your professional and personal potential by participating in interesting international projects and workshops or by volunteering.



5 reasons to go abroad

- **1.** You will improve your foreign language skills. You might even learn a completely new language.
- **2.** Your potential employers will surely be impressed if you can offer experience from your study stay or traineeship abroad.
- **3.** You will not only get to know the local culture and customs but also very likely learn a lot about yourself.
- **4.** You will gain confidence and determination; find out what you are good at and get a clearer perspective of what you want to do in the future.
- You will experience a lot of fun and adventure and find new friends possibly for life.

The 5 key things you need to know

1. What are the options and when is the best time to go?

Type of stay	When to go
Study period abroad	 These types of stays can be participated in at any stage of your studies - Bachelor's, Master's, Doctoral even repeatedly. Erasmus + also supports Traineeships for graduates who can participate in the programme up to 12 months after graduation.
Traineeship	
Combination of a studies and traineeship	
Research stay	
Dummer schools	
Youth mobility programmes	- Usually intended for young people under 30 (they do not have to be university students).
Volunteering	For participants of all ages; no condition to be a university student or graduate.

2. How long to travel for?

The duration of a Study period abroad is usually between 3 and 12 months. A Study-Research Stay may be shorter but not shorter than 1 month.

Traineeships can range from 2 to 12 months.

Summer schools usually take 2 to 3 weeks.

Volunteer projects can be either **short-term** (2–3 weeks) or **long-term** (2–12 months).

Youth Mobility Programmes can be as short as one week.

3. Where to travel?

You can go practically anywhere. The only restrictions are the rules of the given programme.

The University of South Bohemia cooperates with more than 400 universities around the world offering students a truly wide range of options.

4. How much will it cost?

You will receive help to cover the costs associated with staying abroad in the form of a **scholarship**. The amount of support varies depending on the scholarship programme you choose and the country you travel to.

Also bear in mind that prestigious foreign universities usually charge high tuition fees. However, thanks to international agreements, you are not obliged to pay these.

The internet provides many websites with information on the cost of living in individual countries. For example, visit: www.numbeo.com/cost-of-living/

5. Where to get more information?

- The USB web www.jcu.cz/international-relations
- International Office Contact Center (Go Abroad officer) on the ground floor of the Academic Library provides advice and practical information. Write to us or come by, and follow us on the web and FB where we regularly publish current available Study abroad or Traineeship opportunities. www.facebook.com/ZahranicniOddeleniJU/
- International Relations Office at your Faculty they provide information on scholarship programmes, organize selection procedures and provide administrative support and consultancy throughout the stay abroad.
 Contact details are available at www.jcu.cz/mezinarodni-spoluprace/ kontakty
- Erasmus Student Network USB Budweis (former International Student Club) – USB students who closely cooperate with the Rectorate International Relations Office, take care of international students and promote opportunities to study/work abroad.
 www.facebook.com/esnusb/
 www.esnusb.cz
 info@esnusb.cz
- Campaign Vyjeď (Go For It) www.vyjed.cz/

Get inspired by a USB student testimony

Iva Štěchová – a student of the specialisation Teacher Training for Lower Primary Schools at the Faculty of Education and an ex-president of the International Student Club of the University of South Bohemia.

"Once Erasmus, Forever Erasmus. What a cliché!"

I have always enjoyed meeting new people and wanted to travel. However, as a student, I did not have enough money to travel as much as I would have liked, for example, twice a year. Then I came across Erasmus+ projects that last a week and offer an opportunity to get to know new people from abroad, explore European countries and learn about foreign cultures. And all this for free! One summer all my plans were disrupted, so I decided to apply for one project. I was selected to participate and I was so happy with this initiative that after that I continued to travel via Erasmus+ during the academic year and participated at informal study events abroad (discussions, simulations, activities). And as I mentioned before, it was all free.

Before I joined the USB, I had been aware of a programme called Erasmus+ that would allow me to study for one to two semesters abroad. However, I did not know where and how to start. I searched for the Erasmus+ coordinator at my faculty and contacted them to find out about the available options and the process. It all went very smoothly – I chose a destination, applied and soon found out that I would be spending the next semester in Granada, Spain.

On the day of departure, on my way to Prague, I was thinking to myself: "What am I going to eat there? I cannot even cook!" However, all my doubts gradually dissolved as I knew there was no way back. Now I can say that not only have I changed my cooking attitude from "I hate cooking" to "Cooking is fun", but I also learned a new foreign language, which later led to several job offers to work as a teacher abroad. In addition, I met exceptional students from Europe and beyond (for example, a nice friend from Palestine). The semester went quickly. As the date of departure was approaching, I was more and more certain that I did not want to go home yet. I started looking for a possible traineeship, which can also be participated in under Erasmus+. I was successful, and so I returned to the Czech Republic for a while – to pass the exams at my faculty and to see my family and friends – and happily left again to spend another semester in a new place. This traineeship and another semester (this time in Valencia, Spain) was so nice that I could not even imagine going back to my usual life at home.

When I returned, I started to look for possibilities of working with Erasmus+ students who visit the University of South Bohemia. I became a president of the International Student Club (ISC) of the University of South Bohemia (now Erasmus Student Network USB Budweis). Thanks to the club, I felt like I was participating in another stay abroad. I can definitely say that the year with ISC was the most amazing year I have had at the university in České Budějovice.

The ISC club is there for us – students! So if are wondering what Erasmus+ is like and still are not sure if you should try it, join the club and experience a little "trial run" Erasmus.

You can travel through Erasmus+ repeatedly, so I took the opportunity to go and spend another Study abroad period on the Portuguese island of Madeira. After the first semester in Madeira, it was clear to me that this Erasmus+ cannot end yet, so I arranged for another Erasmus+ internship and I'm now continuing to gain teaching experience.

As you can see, it is no problem to pass examinations at two universities concurrently. You will grow in your independence. You will make new friends from around the world. You will learn a foreign language or improve your skills (you can even go to Slovakia with Erasmus+ so if you do not know another foreign language well, it should not stop you from giving Erasmus+ a go). You will learn how to handle money in a foreign currency. You get better employment opportunities in the Czech Republic and abroad. You will create memories that stay with you forever.

So for me, this is yet another semester when I think about a phrase I had heard so often before and considered it a cliché and which has now become true for me.



How will it be for you? Once Erasmus, Forever Erasmus?

1. Scholarship programmes offered by the University of South Bohemia

There are a number of scholarship programmes you can use to financially support your stay abroad.

The Rectorate International Relations Office and the Faculty International Relations Offices provide the following scholarship programmes:

- → Erasmus+ → USB Institutional plan → Faculty scholarship programmes
- → CEEPUS → Academic Information Agency

Erasmus+: Erasmus – Higher Education

This is the most common scholarship programme in the European Union (EU) countries and in the countries of the European Economic Area (EEA). It has a history of more than thirty years and has been available in the Czech Republic and at the University of South Bohemia for over twenty years.

Basic information about Erasmus+

What does it offer?

Erasmus+ is the best known and most affordable way to complete a part of your studies at a university abroad, in particular through a **Study period abroad**, a **Traineeship**, or through a **combination** of both.

What are its aims?

The aim of **Study period abroad** is primarily to provide an opportunity to study specialist courses. In justified cases it can also be study or research connected to elaboration of a Bachelor's, Master's or Dissertation thesis.

The aim of the **Traineeship** is to enable students to gain relevant work experience through a full-time internship at an international company/ institution, to gain employment experience in a European context, to develop specific skills (including language skills) and to establish and deepen cooperation between educational institutions and private or public entities.

Both types of stays also bring the additional benefit of **learning about another culture**, **language and education system of a foreign country**.

Which countries can I visit?

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

Countries of the European Economic Area (EEA): Iceland, Liechtenstein, Norway

Non-EU Countries: Turkey, Former Yugoslav Republic of Macedonia, Serbia

Erasmus+ in the world: International Credit Mobility – within this activity you can travel to almost any country around the world. However, the countries and partner universities vary every year depending on the results of the USB's application for funding.

At which universities can I study?

Each university has its own **network of partner universities**, which enable participants to study in specialisations corresponding to the focus of individual faculties.

You can find a current overview of the partner universities of the University of South Bohemia in Europe and worldwide at the faculties' International Relations Offices websites:

Faculty of Economics:

www.ef.jcu.cz/mezinarodni-vztahy/partnerske-univerzity

Faculty of Arts: www.ff.jcu.cz/partnerske-univerzity

Faculty of Education: www.pf.jcu.cz/international_relations/smlouvy_erasmus/

Faculty of Science: www.prf.jcu.cz/rozvoj-a-zahranicni-vztahy/zahranici.html

Faculty of Fisheries and Water Protection: www.frov.jcu.cz/cs/mezinarodni-vztahy/partnerske-univerzity

Faculty of Theology: www.tf.jcu.cz/oddeleni-zahranicnich-vztahu/partnerske-univerzity

Faculty of Health and Social Sciences: www.zsf.jcu.cz/en/zahranicni-vztahy_en/seznam-partnerskych-instituci-zsf-ju_en

Faculty of Agriculture: www.zf.jcu.cz/obecne/zahranicni-vztahy

How to choose a suitable university?

When choosing a university, consider the following:

- available specialisations and relevance of the courses
- requirements of the receiving university (study average, language certificates)
- semester dates
- campus/faculty services, availability, accommodation

Which institutions can I work at?

At any public or private organization active on the labour market or in education, vocational training and youth work, any non-profit organization, a public body at local, regional or national level, etc., i.e. almost any entity or firm, excluding institutions administering EU programmes (europa.eu/european-union/about-eu/institutions-bodies_en).

What criteria do I need to meet?

Study period abroad	Traineeship
a Bachelor's programme	 From the 2nd semester of a Bachelor's programme From 1st semester of Master's and Doctoral As a graduate (up to 12 months from completion of studies in due form)
Minimum length of stay 3 months	Minimum length of stay 2 months

You can travel **repeatedly** within one cycle of study and again in other cycles (Bachelor, Master, Doctoral). The total length of stays carried out in one study cycle adds up. The maximum length of stays in one cycle is 12 months (in Bachelor, and another 12 month in Master and Doctoral programme).

You can be a student of any mode of study – on-site, combined or distance learning.

You must be enrolled at the USB during your whole stay abroad, i.e. you must not have your studies interrupted.

You can be a citizen of any country but you must be studying in an accredited degree programme in the Czech Republic.

You must be selected in a **selection procedure** duly organised by the International Relations Office of the relevant USB faculty.

What are the financial conditions?

You may be eligible for a **scholarship** to help you to cover the costs associated with living abroad.

The amount of the scholarship is calculated in **euros** based on the **rates** determined by the cost of living in the given European country applicable for the given academic year.

It is calculated for the number of days you spend at the partner university during your Study period abroad or at your workplace within your Traineeship. The scholarships for a **Study period abroad** currently (AY 2019/2020) ranges from € 330-510 per month.

Participants of **Traineeships** receive 150 euro a month more, and **students** with special needs and from disadvantaged social backgrounds may also apply for an increase of the scholarship.

Do not forget that thanks to international agreements, **you do not have to pay tuition fees at prestigious foreign universities**, which are often very high.

Organisation of Erasmus+ at the University of South Bohemia

Erasmus+ is overseen by the **International Relations Office at the Rectorate**, which manages contractual arrangements for mobility, payment of scholarships and other financial matters during the stay and upon return, deals with non-standard situations and provides advertising and consultancy.

At each faculty, there is at least one Erasmus+ Coordinator, based at the International Relations Office or at the Study Department. The faculty coordinator maintains a network of partner universities for the given faculty, organizes selection procedures, nominates selected students to partner universities abroad and provides the necessary information and assistance in selecting courses to be studied abroad. They help the student to handle the necessary paperwork and provide support before departure, during the stay abroad and upon return.

I would like to go abroad with Erasmus+. Where should I start?

1. Find out information

- At university web site: www.jcu.cz/international-relations
- At the faculty web site: www.jcu.cz/mezinarodni-spoluprace/kontakty.
- If you need help to understand all the available options or would like to receive more general information, contact the **Go Abroad Officer**.
- If you have decided what you want and you need to address specific issues related to your stay, contact the **Erasmus+ Coordinator of your faculty**.
- Contacts: www.jcu.cz/mezinarodni-spoluprace/kontakty

2. Submit the selection procedure application

- You will find all the necessary information regarding the application documents, deadlines, selection criteria, etc. on your faculty web site.
- A regular selection procedure is usually announced in January. During the academic year, usually in the middle of the semester (summer and winter), there is an additional selection procedure.
- The selection criteria include:
- study results
- motivation
- language skills
- The results of the selection procedure are published on your faculty International Relations Office website.

For information on how to proceed, please visit: www.jcu.cz/international-relations



USB Institutional plan and faculty scholarships

Faculties offer their students additional opportunities for study and research stays or work placements.

Where can I go?

- A Study period abroad can take place:
- 1. at a partner university of the faculty/University of South Bohemia faculties inform their students where they can study
- 2. **at any other university or institution** if the student defends their own project and obtains the approval of the foreign university.

What are the conditions?

Terms of participation can vary at each faculty. Sometimes, these scholarship programmes are designed as research stays for students of Doctoral programmes, sometimes students of all levels of study can apply for a scholarship.

How long can I travel for?

The mobility usually takes at least 1 month; the maximum length is always set in each specific call announced by the faculty.

What are the financial conditions?

The amount of support may differ depending on the rules for the given financial resource. It is always defined as a contribution to the higher financial demands for study abroad.

Also bear in mind that thanks to long-term cooperation with some universities and the contracts on student exchange, students may be exempt from tuition fees that are otherwise very high in countries such as the USA, Australia or Canada.

I'm interested. What shall I do?

Contact the International Relations Office Coordinator at your faculty to receive information about current selection procedures and conditions of stays.

CEEPUS – Central European Exchange Programme for University Studies

CEEPUS is a Central European exchange programme aimed at regional cooperation within a networks of universities.

Where can I travel?

List of all participating countries: Albania, Bosnia and Herzegovina, Bulgaria, Montenegro, Croatia, Hungary, Macedonia, Moldova, Poland, Austria, Romania, Slovakia, Slovenia, Serbia. The universities of Priština, Prizren and Peja in Kosovo also participate in this programme.

Students can travel:

- 1. within the CEEPUS university networks, in which some faculties of the USB are involved
 - there are currently 4 CEEPUS networks at 3 faculties (Faculty of Agriculture, Faculty of Arts and Faculty of Economics) www.ceepus.info/public/network/network.aspx#nbb
- 2. outside the university CEEPUS network as a CEEPUS FREEMOVER
 - you can find more information about CEEPUS FREEMOVER mobility at the programme website

What are the conditions?

The programme is designed for students of **on-site Bachelor's** programmes (from the second semester) and for students of **Master's** and **Doctoral** programmes. Scholarships cannot be provided for research stays except for Master's or Doctoral theses, but practical training scholarship is eligible.

How long can I travel for?

Minimum length of stay is 3 months and maximum 10 months.

What are the financial conditions?

The scholarship to CEEPUS participants is paid by the host country. The amount is different for each CEEPUS Member State. You can find the actual amount of scholarships for each country at www.ceepus.info.

Your home university **might** reimburse your travel costs. For more information, contact the Go Abroad Officer (International Relations Office at the Rectorate).

I'm interested. What shall I do?

To find out how to apply and for more information about the programme, visit the web of Dům zahraniční spolupráce, DZS (Centre for International Cooperation in Education): www.dzs.cz/cz/ceepus/studenti/ or www.dzs.cz/cz/ceepus/freemoveri/

You can also contact the Go Abroad Officer for help and advice (International Relations Office at the Rectorate): www.jcu.cz/mezinarodnispoluprace/kontakty

www.dzs.cz/cz/ceepus/



AIA – Academic Information Agency

The AIA gathers, processes and disseminates information on the possibilities of education of Czech citizens (especially university students, postgraduates and teachers) abroad.

AIA offers 2 types of stays:

1. Intergovernmental agreements – quotas

The Ministry of Education annually allocates scholarships, so-called **quotas**, to students of Czech universities. Thanks to these quotas, students can participate in a **summer language course** abroad or **study up to two semesters** at partner universities in countries with which the Czech Republic has concluded international agreements.

Students of the USB are annually allocated scholarships to study in **Russia**. The **selection procedure is** organized by the Rectorate International Relations Office. For more information, please visit the Academic Information Agency website www.dzs.cz/cz/akademicka-informacni-agentura/43_mezinarodni_smlouvy-rozpis_kvot/

2. Intergovernmental Agreements - others

Every academic year, the Ministry of Education Youth and Sports opens selection procedures for study stays abroad or for research stays in countries with which the Czech Republic has concluded intergovernmental agreements. Students from all universities in the Czech Republic can apply for these Study periods abroad which can take up to two-semesters. The **selection procedure** is run by the Ministry of Education Youth and Sports. Based on these intergovernmental agreements, students can study for example in Albania, Belgium, Bulgaria, China, Egypt, Estonia, France, Italy, Israel, Japan, Korea, Lithuania, Hungary, Macedonia, Mongolia, Germany, Peru, Poland, Portugal, Austria, Romania, Russia, Greece, Slovakia, Spain, Switzerland, Ukraine and Vietnam.

For more information, please visit the Academic Information Agency website www.dzs.cz/cz/akademicka-informacni-agentura/44_mezinarodni_smlouvy-vyberova-rizeni/

I'm interested. What shall I do?

Check the current offer at: www.dzs.cz/cz/akademicka-informacni-agentura/, where you can also find information on applying.

You can also contact the Go Abroad Officer for help and advice (International Relations Office at the Rectorate) www.jcu.cz/mezinarodni-spoluprace/kontakty

www.dzs.cz/cz/akademicka-informacni-agentura/

2. Other scholarship programmes worldwide

There are many other scholarship programmes which you can use. Generally, in these cases, it is up to you to study the specific conditions set by the grant provider and you need to handle most of the administration yourself.

Most countries use portals offering an overview of scholarships and providing all practical information related to study and residence in the destination country and other matters.

To access this information, enter the words **study in** + name of the target country in English in the search engine – for example **study in Finland** www.studyinfinland.fi/

Other programmes may be aimed at specific regions, such as:

Central and Eastern Europe

- International Visegrad Fund: www.visegradfund.org/
- GFPS-CZ Organization for student and cultural exchange in Central and Eastern Europe: www.gfps.cz/

Norway, Iceland, Liechtenstein

• Norwegian funds and EEA funds: www.eeagrants.cz/, www.dzs.cz/cz/norske-fondy-a-fondy-ehp/

Germany

- The Bavarian-Czech Academic Agency: www.btha.cz/cs/stipendia/studiumv-bavorsku
- Czech-German Future Fund: www.fondbudoucnosti.cz/
- Konrad-Adenauer-Stiftung (KAS): www.kas.de/web/tschechien/home
- German Academic Exchange Service (DAAD): www.daad.cz/
- German Federal Environmental Foundation (DBU) http://spolecnostlh.cz/ html/dbu/2.1.html

Austria

- Aktion Czech Republic Austria: www.dzs.cz/cz/aktion-ceska-republikarakousko/%D6sterreichischer/
- Österreichischer Austauschdienst (ÖAD/OeAD GmbH) oead.at/

USA

- JW Fulbright Commission: www.fulbright.cz/
- University of Nebraska-Lincoln: Paul Robitschek Scholarship Program robitschek.org

The offer is really broad and - as you can see, you can travel almost anywhere.

3. That is not all – there are more alternatives

Freemover = studying abroad "on your own account"

Who is a freemover?

- Most often this term is used for a student who is admitted to study at a university in another country, usually for a semester or a full year, outside any regular or standard scholarship programme.
- The students organize their study or research stay fully or partially by themselves (university selection, communication with the university, study plan, financial support, etc.)

Advantages:

- a high level of freedom the students themselves decide on how long and where they travel, they can also have an individual study plan
- freedom of choice of a university there is no condition of partnership with the student's home university and the students can choose any university (some universities accept freemovers and provide their own scholarship, others may require tuition fees or not accept freemover students at all)

Disadvantages:

- the time and organizational demands of the whole process you will probably wait longer for an answer or even not receive any. The admission procedure or scholarship application procedure takes a relatively long time – a matter of months
- uncertainty of obtaining financial support

Do not forget that even as a freemover you still remain a student of the University of South Bohemia. Therefore, before you start planning your stay, always contact the faculty's International Relations Office first and agree on the terms of departure, recognition of courses, financing, etc. IN ADVANCE

Summer schools

Summer schools mostly focus on specific subject areas and are organized by many universities during summer holidays. The programmes are often interdisciplinary, so you can significantly enhance your knowledge by looking at things from a different viewpoint. You will also meet many interesting and inspiring professors and colleagues from around the world.

So why not learn something new and have some fun at the same time in the summer?

Current offers are regularly published at our FB:

- www.facebook.com/ZahranicniOddeleniJU/
- You can also find more information at:
- www.nicm.cz/
- www.summerschoolsineurope.eu/

Youth Mobility programmes: Erasmus+: Youth

Do you know that Erasmus+ offers much more than Study period abroad and Traineeship?

Erasmus+: Youth is aimed at promoting non-formal education through projects of international youth exchanges, volunteering and professional development of youth workers through seminars, training, study stays, creation of partnerships or practical internships.

- www.naerasmusplus.cz/cz/mobilita-osob-mladez/
- europa.eu/youth/EU_en

Many current offers and projects can also be found on Facebook of organizations supporting youth exchange nationally or locally, including:

- European Youth Centre
- Youth in Action; Erasmus+ projects
- Europe Direct České Budějovice
- Eurocentrum České Budějovice
- Tmelník
- Brno for You
- Brno Connected
- www.asociacedice.cz/#work

Volunteering abroad

Volunteering is another great way to practise a foreign language, to experience real life in a foreign country and, above all, to help others. Try it, and you will see that you will greatly benefit from this experience.

- www.dzs.cz/cz/evropsky-sbor-solidarity/
- www.naerasmusplus.cz/cz/mobilita-osob-mladez/evropska-dobrovolnasluzba/
- www.inexsda.cz
- www.workaway.info/

Work and travel

The programme Work and Travel, in which you can participate up to the age of thirty, is also very popular among students. You must have completed at least the first semester and be a student of an on-side mode of study. This programme offers the opportunity to travel to the US, Australia, or Canada during the summer holidays, work there for a certain period and then travel around.

Learn more at: www.vimvic.cz/clanek/work-and-travel-jak-funguje

AIESEC České Budějovice

AIESEC is the largest student-run organization in the world. It offers young people opportunities in the international environment.

The agency focused mainly on **mediation of work and volunteer stays abroad**. In České Budějovice a subsidiary of this organization was founded in 2012 by the students of the USB Faculty of Economics and there are currently about 30 members.

Find out more at: aiesec.cz/cbudejovice/

Useful links

www.vyjed.cz/
www.dzs.cz
www.naerasmusplus.cz/cz/projekty-mobility-osob/
www.nicm.cz/
www.eurodesk.cz/
ceskebudejovice.eurocentra.cz
ec.europa.eu/epale/cs (for adult education professionals)
www.euroguidance.cz (exchange of experience in career guidance)
eacea.ec.europa.eu/national-policies/eurydice/home_en

So do not hesitate and get ready to go!

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