



OUTGOING STUDENT GUIDE

MOBILITY FOR STUDIES
2019/2020

ARCHIP

What is Erasmus+ and what benefits does the program have?

Erasmus+ is large educational platform launched by the European Commission which encompasses a number of activities. For university students, the two most important activities include study-abroad and internship mobilities.

The first option means that the Erasmus+ program enables students to take a semester abroad at a partner institution of their home university. Such students keep being enrolled in their home university, obtain scholarship that covers (at least) part of their expenses abroad and they do not have to pay tuition at the partner university.

The second option facilitates student internships abroad and grants students (and graduates) monthly allowance. [For more information on Erasmus+ internship mobility, refer to the respective part of ARCHIP website – this document is about mobility for studies only.](#)

When can I take the semester abroad?

ARCHIP students are able to go abroad via Erasmus+ either in the fall semester or the spring semester 2019/20. There is however only one application deadline in March 2019 and only if there are funds left, will ARCHIP set an additional call for applications in September.

It is recommended to take the semester abroad in 3rd, 4th or 5th semester of ARCHIP bachelor study plan, and 8th or 9th semester of ARCHIP master study plan. You can also go study abroad in any other semester apart from the first year – but it could result in extending your studies for at least one semester or missing out on very important curriculum. If you can however manage, we don't mind!

Students studying abroad in their 6th or 10th semester cannot graduate the same term.

First year students can apply for Erasmus+ study mobility but cannot go until they reach their 3rd semester.

Where can I go?

Program and partner countries include the whole European Union as well as some other European countries.

Right now, our school has partnership with universities from the following countries (see the Erasmus section of our website for more info): Bulgaria, Croatia, Denmark, Finland, Germany, Iceland, Norway, Poland, Turkey, and the UK. If you have a university in mind, that you would love to go to, but we don't have a formal agreement with it, feel free to contact our international office and Matěj will do his best to make a formal agreement happen.

Note, that some of the partner institutions do not offer a full architectural education in English so it is advised to check their English curriculum possibilities prior to applying. Furthermore, some of the universities are only open for our MA students (e.g. Bergen School of Architecture and Aalto University).

ARCHIP website provides basic information on requirements and language of instruction. We are however not responsible for changes and we strongly advise that students check the requirements of different schools themselves before applying.

For the UK options, please discuss the recent Brexit development with the international office.

For how long can I go?

If going abroad for Erasmus+, you have to take a full semester at the partner university. The scholarship will cover your stay for 90–150 days.

If you feel that you want to stay for another semester, it is technically possible (depending on scholarship funds and the agreement we have with the partner university) and you have to contact our international office at least 30 days prior to the indicated end of your mobility. This extension is possible only if you study at a partner university in a fall semester and would like to extend your stay to spring semester as well.

What are the tuition / scholarship conditions?

Erasmus+ program offers a standard monthly scholarship (or “allowance”) ranging from EUR 330 to EUR 510 depending on your country of destination. See table below for country specifications. This scholarship will be transferred to your account before you leave for your Erasmus+.

EUR 330	EUR 450	EUR 510
Bulgaria	Austria	Denmark
Croatia	Belgium	Finland
Estonia	Cyprus	Iceland
Hungary	France	Ireland
Latvia	Germany	Liechtenstein
Lithuania	Greece	Luxembourg
Macedonia	Italy	Norway
Poland	Malta	Sweden
Romania	Netherlands	UK
Serbia	Portugal	
Slovakia	Spain	
Slovenia		
Turkey		

*Example: Your Erasmus+ stay in the UK starts on September 9 and finishes on January 9. That is 123 days. Standard Erasmus+ scholarship month is 30 days. That means you'll get EUR 2091 (123/30*510) prior to your departure.*

You don't have to pay any tuition at the partner university.

At ARCHIP, you'll have to pay the full tuition, seeing you are still a student. However, if you have to extend your studies at ARCHIP due to Erasmus+, you'll be charged proportionally for the credits you have to take in the additional semester.

Example: You only bring 15 credits from your Erasmus stay in a spring semester. That means you have to take an additional, seventh semester at ARCHIP to finish your BA. In this semester, you only have to take 15 credits worth of courses. That means you'll have to pay 50 % of the regular tuition. If you're lacking credits from spring semester courses, you'll have to wait for a semester and then finish these courses in an additional spring semester. The same goes for fall semester – once done, you'll receive your diploma next June.

How does the semester abroad work within the ARCHIP study plan?

There are two possible scenarios for this. You can either take the full workload at the partner university or take it easy but then extend your studies at ARCHIP for a semester.

When creating your study plan abroad, you should pick courses that are (somewhat) equivalent to the ARCHIP study plan. The way this works is that we will want you to pick the studio work (equivalent to our AD), and then two technical courses, two artsy courses and two socio-environmental courses. This will be individually consulted with our rectorate with exceptions possible. If you manage to get credit from all of these abroad, congratulations, you passed the semester at ARCHIP as well.

Example: You are taking a semester abroad in term 3 of ARCHIP study plan. Abroad, you select 7 courses: an equivalent of AD, and then 2 courses from each of the three categories. Abroad, this gives you 26 ECTS credits. Seeing however that you fulfilled all the Erasmus+ conditions, if you pass all these courses, you'll get full 30 ECTS credits at ARCHIP and will be able to continue to term 4 when you come back.

If you feel like your Erasmus+ should be more of a life experience than educational experience, go for it. You'll still have to take a studio work abroad (that's obligatory) but then your workload depends on your preferences. On top of the AD equivalent, you can take anywhere between 0 and 20 credits worth of courses abroad (according to the rules of the partner university) and find ARCHIP equivalents using the same categories mentioned in the paragraph above. When you come back, you take the rest during your additional semester at ARCHIP and pay only for the credit proportion.

Example: You are taking a semester abroad in term 3 of ARCHIP study plan. You decide to take it easy and enjoy the student life abroad. You only select 3 courses: an equivalent of AD, an artsy course which counts as an equivalent of History of Art, and a technical course which counts as an equivalent of Statics. Abroad this gives you 13 ECTS credits. When recounting it to ARCHIP equivalents, this gives you 15 ECTS credits (for AD, S, and HT1). Once you come back, you'll have to extend your studies and take NS, SM, HA3, MPL and PP courses, worth 16 ECTS credits, in additional semester. You only pay ca. 52% of the tuition for the additional semester.)

If you are only missing a course or two at ARCHIP, we can try arranging it in a way that does not require you to extend your studies – you would have to take an exam once you come to Prague from abroad.

If you fail a course abroad, you can either try retaking it's equivalent when you can back to Prague (if possible) or you can add that course to the list of courses you'll have to do during your additional semester.

For individual requests, e-mail our international office.

What deadlines should I keep an eye on?

The deadlines for Erasmus+ applications (the process will be specified online) is [March 31](#) for both fall and spring semesters. In case we have funds left, we will also open applications for spring semester with a deadline on [September 16](#).

Note that once you're selected in a school round, you will have to pass the partner university's admission process as well. Some universities have their deadlines quite early (about 14 days after our deadline), so make sure you can have your portfolio and CV ready soon enough.

Also note that some of our partner institutions requirements may include various language certificates which should be obtained in advance.

How does the process work, step by step?

1. APPLICATION.

You apply for Erasmus+ and specify my partner university preferences – the order on the application does matter.

2. ADMISSION PROCESS – ARCHIP ROUND.

If you are selected in the ARCHIP round (based on grades and merit), our international office you for Erasmus+ and sends your details to the partner university.

3. ADMISSION PROCESS – PARTNER UNIVERSITY ROUND.

You undergo an admission process at the partner university (if there is any – feel free to consult this in advance with our international office or check the partner university's website) and receive a letter of admission.

4. PREPARATION – STUDY PERIOD.

You specify the exact dates of your stay abroad to the international office. This is essential for your scholarship amount and it is not changeable after.

5. PREPARATION – STUDY PLAN.

You create yourself a study plan abroad (the "learning agreement") and take it to our rectorate which will go through it and sign it. If you're unsure about certain parts of it, feel free to consult it with us!

6. PREPARATION – PRACTICALITIES.

You get yourself a travel insurance for the whole Erasmus+ stay (if you don't

have one already which you probably do) and a bank account which enables SEPA payments (i.e. almost any European bank account).

7. PAYMENT OF ARCHIP TUITION.

You pay the tuition for your next ARCHIP semester, if you haven't done so already.

8. REMAINING PAPERWORK.

You sign the Erasmus+ grant agreement and other paperwork at ARCHIP's international office. Based on the agreement, you'll get the full allowance transferred to your account before leaving abroad.

- a. When signing the grant agreement, you'll be given access to so-called OLS (Online Linguistic Support) where you'll have to complete a language test. This does not affect the admission process, and nobody sees the results but you and our international office. But you have to do that in order to receive the allowance.

9. STUDYING ABROAD.

When you come to your new university, make sure to get the confirmation of study period signed. Then enjoy your studies!

10. PAPERWORK ABROAD.

At the end of your studies abroad, you get a transcript of records and sign the end date in the confirmation of study period (should be the same as indicated in your application, else your scholarship will be slightly reduced).

11. COMING BACK.

You come back, hand in the paperwork and get your credits from abroad approved by ARCHIP. If everything's in order, you're good to proceed to another semester. Don't forget to fill in an Erasmus+ survey and the end OLS test though!