

# Erasmus Placement

## - procedure-

Erasmus Practical Placement - general provisions:

1. Practical placement must be pre-arranged between the home university institution and foreign university partner institution based on previously **concluded Bilateral Agreement** or Amendment to BA.
2. Practical placement may last for **3-12 months** and **must take place within the actual academic year** (i.e., must be completed by 30<sup>th</sup> September of given year).
3. Students can **realize their practical placement ONLY ONCE during their studies** - however, students can also realize Erasmus STUDY after or before their practical placement.
4. Practical placement must be recognizable as **a part of the study program** at the home university by allocating credits.
5. Before the **departure**, it is necessary to create a **Training Agreement** (program of the stay), which is mandatory for the student, the sending institution and the foreign (host) organization.
6. On approval of the placement plan (before departure abroad) students sign a **financial agreement** under which the home school pays the scholarship in the form of a monthly lump sum, differentiated according to the country of the placement.
7. Abroad students perform **work based on a particular work load** and may also receive **wages** without reducing the assigned scholarship.
8. On finishing the practical placement, students are obliged to submit **the Certificate/s on completing practical placement** to Study Division (*for details see below - paragraph 9*) where content and assessment of the placement must be indicated, it must be signed by the course guarantor or other authorized person and stamped by the particular workplace. Students must complete the online **Final Report**.
9. *Practical placement cannot be realized in the European Community institutions, organizations managing EU programs and national diplomatic missions.*

### **PROCEDURE for STUDENTS of Faculty of Medicine in Hradec Králové preparing for the LLP Erasmus PRACTICAL PLACEMENT**

1. Students apply for the program **Erasmus** according to the selection procedure, *see* web site of FM-HK.
2. Applicants for Erasmus – Practical placement **do not have to take a language exam** (required for the program Erasmus – Study) – if there are more applicants interested, applicants with better study results are preferred.
3. **Students themselves arrange an admission** to the foreign university, with which we have a Bilateral Agreement, (or to a medical institution with which the particular university concluded a contract, e.g. with the university hospital). *Go through their web sites choose a specific workplace (different workplaces can be chosen but within the same institution, for at least 3 months each). Contact the head of the particular department (clinic). We recommend to send a brief e-mail concerning what student prefers to do and include the information that the stay will be financed by Erasmus program (we recommend to attach CV, letter of recommendation and a letter of motivation).* Only the co-ordinator of Erasmus program at the foreign university is authorized to confirm the Erasmus documents!

4. When students receive information from abroad about practical placement acceptance, our International Division will send an **Application Form - Erasmus Placement and Training Agreement** for confirmation to the coordinator of the particular university. Training Agreement (*replacing Learning Agreement*) must contain in what clinics (fields) and when (at least rough duration of the stay) you will carry out your stay.  
(*Erasmus coordinator of the particular university usually does not help you with the arrangement of your stay - he/she only confirms the application based on the documented e-mail or letter about previously arranged acceptance of our student to the particular workplace*).
5. Before departure to the Practical Placement students must submit a signed **Affidavit** to International Division.
6. Confirmed application form must be submitted **no later than 10<sup>th</sup> May to Foreign Relations office**.
7. **ATTENTION!!! – DURATION OF STAY** of Erasmus-Practical Placement is **at least 3 months, max. 10 months** (might differ from calendar month, e.g. might be from 15<sup>th</sup> January till 15<sup>th</sup> April) and officially must not be interrupted! The program includes not only the actual duration of stay (stay at the clinic), but also additional lectures/seminars. For Practices before state examination add 2 weeks of preparation for state examination for every subject. The work plan must be **ARRANGED** and **CREATED** in such a way to meet all mentioned requirements. The interruption of the stay for the required time because of, e.g. state examinations is possible and is not separately stated in the plan!  
The duration of the stay itself also includes earlier arrival (approx. 1 week) before the beginning of the Practical Placement in order to arrange necessary formalities and the time required for termination of the stay abroad at the end the practice.  
Final **Confirmation of Practical Placement must confirm your stay from – to**, i.e. date of arrival and departure according to the application form. It does not correspond with the actual duration of the separate parts of the practice. You will submit **the original of this Confirmation to the International Division** upon your arrival. The total amount of your financial contribution from **CU-Prague** is based on this confirmation.
8. Based on Erasmus Application and Training Agreement, confirmed by the coordinators of both universities, **students attend the European Office** at Rectorate of CU **to sign the Financial Agreement**. Consequently, students will receive a **financial contribution** (it will be sent to their account – *see instructions of RCU*).
9. Students have to print the Head's letters with the information about the practice and have also the **Green Index** containing **tasks required by the guarantor, which students should complete during the Practical Placement**. At the end of your stay, the filled green index of completed tasks must be **signed by the international guarantor** or another authorized person and **should be stamped by the particular foreign workplace**. This is the only document for recognition of the placement.
10. After completion of the Placement, students are obliged to present **Green Index** (i.e. tasks required by the guarantor, which should be completed by students during the practical placement) – to the Study Division
11. The student must complete the online **Final report** based on the call sent by the European Office, which must first provide access password.

# INFORMATION OF THE STUDY DIVISION CONCERNING

## Practical Placement

It is possible to realize a Practical Placement abroad only with the approval of the Vice-Dean of Studies. The application of permission to realize the placement must be submitted to the Study Division. The approval of the guarantor of subject and the approval of foreign hospital are essential parts of the application. On approval of the application by the Vice-Dean of Studies students obtain materials concerning international practical placements in English at the Study Division.

Practical placement may be **realized only** within health institutions such as a **clinical practice and recognized as a study duty** only in the following cases:

1. Internal Medicine - practice in a hospital (4<sup>th</sup> year General Medicine)
2. Surgery - practice in a hospital (4<sup>th</sup> year General Medicine)
3. Practice before state examination in Gynaecology and Obstetrics (6<sup>th</sup> year General Medicine)
4. Practice before state examination in Internal Medicine (6<sup>th</sup> year General Medicine)
5. Practice before state examination in Surgery (6<sup>th</sup> year General Medicine)
6. Practice before state examination in Paediatrics (6<sup>th</sup> year General Medicine)

Abroad it is not possible to realize practice for state examination in Hygiene and Preventive Medicine and Social Medicine, and practice at the General Practitioner.)

**Credits for the above stated practices are awarded by the guarantor of individual subjects. The credit will be awarded by the guarantor based on the submitting of the certified documents (completed operations), which were issued to students by the Study Division before departure for practice.**

Note:

- In case students will not manage to come for the official enrolment date (see Academic Year Schedule), they are obliged to apply for alternative enrolment date before the departure for the Practical Placement. The alternative enrolment date may be the first workday of the following academic year the latest.
- Students are obliged to follow the approved and promulgated Schedule of the Practice before the state examination (for the particular academic year).
- According to the decision of the Dean's Advisory Board on 31<sup>st</sup> of March 2011, students do not have to participate in final seminars of Internal Medicine and Surgery (6<sup>th</sup> year General Medicine).
- Students may interrupt the Practical Placement only for the period necessary to take State examinations (it is not considered to be an interruption of the Placement).