VŠTE.
Vysoká škola technická
a ekonomická v Prešove

Regulation No. 3/2025	**Internal Regulation of the Institute of Technology and Business in Prešov**

Directive VŠTE No. 3/2025 on the Implementation of the Erasmus+ Programme

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			doc. Ing. Jakub Horák, MBA, PhD., Chair of the Board of Trustees		
Prepared by (submitted by)			Rector of VŠTE in Prešov (proposal under Section 31(2) of Act No. 300/2025 Coll.)		
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VŠTE.
Vysoká škola technická
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Directive on the Implementation of the Erasmus+ Programme

Institute of Technology and Business in Prešov

Directive VŠTE No. 3/2025 on the Implementation of the Erasmus+ Programme (Smernica VŠTE č. 3/2025 o realizácii programu Erasmus+)

2025

Article 1 General Provisions and Basic Terms

1. The Rector's Directive of the Institute of Technology and Business in Prešov (hereinafter "VŠTE in Prešov") on the Implementation of the Erasmus+ Programme at VŠTE in Prešov (hereinafter the "Directive") governs the implementation of activities within the Erasmus+ programme at VŠTE in Prešov in accordance with the provisions of Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act) (hereinafter the "Act"), in particular Section 71 (academic mobility of students) and Section 80 (transfer of credits from credit mobility), with Section 6 of Decree of the Ministry of Education, Research, Development and Youth of the Slovak Republic No. 205/2026 Coll. implementing certain provisions of the Higher Education Act (hereinafter the "Decree"), with the binding documents of the European Commission (EC), the European Union (EU) and the National Agency (NA) for the Erasmus+ programme, as well as in accordance with the Erasmus Charter for Higher Education (hereinafter also "ECHE" or the "Erasmus Charter"), which was awarded to VŠTE in Prešov for the programme period 2021–2027, and with the internal regulations of VŠTE in Prešov.

2. The National Agency (hereinafter the "NA") is SAAIC – the Slovak Academic Association for International Cooperation, which coordinates the decentralised actions of the Erasmus+ programme for the field of higher education in Slovakia.

3. Erasmus+ is an EU programme which supports the process of internationalisation and activities in the field of education, training, youth and sport, including lifelong learning programmes and international cooperation programmes during the programme period (hereinafter the "programme"). The programme is aimed at the modernisation and enhancement of the quality of higher education and gives students and employees of VŠTE in Prešov the opportunity to improve their knowledge, skills and competences through a stay abroad. In implementing the Erasmus+ programme at VŠTE in Prešov, the values of the EU concerning respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities, must be respected in full accordance with the values and rights enshrined in the EU Treaties and in the Charter of Fundamental Rights of the EU.

4. The activities (hereinafter "mobility activities") of the Erasmus+ programme take place between two institutions – the sending institution and the receiving institution. The sending institution means VŠTE in Prešov. The receiving institution means the higher education institution, university, organisation, institution or company at which the student or staff member carries out the mobility.

5. If the activity takes place between two higher education institutions (this does not apply to traineeships) in EU countries and countries associated to the programme, VŠTE in Prešov must have an inter-institutional

agreement concluded electronically with the partner institution in the EWP – Dashboard system. At the same time, both institutions must hold the ECHE Charter.

6. Mobility activities within Key Action 1 – Mobility of higher education students and staff funded by internal policy funds (KA 131) are understood as:

Student mobility:

- a) Long-term student mobility for studies (SMS)
- b) Long-term student mobility for traineeships, including graduates (SMP)
- c) Long-term combined student mobility (SMS+SMP)
- d) Short-term blended student mobility for studies or traineeships
- e) Short-term mobility of doctoral students
- g) Short-term student mobility for studies as part of a Blended Intensive Programme

Staff mobility:

- a) Mobility of staff of a higher education institution for teaching (STA)
- b) Mobility of staff of a higher education institution for training (STT)
- c) Blended mobility of staff of a higher education institution
- d) Combined mobility of staff of a higher education institution (STA + STT)
- e) Blended mobility of staff of a higher education institution for training as part of a Blended Intensive Programme

7. Academic mobility of students takes place under Section 71 of the Act on the basis of a mobility agreement, the particulars of which are laid down in Section 6 of the Decree; during the mobility the student remains a student of VŠTE in Prešov. The study programmes of VŠTE in Prešov are designed so that a student can complete an academic mobility or achieve equivalent learning outcomes (Section 56(4) of the Act); the recommended part of studies intended for mobility is indicated in the recommended study plan (Section 77(1) of the Act).

Article 2 Eligible Participants

1. The direct participants in mobility activities are students / graduates and employees of VŠTE in Prešov, or invited staff from enterprises abroad.

2. Participants in student mobilities are:

- a) students (of the first and second cycle of higher education, PhD students, students in the full-time and part-time form of study) who are either nationals of the country in which the sending institution has its seat, or nationals of other countries enrolled for the entire period of study at the sending higher education institution,
- b) graduates who may complete a traineeship (SMP) subject to the fulfilment of the set conditions specified in this Directive.

3. VŠTE in Prešov is responsible for the selection of students and staff who will take part in the activities, in the manner specified further in this Directive.

4. The Institute of Technology and Business in Prešov, as the sending institution, has the right to require students to continue paying the tuition fee at the home institution during their stay abroad (Section 93(3)(e) and Section 99 of the Act). The student must be informed of this in advance.

5. Student mobilities are open to students already enrolled in the first year of bachelor's studies or in the first year of second-cycle studies, as well as first-year doctoral students. This condition does not apply to traineeships, for which a grant may also be awarded to so-called recent graduates. Recent graduates must be selected on the basis of a selection procedure carried out during the final year of the given cycle of study, and the traineeship must begin and end within one year of the completion of studies. The completion of the student's studies must be confirmed by the Study Department of VŠTE in Prešov.

6. Students of study programmes delivered by the distance method, including study programmes which VŠTE in Prešov delivers under the trade name EUVERSA, may also take part in student mobilities under the same conditions. The eligibility conditions under the Erasmus+ Programme Guide for the relevant year, in particular as regards the student's country of residence, remain unaffected.

Article 3 Student Mobilities

The Erasmus+ programme enables students of VŠTE in Prešov to use the following types of mobility activities:

1. Long-term student mobility for studies lasting 2–12 months of physical mobility.

2. Short-term student mobility for studies (SMS) lasting 5–30 days of physical mobility with a compulsory virtual component. Such mobility may be part of a Blended Intensive Programme (BIP), or the student may also be sent on it individually.

3. Long-term student mobility for traineeships, including recent graduates (SMP) – duration 2–12 months of physical mobility.

4. Short-term student mobility for traineeships (SMP) – duration 5–30 days of physical mobility with a compulsory virtual component.

5. Combined mobility – a student may combine a traineeship with a study period as one mobility abroad. One mobility means: the traineeship must be organised under the same higher education institution at which the student will study; these two activities must follow one another or take place simultaneously, and the amount of the grant is determined as for the grant for studies.

6. Short-term mobility of doctoral students for studies and/or traineeships lasting 5–30 days of physical mobility without a compulsory virtual component.

7. Long-term mobilities may take a blended form (physical + virtual participation), provided, however, that the length of the physical part of the mobility reaches at least 2 months, and financial support applies only to that part.

8. During one cycle of study, each student may go on several mobilities with a total length of 12 months (SMS + SMP, long-term + short-term mobilities). The time spent on physical mobility counts towards the 12-month limit.

9. In the case of a traineeship of recent graduates, the mobility in the last cycle of study during which the student applied for the graduate traineeship counts towards the 12-month limit.

10. To determine the length of the mobility, the Certificate issued by the receiving higher education institution/organisation is used primarily and, where necessary, other supporting documents. The certificate must record the start and end of the mobility. The start of the mobility is the day on which the student must be present at the receiving institution for the first time (including welcome activities or an introductory language or other course), and the end of the mobility is the day on which the student must be present at the given institution for the last time.

11. A student may go on mobility activities either a) with financial support from EU sources – Erasmus+, b) with a zero grant, c) with a combined grant: financial support from EU sources – Erasmus+ combined with a zero grant.

12. Student mobilities from EU sources – Erasmus+ are financed by a grant which is a financial contribution to the costs of the stay abroad. It consists of the contribution for individual support. Students receive a contribution to travel costs only for the following types of mobility: short-term mobility of students with fewer opportunities and short-term and long-term mobility of students to third countries not associated to the programme.

13. The amount of the grant for student mobilities depends on:

- a) the rates set by the EC and defined in the Grant Agreement between SAAIC and VŠTE in Prešov,
- b) the length of the stay,
- c) any travel days (students going on short-term mobilities are entitled, where necessary, to 1–2 days of individual support for travel),
- d) the student's entitlement to a financial top-up.

14. The calculation of the grant for the period of student mobility is determined by multiplying the number of mobility days by 1/30 of the monthly grant set for the relevant destination country.

15. A so-called "zero grant" may be provided to a student of VŠTE in Prešov who does not require financial support. In this case, however, the student has the same study obligations as students with an allocated grant.

16. Students who receive a travel grant and use more environmentally friendly means of transport when travelling to the mobility (shared car or shared motorcycle, train, bus, bicycle, etc.) are entitled to a higher rate (green travel).

17. Students with special needs (Section 119 of the Act) or students from a socially disadvantaged background may apply through the NA for an additional grant.

18. Where the virtual component of a short-term or blended mobility or of a Blended Intensive Programme is provided by VŠTE in Prešov, it is delivered via the e-learning environment of VŠTE in Prešov and the

videoconferencing system of VŠTE in Prešov in accordance with Directive VŠTE No. 26/2026 on the Distance Method and E-Learning (Smernica VŠTE č. 26/2026 o dištančnej metóde a e-learningu).

Article 4 Compulsory Contractual Documents for Student Mobilities

1. Before leaving for the mobility, the student must have the following documents signed:

- a) Grant Agreement (Zmluva o poskytnutí finančnej podpory), which includes the Erasmus Student Charter,
- b) Learning Agreement for Studies (Online Learning Agreement via the Erasmus Without Paper system) or Learning Agreement for Traineeship; these agreements serve as the mobility agreement under Section 71 of the Act and must contain the particulars under Section 6 of the Decree. The Online Learning Agreement, abbreviated OLA (also the Learning Agreement for Studies), is a document which serves as the study plan for the student on the Erasmus+ mobility. It contains the list of selected courses that the student will study at the receiving institution and is approved by three parties – the student, the responsible person at the sending institution and the responsible person at the receiving institution.

2. When choosing courses at the foreign educational institution, the student takes into account above all the focus of the study programme that he or she is studying at VŠTE in Prešov. It is recommended that a student of VŠTE in Prešov choose courses worth at least 30 ECTS credits; the minimum number of ECTS credits brought back from the mobility is 15 per semester (Section 78 of the Act).

3. In the case of a study period in a partner country where the ECTS system is not in place, the student must submit information on the name of the assessment system used in that partner country, as well as a link to the website of that partner country with an explanation.

4. Every participant in a student mobility must be insured. In the case of Erasmus+ studies, basic health insurance (European Health Insurance Card) and commercial supplementary insurance are compulsory. In the case of a traineeship, in addition to basic insurance, commercial accident insurance and liability insurance for damage caused are strongly required. The student must provide evidence of the above insurance, and a copy of the insurance must be attached to the Grant Agreement.

5. A student of VŠTE in Prešov who carries out a mobility must, in addition to the documents referred to in points 1–4, also submit: a form containing the student's bank details (IBAN), a copy of the identity card, passport or other required documents; personal data are processed to the extent necessary for the implementation of the mobility in accordance with Section 140 of the Act and Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR).

6. Before leaving for studies/traineeship, the student of VŠTE in Prešov signs the Grant Agreement, on the basis of which the financial contribution will be paid to him or her by bank transfer in the manner set out in this Directive ("see Article 8 of this Directive").

7. The student of VŠTE in Prešov starts the mobility for studies or traineeship on the date set by the receiving institution. Any necessary changes to the Learning Agreement for Studies (OLA) or the Learning Agreement for Traineeship that the student discovers after arrival at the receiving institution must be formally documented no later than one month after his or her arrival at the mobility. Further necessary changes must

be formally approved without undue delay by all three parties (the student of VŠTE in Prešov, the sending institution and the receiving institution).

8. A student of VŠTE in Prešov may apply for an extension of the mobility. The student of VŠTE in Prešov must apply for an extension of the stay at least 1 month before the originally set date of the end of the mobility. The extension of the mobility is approved by the Rector / Vice-Rector for Studies on the basis of the documents submitted.

9. An extension of the mobility does not automatically entitle the student of VŠTE in Prešov to additional financial support. The amount of any financial support will depend on the volume of available financial resources allocated to mobilities. The student of VŠTE in Prešov may also complete the extended mobility without financial support with a so-called "zero grant" within the meaning of Article 3, point 15 of this Directive.

10. Within 7 working days of returning from the mobility, the student must deliver the following documents to the institutional coordinator of the Erasmus+ programme at VŠTE in Prešov:

- a) the Certificate confirming the start and end of the study period/traineeship,
- b) the Transcript of Records / traineeship – this may be a separate document or part of the Learning Agreement for Studies/Traineeship,
- c) the mobility report (EU Survey), which the student completes online after receiving the link at his or her e-mail address.

11. In accordance with the Erasmus Charter and Section 80 of the Act, VŠTE in Prešov is obliged to recognise the mobility, or the courses completed during the mobility, for the student of VŠTE in Prešov if all requirements arising from the concluded Grant Agreement for studies and from the Learning Agreement for Studies (OLA) or the Learning Agreement for Traineeship have been fulfilled.

12. The recognition of completed courses and credits obtained is carried out on the basis of the Transcript of Records, which is in accordance with the Learning Agreement for Studies (transfer of credits from credit mobility under Section 80 of the Act). A traineeship is recognised on the basis of the certificate issued by the receiving institution, which is in accordance with the Learning Agreement for Traineeship (document on a traineeship abroad under Section 7 of the Decree). A traineeship abroad may, under the conditions set out in Section 16 of the Decree and the Study Rules of VŠTE in Prešov (Študijný poriadok VŠTE v Prešove), be recognised as a final internship under Section 83 of the Act.

13. The recognition of the mobility is ensured by the Vice-Rector for Studies in accordance with the approved Learning Agreement for Studies (OLA), who ensures that the results of studies are recorded in the academic information system AiS2 (hereinafter "AiS2") no later than 4 weeks after the submission of the Transcript of Records.

14. Recognition of studies/traineeship may be refused if the student has not met the requirements of the receiving institution or has not fulfilled the conditions required by the sending institution set out in the agreement between the student and the institution. VŠTE in Prešov may demand the return of the grant from a student who has not obtained the minimum number of credits set by the higher education

institution, if it has set conditions for return/reduction in the Grant Agreement or if such conditions are stated on the institution's website and the grant agreement refers to them.

Article 5 Selection Procedure and Obligations of Students

1. Every student applying for the allocation of a grant within the Erasmus+ programme is obliged to apply for the selection procedure for mobilities within the published calls and deadlines at VŠTE in Prešov. The applicant sends by e-mail (erasmus@vste.sk) or delivers in person to the institutional coordinator of the Erasmus+ programme the following documents:

- a) the application for mobility (the template is available on the institution's website),
- b) a motivation letter (in Slovak and English, or another foreign language),
- c) a structured curriculum vitae (in Slovak and English, or another foreign language).

2. When choosing the receiving institution, the applicant – student must ensure that the receiving institution has an inter-institutional agreement (IIA) signed with VŠTE in Prešov via the EWP – Dashboard system and has a compatible study plan, or that the scientific focus of the institution abroad corresponds to his or her own study programme or scientific focus.

3. Applicants are advised, in their own interest, to communicate intensively with the institutional coordinator of the Erasmus+ programme at VŠTE in Prešov sufficiently in advance in order to meet all requirements and deadlines.

4. At VŠTE in Prešov, grants for all types of mobility are allocated on the basis of a transparent selection procedure. The call is published via the website of VŠTE in Prešov and also via social media or another suitable form of communication tools. The selection committee for the allocation of grants to students consists of the Vice-Rector for Studies / Vice-Rector for Internationalisation and External Relations, the heads of departments, the institutional Erasmus+ coordinator and, depending on circumstances and needs, other specialists (foreign language lecturers, the work placement coordinator, etc.). The results of the selection procedure are published on the website of VŠTE in Prešov.

5. The selection criteria for student mobility are above all: interest in carrying out the mobility, level of foreign languages, intellectual and personal readiness for a study period or traineeship abroad (study results, overall attitude to studies or work placement, clearly defined mobility objectives, motivation, independence, responsibility).

6. A student of a study programme delivered in a language other than the state language submits the motivation letter and curriculum vitae under paragraph 1(b) and (c) in English or in the language in which the study programme is delivered; a Slovak version is not required.

Article 6 Staff Mobilities

The Erasmus+ programme enables employees of VŠTE in Prešov to use the following types of mobility activities:

1. Mobility of teachers for teaching (STA), the aim of which is teaching at the receiving institution. It may last 2–60 days in the case of mobility to EU countries or third countries associated to the programme and 5–60

days in the case of mobility to third countries not associated to the programme (so-called KA131 International), excluding travel days. The mobility may also take a blended form of a physical and a virtual part, provided, however, that the physical part lasts at least the minimum length. The teacher must teach at least 8 hours per mobility lasting one week or less.

2. Mobility of higher education staff for training (STT), the aim of which is to enable participants to learn through the transfer of knowledge or know-how and to gain practical experience. The result should be the professional growth of the staff member, whether a teacher or another employee of the higher education institution (training, study visit, joint work, working groups, practical training, job shadowing, improvement of pedagogical skills and skills needed for curriculum development, etc.). Participation in conferences is not permitted. This mobility may last 2–60 days in the case of mobility to EU countries or third countries associated to the programme and 5–60 days in the case of mobility to third countries not associated to the programme, excluding travel days. The mobility may also take a blended form of a physical and a virtual part, provided, however, that the physical part lasts at least the minimum length.

3. Combined mobility of higher education staff (STA + STT), which combines the mobility activities STA and STT and should take place at the same receiving institution. The duration of this mobility activity is 2–60 days in the case of mobility to EU countries or third countries associated to the programme and 5–60 days in the case of mobility to third countries not associated to the programme, excluding travel days. The mobility may also take a blended form of a physical and a virtual part, with the physical part lasting at least the set minimum. In the case of combined mobility, it is sufficient for the teacher to teach at least 4 hours per week or per shorter period.

4. In the case of staff mobility, the total length of mobilities is not limited, which means that an employee may go on several mobilities that meet the minimum and maximum duration. To determine the length of the mobility, the certificate issued by the receiving higher education institution/organisation is used primarily and, where necessary, other supporting documents. The certificate must record the start and end of the mobility. The start of the mobility is the day on which the employee must be present at the receiving institution for the first time, and the end of the mobility is the day on which he or she must be present at the given institution for the last time.

Article 7 Selection Procedure and Obligations of Employees in Carrying Out Mobilities

1. Every employee applying for the allocation of a grant from the Erasmus+ programme is obliged to apply for the selection procedure for mobilities within the published deadlines at VŠTE in Prešov. The applicant sends by e-mail (erasmus@vste.sk) or delivers in person to the institutional coordinator of the Erasmus+ programme the following documents:

- a) the registration form of the teacher / administrative staff member (the template is available on the website of VŠTE in Prešov),
- b) the Erasmus Mobility Agreement STT or STA (the form is available on the website of VŠTE in Prešov).

2. When choosing the receiving institution, the applicant must ensure that the receiving institution has an inter-institutional agreement signed with VŠTE in Prešov (IIA via the EWP – Dashboard system), and that the scientific focus of the institution abroad corresponds to his or her own scientific focus.

3. Applicants for staff mobilities are advised to communicate with the receiving institution as well as with the institutional coordinator of the Erasmus+ programme at VŠTE in Prešov sufficiently in advance in order to comply with the conditions of the allocated grant and all deadlines. A preliminary positive statement of the receiving institution (e.g. by e-mail) is also taken into account during the selection procedure.

4. At VŠTE in Prešov, grants for all types of mobility are allocated on the basis of a transparent selection procedure. The selection committee for the allocation of grants to employees consists of the Vice-Rector for Studies / Vice-Rector for Science and Research / Vice-Rector for Internationalisation and External Relations, a member of the Board of Trustees of VŠTE in Prešov, the head of department, the institutional coordinator of the Erasmus+ programme and, depending on circumstances and needs, other specialists (e.g. foreign language lecturers).

5. The selection criteria for international mobility for employees are above all:

- a) the contribution of the mobility to the qualitative level of education provided at VŠTE in Prešov and to the scientific and research activity of this institution,
- b) the contribution of the mobility to the processes of internationalisation of higher education,
- c) the contribution of the mobility to the quality of the provision of the educational process and the related development of curricula and educational services provided by VŠTE in Prešov.

6. Before leaving for the mobility, the employee of VŠTE in Prešov must follow the instructions and recommendations of the institutional coordinator of the Erasmus+ programme and have the following documents signed by both parties (the receiving and the sending institution):

- a) the Grant Agreement – Agreement on the Provision of Financial Support, drawn up by the sending organisation (VŠTE in Prešov),
- b) the Mobility Programme for STT, STA – also signed by a representative of the receiving institution,
- c) contractual health insurance (European card) as well as commercial insurance covering liability for damage caused to health and property.

7. Within 7 working days of returning from the mobility, the employee of VŠTE in Prešov must submit the following documents:

- a) the Certificate confirming the start and end of the mobility and, in the case of STA, also the number of hours taught,
- b) the mobility report – completed online after the link is sent from the Beneficiary Module to his or her e-mail address.

8. Participants who do not submit the report within the set deadline may be asked to return part or all of the financial contribution they received for the activity from EU sources for the Erasmus+ programme.

Article 8 Rates Applicable to Individual Financial Contributions and Conditions for the Payment of Grants

1. A student may receive a grant as a contribution to subsistence costs (individual support) during the period of studies or traineeship abroad. The amount of financial support for the mobility is defined by the approved

Grant Agreement for the Erasmus+ programme between VŠTE in Prešov and the National Agency of the Erasmus+ Programme for Education and Training in Bratislava. The rates are also published on the website www.erasmusplus.sk and apply to all students who go on a study period/traineeship. The grant is transferred to the student's account in two instalments – 80 % of the total grant after the Grant Agreement for the mobility has been signed by the student and by the Managing Director (konateľ) of Vysoká škola technická a ekonomická v Prešove s. r. o. (hereinafter the "Managing Director") in cooperation with the institutional coordinator, after checking the documents required for carrying out the mobility, and 20 % of the total grant after the end of the stay, after the submission of the online report in the Beneficiary Module and after the submission of all required documents from the stay to the institutional coordinator.

2. Employees may receive a grant as a contribution to travel costs (travel) and individual support. The amount of financial support for the mobility is defined by the approved Grant Agreement for the Erasmus+ programme between VŠTE in Prešov and the National Agency of the Erasmus+ Programme for Education and Training in Bratislava. The rates are also published on the website www.erasmusplus.sk and apply to all employees who travel for the purpose of carrying out a mobility. The grant is transferred to the employee's account in two instalments – 80 % of the total grant after the Grant Agreement has been signed by the employee and the Managing Director in cooperation with the institutional coordinator and after checking the documents required for carrying out the mobility, and 20 % of the total grant after the end of the stay, after the submission of the online report in the Beneficiary Module and after the submission of all required documents from the stay to the institutional coordinator.

3. A Grant Agreement must be signed between the sending institution and the mobility participant before the start of the mobility. Within 30 calendar days of its signature by both parties and no later than the start of the mobility, the participant will be provided with an instalment of 80 % of the set amount. If the participant does not provide the supporting documents on time according to the schedule of the sending institution, a later payment of the first instalment of funding may exceptionally be accepted. Payment is made to the bank account of the mobility participant.

4. The submission of the online final report in the Beneficiary Module system, of the language test in the OLS system (applies to students only) and of the originals of the contractual and supporting documents referred to in this Directive (documents drawn up or signed electronically are submitted electronically), as well as of the documents defined in the Grant Agreement, is deemed to be a request for payment of the balance, i.e. 20 % of the total amount of the grant. The sending institution has 45 calendar days to pay this balance or to request the amount due from the participant. The participant must return the financial support or part of it if he or she does not fulfil the conditions of the concluded Grant Agreement or Learning Agreement for Studies/Traineeship.

Article 9 Supplementary Provisions

1. Participants with special needs (Section 119 of the Act) and students from a disadvantaged background are entitled to further support, which is specified in the relevant documents; information on it is provided to them by the institutional Erasmus+ coordinator in cooperation with the coordinator for students with special needs under Directive VŠTE No. 19/2026 (Smernica VŠTE č. 19/2026).

2. In the event of termination of the agreement by the mobility participant on grounds of force majeure, the participant is entitled to receive a grant in an amount corresponding to the actual duration of the mobility. Any remaining amount must be returned unless otherwise agreed with the beneficiary.

3. If the participant terminates the agreement for another reason without prior notice, or does not take part in the mobility for its entire set duration, he or she is obliged to return the grant support provided in full within 7 days of the interruption of the mobility.

4. In the event of failure to meet the minimum credit requirement for student mobilities for studies (15 credits per semester), the participant must obtain the necessary credits additionally at the home higher education institution after returning from the mobility.

5. The implementation of all types of mobility must be in accordance with the Grant Agreement between the National Agency of the Erasmus+ Programme for Education and Training and VŠTE in Prešov and in cooperation with the statutory representative – the Managing Director, the academic management of VŠTE in Prešov, as well as the institutional coordinator of the Erasmus+ programme.

6. The grant agreements concluded with participants in mobility actions carried out at VŠTE in Prešov, the payment of grant funds and the processes connected with the implementation of projects within the Erasmus+ programme are checked, together with the institutional coordinator, by the statutory representative of VŠTE in Prešov – the Managing Director.

7. The institutional coordinator of the Erasmus+ programme is entrusted by the Rector of VŠTE in Prešov; the institutional coordinator of the Erasmus+ programme also performs the competence of the mobility coordinator under Section 120(5) of the Act (counselling and support for students and staff in academic mobility). Contact: erasmus@vste.sk. Data on student mobilities are recorded in AiS2 and provided to the registers under Sections 132 and 133 of the Act.

Article 10 Related Regulations

1. Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act), in particular Section 31, Section 56(4), Section 71, Section 77(1), Section 78, Section 80, Section 83, Section 93(3)(e), Section 99, Section 119, Section 120(5) and Section 140; Decree of the Ministry of Education, Research, Development and Youth of the Slovak Republic No. 205/2026 Coll. implementing certain provisions of the Higher Education Act (Sections 6, 7 and 16); Regulation (EU) 2021/817 of the European Parliament and of the Council establishing Erasmus+: the Union Programme for education and training, youth and sport; Erasmus Charter for Higher Education 2021–2027; the Grant Agreement between SAAIC and VŠTE in Prešov for the relevant call; the Erasmus+ Programme Guide for the relevant year.

2. Internal regulations of VŠTE in Prešov: Statute of VŠTE in Prešov (Štatút VŠTE v Prešove); Directive VŠTE No. 21/2026 Study Rules (Smernica VŠTE č. 21/2026 Študijný poriadok); Directive VŠTE No. 7/2026 Internationalisation Strategy (Smernica VŠTE č. 7/2026 Stratégia internacionalizácie); Directive VŠTE No. 19/2026 on Support for Students and Applicants with Special Needs (Smernica VŠTE č. 19/2026 o podpore študentov a uchádzačov o štúdium so špecifickými potrebami); Directive VŠTE No. 2/2026 on Work Placement (Smernica VŠTE č. 2/2026 o odbornej praxi); Directive VŠTE No. 4/2025 on the Requirements for Final Theses (Smernica VŠTE č. 4/2025 o náležitostiach záverečných prác); Directive VŠTE No. 14/2026

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Organisational Rules (Smernica VŠTE č. 14/2026 Organizačný poriadok); Directives VŠTE No. 24/2026 and No. 25/2026 on the Determination of the Tuition Fee and Fees Associated with Studies (Smernica VŠTE č. 24/2026 a č. 25/2026 Určenie školného a poplatkov spojených so štúdiom); Directive VŠTE No. 26/2026 on the Distance Method and E-Learning (Smernica VŠTE č. 26/2026 o dištančnej metóde a e-learningu).

Article 11 Repealing Provisions

1. Directive No. 2/2019 on the Implementation of Mobilities within the Erasmus+ Programme at VŠMP ISM Slovakia in Prešov (Smernica č. 2/2019 o realizácii mobilít v rámci programu Erasmus+ na VŠMP ISM Slovakia v Prešove) is repealed.

Article 12 Final Provisions

1. This Directive has no annexes. The document templates (application for mobility, registration form, Learning Agreement, Erasmus Mobility Agreement, Grant Agreement) are updated in line with the current templates of the EC and the NA; the current templates are published by VŠTE in Prešov on its website (www.vste.sk).

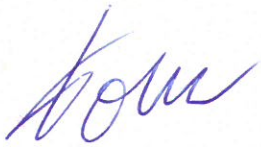
2. This internal regulation is issued in accordance with Section 31(1)(o) of the Act.

3. This internal regulation was approved, after discussion, by the Board of Trustees of the Institute of Technology and Business in Prešov on 14 March 2025.

4. This internal regulation becomes valid and takes effect on 14 March 2025.

5. This version was approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector (Section 31(2)(g) of the Act) on 29 October 2026. Effective from 29 October 2026.

Prešov, 29 October 2026



doc. Ing. Jakub Horák, MBA, PhD.

Chair of the Board of Trustees of the Institute of Technology and Business in Prešov