



ERASMUS+ STAFF MOBILITY OPPORTUNITIES ABROAD

Four types of activities may be pursued:

- 1. Staff Teaching Assignment (STA)**
- 2. Staff Training Assignment (STT)**
- 3. Combined Mobility**
- 4. Blended Intensive Programme (BIP)**

1. Staff Teaching Assignment (STA)

The recommended duration of the assignment is five working days (eight teaching hours).

A shorter duration is possible. However, the minimum number of working days is two, and the minimum number of teaching hours is always eight. For assignments longer than five days, the minimum number of teaching hours increases each working day by 1.6. Consultation or leading a seminar may also be included in the number of teaching hours.

Teaching and training mobility may be combined into one stay. However, this fact must be stated in the Mobility Agreement before the employee leaves. In such a case, the minimum number of teaching hours is reduced to four.

Teaching activity is considered to be lectures, training, seminars, laboratory management, etc. in a discipline specified under the inter-institutional agreement,

Course preparation, participation in conferences, preparatory visits, or independent research are not activities eligible for STA mobility.

Staff mobility as a part of the Erasmus+ programme can be implemented only if the outgoing employee of the Faculty of Science of Charles University has a regular employment contract, a contract for work activity (DPČ), or a contract for work (DPP).

Erasmus+ teaching mobility is subject to the same rules for billing trips abroad as standard business trips abroad. The accounting and billing of trips is handled by the Finance Office.



2. Staff Training Assignment (STT)

The partner institution is located in one of the programme countries participating in the Erasmus+ programme or is located in any other partner country that has a valid inter-institutional agreement for the specific project period (not a condition for programme countries; preferences according to CU's internationalization strategy), or the partner institution is active on the labour market or in education, research, youth, etc.

Training is considered to be educational activities geared to development of the professional qualifications of employees in the form of seminars, workshops, thematic staff weeks, language courses, etc.

Some staff training weeks might have a participation fee. Due to the limited budget, staff training weeks free of charge or with a minimum fee are preferred.

If there is a participation fee for the staff training week, contact the faculty coordinator regarding funding options.

Employees find suitable training – staff training week can be selected [here](#) – or they communicate with the receiving institution and agree with their contact person on a specific training/job shadowing programme at the workplace (ideally during the time of the selection procedure).

Participation in conferences, preparatory visits, or independent research are not activities eligible for STT mobility.

3. Combined Mobility

This mobility type combines teaching and training into one mobility visit, which can take place at one or more eligible institutions in the destination country.

4. Blended Intensive Programme (BIP)

The Blended Intensive Programme (BIP) is a specific type of staff mobility comprising a mandatory virtual component in combination with physical mobility to institutions abroad. This type of mobility is associated with a separate, pre-approved project application involving at least three institutions from three programme countries that must be linked via inter-institutional agreements.

The faculty coordinator for staff mobility is Ing. Hedvika Lang Páleníková,
hedvika.palenikova@natur.cuni.cz



Mobility duration

The duration of the specific mobility programmes is set out as follows (in all cases, not counting travel days):

- For teaching assignments and training in programme countries or a combination thereof: a minimum of two consecutive days and a maximum of 60 days
- For teaching assignments and training in partner countries or a combination thereof: a minimum of five days and a maximum of 60 days
- For the Blended Intensive Programme: a minimum of five days and a maximum of 30 days of in-person mobility and any number of days (one or more days) for the virtual mobility component

Instructions and selection of participants

An employee who is interested in mobility as a part of the Erasmus+ programme must apply via the selection procedure by the deadlines set by the International Relations Office. Selection procedures are organized quarterly taking into account departure dates (specific terms are announced in advance to all employees on the web pages of the International Relations Office).

For departures from 1 Jan. to 31 Mar. – application deadline in November of the previous year

For departures from 1 Apr. to 30 Jun. – application deadline in March

For departures from 1 Jul. to 30 Sep. – application deadline in May

For departures from 1 Oct. to 31 Dec. – the application deadline in August

Application terms and conditions:

Application takes place online through the platform IS Science, which all university employees have access to after logging in through the Central Authentication Service (CAS), specifically **in the PAS (Projects and Competitions) module**: <https://is.cuni.cz/veda> .

The option to create and fill out an application will be active from **1st November 06:00 until 30st November 15:00**.

The system contains general rules for mobility and other supporting information (e.g. amount of grants, draft of the Mobility Agreement, etc.)

The applicant will fill in the information about the planned mobility, request the approval of their manager through the system, and will also be able to insert attachments. A manual for users to navigate the system will be available within the system.

As a attachment upload the filled-out **Mobility agreement**, to be downloaded in the section Dokumenty ke stažení here: <https://www.natur.cuni.cz/fakulta/studium/studium-v-zahranici/erasmus/zamestnanci>



Selection of participants

The Vice-Dean for International Affairs at the Faculty of Science and the International Affairs Committee evaluate and approve candidates. The selected participants are then nominated by the Erasmus Office of the Rectorate of Charles University, which either confirms or rejects the nominations.

Evaluation criteria: mobility plan, benefit for the faculty/workplace, professional and language competence of the applicant, length of stay, frequency of stays (priority is given to applicants who have not yet been on a mobility programme)

Prior to departure

The selected employees communicate with the receiving institutions and agree on a specific teaching programme with the contact person (ideally during the time of the selection procedure).

Subsequently, three documents need to be prepared (in the following order):

- 1. Mobility Agreement** – signed by the outgoing employee, the responsible person at the receiving institution (a scanned copy is sufficient), and on behalf of CU, the Vice-Dean for International Affairs. The Erasmus coordinator, Ing. Hedvika Lang Páleníková, arranges for the vice-dean's signature.
- 2. Participant Contract** – prepared by Bc. Tomáš Lády (tomas.lady@ruk.cuni.cz) at the Erasmus Office of the Rectorate. The selected participant communicates directly with Mr Lády.
- 3. Travel Order** – standard procedure for business trips abroad

Erasmus+ financial support has two components – accommodation and travel.

Accommodation

This component includes the costs of accommodation, food (meals according to the relevant decree of the Ministry of Finance – fixed), local transport (public transportation tickets), or other necessary incidental expenses (fees for courses, entrance fees to public institutions, or for example, paid PCR tests, etc.). When settling the bills for the trip, all expenses must be demonstrated by providing receipts.

The maximum daily limits for financial support are divided according to the destinations in the differentiation table of allocated support. The maximum amount of accommodation support is determined based on the number of days of eligible activities under the Mobility Agreement.



A working day is a day the employee performs the eligible activity (teaching or training) in accordance with the Mobility Agreement. This is not a traditional working day, and the activity can be performed even on weekends or holidays.

As a rule, no support is granted for a travel day if the instructor does not teach at the receiving institution on that day.

In the case of virtual mobility, there is no entitlement to financial support.

Finances calculated according to the Participant Contract are in the maximum amount. In case of exceeding, it is necessary to secure an additional source of financing at the relevant workplace.

Travel

A contribution to cover airfare, 2nd class bus/train tickets, or compensation for the approved use of a car, or transportation from/to the airport or train/bus station on travel days.

The maximum amount of the contribution is set according to the distance in kilometres calculated using the [Distance Calculator tool](#). The departure point is the address of the workplace (Prague), and the rate applies to both trips (there and back). This is regulated by the [travel tax table](#).

The agreement is signed by the outgoing employee in cooperation with Mr Tomáš Lády (tomas.lady@ruk.cuni.cz)

The signed Participant Contract and Mobility Agreement send via email to Ms. Hana Bejčková, DiS. (hana.bejckova@natur.cuni.cz) from the Finance department as well.

Travel order

The travel order is created electronically in the central information system (CIS) pursuant to the valid regulations, as a rule, with the support of the secretariat of the respective workplace. The trip costs are covered by contract no. **990508 Erasmus**. The contract administrator is Ing. Hedvika Lang Páleníková.

The allocated Erasmus+ grant funds may be provided in the form of an advance payment, which must be billed to the finance office upon return, as is the case for other trips abroad. *Funds that have been allocated in excess of the drawdown are returned (this is the maximum amount, not the real amount).*



The procedure for setting up a travel order in the CIS for an Erasmus+ trip may be as follows:

- After logging in to the CIS – click on “Travel orders” – “New” – “Foreign TO”.
- Basic information is completed in the “Header” tab.
- For the item “Meeting locations – destination and transit”, you can just enter the round-trip journey. There is no need to enter specific days.
- Then “Type of trip” – Teaching – “Programme” – Erasmus.
- In the “Prior to trip” tab, fill in only three parts:
 1. “Other anticipated expenses”: Currency EUR, Amount, Expense type – incidental, Payment type – Cash (advance payment)
 2. “Advance payment request” – amount and currency *
 3. “Financial resources prior to trip” – Cost centre – 8500 Faculty-wide expenses, Contract – **990508 Erasmus** (Don’t confuse it with 990505 Erasmus!), Originator – Ing. Hedvika Lang Páleníková.
- Then save the record and forward it for approval.

** Note: The employee must specify in the TO proposal in what amount and in what currency the advance payment is requested. The advance payment can be paid out in cash at the cashier’s office (both in foreign currencies and CZK) or sent to a bank account (the equivalent is sent in CZK; foreign currencies cannot be paid to the account). If the employee states the amount in a foreign currency with a note to pay to the account, the advance payment will be automatically prepared in that currency to be picked up at the cashier.*

Insurance

Employees of the Faculty of Science may take advantage of the insurance that has been arranged by the faculty for all students and employees when travelling abroad. Detailed information about this insurance can be found [here](#).

Upon returning

The travel order is approved by the head of the workplace/dean’s office/direct superior. Billing of the business trip abroad is handled by the Finance Office within 10 days of returning.

The original Confirmation of the period and content of the stay – the employee submits this to Mr Lády at the Rectorate **within 10 days of returning** (the employee will receive the document from Mr Lády before departure, or it can be requested from the receiving institution at the time of departure). **The confirmation must contain in particular: the full name of the participant, specific dates of eligible activities from-to (again WITHOUT travel days), confirmation of completed**



activities under the Mobility Programme, the number of completed teaching hours (for STA), or confirmation of teaching/training and weekends.

The employee also completes the online report *EU Survey*, which is sent to their contact e-mail address via a link.

The Faculty subsequently requests that the International Relations Office at the Rectorate reimburse the eligible costs up to the amount provided in the participant contract, or up to the amount of confirmed days of eligible activities + drawn-down travel expenses.

All updated data, including relevant documents, can be found in their entirety on the web pages of the Rectorate ([here](#)).