**BASIC INFORMATION ABOUT AND INSTRUCTIONS FOR**

**ERASMUS+ INTERNATIONAL CREDIT MOBILITY (E+ ICM)**

**FOR ACADEMIC STAFF**

Erasmus+ International Credit Mobility(E+ ICM)is a program within Erasmus+ framework promoting exchange of students and academics **with partner countries of the Erasmus+ programme (i.e. non-EU and non-EFTA countries and not candidate countries for EU membership).**

The Faculty of Social Sciences (FSS) receives funding for stipends in accordance with budgets of the Czech Ministry of Education and EU, with their level being set by the Erasmus+ ICM programme.

**Staff mobility for Teaching – teaching stay of scientific/pedagogical staff at partner university.** The minimum duration is 5 working days, maximum duration is 2 months. It is necessary to teach at least 8 teaching hours per week (i.e. at least 8 teaching hours per 5 working days as a minimum, however the hours can be cumulated). **Teaching activity may take place in the form of lectures, seminars, or consultations with students**. It must be part of the study programme of the receiving institution.

**Staff mobility for Training – professional development of scientific/academic or non-pedagogical staff** in the form of training or job shadowing. The purpose is to obtain new skills and knowledge and apply them at home institutions. The minimum duration is 5 working days, maximum duration is 2 months.

Participation at a conference cannot be acknowledged as a form of teaching abroad stay.

**Selection of candidates**

* Academics arrange the exchange with their respective institutes of FSS CU.
* The institute then forwards to International Office (IO) the list of selected academics, including their detailed research and/or pedagogical plans during the exchange, signed by respective Institute’s director (The exchange cannot be guaranteed though until the confirmation from the partner university is received).

**BEFORE DEPARTURE**

1. **Invitation Letter from the receiving institution**
* The academics arrange the letter themselves and forward them as a pdf scan to IO (exchange@fsv.cuni.cz)
1. **Mobility Agreement** (Staff Mobility for Teaching/Training)
* Filled-out and signed by the academics, deliver personally or forward as a pdf scan to IO (exchange@fsv.cuni.cz)
* The IO subsequently informs the academics about approval of the Mobility Agreement by the receiving institution.
1. **Information for Issuing Grant Agreement**
* Filled-out and signed by the academic, deliver personally or forward as a pdf scan to IO (exchange@fsv.cuni.cz)
1. **Invitation from the Rectorate Erasmus Office (EK RUK,** address**:** Ovocný trh 3-5, 116 36 Praha 1, <https://cuni.cz/UKEN-607.html>**) to sign the Financial Agreement**
2. **Travel Order**
* The academics submit a travel order to the Economic Office of the Faculty (Hollar building). The source of financing is “E+ ICM” plus the number of cost centre of the respective institute in case the granted funding is exceeded.

**AT THE END OF THE EXCHANGE + UPON RETURN**

1. **Confirmation of Erasmus+ Teaching/Training** from the receiving university
* The academics arrange themselves upon arrival at the receiving institution; get them approved by a local coordinator or IO, or an academic or a director of the receiving Department/Institute.
* The original must be delivered to IO FSS CU
1. **Travel Order**
* Full responsibility of the Economic Office of the Faculty.
* Upon the settlement of the travel order, in case the travel expenses for travel and stay were lower than the awarded funding, the academics proceed taxation of the rest of the funding by themselves.