



### ERASMUS+ Staff Mobility

As part of the Erasmus + program, FSV UK announces calls for staff mobility at quarterly intervals.

Academic and non-academic staff of FSV UK can participate in the Erasmus + staff mobility. The employee must have a valid employment contract at FSV UK.

The conditions for transparency and equal opportunities must be respected in the selection of participants. The faculty also takes care of expanding mobility to employees who have not yet participated in the activities.

Four types of eligible activities can be realized:

- a. teaching assignment (STA)
- b. staff training (STT)
- c. combined stay
- d. blended intensive program (BIP)

1. Teaching assignment (STA) is a pedagogical activity at a foreign higher education institution.

- The partner institution is based in one of the so-called program countries involved in the Erasmus + program and is a holder of the ECHE charter, or it is based in any other, so-called partner country (preferences according to the UK internationalization strategy).
- FSV UK has a valid interinstitutional agreement with the sending institution for the given project period.
- Pedagogical activity means mainly lectures, exercises, seminars, laboratory management, etc. in the field according to the interinstitutional agreement.
- Preparation for teaching, participation in a conference, so-called preparatory visits or independent research cannot be considered a eligible activity for a teaching stay.

2. Staff training (STT) is training at a foreign higher education institution or in a company.

- The partner institution is based in one of the program countries involved in the Erasmus + program and is a holder of the ECHE charter or is based in any other, so-called partner country (preferences according to the strategy of internationalization of the Charles University).



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- The partner institution operates on the labor market or in the field of education, research, youth, etc.
- If it is in a partner country, it has a valid so-called interinstitutional agreement with the sending institution for the given project period (not a condition for program countries).
- Training means educational activities aimed at developing the professional qualifications of employees in the form of seminars, workshops, thematic staff weeks, language courses, etc.
- **Participation in a conference**, so-called preparatory visits, or independent research, **cannot be considered an eligible activity for training.**

3. The combined stay combines an educational stay and training within one mobility, which can be carried out at one or more eligible institutions in the destination country.

4. The blended intensive program (BIP) is a specific type of employee mobility, including a mandatory virtual component in combination with physical mobility to foreign institutions. This type of mobility is linked to a separate, pre-approved project application, involving at least three institutions from three program countries, which must be linked by interinstitutional agreements.

**The length of each mobility** is determined (in all cases excluding travel days):

- for teaching stay and training in program countries or a combination thereof: minimum 2 days and maximum 60 days
- for teaching stays and training in partner countries or a combination thereof: minimum 5 days and maximum 60 days
- for a combined intensive program: a minimum of 5 and a maximum of 30 days of physical mobility and any non-zero number of days of the virtual mobility component

Employees can use the current offer of training at <http://staffmobility.eu/staff-Week-search>  
Academic workers can contact the partner institutions listed on the website in the “Bilateral Agreements and Financial Support” section at <https://fsv.cuni.cz/en/exchange/academics/outgoing-academics/erasmus-academic-mobility>

It is also possible to secure an institution out of the attached list



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Applications must be submitted through the IS Věda application in the PAS (Projects and Competitions) module IS věda

Applications can be submitted through the IS věda application on a quarterly basis.

Applications sent by email will not be accepted.

An essential part of the application is uploading the Erasmus+ staff mobility agreement to the application and securing the signature of the superior and the signature of the partner receiving institution.

The faculty committee will assess the received applications based on the following criteria:

- overall mobility plan and description of planned activities
- professional and linguistic competence of the candidate
- length of stay
- frequency of departures
- usability in practice and contribution to the further development of the employee and his/her work activities

Based on the admission procedure, the employees will be duly nominated by the European Office of RUK UK and will subsequently be notified of the confirmation of the nomination.

The OZS coordinator of FSV UK will send the application no later than **14 days** before the planned mobility to the European Office of the Rectorate of Charles university (EK RUK) (email: [ester.brozova@ruk.cuni.cz](mailto:ester.brozova@ruk.cuni.cz)) that will issue and prepare the Financial Agreement for signing. The agreement must be signed **no later than 7 days before departure**.

The employee submits and has a travel order approved and, if necessary, requests a deposit at the Economic Department of FSV UK (email: [zahranicni.cesty@fsv.cuni.cz](mailto:zahranicni.cesty@fsv.cuni.cz)). The travel order must state **the source of the co-financing of the costs of travel days**.

Before returning (at the place of residence), the employee will have a **Confirmation of Erasmus + Mobility** confirmed (by the coordinator, the relevant employee or the head of the workplace). Upon return, the employee fills in **the Final Report on Erasmus +**.

The employee submits both documents and the copy of the signed Financial Agreement no later than **10 days** after returning from the mobility to the European Office of the RUK and in a copy to the OZS FSV (email: [outgoing@fsv.cuni.cz](mailto:outgoing@fsv.cuni.cz)).



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All accounting documents must be submitted for final settlement to the Economic Department of FSV UK.

The coordinator of the Erasmus+ staff mobility within the International Office of FSV UK is Petr Klimša (outgoing@fsv.cuni.cz, tel. +420 222 112 226, Hollar, office 216).

The coordinator of the Erasmus+ staff mobility within the European Office of the RUK is Mgr. Ester Brožová ([ester.brozova@ruk.cuni.cz](mailto:ester.brozova@ruk.cuni.cz)).

Mgr. Michaela Rudinská  
Head of the international Office of FSV UK