

Methodological guidelines for the CU Mobility Fund

Validity: as of the autumn round 2022-2

Duration of stay

In accordance with the Priorities of the CU Mobility Fund, the goal of the CU Mobility Fund (the “MF CU”) is to provide assistance in securing funds for stays in several categories.

Stays of one to two months

Stays intended primarily for students of PhD programmes of study for the purpose of research work and for academic staff for the purpose of participating in academic and research events abroad, which are in accordance with the MF CU Priorities.

The CU Mobility Fund is intended to support long-term mobility. The funds are not intended to finance participation in short-term student conferences. Shorter stays can be funded through the CU Programme for the Support of Internationalization, which contributes to mobility with a duration of up to three weeks (more here).

Stays for students in their first year of a two-year full-time master’s programme or stays for students in the fourth year of a five-year full-time master’s programme have a higher probability of success in obtaining financial support.

Every student who intends to apply for support must be able to formulate the precise goals they intend to achieve during their mobility.

Stays for one or two semesters

- ✓ Study visits abroad for students of PhD programmes of study who are in the standard period of study and full-time master’s students who are in the standard period of study
- ✓ Study visits for international students at CU
- ✓ Stays for CU academic staff members abroad
- ✓ Stays for international professors at CU

Twelve calendar months is the maximum duration for the allocation of funds.

Academic mobility

The CU Mobility Fund supports the employment mobility of academic members of staff, provided that such an academic stay benefits the university (not only a personal benefit for the applicant).

The desired length of stay for international professors at CU is one or two semesters. Shorter stays of international academics must be properly justified in accordance with the MF CU Priorities. A detailed description of the stay (overview of lectures, etc.) is also expected.

The CU Mobility Fund does not support the salary costs of international professors at CU.

Past, present, and future stays

Financial resources from the MF CU are allocated only for future mobility.

If a stay abroad or at CU has already taken place and has ended, it is not possible to fund the stay retroactively.

If the mobility has already started, but has not yet been completed at the time of the MF CU Board meeting, it can be funded provided that the total duration of such mobility is at least one month.

If the applicant received financial support for a planned future stay and later decides to extend the stay abroad, it is not possible to apply for additional funding from the MF CU. The original allocated resources serve as an initiative element. Continuing with the stay is only desirable if the applicant secures funds for the additional stay from the local host university or by other means.

Additional financial support for the stay

The applicant is expected to seek support from other sources as well. Funds allocated from the CU Mobility Fund cannot be used to finance any additional costs associated with participation in the Erasmus+ programme.

If the applicant uses financial support from other sources in order to supplement their stay, the applicant must provide these sources in the application for financial support (additional financing column).

In addition, the applicant is required to verify that the financial support from other financial sources also permits the use of funds from the MF CU.

Amount of the requested support

The CU Mobility Fund provides financial support, but does not cover all travel costs. The allocated amount covers a maximum of one half of the costs of the requested action, but the upper limit for the allocated amount is also established.

The applicant is expected to formulate their budget for the planned stay in a reasonable manner. If the individual amounts for travel, accommodation, meals, and other items significantly exceed the standard amounts, this could lead to the application being rejected. If the applicant attempts to cover all costs of the stay by artificially increasing the individual budget items, there is a risk that the application will be rejected completely.

Calculating financial requirements based on valid per diems for stays in foreign countries is not considered appropriate. In general, the lower amounts corresponding to a economical lifestyle are allocated.

The allocated support may be used only for the specific applicant, the specific project, the specific target country, and the specific dates of the stay.

Formal structure of the application

The applicant must pay attention to the formal side of the application. A missing mandatory attachment or an insufficient motivation letter may result in financial support not being allocated.

The applicant should pay attention to the exact description of the schedule and content of the stay, as well as the precise formulation of goals, benefits, and expected results.

Acceptance letters in the form of e-mail messages are not accepted.

Internships through the International Federation of Medical Students Associations (IFMSA)

At the time of the MF CU Board meeting, all applications for financial support must be complete (including the acceptance letter from the foreign institution), clearly defined in focus, and considered valid with respect to its wording.

Due to the absence of acceptance letters at the time of the CU Mobility Fund Board meeting, non-compliance with the required length of the internship by foreign institutions, and frequent requests to change the target countries after financial support has already been allocated, the MF CU Board will not support internships organized through the IFMSA. The reasons mentioned are contrary to the rules of the CU Mobility Fund.

Visits for medical internships will continue to be supported by the MF CU Board, provided that the following requirements are clearly and specifically defined in the applications for financial support: target country, length of stay, programme and content of the internship.

Changes to the submitted application for financial support

If the applicant has submitted their application via IS Věda and the faculty deadline has not yet passed, they can ask the faculty officer for the MF to return the application for making changes or additions.

If the university deadline has already passed, such return is not possible for administrative reasons. All applications registered in IS Věda are considered valid with respect to their wording after the university deadline for the specific round.

If necessary, the applicant can send a scanned copy of the signed change request to the university officer containing the request and the reason for the change. However, the MF CU Board is not required to consider such an additional request for change, and the registered project for financial support may be rejected.

Deadlines for submitting applications for financial support

The university deadlines for receiving applications for support in each calendar year are 30 March (spring round) and 31 October (autumn round). These deadlines are published on the university's web pages (see the Deadlines link) and are binding for faculties or units when submitting applications to the Rectorate of Charles University.

However, individual faculties and units set their own deadlines for submitting applications (often at an earlier time). These faculty deadlines are decisive for applicants, and every applicant who wants to apply for support from the CU Mobility Fund must comply with them. The CU Rectorate fully respects these faculty deadlines.

You can find information about faculty deadlines on the web pages of the individual faculties, or you can contact the faculty officer for the MF CU agenda.

The MF CU Board assesses applications within 30 days of the application deadline (the university deadline). The MF CU Board reserves the right to request from the applicant any supplementation to the original application. The financial amounts proposed by the MF CU Board are approved by the Rector's Board.

Obligations after returning from a stay abroad

After the end of the stay, the student/academic staff member who received the support for the stay is required to write a final report. Final report forms can be found in the IS Věda application in the Rules section. The final report is entered in the electronic version of the supported project on the "Final Report" tab. The materials must be submitted within 30 days of the end of the stay.

In the event of stays that commenced in one calendar year and ended in the next calendar

year, the successful applicant is required to submit an interim progress report for the stay by 15 December of the specific calendar year. This interim progress report is also entered in the electronic version of the supported project on the “Final Report” tab.