

## Methodological guidelines for the CU Mobility Fund Valid for the spring round 2024-1

In accordance with the [Regulations of the CU Mobility Fund](#) (MF CU), the goal of the CU Mobility Fund is to provide financial support, especially for:

- a. study for a period of one or two semesters at a foreign university,*
- b. participation of students in international study or professional events abroad,*
- c. short-term scientific or research stays abroad,*
- d. study by international students at the University,*
- e. stays of international university or scientific staff at the University.*

In accordance with the [Priorities for the activities of the Mobility Fund of Charles University for 2024](#), two rounds have been announced for accepting applications for financial contributions.

The university deadline for accepting applications for the spring round is **28 March 2024**. However, applicants must comply with the faculty deadline (for more information, see the section Deadlines for submitting applications for financial contributions).

Applications for financial contributions from the MF CU are submitted through CU's [IS Věda](#) electronic system.

### Student mobility

A full-time student (in a bachelor's, master's, or PhD programme) may apply for a financial contribution from the CU Mobility Fund.

The CU mobility fund is intended to support long-term mobility. The funds are not intended to finance participation in short-term student conferences. A financial contribution for shorter stays can be obtained from the programme [Support for Internationalization at CU](#), which contributes to mobility up to three weeks.

As a part of the CU Mobility Fund, student mobility is carried out in the following categories:

- a. study for a period of one or two semesters at a foreign university,*
- b. participation of students in international study or professional events abroad,*
- c. short-term scientific or research stays abroad,*
- d. study by international students at the University.*

Specification of categories for student mobility:

#### **Category b.**

These are usually stays for a period of 1 to 2 calendar months.

#### **Category b-2) IFMSA - Support for participation in international academic or professional events of students abroad.**

In this category, only medical students who plan to travel through IFMSA Czech Republic, z. s., will apply.

Students of medical faculties who want to take an internship through IFMSA, z. s. are required to proceed in accordance with the methodological guidelines for the spring round of MF 2024 and in accordance with the methodological guidelines intended for this type of medical internship.

Students submit their applications only in category **b-2) IFMSA**. If an application is placed in a different category, this may be a reason for not awarding a financial contribution due to not meeting the formal requirements.

Medical internships will be supported by the MF CU Council provided that all required

attachments are documented in the applications for a financial contribution and the following details are clearly and specifically defined: the target country, the length of the stay, the programme and content of the internship.

The methodological guidelines for internships from IFMSA, z. s. are part of the methodological guidelines for the spring round of MF 2024.

#### ***Category c.***

These stays are intended mainly for students of PhD study programmes for the purpose of research work.

#### ***Category d.***

Financial contributions for international students who come to Charles University based on inter-university agreements. The faculty where the international student will study applies for the contribution.

The maximum period for which a financial contribution from the CU Mobility Fund can be provided in the student categories is 12 calendar months.

Every student who intends to submit an application for a financial contribution must be able to formulate the precise goals they want to achieve during their mobility.

Students in the first year of a two-year, full-time master's programme or students in the fourth year of a five-year, full-time master's programme have a higher probability of success in obtaining a financial contribution.

When assessing applications for a financial contribution, the previous length of the study period will also be taken into account. Applicants should be in the standard period of study.

In accordance with Article No. 2, Point 4 of the [Regulations of the CU Mobility Fund](#), the financial contribution in the specific categories for students is primarily intended for payment of travel costs, accommodation and food, school fees, or fees for international academic or professional events.

#### **Academic mobility**

As a part of the CU Mobility Fund, academic mobility is carried out in the following categories:

- c. short-term scientific or research stays abroad,***
- e. stays of international university or scientific staff at the University.***

Specification of the categories for academic mobility:

#### ***Category c.***

This category is intended for academic members of staff to participate in scientific or research events abroad that are in accordance with the [Priorities for the activities of the MF of CU for 2024](#).

The CU Mobility Fund supports the employment mobility of academic staff provided that such an academic stay benefits the university (not an individual benefit specifically for the applicant).

#### ***Category e.***

The preferred length of stays for professors from abroad at Charles University is five working days. A detailed description of such a stay (overview of lectures, etc.) is expected.

In accordance with Article No. 2, Point 4 of the [Regulations of the CU Mobility Fund](#), the financial contribution in a specific category is primarily intended for the payment of costs associated with the trip and accommodation and meals.

### **Completed, current, and future stays**

Financial resources from the MF CU are allocated only for future mobility. If a trip abroad or a stay at CU has already taken place and was completed before the university deadline for the spring round of MF 2024, support is not possible retroactively.

The university deadline for the spring round 2024-1 is **28 March 2024**. Stays starting on 29 March 2024 can be supported by the CU Mobility Fund Council regardless of the date of the spring meeting of the CU Mobility Fund Council.

If an 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 financing from the MF CU. The original allocated resources serve as initial funding. Additional time for the stay is only desirable if the applicant secures funds for an additional stay from the university abroad or by other means.

### **Other financial support for a stay**

It is expected that an applicant will try to secure financial support from other sources as well.

Funds allocated from the CU Mobility Fund cannot be used to finance additional costs associated with participation in the Erasmus+ programme.

If an applicant draws financial support from other sources in order to supplement their stay, they are required to indicate these sources in the application for a financial contribution (supplementation column).

An applicant is also required to verify that financial support from other financial sources permits a contribution from the MF CU simultaneously.

### **Amount of the requested contribution**

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

An 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 usual amounts, the application may be completely rejected. If an applicant intends to cover all accommodation costs by artificially increasing the specific budget items, there is a risk the application will be completely rejected.

Calculation of financial requirements based on valid per diems for stays abroad is not considered appropriate. In general, lower amounts corresponding to a frugal lifestyle are allocated.

The allocated financial contribution is associated with a specific applicant, a specific project, a specific target country, and specific implementation dates.

### **Formal requirements for the application**

The applicant must pay attention to the formal aspects of the application. A missing mandatory attachment or an insufficient letter of motivation may be a reason for not awarding a financial contribution.

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

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

### **Changes to submitted applications for financial contributions**

If an applicant has submitted his application through CU's IS Věda and the faculty deadline has not yet passed, they can ask the faculty officer for the MF to return the application for changes or additions.

If the university deadline has already passed, such a return procedure is not possible for administrative reasons. All applications registered in CU's IS Věda are considered valid in their wording after the university deadline for the specific round.

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

### **Deadlines for submitting applications for financial contributions**

University deadlines for the submission of financial assistance applications are scheduled **for the calendar year 2024 on March 28** (spring round) and **October 31** (fall round). These deadlines, which are published on the university's web pages, are binding for faculties or units when submitting applications to the Rectorate of Charles University.

However, the specific faculties and units set their own (often earlier) deadlines for submitting applications. These faculty deadlines are authoritative for applicants, and every applicant who wants to apply for a contribution from the CU Mobility Fund must abide by them. The Rectorate fully respects these faculty deadlines. You can find information about the faculty deadlines on the web pages of the faculties, or you can contact the faculty officer for the MF CU agenda.

The MF CU Council assesses applications within 30 days of the end of the application deadline (the university deadline). The MF CU Council reserves the right to request from applicants any additional information to the original application.

The financial amounts proposed by the MF CU Council are approved by the Rector's Board.

### **Obligations after returning from abroad**

After the end of a stay, the student/academic staff member who received the contribution for the stay is required to write a final report. Forms for final reports can be found in CU's IS Věda UK app in the Rules section. The final report is uploaded to the electronic version of the supported project under the "Final Report" tab. The materials must be submitted within 30 days of the end of the stay.

In the case of stays that started in one calendar year and ended in the next calendar year, the successful applicant is required to submit an interim report on the stay by 15 December of the specific calendar year. This interim report is also uploaded to the electronic version of the supported project under the "Final Report" tab.