Academic and administrative staff of Charles University can arrange mobility periods via the LLP/Erasmus programme. Erasmus mobility periods are organized on the basis of bilateral cooperation agreements. Erasmus includes teaching periods at partner institutions abroad, periods at Charles University for incoming staff from international partner institutions, and mobility for staff training.

Information for Outgoing Staff:

- Mobility for Academic Staff – Teaching Periods
- Mobility for Staff Training
- Preparatory Visits and Monitoring Visits (PV, MV)

The contact person for staff mobility is RNDr. Anna Brotánková
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FAX: +420 224 229 487
Tel.:+420 224 491 676

Guide to staff mobility – general information can be found in a brochure issued by the NAEP (National Agency for European Educational Programmes).

Information leaflet on staff mobility

- For detailed information on staff mobility (teaching periods) including all applicable conditions, please read the Eligibility Rules.
- Faculties invoice the University’s European Office for refunds of travel and accommodation costs no later than 30 calendar days after the return of their staff member. Invoices for refunds from the academic year 2012/13 must be submitted no later than 30 September 2013. Invoices submitted after this date will go into the accounts for the academic year 2013/14.

Outgoing academic staff (teaching periods and training) academic years 2010/11 - 2011/12
Mobility for Academic Staff – Teaching Periods

* statistical data

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<td>144</td>
<td>162</td>
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**Before departure**

The staff member **must be an employee** of the sending institution on the basis of a contract of employment (in Czech ‘Pracovní smlouva’).

(Other forms of short-term contract existing under Czech law – known in Czech as ‘Dohoda o pracovní činnosti’ and ‘Dohoda o provedení práce’ – are not classified as contracts of employment; staff employed on the basis of these short-term contracts are not eligible to travel abroad for teaching periods.)

The staff member must be involved in teaching activities at the sending institution; these activities must be stipulated in the contract of employment concluded between the employee and the sending institution.

**Before departure it is essential to agree a Teaching Programme (‘výukový program’) which must be approved by both the sending institution and the receiving institution.**

This document is approved on behalf of the sending institution by the faculty Erasmus coordinator on the recommendation of the head of the department or centre at which the employee works.

* Teaching assignment – Teaching Programme

On the basis of the approved Teaching Programme, a Grant Agreement (‘Finanční dohoda’) can be concluded; this document contains an identification code depending on the faculty, the serial number of the mobility period and the year.

* Grant Agreement

This Grant Agreement is concluded at faculty level between the staff member (the eligible beneficiary) and the Dean of the faculty (the sending institution). A copy of the Grant Agreement is sent to the European Office at the Charles University Rectorate.

**Calculation of financial support**

Financial support for teaching periods in **2012/2013** has been set by the NAEP (National Agency for European Educational Programmes) according to the **following key:**

Table: Financial support for academic staff mobility - by country

Outgoing staff members may request pre-payment of travel expenses by the relevant faculty office.
The allocation key determines the **maximum financial support** for individual countries and allocates different sums per 1 working day of the period in two categories:

- working day 1 – 14 of the period
- working day 15 – 42 of the period.

In addition to this allocation, each outgoing staff member is entitled to receive payment of travel expenses of a maximum average 250 € per mobility period; this sum is calculated as an average for all mobility periods implemented at faculty level during the entire academic year.

A weekend day or public holiday is counted as a working day if the teacher provides evidence of having taught on the given day.

* working and non-working weekends
* working days / travel days

**Explanation of terms – how to do the calculations and fill in the forms**

### Length of teaching periods

The recommended minimum length of a teaching period is 5 working days. Teaching periods shorter than 5 working days are possible in certain cases; in such cases the staff member must teach at least 5 teaching hours (the limit for a week).

The maximum length of a teaching period is 6 weeks (= max. 42 working days).

**After returning**

On the basis of the Grant Agreement ('Finanční dohoda'), the outgoing staff member undertakes to submit the following documents to the International Relations Department at the Rectorate:

- **confirmation of the length of the teaching period** signed by the receiving institution, comprising
  - the name of the staff member
  - start and finish dates of teaching
  - the total teaching hours, topics of lectures/seminars
  - if applicable, a day-by-day breakdown of teaching activities (if teaching took place at weekends)
  - LLP Erasmus confirmation for teaching periods
- a **Final Report**

### Reimbursement of expenses and submission of documentation to the Rectorate – European Office

- financial support is provided to partly cover travel and living costs; these expenses are reimbursed in accordance with Act no. 262/2006 Sb., the Labour Code, as currently valid.

The following documentation must be submitted to the Rectorate: the staff member’s travel expenses claim form or travel application.
• a copy of the air ticket and invoice, a copy of transport tickets including the cost (or a receipt), in the case of car journeys – a copy of the car’s technical/registration certificate and calculations of depreciation and fuel consumption

local public transport tickets vs. motorway toll stickers
The cost of local public transport tickets is included in accommodation costs.
However, motorway toll stickers are classified as part of the cost of transport from the staff member’s home or workplace to the partner institution, and as such they are included in the travel costs.
Various forms of transport can be combined – e.g. air + rail, taxi etc.
• a document giving details of accommodation, a copy of local public transport tickets, travel insurance, calculations of eligible expenses for board and petty cash

Methodological guidelines for the administration of academic staff mobility periods:
Rules for Teaching Assignments (STA) – teaching periods

Mobility for Staff Training
For detailed information on the conditions of staff training mobility please read the Eligibility Rules.
Before departure it is essential to agree a Staff Training Programme which must be approved by both the sending institution and the receiving institution. This document is approved on behalf of the sending institution by the Dean or an authorized representative of the Dean.

On the basis of the approved Staff Training Programme, a Grant Agreement can be concluded. This document is concluded at faculty level between the staff member (the eligible beneficiary) and the Dean of the faculty (the sending institution). A copy of the Agreement is sent to the European Office at the Charles University Rectorate.

* Grant Agreement

Financial support for staff training in 2012/2013 has been set by the NAEP (National Agency for European Educational Programmes) according to the following key:

Table: Financial support for academic staff mobility - by country

Outgoing staff members may request pre-payment of travel expenses by the relevant faculty office.
Travel expenses are reimbursed in accordance with Act no. 262/2006 Sb., the Labour Code, as currently valid.

The allocation key determines the maximum financial support for individual countries and allocates different sums per 1 working day of the period in two categories:
working day 1 – 14 of the period *************** working day 15 – 42 of the period.

In addition to this allocation, each outgoing staff member is entitled to receive payment of travel expenses of a maximum average 250 € per mobility period.

Methodological guidelines for the administration of staff training mobility periods:
Rules for Staff Training (STT) – staff training periods

On the basis of the Grant Agreement, the outgoing staff member undertakes to submit the following documents to the International Relations Department at the Rectorate after returning from the training period:

• confirmation of the length of the training period (a document issued and signed/stamped by the receiving institution, comprising the name of the eligible beneficiary and the start and finish dates of the training).

The minimum length of a training period is 5 working days.
LLP Erasmus confirmation for staff mobility

• a Final Report
Faculties invoice the European Office for refunds of travel costs no later than 30 calendar days after the return of their staff member. Invoices for refunds from the academic year 2012/13 must be submitted no later than 30 September 2013. Invoices submitted after this date will go into the accounts for the academic year 2013/14.

Preparatory Visits and Monitoring Visits (PV, MV)
In addition to teaching periods and training periods, staff can also travel abroad on preparatory visits (PVs) or monitoring visits (MVs). The purpose of these visits is to conclude new bilateral agreements within the Erasmus programme, to expand existing cooperation with the partner institution, or to become familiar with the workings of an educational institution abroad.

Before travelling abroad on a PV or MV, the faculty staff member must submit an Application to undertake a PV/MV, which is approved by the Dean of the relevant faculty.

Funding for PVs and MVs may be drawn from LLP/Erasmus OM (Organization of Mobility) funds allocated to the faculty to cover the organization of student and staff mobility in the given academic year. Expenses claims for these visits are subject to the rules applicable to claims from LLP/Erasmus OM funds.
Funding is provided in the form of a grant covering the reimbursement of travel expenses in accordance with Act no. 262/2006 Sb., the Labour Code, as currently valid, Part VII / II.
After returning from a PV or MV, the staff member submits an evaluation report and an overview of expected outcomes to the faculty coordinator for the Erasmus programme.