

Guidelines 2/2018: Mobility support

Effective from September 1, 2018. Minor changes: September 13, 2018.

We co-finance long-term academic visits of faculty members and PhD candidates through the following scheme:

Eligibility

- All AP-employees (AP1-AP4) and active PhD candidates (not interrupted studies) are eligible for the support.
- The academic visit has to last at least a month.
- The hosting university is our partner university or a potential partner university. (Please contact our International Coordinator when uncertain about status of the hosting university.)
- Monthly rate for PhD candidates (or AP-employees without a PhD) is 2/3 of the monthly rate for AP-employees.
- Total support is counted proportionally depending on the number of days (e.g., a 42-day stay counts as 1.4 monthly support).
- Only formally eligible expenses (such as accommodation, travel, food, and local transportation) are covered.

Two components

- Mobility support consists of (i) fixed support, and (ii) extra support.
- Fixed support
 - Fixed monthly support for AP-employees with a PhD is **7,500 CZK** (per 30 days) and fixed monthly support for PhD candidates (or AP-employees without a PhD) is **5,000 CZK** (per 30 days).
 - A period of the visit must not include the night between November 30 and December 1, or the night between December 31 and January 1. This can be easily organized such that a visit is separated into a series of subsequent visits.
- Extra support
 - Extra support on top of the fixed support may be provided through matching funds by Ministry of Education; its level depends on our success in securing these matching funds.
 - Extra support covers only visits in the period January 1 – November 30.

Timeline for extra support

- In May, we announce a call for extra support in that calendar year.

- In June, requests are collected.
- In July, a budget proposal to secure extra funding from Ministry of Education is submitted to Vice Dean.
- In August, we obtain the information and calculate the extra support.
- Between September and November, we will pay the extra support.

How to proceed?

- Fixed support: When you plan your long-term visit, calculate the fixed support into your travel plan. We will check eligibility during the process when the travel plan is approved.
- Extra support: When a call for extra support is announced, submit your request if you have any eligible expenses that could be covered through this extra support. It is irrelevant whether the expenses are planned or have already been realized.

Reporting requirement

- To qualify for the support, each final report from the visit must include a detailed description of the internationalization activities in favor of Charles University and specifically in favor of the Institute of Economic Studies.

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