

Mobility Fund

Mobility Fund basic rules

- **abroad mobility support**
- financial support for **long-term stays abroad – 1-2 semesters study stays or more than 3 weeks long scientific and research stays**
- financial support can be used for: travel costs, accomodation and boarding costs, tutition fees, insurance, textbooks and other costs
- support is provided **up to a maximum of one half of the total costs**
- the application must be **submitted before departure**
- student applications can only be submitted by **full-time students**
- **can't be combined with Erasmus+ scholarships**
- **Rectorate's MF website**
- **EN Rector's Directive No. 50/2023**
- **Statutes of the Mobility Fund of Charles University**

Call for applications

Faculty application round

- the applications are evaluated by FA CU International Committee
- applicants, who are not shortlisted, are informed by e-mail

University application round

- the recommended applications are submitted to the Rectorate

- the results are sent to the applicants by e-mail and can be checked in the online application as well

Applications are open twice a year (deadlines in March and October).

CURRENT FACULTY DEADLINE:

IsVěda application for the **autumn 2024 round** will open on 16 September 2024.

The deadline for applications is [REDACTED]

Application

- log in to **IsVěda** with your CAS account (personal number and password) and start your Application
- select the appropriate form (e.g. 1-2 semesters stay)
- **application manual**

Guarantor's approval

- when saving the **Applicant's Data tab** the applicant is asked to **save and send a request for approval to the guarantor** (usually the person who provides a Recommendation Letter)
- the **guarantor receives an e-mail notification** to confirm
- **inform your guarantor in advance** that they will receive the notification (it may be forwarded into the spam folder)
- **this approval is not required from an External Guarantor**
- **manual for guarantors**

Other mandatory documents

In the application you can see a list of documents that need

to be uploaded (based on the type of Application).

- stays in the framework of the **inter-university and inter-faculty agreements** – instead of a Letter of Acceptance from a partner university, a confirmed nomination from the Charles University (or FA CU) can be uploaded
- for students of **language field of studies it is not necessary to prove language proficiency** if the study at the host university is in the language being studied, upload this information to the system as an attachment

Basic evaluation criteria

- fulfillment of all formal requirements
- international mobility should correspond to the student's field of study
- clearly defined goals of the abroad stay beyond just enhancing the language competence – elaboration and reality of the project, formulation of goals, methods and outcomes
- realistic financial requirements (assessed not only in relation to a specific project, but also to the total volume of requirements submitted by all students)
- quality and detail of the recommendation letter

Payment of allocated funds

- **the allocated financial amount is paid** to students as a **scholarship** (a scholarship document is delivered via the SIS)
- scholarships are **paid just before the departure** (due to last-minute cancellations, shortenings or postponements)

of stays), or later at the time when FA CU has the funds available (mainly applies to departures at the beginning of a new calendar year)

- **if the scholarship is divided between two calendar years**, it is paid in two instalments according to the current year
- **students are obliged to fill in the SIS their account number**
- **employees account their travel as business trip**, the "travel voucher" cestovní příkaz" needs to be signed by the International Relations Office
- **guests are paid based on a contract**, details are sent by the International Relations Office

Note: Students must be students of FA CU for the entire period of their stay abroad.

Documents upon return

Upon return, the applicant is obliged to submit the final documents, depending on the type of application, within 30 days.

- **instructions on uploading a Final Report and other documents**
- **Final Report form can be downloaded from the *Tender Terms* folder** in the MF online application (button in the top right corner)
- **in case of technical problems contact fondmobility@ruk.cuni.cz**