



Palacký University
Olomouc



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Aurora Staff Mobility Scheme

Palacký University Olomouc (UP) academic and other staff can undergo a short term teaching or training visits to Aurora partner universities.

The names of the outbound staff and the mobility dates need to be reported ahead of the start of the mobility and in compliance with the advice of the UP Aurora Staff Mobility Coordinator.

Applications to be sent to the UP Aurora Staff Mobility Coordinator:

Mgr. Martina Baleková, martina.balekova@upol.cz

Qualification requirements

Staff applying for teaching/training abroad must be employed by UP based on an employment contract (i.e. the main employment, DPP contract for work or DPČ - agreement on work activity). A teacher applying for a teaching assignment abroad must be employed by UP as an academic, based on an employment contract.

Staff interested in teaching/training should be nominated on the basis of a competitive selection at the sending department/faculty. While the selection criteria fall fully within the competence of the department/faculty, they must be transparent and fair. Applicants with no prior teaching/training experience abroad should have priority.

The sending department/faculty is responsible for respecting the qualification requirements and the selection procedure.

The sending department/faculty is responsible for pre-financing the staff mobility.

The applicant is obliged to arrange the travel order at the sending department or faculty.

Selection Criteria:



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Relevance to

Pilot Domains in the Aurora Alliance Project.

Correctly confirmed Mobility Agreement (signed by all sides).

Overall objectives of the mobility.

Every submitted request for mobility (including Mobility Agreement) will be evaluated by the Aurora Mobility Committee.

Duration of the activity

The visit duration should be between 5 and 7 days. The priority of UP is to allow international experience to the largest possible number of employees, therefore preference is given to one week teaching/training mobility, in exceptional and justified cases, 2 weeks.

All teaching/training mobility activities must take place during the given academic year, i.e. between July 1 and July 31 of the following calendar year (exceptionally until September 30).

Scope and format of teaching/training

A teaching activity has to comprise a minimum of 5 hours and maximum of 8 hours of teaching per week (or any shorter period of stay).

No format of training is prescribed, as the training may involve training assignments at a partner organisation, job shadowing, a course etc. The condition is to acquire new competence and skills applicable at home organisation. Participation in conferences is not considered a training activity.

Prior to departure, the Mobility Agreement for Teaching/Training needs to be prepared and approved by the sending and receiving departments.

Grant agreement

Prior to departure, the employee must sign the Grant Agreement, which specifies the conditions of the mobility activity, particularly the travel dates and maximum travel costs, with the UP Aurora Staff Mobility Coordinator. Any amendments in the mobility details, made after the Grant Agreement has been signed, must be immediately communicated to the UP Aurora Staff Mobility Coordinator.



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Financial support for staff teaching/training

- Aurora funds the days on which the teaching/training is held, including one travel day before the activity and one travel day following the activity.
- Subsistence rates are based on the updated decree concerning the basic rates for subsistence abroad in the given calendar year, please check [the website of the Ministry of Finance of the Czech Republic](#).
- The maximum amount of 1000 EUR (from Aurora Alliance EU funds) will be provided as financial funding of the staff mobility.
- In case the cost of the mobility exceeds 1000 EUR, the participant is obliged to arrange the financial funding at the sending department/faculty.
- The cost of the above mentioned staff mobility will be refunded from the Aurora EU funds after the mobility.
- The allowance will be provided in the maximum amount of 40%. The maximum number of financially supported staff mobilities is 30 per academic year.
- Travel is covered on the basis of documented real costs (invoice, ticket/boarding pass, proof of payment).
- Participants are required to use the economy class means of transport, air transport is allowed only for destinations over 500 km away
- Use of car is subject to the prior approval of the UP Aurora Mobility Coordinator; reimbursement equals the price of second class rail fare.
- Accommodation maximum rate is 120 EUR per night.
- Prior to every business trip abroad, staff are required to fill in a valid Travel Abroad Request (TAR) and all its particulars. The TAR has to be submitted ahead of time for processing.
- Applicants need to identify the UP Aurora Staff Mobility as the financing mechanism in the TAR.
- The applicant cannot travel without signing the Grant Agreement and arranging the TAR!
- The TAR is settled on condition the supporting documents are duly prepared. The receipts must be glued to an A4 sheet of paper; the receipts must not cover one another, must be legible (stamp, signature, amount, and currency), and sorted based on the type of expense and currency.
- Eligible “other costs“ are principally the use of public transport at the venue of activity. The TAR cannot include costs of books, photocopying, museum and library admission, etc.



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▪ Any



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tuition/participation fees must be covered from other sources.

- Request for refund must be submitted to the UP Aurora mobility coordinator no later than within 30 days from the mobility termination, and by 5 December at the end of the calendar year – any later submission must be arranged with the Coordinator.

Confirmation of training assignment and Final Report

Upon return, the employee must submit the Confirmation of Aurora Teaching/Training Assignment in the required scope, issued by the receiving institution (department, faculty). The Confirmation of Training must include the name of the employee and receiving institution, the dates of the training, and the number of days of the training.

The confirmation must be submitted to the Coordinator in original.

After the mobility, the participant is requested to fill in a Final report (on top to the report in the TAR).