



## **Palacký University Olomouc** **Aurora UP Staff Mobility Scheme**

Palacký University Olomouc (UP) academic and other staff can undergo short term 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: Tereza Lyčková, [tereza.lyckova@upol.cz](mailto:tereza.lyckova@upol.cz).

### **Qualification requirements**

Staff applying for an Aurora mobility 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.

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

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

### **Selection Criteria**

UP Aurora Staff Mobility Evaluation Commission (ASMEC) is the body responsible for the evaluation of all applications, submitted in full form and in a due time according to the instructions for the Aurora Staff Mobility Calls at Palacký University Olomouc.

This commission convenes every first Monday of the month<sup>1</sup> to go over the applications received in the preceding month and decide on the eligibility of the filed applications. The

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<sup>1</sup> The ASMEC will not convene in the months of August and December, meaning that applications filed in the months of July and November will be assessed September and January, respectively.



results of the selection evaluation shall be communicated to the applicants within the same week.

There must be at least one month between the date of evaluation and the start of the mobility.

The applications for staff mobility will be assessed based on three selection criteria, one technical and two substantive, dealing with relevance:

#### 1. Technical Eligibility

- a. This is criteria deals with the technical completeness of the application and precedes the two substantive criteria, meaning that incomplete applications will not be discussed and evaluated for relevance.
- b. Ineligible applications shall be returned to the applicant with clear feedback on the missing aspects.

#### 2. Aurora Program Outcome Alignment and Relevance

- a. This criterion evaluates the relevance of the proposed mobility and its outcomes to the overall goals, deliverables, and milestones of the Aurora Program, with a particular focus on education and research outcomes.
- b. Applications will be scored on a scale of 1 to 5, in which 1 indicates minimal relevance to Aurora Program Outcomes and 5 indicates maximal relevance.

#### 3. Pilot Domain and SDG Relevance

- a. This criterion evaluates the relevance of the proposed mobility and its outcomes to the four Aurora Pilot Domains, as well as the SDGs. The more prominent and explicit this alignment is described
- b. Applications will be scored on a scale of 1 to 5, in which 1 indicates minimal relevance to Aurora Program Outcomes and 5 indicates maximal relevance.

Applications will need to score at least 5 out the total 10 points that can be awarded for relevance. In case of abundant applications, the highest scoring applications will be prioritized for funding.



## **Duration of the activity**

The visit duration should be between 1 and 7 days, and in exceptional and justified cases, up to 2 weeks.

The duration and dates of the proposed mobility must be confirmed in advance by the receiving institution, as per the application.

## **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 Administrative Officer.

## **Financial support**

- Aurora funds the days on which the Aurora mobility 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 funds) will be provided as financial funding of the staff mobility. The maximum can be increased in justified cases, in accordance with the the Aurora Staff Mobility Evaluation Committee.
- In case the cost of the mobility exceeds 1000 EUR, the participant is obliged to arrange the funding of the excessive costs with 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.
- 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.
- Any tuition/participation fees must be covered from other sources.
- Request for refund must be submitted to the UP Aurora Administrative Officer 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 UP Aurora Administrative Officer.



### **Confirmation of mobility activities and Final Report**

Upon return, the employee must submit the Confirmation of Aurora mobility activities in the required scope, issued by the receiving institution (department, faculty). The Confirmation of Aurora mobility activities 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 UP Aurora Mobility Officer in original. After the mobility, the participant is requested to fill in a Final report (in addition to the report in the TAR).