



Palacký University Olomouc **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 Mobility Coordinator:
Mgr. Tereza Lyčková, Ph.D., tereza.lyckova@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

Relevance to Pilot Domains in the Aurora Alliance Project

Correctly confirmed Mobility Agreement (signed by all sides)



Palacký University
Olomouc

AURORA



Co-funded by the
Erasmus+ Programme
of the European Union

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 for maximum of 14 days. Excluding two days for travels, one day before and one day after the mobility.

The priority of UP is to allow international experience to the largest possible number of employees.

All teaching/training mobility activities must take place during the given academic year.

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 Mobility Coordinator. Any amendments in the mobility details, made



after the Grant Agreement has been signed, must be immediately communicated to the UP Aurora Mobility Coordinator.

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 financial funding of the staff mobility (from the Aurora Alliance funds) will depend on the destination and the length of mobility. Travels costs and daily rates can be seen in table below.
- In case the cost of the mobility exceeds the amount stated in the Grant agreement, 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%.
- 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 recommended rate is 120 EUR per night or in prices prevailing at the time and place.
- 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 a head of time for processing.



- Applicants need to identify the UP Aurora Staff Mobility as the financing mechanism in the TAR (e.g. in the Notes).
- 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 fee 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 Aurora Mobility Coordinator in original.

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



Table of Travel Costs

Travel costs	
Iceland	400 EUR
Spain	300 EUR
Italy	
France	
United Kingdom	
Netherlands	
Denmark	200 EUR
Germany	
Austria	

Table of day rates

Staff	
ESP+IT+FR+GE+AT	ISL+DN+NL+UK
155 EUR/day	175 EUR/day