

AURORA



Guidelines for Staff Mobilities

Academic year 2024/2025



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STAFF MOBILITIES

Employees of Palacký University Olomouc who would like to undergo a mobility at one or more of the Aurora alliance partners can apply for Erasmus+ and / or Aurora financial support. Please, follow all rules and guidelines set in this document.

The rates applicable for funding staff mobilities to Aurora partners are described in Annex 1.

Overview of possible mobilities for staff

| Funding | Type | Duration | Obligations | Application | Ref: |
|----------|--|--|---|---|-----------------|
| AURORA | Short-term mobility | Up to 14 days | <ul style="list-style-type: none"> Applications submitted 6 weeks before mobility starts Format: Training, Teaching, BIP, Jobshadowing, Other | Flexible Consult Aurora Mobility Coordinator | See page: 4-8 |
| | Aurora Research Secondment | Up to 1 month | <ul style="list-style-type: none"> Under Open Call for Incentive Research Collaboration published on Aurora website | Flexible Consult Aurora Mobility Coordinator | See page: 9-12 |
| Erasmus+ | Teaching / Training Mobility | Recommended duration 2 – 5 days | <ul style="list-style-type: none"> Standard Erasmus+ procedures apply For more information on duration see chapter on Erasmus+ Teaching/Training mobilities | Based on results of Erasmus+ nominations Consult Department Coordinator | See page: 13-18 |
| | Blended Intensive Programme (BIP) | Mandatory virtual and physical component | <ul style="list-style-type: none"> Standard Erasmus+ procedures apply | Based on results of Erasmus+ nominations Consult Department Coordinator | See page: 18 |



I. STAFF MOBILITIES FUNDED BY AURORA

AURORA SHORT-TERM MOBILITY

Employees can apply for funding for mobilities from Aurora in case:

1. Their intended mobility is to take part in:
 - Teaching activities / Training activities,
 - BIP,
 - Jobshadowing,
 - Other reasons¹.
2. They have no Erasmus+ funding available to cover the purposes of their stay.

General information

Employees 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.

Scope and format

A teaching activity must comprise at least 5 hours and a maximum of 8 hours of teaching per week (or any shorter period of stay). Teaching mobilities over 8 hours of teaching per week need to be funded through Erasmus+ Staff Mobility scheme.

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.

Selection Criteria

The main selection criteria is the relevance to the five Aurora Education Hubs in the Aurora 2030 Project:

1. Sustainability & Climate Change
2. Digital Society & Global Citizenship
3. Health & Well-Being
4. Culture: Identities and Diversities
5. Social Entrepreneurship & Innovation

¹ Other reasons with the relevance to Aurora 2030 activities have to be previously discussed with Aurora Mobility Coordinator (Martina Buráňová: martina.buranova@upol.cz).



Every submitted request for mobility will be evaluated by the Aurora Mobility Committee.

The Aurora Mobility Committee consists of:

1. Martina Buráňová
2. Markéta Šemberová
3. Marie Jadrníčková
4. Niels Hexspoor

For applicants requesting Aurora Mobility funding to cover the Erasmus+ Blended Intensive Programme (BIP), all required BIP application steps must be taken in advance to both physical and virtual parts. Aurora Mobility funding can be used only to cover “Erasmus+ zero grant” applicants who have correctly followed the BIP application procedure. The Aurora Mobility Committee will assess the application for funds on the same criteria as any other Aurora Mobility Application.

Procedure

Mobility Application

[The Aurora Mobility Application](#) must be filed in and signed by all parties at least 6 weeks before the intended starting date of the mobility and submitted to the Aurora Mobility Committee by UP Aurora Mobility Coordinator for evaluation.

Mobility Grant Agreement

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

In case of any mobilities where applicants are intending to combine Aurora financial support with other resources (projects, scholarships, grants, and other sources), this matter needs to be clearly consulted with Aurora Mobility Coordinator and stated in the mobility application.

Duration of the mobility

The visit's duration should be for a maximum of 14 days.

Financing of Aurora Short-term Mobility

For all mobilities, 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.

In case of any mobilities where applicants are intending to use additional funding to Aurora financial support (projects, scholarships, grants, and other sources), this matter needs to be clearly consulted



with Aurora Mobility Coordinator and stated in the mobility application. Please see section Additional funding from other sources.

Funding obligations

- Financial support from Aurora 2030 project funds shall cover mobility costs related to travel and subsistence expenses (e.g. meal allowance and accommodation)
- The start date of the mobility period shall be the first day that the participant needs to be present at the receiving institution and the end date shall be the last day the participant needs to be present at the receiving institution.
- Aurora 2030 funds cover the days on which the teaching/training is held.
- Weekend days are not counted and financed unless training is carried out and confirmed on these days.
- Aurora 2030 uses the same rates to calculate financial support as Erasmus+ scheme. The maximum amount of financial funding for the staff mobility (from the Aurora 2030 funds) will depend on the destination and the length of mobility. Travel costs rates and daily subsistence rates can be seen in Annex 1.
- It is possible to transfer the allowance between subsistence and travel expenses.
- In case the actual costs of the mobility exceed the amount stated in the Mobility Grant Agreement and calculated from the rates specified in Annex 1, the participant is obliged to arrange the financial funding for the amount exceeding the approved rates at the sending department/faculty.
- The costs of the above-mentioned staff mobility will be refunded from the Aurora 2030 funds after the mobility.
- Travel expenses are reimbursed on the basis of the documented actual costs (invoices, receipts, ticket/boarding pass, proof of payment) as part of the participant's Travel Order (TO).
- Participants are required to use the economy/second class means of transport (bus/train).
- It is also strongly recommended to take into consideration the mode of transportation in the way to minimize the CO2 emissions.
- Where trips can be completed in less than 8 hours by train/bus, flights should never be permitted (or reimbursed) except in exceptional circumstances (and with prior approval).
- Where trips can be completed in a range between 8-10 hours by train/bus, use of public transport should be preferred.
- Individual participants are encouraged to undertake travel by train or bus even to the partner institutions where the travel will take in total more than 10 hours.
- In case participants use the ecological mode of transportation (e.g. bus, train) for the majority of the travel to and from the partner institution, they can apply for a higher financial contribution (Green Travel – see Annex 1). This must be firstly consulted with Aurora Mobility Coordinator and stated in the Mobility Application. The total financial contribution will be then specified in the Mobility Grant Agreement.
- Use of a car must be approved by the Aurora Mobility Coordinator and is accepted only in exceptional and justified cases; reimbursement costs equal the price of the economy/second



class rail fare between the origin and the final destination which shall be provided by the staff mobility participant as part of their travel documentation (e.g. in the form of a printscreen from the valid price list/schedule of the given transportation provider).

- Recommended accommodation costs are 120 EUR per night or in prices prevailing at the time and place.
- Prior to every business trip abroad, applicant is required to fill in a valid Travel Order (TO) and all its particulars. The TO must be submitted well ahead of time for processing.
- Applicant needs to identify the Aurora 2030 Staff Mobility as the financing mechanism in the TO (e.g. in the notes).
- The applicant cannot travel without signing the Mobility Grant Agreement and arranging the TO.
- The TO 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 eligible (stamp, signature, amount, and currency), and sorted based on the type of expense and currency.
- Each employee must present documents only on their own behalf. In case of joint payment for several people, the costs must be divided into individual TOs.
- Eligible “other costs” are principally the use of public transport at the venue of activity. The use of taxi is only possible in exceptional and justified cases (e.g. non-functioning public transport, etc.). The TO cannot include the costs of books, photocopying, museum and library admission, internet charges, parking fees etc.
- Any tuition/participation/conference fee must be covered by other sources.
- In the case of a combination of support for mobility costs from multiple sources, i. e. Additional funding (projects, scholarships, grants and other sources), the participant is required to specify in the Aurora 2030 Staff Mobility application the use of Additional funding and the kind of Additional funding.
- Request for refund must be submitted to the 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 Aurora Mobility Coordinator.

Confirmation of Aurora short-term mobility and Final Report

Upon return the employee must submit the [Confirmation of Aurora Mobility](#) in the required scope issued by the receiving institution (department, faculty).

The **Confirmation of Aurora Mobility** 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 the original, within 30 days of completing the mobility.

After the mobility, the participant is requested to fill in a [Final Report](#) within 30 days of completing the mobility (on top of the report in the TO).



AURORA RESEARCH SECONDMENTS

General information

The Aurora 2030 initiative, building on the collaborative spirit of its first phase, aims to deepen scientific and academic connections across Aurora universities.

The short-term Aurora Research Secondments for early-stage researchers (Key action 3) are part of the „Call for Incentive, Research Projects, Thematic Summer Schools and Early- stage Researcher Mobilities“ launched in the framework of Aurora 2030 Work Package 5.

These actions are designed to cultivate scientific communities, enhance Aurora's academic visibility, foster research collaborations, and establish new or strengthen existing scientific relationships within the Aurora network. All information related to the Call can be found under the following link:

<https://aurora-universities.eu/call-for-incentive-research-collaboration/>

<https://aurora-universities.eu/new/wp-content/uploads/Call for Incentive Research Collaboration 15.02.2024.pdf>

Short-Term Research Secondments

AURORA aims to encourage early-career researchers to be seconded in a research laboratory or unit of an Aurora 2030 full member university. These short-term research secondments can last up to 3 months.

The Aurora UP mobility fund covers the duration up to 30 days with defined rates for travel and subsistence (see the table of rates in Annex 1).

The research to be conducted in the host laboratory/unit should be well defined and give the candidate important skills that are needed for his/her future research project. Research topics can be from all disciplines, as in key action 1. Master, PhD and post-doctorate researchers are eligible for this type of mobility. Candidates and host laboratories or research units must be from an AURORA 2030 full member university. A candidate for secondment can apply him/herself. However, the supervisor must agree with the planned research project (signature required). Candidate and supervisor make sure, before submission, that the host unit is in capacity to welcome the young researcher in good conditions.

Evaluation Process

The applications will be evaluated by the Aurora Research Council (ARC) which includes representatives from all Aurora universities and from different scientific disciplines. Depending on the complexity of received proposals they can be sent to external experts for peer review. This council will evaluate proposals, with funding decisions made by Aurora Vice-rectors for research.



Staff Qualification requirements

Staff applying for research abroad must be employed at Palacký University in a research capacity.

Applicants applying for Short-term Research Secondment must be first selected and approved by the Aurora Research Council (ARC), in line with the criteria described in the document: “Call for incentive research projects, thematic summer schools and early-stage researcher mobilities”.

The proposed Short-Term Research secondment must take place at Aurora University which is a full beneficiary in the Aurora 2030 programme (see full list in the call documentation).

The sending department/faculty is responsible for pre-financing the Short-Term Research secondment. The applicant is obliged to arrange the travel order at the sending department or faculty.

In case of mobilities where applicants are intending to combine Aurora financial support with other resources (projects, scholarships, grants and other sources), this matter needs to be clearly consulted with Aurora Mobility Coordinator and stated in the mobility application. Please see section on Additional funding of Aurora mobilities from other sources.

Procedure

Mobility Application

The [Mobility Application](#) for the Aurora Research Secondment must be submitted via the Aurora website's respective application forms and sent to aurora@u-pec.fr with Aurora Mobility Coordinator - Martina Buráňová (martina.buranova@upol.cz) in copy, according to the date specified in the specific call, following the specified format.

https://aurora-universities.eu/new/wp-content/uploads/Short-term_Research_Secondments_for_Early-stage_Researchers.docx

Once your proposal has been selected by the ARC, please contact the Aurora Mobility Coordinator (Martina Buráňová, martina.buranova@upol.cz) to be able to apply for the **30 days** funding provided by UP Aurora mobility funds.

Mobility Grant Agreement

Prior to departure, the employee must sign the Aurora Staff Research Secondment Grant Agreement, which specifies the conditions of the mobility activity, particularly the travel dates and maximum travel costs, with the Aurora Mobility Coordinator². Any amendments in the mobility details, made after the Mobility Grant Agreement has been signed, must be immediately communicated to the UP Aurora Mobility Coordinator and reflected in form of the Mobility Grant Agreement amendment signed by all parties.

² Aurora Mobility Coordinator (Martina Buráňová: martina.buranova@upol.cz)



Financing Aurora Research Secondments

Funding obligations

- Financial support from Aurora 2030 project funds shall cover mobility costs related to travel and subsistence expenses (e.g. meal allowance and accommodation).
- The start date of the mobility period shall be the first day that the participant needs to be present at the receiving institution and the end date shall be the last day the participant needs to be present at the receiving institution.
- Weekend days are not counted and financed unless training is carried out and confirmed on these days.
- Aurora 2030 uses the same rates to calculate financial support as in Erasmus+ scheme. The maximum amount of financial funding for the staff mobility (from the Aurora 2030 funds) will depend on the destination and the length of mobility. Travel costs rates and daily subsistence rates can be seen in Annex 1. Please be aware of decreased unit rates for mobilities taking more than 14 days.
- It is possible to transfer the allowance between subsistence and travel expenses.
- In case the actual costs of the mobility exceed the amount stated in the Mobility Grant Agreement and calculated from the rates specified in Annex 1, the participant is obliged to arrange the financial funding for the amount exceeding the approved rates at the sending department/faculty.
- The costs of the above-mentioned staff mobility will be refunded from the Aurora 2030 funds after the mobility.
- Travel expenses are reimbursed based on documented actual costs (invoices, receipts, ticket/boarding pass, proof of payment) as part of the participant's Travel Order (TO).
- Participants are required to use the economy/second class means of transport (bus/train).
- It is also strongly recommended to take into consideration a mode of transportation in the way to minimize CO2 emissions.
- Where trips can be completed in less than 8 hours by train/bus, flights should never be permitted (or reimbursed) except in exceptional circumstances (and with prior approval).
- Where trips can be completed in a range between 8-10 hours by train/bus, use of public transport should be preferred.
- Individual participants are encouraged to undertake travel by train or bus even to the partner institutions where the travel will take in total more than 10 hours.
- In case participants use the ecological mode of transportation (e.g. bus, train) for the majority of the travel to and from the partner institution, they can apply for a higher financial contribution (Green Travel – see Annex 1). This must be firstly consulted with Aurora Mobility Coordinator and stated in the Mobility Application. The total financial contribution will be then specified in the Mobility Grant Agreement.
- Use of a car is subject to the prior approval of the Aurora Mobility Coordinator and is accepted only in exceptional and justified cases; reimbursement costs equal the price of economy/second class rail fare between the origin and final destination which shall be



provided by the staff mobility participant as part of their travel documentation (e.g. in the form of a print screen from the valid price list/schedule of the given transportation provider).

- Recommended accommodation costs are 120 EUR per night or in prices prevailing at the time and place.
- Prior to every business trip abroad participants are required to fill in a valid Travel Order (TO) and all its particulars. The TO must be submitted well ahead of time for processing.
- Applicants need to identify the Aurora 2030 Staff Mobility as the financing mechanism in the TO (e.g. in the Notes).
- The applicant cannot travel without signing the Mobility Grant Agreement and arranging the TO.
- The TO 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 eligible (stamp, signature, amount, and currency), and sorted based on the type of expense and currency.
- Each employee must present documents only on their own behalf. In case of joint payment for several people, the costs must be divided into individual TOs.
- Eligible “other costs” are principally the use of public transport at the venue of activity. The use of taxi is only possible in exceptional and justified cases (e.g. non-functioning public transport, etc.). The TO cannot include the costs of books, photocopying, museum and library admission, internet charges, parking fees etc.
- Any tuition/participation/conference fee must be covered by other sources.
- In the case of a combination of support for mobility costs from multiple sources (projects, scholarships, grants, and other sources), the participant is required to specify in the Aurora 2030 Staff Mobility application the use of Additional funding and the kind of Additional funding.
- Request for refund must be submitted to the 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 Aurora Mobility Coordinator.

Confirmation of Aurora Research Secondment and Final Report

Upon return, the employee must submit the [Confirmation of Aurora Research Secondment](#) in the required scope, issued by the receiving institution (department, faculty).

The Confirmation 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 the original, within **30 days** of completing the mobility.

After the mobility, the participant is requested to fill in a [Final Report](#) within **30 days** of completing the mobility (on top of the report in the TO).



II. STAFF MOBILITIES FUNDED BY ERASMUS+

ERASMUS+ TEACHING / TRAINING MOBILITIES

All academics and staff are recommended to apply for Erasmus+ funding for teaching / training mobilities within the Aurora alliance universities. In order to apply for Erasmus+ funding please follow the standard procedures by applying within the regular Open Calls published by the relevant (home) faculty or department (<https://international.upol.cz/vymenne-pobyty/jsem-zamestnanec/>) in the beginning of each calendar year. In case of any inquiries, please consult with the faculty/department Erasmus+ coordinator.

General information

Teaching mobilities (STA)

- A teacher applying for a teaching assignment abroad must be employed by UP as academic staff. The FTE or the form of employment is irrelevant.
- Staff interested in a teaching assignment should take part in 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. The selection procedure must be documented, either in a printed report or in the IS STAG.
- The sending department/faculty is responsible for following the qualification conditions and the selection procedure.
- More information on Teaching mobilities and deadlines for applying: <https://international.upol.cz/en/mobilites/im-a-up-employee/teaching/>

Duration of the Teaching mobility

- The minimum length of the teaching mobility is 2 days, maximum 60 days. The priority of UP is to enable the international experience (teaching mobility) to the greatest possible number of academic staff, therefore UP finances a maximum of one week of the teaching mobility, in exceptional and justified cases 2 weeks.
- Weekend days are not counted and financed unless teaching is carried out and confirmed on these days.
- The start date of the mobility period shall be the first day that the participant needs to be physically present at the receiving institution and the end date shall be the last day the participant needs to be physically present at the receiving institution.
- If relevant, 1 day for travel before the start of the mobility period and 1 day for travel after the mobility period can be added. If travel takes more than one day, the day, when the substantial/international portion of travel is carried out is counted and financed.
- If the participant chooses a sustainable (green) means of travel (train, bus, shared car) for a substantial portion of the journey, it is possible to add maximum of 3 days before and 3 days



after the mobility period for travel. The participant must document the necessity of these extra days. The institutional coordinator must approve the allocation of extra days.

Scope and format of the Teaching mobility

The teaching activity has to comprise a minimum of 8 hours of teaching per week (or any shorter period of stay). If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week (8/5 of teaching hours/day).

If the teaching activity is combined with a training activity during a single period abroad, the minimum number of hours of teaching per week (or any shorter period of stay) is reduced to 4 hours.

Training mobilities (STT)

- Staff applying for training abroad must be employed by UP. The FTE or the form of employment is irrelevant.
- Staff member interested in a training should take part in a competitive selection at the sending department/unit.
- While the selection criteria fall fully within the competence of the department/unit, they must be transparent and fair. The selection procedure must be documented, either in a printed report or in the IS STAG.
- The sending department/faculty is responsible for following the qualification conditions and the selection procedure.
- The form of training is not prescribed, it can be a study visit to a partner's department / unit, job shadowing experience, following a course. The condition is the acquisition of new knowledge and skills applicable at the home department / unit. Attendance at the conference cannot be considered training.
- More information on Training mobilities and deadlines for applying: <https://international.upol.cz/en/mobilities/im-a-up-employee/trainings/erasmus-europe/>

Duration of the Training mobility

- The minimum length of the teaching mobility is 2 days, maximum 60 days.
- The priority of UP is to enable the international experience (training) to the greatest possible number of staff, therefore UP finances a maximum of one week of the training, in exceptional and justified cases 2 weeks.
- Weekend days are not counted and financed unless training is carried out and confirmed on these days.
- The start date of the mobility period shall be the first day that the participant needs to be physically present at the receiving institution and the end date shall be the last day the participant needs to be physically present at the receiving institution.
- If relevant, 1 day for travel before the start of the mobility period and 1 day for travel after the mobility period can be added. If travel takes more than one day, the day, when the substantial/international portion of travel is carried out is counted and financed.



- If the participant chooses a sustainable (green) means of travel (train, bus, shared car) for a substantial portion of the journey, it is possible to add maximum of 3 days before and 3 days after the mobility period for travel. The participant must document the necessity of these extra days. The institutional coordinator must approve the allocation of extra days.

Scope and format of the Training mobility

No format 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.

The scope of training should match the approved training programme and be sufficient to achieve the training goals.

Procedure

After academics and staff are nominated by their supervisors and their mobility for the following academic year is officially approved, they can proceed with signing mobility agreements.

Mobility Agreement

The staff communicates with the chosen host institution and arranges the mobility details (date, content, practical requirements).

A form for the [teaching/training](#)³ program (Mobility Agreement) must be prepared and confirmed before the trip.

The form must be fully completed and approved by all parties:

- mobility participant – UP staff traveling for teaching/training,
- sending institution – the head of the sending department / unit,
- receiving institution – the head of the receiving department / unit.

The completed and signed Mobility Agreement form shall be submitted by the staff to the staff mobility coordinator at the UP Office for Mobilities in person or electronically (scan of the form signed by all parties) no later than **2 weeks** before the start of the educational stay/training.

Grant Agreement

Before the trip, the participant must sign a Grant Agreement with the staff mobility coordinator at the UP Office for Mobilities, which sets out the conditions of the educational stay/training, in particular the dates of the stay, the scope of the teaching/training and the scope of the financing. **Grant Agreement cannot be signed without the approved and signed Mobility Agreement.**

³ Please select to download the correct Mobility Agreement by clicking on “teaching” or “training”



Any changes in the details of the educational stay/training that occur after the signing of the Grant Agreement must be immediately reported to the staff mobility coordinator at the UP Office for Mobilities.

Funding obligations

- Teaching and training mobilities are **pre-financed by the sending department**. After the Travel Order is closed/invoiced, the travel costs are **refunded** to the department upon request.
- Financial support is calculated according to the **funding rules** set out in the **Erasmus+ Programme Handbook**.
- The amount of the maximum contribution from the E+ grant is determined as the sum of **allowance for subsistence costs** in the amount of a multiple of the daily rate for the given country and the number of days of educational stay/training (see "Duration of stay") and **allowance for travel expenses** according to the distance band according to the EK calculator (<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>) using the rate according to the Erasmus+ Programme Handbook.
- It is possible to **transfer** the allowance between subsistence and travel expenses.
- The participant must prove the actual start and end date of the mobility in the form of a **Mobility Participation Certificate** issued by the receiving organization.
- In case the actual duration of mobility is shorter than stated in the Grant Agreement, the financial support will be reduced according to the actually proven length of stay.
- Before each foreign business trip, it is necessary to fill out a valid **Travel Order** form for a foreign business trip (hereinafter referred to as TO) with all the required information. An advance payment for food and other expenses must be paid to the employee before the trip. For the trip the participant is equipped with **UP Travel Insurance**.
- The participant will perform TO billing in accordance with the UP internal standards.
- **Tuition fees or participation fees** are **not reimbursed** as part of the subsistence costs.
- **Meal allowance** is paid in the amount according to the current decree on the determination of the basic rates of foreign meal allowances for the given calendar year.
- **Out-of-pocket expenses** are **not reimbursed** for trips within the Erasmus+.
- It is also possible to use accommodation through Airbnb or privately, **proof of payment** is always required.
- Each employee must present documents only on his/her own behalf. In case of joint payment for several people, the costs must be divided into individual TOs.
- It is necessary to choose the cheapest possible mode of transport, second (economy) class. For distances up to 500 km (according to the distance calculator), the use of a **sustainable means of transport** is preferred - train, bus, shared car (carpooling).
- The use of a car, if it is not carpooling, must be approved in advance in writing by the staff mobility coordinator at the UP Office for Mobilities. **Compensation is provided up to the maximum amount of the contribution from the Erasmus+ programme specified in the Grant Agreement**. The employee's supervisor decides on the compensation option (mass transport equivalent or full compensation including amortization). The employee must meet the



conditions for the use of a personal vehicle defined in the currently valid UP standard governing travel reimbursements (valid vehicle accident insurance, driver training, etc.).

- In the case of carpooling, only the passenger who reports the use of the car in the TO is entitled to a contribution to the travel costs in the amount of the rate for the trip using sustainable means of transport according to the Erasmus+ Program Handbook.
- As proof of the price of **public transport**, the employee must provide an official confirmation (issued by the carrier, official website, etc.). The documented price must meet the condition of economy and must correspond to the basic economy class fare.
- Other costs within the TO are mainly the use of public transport at the place of instruction. Costs of books, photocopying, admission to museums, libraries, etc. cannot be reimbursed.

Certification of the mobilities

Certification of Teaching mobility

Upon return the teacher must submit the [Confirmation of Erasmus+ Teaching Assignment](#) in the required scope, issued by the receiving institution (department, faculty). The Confirmation of Teaching Assignment must indicate the number of days and hours of teaching.

The confirmation must be submitted to the staff mobility coordinator in original. **Contact person:** Tereza Bernátková, Division for International Cooperation, Vodární 6, tereza.bernatkova@upol.cz, tel. **585 631 220**.

The employee is obliged to complete the final report in the form of an online questionnaire. After the mobility the teacher will be invited to complete the online questionnaire in an email sent to the address indicated in the Grant Agreement.

Certification of Training mobility

Upon return the employee must submit the [Confirmation of Erasmus+ Training Assignment](#) in the required scope, issued by the receiving institution (department, faculty).

The Confirmation of Training Assignment 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 in original. **Contact:** Tereza Bernátková, Division for International Cooperation, Vodární 6, tereza.bernatkova@upol.cz, tel. **585 631 220**.

The employee is obliged to complete the final report in the form of an online questionnaire. After the mobility the employee will be invited to complete the online questionnaire in an email sent to the address indicated in the Grant Agreement.

Refunding of the travel expenses

The requests for reimbursements are always consulted with the Erasmus+ officers at faculties processing the Travel Order of the applicant. Requests for reimbursement of applicants from the Rectorate have to be processed by the applicants themselves.



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The request for reimbursement must be delivered to Tereza Bernátková at the Office for Mobility as soon as possible after the journey.



BIP PARTICIPATION FUNDED BY ERASMUS+

Employees who intend to go to the BIP (Blended Intensive Programme) as part of Erasmus+ staff mobility (STA = teaching at the BIP, STT = participating at a BIP as a trainee) must meet the deadline for the selection procedure for staff mobilities.

The faculty coordinator will deliver the results of nominations to the Erasmus+ Staff Mobility Coordinator.

After the mobility is approved, all Erasmus + standard procedures must be followed. For details see above sections.

Employees who do not require financing from Erasmus+ (Erasmus **zero grant**)⁴ can apply for participation at the BIP on an ongoing basis. However they must fulfil all requirements needed for **Erasmus + Training / Teaching mobilities** (Nomination procedure, Mobility Agreement, Grant agreement) to be registered as participants in the Erasmus+ BIP application.

⁴ Zero grant participants are those who are planning to participate in a BIP but will not fund their mobility with help of Erasmus+ resources. Please see Aurora funding opportunities and other opportunities.



III. ADDITIONAL FUNDING OF AURORA MOBILITIES FROM OTHER SOURCES

Any financial support from Aurora mobility funds may not be used to cover costs already funded by other sources of EU or other funding.

Sources that can be considered to be combined with Aurora funds to support the participants mobility activities after the conclusion of Aurora mobility are for instance: internal sources of the university (department, faculty), internal university grant competitions (e.g. IGA) or other national grant/funding sources (e.g. GAČR, TAČR etc.).

In case of additional funding for the mobilities from other sources, **all funding rules and obligations of the other grant providers need to be followed.**

The additional funding is only possible when Aurora mobility is processed separately, see a model situation:

Applicant applies for an Aurora Research Secondment for staff and is successful in the selection procedure. Applicant would like to spend 2 months at Aurora partner institution, however can only be supported by Aurora funds for 1 month maximum. In this case, applicant applies for 1 month funding from Aurora funds by submitting Aurora Mobility Application with specific information on a planned additional funding, signs the Aurora Mobility Grant Agreement with the mobility duration of 1 month and hands in a Confirmation of Mobility which confirms 1 month long mobility (in correspondence with the Mobility Grant Agreement). The second month must then be processed and administered according to the rules and obligations of the other grant providers.

All mobilities where additional funding is intended to be used **must to be consulted** before official submission of Aurora Mobility Application with the Aurora Mobility Coordinator - Martina Buráňová (martina.buranova@upol.cz).



Annex 1: Mobility Rates

Table of travel costs rates (return journey)

| Travel | Unit cost | Green travel ⁵ |
|------------|------------|---------------------------|
| Reykjavik | 395 | Not applicable |
| Tarragona | 309 | 417 |
| Paris | | |
| Amsterdam | | |
| Naples | | |
| Essen | | |
| Copenhagen | | |
| Innsbruck | | |

Table of daily subsistence rates

| Subsistence | Day 1. - 14. | Day 15. - 30. |
|-------------|--------------|---------------|
| Iceland | 153 | 107,1 |
| France | | |
| Denmark | | |
| Netherlands | | |
| Austria | | |
| Germany | | |
| Italy | | |
| Spain | 136 | 95,2 |

⁵ Must be consulted with Aurora Mobility Coordinator, Martina Buráňová, martina.buranova@upol.cz