

AURORA



Guidelines for Student Mobilities

Academic year 2024/2025



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STUDENT MOBILITIES

Students 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.

Overview of possible mobilities for students

Funding	Type	Duration	Obligations	Application	Ref:
AURORA (for funding of Aurora 2030 mobilities, please see Annex 1)	Short-term mobility	Up to 14 days	<ul style="list-style-type: none"> Applications submitted 6 weeks before mobility starts. Students can choose from Aurora Course Catalogue and Participation Opportunities 	Flexible Consult Aurora Mobility Coordinator	See page: 6-9
Erasmus+ (for funding of Erasmus+ mobilities, please see Annex 2)	Semestral mobility (Bilateral)	semester (2-12 months)	<ul style="list-style-type: none"> Existence of Bilateral Agreement between departments (check with Faculty Erasmus+ Coordinator) Students must be awarded min. 20 ECTS credits per semester 	December - March Check department rules	See page: 10-14
	Semestral mobility via AURORA (MAMA)	semester (2-12 months)	<ul style="list-style-type: none"> Non-existence of Bilateral Agreement 2 seats available for each 	December Consult Aurora Mobility Coordinator	See page: 15-16



			<p>institution per year</p> <ul style="list-style-type: none"> Students must be awarded min. 20 ECTS credits per semester 		
	Blended Intensive Programmes (BIPs)	5-30 days + mandatory virtual component	<ul style="list-style-type: none"> Students must be awarded min. 3 ECTS Please consult Aurora Mobility Coordinator Students can choose from Aurora Course Catalogue and Participation Opportunities 	4 times per year Consult Aurora Mobility Coordinator	See page: 17-18
	Combined mobility	5-30 days + mandatory virtual component	<ul style="list-style-type: none"> not in a BIP format Students must be awarded min. 3 ECTS Students can choose from Aurora Course Catalogue 	Twice a year (June and December) Consult Aurora Mobility Coordinator	See page: 19
	Mobility for PhD students	5-30 days	<ul style="list-style-type: none"> All guidelines and rules of Semestral Mobilities are applied 	December - February Consult Aurora Mobility Coordinator	See page: 20
	Research Secondment (Traineeship)	Up to 3 months	<ul style="list-style-type: none"> Under Open Call for Incentive Research 	Once per year (min. 3 months before)	See page: 21-24



			<p>Collaboration published on Aurora website</p> <ul style="list-style-type: none">• Only master and PhD students can apply	<p>traineeship starts) Consult Aurora Mobility Coordinator</p>	
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I. STUDENT MOBILITIES FUNDED BY AURORA

SHORT-TERM MOBILITY AURORA

General information

Palacký University Olomouc (UP) students can undergo a short-term study visit to [Aurora partner universities](#). Applications should be sent to the Aurora Mobility Coordinator: Martina Buráňová, (martina.buranova@upol.cz).

Qualification requirements

Students applying for an Aurora 2030 Student mobility must be enrolled at UP, in a study program at the Bachelor's, Master's or Doctoral Level.

The proposed mobility must take place at Aurora University or be organized in the framework of the Aurora 2030 and the European Commission's European Universities Initiative.

The application must be filled in and submitted to Aurora Mobility Coordinator at least 6 weeks before the intended starting date of the mobility.

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.

All mobilities funded by Aurora 2030 programme will be financed based on rates described in Annex 1 of this document.

Selection Criteria

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

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



Procedure

Mobility Application

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

Mobility Grant Agreement

Prior to departure students must sign the [Mobility Grant Agreement](#) which specifies the conditions of the mobility activity, particularly the travel dates and maximum travel and subsistence costs which will be received as mobility funding scholarship.

Students are to arrange their own travel and accommodation costs. Payment of the grant will be sent to the students before the travel based on the signed Mobility Grant Agreement.

If students request ECTS credit recognition from the intended educational activity, it is their responsibility to inform the Aurora Mobility Coordinator. Aurora Mobility Coordinator sends Aurora Learning Agreement to students and it is their responsibility to ensure that their Aurora Learning Agreement gets approved and signed between the sending and receiving institution before the start of the mobility.

When signing the Mobility Grant Agreement, students must hand in:

- a copy of the **Letter of Acceptance** issued by the receiving organization¹,
- a copy of the [Learning Agreement](#) approved by all parties²,
- an electronically completed [Bank Account Statement](#).

The grant is paid by bank transfer into an account with a bank based in the Czech Republic or Slovakia.

Duration of the mobility

The mobility duration should be for a **maximum of 14 days**.

The **preferred formats and scopes** of the mobilities are:

- Course
- Student conference
- Summer/Winter Schools participation
- Other activities³

¹ Letter of Acceptance can be sent to Aurora Mobility Coordinator via email prior to the Mobility Grant Agreement signature, or, handed in physically when signing the Mobility Grant Agreement.

² Applicable only when student wants to have the ECTS credits recognised.

³ Other reasons with the relevance to Aurora 2030 activities have to be previously discussed with Aurora Mobility Coordinator (Martina Buráňová: martina.buranova@upol.cz).



Financing of Aurora Student mobilities

Prior to the start of the mobility, students will receive the grant in a form of scholarship on their bank account.

Funding obligations

- Financial support from Aurora 2030 funds shall cover mobility **actual 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.
- The maximum amount of funds covering the expected actual Aurora 2030 Student Mobility costs depends on the destination and length of the mobility (see Annex 1) and will be provided as financial funding of Aurora 2030 Student Mobility up to 14 days.
- It is possible to transfer the allowance between subsistence and travel expenses.
- In case the actual costs of the mobility exceed the maximum predetermined amount, the participant is obliged to arrange the funding of the excessive costs themselves.
- Participants are required to use the economy/second class means of transport.
- It is also strongly advised to take into consideration mode of transportation 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 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.
- **Recommended accommodation costs are 100 EUR per night** or in prices prevailing at the time and place.
- The applicant cannot travel without signing the Mobility Grant Agreement.
- Any tuition/participation fees must be covered from other sources.
- It is recommended to keep travel and accommodation costs documentation (e.g. invoices, receipts, ticket/boarding pass, proof of payment) for a possible future documentation check.

Confirmation of Aurora Student Mobility

After the mobility, the participant is requested to fill in the [Final Report](#) and submit the [Confirmation of Aurora Mobility](#) activities as agreed on, issued by the receiving institution (department, faculty).



The Confirmation of Aurora Mobility activities must include the name of the student and receiving institution, the dates of the activity, and the number of days of the activity.

Both the Confirmation of Aurora Mobility activities and Final Report must be submitted to the Aurora Mobility Coordinator in original within 30 days after completion of the mobility. Confirmation of Aurora Mobility must be also uploaded to IS STAG by the student. The participant is obliged to provide supporting documentation (e.g. tickets, invoices etc.) in case of Green Travel use within the given 30 days period after the completion of the mobility.



II. STUDENT MOBILITIES FUNDED BY ERASMUS+

General information

The duration of the student mobility always within one academic year will be:

- **5 - 30 days in case of short-term mobilities** (read sections on BIPs, Combined Mobility, Mobility for PhD Students and Research Secondments (Traineeships))
- **2 - 12 months in case of semestral mobilities** (read sections on Erasmus+ Semestral Mobility (Bilateral) and Semestral Mobility via Aurora (MAMA))

The total maximum of all Erasmus+ study mobilities and Erasmus+ traineeships per study cycle is 12 months.

For the entire duration of the planned mobility remains in a status of a UP student (it is not possible to terminate or suspend studies at UP prior to or in the course of the mobility).

All mobilities funded by Erasmus+ programme will be financed based on rates described in Annex 2 of this document.

SEMESTRAL MOBILITIES (BILATERAL)

Qualification requirements

UP (relevant faculty/department) has an inter-organizational ERASMUS+ agreement with the partner organization.

Student is registered at an accredited study programme of UP (Bachelor's, Master's or Doctoral study programme).

Before applying for a mobility

The following instructions are applicable for departments who have **bilateral Erasmus+ agreements signed between the Palacký University and an Aurora partner university**. Applicants must first consult their **Faculty Erasmus+ Coordinator**.

In case of interest to undergo a mobility to one or more Aurora partners, please consult this option with Faculty Erasmus+ mobility coordinator.

Faculty of Arts

Mgr. Jana Hořáková

j.horakova@upol.cz

Faculty of Medicine
and Dentistry

Ing. Petra Nakládalová

petra.nakladalova@upol.cz

Faculty of Science

Dana Gronychová

dana.gronychova@upol.cz



Faculty of Education	Mgr. Věra Outratová	Vera.outratova@upol.cz
Faculty of Law	Mgr. Radana Kuncová	radana.kuncova@upol.cz
Faculty of Physical Culture	RNDr. Markéta Kudláčková	marketa.kudlackova@upol.cz
Faculty of Theology	Bc. Marta Zachová	marta.zachova@upol.cz
Faculty of Health Sciences	Ing. Irena Jedličková	irena.jedlickova@upol.cz

If the faculty of the student does not have a bilateral agreement signed, please read the section of this document dedicated to Semestral mobilities via AURORA.

In case Faculty Erasmus+ Coordinator confirms existence of inter-organisational Erasmus+ funding, the following text applies.

The criteria and dates for selection to undergo a mobility are specified by the faculty/department. Typically, the selection procedure takes place from December to March.

Student is responsible for communicating the consequences of the intended mobility (recognition of courses studied abroad, the need to prolong your graduation date, an individual study plan).

Procedure

Please, follow all **rules and guidelines set by your Department / Faculty** in order to apply for Erasmus+ mobility (in case of signed Bilateral agreements).

After being selected for the mobility

The student downloads all application forms provided by the host institution, if available. Please note, some organizations have an online application system.

Student is responsible for communicating whether the host organization requires an official nomination from the home coordinator (in that case please consult with UP Office for Mobility).

A completed application is submitted to the receiving organization by the student. All application instructions and deadlines of the receiving organization must be followed.

Student is responsible for ensuring [Learning Agreement for Studies](#) is signed prior to the mobility. This must be consulted with an assigned coordinator: [List of persons responsible for approving the Learning Agreement](#).

Students are eligible for a grant provided they earn a **minimum of 20 ECTS credits per semester** in the subjects approved in their Learning Agreement during their study abroad period.



Participation in the Erasmus+ Programme is binding. If student withdraws from the programme, they are obliged to notify the UP Office for Mobility in writing and include the reasons. Students also need to notify the department/faculty coordinator as well as the receiving organization.

Grant Agreement

Students sign the [Grant Agreement](#) concerning the terms of the grant provision at the UP Office for Mobility approximately 30 days prior to the departure. Read the [Erasmus Programme Qualification Requirements and the General Conditions](#).

In order to sign the [Grant Agreement](#), students need to submit:

- a copy of the **Letter of Acceptance** issued by the receiving organization,
- a [copy of the Learning Agreement for Studies](#) approved by all parties,
- an electronically completed [Bank Account Declaration](#).

The grant is paid by bank transfer into an account with a bank based in the Czech Republic or Slovakia.

During the study abroad period, students will be covered by Palacký University **travel insurance**. Prior to the departure, students need to **register for the travel insurance with Jiří Zapletal, BOHEMIA Insurance Broker, at jirzapletal@gmail.com** and include the following data:

1. name and surname
2. date of birth
3. country of stay
4. date of departure
5. number of months of mobility

Students will receive a confirmation email confirming your insurance policy for the entire duration of your study period.

Prolongation of the mobility

A prolongation of the study abroad period is possible only based on an agreement between the sending and the receiving organizations. A prolongation with financial support depends on availability of financial resources. If the extension is without financial support, the Erasmus zero-grant student retains, however, the status of a student and the ensuing benefits remain.

Students apply for a prolongation using the form [Extension of Erasmus+ study period](#), which is submitted duly signed to the UP Office for Mobility no later than **1st December** in the case of prolongation to the summer term. An amendment to the Grant Agreement must be signed prior to the end of the original duration of the study period.

After the mobility

Students submit the **original copy** of the [Confirmation of Erasmus Study Period](#) to the Office for Mobility within **15 days from the end of the study period**. The confirmation must cover the period as stated in your Grant Agreement. If the hosting organization issues a confirmation using its own form,



the confirmation must clearly state the start date and the end date of the study period. The confirmation shall be issued no sooner than 5 days before the end of the study period. A copy of the Confirmation must be uploaded by the student to “Výjezd” (ECTS departures) in IS/STAG.

Transcript of Records must be uploaded by the student to IS/STAG within 1.5 months from the end of your study period. Students of doctoral study programmes upload the confirmation of their tutor or departmental coordinator in the receiving organization describing the study activities during their mobility.

In case students have received the **Green Erasmus** travel top-up, they need to upload copies of tickets for both trips to IS/STAG within 15 days from the end of the study period.

Students complete the final report in the form of **Participant Survey** in the European application Beneficiary Module. After the study period, students will receive an email requesting to fill out the survey.

The recognition of an approved study plan is a prerequisite of the Erasmus+ programme; students shall request recognition even if they have enough credits to graduate from the UP.

Academic Recognition (ECTS credits recognition)

Mobility is considered completed if the student submits the Transcript of Records that corresponds to the Learning Agreement. Students are thus obliged to not only spend the time stipulated in the Grant Agreement abroad, but also to fulfil the approved study programme specified in the Learning Agreement. If the student fails to follow the approved study programme, the organization may request that the student returns a part or the entire grant.

Measures in case of academic failure

Students are required to earn a minimum of 20 ECTS credits per semester during their Erasmus+ study abroad. The recommended number of credits in the study plan is 20-30 ECTS credits per semester. If the student fails to meet conditions defined in Section 7 of the Grant Agreement for Erasmus+ study abroad programmes and thus fails to earn the minimum number of ECTS credits, the student will be required to partially reimburse the grant received. Reimbursement shall not be requested if a student has been prevented from completing the minimum requirements due to force majeure of which the student immediately notified the UP Office for Mobility coordinator.

In case of non-fulfilment of the required number of credits, the student will ask the Vice-Dean for International Relations of the respective faculty for an assessment of the reasons.

After examining the student's request and based on the statement of the Vice-Dean for International Relations, the Erasmus+ Organizational Coordinator decides whether to apply / not to apply a penalty due to failure to meet the required number of credits.

The amount of the penalty applied will be determined according to the number of failed credits from the minimum required number of ECTS credits for the given semester of the study stay, converted to days.



Deans' guidelines for study recognition

The majority of faculties currently have guidelines on study abroad programmes that form part of studies at UP. It is advisable to acquaint yourself with the guidelines of the faculty where you study in advance. Each guideline is posted on the notice board of the relevant faculty.



SEMESTRAL MOBILITIES VIA AURORA (MAMA)

If student intends to undergo a semestral mobility and **the department of student does not have an inter-organizational ERASMUS+ agreement signed with the partner organization**, he/she can also apply to undergo the semestral mobility under MAMA4 agreement signed between Aurora partners.

Qualification requirements

Student is registered at an accredited study programme of UP (Bachelor's, Master's or Doctoral study programme).

Application procedure

Students can undergo a semestral mobility at partners of Palacký University in Aurora under MAMA agreement (Multilateral Aurora Mobility Agreement). This agreement allows to grant mobility funding to **two students each year to each university partner** without the necessity of bilateral agreements. Students can apply to undergo a semestral mobility to:

[Innsbruck University](#)

[University of Iceland](#)

[Vrije Universiteit Amsterdam](#)

[Universitat Rovira i Virgili](#)

[University of Federico II of Naples](#)

[University of Duisburg-Essen](#)

[Copenhagen Business School](#)

[University Paris-Est Créteil](#)

Students apply for a semestral mobility at STAG (Portal UP) by submitting all necessary documents to be reviewed by **Aurora Mobility Committee**. After approval of Aurora Mobility Committee, the selection results will be administered in STAG (Portal UP). **The selection process will be opened in October 2024 and closed in December 2024.** Applicants can in this term apply for mobilities scheduled for the following academic year, thus 2025/2026.

The necessary documents to submit are:

- 1. Motivation Letter**
- 2. Recommendation of the Department of a Student**
- 3. Transcript of Records / Grades of the Studies (downloaded from STAG)**
- 4. Preliminary Acceptance Confirmation from the Partner Institution**

⁴ Multilateral Aurora Mobility Agreement



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Olomouc

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The procedure for application is the same as for bachelor and master students described in the chapter above (Semestral Mobilities (Bilateral)). All semestral mobilities via Aurora will be financed according to the Erasmus+ rates described in Annex 2 of this document.

For more information, please contact Aurora Mobility Coordinator: Martina Buráňová, martina.buranova@upol.cz.



BLENDING INTENSIVE PROGRAMMES (BIPs)

General information

Blended intensive programmes use innovative ways of learning and teaching and combine physical mobility with a compulsory virtual part, where the physical mobility must last between 5 days and 30 days. Intensive programmes bring together groups of 15 to 20 students from at least 3 different programme countries. Activities include for example team projects, field trips and research, art projects.

Blended intensive programmes have to be awarded by at least 3 ECTS credits for students. The intensive programme should have an added value compared to existing courses offered by participating organizations.

Participating students are selected by the faculty in a special call for each intensive programme.

In case of interest in participating in a BIP, please consult Aurora Mobility Coordinator - Martina Buráňová (martina.buranova@upol.cz).

BIP participation funded by Erasmus+ (UP partners)

For the application for financial support of students going to the BIP, the faculty indicates the expected number of applicants well in advance of the deadline for the application for financial support in the given Erasmus+ call (usually at the beginning of January for the call with a deadline at the end of February).

The BIP selection process will take place on the following dates:

- **5.3. – for trips to BIP from 1.6.**
- **30.6. - for trips to BIP from 1.10.**
- **1.10. - for trips to BIP from 1.1.**
- **15.12. - for trips to BIP from 1.4.**

Selection procedure starts automatically always on these dates.

The same conditions as for other mobilities apply to the **Selection procedure on the BIP**, it is necessary to **comply with the qualification conditions of Erasmus+**.

Student mobilities at BIP will be administered similarly to semester mobilities, therefore it is necessary to comply with the prescribed documentation.

The faculty coordinator is to inform students about the requirements of the relevant BIP, especially the dates and content of the virtual part and the practical requirements of participation in the BIP.

The [Learning Agreement for Studies \(LA\)](#) is filled out by the student in cooperation with the faculty/department coordinator, including all mandatory information (especially the description of the virtual component).



Students must obtain **at least 3 ECTS credits by completing the BIP**, these credits must be fully recognized.

Funding obligations⁵

Short-term mobilities for BIPs are financed (see Annex 2) at a daily rate of EUR 79 for 1-14 day of stay and EUR 56 for 15-30 day of stay.

A BIP participant is not entitled to an allowance for travel costs or extra days for the trip. A travel allowance can only be granted to students with limited opportunities.

Procedure

The BIPs offered by Aurora partners are published on Aurora website under the section on [Participation Opportunities](#).

Students can apply for funding to undergo a BIP mobility in IS STAG by submitting the following documents on the above mentioned dates⁶:

- Transcript of Records

Results of the selection procedure will be available in IS STAG. In case of a successful selection procedure results, all rules and guidelines of Erasmus+ Student Mobilities are applied.

In case of interest to undergo a BIP mobility, please consult Aurora Mobility Coordinator - Martina Buráňová (martina.buranova@upol.cz).

⁵ Please see Annex 1

⁶ For specific deadlines, please follow www.aurora.upol.cz



COMBINED MOBILITY

Students can also apply for a short-term mobility funding from Erasmus+ under following conditions:

- Applying for an Aurora course published in the [Aurora Course Catalogue](#)
- The educational activity must contain both virtual and physical component
- The physical mobility can be in duration of 5 to 30 days
- The duration of the virtual component is flexible
- Students must receive Transcript of Records with minimum 3 ECTS credits
- The funding is stemming from Erasmus+ and is follows standard procedures based in methodologies and guidelines

Procedure

The procedure for application is the same as for bachelor and master students described in the chapter above (Erasmus+ Student Mobilities).

Students can apply for a Combined mobility in IS STAG by submitting the following documents twice a year (June for Winter semester and December for Summer semester⁷):

- Transcript of Records

Results of the selection procedure will be available in IS STAG. In case of a successful selection procedure results, all rules and guidelines of Erasmus+ Student Mobilities are applied.

In case of interest to undergo a Combined Mobility, please consult Aurora Mobility Coordinator - Martina Buráňová (martina.buranova@upol.cz).

Funding obligations⁸

The basic amount of the scholarship (see Annex 2) is set as follows:

- **from the 1st to the 14th day of physical activity EUR 79/day**
- **from the 15th to the 30th day of physical activity is 56 EUR/day**

⁷ For specific deadlines, please follow www.aurora.upol.cz

⁸ Please see Annex 1.



MOBILITY FOR PHD STUDENTS

In order to meet better the diverse needs of doctoral students in the field of education and professional training, doctoral students can carry out a short-term physical mobility in order to study or to do an internship abroad. Physical mobility lasting 5-30 days can be supplemented with a virtual component. To find relevant contacts and organise your travel within Aurora please check [Doctoral Pool](#).

Procedure

Students can apply for a Mobility for PhD Students in IS STAG by submitting the following documents (December - February⁹):

- Motivation letter
- Transcript of Records
- Acceptance letter

Results of the selection procedure will be available in IS STAG. In case of a successful selection procedure results, all rules and guidelines of Erasmus+ Student Mobilities are applied.

In case of inquiries please consult Aurora Mobility Coordinator - Martina Buráňová (martina.buranova@upol.cz).

Funding obligations¹⁰

The basic amount of the scholarship (see Annex 2) is set as follows:

- **from the 1st to the 14th day of physical activity EUR 79/day**
- **from the 15th to the 30th day of physical activity is 56 EUR/day**

The procedure for application is the same as for bachelor and master students described in the chapters above.

⁹ For specific deadlines, please follow www.aurora.upol.cz

¹⁰ Please see Annex 1.



AURORA RESEARCH SECONDEMENTS FOR STUDENTS

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 Research Secondements 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 can be found under the following links:

<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](https://aurora-universities.eu/new/wp-content/uploads/Call_for_Incentive_Research_Collaboration_15.02.2024.pdf)

For more information on Aurora Research Secondments for Students, please consult Aurora Mobility Coordinator: Martina Buránová (martina.buranova@upol.cz).

Research Secondments for Students

AURORA aims to encourage early-career researchers (Master, PhD, postdocs) 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 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. Master¹¹, PhD and post-doctorate researchers¹² 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.

¹¹ Since this type of mobility must take place in a research/laboratory unit, the Master student should already work on his/her Master Thesis.

¹² Post-doctorate researchers can apply for 1 month funding as employees (see Mobility Guidelines for Staff) and can also benefit from applying as students. In this case post-doc applicants must: 1. be employed at a post-doc position for max 12 months when the traineeship takes place, 2. must apply for the Erasmus+ financial support before graduating from their PhD studies.



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.

Qualification requirements

Students applying for an Aurora 2030 Research Secondments for Students must **be enrolled at UP, in a study program at the Doctoral Level or Master level in the final years** (4th or 5th year and work on his/her thesis).

Students applying for an Aurora 2030 Research Secondments for Students 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 and be organized in the framework of the Aurora 2030 and the European Commission's European Universities Initiative.

Procedure

Mobility Application

The [Application for the short-term 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 Aurora Research Committee, please contact the Institutional Traineeships Abroad Coordinator (Mgr. Marie Raková, marie.rakova@upol.cz) and Aurora Mobility Coordinator in the copy of this email (Martina Buráňová, martina.buranova@upol.cz) to be able to apply for the 3 month funding provided by Erasmus+ mobility funds for traineeships.

In order to apply for Erasmus+ funding, the following criteria must be met:

- Applicant is a student registered at an accredited Master's or Doctoral study programme at UP on a full-time, part-time or distance study basis.
- Applicant must be duly registered at the university for the entire duration of the traineeship, and your studies cannot be suspended or terminated before the traineeship terminates.
- If the traineeship is in the final year of applicant's Master's or Doctoral study programme, it must terminate no later than 2 months before your expected graduation date.
- A postdoc applicant can be considered only within 12 months since graduating Doctoral study programme and must apply for the traineeship funds minimum 1 month prior to graduating.



- Traineeships within Aurora Research Secondments for Students can be funded up to 3 months. In Erasmus+ traineeships scheme it is, however, possible to undergo a traineeship in a duration of 5-30 days or must be then longer than 2 months.
- The traineeship start date corresponds with the first day of applicant's presence at the receiving organisation. The traineeship end date corresponds with the last day of applicant's presence at the receiving organisation.
- The traineeship must be a full-time employment. The maximum working hours are 35 hrs per week, and the figures vary depending on the legislation of the host countries.
- Traineeship does not require a bilateral agreement. The traineeship must, however, be agreed upon and confirmed in the form of a Letter of Admission (LoA) or Learning Agreement for Traineeships (LA).
- The traineeship must be closely related to applicant's field of study and following its completion it must be fully recognized by the relevant department/centre as a part of the study programme applicant is registered with at UP (award of the agreed number of ECTS credits and/or a diploma supplement).
- For the full wording of the conditions for participation, please refer to [Erasmus+ Traineeship Qualifications](#).

Grant Application

The documents based on which applicant applies for support grant must be as follows:

- [Grant Application](#) (to be filled in on a PC in Czech or English)
- **Annexes that are an integral part of the application:**
 1. [Letter of Admission](#) issued by the authorized representative of the receiving organisation (to be completed on a PC in English).
 2. [Letter of Recommendation](#) issued by a traineeship guarantor, i.e. academician at the relevant department/institute who is responsible for approval of negotiated traineeship and its subsequent recognition (to be completed on a PC in Czech or English). For these purposes, applicant submits the Grant Application and Letter of Admission to the guarantor for consultation so that the recommendation is tailored to applicant and applicant's traineeship. In case of traineeships of doctoral students, the letter of recommendation is issued by a supervisor.
 3. **Proof of language competence** proving knowledge of the language (s) in which the traineeship will take place - certificate or examination of the language (s) listed in the list of study results, or examination by the centre / institute of language training of the relevant faculty.

Grant applications with the above-mentioned annexes are submitted electronically / via e-mail within due deadlines to the Institutional Traineeships Abroad Coordinator (Mgr. Marie Raková, marie.rakova@upol.cz) and in the copy to the Aurora Mobility Coordinator (Martina Buránová, martina.buranova@upol.cz). **Incomplete applications and applications that do not meet the conditions for participation shall not be considered.**



Funding obligations¹³

- Applicant will receive financial support based on the Grant Agreement, as a flat rate per month (= 30 days) of a mobility, determined based on host country.
- If the traineeship does not last for a whole number of months, the grant for the last month is allocated on the basis of the number of days of the last month spent abroad.
- **The duration of the short-term traineeship is financed as following: 1.-14. day 79 EUR/day, 15.-30. day 56 EUR/day (see Annex 2).**
- Students with a severe disability or special needs may claim a special Erasmus+ grant with the CICE.
- **Students with fewer opportunities are eligible to grant support increased by 250 EUR per month, in case of short-term traineeships 100 EUR, resp. 150 EUR.** The students submit applications for extra funding to the Institutional Traineeship Abroad Coordinator.
- **Students who use an ecological mode of transport to and from the host country (train, bus or shared car) can receive an increase to support environmentally friendly travel in the form of a one-off contribution.** The students submit applications for extra funding to the Institutional Traineeship Abroad Coordinator.
- In case of higher mobility-related costs than the above-mentioned ones student can be awarded an extra scholarship from the Aurora 2030 project to cover the travel expenses. In such cases, the student must provide the expenses overview for the travel and subsistence costs in advance. The maximum amount of the additional funding through scholarship is limited by the rates of scholarship for travel expenses of the short-term Aurora mobilities (see Annex 1). The application for the scholarships should be submitted via email to Aurora Mobility Coordinator before the start of the mobility (Martina Buráňová, martina.buranova@upol.cz).
- The financial aid consists only of a contribution to cover the mobility-related costs, i.e. travel costs and extra costs of living in the host country.
- Besides the Erasmus+ grant support you can also receive remuneration from the receiving organisation, as you become a standard employee following the induction phase of the traineeship/training. The remuneration may take the form of financial assistance and/or contribution in kind (e.g. free accommodation, public transport, subsidized student meal coupons, etc.).
- Double funding is prohibited, which means that, apart from the Erasmus+ grant, you must not receive any other EU funding to cover the mobility costs.
- The grant support will be paid in EUR by bank transfer to your account based in the Czech Republic (ideally account in EUR) in one instalment.

Confirmation of Mobility and Final Report

After completion of the traineeships, students must submit the original of **Traineeship Completion Certificate** to the Institutional Traineeships Abroad Coordinator (Marie Raková, marie.rakova@upol.cz) and Aurora Mobility Coordinator (Martina Buráňová,

¹³ Please see Annex 2



martina.buranova@upol.cz) must receive a copy of this document. Students also must upload a scan version of Traineeships Completion Certificate into STAG (Portal).

Students are also obliged to submit a **Final Report / EU Survey via Beneficiary Module** until 15 days after completion of the traineeship. This information and all information related will be sent to the emails automatically in the month of completion of the traineeship.



Annex 1: Rates - Mobilities funded by Aurora 2030 programme

Short-term mobilities:

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

Subsistence	Day 1. - 14.	Day 15. - 30.
Iceland	79	56
France		
Denmark		
Netherlands		
Austria		
Germany		
Italy		
Spain		



Annex 2: Rates - Mobilities funded by Erasmus+ programme

Short-term mobilities:

Subsistance	Day 1. - 14.	Day 15. - 30.
Iceland	79	56
France		
Denmark		
Netherlands		
Austria		
Germany		
Italy		
Spain		

Semestral mobilities and Traineeships scholarships (longer than 2 months):

Subsistance	Semester	Traineeship
Iceland	660	810
France		
Denmark		
Netherlands		
Austria		
Germany		
Italy		
Spain		