

# **METHODOLOGICAL GUIDELINES FOR THE MOBILITY FUND OF CHARLES UNIVERSITY VALID FOR AUTUMN ROUND 2025-2**

In accordance with [the Statute of the Mobility Fund of Charles University](#), the aim of the Mobility Fund (hereinafter referred to as MF) is to provide financial support primarily for:

- a. study for a period of one or two semesters at a foreign university,**
- b. participation of students in international study or professional events abroad,**
- c. short-term scientific or research stays abroad,**
- d. study by international students at the University,**
- e. stays of international university or scientific staff at the University.**

The university-wide deadline for submitting applications for the autumn round 2025 is October 31, 2025, but applicants must adhere to an earlier [faculty deadline](#). Applications for financial support from the MF must be submitted via [the IS Věda UK electronic application \(PAS module\)](#).

## **Student Mobility**

Students enrolled in full-time study (bachelor's, master's, or doctoral programs) may apply for financial support from the Mobility Fund only during the standard period of study. The student must remain enrolled in the same program of study throughout the mobility period as at the time of application.

The Mobility Fund supports student mobilities lasting at least 30 days. The maximum duration eligible for funding is 12 calendar months.

Applications must clearly define the specific goals to be achieved during the mobility.

When evaluating applications, the length of current study is also considered. Applications from bachelor's students are given lower priority.

Priority is given to applicants who have not previously received support from the Mobility Fund during the current program of study.

In accordance with Article 2, Point 4 of [the MF Statute](#), the financial contribution is primarily intended to cover travel costs, accommodation and meals, tuition fees, or fees for international academic or professional events.

## **Student Mobility Categories:**

### **Category a – Study for a period of one or two semesters at a foreign university**

Priority is given to semester stays under [inter-university agreements](#).

### **Category b – Participation of students in international study or professional events abroad**

Typically supports internships lasting 30 to 60 days for master's and bachelor's students.

### **Category b-2) IFMSA – Support for participation of students in international study or professional events abroad**

This category is exclusively for medical faculty students traveling through [IFMSA Czech Republic](#). Placing the application in a different category may result in rejection due to non-compliance with formal requirements.

The application must specify destination country, internship timeline and attendance plan at the host institution.

Mandatory attachments:

Motivation letter – Includes goals, benefits, and expected outcomes of the internship

Invitation letter – Official document issued by the host national IFMSA member organization. For IS Věda submission, a provisional invitation letter may be uploaded in place of the acceptance letter. Email invitations are not acceptable.

If the application is approved by the MF Council, the applicant must submit the official acceptance letter before departure. This must be uploaded to IS Věda under the tab “Final Report.” Failure to upload the acceptance letter before departure is considered a violation of MF rules and the grant cannot be disbursed.

**Category c – Short-term scientific or research stays abroad**

Primarily intended for doctoral students conducting research.

**Category d – Study by international students at Charles University**

Financial support for international students coming under inter-university agreements. The faculty hosting the student must submit the application.

**Academic Mobility**

Academic mobility is implemented in the following categories:

**Category c – Short-term scientific or research stays abroad**

Intended for academic staff participating in scientific and research activities abroad, especially in preparation of joint study programs (mainly doctoral) with prestigious foreign institutions. Does not apply to participation in conferences, seminars, congresses, etc. Minimum stay should be three weeks.

The MF supports academic staff mobility only if the stay benefits Charles University, not just the individual applicant.

This category is primarily for junior academic staff, i.e., within 8 years of obtaining a Ph.D.

**Category e – Stays of international university or scientific staff at Charles University**

The faculty hosting the international academic must submit the application.

Preferred duration is one or two semesters. Shorter stays must be properly justified in accordance with MF priorities. Minimum stay should be five working days.

The application must include a detailed itinerary of the stay (e.g., list of lectures to be taught at CU).

In accordance with Article 2, Point 4 of [the MF Statute](#), the financial contribution is primarily intended to cover travel, accommodation, and meals. The MF does not support salary costs for international academics at CU.

# **COMMON RULES FOR MOBILITIES SUPPORTED BY THE MOBILITY FUND OF CHARLES UNIVERSITY**

## **Completed, Current, and Future Stays**

Mobilities that have already taken place and ended before the university deadline for the autumn round of the MF 2025 (October 31, 2025) cannot be supported retroactively.

The Mobility Fund Council will assess all mobilities that, starting from November 1, 2025, last at least 30 days (or 3 weeks / 5 working days for academic mobilities).

If the applicant receives financial support for the duration stated in the application and later decides to extend the stay abroad, it is not possible to request additional funding from the MF. The originally allocated funds serve as an initial contribution for the mobility.

## **Formal Requirements of the Application**

Applicants must ensure the formal correctness of their application. Missing mandatory attachments or a vague motivation letter may result in rejection of the financial contribution.

Applicants must always include:

- Motivation letter
- Acceptance letter from the host institution (email format is not acceptable)

Additional required documents:

for category a):

- Proof of language proficiency (minimum level B2)

for categories b) and c):

- Confirmation of planned active participation in the event, if applicable.

For category d) applicants must submit:

- Motivation letter from the international student
- Acceptance letter from the host faculty at CU
- Student's consent to personal data processing

For category e) applicants must submit:

- Academic's CV including publications
- Activity plan of the academic at CU
- Academic's consent to personal data processing

## **Additional Financial Coverage**

Funds from the Mobility Fund cannot be used to co-finance costs associated with participation in the Erasmus+ program.

If the applicant receives financial support from other sources to co-finance the stay, they must declare these sources in the application (under the "additional funding" section). The applicant must ensure that the other funding sources allow simultaneous support from the MF.

## **Requested Contribution Amount**

Funding from the Mobility Fund is provided as a contribution, meaning it is not intended to cover all costs associated with the mobility. The allocated amount may cover up to 50% of the costs for the proposed activity.

Applicants are expected to prepare a reasonable budget for the planned stay. If the amounts for travel, accommodation, meals, or other items significantly exceed typical prices,

the application may be rejected.

Calculating financial requirements based on per diem rates for foreign stays is not considered appropriate.

Typical contribution amounts from the MF for Europe are 10,000 CZK/month for bachelor's and master's students and 15,000 CZK/month for doctoral students.

Typical contribution amounts for outside Europe are 15,000 CZK/month for bachelor's and master's students and 20,000 CZK/month for doctoral students.

The maximum amount a student can receive for a single mobility is 100,000 CZK.

The allocated financial contribution is tied to a specific applicant, specific project, and specific implementation period.

## **Changes to Submitted Applications**

If the applicant has submitted their application via IS Věda UK and the faculty deadline has not yet passed, they may request the faculty MF coordinator to return the application for changes or additions.

Once the university deadline has passed, such returns are not possible for administrative reasons. All applications recorded in IS Věda UK after the deadline are considered final.

If necessary, the applicant may send a change request to the university MF coordinator, describing the request and the reason for the change. However, the Mobility Fund Council is not obliged to consider such late change requests, and the project may be rejected.

Any request to change the original project after approval must be submitted via IS Věda to the Mobility Fund Council well in advance (before the planned departure, not during or after the stay).

Applicants acknowledge that if the duration of the stay is shortened to less than 30 days, this constitutes a major change to the original project. In such cases, the change is not allowed, and the allocated financial contribution will not be paid.

## **Evaluation of Applications**

The Mobility Fund Council will evaluate applications in accordance with the [MF Priorities for 2025](#) within 40 days of the university deadline. The Council reserves the right to request additional information from the applicant.

The financial amounts proposed by the Council are subject to approval by the Rector's Collegium.

Applicants will be informed of the decision regarding the allocation of funds via the IS Věda application by December 19, 2025.

## **Obligations After Returning from the Stay Abroad**

After the stay, the student / academic staff member / host department at CU who received the contribution must, within 30 days, submit a final report and provide confirmation of study / participation / internship completion.

For category a), students must also submit a Transcript of Records, which may be added to the final report within 60 days of the end of the stay.

Final report forms are available in the IS Věda UK application under the "Tender terms" section. The final report must be uploaded to the electronic version of the supported project under the tab titled "Final Report."