



Mobility Fund of the Faculty of Architecture of CTU Announcement of the Academic Mobility Competition 2025

The Mobility Fund is used to support the internationalisation and mobility of students and academic employees, in particular: student participation in international study and professional events, international exchange of students and academic and scientific employees, short-term trips abroad and for the preparation and implementation of international study and professional events of students at the Faculty and abroad. The Mobility Fund enables full-time students and academic employees to benefit from a financial contribution for mobility worldwide.

The aim of the FM FA is to provide financial support in particular for:

A/ Outgoing student mobility

- a) active participation of students in a foreign conference with peer-reviewed proceedings, short-term scientific or research stays of students abroad,
- b) students going abroad for study stays of one to two semesters in the framework of Erasmus+, MBD, double degree, etc. and doctoral research internships of at least 30 days, measured in the period from 1. 9. to 31. 8. (depending on the results of their studies and socio-economic opportunities).

A/ Outgoing mobility of academic and scientific personnel

- c) active participation of academic personnel in a foreign conference with peer-reviewed proceedings, short-term scientific or research stays of academic personnel abroad,
- d) short-term trips of academic personnel in the framework of defences, habilitations, appointment procedures, opponents of foreign projects, supervisors of work under double guidance, keynote lecturers,
- e) active preparation and implementation of international study and professional events abroad by academic personnel, with the participation of groups of students, in cooperation with a foreign partner,
- f) short-term visits to foreign workplaces by academic and scientific (possibly also administrative) personnel with the aim of establishing cooperation in the scientific and social field (establishing cooperation, concluding contracts, preparing joint study plans, etc.).

B/ Incoming student mobility

- a) selected foreign students of English programmes depending on their study results and socio-economic opportunities (for students of the 2nd Master's year with a weighted average of less than or equal to 1.50),

B/ Incoming mobility of academic and scientific personnel

- b) stays of foreign visiting academic or scientific personnel at the faculty who teach at least 2 ETCS,
- c) short-term arrivals of academic personnel in the context of defences, habilitations, appointment procedures, including opponents of foreign projects, supervisors of work under double supervision, keynote lecturers,
- d) active preparation and implementation of international study and professional events at the faculty by academic personnel, with the participation of groups of students, in cooperation with a foreign partner,
- e) short term arrivals of administrative personnel within the Erasmus+ program (staff training).

Support can be provided from FM FA resources:

- a) a bachelor's, master's or doctoral student,
- b) an academic or scientific worker,
- c) an administrative worker with a working time of 0.5 and above,



d) to the faculty for partial reimbursement of the costs associated with the stay of a foreign academic or researcher,

e) the faculty for partial payment of the costs associated with the study of a foreign student.

Support from FM FA resources can be provided for the payment of:

- a) travel costs,
- b) accommodation costs,
- c) meal costs,
- d) tuition fees (for international students of English programmes after the end of the first year),
- e) fees for international study or professional events (for student group trips),
- f) wage costs (in the case of a foreign academic or scientific personnel at the faculty).

Important information:

- a) the amount of financial support received depends on the number of applications received and the budget available to the faculty for the year,
- b) the allocated support is provided on a targeted basis, i.e. it is linked to a specific applicant, activity, implementation dates and achieved objectives,
- c) the maximum period for which a financial contribution can be granted is 10 months,
- d) can be applied for mainly for activities that have yet to take place, retrospective reimbursement is not preferred,
- e) virtual mobility is not financially supported,
- f) active participation means active output or involvement in the program,
- g) the results and length of previous studies will also be considered when assessing applications.

Important documents:

- a) Statutes of the Mobility Fund FA,
- b) Rules of Procedure of the FA Mobility Fund Council,
- c) FA Mobility Fund Application Form.

Submission of applications:

- a) applications are submitted via a completed online Mobility Fund Form with the relevant attachments by the announced deadlines,
- b) attachments are specified in the online Mobility Fund Form.

Application deadlines:

- a) applications are usually submitted twice a year by the deadlines published in the usual way for the calendar year, including 31. 3. in the summer semester 2024-25 and 31. 10. in the winter semester 2025-26,
- b) applications submitted after these deadlines will not be included in the competition.

Evaluation of applications:

- a) the Mobility Fund Council will evaluate the submitted applications within 30 days of the faculty deadline,
- b) Council evaluation results are submitted to the Dean for approval,
- c) the granting of support and its amount is decided by the Dean,
- d) administration is provided by the FA's International Office, which communicates the results to applicants.

Report on the course of the event:

- a) The person who has been granted funds from the resources of the FA FM is responsible for their proper drawdown and economic use and is obliged to submit a written report on the course and results of the event to the Council through the FA International Office within one month of the end of the event,
- b) The person is obliged to record his/her own results that were produced within the supported mobility in cooperation or with the participation of a foreign workplace in the V3S system of CTU or RUV. The results should indicate that they were supported by the resources of the FM FA.



In Prague, on 20. 8. 2024

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