



## Application for the academic competition for the award of support from the funds Mobility Fund of the Faculty of Architecture of CTU

*(Complete the application form, attach the necessary attachments and submit to the Faculty's International Office by the deadlines announced by the Dean for the calendar year).*

**Applicant** (O check what applies and fill in the appropriate)

surname..... name..... title.....

phone..... email.....

employee  department.....working time.....

doctoral student  bachelor student  master student

applicant's activities with student's O number of students.....

program.....year.....form.....

**Activity**.....

place and date of funding..... number of days.....

visited institutions.....

contact persons.....

phone.....e-mail.....

**Costs requested from the Fund in CZ**.....

Estimated total cost in CZK.....

Costs paid from other sources in CZK.....

own  department  FA grants (Academic competition)  other grants  others



**I am applying for support from the Mobility Fund to pay for (circle what applies):**

**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 - attachment\*1, \*7
- 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 September to 31 August (depending on the results of their studies and socio-economic opportunities) - attachment\*3

**A/ Outgoing mobility of academic and scientific personnel**

- a) active participation of academic personnel in a foreign conference with peer-reviewed proceedings, short-term scientific or research stays of academic personnel abroad - attachment\*1, \*7
- b) 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 - attachment\*2, \*7
- c) 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 - attachment\*6, \*7
- d) 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.) - attachment\*6, \*7

**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) - attachment\*5

**B/ Incoming mobility of academic and scientific personnel**

- a) stays of foreign visiting academic or scientific personnel at the faculty who teach at least 2 ETCS - attachment\*4
- b) 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 - attachment\*4
- c) 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 - attachment\*6, \*7

**I am asking for the following support (circle what applies):**

- 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).

**I am enclosing the following attachments (circle what applies):**

- \*1 Letter of acceptance or confirmation of nomination for the visit
- \*2 Invitation letter from a foreign workplace or event agreement
- \*3 Application for a special purpose scholarship
- \*4 Application for financial support for a foreign academic employee, a copy of the concluded work contract and a confirmation of payment from the accounting office
- \*5 Application form for a CTU scholarship (for students of the 2nd Master's year with a weighted average of less than or equal to 1.50),



\*6 Justification of the usefulness of the action from the point of view of the FA CTU and specification of the outputs (V3S, RUV, exhibition, publication) in the scope of max. 1200 characters

\*7 Event budget

**Report on the course of the event (warning:)**

- 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.

Applicant's signature.....date.....

**For academic and scientific personnel:**

Approval of the head of the department / Vice-Dean.....date.....

**For students (bachelor, master, doctoral)**

Name of the supervisor/event leader.....date.....

Approval of the supervisor/event leader.....date.....

**Contact:**

International Office, Bc. Jarmila Vokounová, Kristýna Sedlaříková MA  
phone. 224 356 224, 606 767 208, email. internationaloffice@fa.cvut.cz

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*The application received on..... signature.....*

*The FM FA Council discussed the application on.....*

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*The application was approved on.....*

*The decision to reimburse the Mobility Fund in the amou.....Kč*

*Signature of the Vice-Dean for International Relations.....date.....*