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# Administrative Procedure

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It is necessary to proceed with all of the necessary administrative steps sufficiently in advance of the prospective mobility as the whole administrative process takes some time.

[Call for Applications](#)  
[Before Departure](#)  
[Upon Return](#)

## Call for Applications

- If planning for a teaching mobility, make sure there is a valid Erasmus+ Inter-Institutional Agreement with the respective partner university at [this website](#) . No Inter-Institutional Agreement is required for staff training mobilities.
- Teaching assignments (lectures) or training activities (in case of training), as well as the period of the prospective stay, need to be discussed and agreed with a colleague at the partner university and the head of your department at the FHS in advance.

Complete the [Program mobility \(Staff Mobility Agreement\)](#) including a list of the pre-agreed activities of the mobility and have it signed by the host institution (the person in charge at the partner university) as well as the head of your department at the FHS.

**The approved and signed Program mobility needs to be uploaded into your Erasmus mobility application.** *(There is an exception in the case of a prospective participation in a staff training week (STW), if a decision on admission to the STW has not yet been made at the time of the deadline for the CU Erasmus mobility application, it is possible to upload the document without signatures).*

**Detailed information on how to apply is available in the [Call for Applications](#) section.**

When completing the form, it is recommended to consult the FHS International Office.

**In case your mobility programme is not uploaded, the application cannot be considered.**

- Some universities and other institutions may organize *staff training weeks (STW)*. For overview of the opportunities, you may consult the [staff weeks website](#) and/or search for them individually. Please, note that the eligibility and selection criteria of staff weeks are set by each individual organizing institutions and thus may differ.
- [Apply for the Erasmus mobility](#) by the set deadline.

## Before Departure

You will be expected to complete both the paperwork required by the FHS for a Work Travel Abroad and also the Erasmus programme documents.

- Once nominated in the selection procedure, complete the [FHS Travel Abroad Request Form \('Návrh na vyslání'\)](#) based on your approved Mobility Programme and have it signed by the head of your department.

Indicate the *Erasmus* financial source and the number *710 111*.

In case of any changes in the approved Mobility Programme, it is necessary to inform the FHS International Department and at the same time to complete and have a new [Mobility Programme \(Staff Mobility Agreement\)](#) approved.

- When calculating the budget, it is necessary to consider the maximum [subsistence and travel flat rates](#) .
- Submit the *Travel Abroad Request Form* signed by you and the head of your department to the FHS International Office, and also the new approved *Mobility Programme*, in case it has been modified, **no later than 20 working days before travelling**.

### Grant Agreement ('Účastnická smlouva')

- On the basis of the approved Mobility Agreement and your Travel Abroad Request Form, the central CU Erasmus Office will issue a Grant Agreement **to be signed by you before departure**. You will be contacted via email.

[Confirmation of Erasmus Mobility](#)

- Have a hard copy of the document with you.  
You will need to have it approved **at the end of your stay** by the person responsible at your host institution **and bring the hard copy back from abroad**.

## Upon Return

### Confirmation of Erasmus Mobility

- Upon return, submit the hard copy of the approved document to the FHS International Office no later than 5 days after returning.

### FHS Travel Abroad Expenses Statement Form & FHS Final Report on a Travel Abroad

- List your eligible expenses in the form and attach any receipts so that they can be reimbursed.
- Sign the forms and submit hard copies of all of the documents to the officer in charge of travel abroad administration at the FHS. Room no.: 0.24; [marek.matusik@fhs.cuni.cz](mailto:marek.matusik@fhs.cuni.cz) within 10 days after your return.

### **EU Survey Mobility Tool**

- This online survey is to be completed once you have received an email with access details.