
Erasmus+ Staff mobility

Call for Applications Administrative Procedure

Under Erasmus+, there are opportunities available to carry out a **mobility for teaching / training**.

Please, note that in both cases **participation in a conference is considered an ineligible activity** under the Erasmus + program.

The staff member must be an employee of Charles University and have a contract of employment ('Pracovní smlouva') or other forms of short-term contract such as 'DPČ' and 'DPP'.

Staff Teaching Assignments (STA) academic staff involved in teaching activities at Charles University only

- Teaching periods abroad can consist of guest lectures, seminars, consultations, participation in joint/double study programmes, etc.
- Length of a teaching period: the minimum is 2 working days (without travel days), the maximum is 2 months; it is necessary to teach a **minimum of 8 teaching hours** per 5 working days as well as per shorter stays. Shorter stays are preferred (**2–5 days**).

Staff Trainings (STT) both academic and administrative staff

- Training periods abroad can consist of professional development training or specific competence-building events, job shadowing, observation periods, specific training or language courses, participation in *staff weeks*, etc.

Some universities and other institutions may organize *staff training weeks*. For the **overview of the opportunities** you may consult the [IMOTION Erasmus staff training 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.

- The **minimum length** of a training period is **2 working days** (without travel days), the maximum is 2 months; there is no minimum number of hours for training. Shorter stays are preferred (**2–5 days**).

Combination of Teaching (STA) and Training (STT) Activities academic staff

- It is necessary to teach a **minimum of 4 teaching hours per 5 working days**; the days of teaching and the days of training to be specified separately in the final mobility report.

Eligible Cost and Financial Support

- There is a **flat rate subsistence** financial support to cover accommodation, [daily meal allowance](#) and local transport. These rates are calculated as a maximum financial support for individual countries per 1 working day. **The list of rates** is available [here](#).

The Erasmus grant covers the number of days of the planned activities based on the Mobility Program + the costs of one travel day, up to the maximum subsistence flat rates. The second travel day is co-financed by the faculty, if it does not fit into the Erasmus grant and is justified.

- **Financial support for return travel expenses** is based on the distance between Prague and the location of the partner university

There are [assigned flat rates for particular distances](#). The distance can be calculated by using the [distance calculator](#). Please, make sure that the price of the flight ticket / ticket does not exceed the given rate.

More information Questions can be addressed to e-mail mobility@fhs.cuni.cz.

For more information please visit the [Central CU Erasmus Office website](#).