
Short-term doctoral mobilities

In order to better meet the diverse needs of doctoral students and to ensure equal opportunities, doctoral students can carry out short-term study or traineeship mobility abroad within the Erasmus+ programme through which it is now easier for doctoral students to complete a compulsory internship abroad.

General Information

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General Information

The difference between Study Mobility and Traineeship Mobility

- *Study Mobility*: preparation of dissertation, consultation, visit the library, etc.
- *Traineeship Mobility*: practical internships are specific in that their content is not directly focused on writing your dissertation. It is necessary to perform specific work/tasks for the receiving institution.

Who can apply?

- at the start of the mobility, the student must be enrolled in the 4th year of the doctoral study program at the latest
- the student must be enrolled in the given study programme at FHS for the duration of their traineeship abroad

Please note: when planning your mobility, it is also necessary to plan the fulfillment of your study obligations at FHS, so that by the time you start your mobility you have properly fulfilled all your study obligations in the given section of your studies.

The mobility does not entitle to postpone your study obligations prescribed by your ISP for the given academic year.

Where?

- short-term study mobilities are to be completed **at partner institutions with which FHS has an inter-institutional agreement** in a given academic year
 - See list of available partner universities [here](#) ; useful information and links to the particular faculty or department are also included
- short-term traineeship mobilities may be completed **at any institution / organization in an Erasmus+ programme country with the exception of EU bodies, institutions and other EU entities, including specialized agencies** and organizations, that lead EU programmes (e.g. national agencies of Erasmus+).

Duration of mobility

- **the period of physical mobility abroad should be 30 days (in exceptional and justified cases can be shortened to 21 days)**
- if students have already completed an Erasmus+ study or traineeship programme in the third cycle, the total duration of the study and/or traineeship already completed and that applied for may not exceed 12 months

Erasmus+ Grant 2023/24 academic year

- up to and including 14 days of physical mobility €79 / per day
- from 15 to 30 days of physical mobility €56 / per day

Call for Applications and Selection Procedure

Applications are to be submitted to a given deadline.

The current application deadline to the 3rd round of call for short-term doctoral mobilities in the academic year 2023/2024 is set to **11 March 2024 (including)**.

Call of Applications Calendar

	deadlines	start of the mobility
1. round	beginning of August	between October 1 and September 15
2. round	beginning of October	between January 1 and September 15
3. round	beginning of March	between May 1 and September 15
4. round	beginning of May	between July 1 and September 15

The mobility must take place in the period from 1 October to 15 September of the given academic year (i.e. in the academic year 2023/2024, the mobility may take place in the period from 1 October 2023 to 15 September 2024).

If the funds are exhausted, no further selection procedures will be announced. Therefore, there is no need to submit application for the closest deadline to your planned start of the mobility. If your traineeship is already arranged, you can apply already in the 1st round.

Required documents

Required documents to be delivered collectively in PDF Format via email to international@fhs.cuni.cz no later than the specified deadline.

Please note that the required documents for Study Mobility and Traineeship Mobility are different. Read the information below carefully.

- Request form for applications (Short-term mobility PhD)
- CV
 - in English and in the language of instruction at partner university, if differs
- Study Purpose / Traineeship plan (in ENG)
should contain justification as to why the mobility should be carried out at the given institution and how it relates to the topic of doctoral thesis at FHS
 - short-term study mobility - the content of the study mobility depends on the agreement with the academic contact at the given partner university; consultation; work on / preparation of a dissertation; course work (if applicable, state which courses)
 - short-term traineeship mobility - depends on the agreement with the host institution, should contain specific content of the traineeship; tasks to be carried out by the traineeship, **relevance to the studies at FHS**
- Acceptance from the host institution / university
 - short-term study mobility - **statement of prospective supervision** from academic staff of the partner university (in ENG)
 - short-term traineeship mobility - **acceptance letter / statement of admission** from the host institution
 - The letter should include the name of the institution, the contact person including their e-mail, the agreed content of the internship and mobility dates, signature and a stamp (if applicable).
- Recommendation letter
 - provided by your FHS supervisor – in English or Czech; there is no template for this document. A document must be sign (scan is enough). Also it is possible to ask the supervisor to send the recommendation directly to zahranicni@fhs.cuni.cz (we do not accept forwarded emails!).

Upon return

Responsibilities after the mobility

According to the Dean's Measure No. 10/2017, it is compulsory to record all internships abroad in the SIS. Internships must be registered in the SIS at least one week before the departure, but it will be highly appreciated if you do it much earlier. After return, we will need the signed and stamped Confirmation of Study / Research Period. You have to get the document signed at the very end of your stay because it serves as a confirmation that you have been physically present at the institution for the entire duration of the planned stay (see the data you entered in the SIS).

- Confirmation of Erasmus+ Period - should contain real mobility dates and tasks carried out during the mobility; to be uploaded to the SIS
 - Please note that for the finalization of the short-term mobility it is necessary to use the aforementioned Erasmus + template, not the one in the SIS
- - A4 page mobility evaluation report (in case of *Study Mobility*)
- Traineeship certificate (in case of *Traineeship Mobility*)
- 2 final reports:
EU Survey (automatically generated email from the European Commission)
final report via Charles Abroad platform
- FHS Academic questionnaire