



Dean's Directive No. 1/2019				
Title:	Mobility Fund of the Faculty of Mechanical Engineering of the Technical University of Liberec			
	Name:	Function:	Date:	Signature:
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Article 1

General provisions

- (1) The Directive establishes the principles of creating and drawing financial resources from the Mobility Fund of the Faculty of Mechanical Engineering of the Technical University of Liberec (hereinafter referred to as "FOM FME TUL").
- (2) The Directive is in accordance with the strategic documents of the Faculty of Mechanical Engineering of the Technical University of Liberec (hereinafter referred to as "FME TUL"). The intention to establish the FOM FME TUL results from the draft measures of the strategic documents of FME TUL.
- (3) The aim of the FOM FME TUL is to strengthen the international dimension in all areas of FME TUL activities with an emphasis on educational and scientific research activities.
- (4) Funds from the FOM FME TUL resources can be granted on the basis of a complete and timely submitted Application for a Travel Grant.
- (5) The person who has been granted funds from the resources of the FOM FME TUL (hereinafter referred to as the "solver") is the solver of the Travel Grant.
- (6) The Study Department, Foreign Relations Office is responsible for the administration of the FOM FME TUL. The allocation of grants is reviewed by the FOM FME TUL Council.
- (7) This Directive is published on the website of FME TUL: <https://www.fs.tul.cz/tul> .

Article 2

Priorities of the FME TUL Mobility Fund

- (1) The priority, in line with the objective of the FOM FME TUL, is to support:
 - a) educational activities of students aimed at demonstrably improving their qualifications, which cannot be implemented using other mobility programmes,
 - b) scientific and research activities of academic staff, research staff and other employees aimed at demonstrably increasing their qualifications, which cannot be implemented using other mobility programmes,
 - c) scientific research activities of academics, researchers and other staff which are key and strategic for the development of research programmes and which cannot be implemented using other mobility programmes,
 - d) student and staff activities with applications for support under other mobility programmes that have not been supported.



Article 3

Supporting the activities of BSP, MSP and DSP students

- (1) Internship abroad for at least one month for students of FME TUL in the full-time study form in Bachelor's or Master's or Doctoral degree programmes (hereinafter referred to as „BSP“, „MSP“, „DSP“).
- (2) Study at a foreign university for at least one month for full-time BSP, MSP and DSP students.
- (3) Participation of DSP students in an international study or professional event abroad exclusively with the presentation of their own research results.
- (4) Participation of BSP, MSP and DSP students in a summer school abroad.
- (5) Short-term stay of BSP, MSP and DSP foreign students at TUL.

Article 4

Supporting the activities of academics, researchers and other staff

- (1) Internship abroad for a minimum of one month for academic or research staff of FME TUL.
- (2) A creative stay of an academic staff member abroad, which is demonstrably aimed at the completion of the habilitation procedure or the procedure for appointment as a professor.
- (3) Short-term scientific or research stay of an academic or scientific researcher abroad in the framework of the preparation of a joint project with a foreign entity or for the purpose of establishing scientific and research cooperation.
- (4) A short-term stay of an academic or researcher to start an internship for DSP students at a foreign institution.
- (5) Participation in activities such as summer schools, symposia and other professional meetings with international participation, or events falling within the field of standards and evaluation of FME TUL activities.
- (6) Participation in an international professional event abroad, conference with own contribution, international trade fair and other presentation activities with own exhibits, contributions, etc.
- (7) Short-term stay of foreign academic and scientific researchers at FME TUL in the framework of invited lectures of prestigious experts at conferences, symposia, summer schools with international participation, etc.

Article 5

FOM FME TUL Council

- (1) The Council of the FOM FME TUL (hereinafter referred to as the "Council") is a body of FME TUL, which is appointed and dismissed by the Dean of the Faculty as an advisory body.



- (2) The Council is composed of 3 members. The chairman of the Council is the Vice-Dean for International and Public Relations of FME TUL. The other members of the Council are two Vice-Deans of FME TUL.
- (3) The Council considers the applications submitted with a recommendation on whether or not to grant financial support. In the case of a recommendation for a grant, it shall also consider and, if appropriate, propose an adjustment to the funding.
- (4) Minutes of the outcome of the meeting are taken by the Council with a list of all applicants, which is submitted to the Dean for approval.

Article 6 Qualification conditions

- 1) The applicant may be:
 - a) a student studying in an accredited full-time study programme:
 - The student will perform educational, scientific, research, development and innovation activities at the receiving institution.
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During the entire period of study abroad, the student must be duly enrolled for study at FME TUL, so he/she cannot finish his/her studies (passing the state final examinations or graduation) before the end of the stay abroad.
 - b) an academic staff member, researcher or other staff member of FME TUL who has an employment relationship based on an employment contract with TUL. The staff members will carry out scientific, research, development, artistic or other activities at the receiving institution leading to the improvement of their qualifications.
 - c) guarantor of the stay in case of an Application for a Travel Grant for the arrival of a foreign employee/student.

Article 7 Financial support

- (1) The FOM FME TUL is financed from the budget funds in the amount of 1 mil. CZK/year allocated to the faculty for educational activities in a given year, or from other sources that will be drawn in accordance with the requirements/rules of donors. If the fund is not exhausted in a given year, the balance is carried over to the following year.
- (2) If the applicant is a student of an accredited study programme of FME TUL, the funds are allocated in the form of a scholarship from the FOM FME TUL.



- (3) If the applicant is an academic, scientific research or other employee of FME TUL, the funds are allocated in the form of a Notification of Financial Contribution from the FOM FME TUL. The funds will be allocated when accounting for the costs incurred during a business trip abroad in accordance with the applicable Directive of the Bursar on Travel Allowances.
- (4) If the applicant is the guarantor of the stay (in the case of the Travel Grant Application for the arrival of a foreign employee/student), the funds are allocated in the form of a Notification of Financial Contribution from the FOM FME TUL.
- (5) The funds allocated are intended to cover part of the costs related to the stay abroad and represent a contribution to these costs. Eligible costs are:
 - a) travel costs,
 - b) accommodation and food costs,
 - c) costs associated with participation in international study or professional events.
- (6) The allocation of funds to cover the stay of a foreign employee at FME TUL is governed by the Bursar's Directive No. 7/2013 and the allocated funds are a contribution.
- (7) The amount of funds allocated for the stay of a foreign BSP/MPS/DSP student at FME TUL may be derived from the conditions of allocation of scholarships under the CEEPUS programme or according to the expected costs of the stay.

Article 8

Submission of Applications for the Travel Grant

- (1) Calls for Applications for the Travel Grant are published at <https://www.fs.tul.cz/> and through the Dean's Office with the deadline for submitting 1x original application to the Study Department, Foreign Relations Office.
- (2) Travel Grant Application Forms are posted at <https://www.fs.tul.cz/tul> .
- (3) The designated staff member of the Study Department, Foreign Relations Office, checks whether the application has been submitted properly and on time and whether it meets the formal requirements.
- (4) An Application for a Travel Grant must not be identical to another project that is or has been supported by public funds or addressed as a complementary activity.

Article 9

Evaluation of Applications for the Travel Grant

- 1) The FOM FME TUL Council will use the following criteria to evaluate applications:
 - a) the mobility grant cannot be funded from other available sources (e.g., Erasmus+, CEEPUS, SGS, etc.),
 - b) qualifications of the solver:



- for students: year of study, study results, importance of mobility for the career development of the solver,
 - for employees: the importance of mobility for the career development of the solver or the importance of the activity for strengthening the management of the faculty, the amount of the solver's time at FS TUL,
- c) readiness for contact with the foreign institution (e.g., written consent of the receiving institution),
- d) the adequacy of the timetable,
- e) the adequacy of the requirements for the amount of funding allocated,
- f) expected outcomes of mobility (e.g., applicability in RIV, quality of international conferences),
- g) an overview of the previous cooperation with the receiving institution in the case of a request from an academic, scientific researcher or other employee of the FS TUL.

Article 10

Management of funds and Final Report of the Travel Grant

- (1) The solver is responsible for the proper use and economic use of the funds provided by the FOM FME TUL.
- (2) Funds provided may only be used to pay for eligible Travel Grant expenses that have been recommended by the Council and approved by the Dean and that are justified and verifiable. Any unspent funds are returned to the FOM FME TUL within 14 days after return from the mobility, together with the final report.
- (3) In justified cases, a change in the implementation of the allocated Travel Grant (e.g., change of the deadline) may be requested, the solver will request the approval of the Chairman of the Council.
- (4) Within 10 calendar days after his/her return, the employee who is the recipient of the Travel Grant is obliged to make an accounting and within 14 calendar days to prepare a final report on the Travel Grant in written and electronic form and submit it to the Study Department, Foreign Relations Office. The final report must include the information required in the final report form, the confirmation of the length of stay (from-to) issued by the receiving organisation.
- (5) On the basis of the final report submitted, the Council will assess whether the objective of the Travel Grant has been achieved and whether the use of the allocated funds has been in line with the application submitted. If the Council finds irregularities, it will provide reasons and propose solutions (including possible repayment of the allocated funds) to be submitted to the Dean for a final decision.
- (6) The student who is the recipient of the Travel Grant does not perform any billing, proceed further see point (4).



Article 11
Transitional and final provisions

- (1) All documentation for Travel Grants will be archived in the Dean's Office of the Faculty of Mechanical Engineering.
- (2) List of attachments:
 - a) Travel Grant Applications
 - Application for Travel Grant (BSP/MSP/DSP Student)
 - Application for Travel Grant (FME TUL Employee)
 - Application for Travel Grant-Arrival (Head of Department)
 - b) Grant or scholarship award documents
 - Decision generated by IS STAG (BSP/MSP/DSP student, not an attachment)
 - Notification of Financial Contribution from the FOM FME TUL (FME TUL employee)
 - Notification of Financial Contribution from the FOM FME TUL for the admission of a foreign employee/student
 - c) Documents to complete on return
 - Travel Grant-Final Report (BSP/MSP/DSP student)
 - Travel Grant-Final Report (FMETUL employee)
 - Travel Grant-Final Report (arrival of a foreign employee/student)