



**GUIDE FOR EMPLOYEES
PARTICIPATING IN TEACHING
OR TRAINING MOBILITY ABROAD**

University of South Bohemia in České Budějovice



Content

Why participate in a teaching or training mobility abroad?	5
Introduction.....	7
1. Erasmus+: Erasmus – Higher Education at the University of South Bohemia ...	9
basic information about the programme	12
I have decided to take part in teaching or training mobility – what to expect?.....	21
Before applying	21
Before departure from the Czech Republic.....	22
Before returning from abroad	27
Upon return to the USB	28
2. Other possibilities to travel abroad.....	29
Through the University of South Bohemia.....	29
Mobilities organized by the Center for International Cooperation in Education (Dům zahraniční spolupráce – DZS).....	30
Other mobility programmes (apart from DZS)	33
Information portals on higher education and professional networks for international education.....	35
3. Check list – what to remember when travelling abroad	38

Why participate in a teaching or training mobility abroad?

- It gives you an opportunity to improve your foreign language skills and gain more confidence in communicating with foreigners.
- You find out how your international colleagues work, exchange experience and gain a new perspective.
- You encounter inspiring new ideas and gain motivation to introduce innovative processes into your teaching and research.
- You can develop your professional skills through training and establish many relationships with international colleagues, which are sure to be beneficial.
- You get a chance to experience life in another country, its culture and customs and meet interesting people.
- You will make new friends and network with collaborators from all over the world.

Introduction

This guide is intended for employees of the University of South Bohemia in České Budějovice (hereinafter USB).

The first part is dedicated to Erasmus+: Higher Education, focusing on projects of staff mobility, and provides an overview of the programme and a detailed guide for those wishing to go abroad to participate in training or a teaching mobility.

The second part introduces other mobility programmes and ways of carrying out a study or research stay abroad, including useful links to the platforms and portals on international education. Finally, the last section offers a very interesting alternative open to all – volunteering.

There is a broad range of choices. However, what is the first step on this journey? Making a decision. This step you need to take on your own and we will gladly help you with the rest.

USB International Relations Office

1. Erasmus+: Erasmus – Higher Education at the University of South Bohemia

At the USB, the project of mobility for university staff within the Erasmus+ programme is managed centrally by the **International Relations Office of the Rectorate (ÚZV)**.

Staff mobility is overseen by a **rectorate Institutional Coordinator** who arranges all aspects of the mobilities and is in charge of the overall budget allocated for staff mobility, revises and completes contracts before a mobility, creates the final expense account for a mobility and deals with other financial matters before departure and upon return. They also deal with any non-standard situations and provide up-to-date information and advice.

At the **International Relations Office of each faculty**, there is at least one **Erasmus+ Coordinator (Faculty Coordinator)**, who manages the partner universities network of the faculty and who is responsible for concluding inter-institutional contracts in cooperation with the Institutional Coordinator. The Coordinator also organizes selection processes, assists employees in completing the relevant documents, provides necessary information and advice and ensures staff mobility promotion.

Contacts

Current contact details are available at:

www.jcu.cz/mezinardni-spoluprace/kontakty

Rectorate - International Relations Office

● Institutional Coordinator and the ERASMUS+ Staff Mobility Coordinator

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Faculties – International Offices

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Basic information about the programme

This is the most common scholarship programme in the European Union (EU) countries and in the countries of the European Economic Area (EEA). It has a history of more than thirty years and has been available in the Czech Republic and at the University of South Bohemia for over twenty years.

What does Erasmus+ offer?

ERASMUS+ is intended not only for students but offers many interesting career and personal development opportunities for **university staff – both the academic staff and other employees**, including staff employed on the basis of an Agreement to Perform a Job/Work.

There are **3 types of mobility**:

1. Mobility for Teaching (STA)

Intended only for **academic staff**. Teaching is carried out at a partner university based on an Inter-institutional Agreement for Erasmus+ programme. The minimum number of teaching hours is **8 per week** (5 days). This requirement must be met even for shorter stays. For longer stays (exceeding 5 days), the number of teaching hours is calculated by a coefficient of 1.6 – e.g. 8 days stay x 1.6 = 13 teaching hours).

2. Mobility for Training (STT)

i.e. vocational, professional and language courses, job shadowing or a practical training based on an individual programme agreed in advance with the training provider. The mobility for training is intended for both **academic and non-academic staff**.

3. Combination of Mobility for Teaching and Training

For academic staff. The minimum number of **teaching hours** is **4 per week** (5 days). On top of that, the same conditions as for Mobility for Training apply.

What is the length of a mobility?

Minimum length of both types of mobilities is **2 days**, maximum **2 months**.

Which countries can I travel to?

28 Member States of the European Union: Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Ireland, Italy, Cyprus, Lithuania, Latvia, Luxembourg, Hungary, Malta, Germany, Netherlands, Poland, Portugal, Austria, Romania, Greece, Slovakia, Slovenia, Spain, Sweden, United Kingdom

Countries of the European Economic Area: Iceland, Liechtenstein, Norway

Applicant countries: Turkey, Former Yugoslav Republic of Macedonia, Serbia

Erasmus+ around the world: International Credit Mobility - within this activity you can travel to nearly any country in the world. However, the countries and partner universities vary every year depending on the results of the USB's application for funding. USB may get a grant to support projects for countries which have received the highest ranking within the annual call. Approving an application for mobility to a specific partner university is tied to concrete projects of the USB units, i.e. funding for such mobility can only be provided to employees who have succeeded in a selection procedure for the project.

Projects usually run for two or three years with minor variations in each call. The administrative procedure is similar to that of Erasmus+ implemented within the programme countries. There is a difference in the limit rates for travel and subsistence costs.

Inter-institutional agreements are always concluded with approved partners. For staff mobility, the minimum length of stay abroad is 5 days.

Which universities can I lecture at?

Each university has its own **network of partner universities** with which to conclude inter-institutional agreements. You can find a list of partner universities of your faculty at the faculty's International Relations Office:

Faculty of Economics:

www.ef.jcu.cz/mezinardni-vztahy/partnerske-univerzity

Faculty of Arts:

www.ff.jcu.cz/cs/partnerske-univerzity

Faculty of Education:

www.jcu.cz/international_relations/smlouvy_erasmus/

Faculty of Science:

www.pf.jcu.cz/rozvoj-a-zahranicni-vztahy/zahranici.html

Faculty of Fisheries and Water Protection:

www.frov.jcu.cz/cs/mezinardni-vztahy/partnerske-univerzity

Faculty of Theology:

www.tf.jcu.cz/oddeleni-zahranicnich-vztahu/partnerske-univerzity

Faculty of Health and Social Sciences:

www.zsf.jcu.cz/en/zahranicni-vztahy/seznam.html

Faculty of Agriculture:

www.zf.jcu.cz/obecne/zahranicni-vztahy

Rectorate, international cooperation:

www.jcu.cz/mezinardni-spoluprace

Which institutions can I receive training/shadowing at?

For training or shadowing, you can choose any higher education institution (not necessary partnering with the USB) or any public or private organization active on the labour market or in education, training and youth work.

Many European universities involved in Erasmus+ (including the USB) offer **Staff training weeks**, which is a weeklong programme typically aimed at a specific area of higher education (e.g. Marketing and communication, International relations, ICT, Study agenda, etc.). When participating in this type of mobility, it is usually possible to combine teaching with training. You can choose an appropriate Staff Week at the portal IMOTION at staffmobility.eu/.

What are the terms of participation?

Each employee must be selected in a regular **selection procedure**, which is announced by the **International Relations Office of each faculty** (for faculty staff) and by the **Rectorate International Relations Office** (for the Rectorate staff).

When to travel?

All types of mobilities are available throughout the year. The dates of selection procedures depend on the **Erasmus+ programme period**, which runs from 1 June of each year to 30 September of the following year.

What are the financial conditions?

Erasmus+ financial support is paid to the USB employees in the form of **travel costs reimbursements** covering the costs actually incurred by the staff member in connection with the mobility (transport, accommodation, insurance, visa, etc.).

Accommodation costs (accommodation, local fares, insurance, meals, etc.)

The Erasmus+ programme sets a maximum **daily rate of subsistence costs** for **each project period** divided into 3 zones according to the costs of staying in particular countries.

Current rates can be found at: www.jcu.cz/international-relations

Meal allowance – rates for each calendar year are determined by the **Decree on Determining the Rates of International Meal Allowances for the Given Calendar Year**, which is available on the Ministry of Finance of the Czech Republic website. For year 2019: www.mfcr.cz/cs/legislativa/legislativni-dokumenty/2018/vyhlasaka-c-254-2018-sb-33479

Travel costs (travel to the international institution and back)

Maximum limits are also set for **transport costs to the institution where the mobility is implemented and back**. The limits are determined by the European Commission's distance calculator ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

If the stay and travel expenses are exceeded, the employee must secure another source of funding from their faculty/workplace.

Finances are provided only for **working days**. Travel days can also be paid, i.e. **1 day immediately before the commencement of the mobility and one day immediately after the end of the mobility**. These travel days will be included in the calculation of the subsistence costs. Requests for travel days must be approved by your Faculty Coordinator.

Employee with special needs

(i.e. potential participants whose physical, mental or health is such that their participation in mobility would not be possible without additional financial support) may apply for an **increase in mobility funding** of up to **EUR 10,000**. In these cases, a **Grant Increase Application must be submitted** to the Institutional Coordinator within the specified deadline.

The application must be accompanied by:

- a medical report
- a copy of the DID card
- Erasmus+ documents: Erasmus for the appropriate type of mobility – approved Mobility Agreement
- a letter of acceptance in which the receiving institution confirms the admission of the participant to the mobility indicating that they are aware of the participant's state of health

Upon return from the mobility, receipts/invoices for the actual costs incurred must be provided **to account for** the special needs support grant.





I have decided to participate in a teaching or training mobility – what to expect?

Before applying

1. Find all the necessary information about Erasmus+ at the USB at www.jcu.cz/international-relations
2. Learn about the **terms** and the **selection procedure criteria**.
The contact person for employees of a faculty is their Faculty Coordinator.
The contact person for employees of the Rectorate and non-faculty departments is the Institutional Coordinator.
3. Once **selected in the selection procedure**, the Faculty/Institutional Coordinator will confirm your mobility.
4. Once you have received this confirmation, **start organizing your stay immediately**. Completing paperwork, approval processes at the USB and the receiving organization, travel and accommodation arrangements and other matters **can take several weeks to organize**.
Fares and flight prices change very quickly and the price is considerably higher the closer to the date of travel you book it, so it is important to book your travel as soon as possible (as soon as you have received a confirmation from the accepting institution).
Recommendation: prepare a preliminary budget for your mobility to make sure you do not exceed the daily subsistence rates (accommodation, local travel fare, insurance, meals, etc.) and the return journey (ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en).
If the travel and stay expenses are exceeded, the employee must secure another source of funding from their faculty/workplace.

Before departure from the Czech Republic

1. Ensure you have all the required mobility paperwork

– in cooperation with your Faculty Coordinator. Required forms are available for download at: www.jcu.cz/international-relations

Make sure you always use the correct form for the relevant academic year.

Erasmus+ Mobility Agreement forms

1. For Mobility for Teaching: Mobility Agreement – Staff Mobility for Teaching

2. For Mobility for Training: Mobility Agreement – Staff mobility for Training

- This is a tripartite agreement between the staff member, the receiving organization and the sending organization which sets the exact dates of the mobility (excluding travel days), the field, the mobility programme (lecture topics, the content of the training, etc.) and in the case of Mobility for Teaching also the number of lessons taught in the working days of the mobility and the programme of study to be delivered in (Bachelor, Master, Doctoral).
- Send the completed form to the receiving organization (abroad). When it has been approved, sign it and send it to your Faculty Coordinator.
- The document is sent as a scan.
- This document is a mandatory annexe to the Grant Agreement.

Grant Agreement

- An agreement between the employee and the USB, which sets the conditions of the mobility (mobility dates, financial conditions and limits, employee's obligations, etc.).
- Fill in the required details of the Grant Agreement, print two copies, sign and submit them to your Faculty Coordinator, including the mandatory confirmed Mobility Agreement.
- **The Grant Agreement must be signed before your departure.**

Travel Order Form (TOF)

- **Complete the TOF well in advance, preferably at least 14 days before departure.**
- There are special TOF forms for Erasmus+ trips. Make sure you use the correct form for your type of mobility and for the given academic year:
 - Mobility for Teaching = TOF STA
 - Mobility for Training = TOF STT
- **On the TOF provide information on an additional source of funding if you expect the travel expenses to exceed the specified limits.**
- After the TOF is approved by your supervisor, send it to your Faculty Coordinator.
- Arrange the date for the advance expenses payment with your Faculty Coordinator – see below.

2. Organize the practicalities

Advanced Expenses Payment

- The amount is determined by default by the subsistence cost limit unless you request a different amount.
- It is usually paid in Euro (EUR). You can also request British Pounds (GBP), Norwegian Krona (NOK) or United States Dollar (USD) if you travel outside EU.
- If you book a flight using your own resources, you can request the Advanced Expenses Payment from your Faculty Coordinator to cover your travel costs (based on an invoice or another receipt).
- If you do not require the Advanced Expenses Payment, inform your Faculty Coordinator.
- You can collect the Advanced Expenses Payment payment at the **USB Rectorate cash desk.**

- The Rectorate cash desk **is not a bank** and does not hold much cash in a foreign currency. Therefore, it is necessary to send the Travel Order Form to your Faculty Coordinator **at least 14 days before departure** so that the advanced expenses payment can be ready for you. **Otherwise, it is not possible to guarantee timely payment of the advanced expenses payment.**
- Please observe the cash desk office hours which may be shortened during summer holidays.

Mon	8.00 – 12.00	13.00 – 15.00
Tue	–	13.00 – 14.00
Wed	8,00 – 12,00	13,00 – 15,00
Thu	–	13,00 – 14,00
Fri	8.00 – 12.00	–

Insurance

- Find out from your Faculty/Institutional Coordinator how to obtain the relevant statutory insurance at your workplace.
- Include the insurance costs when calculating the costs in the Travel Order Form.
- If the insurance is organized by your faculty/rectorate, please include this information in the Travel Order Form.

Transport

It is important to think of the travel costs and **select the best value of transport**. The financial conditions are stipulated on page 17.

● Air transport

You can arrange your flights in several ways:

- Purchase and pay yourself and get reimbursed within the Travel Order Form upon return.

- Buy and pay yourself and request from your Faculty Coordinator a reimbursement of the fare in cash or to your account before your departure.
- Ask your Faculty Coordinator to book your flights. In this case, provide the Coordinator with your travel requests (destination, date, and required time of arrival and departure if applicable).

● By train, by bus

- You make your arrangements yourself.
- If you purchase electronic tickets in a foreign currency, please provide a proof of payment in CZK in the form of a copy of your bank statement.

● By car

- Your own car can be only used with the consent of your supervisor confirmed on the **Application for Consent to Use a Private Vehicle**, with a copy of the vehicle registration and an accident insurance certificate attached.
 - An employee must have a valid training for driving their car for business purposes.
 - Travel costs will be reimbursed **up to the amount of the cost of a 2nd class train ticket**.
 - You can find the cost of an international ticket by sending an inquiry for the cheapest available ticket from the place of departure to your destination to info@cd.cz. The received quote must be attached to the Travel Order Form account statement.
 - **A company car travel within Erasmus+ programme is not an eligible expense of the programme, and the costs are borne by the faculty.**
- #### ● Taxi/car rental
- This form of transport can be used only **if it is not possible to use local transport** (e.g. late-night arrival when local transport does not longer

operate, flight delay and the necessity to arrive at a certain time at the foreign institution, in extraordinary circumstances – e.g. a strike).

- Use of such transport must be explained in writing and included in the Travel Order Form account statement and approved by the Institutional Coordinator.
- If a taxi is used for other reasons (heavy luggage with promotional materials, health ailment, bad weather, long distance to the bus stop from the campus, etc.), costs will be reimbursed at the rate of the local transport fare. In such a case, the employee is obliged to provide information of the local transport provider on the fare – as published on the Internet or evidenced by other tickets used on other travel occasions and included in the Travel Order Form.

Accommodation

- You arrange this yourself.
- We accept invoices from AirBnb (www.airbnb.cz).
- If breakfast or other meals are included in the price of accommodation, please state this fact in the Travel Order Form account statement.
- If possible, choose accommodation so that you do not exceed the daily subsistence cost limits for your destination country (these include accommodation + meals allowance + local transport).
- For accommodation invoice, make sure it includes the name and address of the USB: University of South Bohemia in České Budějovice / University of South Bohemia, Branisovska 1645/31a, 370 05 České Budějovice
IČ: 60076658, DIČ: CZ60076658

Your name shall appear in the text of the invoiced services.

Spending Allowance

- Spending allowance is not provided.

Safety

● DROZD – Voluntary registration of citizens of the Czech Republic when traveling abroad (drozd.mzv.cz)

This project of the Ministry of Foreign Affairs of the Czech Republic allows to effectively organize assistance to Czech citizens who have chosen to provide information on their planned stay abroad. You can provide this information by filling out a simple form on the above site.

The information is used by the Ministry of Foreign Affairs when emergency assistance to citizens is needed and to effectively organize assistance in the event of a natural disaster or social unrest. The system allows the sending of bulk emails and text messages to all registered persons currently present in the given foreign country, thereby providing them with important information or alerting them in advance of imminent danger.

Before returning from abroad

Do not forget have your **Confirmation of Erasmus+ teaching/training programme confirmed.**

- This form **must be confirmed by the receiving institution on the day of your departure at the latest** (by an official stamp of the institution + signature of person responsible for mobility).
- The number of working days confirmed by the receiving institution must match the number of days listed in the **Mobility Agreement – Staff mobility for Teaching/Training**. If, for any reason, the number of days does not match, the number of days shown on the document confirmed by the receiving institution is used for calculating the grant.
- For Mobility for Teaching, the receiving organization also confirms the number of teaching hours.
- All forms can be download at www.jcu.cz/international-relations

Upon return to the USB

1. Submit the **original of Confirmation of Erasmus+ teaching/training programme** to your Faculty Coordinator within one week of return.
2. Submit **all invoices and receipts for the Travel Order Form** and a **copy of the Confirmation of Erasmus+ teaching/training programme** to the **Rectorate Economic Department** (Bc. Iva Haiklová, ihaiklova@jcu.cz).
 - Submit a fully completed Travel Order Form including signatures.
 - Provide all travel and subsistence details, i.e. times of departure, arrivals, border crossings, accommodation documents, other receipts, tickets, flight tickets, etc.
 - **The exact time of border crossing** on the day of departure and return is important for correct calculation of domestic and foreign meal allowance.
 - Stick all the documents to A4 paper and number them in order.
 - If it is not clear from the receipt, please specify the currency.**Meal Allowance: If you were not provided meals as part of the accommodation or programme, include this information on the Travel Order Form in the appropriate box.**
3. The Economic Department of the USB Rectorate will check the expense accounts and prepare the final statement of your TOF. The final statement will be sent to you via e-mail for approval, and then the accounts will be settled, i.e. by an additional payment to you or by you providing a refund to the USB.
4. Complete **the Erasmus+ mobility final report – EU survey – no later than 30 days after the end of the mobility.**
 - EU survey will be automatically sent to your e-mail.
 - EU survey is completed online.
 - If you do not receive the email invitation to complete the survey, contact the Institutional Coordinator.

2. Other possibilities to travel abroad

Through the University of South Bohemia

USB is involved in many international projects and collaborates with a wide range of universities and institutions around the world.

Since many international projects are managed directly at individual workplaces (departments, institutes, units, etc.), contact your supervisor first to provide you with an overview of the current projects within your field and focus.

You can also contact the International Relations Office at your faculty, which will provide information about the programmes or projects which they are currently processing.

If you are an employee of the Rectorate or other non-faculty unit, please contact the International Relations Office – **Contact Centre of the International Relations Office** (Mgr. Věra Filipová – Go abroad officer).

Through the Center for International Cooperation in Education (Dům Zahraniční spolupráce, DZS)

www.dzs.cz

Another useful source of information is the Centre for International Cooperation in Education (DZS) website. This organization is a contributions organization of the Ministry of Education, Youth and Sports that administers international activities in the area of education. In addition to Erasmus+ programme, they provide the following programmes of foreign mobility:

CEEPUS

A Central European Exchange Programme, offering full-time academic staff a range of activities.

www.ceepus.info

www.dzs.cz/ceepus/

What does it offer?

- training trips abroad (usually 5–30 days), participation in summer schools, excursions, etc.

Where can I go?

- to 15 countries in Central and South-Eastern Europe

What are the financial conditions?

- grants are paid by the host country and travel costs are reimbursed by the sending university

What are the advantages?

- an easily submitted application online, only one semester in advance

AKTION Czech Republic – Austria

A programme to support bilateral cooperation in science and education.
www.dzs.cz/cz/aktion-ceska-republika-rakousko/

What does it offer?

- research/lecture/habilitation stays
- project collaboration (seminars, workshops, guest professor lectures, professional excursions, summer schools, etc.)

Where can I go?

- to authorized higher education institutions and universities in Austria

What are the financial conditions?

- grants for 1–6 months for academic staff of public universities
- project cooperation grants

AIA – Academic Information Agency

The AIA gathers, processes and disseminates information on the possibilities of education of Czech citizens abroad.

www.dzs.cz/cz/akademicka-informacni-agentura/

What does it offer?

- lecture/research stays and language courses for teachers of Czech public universities

Where can I go?

- to more than 30 countries worldwide

What are the financial conditions?

- grants are provided on the basis of international contracts and vary according to individual offers

EEA GRANTS 2014–2021: Programme Education

EEA grants support international projects in education and co-operation with Iceland, Liechtenstein and Norway.

www.dzs.cz/fondy-ehp/

What does it offer?

- **mobility projects: study stays and internships** for students and employees
- **institutional cooperation projects** (modernization/innovation of curricula and creation of joint study programmes and courses; support for

development and sharing of innovative practices through mutual learning and the exchange of examples of good practice)

- **inclusive education projects** (creation of training activities for teachers of kindergartens, elementary schools, secondary schools; mentoring, long-term monitoring; development of educational materials for teachers; international teaching and training activities)

Where can I go?

- mobility and projects can be carried out in cooperation with **Liechtenstein, Norway and Iceland**

Other mobility programmes (apart from DZS)

The Bavarian-Czech Academic Agency

It is a department of the Bavarian Academic Centre for Central, Eastern and South-eastern Europe (BAYHOST) and is the main contact for **bilateral cooperation between Bavaria and the Czech Republic in the field of higher education and science.**

www.btha.cz/en/

What does it offer?

- scholarships for study stays, language courses, summer and winter schools in both countries
- grants for internships, mobilities and excursions

- grants for bilateral academic projects and conferences or joint project preparation
- research consortia of higher education institutions and universities in Bavaria and the Czech Republic
- provision of contacts and counselling for students, teachers, scholars and managerial staff of Czech and Bavarian universities and scientific institutes

German Academic Exchange Service (DAAD)

Provides information on study and research in Germany, on DAAD scholarships and on other organizations.

www.daad.cz/

Österreichischer Austauschdienst (ÖAD/OeAD GmbH)

A centre for European and international mobility services and cooperation programmes in the field of education, science and research.

oead.at/

JW Fulbright Commission

The Fulbright Commission is a Czech-American governmental organization founded with the mission to enhance educational, scientific and cultural exchanges through scholarship programmes and advising and information services between the Czech Republic and the United States of America.

www.fulbright.cz/

Youth Mobility programmes: Erasmus+: Youth (people under 30)

Erasmus+ Youth aims to promote **non-formal education** through projects of international youth exchanges, volunteering and **professional development of youth workers** through seminars, training, study stays, creation of partnerships or practical internships.

www.naerasmusplus.cz/cz/mobilita-osob-mladez/

europa.eu/youth/EU_en

Volunteering abroad

Volunteering is another great way to practise a foreign language, to experience real life in a foreign country and, above all, to help others. Try it, and you will see that you will greatly benefit from this experience.

www.inexsda.cz/

www.dzs.cz/cz/evropsky-sbor-solidarity/

www.naerasmusplus.cz/cz/mobilita-osob-mladez/evropska-dobrovolna-sluzba/

Information Portals on Higher Education and Professional Networks of International Education

European Association for International Education – EAIE

A recognized association of professionals actively involved in the internationalisation of Higher Education in Europe.

www.eaie.org/

What does it offer?

- training on a wide range of internationalization issues
- it provides for an exchange of knowledge, experience and good practice in the context of European universities
- annually organizes educational conferences and trade fairs
- resources on the current issues in internationalization in Europe and worldwide

Euroguidance

The Euroguidance network supports the exchange career guidance experience across Europe.

www.euroguidance.cz/index.html

What does it offer?

- it organizes information and educational activities for university career advisors

Eurydice

The Eurydice Information Network, connecting 38 European countries, provides information on education systems and education policy across Europe to education professionals and the general public.

eacea.ec.europa.eu/national-policies/eurydice/home_en

What does it offer?

- thematic comparative analyses, statistics
- materials on topical issues related to education
- a database of detailed descriptions of European education systems

European Schoolnet

A European association of over 30 countries dedicated to supporting digital technologies and new learning methods in education.

www.dzs.cz/eun/

What does it offer?

- it enables schools to participate in pilot projects, competitions and campaigns
- on-line courses, teaching and learning materials for teachers
- it promotes an international exchange of experience
- it publishes reports, case studies, and other publications on education
- it focuses primarily on the field of mathematics and natural sciences

LABEL European Language Award

Supports and awards exceptional activities in the field of language education.

www.naerasmusplus.cz/cz/reformy-a-systemy-vzdelavani-label/

What does it offer?

- supports and promotion of innovative language projects of high quality
- inspiration to introduce of award-winning activities in language teaching
- it seeks to increase interest in language learning

3. Check list – what to remember when traveling abroad

Before departure

- approval of the mobility abroad by a senior employee
- obtaining rules for the mobility programme
- providing a way to finance your business trip
- preparing the preliminary budget (due to the limits that each programme can set)
- business trip plan
- Travel Order Form – international, in which the following information is required:
 - place of mobility abroad: country, name of the receiving institution
 - purpose of the journey: mobility – learning stay, mobility – training, mobility – research activity, mobility – other
 - start date and end date dd.mm.yy/dd.mm.yy
 - the source of funding (project, programme), during which the trip took place
- advanced expenses payment
- travel insurance
- transport
- accommodation
- security situation in the country of destination

Upon return

- provide accounts in the Travel Order Form (fill in travel times, arrivals, border crossings, meals, accommodation documents, other receipts, tickets, insurance – always depending on the rules of the financial resource used or the mobility programme)
- submit the required documentation according to the mobility programme rules
- complete the final work programme report according to the mobility programme rules

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EVROPSKÁ UNIE
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MSMT
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MLÁDEŽE A TĚLOVÝCHOVY