

Faculty of Mechatronics, Informatics and Interdisciplinary Studies
Strategic Management Support Programme (PPSŘ)
Mobility Fund (MoF)
Call 2024

This document presents a summary of rules for the implementation of foreign business trips for academic and non-academic staff of the Faculty of Mechatronics, Informatics, and Interdisciplinary Studies (FM) funded by the **Program to Support Strategic Management (hereinafter referred to as PPSŘ)** and the **Mobility Fund (hereinafter referred to as MoF)**.

Rules for Financing Mobilities from MoF and PPSŘ

- Eligible candidates are PhD students of FM and employees who have at least a 50% contract with FM.
- PPSŘ covers **up to 100% of the costs** and is subject to approval by the Selection committee of the FM and the International Office of the TUL. The mobility is concluded by submitting a final report within 14 days after completing the mobility and the required output for the respective type of mobility (publication output, cooperation agreement, confirmation of mobility by the partner institution).
- MoF covers **up to 75% of the costs** (the remaining 25% need to be covered by the department) and is subject to approval by the Selection committee of the FM. Mobilities funded by MoF must be completed by November 30, 2024. The participant submits a report within 14 days after returning.
- The Selection committee has the right to reduce the requested amounts.

Activities Eligible for Financing from PPSŘ

Only mobilities that cannot be financed under the ERASMUS+ program can be supported from the PPSŘ program. Mobility must be assigned to one of the following activities:

- Activities aimed at the global development of TUL students' and employees' competencies - support for international educational activities (establishing international cooperation, teaching and developing educational activities, promoting studies according to newly defined and updated target countries)
- Strategic activities abroad
- Arrivals of foreign experts and non-academic staff, if it is a strategically significant arrival
- Mobility of students to third countries

Activities Eligible for Financing from MoF

The main goal of the Mobility Fund is to support international scientific cooperation, high-quality joint publications, patents, software or other results of applied research with foreign co-authors, and the preparation of international scientific projects. Therefore, the following activities can be supported from MoF:

- Scientific or research stay abroad with a publication output, preparation of a joint project etc.
- Internship abroad.
- Professional events or summer schools abroad.

All applications must be accompanied by an invitation letter from the partner institution, proof of the event or similar. In the case of an internship mobility, once the motility is approved, the applicant is required to submit a learning agreement filled and signed by all parties.

Selection process

- The applicant fills out the relevant offline application form for financing their activity. Application forms are available on the FM website <https://www.fm.tul.cz/fakulta/mezinarodni-mobility/fond-mobilit-a-ppsr>
- The applicant scans the application and mandatory attachments and inserts them into the online form.
- The original application is delivered by the applicant to the coordinator of international cooperation (Ing. Simona Kuncová). **The deadline for submitting applications is Friday, March 22, 2024.**
- Within seven days of the end of the application submission, the FM selection committee will meet and assess the submitted applications. Applications for PPSŘ financing also require approval from the International Department of TUL. During the month of April, all applicants will be informed of the results of their applications.

Petr Šidlof, Ph.D.

Ing Simona Kuncová Doc. Ing.

coordinator of international cooperation
vice dean for research and international relations