



**Scholarships in support of short-term and mid-term student mobilities and internships abroad awarded by the Faculty of Education of the University of Hradec Králové  
(translation of Czech version: Rozhodnutí děkana č. 1/2021)**

**Section 1**

**Conditions under which scholarships are awarded**

1. The scholarship to support short-term and mid-term student mobilities is intended for students of bachelor's, master's and doctoral study programmes at the Faculty of Education of the UHK who accomplish a foreign mobility lasting at least 31 days. The maximum length of a mobility depends on its nature (usually this maximum length is 180 days); in case of internships extremely beneficial for research or creative activities or in case of internships in educational facilities which are beneficial for pedagogical or professional practice of students, the maximum length is usually 1 academic year, unless decided otherwise by the Dean.
2. Students are awarded scholarships for their study stays, academic and professional internships, for their participation in summer schools, resp. in intensive courses, etc. (hereinafter referred to as mobilities).
3. Scholarships are not awarded for virtual mobilities. In case of mobilities of a combined type (so-called hybrid mobilities), the scholarship is awarded for the relevant out-going part.
4. These mobilities are accomplished in accordance with the profiles of the graduates of the relevant study programs. Benefits for the students' professional development and scientific, artistic, creative benefits for the study programs and for the Faculty of Education are dominantly considered. These facts are reflected in the mobility plan or within the framework of the application for this scholarship. The relevance of the given mobility is assessed and approved by: the Vice-Dean responsible for study affairs and the Vice-Dean responsible for internationalization.
5. Scholarships administered in accordance with the procedures specified in this Decision may not be awarded to the students whose mobility is funded from other sources.
6. During the entire period of the mobility, the student must be duly enrolled in the university studies (must be registered as "studying"), may not interrupt or terminate his / her university studies.
7. In accordance with the valid directive of the Bursar, the student is obliged to get properly insured for the entire duration of the mobility and to take out travel insurance in accordance with the valid framework contract with the ERV Insurance Company (ERV pojišťovna, a.s.) and in accordance with the current recommendations for additional insurance depending on the destination country. The confirmed certificate must be submitted by the student to the faculty International Office.
8. The obligation to take out insurance does not apply to virtual mobilities. In case of mobilities of a combined type (so-called hybrid mobilities), the student is obliged to have adequate insurance for the relevant out-going part.

**Section 2**

**Specification of scholarships and recognition**

1. The scholarship consists of two parts: accommodation grant and travel grant.
2. The usual accommodation grants are as follows: 5,000 CZK for each complete month if the mobility is accomplished in Slovakia; 10,000 CZK if the mobility is accomplished in other



European countries except for the Czech Republic and Slovakia; 15,000 CZK if the mobility is accomplished outside European countries. The following financial amounts are applied for each incomplete month immediately following the month of the internship: for an incomplete month lasting 15-20 days, 30% of the monthly rate applicable to the destination country is due; for an incomplete month lasting 21-30 days, 50% of the monthly rate applicable to the destination country is due. No scholarship is paid for an incomplete month lasting up to 14 days.

3. The travel grant is based on the distance from Hradec Králové to the destination of the mobility. The distance zones are based on the EU calculator:

[https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

4. The financial amount of the grant is specified in the following table and it depends on the relevant distance zone:

Distance zone (in kilometres):	The financial amount of the travel grant:
100–499 km	2,000 CZK
500–1,999 km	4,000 CZK
2,000–2,999 km	6,000 CZK
3,000–3,999 km	8,000 CZK
4,000–7,999 km	10,000 CZK
over 8,000 km	12,000 CZK

5. In exceptional cases, the accommodation grant may be increased. A potential increase in the financial amount cannot be claimed by law, and it depends on the nature and content of mobility, its benefits for the student's professional development, its scientific, artistic, creative benefits for the study program and for the Faculty of Education. These facts are reflected in the mobility plan or within the framework of the application for this scholarship.
6. The scholarship is paid to the student exclusively by bank transfer to a current account in CZK. In case of a monthly mobility, the scholarship is paid after its completion under the condition that the necessary documents for the recognition of the mobility are submitted. In case of a mobility exceeding two months, 30% of the awarded scholarship is paid after the completion of the mobility under the condition that the necessary documents for the recognition of the mobility are submitted.
7. For each complete month of the mobility, the student is awarded 5 credits. These credits are also awarded for virtual mobility or mobility of a combined type (so called hybrid mobility).
8. If the mobility is a study stay and the student completes courses with credit evaluation, the recognition of courses is administered in the way analogous to other study stays.

### Section 3

#### Administration of the scholarships in support of mobilities

1. The student completes the application form (see Appendix No. 1 of this Decision). The application documentation includes a confirmation from the host institution specifying the period of the mobility, the destination and the plan of the mobility (its content, study plan, job description, etc.).
2. The student submits the application in the printed and duly signed form to the faculty International Office, usually at least 1 month before the planned start of the mobility.
3. The application is assessed and approved by: the Vice-Dean responsible for internationalization and the Vice-Dean responsible for study affairs and finally by the Dean.



4. The application is assessed and approved in the context of the number of mobilities planned in accordance with this Decision for the academic year. For the academic year, in the context of the current mobility situation, a maximum financial amount to be drawn may be decided in accordance with this Decision. It is not possible to claim the scholarship by law.
5. Insufficient connection between the field of studies and the content of the mobility is a reason to reject the application.
6. If the student does not submit the application within the requested deadline or does not submit the confirmation of the fulfilment of the length, plan and content of the mobility, the entitlement to the scholarship expires.
7. Before his / her departure, the student will sign a financial agreement at the faculty International Office.
8. The student is obliged to submit the Confirmation of the accomplishment of the mobility to the faculty International Office no later than 15 days after completing the mobility (see Appendix No. 2 of this Decision) and to submit the Application for the recognition of the credits.
9. After the Application is approved, an administrative clerk at the faculty International Office will enter the student's results into the study information system in accordance with the rules of registration of study results.

#### **Section 4** **Concluding provisions**

This decision invalidates the Dean's Decision No. 23/2019 issued on May 16, 2019.

This Decision enters into force and shall apply from January 4, 2021

doc. PhDr. MgA. František Vaníček, Ph.D.

Dean of the Faculty of Education of the University of Hradec Králové

Appendix No. 1: Application for a scholarship in support of short-term and mid-term mobilities

Appendix No. 2: Confirmation of the accomplishment of the mobility



**Appendix No. 1: Application for a scholarship in support of short-term and mid-term mobilities**

Name:

Surname:

Date of birth:

Study program / study field:

ID registered in the STAG:

Type of studies (non-applicable to be crossed out): bachelor's / master's / doctoral

Number of the account to which the scholarship will be transferred (including the bank code):

Destination country of the mobility:

Institution:

Address of the Institution:

Contact person at the institution (including his / her e-mail):

Period of the stay abroad (from-to):

Type of the mobility (study stay, internship, research internship, summer school,...):

Date, place, the student's signature:

The application form is to be submitted together with the confirmation issued by the Host Institution specifying the period of the internship (from – to) and the student's duties to be performed within the internship.

*Statement made by the Vice-Dean responsible for internationalization:*

I agree with the proposed mobility

I do not agree with the proposed mobility

Date, signature:

*Statement made by the Vice-Dean responsible for study affairs:*

I agree with the proposed mobility

I do not agree with the proposed mobility

Date, signature:

*Statement made by the Dean:*

I agree with the proposed mobility

I do not agree with the proposed mobility

Date, signature:



Univerzita Hradec Králové  
Pedagogická fakulta

**Appendix No. 2: Confirmation of the accomplishment of the mobility**

**CONFIRMATION OF MOBILITY**

NAME OF STUDENT:

Sending institution: University of Hradec Králové, Faculty of Education

Academic year:

Coordinator of the mobility:

Tel.: +420 493 33.....

E-mail: .....@uhk.cz

NAME OF HOST INSTITUTION:

Address:

Internship period at the host institution:

from: *(day/month/year)*

to: *(day/month/year)*

Coordinator of the placement:

Tel.:

E-mail:

During the period confirmed in this form, the above mentioned student has accomplished his / her student mobility at our institution under my supervision.

.....  
Date of signature

.....  
Signature

.....  
Official stamp