

ICM - Coming to Palacký University - Staff from Partner Institution

Erasmus+ International Credit Mobility (ICM) is the European exchange scheme for mobility of students, teachers, and staff in higher education institutions (HEIs) outside Europe. The Palacký University Olomouc has actively participated in the scheme since it was launched in 2015.

ICM offers grants to INcoming staff from **ICM partner universities** for short teaching or training visits to the Palacký University Olomouc. Mobilities are available to the teaching and research staff as well as administrative staff.

Qualification

TEACHING

The activity enables academic staff of higher education institutions or workers from the corporate sector to teach at a partner higher education institution. The mobility usually lasts for 5 workdays (plus up to 2 days for travel). Required length of teaching activities during the mobility is the **minimum 8 hours of lessons per week**.

We advise you to contact your International Office (Erasmus+ Coordinator) before you start your application. They have detailed information about which type of staff mobility is possible. Please note that the availability of scholarships varies per participating country and university.

Incoming staff is eligible to apply for the Erasmus+ ICM mobility if:

- **You are employed at the Palacký University Olomouc Erasmus+ ICM partner university.**
- Your subject or area of expertise is available at Palacký University Olomouc and is incorporated in the Inter-institutional Agreement between Palacký and your home university.
- You are nominated by your home university. **Your university is responsible for the nomination of its staff for a mobility.**

The minimum duration of the ICM staff exchange is 5 workday mobility.

TRAINING

The activity supports the professional development of teaching and non-teaching staff of partner universities, as well as interested institutions, in the form of training (except for conferences), employee shadowing at the relevant workplace, and professional courses at a partner university institution.

The training usually takes place over a period of 5 workdays (plus up to 2 days for travel) at a partner higher education institution.

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Financial Support

The participants receive **individual** and **travel** support as a contribution to their costs for travel and subsistence related to their period of study or traineeship, teaching, or training at a partner university.

Individual Support (subsistence costs)

Incoming staff shall receive 140 EUR per day to cover their subsistence costs (accommodation, living expenses, public transport, etc.). In case of a long-term mobility (longer than 14 days) the individual support shall be 98 EUR per day.

Travel Support

Travel grant is determined by a rate given by the distance from the home institution to Palacký University Olomouc according to the table below:

100-499	km	180	EUR
500-1999	km	275	EUR
2000-2999	km	360	EUR
3000-3999	km	530	EUR
4000-7999	km	820	EUR
8000 a více	km	1500	EUR

For further information see EU Distance Calculator: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

Both Individual Support and Travel Support will be paid in cash after arrival at Palacký University Olomouc, after completing all the necessary documents with the ICM coordinator at International Relations Office.

Before Mobility

Before a mobility can start, the participant of the mobility, their home university and Palacký University Olomouc must agree on the activities that the participant shall undertake during their mobility at Palacký University Olomouc. The following documents need to be sent to the supervisor of your mobility at Palacký University:

Mobility Agreement for Training/Teaching should be filled in based on mutual agreement between you and the supervisor at the partner department of your specialisation at Palacký University Olomouc. It needs to be signed by three parties (you, supervisor at Palacký University and your home institution's responsible person). The electronic version of the document is sufficient if scanned properly. **Please, use the form of Palacký University Olomouc which can be downloaded in the Documents for ICM Section.**

Your mobility may be financed through Erasmus+ ICM only when your Mobility Agreement is signed by all three parties and approved by the Office for Mobility at Palacký University.

Selection Procedure Report must be sent by your home institution to your supervisor at Palacký University Olomouc as a nomination. The selection procedure must be fair, transparent, and well-documented, as it will be checked during monitoring visits by the Czech National Agency at Palacký University Olomouc. The calls for applications and the

selection criteria (e.g., academic performance of the candidate, motivation, relevant experience etc.) need to be made public at your home institution so the participants may apply for the mobility.

Travel Medical Insurance – you need to either sent a copy of your Travel Medical Insurance before you arrive in Olomouc, or you need to bring the copy with you on your first day of mobility. **It is not possible to participate in a mobility without having the insurance.** You are therefore required to arrange travel medical insurance. Some institutions offer their employees a travel insurance, so please contact the International Office at your home institution and ask.

If you need help with your visa or practicalities regarding your journey and stay in Olomouc, your supervisor at Palacký University will provide help or direct you to the responsible person in the Office for Mobility.

During Mobility

During your stay at Palacký University Olomouc, you shall complete the teaching or work plan as agreed in the Mobility Agreement.

The planned number of working days and hours must be adhered to.

On the first day of your mobility, you shall sign Grant Agreement at the Office for Mobility and receive the grant for your mobility in cash in Euros. Please, bring your passport or another ID card.

All your documentation (Mobility Agreement, Selection Procedure Report, Travel Medical Insurance) needs to be completed by the time you sign the Grant Agreement.

In case of any problems, contact your supervisor at Palacký University Olomouc and the Office for mobility immediately.

After Mobility

Upon successful completion of your mobility, you shall receive a link to the e-mail you have provided, and you need to fill in a Participant Report – online EU Survey, which is a questionnaire that is sent directly from the Erasmus+ database. It is necessary to fill in the questionnaire within 10 days of its receipt.